

Faculty Appointments, Re-Appointments and Leaves – Who Prepares Payroll Paperwork?

	Who	Step 1	Step 2	Step 3
New Faculty Appointments (T/TT, Clinical, Lecturer)	Dept	Dept prepares the pos/appt form and funds position.	If new hire is an adjunct prior to start date (or early start date), department updates the appointment. (See FASIS manual for action/reason codes).	Dept submits pos/appt form to AF&P for approval. AF&P approves and sends to the Provost's Office.
McCormick Endowed & Central Professorships	Faculty Affairs	Faculty Affairs prepares pos/appt form for new and re-appointments.	AF&P sends pos/appt form paperwork to the Provost's Office and enters position funding completes transfer of stipend if provided.	
Administrative Faculty	AF&P/Dept	AF&P prepares pos/appt form for new and reappointments.	AF&P sets up academic year supplement. Dept is responsible for Summer Salary forms.	
Adjuncts in Depts	Dept	Dept prepares Advanced Request form online and it automatically routes for approval	Dept prepares the pos/appt form and submits to AF&P for approval. Include a copy of the approved Advanced Request form.	Dept deploys funding – submits pos/appt form to AF&P. AF&P approves and sends forms to The Provost's Office.
Adjuncts in Professional Masters' Programs	AF&P	AF&P meets with Program to complete Adjunct planning spreadsheet.	AF&P prepares Advanced Request form online and it routes for approval. AF&P then prepares the pos/appt form and submits to program then back to AF&P for approvals. Include a copy of the approved Advanced Request form/spreadsheet.	Program deploys position funding in FASIS. AF&P sends forms to The Provost Office.
Research Staff and Faculty including courtesy	Dept/CSC	Dept contacts CSC via email to request appointment. Appointment Visa Request (AVR) form may be required.	CSC prepares visa and appt paperwork. Once approved CSC prepares the pos/appt form and sends to dept along with supporting documents for review and approval.	Dept deploys position funding in FASIS and sends pos/appt form and supporting docs to Payroll. <i>Note: if funding is from a McC chart string, submit paperwork to AF&P for approval.</i>
Courtesy Appointments	Dept	Dept sends request for courtesy appointment to Faculty Affairs Office.	Once approved, dept prepares pos/appt form and obtains home dept signature (or home school if not McC faculty) and submits to AF&P.	AF&P approves and sends to the Provost's Office.
Leave of Absences - Academic	Dept	Dept Chair sends leave request to Faculty Affairs Office.	Dept prepares the leave or return from leave pos/appt form. Typical leave dates: Fall 9/1 to 12/31 Winter 1/1 to 3/31 Spring 4/1 to 6/30	Dept submits pos/appt form to AF&P for approval. AF&P sends to Provost for approval.
Leave of Absences - FMLA	Faculty Affairs	Faculty contacts The Hartford for leave approval. Faculty should contact Chair to keep him/her informed.	Dept prepares the leave or return from leave pos/appt form according to FMLA dates AND also includes McC leave dates.	Dept submits pos/appt form to AF&P for approval. AF&P approves and sends to the Provost's Office.
Faculty Retentions, Promotions and Tenure	AF&P	AF&P prepares pos/appt form.	AF&P sends to The Provost's Office.	