

RHODE ISLAND COLLEGE

Peoplesoft **MyRIC**: RIC Management Center

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From the menu select **<u>RIC Custom Applications > RIC Management Center:</u>**

Favorites Main Menu > RIC Custom Applications > RIC Management Center		
Main Menu > RIC Custom Applications >		
RIC Management Center		
RIC Management Center		
Current Adjuncts by Name	Current Adjuncts by Term/Academic Org	Current Employees
Manage Hires Manage Hires	Update Denied/Cancelled Hires	Department Class Updates
Maintain Term Workload Maintain Term Workload	Request Adjunct Instructor Job Request Adjunct Instructor Job	Add Department Affiliation Add Department Affiliation
Faculty Cumulative Workload Faculty Cumulative Workload Faculty 2 Year Review by Dept Faculty 2 Yr Inform by Dept	Payrol Contracts Payrol Contracts Submit Instructor Contracts Instructor Contracts Report	Summer Payroll Contracts Summer Payroll Contracts Review My TAFs
Faculty 2 Year Review by Empl	E Review Contracts by Emplid 2 More	

1 Current Adjuncts by Name:

Current Adjuncts by Name

Clicking on this link will give you a listing of your department's adjunct faculty employees (defined by the Academic Organizations you have security to) in order by last name with the # of term* assignments. The page may take a little while to load – please be patient and do not re-click on the link – this will slow down the page load.

	Daniel	Scott III							
А	diunct	s hy Name							
*			2						
	Tenns s	elected ale	o years i	nom die can	enc year up to 5 years beyond .	ine conenciyean.			
					Custo	mize Find 🎫	First 🗳 1	-88 of	88 🖾 Las
	Pay Group	Job Code	Code	EmplID	Name	Email Address	Academic	# of Terms	Details
1	INS	ADJ1	ADJ	0	Abdelgader, Ghada M.	SADEV90@ric.edu	ENGLISH	2	View Detai
2	INS	ADJ1	ADJ		Ackley David L	SADEV90@ric.edu	ENGLISH	2	View Detail
3	INS	ADJNON	ANN	0	Albanese III.Robert W	SADEV90@ric.edu	ENGLISH	1	View Detai
4	INS	ADJ1	ADJ	0	Allison, Mava	SADEV90@ric.edu	ENGLISH	2	View Detail
5	INS	ADJ1	ADJ	0	Amore,Anthony	SADEV90@ric.edu	ENGLISH	7	View Detai
6	INS	ADJ1	ADJ	0	Bailey,Carol Y	SADEV90@ric.edu	ENGLISH	2	View Detai
7	INS	ADJ1	ADJ	0	Batson, Judith Williamson	SADEV90@ric.edu	ENGLISH	7	View Detai
8	INS	ADJ1	ADJ	0	Bethea,Indigo K	SADEV90@ric.edu	AFAMST	1	View Detai
9	INS	ADJ1	ADJ		Bredie,Nicholas A	SADEV90@ric.edu	ENGLISH	2	View Detai
10	INS	ADJ1	ADJ	0	Bryant,Heather R	SADEV90@ric.edu	ENGLISH	2	View Detai
11	INS	ADJ1	ADJ	0	Callahan,Mary C	SADEV90@ric.edu	ENGLISH	2	View Detai
12	INS	ADJ3	ADJ	0	Campana,Constance M	SADEV90@ric.edu	ENGLISH	9	View Detai
13	INS	ADJ1	ADJ	0	Carr,Karen L.	SADEV90@ric.edu	ENGLISH	7	View Detai
14	INS	ADJ1	ADJ	0	Carroll,Joseph R	SADEV90@ric.edu	ENGLISH	2	View Detai
15	INS	ADJ1	ADJ	0	Chitwood,J. Martin	SADEV90@ric.edu	ENGLISH	8	View Detail
16	INS	ADJ1	ADJ	0	Coletta,Francis S		ENGLISH	1	View Detail
17	INS	ADJ1	ADJ	0	Collins,Moira	SADEV90@ric.edu	ENGLISH	6	View Detail
18	INS	ADJ1	ADJ	0	Collins,Raymond D	SADEV90@ric.edu	ENGLISH	7	View Detail
19	INS	ADJNON	ANN	0	Conti,Barbara A	SADEV90@ric.edu	ENGLISH	1	View Detail
20	INS	ADJ3	ADJ	0	Cote,Joyce C	SADEV90@ric.edu	ENGLISH	8	View Detail
21	INS	ADJNON	ANN	0	Dalessio,William R		ENGLISH	1	View Detail
22	INS	ADJ1	ADJ	0	Daley,James	SADEV90@ric.edu	ENGLISH	з	View Detail
23	INS	ADJNON	ANN	0	DePiero,Deborah A	SADEV90@ric.edu	ENGLISH	2	<u>View Detai</u>
24	INS	ADJ1	ADJ	0	Donnelly,Uriah	SADEV90@ric.edu	ENGLISH	6	<u>View Detai</u>
0.5	TNC	AD 11	AD1		Duran Jaffing 1		ENOL TOUL	10	DOLL DATE

*Terms selected are 3 years from the current year up to 3 years beyond the current year – for example: current year = 2007; terms selected are any from 2005-2009.

To view details for a term click on the View Details link:

Adjunct Details by Name

	025284	1 Clarke,Mary /	Anne							
_	HISTOR	Y Dept of Histo	ry							
	Customize Find View All ¹⁴⁴									
	Term	Description	Subject Area	Catalog Nbr	Class Section	Descr	Meeting Pattern	Meeting Start Time	Meeting End T	
	1 1092	Spring 2009	HIST	161	23	Western History	F	9:00AM	12:50PM	
	2 1088	Fall 2008	HIST	161	27	Western History	F	9:00AM	1:50PM	
	3 1082	Spring 2008	HIST	161	07	Western History	MW	10:00AM	11:50AM	
	4 1072	Spring 2007	HIST	161	23	Western History	MW	6:00PM	7:50PM	
	5 1068	Fall 2006	HIST	161	18	Western History	MW	6:00PM	7:50PM	
	6 1062	Spring 2006	HIST	161	14	Western History	TUF	12:00PM	1:50PM	

Return

Click on the **<u>Return</u>** button to go back to the previous page.

2 **Current Adjuncts by Term/Org:**

Current Adjuncts by Term/Org Current Adjuncts by Term/Academic Org

Clicking on this link will give you a listing of your department's adjunct faculty employees (defined by the Academic Organizations you have security to) grouped by term*. The page may take a little while to load – please be patient and do not re-click on the link – this will slow down the page load.

Adjuncts by Term/Academic Org ***Data Updated Nightly***								
*	Terms :	selected are 3 years from	the current year up to 3 years	: beyond the	e current year.			
	Term	Description	Academic Organization	Employee Counter	View Details			
1	1108	Fall 2010	AFAMST	1	View Details			
2	1106	Summer 2010	AFAMST	1	View Details			
з	1102	Spring 2010	AFAMST	6	View Details			
4	1098	Fall 2009	AFAMST	5	View Details			
5	1096	Summer 2009	AFAMST	2	View Details			
6	1092	Spring 2009	AFAMST	5	<u>View Details</u>			
7	1088	Fall 2008	AFAMST	7	<u>View Details</u>			
8	1086	Summer 2008	AFAMST	2	View Details			
9	1082	Spring 2008	AFAMST	4	View Details			
10	1078	Fall 2007	AFAMST	5	View Details			
11	1076	Summer 2007	AFAMST	3	View Details			
12	1072	Spring 2007	AFAMST	3	View Details			
					·			

*Terms selected are 3 years from the current year up to 3 years beyond the current year – for example: current year = 2007; terms selected are any from 2005-2009. The adjunct is listed because they have been scheduled to teach a course that falls within this Academic Organization (verified by the Instructor Schedule page).

