9/1 Reappointment Information

Detailed information about the 9/1 reappointment process and timeline.

9/1 Reappointment Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Cutoff to submit Faculty and Staff Physician Compensation Spreadsheets to MS-Admin</td>
</tr>
<tr>
<td>June 1</td>
<td>Begin submission of 9/1 PASS transactions for Salary, FTE, and Title changes</td>
</tr>
<tr>
<td>July 2</td>
<td>Cutoff to submit 9/1 PASS transactions for Salary, FTE, and Title changes to MS-Admin</td>
</tr>
<tr>
<td>July 11</td>
<td>Cutoff for MS-Administration to approve 9/1 PASS transactions for Salary, FTE, and Title changes</td>
</tr>
</tbody>
</table>
| July 20      | 9/1 Funding Panels Open
               | Academic Departments – review and approve **Funding and Additional Pay**             |
               | MS-Administration – review and approve Funding and Additional Pay for all Dean’s Area departments |
| July 27      | 9/1 Funding Panels Close for Academic Depts. – MS-Administration begins Dean’s Office Approval |
| August 8     | 9/1 Funding Panels Close for MS-Administration                                     |

9/1 Reappointment - Additional Information

**April 30 - Faculty and Staff Physician Compensation Spreadsheets due to MS-Administration**

The signed PDF and Excel versions of the Faculty and Staff Physician Compensation Spreadsheets should have been submitted to MSFA@uth.tmc.edu.

MS-Administration will use the Excel version to review and approve 9/1 PASS Transactions and Panels in lieu of hardcopy PASS transactions (except Employee Separations and Hires). If the compensation spreadsheet submitted needs a revision after it is approved by the Dean, a Faculty Compensation Change Request (FCCR) must be submitted to MSFA@uth.tmc.edu.

**June 1: 9/1 PASS transactions for Salary, FTE, and Title changes submission begins**

9/1 effective dated PASS transactions must match the information submitted on the compensation spreadsheet.

- **SALARY CHANGE PASS**
  - Faculty: The reason code must be **ADJ** (Adjustment) unless the employee is also receiving a promotion in which case **PWD** (Promotion within Department) must be used.
  - Management A&P (MAP) Employees: The reason code must be **MER** (Merit) – An FY19 MAP merit program has not yet been approved.
  - If the employee is receiving a promotion with a title change, a **Title Change PASS** **and a Salary Change PASS may be submitted at the same time**. Include in the comments of the PWD salary change PASS: “Title change for this promotion occurs in Change Position PASS #####”, where ##### is the title change PASS Transaction Number.
  - However, if the employee is receiving an FTE change, the **FTE change must be submitted and approved by SDR before the salary change** can be submitted.
• **CHANGE POSITION PASS (FTE, Title Change, Position Inactivation)**
  o FTE Changes – reason code must be STA (Position Status Change)
    ▪ Must be submitted and approved by SDR before a salary change can be submitted.
  o Title Changes – reason code must be TTL (Title Change)
    ▪ May be submitted concurrently with a salary change, but must include comment indicated above in salary change PASS.
  o Position Inactivation – reason code must be INA (Position Inactivated)
    ▪ Must be submitted before July 2 or the position will need to be re-inactivated on the 9/1 Funding Panel

• **EMPLOYEE SEPARATION PASS**
  o Hard copy documentation must be submitted to MS-Administration per normal processing with the resignation/non-reappointment letter attached even if the effective date is 9/1. The resignation/non-reappointment letter is needed for personnel files.

• **NEW HIRES**
  o Hard copy documentation must be submitted to MS-Administration per normal processing.

**July 2: 9/1 PASS transactions for Salary, FTE, and Title changes due to MS-Administration**

MS-Administration will have until July 11 to approve PASS transactions before they must be submitted to HR and SDR. Salary, FTE, and Title Changes submitted by July 2 will be reflected in the initial load to the 9/1 Funding Panel. If Salary, FTE, and Title Change PASS transactions do not make the July 2 cutoff, the department is still required to submit the PASS.

**July 20: 9/1 Funding Panels Open – review and approve funding and additional payments**

**Funding and Additional Pay**

• Verify that the base salary, FTE, and title of each employee is correct.
  o If a revision is needed, submit the corresponding PASS transaction.

• Review and modify effort and funding distributions and funding end dates for base salaries.
  o Distributed FTE and Actual % Effort must be equal. Salary Cap Faculty and funding with mismatched FTE due to cost sharing must be processed via a Funding PASS Transaction. Funding Panels for these employees must be disapproved.

