

CHANGING A FACULTY MEMBER FROM A PAID TO UNPAID APPOINTMENT

STEP #1

Whenever a faculty member is moving from a **Paid** to **Unpaid** appointment the first step in implementing this change in the FIS is the termination of the pre-existing appointment, which is done through the FTF process. Also in the Comments Section of the EPAF Process, the user should include the following statement: "Appointment - Volunteer" with the new academic title. Once this is approved by RHBS Faculty Affairs, move to Step #2.

STEP #2

Move The Faculty Member From The Terminated Database To The Unpaid Database

When implementing this type of change in the FIS for a **Paid** appointment the user will go to the opening screen of the FIS, select the School of the terminated appointment, select the faculty type as **Terminated** and select the **Faculty Transaction Form**. . A new screen will open and allow the user to **Select Current School**, **Select** faculty member's **Name** from list, click "**Terminated**" radio button, click "**Move to Unpaid**" radio button and **Select Preferred School** as new school appointment.

After making these entries, the user will then click **Create FTF** in the lower right corner of the screen to open the FTF. The name, ID number and date will appear at the top of the FTF screen. The user can now enter all relevant information on the FTF. When all required data is entered, the user will click **Finalize and Print** followed by **Run**.

When the user clicks **Finalize and Print** for an FTF establishing the **Unpaid** appointment, all data including previous **History** will be moved from the **Terminated** database to the **Unpaid** database. The record may be accessed immediately to complete the [Required FIS Fields for UNPAID Faculty](#).

Note: If the user attempts to **Add a New Faculty Member**, who is currently **Terminated** in another School, the following message will be displayed: "ID: (ID#) already has a record in the FIS terminated dataset, (School name)". The user should then go the opening screen of FIS, select the School of the terminated appointment, select faculty type as **Terminated** and follow the instructions in **STEP #2** above.

*Note that the School can change from one appointment to another. Remember, however, that the original appointment must be terminated before the new appointment can be established.