University Process Improvement
Appointment Student Employment

The Appointment Student Employment team was formed to review current policies, administrative processes and practices related to the recruitment and appointment of student workers. The team has completed the development of a new eContract for appointing students.

New features include:

- Eliminate paper forms and handoffs
- Eliminate the need for students to physical go to the hiring department to sign a contract
- Eligibility validations reducing the time originators spend looking up data in Banner, therefore expediting the contract to the student.
- Eliminate manual email communications, notifications are managed systematically for the student, financial managers and Financial Aid office.
- Students are systematically notified during the process.
- Elimination of additional paper forms for Kronos timekeeping and wage increases
- Systematical adds the correct FOAP information based on the position number entered, eliminating data entry errors.

The Appointment Part-Time Faculty team has identified a number of 'quick hits' that are being implemented immediately. All departments are being required to comply with the following modifications to the Part-Time faculty appointment process:

Printing of SIAASGQ banner form – is no longer required:
- This form has been eliminated. This form is no longer required for part-time appointment process

FERPA – verify staff member has taken the test:
- Access to the FERPA database has been granted to all faculty/staff. This is accessible through the portal under the employee tab

New Appointment Form:
- There is only one form for Fall, Spring and Summer appointments
- Form calculates totals and determines correct earnings code based on appointment term selected
- There will only be one form for appointments/reappointments, known as the "Appointment Form"
- Exception form is included in the form, eliminating faxing of the form between departments and delay in signatures
- Summer Compensation form has been eliminated
- Summer Payment form has been eliminated

Official Transcripts:
- Candidate needs to send the Faculty Transcript Request form to their college/university requesting their official transcript be mail in a sealed envelope to the University.
- Faculty Administrative Services (FAS) will be the point of contact to the faculty member to ensure the official transcript is mailed to campus.
- Direct questions to facultyservices@memphis.edu

Exception form information (PPASKIL):
- Exception form information will be maintained in Banner for ease of look-up

Health Services - available based on active PEAMPL record:
- Health Services will determine eligibility to services based on end date on the PEAEMPL record, not the job record

Report – Part-time Expenditure Spreadsheet:
- Eliminated manual creation of excel spreadsheet
- Assoc Dir. Academic Affairs Finance will generate report for ePrint to report part-time faculty in **extended** programs
- You will have access to create the excel spreadsheet from the ePrint report and enter the compensation amount
- Send report to Assoc Dir. Academic Affairs Finance in Provost office

Guidelines and Procedures / Forms:
- Documentation has been updated with new process, required documents for hiring packet, and the new forms needed for hire
- Guidelines and forms are located www.memphis.edu/adminres/pt_inst.php

FUTURE RECOMMENDATIONS:

- Electronic appointment form
- EPAF for Part-time faculty
- Eliminate departments producing the Part-time Expenditure Spreadsheet; information will be obtained from the electronic contract database