

## 5.6 STUDENT EXTENSION OF APPOINTMENT

### Overview

The procedures described in this section are to offer guidance in extending casual/restricted student appointments on the EAPP function

### Policy Summary

All casual/restricted student employees must be formally extended if they are going to work through the summer and into the next fiscal year. The decision to extend students in the EDB is purely at the Service Center's discretion; however the student employee must be a currently registered student.

Please refer to the *Year Long Process chart* in [Section 5.1—2, General Workflow for Student Actions](#) at the beginning of the Student Actions section.

**April** - Service Centers receive End Date Reports listing registered students with end dates of 6/30/xx, to be used as an aid in determining whether to *extend*, *end appointment(s)*, or *separate*.

**June** - By the end of the June MA open period, students working in the summer should be extended.

**Full-time Summer Employment:** Summer appointments such as conference office positions and college work crews are typically appointed at 100%.

Any other extendible positions would have to be discontinued for the summer; the appropriate SC would then set up a future appointment beginning on 10/1/xx of the coming year. This is not considered a break in service and re-recruitment would not be necessary.

**July** - By the end of the July MA open period, *extend* through 6/30 of the following year students who will probably return in fall. If you are unsure whether the student is returning (and s/he remains eligible to work at UC), *leave the appointment "as is"* in order to maintain active status in the EDB. *Separate* those who are not returning (graduating or leaving UC).

**October** - By the end of the October MA open period, *extend* returning students who were not previously extended. If the student has secured employment in other units but has not returned to your unit, *end* your unit's appointments and distributions. If yours is the only appointment on the EDB, *separate* the students who have not returned so that they will not become *inactive* on the EDB.

### Note on Work Study Distributions

The EAPP function is updated using the end/begin method. The appointment end-date is always 09/30/xx of the next fiscal year. Work-study distributions are *always* extended through the summer as *non-work-study*. ***There are NO future work-study distributions!***

### Before you Start

The SC coordinates the decision to extend students in concert with their student supervisors. The data collection document for extension is any report or list the Service Center chooses to use.

## Data Entry

The function for extension of student employees is the EAPP function.

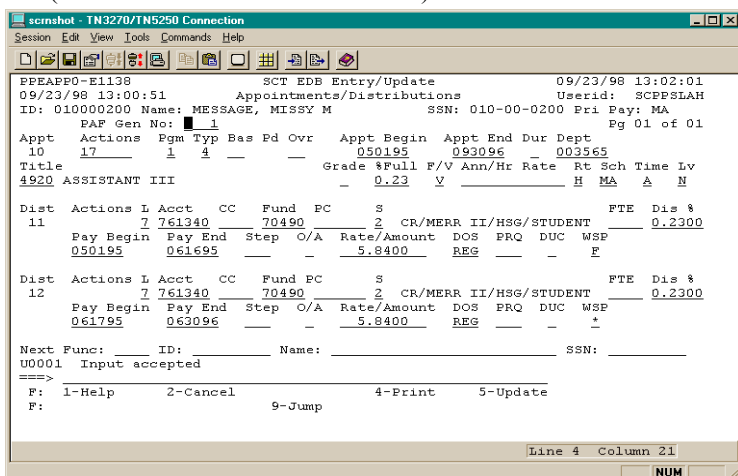
## Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **EAPP** and the **employee ID number** and press **Enter**.

The EAPP function will be displayed for the selected employee

## Completing the EAPP Function

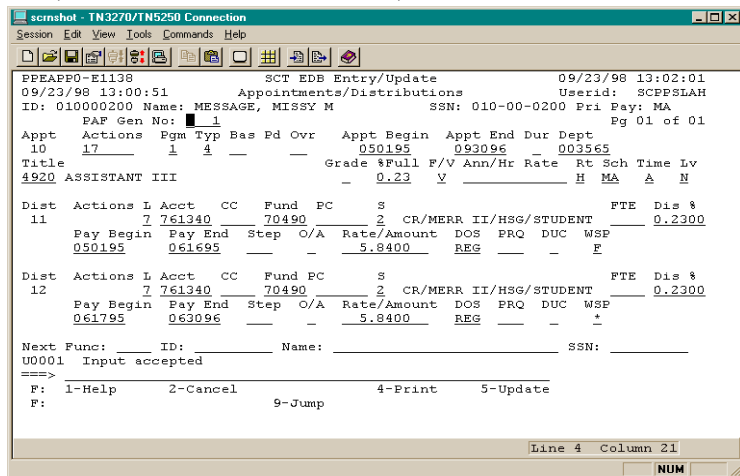
### EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION



## EAPP Notes and Tips

- Student employee casual/restricted appointments have a unique configuration. The appointment line end date is set to 09/30/xx and the distribution line ends on 06/30/xx (the same year) for non-work-study jobs. (For work-study positions, the distribution end-date is the last day of the academic year.) This sustained appointment arrangement is to enable students who may not be working for your department next year (but who intend to work somewhere else on campus) to remain active in the payroll database.
- In most cases use the end/begin method for work-study distribution extensions. With the end/begin method, you can set-up a future distribution.
- In cases where there is a *simple extension* without conversion or funding change, you would simply change the end date on the appointment level to 9/3/0/xx (using action code "17") and begin a new distribution the first day of the coming academic year. The current distribution will fall off by the end of June.

EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION



note: the screen shot above illustrates an extension through the next fiscal year and conversion from work-study to non work-study.

**Appointment Level Procedure**

1. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter action-code 17 for appointment renewal.
Appt End	Re-key the end-date that is 09/30/xx of next fiscal year.

**Distribution Level Procedure**

1. Press **F9 Jump** and then **F15 Newline** to go to the command line
2. At the command line, use the “**copy xx to xx**” command to copy a duplicate distribution line from the existing distribution in order to set-up the new funding source.
3. Enter data in the following fields, as applicable:

Pay Begin	Re-key the “Pay Begin” date on the new distribution to the day after the old distribution ended.
Pay End	Re-key the “Pay End” date to the last day of the fiscal year (06/30/xx of the appointment year).
WSP	If the old distribution was work-study, blank the work-study code by entering an asterisk (*) in the “WSP” field.

4. Press **Enter** to invoke range/value edits.

**Review**

Review the EAPP function data you entered. You should have a new appointment end-date that is 09/30/xx; and new distribution that ends 06/30/xx of the same year as the appointment. If you were extending a work-study distribution, the WSP field should contain an asterisk.

If there is contract or grant funding, or if Service Centers want to use end-dates before 06/30 for other reasons, they are free to do so. Be aware that in May the list of registered students with end dates of 6/30/XX will be produced as an aid in extending employees, and to choose arbitrary end dates other than June will complicate this tracking process.

## Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

## Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

## How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

## PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically

positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

## Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another appointment or distribution level action.

## Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- There are no forms to forward outside the Service Center.