

FIS Joint/secondary/Secondary Appointment Screen

The Joint/Secondary Appointment screen allows the user to maintain information on unpaid joint/secondary appointments for faculty within the primary school or within an additional or joint/secondary school. The name, ID number and current position number of the faculty member appears at the top of the screen.

If a faculty member (Paid or Unpaid) holds a joint/secondary appointment at another School within RU, the secondary School will enter the **Joint/Secondary Appointment Information** into the faculty member's record. The School of primary appointment may also record intra-School joint/secondary appointments between departments or divisions.

Current joint/secondary appointment information is displayed on this screen with history information available by clicking the brown **Add/Edit/History** button.

NOTE: the user may choose only one RBHS School OR one Legacy RU School for each joint/secondary appointment.

Add Joint/Secondary Appointment.

Click on the brown **Add/Edit/History** button to open the back screen. The back screen allows the user to **edit, add, or delete** a joint/secondary appointment.

Select the **School** (School pull-down menu is all RU Schools) as the school of the joint/secondary appointment from the pull-down menu.

Select the **Department/Division** of the joint/secondary appointment from the pull-down menu.

Select the **Academic Rank** of the joint/secondary appointment from the pull-down menu.

Select the **Academic Title** of the joint/secondary appointment from the pull-down menu.

Select the **Administrative Title** of the joint/secondary appointment from the pull-down menu, if applicable. Then enter the name in the "**Of**" field, if applicable.

Enter the **Start Date** to record the effective date of the **Administrative Title**, using the format "mm/dd/yy" from the pop-up calendar, if applicable.

NOTE: The "**Administrative Title**" and "**Of**" must be entered before the user can enter a **Start Date**.

Select **Campus** if joint/secondary appointment is at a School with multiple campuses (RWJMS, SHRP, SN, SPH) from the pull-down menu.

Enter the **Start Date** to record the effective date of the joint/secondary appointment, using the format "mm/dd/yy" from the pop-up calendar.

Enter the **% Effort**, if applicable.

The Scarlet **Update** button will appear in the upper right corner. When the user clicks the Scarlet **Update** button, the record will be moved to the front screen.

The user will need to click the "**Close Window**" button to view the changes on the front screen.

NOTE: Users may add additional joint/secondary appointments

Edit Current Joint/Secondary Appointment

Click on the brown **Add/Edit/History** button to open the back screen.

The corresponding information from the **Current Joint/Secondary Appointment** (front screen) will populate the **Edit Current Joint/Secondary Appointment** section on the back screen.

The user will enter the changes needed in the **Edit Current Joint/Secondary Appointment(s)** block of the back screen.

The Scarlet **Update** button will appear in the lower right corner. When the user clicks the Scarlet **Update** button, the record will be updated on the front screen.

The user will need to click the "**Close Window**" button to view the changes on the front screen.

Delete Current Joint/Secondary Appointment

Click on the brown **Add/Edit/History** button to open the back screen.

The corresponding information from the **Current Joint/Secondary Appointment** (front screen) will populate the **Edit Current Joint/Secondary Appointment** section on the back screen.

DELETE A RECORD ONLY IF IT WAS ENTERED IN ERROR.

To **delete**, type a check in the checkbox under **Delete** in the **Edit Current Joint/Secondary Appointment(s)** block of the back screen.

The Scarlet **Update** button will appear in the lower right corner. When the user clicks the Scarlet **Update** button, the record will be **deleted**. The user will need to click the "**Close Window**" button to view the changes on the front screen.

Joint/Secondary Appointment History

Click on the brown **Add/Edit/History** button to open the back screen.

The corresponding information from the **Current Joint/Secondary Appointment** (front screen) will populate the **Edit Current Joint/Secondary Appointment** section on the back screen.

When the user enters the **End Date**, using the pop-up calendar. The Scarlet **Update** button will appear in the lower right corner. When the user clicks the Scarlet **Update** button, the record will be moved to history and will no longer appear on the front screen. The user will need to click the "**Close Window**" button to view the changes on the front screen.

Print Screen

To **Print** the **Joint/Secondary Appointment** screen, click on the **Joint/Secondary Appointment** tab and select **Print Screen** from the pull down menu. After the screen is in view, the user will find and click the printer icon located at the top of the page. See example of printer icon below:



The user will make their choices and click **Print**.

Print Joint/Secondary Appointment History

To **Print** joint/secondary appointment to history, click on the **Joint/Secondary Appointment** main menu panel and select **Print Joint/Secondary Appointment History** from the pull-down menu. After the screen is in view, the user will find and click the printer icon located at the top of the page. See example of printer icon above.

NOTE 1: When a user terminates the primary appointment of a faculty member, it is the user's responsibility to notify the School Coordinator/s of the School/s at which the faculty member holds a joint/secondary appointment.

NOTE 2: To print a report for Joint/Secondary Appointments, go to the Report Library, select the **Joint/Secondary Appointments**. Then select the appropriate filters needed.

