

# Request to Offer Cheat Sheet

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## 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 or Postdoc NTTF
<b>Appointment Tab</b>				
<b>Position</b>	Unique to the position: B##### New Appointments: Request a unique position number from HR.	Unique to the position: B##### New Appointments: Request a unique position number from HR.	Unique to the position: B##### (as of 5/1/15). New Appointments: Request a unique position number from HR.	Department-specific pooled position #s are now in effect. See <a href="http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/AdjunctPooledPosnNumbers.pdf">http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/AdjunctPooledPosnNumbers.pdf</a>
<b>Suffix</b>	00	00	00	00
<b>Begin and End Dates</b>	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 <sup>th</sup> . OA contracts all renew on July 1 <sup>st</sup> .	Academic year dates. See the faculty CBA for required contract length.	Term dates. May be for multiple terms or a single term.
<b>Contract Type</b>	BUA for a union member. B for a non-union member.	H (or F for a temporary OA)	CUA C4UA – Career funding contingent researcher	DUA EUA – Research adjunct/postdoc on grant
<b>Action</b>	If never held a UO job: <b>New to Campus</b> If new to this position but not to campus: <b>New Appointment</b> If appointed to this same position and suffix in the past 12 months: <b>Renewal</b> If making changes to an existing RTO: <b>Revision</b> . Indicate which appointment you are revising in the Revises field.			
<b>Faculty Type</b>	B20	H10 – H70 (usually H10, H30, or H40 for office/admin) ROA – Retired OA	Instructor/Lecturer – C20 Funding contingent researcher – C420 RTR – Retired Faculty	Teaching adjunct - DADJ20 Research adjunct on grant – EADJ20 Postdoc – E20
<b>Assignment Pay</b>	Do not check this box.			

PWAAPPT Field	Tenure-track	Officer of Administration	Career NTTF	Adjunct or Postdoc NTTF
Appointment Tab				
<b>Rank</b>	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 R2 – Postdoctoral Scholar
<b>Title</b>	Same as rank. Can add “...of <department name>.”	Descriptive of the job performed. Should match what is on the search documentation.	Same as rank.	Adjunct Instructor Adjunct Research Associate Adjunct Research Assistant Postdoctoral (Teaching, Research) Scholar
<b>Department</b>	Your unit’s org code.			
<b>College</b>	222000 – CAS			
<b>VP</b>	Doug Blandy	Doug Blandy	Barbara Altmann	Barbara Altmann

PWAAPPT Field	Tenure-track	Officer of Administration	Career NTTF	Adjunct or Postdoc NTTF
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 (For University Address: Street Line 1 = Department Name; Street Line 2 = University of Oregon).			
Pay tab				
Job type	Primary	Primary	Usually primary	Primary unless employee has a 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 – <b>AAHIR</b> (Job Record Begins) Renewal or reappointment – <b>BREAP</b> (Reappointment) FTE change – <b>APTPC</b> (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.			

PWAAPPT Field	Tenure-track	Officer of Administration	Career NTTF	Adjunct or Postdoc NTTF
Pay Tab				
Appt. % (FTE)	Almost always 100% unless specified otherwise in informal offer letter.	Usually 100%, or as agreed upon at hire	<p>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. Term FTE for teaching one course is 33.33% in most Humanities and Social Sciences departments and 50% in most Natural Sciences departments.</p> <p><b>We cannot promise a particular sum per course – compensation needs to be FTE-based.</b></p>	<p>Term FTE for teaching one course is 33.33% in most Humanities and Social Sciences departments and 50% in most Natural Sciences departments.</p> <p><b>We cannot promise a particular sum per course – compensation needs to be FTE-based.</b></p>
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. <b><u>Please refer to your approved budgets, especially for adjuncts.</u></b> 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 or Postdoc NTTF
<b>Tenure Tab</b>				
<b>Tenure Code</b>	A for pre-tenured faculty. I for tenured faculty (rare for new hires).	Do not use.		
<b>Credit</b>	# of years tenure credit, specified in offer letter (usually <b>0</b> ).			
<b>Tenure Consideration Anticipated in AY</b>	Specified in the offer letter. 6 <sup>th</sup> year of employment minus any years of tenure credit.			
<b>Tenure Decision Required by</b>	June 15 <sup>th</sup> of the 6 <sup>th</sup> year of employment, or as specified in offer letter. This field does not account for years of tenure credit.			
<b>Comments Tab</b>				
<b>Contract comments</b> 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” or “CLASSIFICATION: Postdoctoral Scholar”
<b>VP letter comments</b>	Rare; these will be added by the VP/Provost Office when necessary.			

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<b>Comments Tab</b>				
<b>Internal comments</b>	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.
<b>Log Tab</b>				
<b>Date and Status</b>	<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>			