

Request to Offer Cheat Sheet

Human Resources Contacts	Dean's Office Contacts
Catherine Bonomini: 6-2032; cbonomin@uoregon.edu	Ellen Coughran: 6-8605; coughran@uoregon.edu
Grant Keeney: 6-2959; gkeeney@uoregon.edu	Anna Duncan: 6-4441; apuhn@uoregon.edu
Randi Schmechel: 6-2981; randisch@uoregon.edu	Alicia de Gonzalez: 6-3315; aliciad@uoregon.edu (Summer term)

HR's PWAAPPT Instructions

Go to <http://ups.uoregon.edu>, click on PWAAPPT Overview in the left navigation menu.

RTO Packet Materials

All employees:

- RTO
- CV (if new appointment – see definition below)
- Short form employment application (if new appointment – see definition below)
- Search documentation (compliance statement, search waiver request packet, or adjunct pool information in the internal comments)

Tenure-track faculty also need:

- Copy of offer letter

Deadlines

See the calendar on CASweb (Calendar link in the left-hand column of the CASweb home page). Dean's Office deadlines are based on HR deadlines. CAS should receive materials about two weeks prior to the HR deadline.

PWAAPPT Field	Tenure-track	Officer of Administration	Career NTTF	Adjunct NTTF
Appointment Tab				
Position	Unique to the position: B#####	Unique to the position: B#####	Currently: BUOFF9 – 9 month (teaching, some research) BUOFF2 – 12 month. Unique position numbers coming soon.	Currently: BUOFF9 – 9 month (teaching, some research) BUOFF2 – 12 month. Department-specific pooled position #s coming soon.
Suffix	00	00	For BUOFF9/2, if an employee already has a job in that position, add 1 to the suffix.	For BUOFF9/2, if an employee already has a job in that position, add 1 to the suffix.
Begin and End Dates	Academic year dates as spelled out in the offer letter. Usually the first contract is for three academic years.	Employee's first day of work through June 30 th . OA contracts all renew on July 1 st .	Academic year dates. See the faculty CBA for required contract length.	Term dates. May be for multiple terms or a single term.
Contract Type	BUA for a union member. B for a non-union member.	H (or F for a temporary OA)	CUA	DUA
Action	If never held a UO job: New to Campus If new to this position but not to campus: New Appointment If appointed to this same position and suffix in the past 12 months: Renewal If making changes to an existing RTO: Revision . Indicate which appointment you are revising in the Revises field.			
Faculty Type	B20	H10 – H70 (usually H10, H30, or H40 for office/admin)	Instructor/Lecturer – C20 Funding contingent researcher – C420	Teaching adjunct - DADJ20 Research adjunct on grant – EADJ20
Assignment Pay	Do not check this box.			

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Appointment Tab				
Rank	C – Assistant Professor (almost always) B – Associate Professor A – Professor	N – No rank	E – Instructor E1 – Senior Instructor I E2 – Senior Instructor II H1 – Lecturer H2 – Senior Lecturer I H3 – Senior Lecturer II J – Research Associate J1 – Senior Research Associate I J2 – Senior Research Associate II L – Research Assistant L1 – Senior Research Assistant I L2 – Senior Research Assistant II	E – Instructor J – Research Associate L – Research Assistant
Title	Same as rank. Can add “...of <department name>.”	Descriptive of the job performed; generally the same as the employee’s predecessor in the position if it’s a replacement.	Same as rank.	Adjunct Instructor Adjunct Research Associate Adjunct Research Assistant
Department	Your unit’s org code.			
College	222000 – CAS			
VP	Doug Blandy	Doug Blandy	Barbara Altmann	Barbara Altmann

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Person Tab				
	Indicate the address where the contract should be mailed to the employee. This can be the employee's home or your department office.			
Pay tab				
Job type	Primary	Primary	Usually primary	Primary unless employee has an prior job in another department at the same time, in which case, secondary.
TS Orgn	Unit's time entry org			
Evaluator, Title, Agency	Fill these in, for grant appointments.			
Annual basis	9	12 (usual) 9 (rare)	9 (usual for teaching) 12 (more common for research)	9 (usual for teaching) 12 (more common for research)
Base rate	For revisions/renewals, will autopopulate from existing base rate. If you change it, you will need to include documentation of the change or a memo requesting the change. For new appointments, enter the agreed-upon annual rate.			
Base rate/hourly	Autopopulates from base rate			
Change reason	New appointment to position and suffix – AAHIR (Job Record Begins) Renewal or reappointment – BREAP (Reappointment) FTE change – APTPC (Appointment Percent Change)			
Begin and end dates	Match the dates on the Appointment tab. If the FTE or labor distribution will change during the contract period, include multiple date ranges. To add an additional date range, put your cursor in the End Date field and press the down arrow key on your keyboard.			

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Pay Tab				
Appt. % (FTE)	Almost always 100% unless specified otherwise in informal offer letter.	Usually 100%, or as agreed upon at hire	Career instructional NTTF need to have an FTE entered for each academic term. Can be 0 FTE for up to two terms in the 9-month year. FTE for teaching one course is 33.33% in most departments. We cannot promise a particular sum per course – it needs to be FTE-based.	FTE for teaching one course is 33.33% in most departments. We cannot promise a particular sum per course – it needs to be FTE-based.
Monthly	Autopopulates.			
Empl. class	See the E-class crosswalk table. As of Spring 2015, only using the new e-class codes for OAs. Still using the old codes for faculty.			
Index/labor distribution and amount	For anything on general fund 001100, hires may not exceed the budget provided by CAS in each employee category. Please refer to your approved budgets, especially for <i>adjuncts</i> . If the department needs to exceed the amount provided, the department head/program director needs to contact the divisional Associate Dean for approval prior to submitting the RTO.			
Account code	10102	10103	10102	10102
Assignment Tab				
	Do not use.			

PWAAPPT Field	Tenure-track	Officer of Administration	Career NTTF	Adjunct NTTF
Tenure Tab				
Tenure Code	A for pre-tenured faculty. I for tenured faculty (rare for new hires).	Do not use.		
Credit	# of years tenure credit, specified in offer letter (usually 0).			
Tenure Consideration Anticipated in AY	Specified in the offer letter. 6 th year of employment minus any years of tenure credit.			
Tenure Decision Required by	June 15 th of the 6 th year of employment, or as specified in offer letter. This field does not account for years of tenure credit.			
Comments Tab				
Contract comments Text entered here will appear on the contract the employee receives.	"Major review to occur in AY 20xx-xx." "CLASSIFICATION: Tenured or Tenure-Track Professor"	n/a	"CLASSIFICATION: Instructor" or "CLASSIFICATION: Research Assistant" or "CLASSIFICATION: Research Associate"	"CLASSIFICATION: Adjunct"
VP letter comments	Rare; these will be added by the VP/Provost Office when necessary.			

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Comments Tab				
Internal comments	Not required, but put in any information you think is useful for staff processing the RTO.	Not required, but put in any information you think is useful for staff processing the RTO. If you are doing a renewal, need to state “Annual review on file” and include a copy of the review when you send the paper RTO to the Dean’s Office.	Not required, but put in any information you think is useful for staff processing the RTO.	For pool hires, indicate the posting #, job group, and census code. AAEO can give you this information.
Log Tab				
Date and Status	<p>When you are finished with the RTO and ready to send it to the Dean’s Office, go to Options → Department Close. You can also batch close them in PWAAPBU.</p> <p>Return to the Log tab to track the RTO through the process. Once it says “Payroll Setup,” the position is in Banner and the employee will be paid. At this time, employee does not have to sign the contract in order for payroll to be set up.</p>			