To view details for a term click on the View Details link:

1	102	Sprin	ng 2010					
A	FAMST	Dept	of Afro Am	erican Studies		Ace	counting Dept # 12	440
						Custor	nize Find View All	1-6 of 6
	Pay Group	Job Code	Union Code	Name	Empl	ID	Business Title	Email Address
1	INS	ADJ1	ADJ	Green,Angel Y	0	;	Adjunct	SADEV90@ric.ed
2	INS	ADJ1	ADJ	Johnson,Bruce G.	0	;	Adjunct	SADEV90@ric.ed
З	INS	ADJ1	ADJ	Kyei-Poakwa,Daniel	0	5	Adjunct	
4	INS	ADJ1	ADJ	Mends,Stephen K	0	,	Adjunct	SADEV90@ric.ed
5	INS	ADJNON	ANN	Resseger,Hannah C	0	3	Adjunct	SADEV90@ric.ed
6	INS	ADJ1	ADJ	Silliman,Barbara	0	3	Adjunct	

Return

Click on the **Return** button to go back to the previous page.

3 Current Employees:

Current Employees

Clicking on this link will give you a listing of your department's current full-time employees and department retirees:

	Raimundo Kov	ac		
F	Full-Time Facult	y/Staff Members		
		Customize Find 🚟	First 🛃 1 d	of 1 🕨 Last
	Department	Description	Employee #	View Details
1	11252	Mathematics & Comp Science	22	View Details
		MANAGE HIRES		
	a bu Nama	Adjusts by Tayo (Assistants Ora		

By clicking on the <u>View Details</u> link you will see the detail information:

	11252	N	4athematics & Comp S	icience			
				Customize Fi	nd View All	First	🕙 1-21 of 22 🕨
	Pay Group	EmplID	Name	Title	Telephone	Extension	Email Address
1	FAC	0:	Abrahamson,David L	Professor	401/456-8038	9862	SADEV90@ric.edu
2	FAC	0:	Andreozzi,Peter P	Assistant Professor	401/456-9758		SADEV90@ric.edu
3	FAC	0:	Christy,Donna	Assistant Professor	401/456-8038	1937	SADEV90@ric.edu
4	FAC	0:	Costa,Stephanie A	Assistant Professor	401/456-8038	9672	SADEV90@ric.edu
5	FAC	0:	DiPippo,Mark A	Assistant Professor			SADEV90@ric.edu
6	C12	0:	Ferguson,Jennifer L	Senior Word Processing Typist	401/456-8038	8507	SADEV90@ric.edu
7	FAC	0:	Gall,Walter G	Assistant Professor	401/456-8038		SADEV90@ric.edu
8	FAC	0:	Harrop,Frederick F	Associate Professor	401/456-9640		SADEV90@ric.edu
9	FAC	0:	Humphreys,Lisa D	Professor	401/456-8038	8295	SADEV90@ric.edu
10	FAC	0:	Kovac,Raimundo M	Associate Professor	401/456-9753		SADEV90@ric.edu
11	FAC	0:	La Ferla,Vivian L	Professor	401/456-8038	9861	SADEV90@ric.edu
12	FAC	0:	McDowell,Edward D	Associate Professor	401/456-8038	9776	SADEV90@ric.edu
13	FAC	0:	Moskol,Ann E	Professor	401/456-9761		SADEV90@ric.edu
14	FAC	0:	Ravenscroft Jr,Robert A	Assistant Professor	401/456-9745		SADEV90@ric.edu
15	FAC	0:	Roy,Charles L	Assistant Professor	401/456-8038	9662	SADEV90@ric.edu
16	FAC	0:	Sanders,Kathryn E	Professor	401/456-8038	9634	SADEV90@ric.edu
17	FAC	0:	Sarawagi,Namita	ASSISTANT PROFESSOR	401/456-9634	9865	SADEV90@ric.edu
18	FAC	0:	Sparks,Rebecca L	Associate Professor	401/456-9881		SADEV90@ric.edu
19	FAC	0:	Sullivan,Mary M	Professor	401/456-8038	9851	SADEV90@ric.edu
20	FAC	0:	Teixeira,Christopher T	Associate Professor	401/456-8038	9576	SADEV90@ric.edu
21	FAC	0.	Wang,Bin	Assistant Professor	401/456-8508		SADEV90@ric.edu

4 Manage Hires:

You can access this page a couple of ways:



OR

From a link available on other RIC Management Center pages:

MANAGE HIRES

4.1 Adding & Submitting a new potential hire:

You will be taken to the Hire Data – Add a New Value page:

Hire Data
Eind an Existing Value Add a New Value
SetID: RICOL
S SN: XXXXXXXXXX
Add
Find an Existing Value Add a New Value

- SetID = RICOL
- Enter in the new potential hire's 9-digit SSN (an initial verification check will be done based on SSN) & click on the Add button

If SSN exists in the system you will receive an error message - the emplid, paygroup, and employment status will be provided. If a match is found you can not initiate a new hire here; you may receive the following messages that will guide you on how to proceed.

Example 1: Person's emplid is 0433768 with paygroup = FAC (faculty) and is active; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page	e at http://ps90web.ricps.edu says:	×					
1	National ID already exists! Used for emplid 043 with paygroup = FAC (Faculty Pay Group) and employee status of Active. (20000,35)						
	*Please read: The National ID you entered is already in use by another person in the system. If you are hiring this person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.						
	If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.						
	ОК						

Example 2: Person's emplid is 0326411 with paygroup = HON (Honorarium) and is terminated; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)



Example 3: Person's emplid is 0234139 with paygroup = none and is a student; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page	e at http://ps90web.ricps.edu says:	×			
1	National ID already exists! Used for emplid 023_{9139} with paygroup = NONE () and employee status of STUDENT. (20000,35)				
	*Please read: The National ID you entered is already in use by another person in the system. If you are hiring the person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.				
	If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.				
	ок				

Example 4: Person's emplid is 0301620 with paygroup = RET (retiree) and is active; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page	e at http://ps90web.ricps.edu says:	×					
1	National ID already exists! Used for emplid 03 with paygroup = RET (Retiree Pay Group) and employee status of Active. (20000,35)						
	*Please read: The National ID you entered is already in use by another person in the system. If you are hiring this person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.						
	If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.						
	ОК						
	Le E Dersen's amplid is 0402282 with neverous - CDM (Creatial						

Example 5: Person's emplid is 0402383 with paygroup = SPM (Special Monthly Pay Group) and is terminated; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

1	National ID already exists! Used for emplid 0402283 with paygroup = SPM (Special Monthly Pay Group) and employee status of Terminated. $(2_{}, 35)$
	*Please read: The National ID you entered is already in use by another person in the system. If you are hiring person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.
	If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.
	ОК
	a C. Astive INC is has send exists for smalled is 0420000 and is
xamp	ble 6 : Active INS job record exists for emplid is 0429866 and is
xamp etup a	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this
xamp etup a erson	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to
etup a erson ne Ad	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to d Academic Org page as indicated in the message (explained in
etup a erson ne Ad ectior	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to d Academic Org page as indicated in the message (explained in 9)
etup a erson ne Ada ection	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to d Academic Org page as indicated in the message (explained in 9) e at http://ps90web.ricps.edu says:
Example tup a erson ne Ada ection he pag	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to d Academic Org page as indicated in the message (explained in a 9) e at http://ps90web.ricps.edu says: A(n) Active INS record exists for emplid 04: ARTS,ENGLISH). (20000,40) with last pay date of Unknown (Academic Orgs
Exampletup a erson ne Add ection he pag	ble 6 : Active INS job record exists for emplid is 0429866 and is as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to d Academic Org page as indicated in the message (explained in 19) e at http://ps90web.ricps.edu says: A(n) Active INS record exists for emplid 04; with last pay date of Unknown (Academic Orgs ARTS,ENGLISH). (20000,40) **Please read: Adjunct Instructor record found! If there are academic orgs listed, this emplid is entered as an instructor/advisor for those academic organizations and course assignments can be completed at this time if employee's last pay date is less than 3 years old and their status is Active. If older than 3 years and/or their status is Terminated, the employee must go to HR to update their orignal I-9 packet before course assignments can be completed.
Example tup a erson he Add ection he pag	 a constructor for ARTS & ENGLISH; if you'd like to add this as an instructor for ARTS & ENGLISH; if you'd like to add this as an adjunct instructor for your courses, you may proceed to d Academic Org page as indicated in the message (explained in a 9) c at http://ps90web.ricps.edu says: A(n) Active INS record exists for emplid 04: with last pay date of Unknown (Academic Orgs: ARTS,ENGLISH). (2000,40) **Please read: Adjunct Instructor record found! If there are academic orgs listed, this emplid is entered as an instructor/advisor for those academic organizations and course assignments can be completed at this time if employee's last pay date is less than 3 years old and their status is Active. If older than 3 years and/or their status is Terminated, the employee must go to HR to update their orignal I-9 packet before course assignments can be completed. If your academic org is not listed and you would like to add your academic Org page with the emplireturned in this message.

