# RBHS FACULTY PER-DIEM REAPPOINTMENT PROCESS
## Revised: October 27, 2021

**Purpose:** The purpose of this document is to map out the workflow for Per-Diem Faculty reappointments including Clinically Focused University Practitioners (CFUPs). This includes steps taken in UHR, RBHS Schools and RBHS Faculty Affairs. Per-Diem reappointments are on a rolling reappointment schedule. *Please note, this does not apply to schools, institutes or centers who enter their own Human Resources data into PeopleSoft.*

In PeopleSoft, Per Diem appointments are for a maximum of 365 days. After that period, an individual needs to be reappointed or terminated according to the process described below. Reappointments should be submitted well in advance of the appointment end date with a future start date. For example, if a Per-Diem Faculty appointment is ending on 06/30/18 and the faculty member is not teaching or working again until 09/01/18, they can be reappointed with the start date of 09/01/18. The Faculty Coordinator can send this to be processed between 2-16 weeks **before** the end date, to ensure timely processing. Terminations should also be submitted in advance of the appointment end date.

**Steps:**

1. The UHR HCM Preparers will send monthly spreadsheets of Per-Diem Faculty with appointments expiring during the following three-month period to the RBHS School Faculty Affairs Offices with a copy to RBHS Faculty Affairs.
2. School Faculty Affairs Coordinators will:
   a. Verify the current data.
      - For faculty being reappointed with all the same terms aside from dates, the Coordinator will attach the original Offer Letter initialed and dated (digitally or manually) on the bottom to indicate the hiring department/division's confirmation of reappointment. (see grid below) Note, for CFUPs whose offer letters include a term which is inclusive of the reappointment period, the grid is not required. In this case, the offer letter can just be resubmitted to extend the appointment in PeopleSoft. If the CFUPs has been issued a new offer letter and all terms remain the same aside from dates, the new offer letter can be submitted to extend the offer in PeopleSoft.
      - If assignment is changing, the Coordinator will provide the appropriate materials based on the type of change:
         o Changes to the hourly rate, salary and/or job code, require only a new Offer/Reappointment letter with all relevant details
         o If the change is from a Class 4 to 8 or a Class 8 to 4, the following materials must be provided to the HCM Preparer. These materials must be provided simultaneously.
            ▪ An EPAF to terminate the current employee class
            ▪ New offer letter for the new employee class
            ▪ Approved FTF by RBHS Faculty Affairs
            ▪ BGI Waiver Letter

            The HCM preparer will provide these materials Karla Marie Anderson for manual entry processing.

         o If this change is from a Class 1 to a Class 4 or 8, the current process, please follow the process in the Requirements for Faculty Actions Chart.

- o For CFUPs, if promoted an FTF approved by the RBHS Chancellor and promotion letter will need to be submitted regardless of whether there is a new term.
  - o See Appendix A for RBHS Per-diem and CFUP Job Code Attributes.
- If terminating, submit an EPAF to HCM Preparer and upload into Perceptive Content (for information only)
- Until further notice, an ERF must be submitted for the appointment and/or reappointment for all Class 4 Per Diem faculty.  An ERF is not required for Class 8 *teaching* per diems.  For CFUPs, the ERF which was used at the time of appointment may be used for the entire term of the appointment.

b. Update the Faculty Information System (FIS).
- When HCM ends one job and creates a new job in PeopleSoft, this change triggers programming in FIS to move the faculty record to Terminated database.  Coordinator will need to move the terminated record back to Paid database in FIS to connect with the new record from PeopleSoft.

3. School Faculty Affairs Coordinators should submit the supporting documents to their UHR HCM Preparer via email with a separate attachment for each individual.

4. The HCM Preparer will process the reappointment in PeopleSoft and will email confirmation of completion to the School Faculty Affairs Office.
Once the School Faculty Affairs Coordinator receives the completion email, they will update the new length of term start and end dates in the Faculty Information System (FIS). Schools may submit FIS updates via spreadsheet to RBHS Faculty Affairs if there are numerous updates.

5. If UHR does not receive any of the materials noted in two (2) above by the appointment end date, those faculty will be flagged in the monthly report and note placed in the body of the email to the School Faculty Affairs Office, with the cc to RBHS Faculty Affairs.

**Notes:**

a. As long as an employee is not terminated from PeopleSoft, a new I-9 will not need to be completed. For example, if a Per-Diem Faculty appointment is ending on 06/30/18 and the faculty member is not teaching or working again until 09/01/18, they can be reappointed with the start date of 09/01/18 as long as the appointment is extended prior to 6/30/2018, this will not be considered a break in service and a new I-9 will not need to be completed.  *All breaks in service will require a new I-9.*

b. If a Class 8-Teaching assignment has ended, a change to a Class 4-Hourly assignment should be considered in between teaching assignments.

c. Background checks do not need to be reprocessed for a change in class assignment. If a faculty member is terminated with an EPAF and later rehired within a one year period, a new background check need not be completed.  *If the faculty member is re-hired after one year, then a new background check will be required*.

