

---

---

## 7.4 ACADEMIC RENEWAL OF APPOINTMENT (ARNW)

### Overview

The procedures described in this section are for reappointment in certain academic titles with no break in service.

### Policy Summary

Most academic appointments are made on a temporary basis except for appointments of librarians and appointments made to tenured faculty positions (Associate Professor, Professor and Lecturer with Security of Employment, Associate Astronomer and Astronomer). All other titles have specific ending dates.

A renewal of appointment in an academic title is the result of the academic review process established for the title. The policies for reappointing in an academic title are the same as the policies for hiring in the title. (See section on Academic Hires.)

### Before you Start

1. Obtain required approval to perform the payroll/personnel action.
2. Have the employee complete the following form, if applicable:  
Benefits Eligibility Level Indicator (BELI) form (UPAY 726)
3. Prepare information for data entry.

### Data Entry

Enter data for the reappointment via the ARNW bundle. The ARNW bundle contains the following functions:

**EAPP** (Appointments/Distributions)

**EPER** (Personnel-Miscellaneous)

**EACD** (Academic Service)

If there is no change to the employee's BELI status, the AMRT bundle can be used instead.

### Accessing ARNW

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **ARNW** and the **employee ID number**. Press **Enter**.

The EAPP function displays the selected employee.

## Completing the EAPP Function

### THE EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

### Notes and Tips

- For processing an academic renewal of appointment/reappointment with no break in service, you need to set up a new appointment and distribution. Creating a new appointment and distribution reflects the outcome of a review and reflects an affirmative decision to reappoint, not just extend, an appointment.
- If you are processing a reappointment for a 9/9 academic title, extending from spring quarter to fall quarter (across the summer break), set up a new appointment and distribution with a different title code (9/12).
- Reappointment actions are often accompanied by another action such as a merit increase, and can be processed simultaneously.

## The EAPP Appointment Level Procedure

1. **F9 Jump** and then press **F15 Newline** to go to the command line.
2. At the command line type **“add a”** or use the **“copy xx to xx”** command to create a new appointment.
3. **Enter** data in the following fields, as applicable:

Actions (Action Code)	Enter 17 for Appointment Renewal.
Pgm	System-derived code identifying the personnel program under which the appointment is held.
Typ	Enter 5 (academic)  Code indicating the appointment type associated with the appointment.
Bas	Code indicating the service period on which an appointment is based. Press F1 Help to see valid codes.
Pd Ovr	Code indicating the number of months in the year over which the salary for the appointment will be paid. Press F1 Help to see valid codes.
Appt Beg	The date on which the employee’s appointment is effective, in the format MMDDYY.
Appt End	Enter date the current appointment will end if that end date is later than the renewal/reappointment you are entering.

Dur	<b>Enter:</b> I - Indefinite T - Tenured Leave blank if the appointment has a definite end date.
Dept	Code indicating the department or other administrative unit associated with the appointment. Derived, no entry required.
Title	Code indicating the position or classification title for this appointment. Press F1 Help to see valid codes.
Grade	For academics, leave blank.
% Full	The percentage of time the employee is expected to work in the appointment. If full time enter as 1.00.
F/V	Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.
Ann/Hr Rate	The annual salary or hourly rate associated with the appointment.
Rt	A - Annual H - Hourly B - By agreement  Code indicating whether the rate of pay is annual, hourly, or by agreement.
Sch	Code indicating the pay schedule on which the appointment will be paid.
Time	Code indicating the method for reporting time worked in the appointment.

Lv	Code indicating the rate at which vacation and sick leave will be accrued. See <a href="#">Appendix C, Vacation/Leave Accrual Codes and Rates</a> for a list of valid codes.
----	--

### The EAPP Distribution Level Procedure

1. **F9 Jump** to the command line. Create a new distribution by typing **“add d”** (or by using the **“copy xx to xx”** command).
2. **Enter** data in the following fields as applicable:

Actions (Action Code)	Personnel action code is system-derived for a renewal of appointment/reappointment.
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0 or 2 as applicable.
FTE	The percentage of the budgeted position which the distribution represents, if applicable. Full time is represented as 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/fund. Full time is represented as 1.0000.
Pay Beg	Date on which the pay should be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/fund, in the format: MMDDYY. If indefinite or tenured, enter 999999.

