

**Concurrent**

This is identified as an employee who already is working and takes a second job. The second job must be appointed on a different record number. When creating the Appointment Status Form (ASF), check "Create Concurrent" on the final tab. If the employee already has multiple records, there is no need to create a new record number. Records that have been terminated over four months can be reused for the appointment. NOTE: Use Courtesy records only for courtesy faculty appointments. Do not use POI records at all.

**Job Change**

If an employee is moving from one job to another then an ASF must be created. If a graduate assistant is changing jobs, a new letter of offer must be included with the ASF. When changing jobs the student level and supervisor must be checked and changed where appropriate.

**Salary Rate Change**

If an employee is to receive a pay rate change, an ASF must be created. Include the reason for the change in the remarks section of the ASF. Nonstudent increases over \$1.50 per hour must be approved by Classification & Compensation before they will be input. Federal Work Study (FWS) students receiving multiple pay changes and increases over \$1.00 per hour will be reviewed and may be subject to further approval.

**Semester Changes**

Semester changes are made when an employee is reappointed to a new semester (e.g., Fall to Spring) or when an employee changes their appointment in the middle of the semester. A common semester change is when an employee is appointed as a 9-month student in the Fall and then changes to a Spring-only appointment in January.

**Supersede**

A supersede occurs when an appointment that has previously been submitted must be changed or corrected. If that change/correction is effective the date of the appointment, it is a supersede. A supersede always has the same date as the original action and must be stated as SUPERSEDE in the remarks section of the ASF. If it is not the same date, state as an Appointment Change in the remarks section of the ASF.

**Terminations**

A termination date is also entered as a future dated row at the time Hire/Rehire/Extend actions are entered. Therefore, extensions for temporary appointments **must** be sent to HR prior to the employee's termination date. This is especially important for Foreign Nationals whose work authorizations may expire prior to their next appointment.