

## **FACULTY COMPLIMENTARY APPOINTMENTS (PAYGROUP 9) AUTO TERMINATION GUIDELINES**

This document provides guidelines for the Faculty Complimentary (Paygroup 9 with job codes FA, FC, & FV only) Auto Termination process.

**PURPOSE:** To terminate individuals who no longer have an active appointment. These individuals will lose access to University systems, including email and other services that require an active HawkID.

Faculty HR Representatives are responsible for monitoring Faculty Appointment compliance to ensure that expired complimentary appointments are terminated or extended.

Faculty HR Representatives will have the option to run reports (see below) in HTML, Excel or a comma delimited file that can go into Access.

### **Faculty Status Reports**

Information pertaining to Faculty Status records maintained by the Office of the Provost.

#### **Faculty Status End Date Report** ←

Information about Faculty with a departmental end date prior to the date specified as criteria.

#### **Faculty Status by Individual** ←

Faculty Status Information based on a specific Individual

#### **Complimentary Faculty with Upcoming End Dates** ←

Complimentary faculty appointments (paygroup 9 with jobcodes FC,FA, and FV only) with upcoming end dates.

### **Below are the steps to access the Faculty Status Reports:**

- Log on to Employee Self Service
- Under the Administrative Tab
- Under the Data Access Tab
- Select HR Reports
- Select Faculty Status Reports
- Under Reports - Options to run Faculty Status by Org/Dept, individual faculty member or for Complimentary Faculty with Upcoming End Dates

## Faculty Status End Date Report

Information about Faculty with a departmental end date prior to the date specified as criteria.

SELECT CRITERIA

ORG-DEPT:

END DT: <Month> <Day> <Year>

CHOOSE FORMAT

HTML Text  
Comma Delimited  
Excel Format

Reset Continue



## Faculty Status by Individual

Faculty Status Information based on a specific Individual

SELECT CRITERIA

EMPLID:

UNIVERSITY ID:

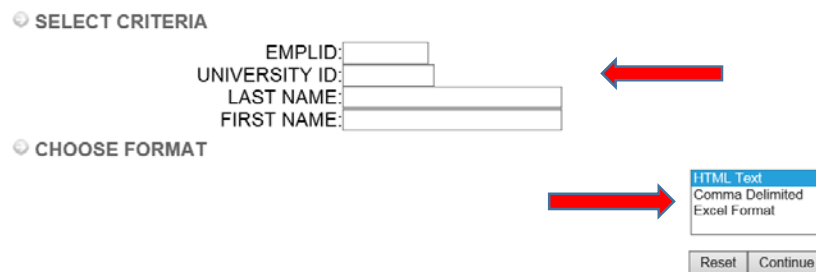
LAST NAME:

FIRST NAME:

CHOOSE FORMAT

HTML Text  
Comma Delimited  
Excel Format

Reset Continue



## Complimentary Faculty with Upcoming End Dates

Complimentary faculty appointments (paygroup 9 with jobcodes FC,FA, and FV only) with upcoming end dates.

SELECT CRITERIA

ORG:

CHOOSE FORMAT

HTML Text  
Comma Delimited  
Excel Format

Reset Continue



- The **first** of each month University IM-HR will create an email that includes instructions on how to get to the “Complimentary Faculty with Upcoming End Dates” report. This report includes all complimentary appointments due to expire within sixty calendar days.
- University IM-HR will run a **daily** query and send a notification email notifying faculty members that their complimentary appointment will expire within thirty calendars days. The faculty member will **only receive one** email notification. University IM-HR will track those already notified.
- Faculty HR Representatives will **not** receive a copy of the notification to the faculty member.

- All complimentary (Paygroup 9) faculty appointments will be automatically terminated on the appointment **End Date** unless there is a “Faculty Status Change in Status” form pending in Workflow.
- University IM-HR will auto-populate the faculty member’s record in both Faculty Status and University HRIS.

Any questions regarding this process please contact Debbie Millsap, Office of The Provost at 335-1187 or email at [deborah-millsap@uiowa.edu](mailto:deborah-millsap@uiowa.edu).