ACADEMIC ACTIONS

Step	The step within the salary range associated with the title code. Enter as one digit for academics.
O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/ Amount	The monthly, hourly, or by agreement amount associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. Press F1 Help to see valid codes.
PRQ	Code indicating the type of perquisite provided.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjs.
WSP	Not used for academics

3. Press **Enter** to invoke range/value edits.
4. Press **F11 Next Func** to continue to the next function.

## Completing the EPER Function

### THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

### Notes and Tips

Use F1 Help for field-level or screen-level on-line help.

## The EPER Personnel-Miscellaneous Procedure

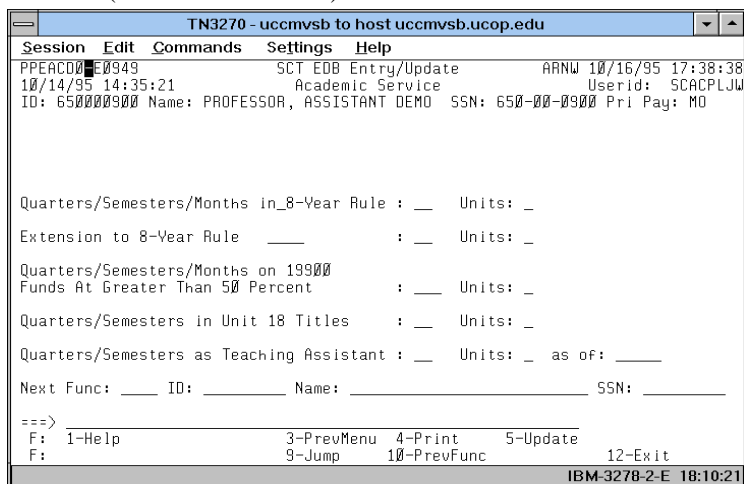
1. Enter data in the following fields, as applicable

Assigned BELI	Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press F1 Help to see valid codes.
Effective Date	Date the employee becomes eligible for any health benefits indicated by the BELI code.
Employee Relations Code	A code indicating the employee designation/status for the purpose of collective bargaining. Press F1 Help to see valid code, or refer to <a href="#">Appendix E, Employee Relations Codes</a> for assistance in determining the appropriate code.

2. Review other fields for data accuracy and any other changes needed.
3. Press **Enter** to invoke range/value edits.
4. Press **F11 Next Func** to continue to the next function.

## Completing the EACD Function

### THE EACD (ACADEMIC SERVICE) FUNCTION



### Notes and Tips

- Divisions have discretion for use of this function for academic employees. No entry required at this time.

## The EACD Procedure

1. Entry not required. The following is for your information only:

Quarters/ Semesters/ Months in 8- Year Rule	The number of quarters, semesters, or months of service accrued in the titles Instructor, Assistant Professor, and equivalent titles toward the 8-year service limitation.
Extension to 8-Year Rule	The number of quarters, semesters, or months of additional time added to the 8-year service limitation.
Quarters/ Semesters/ Months on 19900; Funds at Greater than 50 Percent	The number of quarters or semesters (for academic year-based appointments) or the number of months (for fiscal year-based appointments) of service accrued in a title or in the titles Professor in residence or Adjunct Professor and supported on 19900 (State) Funds for more than 50 percent time.
Quarters/ Semesters in Unit 18 Titles	The number of quarters or semesters of service accrued in the titles designated under Unit 18 for collective bargaining purposes.
Quarters/ Semesters as Teaching Assistant	The number of quarters or semesters of service accrued in the titles Teaching Assistant, Associate, and Teaching Fellow toward the service limitation established by policy for students.

2. This is the last function in the bundle. Proceed to *Review*.

## Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the Review bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

## Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

## Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make the necessary corrections.

### How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function you were at when you updated the action to make the appropriate corrections. Then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

## PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

## Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

## Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Forward a copy of the approval letter to employee's office of record for placement in the employee's file.