If SSN is new to the system you will see the Hire Data page:

Hire Data
Eind an Existing Value Add a New Value
SetID: RICOL C
Add
Find an Existing Value Add a New Value
New Hire Data
Potential Hire Data
National ID 064 *First Start Date 2
*Hire Type Special Category Instructor Starting Term
Instr Type Adjunct Acad Org Session
Advisor:
Prefix *Legal First Name Middle *Legal Last Name Suffix Image: Ima
*Date of Birth 🔄 🛐 *Gender Unknown 🔻
Address Type HOME *Country USA
*Address Line 1
Address Line 2
Address Line 3
*City *State State *Postal
Phone Type Telephone Phone Extension
*Email Type Home *Email Addr Disable Reminder:
Reason
Adjuncts by Name Adjuncts by Term/Academic Org Current Employees
Save

As much information should be entered so that the most thorough verification can be done upon submittal. Page cannot be saved without the required fields which have an * next to their label.

Once all the information is entered click on **Save** button:

On the Hire Data page you will now see the status of Pending with a new Submit button in the top right hand corner of the screen:

otential Hire Data	
National ID 064-	*First Start Date 02/15/201
*Hire Type Special	Category Instructor Starting Term 1152 Spring 2015
Instr Type Adjunct	Acad Org ENGLISH Session 1 Pending
Advison 🔲	Submit
Prefix *Legal First N	ame Middle *Legal Last Name Suffix
Dr 🔍 Jane	
*Date of Birth 04/10/19 Address Type HOME	B *Gender Female ▼ *Country USA
*Date of Birth 04/10/19 Address Type HOME *Address Line 1 100 Old Address Line 2	Sender Female *Country USA
*Date of Birth 04/10/19 Address Type HOME *Address Line 1 100 Old Address Line 2 Address Line 3	Sender Female *Country USA
*Date of Birth 04/10/19 Address Type HOME *Address Line 1 100 Old Address Line 2 Address Line 3 *City Warwick	State RI State RI 22886
*Date of Birth 04/10/19 Address Type HOME *Address Line 1 100 Old Address Line 2 Address Line 3 *City Warwick Phone Type	State RI Phone Extension Phone Extension
*Date of Birth 04/10/19 Address Type HOME *Address Line 1 100 Old Address Line 2 Address Line 3 *City Warwick Phone Type *Email Type Home	*Gender Female *Country USA Colony Lane *State *State RI *Postal 02886 Telephone Phone Phone Extension * Email Addr email@email.net Disable Reminder:
*Date of Birth 04/10/19 Address Type HOME *Address Line 1 100 Old Address Line 2 Address Line 3 *City Warwick Phone Type *Email Type Home Reason	*Country USA *Country USA Colony Lane *State RI *Postal 02886 Telephone Phone Extension * *Email Addr email@email.net Disable Reminder:

If you are ready to submit the potential new hire for verification click on the <u>Submit</u> button. If it is your first new hire entry the page will refresh itself. If you've previously entered a potential hire, when clicking submit it will close your current window and bring you back to the Manage Hires search page. You will notice the new potential hire's status has been updated from Pending to Submitted:

Hire Data				
Enter any inform	nation you have a	and click Search. Lea	ve fields blank for a	list of all values.
Find an Existin	ng Value (<u>A</u> d	Id a New Value		
👻 Search Crite	ria			
-				
Empl ID:	begins with -			
SetID:	begins with 🔻	·	Q	
National ID:	begins with 👻	·		
Last Name:	begins with 👻	•		
Department:	begins with 📼	·	Q.	
Status of Hire:	= •		-	
Hire Type:	= •		-	
Case Sensit	tive			
	~			
Search	Clear Basic	Search 🦉 Save Se	arch Criteria	
Search Res	ults			
View All		Fi	rst 💽 1 of 1 🕟 L	ast
Empl ID SetID	Last Name Depa	artment Status of Hire	Hire Type Entered	
(DIATIK) RICOL	<u>1124</u>	40 Submitted	special DSCOT	

If you select the potential new hire in Submitted status you will notice that all fields are locked. ***No changes can be made by you at this point; if there are corrections required you will need to contact the HR department so they can make corrections.**

New Hire Data					
Potential Hire Data					
National ID 06	54-	First Start Date	02/15/2015		
Hire Type Sp	ecial Catego	ory Instructor	Starting Term	1152	Spring 2015
Instr Type Adj	junct Acad	Org ENGLISH	Session	1	Submitted
Advisor:					
Prefix Legal F	First Name	Middle	Legal Last Name		Suffix
Dr Jane		v	Doe		
Address Type H Address Line 1 1 Address Line 2	IOME .00 Old Colony Lan	Count	try USA		
City W	Varwick	Sta	ite RI	Postal	02886
Phone Type	Teleph	ione	Pho	one Exte	nsion
Email Type Hom	ne Email A	ddr email@ema	ail.net	Disable F	Reminder:
Reason					
diuncts by Name	Adjuncts by T	<u>Term/Academic O</u>	rg <u>Curren</u>	t Employ	<u>ees</u>

4.2 Statuses of your hire request:

There are 5 statuses that a new hire can have:

- 1. Pending: data entry only; no notification sent
- <u>Submitted</u>: data entry complete; email notification sent to Verifiers with the person who submitted the request and the Department Dean/Manager on copy
- > Sample Submit Email

🞽 ***TEST EMAIL FROM SADEV89**** Potential Hire Verification Request - Message (Plain Text)	_ 8 ×
Elle Edit View Insert Format Iools Actions Help	
📴 🗛 Beply 🖓 Reply to All 💪 Forward 🍯 🐘 🐸 🕐 🍅 🎦 🗙 🗢 🗸 🔹 - 🛠 - Al 🔩 💿 💂	
From: SADEV89@pric.edu Sent: Tue 2/27/2007 3:51 PM To: Resto, Jimena Sent: Tue 2/27/2007 3:51 PM Cc: Resto, Jimena Subject: ***TEST EMAIL FROM SADEV89**** Potential Hire Verification Request	
This email is to inform you that a potential new hire has been submitted for verification by (Maureen Reddy) for department # (11246). The following information has been entered:	4
Start Date: 09/05/2007 Name: Ernest Allison BirthDate: 05/12/19XX National ID#: XXX-XX-0001 Hire Type: Adjunct Email: (BUSN) ealli_55@test.com	
 Navigation path: Home > RIC Management Center > Manage Hires MIS Department Rhode Island College	
Building #1 Phone: 456-9873 Fax: 456-8199 Emmail: mishelpdesk@ric.edu	

- 3. <u>Verified</u>: the verification results and actions can be as follows:
 - a. If this is a brand new person & NO MATCH is found
 - a new bio/demo record is created
 - a notification email will be sent to Human Resources personnel with the **new** emplid listed in the email
 - Human Resources will wait for the new hire to come in **before** creating a new job record
 - When the new job record is created the person will be marked as complete on the Manage New Hires page

> Sample Verification Email

🔀 ***TEST EMAIL FROM SADEV	v89**** ATTENTION REQUIRED! New Bio/Demo record (emplid# 0408300) created! - Message (Plain Text)	_ 8 >
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From: SADEV89@ric.edu To: Resto, Jimena	Sent: Fri 2/23/200	7 4:21 PM
Cc: SADEV89@ric.edu Subject: ***TEST EMAIL FROM	1 SADEV89**** ATTENTION REQUIRED! New Bio/Demo record (emplid# 0408300) created!	
This email is to inf Ferguson) for depart follow the instructi	form you that a potential new hire that was originally submitted for verification by (Jenni tment # (11252) has been verified! Once the I-9 packet is received by your office it is im ions below.	fer <u> </u>
The following inform	mation was entered for bio/demo verification:	
Name: BirthDate: National ID#:	Christina Batastini 03/11/19XX XXX-XX-1212	
**Hire Type: NEW EMPLID:	Full-time 0408300	
To verifty bio/demo Navigation path: Hom	data: me >Campus Community>Personal Information>Add/Update Person	
To create new job re Navigation path: Hom	ecord for new hire: me>Workforce Administration>Personal Information>Organizational Relationships>New Employmen	t Instance
Once job record is c Navigation path: Hom	<pre>sreated the RIC Management Center needs to be completed: me>RIC Management Center > Manage Hires 1.) select Correction Mode checkbox 2.) select verified new hire by name or ssn 3.) Click on the COMPLET button</pre>	
MIS Department Rhode Island College	e	
Building #1 Phone: 456-9873 Fax: 456-8199 Email: mishelpdesk@r		

