



GEMS Appointments Training

Division of Human Resources

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- Use Job Data to verify appointment was entered. Contact your HR rep if you have questions.
- Set up Pay Distribution if needed.

NOTE: Employee being rehired after more than a year must come to DHR and complete the new hire paperwork.

From the DHR website's home page, go to HR Service Classification and Compensation Salary Delegation Authority.

Workforce Administration > Job Information > Job Data

- Search for existing employees
 - If there is more than one record number, review all job records
 - Verify employee doesn't already have an FTE totaling 40 hours
 - If employee has multiple record numbers, use Next in List to move to next record number
 - Check begin and end dates of existing appointments
 - Can use Multiple Jobs Summary
 - Check phone number, reports to, and location for accuracy
-

USF Menu Items > USF Menu Items > Inquire > Appointment Status Form

NOTE: Only complete fields for which there are changes. The printed report has three columns: left column is description, Top of Unit, and (h)-0.8 (a)-3.3 (n)-g0.5 (e)-6 (s)-4. (I O.7 () TJ4 Tc 0 6w 1.174 0 n06 Tw [(T)-63ra

Job Code – see Job Code chart in this document
Compensation Frequency see Job Code chart
Empl Class see Crosswalk in this document
Standard hours and FTE

Appointment Status 2 Tab:

Fac Admin Code=Supervisory Level.
Used for faculty with supervisory or administrative roles.
Student Level drop down this can affect FICA status for students
Mail Point – only if changed
Phone – only if changed
Citizenship Status appointment end date cannot be later than Employment Authorization End Date. Call your HR Rep if you have questions about this.

Appointment Compensation Tab:

Comp Rate Code see Crosswalk
Comp Rate input rate according to type of rate – if the rate code is:
NAHRLY, type per hour rate
BIWK, type biweekly rate
NAANNL, type annual or semester rate

To add an additional row for a temporary Special Pay Increase (SPI), click the Add button. (Use

Semesters	Pay Periods
Calendar Year (12 mos)	26.1
Academic Year (9 mos)	19.5
Semester I (Fall)	9.7
Semester II (Spring)	9.8

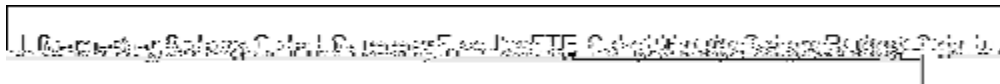
Summer Semesters	Pay Periods
Summer A	3.2
Summer B	3.3
Summer C	6.5

	Research Assistant	Research Associate	Teaching Assistant	Teaching Associate	Graduate Assistant	Graduate Instructional Assistant
	9182	9181	9184	9183	9185	9550
Accepted & classified as a degree seeking student	X	X	X	X	X	X

3.00 (NO P2 or P3 status) 5/6 Pds - 8P, 8H, B P I 8H, B H

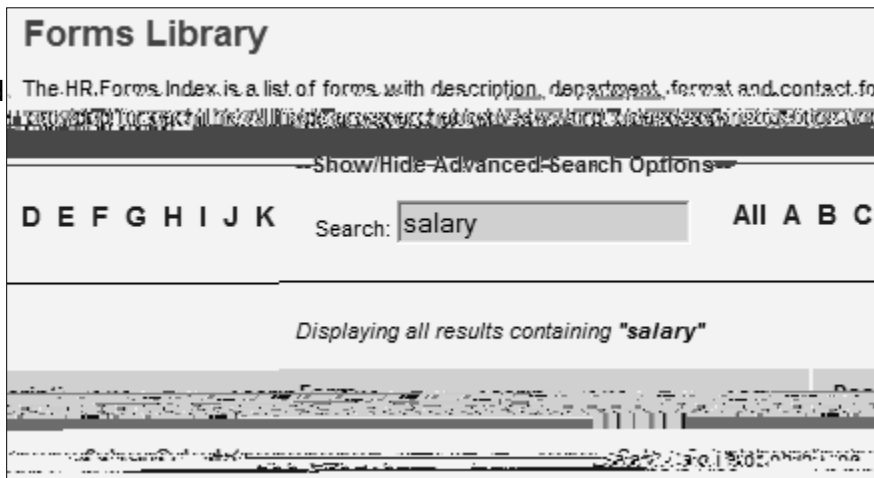
Job Code	Sal/Hourly	Title	Description
0012	Salaried(not overtime eligible)	Executive, Administrative, Managerial	Assignments require primary responsibility for management of the unit, management policies or business operations.
0013	Salaried (not overtime eligible)	Other Prof (Support Service)	Assignments that require either college degree or compara

Appendix



The calculators can be found on the Human Resources website under Form Library. Type Salary into the search field as shown but don't hit Enter.

Click the Salary Calculator link in the results.

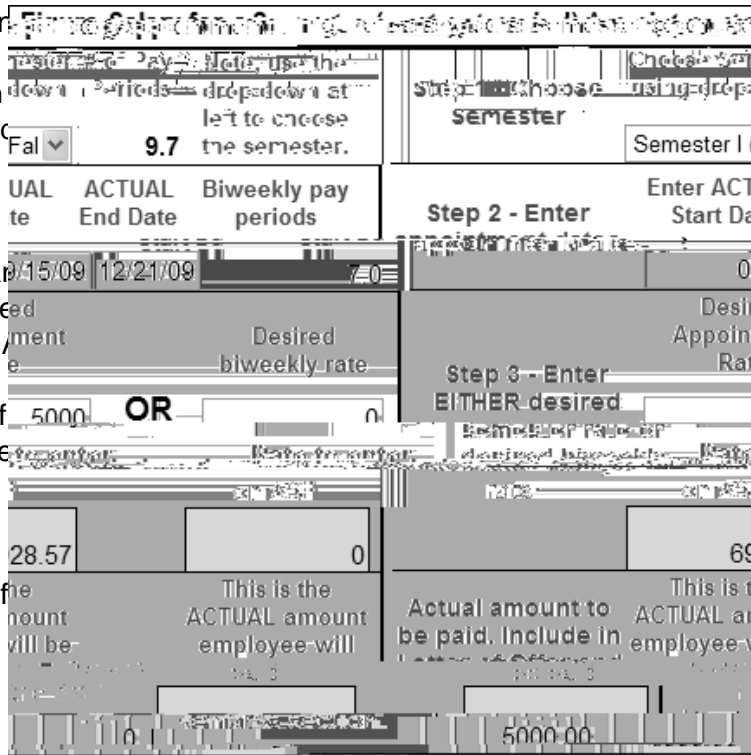


Some USF employees, such as Adjunct Faculty and Graduate Assistants are appointed for specific periods (fall, spring, summer). The Compensation Frequency selection controls how the salary is paid and for how long.

Example: On an ASF for a GA appointed \$5,000 for the fall semester, pay is entered as NAANNL and the Comp freq as U1. This combination means the \$5,000 will be divided by 9.7 pay periods. If the GA is working for a shorter period, the pay has to be adjusted UPWARDS if the intent is to still pay the \$5,000. This calculator helps figure salary in these cases.

Choose the semester, and then type in the actual start and end date. This will tell you the number of biweekly pay periods.

Enter either the desired semester rate or biweekly rate. The bottom fields will show you the actual amount the GA will be paid and the field just above it will show the amount to enter on the ASF.



Salary plans are captured in GEMS as a numerical code. See the chart below for a guide to those codes.

Position or
Temporary