FACULTY CONTRACT SALARY CHANGE

My Client Groups
Show More
CHANGE ASSIGNMENT
Search for Employee Record

Action Details – When and Why

When does the assignment change start: Effective date on FCCF
What's the way to change the assignment: **Appointment/Reappointment Change (with Salary Change)**
Why changing assignment: reason for salary change **(Reappointment and/or Assignment Update (Without a Position)**

Continue

Assignment Section

Only change fields that are necessary otherwise select Continue
***IF CHANGING PAY TYPE (i.e. FROM A TO C) MUST CHANGE PEOPLE GROUP TO APPROPRIATE PAY TYPE (UPP, UPP2 OR PITT ONLY)**

People Group (click on blue lines)

Pay Year Type – 12/12
Campus – Pittsburgh
External Affiliation – select new pay category:
UPP - Pitt/UPP
UPP2 - UPP/Pitt
Pitt Only – would be blank
Nationality – keep as is

Click OK and Continue

Additional Assignment Information

Faculty Details

1. Select the pencil (edit) to update current record
2. Enter END DATE in current record (enter end date, day before the effective date, on the FCCF)
3. Click OK
4. Select ADD (right corner)
5. In new record enter start date (do not enter END DATE here) re-enter all other information from the previous record – **do not** update faculty contract begin date or faculty contract end date, keep them the same as previous record, **CHANGE FACULTY CONTRACT SALARY to new salary-this is the BASE salary and should NOT include any administrative supplemental earnings,** tenure status, grad faculty, English language, emeritus, etc.
6. Click OK

Continue

Salary Details

Enter the **new Salary Amount (new monthly salary, if there is an Admin Sup include in the monthly amount, new base salary + any admin sup then divide by 12 that is the new USD Monthly pay),** all other fields will automatically calculate

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

1. Fully approved and signed FCCF
2. Current CV