- 4. Denied: if this was thought to be a new person but a MATCH was found
 - a. the request will be denied
 - b. a notification email will be sent to the person who originally submitted with the Department Dean on copy with the reason why this person was denied which will also include the emplid found
- > Sample Denial Email

📕 +++TEST EMAIL FROM SADEV89++++ Denial of Potential Hire Verification Request - Message (Plain Text)	_ 8 ×
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From: SADEV89@ric.edu Sent: Mon 2/26/2007 1:04 PP	1
To: SADEV89@vic.edu	
Cc: Resto, Jimena	
Subject: ***TEST EMAIL FROM SADEV89**** Denial of Potential Hire Verification Request	
This email is to inform you that the potential new hire:	^
Name: Peggy Choudrey	
BirthDate: 09/23/19XX	
National ID#: XXX-XX-3923	
Hire lype: Adjunct	
you submitted for verification has been denied for the following reason:	
Person exists - emplid 0244996	
MIS Department	
Rhode Island College	
Building #1	
Phone: 456-9873	
Fax: 456-8199	
Email: mishelpdeskyric.eau	

- 5. <u>Complete</u>: once Human Resources creates the new job record the person will be marked as complete on the Manage New Hires page
 - a. a notification email will be sent to the person who originally submitted the hire request with the Department Dean on copy; the email will provide job data information for the new hire record
- > Sample Complete Email



At this point a new hire is complete and is added to the instructor/advisor table and course assignments can be completed.

5 Update Denied/Canceled Hires:

Update Denied/Canceled Hires Update Denied/Canceled (no emplid) Hires

Clicking on this link will give you a listing of the hires that have been canceled prior to creating a new emplid and/or those that were denied by the MIS verification step. You are able to set that person back to pending if necessary:

U	Jpd	late Denied/Ca	nceled Hires						
	То	o reset a denier	d/cancelled (no emi	olid) hire back t	o pendina, click on i	the Update :	to Pending button for t	hat hire	
							,		
						Perso	nalize Find 🗖	First	🚺 1-2 of 2 🚺 Last
		National ID	Last Name	Department	Description	Status of Hire	Reason	Entered by	Update to Pending
	1		Duffy-thorpe	11244	Biology Department	Canceled		EHALL	Update to Pending

To update the status back to pending simply click on the **Update to Pending** button for that person. You will automatically be taken to the Manage Hires page where you can now select that hire for modification and to resubmit to MIS for verification:

Hire Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

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A Department Class Updates Department Class Listing: Update Requests

Use this page to make instructor changes for a course. You will be able to directly update instructor assignments for the term that is made available for instructor updates by your Dean. You will no longer be required to email your individual instructor assignment changes. Terms prior to the term available will be display only. Terms following the term available will be available for updating instructors.

- 1.) Select or enter the term and Academic Organization
 - a. You can either use the lookups for valid values or click search to get a full list of available terms/academic orgs:

Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Clear Basic Search Save Search Criteria Search Clear Basic Search Save Search Criteria Search Results View All First 1-19 of 19 Last Term Descr Academic Organization 1158 Fail 2015 MATHCOMSCI 1152 Spring 2015 MATHCOMSCI 1152 Spring 2014 MATHCOMSCI 1138 Fail 2013 MATHCOMSCI 1138 Fail 2013 MATHCOMSCI 1138 Fail 2013 MATHCOMSCI 1138 Summer 2014 MATHCOMSCI 1138 Summer 2014 MATHCOMSCI 1138 Summer 2014 MATHCOMSCI 1138 Summer 2013 MATHCOMSCI 1138 Summer 2014 MATHCOMSCI 1148 Summer 2	Depart Class Up	date Requests
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b.) You are able to REPLACE or ADD an instructor assignment by clicking on the lookup icon for the New Instructor column (by default the action is to Replace the currently assigned instructor):

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2 1156	6W1	матн	139	01	1	Contemporary Topics in Math	30	0	Harrop,Frederick F	Replace	•	99999999999 🔍	Staff,RIC
3 1156	6W1	матн	139	02	1	Contemporary Topics in Math	30	0	Roy,Charles L	Replace	•	Q	
4 1156	6W1	MATH	177	01	1	Quantitative Bus Analysis I	30	0	Roy,Charles L	Replace	•	Q	
5 1156	6W1	MATH	209	01	1	Precalculus Mathematics	30	0	Pinheiro, Leonardo	Add	•	04 🔍	Wang,Bin
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2 1156	6W2	MATH	10	20	1	Basic Mathematics Competency	30	0	Zhou,Ying	Replace	•	Q	
3 1156	6W2	матн	10	21	1	Basic Mathematics Competency	30	0	Wang,Bin	Replace	•	Q	
4 1156	6W2	MATH	139	20	1	Contemporary Topics in Math	30	0	Zhou,Ying	Replace	•	Q	
5 1156	6W2	матн	209	20	1	Precalculus Mathematics	30	0	Moskol,Ann E	Replace	•	Q	
6 1156	6W2	MATH	240	20	1	Statistical Methods I	24	0	Gall,Walter G	Replace	•	Q	
7 1156	6W2	MATH	248	20	1	Business Statistics I	30	0.00000	Gall,Walter G	Replace	•	Q	

Return to Search T Previous in List + Next in List

2.)

Make Instructor Assignments

Make Instructor Assignments: This

button is available for terms where you are allowed to update the instructors. Once clicked your instructor changes will directly update the schedule of classes. If you are only replacing instructors, the page will refresh and you will immediately see the instructor assignment changes. If you are adding instructors, you will be brought back to the search page after your additions are saved. You can verify the changes by navigating to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

Make Instructor Assignments

 If the term selected is not available for updating instructor assignments the Make Instructor Assignments button will be grayed out.

7 Maintain Term Workload

Maintain Term Workload Maintain Term Workload

Use the Maintain Term Workload page to maintain faculty (full time) and adjunct (part time) instructor's term workload. This page will list all faculty (full time) and only those adjuncts (part time) that are scheduled to teach for the available term.

ORACLE'

Maintain Term Workload

Maintain Term Workload

This is a list of instructors for the term. Click the "Maintain Workload" button to view Term Workload for the selected instructor. Term Workload opens in another page and will display workload for ALL terms for instructor. Please make sure to look at the appropriate term.

You can change the sort order by clicking on column headers.

					Customize Find 🎹 🛛 First 🖵	1-29 of 29 🗀 Last
	Term	Acad Org	Pay Group	EmplID	Name	Maintain Workload
1	1108	MATHCOMSCI	FAC	0:	Abrahamson,David L	Maintain Workload
2	1108	MATHCOMSCI	FAC	0:	Andreozzi,Peter P	Maintain Workload
з	1108	MATHCOMSCI	FAC	0:	Christy,Donna	Maintain Workload
4	1108	MATHCOMSCI	FAC	0:	Costa,Stephanie A	Maintain Workload
5	1108	MATHCOMSCI	FAC	0:	DiPippo,Mark A	Maintain Workload
6	1108	MATHCOMSCI	FAC	0:	Gall,Walter G	Maintain Workload
7	1108	MATHCOMSCI	FAC	0:	Harrop,Frederick F	Maintain Workload
8	1108	MATHCOMSCI	FAC	0:	Humphreys,Lisa D	Maintain Workload
9	1108	MATHCOMSCI	FAC	0:	Kovac,Raimundo M	Maintain Workload
19	1108	MATHCOMSCI	FAC	0:	Teixeira,Christopher T	Maintain Workload
20	1108	MATHCOMSCI	FAC	0.	Wang,Bin	Maintain Workload
21	1108	MATHCOMSCI	FAC	0:	Zhou,Ying	Maintain Workload
22	1108	MATHCOMSCI	INS	0.	Berman,David M	Maintain Workload
23	1108	MATHCOMSCI	INS	0:	Bierden,James E	Maintain Workload
24	1108	MATHCOMSCI	INS	0:	Calhoun,Thomas M	Maintain Workload
25	1108	MATHCOMSCI	INS	0:	Marsis,James L.	Maintain Workload
26	1108	MATHCOMSCI	INS	0:	Rodrigues,Mariano	Maintain Workload
27	1108	MATHCOMSCI	INS	0:	Snowman,Alaysha A	Maintain Workload
28	1108	MATHCOMSCI	INS	0.	Who,Samantha	Maintain Workload
29	1108	MATHCOMSCI	INS	0:	Yu,Bin	Maintain Workload

