

Existing Faculty Details Update

Select My Client Groups
Select Show More
Select Change Assignment
Search for the employee's record

Action Details - When and Why

When does the assignment change start - Select the Effective Start Date

What's the way to change the assignment - Select Existing Faculty Details Update

Why are you changing the assignment:

Notice you have multiple options for the action reason, select the option that corresponds to the change you are requesting.

- **Contract Extension** - Used for employees whose existing contract is being updated or extended. Typically, this is for less than one year.
- **English Language Fluency** - Used for updating an employees English Language Fluency status.
- **Joint Appointment** - Used for employees who are being appointed to a joint appointment. Appointment of two or more schools, departments, or institutions concurrently. This is different from a secondary appointment.
- **Membership of Grad Faculty** - Used for updating an employees Graduate Faculty status on their existing faculty details record.
- **Tenure Stream Transfer (A, B, or E)** - Used for updating an employees Tenure status on their existing faculty details record.

Continue

Assignment

Navigate to Faculty Details. Select the **edit** icon to edit the current record. Update the appropriate field for the existing faculty detail based on your action reason

OK and Continue

Attach required documents