

FAQ	Answer
Is there a formal approval and sign-off process? How will that work?	Departments will print the renewal spreadsheet for Department Head or Director signature. The hard copy spreadsheet is then forwarded to the Dean's office and/or Human Resources. The excel renewal spreadsheet is emailed to Human Resources for processing. Human Resources will review and send the hard copy spreadsheet to the VP for final approval. After final approval, HR will process the renewal contracts.
Is Human Resources adequately staffed to handle this new renewal process?	Yes. HR Operations has developed a plan and allocated its resources to make this renewal process successful.
How will I know how to complete the renewal spreadsheet?	Instructions will be provided with the renewal spreadsheets, and Human Resources has scheduled training sessions that you are welcome to attend.
How does HR know it is okay to issue a contract? What mechanism is in place to make sure a renewal is not processed inadvertently?	<p>The renewal spreadsheet has an Action column with 4 options.</p> <ol style="list-style-type: none"> 1. Renew no changes 2. Renew with changes 3. Do Not Renew - See comment 4. Hold - See Comment <p>There is also a comments box, that departments can use to explain any anomalies, reason for non-renewal, reason for changes to proposed contract, etc. Use "Hold" for contracts that may be renewed at a later date or using a manual process, and "Do not renew" for contracts that are not being renewed.</p>
How will we know what to do with the spreadsheet, or how to use it?	HR has scheduled three training sessions to help units understand how to use the renewal spreadsheets and understand the renewal process for FY1516. HR will also provide instructions with the renewal spreadsheets.
Departments have submitted RTOs for renewals already, what should I do with the signed RTOs?	Hold RTOs, and do not submit to Human Resources. Use these as backup to the spreadsheets departments will be submitting. After contracts are issued, they can be discarded.
What will be sent to the units after the renewals are processed?	Units will receive a PDF copy of the contract issued to employees, grouped by Department.
How can Departments track where the contracts are in the process?	<p>HR will be using PWAAPPT to issue contracts. Units will be able to use PWAAPPT to check the status on the log.</p> <p>Status = AAEO Created - Received the spreadsheet and created RTOs for the unit.</p> <p>Status = Payroll SetUp - Audit completed by HR Data Team.</p> <p>Status = Contract Print - PDFs created. Will be emailed to unit.</p> <p>Status = Duckweb - Contract Issued to Employee.</p>
How will departments process mid-year FTE changes?	Revisions during the contract year will need to happen with an RTO initiated by the unit, using the current process. RTOs will be signed by the VP and filed in the employee file, and the revised contract will be issued electronically.
How do we process labor distribution changes?	Index changes will be handled using EPAFs. Contact Kenny Ly in payroll for training. As an alternative, index changes can be sent directly to payroll using a PRF
How are we going to be sure some contracts won't be missed, and then the faculty member doesn't have email or other access?	Career appointments will no longer have an end date, but will be put on leave without pay at the end of the contract period.
Who do I contact if I have questions?	Human Resources Data Team is ready to help make this process run smoothly. Contact Catherine 6-2032, Grant 6-2959, or Randi 6-2981.