Click on the "**Maintain Workload**" button to open up a Term Workload page for a selected instructor – a new page will pop-up. ***Pop-up blockers may prevent the page from displaying – turn off pop-up blockers if necessary.**

	erm Workload														🔊 New Window	③ Help	📝 Personalize Pag	je 🔝 http 👘
1	erm Workload																	
	Stilwell,Geoff E					ID: 045	'091											
	Workload Definition																Find View All Fi	rst 🗹 1 of 1 🕨
	Academic Institution: Term:	RIC 11	OL 58	Rho Fall 2	de Island 2015	College		Total Term FTE% 50.00										
	Instructor Assignment (nment Class: FULLTM Full Time																
	Calculate Workload:	7			Ass	igned FTE	%: 100	.00										
	Limit Workload:			Instructor Multiplier %: 100]											
	Workload Assignment	Job Code																_
	*Description		Cat <u>alog</u> <u>Nbr</u>		Class Nbr	Comb <u>Sects ID</u>			Work Load	App Load	Solit Load (click +)	Assianment Wor FTE % Enrl	kid Actual Enrl	Course Component	Actual Component			
	Genetics	BIOL	221	02	10226		Regular	OVI-Overload: Instruction 💌	3.00				21 21	Laboratory	Laboratory			+
	Genetics	BIOL	221	000	10224		Regular	STD-Standard Assignme 👻	3.00	V		25.00	58 58	Lecture	Lecture			+
	Genetics	BIOL	221	01	10225		Regular	STD-Standard Assignme 👻	3.00	V		25.00	17 17	Laboratory	Laboratory			+
0	🖥 Save 🛛 🐼 Return to Si	earch 🔛	Notify														📑 Add	🖉 Update/Disp

This page should be familiar to you. It is the same page that is currently used to maintain a current instructor's term workload with some additional new features.

Available features:

 <u>Split Load (click +)</u> Click the "Split Load" checkbox then the "+" sign at the end of the row only if the course on this particular line is going to be split between in-load and over-load credits. This action will cause the row to be duplicated with an Assign Type of "OVI-Overload Instruction" and you can enter the appropriate number of overload workload units.

	Workload Assignment	Job Code											\sim					
			Cat <u>alog</u> Nbr		Class Nbr	Comb <u>Sects IC</u>			Work Load	App Load	Solit Load (click +)	Assignment	Wo <u>rkid</u> A Enrl E	ct <u>ual</u> nrl	Course Component	Actual Component	Last Updt Date-Time	
¢	Senetics	BIOL	221	02	10226		Regular	STD-Standard Assignme 💌	3.00	V	V	25.00	21	21	Laboratory	Laboratory		+
0	Genetics	BIOL	221	000	10224		Regular	STD-Standard Assignme 👻	3.00	V		25.00	58	58	Lecture	Lecture		+
(Senetics	BIOL	221	01	10225		Regular	STD-Standard Assignme 👻	3.00	v		25.00	17	17	Laboratory	Laboratory		+

2. Workload Enrl. You can (and should) enter the number of students taught by the instructor <u>only if the class is taught by multiple instructors</u>. Student teaching and applied music classes are good examples of when to enter the workload enrollment total for each instructor of the class. When you update this value your username and date/time will be saved as the last updated columns.

Workload Assignment	Job Code	1									
*Description		Cat <u>aloq</u> <u>Nbr</u>		Cla <u>ss</u> <u>Nbr</u>	Comb Sects ID Session	<u>*Assign Type</u>	Work Load	App Load	<u>Solit Load</u> (click +)	Assianment Workld FTE % Enrl	Actual Course
Genetics	BIOL	221	02	10226	Regular	STD-Standard Assignme 🔻	3.00	V		25.00 21	21 Laboratory
Genetics	BIOL	221	000	10224	Regular	STD-Standard Assignme 🔻	3.00	V		25.00 58	58 Lecture
Genetics	BIOL	221	01	10225	Regular	STD-Standard Assignme 🔻	3.00	V		25.00 17	17 Laboratory

3. If you want to <u>add non-instructional</u> activity, just press the "+" sign on the last row display. A new line will be inserted where you can enter the necessary information. In no case should you see non-instructional activity (including Additional Prep) combined with data in the Subject, Catalog_nbr, Section and Class_Nbr fields. If this happens please call Institutional Research so it can be corrected.

Workload Assignment	Job Code																
*Description		Cat <u>aloq</u> <u>Nbr</u>		Cla <u>ss</u> Nbr	Comb Sects D			Work Load	App Load	Solt Load (click +)	Assianment Wo FTE % Enri	r <u>kld</u> Ac I <u>En</u> i	t <u>ual</u> C 1 <u>C</u>	Course Component	Actual Component	Last Updt Date-Time	
Genetics	BIOL	221	02	10226		Regular	STD-Standard Assignme 💌	3.00	V		25.00	21	21 L	aboratory.	Laboratory		Ŧ
Genetics	BIOL	221	000	10224		Regular	STD-Standard Assignme 💌	3.00	V		25.00	58	58 L	.ecture	Lecture		
 Genetics	BIOL	221	01	10225		Regular	STD-Standard Assignme 🔻	3.00	V		25.00	17	17 L	aboratory	Laboratory		
1							•		V								+

IMPORTANT: When you are done making your changes remember to click the SAVE button

After you've saved your changes, you can then close the new window. You can then pick another instructor from the original page where you had the list of instructors for the semester.

8 Request Adjunct Instructor Job:

Request Adjunct Instructor Job Request Adjunct Instructor Job

Here you can request an adjunct instructor job record be created for an existing emplid. In order for an adjunct instructor to be added to the instructor/advisor table, they will need an instructor job.

1.) You will enter or lookup the emplid and then click Add:

Request Adjunct Instructor Job
Eind an Existing Value Add a New Value
EmplID: 0
Add
Find an Existing Value Add a New Value
2.) Enter:

- a. Expected start date
- b. Academic organization
- c. Instructor's email for notification
 - i. The campus email will populate if found but it may no longer be a valid email address for communication; you should update the email address because when you submit your request an automated message will be sent to the email address notifying them that HR has received a request for their instructor employment and that they will need to report to the HR office to complete the proper paperwork

RIC M	anagement Center	
Requ	est Adjunct Instructor Job	
*E	mpIID Wimsatt, TI	reila Joy
In Su	Expected Start Date 05/0 *Academic Organization PSY structor's email for notification sade bmitting will send a message to the e	3/2010 🛐 CH Q v90@ric.edu mail entered above
	Status	Submit Request to HR
Upd	ated by TMALLOY	Date/Time 04/27/10 2:14:20.000000PM
📳 Sa	ve 🖹 Notify	E+Add Dydate/Display

3.) Click the Submit Request to HR to send your request.

Once HR completes your request, you will be sent an email letting you know it's complete.

9 Add Department Affiliation:

Add Department Affiliation

Here you can add your department (academic org) to an instructor's approved departments list.

1.) You will enter or lookup the emplid, enter your academic organization and then click Add:

Add Academic Org
Eind an Existing Value Add a New Value
EmplID: 0 Academic Organization: PHILOSOPHY
Add
Find an Existing Value Add a New Value

2.) Click the ADD button to complete:

Add Academic Org		
Click the Add button to add Acad Org		
*EmpIID C	Toti,Frank V	
*Academic Organization PHILOSOPHY Q	Dept of Philosophy	
		Add
Entered by	Date/Time	
	Daternine	
Save L= Notity		Add Z update/Display

3.) Once the instructor has had your department added to their approved departments list, you can assign them to courses.