**Related Documents**:

1) Per Diem Offer Letter Template
2) BGI Waiver Letter Template

**Sample Grid:**

| Per Diem Reappointment Grid | | | | |
|---|---|---|---|---|
| Start Date | End Date | Department Chair/Administrator Name | Approval Initials | Approval Date |
| | | | | |
| | | | | |
| | | | | |

**APPENDIX A**
**RBHS PER-DIEM JOB CODES**

**Class 4 – Hourly**

Class 4 is used for hourly clinical or project work. It requires start/end dates, average weekly hours and an hourly rate of pay, along with an anticipated annually rate of pay. The faculty member's time will be entered via Time & Labor in PeopleSoft.

Attributes for all Class 4:
Academic Titles: Clinical or Adjunct
Job Code/Payroll Job Title:

   Q010F: BASIC SCIENCE-PD – for basic science per-diem faculty in NJMS, RWJMS, SDM, SPH
   Q020F: CLINICAL DENTAL-PD – for clinical dental per-diem faculty in SDM
   Q030F: CLINICAL MEDICAL-PD – for clinical medical per-diem faculty in NJMS, RWJMS, SPH
   Q040F: SHP-PD – for per-diem faculty in School of Health Professions
   Q050F: SN-PD – for per-diem faculty in SN

Union Code: 040 - Hourly Employee
Contract: 12-month
Salary Table: FX, Salary Grade: F96
FTE: per-diems no longer have an FTE; leave blank on FTF
Tenure Status: NTT (Non-Tenure track)
Compensation Frequency: RBWK (Rutgers Bi-weekly)
Regular or Temporary = Temporary

**Class 8 - Teaching**

Class 8 is used for teaching only. It requires start/end dates, average weekly hours and a set rate of pay as $/per credit or $/course. The faculty member will receive a bi-weekly paycheck that will be the set rate of pay divided by the number of pay periods during the start and end dates of the job. Please note: if a faculty member is teaching 2 courses and the rate/course (or credit) is $2,000, then the compensation amount to be paid between the start date and the end date would be $4,000. The department can provide the rate/course (or credit) ($2,000/course), but they also need to tell UHR the number of courses or credits is "2" so that we can calculate the $4,000.

Attributes for all Class 8:
Academic Titles: Clinical or Adjunct
Job Code/Payroll Job Title:

   Q0A0F: BASIC SCIENCE-TEACH-PD – for basic science per-diem faculty in NJMS, RWJMS, SDM, SPH
   Q0B0F: CLINICAL DENTAL-TEACH-PD – for clinical dental per-diem faculty in SDM
   Q0C0F: CLINICAL MEDICAL-TEACH-PD – for clinical medical per-diem faculty in NJMS, RWJMS, SPH
   Q0D0F: SHP-TEACH-PD – for per-diem faculty in School of Health Professions
   Q0E0F: SN-TEACH-PD – for per-diem faculty in SN

Union Code: 080 - Coadjutant
Contract: 12-month
Salary Table: FX, Salary Grade: F97
FTE: per-diems no longer have an FTE; leave blank on FTF
Tenure Status: NTT (Non-Tenure track)
Standard full-time hours = 40 per week
   ***show realistic estimate of average hours per week in a year, not less than 1 hour.***
Compensation Frequency: C (Contract Pay)
Regular or Temporary = Temporary

**JOB CODES FOR CLASS 8 RBHS**
**CLINCALLY-FOCUSED UNIVERSITY PHYSICIANS (CFUPs)**

**Class 8 - Clinical Teaching**
These job codes are to be used by Clinically-Focused University Physicians (CFUPs) hired by RBHS.  These are part time, full title, at-will appointments with an annual salary amount of $12K regardless of rank and will be paid via a biweekly paycheck.  Time commitment is anticipated to be generally less than four hours each week as averaged over any given 90-day period.

Attributes for all CFUP Class 8:
Academic Titles: Instructor, Assistant Professor, Associate Professor, Professor or Distinguished Professor
Job Code/Payroll Job Title:

      Q0F0F: INSTR-CLIN TEACH-ME
      Q0G0F: ASST PROF- CLIN TEACH-ME
      Q0H0F: ASSOC PROF- CLIN TEACH-ME
      Q0J0F: PROF- CLIN TEACH-ME
      Q0K0F: DIST PROF- CLIN TEACH-ME

Union Code: 080 - Coadjutant
Contract: 12-month
Salary Table: FX, Salary Grade: F94
FTE: Class 8s no longer have an FTE; leave blank on FTF
Tenure Status: NT (Non-Tenure Track)
Standard full-time hours: 40 per week
Per-diem Avg. Hrs: *State less than four hours per week, but not less than one hour*
Compensation Frequency: C (Contract Pay)
Regular or Temporary: Temporary