

Paperwork Flow for New Faculty Appointment - Paid

Department initiates and sends to School	Signed offer letter Faculty Appointment Form (blue form) Clinical Scholar Agreement (if applicable) HRIS form Budget Adjustment Form - workflow rather than hard copy (if applicable) Current Curriculum Vitae (CV)
School approves, secures signatures and sends to Faculty Affairs	Blue form with Dean's signature Clinical Scholar Agreement (if applicable) with Dean's signature HRIS form with signature Budget Adjustment Form - approve through workflow rather than hard copy (if applicable) Copy of offer letter Copy of CV Adds Appointment Letter with Dean's signature
Faculty Affairs reviews for consistency and compliance with Faculty Handbook	Offer Letter Blue form Clinical Scholar Agreement (if applicable) HRIS form Offer Letter Appointment Letter
Faculty Affairs sends to HR to Department and School to Medical Staff Office to Legal to faculty member	HRIS form with Vice Chancellor's signature and Budget Adjustment Form - workflow rather than hard copy (if applicable) Copy of blue form with Vice Chancellor's signature Copy of blue form with Vice Chancellor's signature Regents contract for approval as to form Appointment Letter or Regents contract with Vice Chancellor's signature
HR sends to Budget	HRIS form with HR approval
Budget sends to Payroll	HRIS form with Budget approval
Payroll actions	Match HRIS form with Employee Personnel Information Data Form (PID) completed by new faculty hire Assign employee ID number and notifies Faculty Affairs Enter demographic data from PID into PeopleSoft
Faculty Affairs action	Enter faculty appointment information from blue form (title, department, FTE, tenure status, etc) into PeopleSoft
School and Departments	Faculty data available for view in PeopleSoft
Change in Address, Name or Preferred Name	Complete Address/Name Change Form. Payroll enters changes into PeopleSoft
Change in Other Demographic Data	Contact payroll with changes. Payroll enters changes into PeopleSoft