10 Faculty Cumulative Workload:

Faculty Cumulative Workload Faculty Cumulative Workload Faculty 2 Year Review by Dept Faculty 2 Yr In/Ovr by Dept Faculty 2 Year Review by Empl

10.1 Faculty 2 Year Review by Dept

This page will provide a department summary of the inload Faculty Load Hours for the two year cycle. The inload hours completed for terms up through the current terms will display. Inload hours display are included on the last day of the previous term.

- 1) Select a 2 year Fall term
- 2) Select a department (academic organization)
- 3) Click Search

10.2 Faculty 2 Yr In/Ovr by Dept

This page will provide a department summary of the inload and overload Faculty Load Hours for the two year cycle. The inload and overload hours for terms up through the current terms will display. Workload hours for each term are included on the last day of the previous term.

- 4) Select a 2 year Fall term
- 5) Select a department (academic organization)
- 6) Click Search

10.3 Faculty 2 Year Review by Empl

This page will provide a summary of individual instructor inload and overload Faculty Load Hours for the two year cycle. The inload and overload hours for all available terms will display. Workload hours for each term are included on the last day of the previous term.

- 1) Select or enter EmplID
- 2) Select a 2 year Fall term
- 3) Click Search

11 Payroll Contracts:

Payroll Contracts
 Payroll Contracts
 Submit Instructor Contracts
 Instructor Contracts Report
 Review Contracts by Emplid
 Review Contracts by Department

Beginning Fall 2010 semester, all instructor payroll contracts will be submitted online. Chairs have up to 2 business days after the add/drop date to submit their instructor payroll contracts.

11.1 Submit Instructor Contracts:

Submit Instructor Contracts

*IMPORTANT: Before submitting contracts it is strongly suggested that you run and review the Instructor Contracts Report explained in section 10.3 (pages 27-29)

To submit an instructor's contract for approval you will use the Submit Instructor Contracts page.

 Click Search and you will see a list of instructors that have any type of Overload assignments for the available term. (Please note: after the 2nd business day after the add/drop date you will no longer be able to see or submit an instructor's contract)

Submit Instructor Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value	<u>}</u>		
Term:	begins with 💌	Q	
Academic Organization:	begins with 💌	Q	
EmplID:	begins with 💌	Q	
Search Clear	Basic Search 📕 Save Search Criteria		
Search Results View All			First 🗃 1-3 of 3 🕞 Last

Term Description	Academic Organizatio	n EmpliD	<u>Name</u>	Instructor Ty	pe Approval Status
1108 Fall 2010	PHILOSOPHY	17	<u>7 Castiglione,Robert L</u>	Professor	Not Submit
1108 Fall 2010	PHILOSOPHY	16	<u>Quinn, Teresa</u>	Adjunct	Not Submit
1108 Fall 2010	PHILOSOPHY	12	2 Prior.John G	Adjunct	Not Submit

2.) Select an instructor to see details:

Contract Term	1152 Spr	ing 2015		Acad Org MATH	COMSCI				
impl ID	A	ndreozzi,P	eter P	2Yr Cycle	Start Terr	n 1138			
SSN				Ink	ad (2yrs)*	52.00			
				Overlo	ad (2yrs)*	4.50			
ob Code OVER	LD Instru	ctor Type	Asst Prof	Тс	tal (2yrs)*	56.50			
				*Totals inc	lude curre	nt term			
ervices to Be	Performed								
							<mark>ر</mark> هر ا	First 🚺 1	of 1 🕨 Last
Subject Area	Catalog Nbr	Class Section	Class Nbr	Description	Assign Type	Workload Hours	Course Component	Compensation Rate	Line Total
1 MTET	512C	80	22547	Delving Deeper: Func&Algebra	OCE	1.00	Lecture	1,181.00	\$1,181.00
Submit f	or Approvals	s Ien their c	Print Co	ntract (new window) Total submitted Contrac	Units t Total \$	1.00000]		

- 3.) Click the Submit for Approvals Submit for Approvals button (Note: an email will be sent to the instructor notifying them that their contract for the term has been submitted with instructions on how they can log into MyRIC to review the details)
- 4.) Optional: to get a printable version of the contract you can click the <u>Print</u> <u>Contract (new window)</u> link.

The report will open up a new window and will automatically appear when ready. You can save or print using the File menu on the browser. ***Pop-up blockers may prevent the report from displaying – turn off pop-up blockers if necessary.**

)() 🧉	http://ps	csweb.ricp	os.edu/psc/SADEV90	/viewredirect/FILE	DB_XMLP/df6a531	oa-b84c-11e4- 𝔎 → ♂ ×	🧉 Submit Instru	uctor Contracts	🦉 ricps	.edu	×	
e Ec	dit Go	to Fav	orites H	lelp								x	Co
🧧 S	ign out	🦻 Sug	gested Site	es 🔼 Scrabble Wo	rd Finder - Sc 🧯	Rhode Island Co	llege Peo 🧃 SADEV90	PeopleSoft Or	nline Library 📕	National Stu	dent Clearing 🚾	Account- National Studen.	. e
	A PARA												
		TOUT											
		Y	8542				RHODE						
							COLL	EGE					
							Payroll (Contract					
						SER	VICES TO B	E PERFC	ORMED				
		-											
		erm	: 115	52	Academ	lic Org: N	IATHCOMSC						
	ſ	Na	me:		Andre	eozzi,Pete	er P)
		En	nploy	ee ID#	03076	572							
		SS	Nun	nber:	XXX->	XX-7001							
	JobCode:		OVEF	RLD		Instructor	r Type:	AS	ST				
							J						
													•
		S	ubject	Catalog Nbr	Section	Class Nbr	Description	Assig n	Wrkld Hrs	Crse Comp	Comp Rate	Line Total	
		1 N	ITET	512C	80	22547	Delving Deeper: Func&Algebra	OCE	1	LEC	\$1,181.00	\$ 1,181.00	

11.2 Canceling Contracts

Cancel Contract

If a contract needs to be canceled, you can do so by clicking on the Cancel Contract button. This button is only available when the contract is in Submitted status or Denied Status. (Note: an email will automatically be sent to the instructor notifying them that their contract for the term has been canceled. You have the option of not sending the cancel email by selecting the Do not send Cancel Email checkbox.)

RIC Manag	ement Center
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	Contract Term 1152 Spring 2015 Acad Org MATHCOMSCI								
Empl ID Teixeira, Christopher T 2Yr Cycle Start Term 1138									
SSN				Ink	ad (2yrs)*	48.00			
ob Code(OVERLD Instr	uctor Type	Professo	or To	tal (2yrs)*	62.00			
				*Totals inc	lude curre	nt term			
Services to	Be Performed								
							ا <mark>ا</mark> ها ا	First 🚺 1 o	of 1 🕨 Last
Subje Area	ct Catalog Nbr	Class Section	Class Nbr	Description	Assign Type	Workload Hours	Course Component	Compensation Rate	Line Total
1 MATH	240	01	20324	Statistical Methods I	OVI	3.00	Lecture	1,181.00	\$3,543.00
Submit for Approvals Print Contract (new window) Total Units 3.00000									
istructor w	Contract Status: Submitted View Payroll Contract Details Cancel Contract Do not send Cancel Email 3.00000 \$3,543.00								
Contractor with Contractor	Ct Status:	Do not	send Can	cel Email 3.00000 \$	3.543.00				

11.3 Instructor Contracts Report:

Instructor Contracts Report Instructor Contracts Report

To generate a report of your departments instructor payroll contracts by term, you can use the Instructor Contracts Report page to create a report.

