

CHANGING A FACULTY MEMBER FROM AN UNPAID TO PAID APPOINTMENT

STEP #1

Whenever a faculty member is moving from an **Unpaid** to a **Paid** appointment, the first step in implementing this change in the FIS is the termination of the pre-existing appointment.

STEP #2

Change USER ID

Whenever a faculty member is moving from an **Unpaid** to **Paid** appointment, **IF** the UNPAID faculty member has a "G" ID#, the School Coordinator will need to obtain the new PeopleSoft ID from UHR. Next the School Coordinator will go to the Home screen of the FIS and click the **Change USER ID** to option located on the right-hand side of the screen and complete the form to change the UNPAID faculty member's ID# to the new PeopleSoft ID#.

If the UNPAID faculty member already has PeopleSoft **ID#**, the School Coordinator will go to the next step.

Step #3.

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

When implementing this type of change in the FIS for an **Unpaid** 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 Paid**" 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 **Paid** appointment, all data including previous **History** will be moved from the **Terminated** database to the **Paid** database. Note that faculty member will not appear in the new paid record until the appointment has been activated in PeopleSoft. The record may be accessed immediately to complete the [Required FIS Fields for PAID Faculty](#).

*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.