Renewing a Non-FTE (temporary staff, time-limited, research grant, temporary grant) Position – Vacant or Filled

- For the first appointment period since going live PeopleAdmin 7, follow the instructions on the Create a Non-FTE Staff (temporary staff, time-limited, research grant, temporary grant) Position Description user guide.
  - In the justification section, make sure to note who the previous/current incumbent is.
  - On the Class/Comp Action tab, you will choose “Establish Existing Position due to PA Upgrade.”

- For all subsequent appointment periods, follow the instructions on the Modify an Existing Non-FTE Staff (temporary staff, time-limited, research grant, temporary grant) Position Description – Vacant or Filled.
  - The Reason for Modification field is a multi-select field. Make sure to at least choose “Renewal of Position.” If any of the other options apply, select them as well.
- On the Class/Comp Action tab, you will choose “Renewal of Position.”

- Once the position has been created/modified and approved, then you will begin the posting. To create a posting, follow the Quick Guide to Creating a Posting.
  - In the Advertisement Draft and Comments sections, make sure to note that it is an internal posting, and list who is the employee being renewed.
  - Once the posting is approved and posted internally, the employment team will send you the quick link for posting. This link will need to be given to the employee being renewed, so he/she can apply for the position.

- Once the employee has applied for the position, then the applicant reviewer will need to follow the steps in the Guide to Reviewing and Dispensing Applicants.

- Once the employee has been moved to the state of “Recommended for Hire,” then the Initiator, Supervisor or Department Head will need to begin the Hiring Proposal.
  - Once HREO has received the Hiring Proposal, then the offer letter will be created.