1.) Click search for an existing run control id

Instructor Contracts Report Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search by: Run Control ID begins with
Search Advanced Search
Find an Existing Value Add a New Value
2.) If you do not have a run control id created; click on the Add a New Value tab or link
Enter a run control id (no spaces allowed)

4.) Click Add

nstructo	r Contracts	Report								
<u>F</u> ind an	Existing Value	Add a Ne	w Valu	ue						
un Contr	UD: Donort									
un contr	Report									
Add										
ind an Ex	<u>sting Value</u> Ad	d a New Va	alue							
5.) Se	lect the Ter	m and A	Acad	Ora						
6.) Cli	ck Save			- 9						
7.) *O	otional: clic	k the ch	eckb	ox for Pri	nt Det	ail if y	/ou wo	uld lik	ce the	report t
)								
tructor Pyri	Contracts Rpt									
un Control IE	Report			<u>Report Manaq</u>	er <u>Process</u>	Monitor	Run			
Instructs	Contracto Donort									
Enter t	e term									
	ferm: 1108 (🔍 Fall 2010								
Enter ti	e department									
	Academic PHILO: Organization:	SOPHY 🔍 De	pt of Phili	osophy						
	🗆 Pri	nt Detail								
Save EN	lify				E+Add	Upd 🖉	ate/Display			
8.) Aft	er vou save	e. click o	n the	e RUN bu	itton	Run				
9.) Cli	ck OK; this	will run	the r	eport						
cess Scheo	uler Request									
ser ID:	ROLMSTED		Run C	Control ID: Report						
erver Name:	<u>-</u>	Run Date:	06/15/20	010 🖻	cotto Cument	Data/Tim-				
ecurrence: me Zone:	Q	Run Time:	10:29:54	IAM Re	set to Current	Daterrime				
ocess List lect Descript	on	Proces	s Name	Process Type	<u>*Type</u>	<u>*Form</u>	nat Distri	ibution		
Instructo	Contracts Report	ZPYR07	77	SQR Report	Web	PDF	Distri	bution		

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RIC Management Center								
/ Instructor Pyri Co	ontracts Rpt							
Run Control ID:	Report		Report Manager	Process Monitor	Run			
				Process Insta	nce:835667			

11.) Click on the Details link when the run Status reads **Success** and the Distribution Status reads **Posted**

/ Pr	ocess List	Server List					
Vie	w Process Req	uest For					
U	ser ID: ROLMS	TED 🤍 Type:	•	Last: 1 Days	Refresh		
s	erver:	Name:	٩	Instance:	to		
R	un tatus:	Distribution Status	•	🗹 Save On I	Refresh		
Pro	ocess List			Customize	Find View All 🛗 🛛	First 🛃 1 of 1 🛛	🕑 Last
Sel	<u>ect Instance S</u>	<u>eq. Process Type</u>	<u>Process</u> <u>User</u> <u>Name</u>	Run Date/Time	<u>Run Statu</u>	<u>s Distribution</u> <u>Status</u>	<u>Details</u>
Γ	835667	SQR Report	ZPYR077 ROLMSTE	D 06/15/2010 10:29:54/	AM EDT Success	Posted	<u>Details</u>

12.) Click on the View Log/Trace link

Process Detail Process Instance: 835667 Type: SQR Report Name: ZPYR077 Description: Instructor Contracts Report Run Status: Distribution Status: Posted Success Update Proc Run Run Control ID: Report Hold Request Queue Request Location: Server Cancel Request Server: PSNT C Delete Request Recurrence: Restart Request Date/Time Actions Request Created On: 06/15/2010 10:30:03AM EDT Parameters Transfer Run Anytime After: 06/15/2010 10:29:54AM EDT Message Log Began Process At: 06/15/2010 10:30:22AM EDT Batch Timings Ended Process At: 06/15/2010 10:30:51AM EDT View Log/Trace

13.) Click on the link that has *.PDF as the extension; this will open the report in a new window where you can print it, save it, and/or email it

File List		
Name	<u>File Size (bytes)</u>	Datetime Created
Message Log	1,695	06/15/2010 10:30:51.703000AM EDT
ZPYR077_835667.PDF	2,034	06/15/2010 10:30:51.703000AM EDT
Trace File	144	06/15/2010 10:30:51.703000AM EDT
Distributa Ta		

Sample report (no detail selected):

Report Term: Academi	ID: ZPYR077 1108 c Org: PHILOSOPHY		RHODE ISLAND COLLEGE INSTRUCTOR PAYROLL CONTRACTS REPORT				
Emplid	Name	Total Wkld Units	Total Contract Amount	Contract Status			
0100657	Castiglione,Robert L	4.00	\$4,588.00	Not Submitted			
C	Olmsted,Richard R	5.00	\$5,735.00	Not Submitted			
o	Prior, John G	3.00	\$3,441.00	Not Submitted			
o	Quinn, Teresa	6.00	\$6,882.00	Not Submitted			
ī	of contracts	4	Total of all contracts	\$ 20,646.00			

Sample report (with Print detail selected):

Report I Term: Academic	D: ZPYR077 1108 Org: PHILOSOPHY		RHODE ISLAND COLLEGE INSTRUCTOR PAYROLL CONTRACTS REPORT				Page No. 1 Run Date 06/1 Run Time 10:3						
Emplid	Name	Total Wkld Units	Total Cor	ntract Amount Subj/Descr/Cata	Contract Stat log#/Section,	tus /Class#/C	omponen	t/Ass	ignType	Compl	Rate/Uni	its/CrseTota	11
01	Castiglione,Robert L	4.00	\$ 4,58 PHIL G	88.00 od(s)	Not Submitte	d 263-02	10831	LEC	OVI	1,1	147.00	4.00	\$4,588.00
01	Olmsted,Richard R	5.00	\$ 5,73 PHIL F1 DE	35.00 reedom EPT CHAIR	Not Submitte	d 262-04 -	10829 0	LEC	OVI AVO	1,1	147.00	1.00	\$1,147.00 \$4,588.00
04	Prior,John G	3.00	\$ 3,44 PHIL IT	41.00 ntroduction to Lo	Not Submitte	d 205-02	10809	LEC	OVI	1,1	147.00	3.00	\$3,441.00
01	Quinn, Teresa	6.00	\$ 6,88 PHIL Ac PHIL Ac	82.00 esthetics esthetics	Not Submitte	d 230-01 230-05	10816 10820	LEC	OVI	1,1 1,1	147.00 147.00	3.00 3.00	\$3,441.00 \$3,441.00
Total #	otal # of contracts 4 Total of all contracts \$ 20,646.00												

11.4 Review Contracts by Emplid:



To review an instructor's contract you can use the Review Contracts by Emplid page.

1.) Click Search and you will see a list of previously submitted contracts for all terms.

RIC	Management	Center
-----	------------	--------

Review	Contracts
I COVICIN	0011110013

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	e]	
1		
Term:	begins with 💌	Q
Academic Organization	: begins with 💌	
EmplID:	begins with 💌	Q
Last Name:	begins with 💌	
Approval Status:	=	•
Search Clear	Basic Search 🗐 Save Search Criteria	
Search Results		
View All	First 🗃 1-4 of 4 🕨	Last
Term <u>Academic Organi</u> z	zation EmpIID <u>Name Approval St</u>	atus
1108 HISTORY	Brown.Peter B Submitted	
1108 HISTORY	<u>Toti,Frank V</u> Submitted	
1108 HISTORY	Laffey, Virginia M Submitted	
1108 HISTORY	Ames, David A Submitted	

2.) Select a contract to review:

Review Contracts								_				
Term: 11 EmplID: 04	08 Fal	12010 Ame	es,David A	Academic Organ	ization	PHILO	SOPHY					
Approval Status	Approval Status Submitted											
Contract Details										Find	View All First 1 🖬	1 Last 🕨
Total Workloa Total Contract A	d Units mount	8.0000 \$9,176	00	Submitted Submitted Sequenc	By ROL On 04/1 e 0	MSTED 3/10 2:59	0:44PM					
Class Detail												
											Find 🛄 🛛 Fi	rst 🖪 1-2 of 2 🕨 Last
Job Code	DeptID	Subject			Catalog Nbr	Class Section	Class Nbr	Component	Comp Rate	Work Load	Line Total	Comment
1 ADJ1	11265	PHIL	Freedom		262	01	10826	Lecture	1,147.00000	4.00	\$4,588.00	
2 AD J 1	11265	PHIL	God(s)		263	01	10830	Lecture	1,147.00000	4.00	\$4,588.00	

11.5 Review Contracts by Department:

R	Review Contracts by Department
882	Review Contracts by Department

To review all instructor contracts for a department you can use the Review Contracts by Department page.

1.) Click Search and you will see a list of previously submitted contracts for all terms.