• Review and modify funding distributions, funding end dates, and amounts for additional pay. Remove additional pay items as applicable.
  o Additional payment amounts are entered as a per pay period amount (annual amount divided by 24) and must match the information entered on the compensation spreadsheet.
  o Augmentation funding combination codes must end in 69001.

**Vacant Positions and New Hires**

• If you have determined that you no longer need a position for FY19, please check the inactivate button on the Requested Position Funding tab and disapprove on the Approve/Reject tab.

• If you need to send a vacant position to suspense on 9/1, change the funding end date to 9/15.

• If you have a New Hire while the panels are open, add the employee ID and Pay Group to the header of the Requested Position Funding tab. As indicated above, New Hire PAs and supporting documentation must still be submitted to MS-Administration per normal processing.
Approval / Disapproval

- Once the information in the panel is correct, approve / disapprove the panel at the Departmental level. All positions (both vacant and filled) must be approved / disapproved at the departmental level in the panel even if there were no revisions.
  - If the department’s budget is not approved by the panel closing date, the department must still review and approve or disapprove panels as needed.
- If the panel is disapproved at the departmental level, please send an email to MSFA@uth.tmc.edu with a list of Faculty/Staff Physicians indicating why the panel is disapproved (salary cap faculty, cost sharing, inactivating position, etc.).
- An approval or disapproval on the funding panel indicates that you approve or deny both Funding AND Additional Pay listed on the Requested Position Funding tab.
  - If the Funding Panel is disapproved, all additional pay for that employee will need to be submitted through a PASS transaction.

July 27: 9/1 Panels Close – MS-Administration begins Dean’s Office Approval

MS-Administration will have until August 8 to approve or disapprove 9/1 Funding Panels before they must be submitted to HR and SDR. If time permits, MS-Administration will assist Academic Departments to correct 9/1 Funding Panels as needed, otherwise the incorrect panel will be disapproved and it will be necessary to submit PASS transactions to correct the information.

Queries and Reports

Please use these reports and queries to verify data submitted and to check Funding Panel approvals / disapprovals.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT_9_1_EMPLOYEE_SUMMARY</td>
<td>9/1 Funding Summary</td>
</tr>
<tr>
<td>UT_9_1_FUND_END_DT_EXCEPTIONS</td>
<td>9/1 Funding End Dt Exceptions</td>
</tr>
<tr>
<td>UT_9_1_POSITION_FUNDING_DEPT</td>
<td>9/1 Position Funding by Dept</td>
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<tr>
<td>UT_9_1_POSITION_FUNDING_EMPLID</td>
<td>9/1 Position Funding by Emplid</td>
</tr>
<tr>
<td>UT_9_1_POSNS_ALL_APPROV_STATUS</td>
<td>9/1 HR Apprvl Status by Dept</td>
</tr>
<tr>
<td>UT_9_1_PROJECT_END_DATE</td>
<td>9/1 End Dates by Project</td>
</tr>
<tr>
<td>UT_9_1_SALARY_VERIFICATION</td>
<td>To verify 9/1 salaries</td>
</tr>
<tr>
<td>UT_9_1_SAL_DETAIL_BY_SPEEDTYPE</td>
<td>9/1 Salary Detail by Speedtype</td>
</tr>
<tr>
<td>UT_9_1_SPEEDTYPE_LIST</td>
<td>9/1 Speed Types by Department</td>
</tr>
<tr>
<td>UT_9_1_SPEEDTYPE_PROJECT</td>
<td>9/1 Speed Types by Project</td>
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<tr>
<td>UT_9_1_VACANT_ALL_APPV_STAT</td>
<td>9/1 Vacant Appv Status by Dept</td>
</tr>
<tr>
<td>UT_9_1_VACANT_FUNDING_DEPT</td>
<td>9/1 Vacant Pos Funding by Dept</td>
</tr>
</tbody>
</table>
Faculty Compensation Change Request (FCCR)

For all revisions to faculty and staff physician compensation spreadsheets, an FCCR must be submitted to MSFA@uth.tmc.edu.

Please follow the instructions listed on the FCCR form and contact MS-Administration for further assistance as needed.

Contacts

MS-Administration: 731-500-5078 / MSFA@uth.tmc.edu

System Data Resources (SDR): 713-500-3530 / SDR@uth.tmc.edu