Review Contracts by Dept
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
·
Term:
Academic Organization: begins with 🖌
Rearch Clear Bacic Search 📼 Save Search Criteria
Search Results
View All First 🕢 1-2 of 2 🕞 Last
Term Academic Organization
1108 MTD
1112 MTD

2.) Select a term and department to review:

ev	iew Contra	cts				
Ter	m 1112	Academ	nic Organization MTD			
			Cust	omize Find	First	t 🖪 1-8 of 8 🕨 Las
	Approval Status	EmplID	Name	Details	Total Units	Contract Total
1	Submitted	I	Abate,Greg C	Details	7.00000	\$:
2	Submitted	1	Burgess,Charlotte D	<u>Details</u>	3.00000	\$
З	Submitted	1	Conlon,Kelly M	<u>Details</u>	2.00000	\$
4	Payroll	1	Rodgers,Susan	<u>Details</u>	7.50000	\$
5	VPAA	1	Plaza-Martin,Denise	<u>Details</u>	3.66000	\$
6	Payroll	1	Christensen,Eric	<u>Details</u>	3.33000	\$
7	Denied	1	Bohn,James	<u>Details</u>	6.00000	\$
8	Denied	L	Rickoff,Alexandra M.	<u>Details</u>	3.00000	\$

12 Addendum A (Dean access only)

RIC Management Center: DEPARTMENT MAINTENANCE

12.1 Course Bulletin Maintenance



Beginning in Fall 2014, RIC's printed course bulletin was converted to an online version made available on the RIC website http://www.ric.edu/recordsoffice/bulletin.php In order to correctly display the current department/subject chair, a Course Bulletin Chair Maintenance page (formerly Department Chair Maintenance) was created. This page is available to the Deans for maintaining their Course Bulletin Chairs from term to term. With each upcoming term, a prior term's Course Bulletin Chairs will be copied into the new term making the maintenance as minimal as possible. Once Deans are notified that the upcoming term list is ready, they can review and make changes only if needed.

Because the online course bulletin is highly visible to all through the RIC website, following is a detailed explanation of the Course Bulletin Chair Maintenance page to demonstrate how the data on this page translates to the course bulletin that is being published to the RIC website.

In the below example, academic group FAS (Faculty of Arts & Sciences) for Fall 2014 is shown. Please refer to the BIOL (Biology) subject.

- a) The **description** column normally matches the PS Description column but if you need the Bulletin to print differently, for example to indicate the \$30 lab fee, you can modify the Description column as done below.
- b) Status if there is a subject listed but is not in use for that term or if the subject is planned to be inactivated but has not been inactivated yet, you can mark it as inactive for course bulletin purposes only (making it inactive here will not affect the subject elsewhere in the system), the bulletin will not look for a chair for this subject.
- c) **Emplid** select the emplid for the Chair of this subject; Lloyd Matsumoto is the Chair of BIOL subject courses for the course bulletin for Fall 2014.
- d) **Name Prefix** = the value entered here will print in the course bulletin before the Chair's first name only letters needed, do not add the period '.' so it can be Dr, Prof, Mrs, Mr, etc.
- e) **Building** select the Chair's building.
- f) Room type in the room # (employee room #s do not exist in the system only academic room #s exist, this is why it requires data entry so that it prints in the course bulletin).
- g) The telephone and email address fields will automatically fill in once you've entered the Chair emplid. The phone will default to the business phone that is setup up in the system – this may or may not be accurate for course bulletin purposes – make edits if needed but keep in mind that the phone # entered here will print in the course bulletin for all to see. The email address will default to the campus email address – edit if necessary.

Favorites N	1ain Menu 🖒	CAMPUS SOLUTIONS RIC Custom Applications > RIC Manageme	ent Center > Department Maintenar	nce > Department Chair 1	faintenance								
ir Maintenand	×	·····	· · · · · · ·						<u>.</u>	New Window	🕐 Help 🛛 😰	Personalize Page 📰 http	
Group FAS				b c									
Acad Org	Subject	Description	PS Description	Academic Career	*Status	Empl ID		Name	Name Prefix	Building	Room	Telephone	
AFAMST	AFRI	Africana Studies	Africana Studies	UGDG	Active	0103455	0	Saucier, P. Khalil	Dr	CL	467	401/456-8653	
ANTH	ANTH	Anthropology	Anthropology	UGDG	Active	0360586	٩	Baker,Mary E	Dr	G	🔍 104E	401/456-8112	_
MODLANG	ARBC	Arabic	Arabic	UGDG	Active	0102157	0	Margenot, Maricarmen R	Dr	CL	۹ 148	401/458-8029	_
ARTS	ART	Art (*\$30 Studio Art Fee)	Art	UGDG	Active	0100808	٩	Bockbrader,Nancy K	Prof	ААН	Q.	401/456-8054	
ARTS	ARTE	Art Education	Art Education	UGDG	Active	0100808	٩	Bockbrader,Nancy K	Prof	ААН	Q	401/450-8054	_
ARTS	ARTM	Media Studies	Art Media	UGDG	Active	0100808	٩	Bockbrader,Nancy K	Prof	AAH	Q	401/456-8054	
													_

The below picture is the course bulletin header for BIOL. Items a – g are indicated below:



The above is found at: http://www.ric.edu/recordsoffice/bulletin.php

Steps to review/update Course Bulletin Chairs

Navigation: RIC Custom Applications > RIC Management Center > Department Maintenance > Course Bulletin Chair Maint

14.) Click search for a list of terms by academic group (your Records security will limit which groups you see)

Favorites Main Menu > RIC Custom Applications > RIC Management Center > Department Maintenance > Course Bulletin Chair Maint
Course Bulletin Chair Maint
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
✓ Search Criteria
Term: begins with ▼ Academic Group: begins with ▼ FAS
Search Clear Basic Search @ Save Search Criteria
View All First 📢 1-3 of 3 📡 Last
Term Academic Group 1148 FAS 1152 FAS 1156 FAS

- 15.) Select a term to review and/or update
- 16.) The list will be in order of Acad Org but you can sort by clicking on any other column; the below shows the list in order by Subject

Course Bullet	in Chair Maint						🖉 New Wind	dow 🛞 Help 📝 Personalize Pag	je 📰 http 🗠
No Chang	ges Allowed Afl	er: 03/21/	2015						
Academie	c Group FAS		Term 1152						
Institutio	n <u>Acad Orq</u>	Subject	Description	PS Description	Academic Career	<u>Status</u>	Empl ID	Name	Nan
1 RICOL	AFAMST	AFRI	Africana Studies	Africana Studies	UGDG	Active		Saucier, P. Khalil	Dr
2 RICOL	ANTH	ANTH	Anthropology	Anthropology	UGDG	Active		Baker,Mary E	Dr E
3 RICOL	ARTS	ART	Art (*\$30 Studio Art Fee)	Art	UGDG	Active		Bockbrader,Nancy K	Pro
4 RICOL	ARTS	ARTE	Art Education	Art Education	UGDG	Active		Bockbrader,Nancy K	Pro
5 RICOL	ARTS	ARTM	Media Studies	Art Media	UGDG	Active		Bockbrader,Nancy K	Pro
6 RICOL	BIOLOGY	BIOL	Biology (*\$30 Lab Fee)	Biology	UGDG	Active		Matsumoto,Lloyd H	Dr
7 RICOL	BIOLOGY	CTSC	Computed Tomography	Computed Tomography	UGDG	Active		Hall,Eric S	Dr
8 RICOL	BIOLOGY	RADT	Radiologic Technology	Radiologic Technology	UGDG	Active		Hall,Eric S	Dr
9 RICOL	COLLCR	COLL	College Course	College Course	UGDG	Active		Nightingale, Jayne	Ms
10 RICOL	COMMN	COMM	Communication	Communication	UGDG	Active		Min,Eung-Jun	Dr
11 RICOL	ENGLISH	ENGL	English	English	UGDG	Active		Scott III,Daniel M	Dr
12 RICOL	ENGLISH	WRTG	Writing	Writing	UGDG	Inactive			
13 RICOL	FAS	FYS	First Year Seminar	First Year Seminar	UGDG	Active		Hughes,Quenby O	Dr
14 RICOL	FAS	NPST	Non-Profit Studies	Non-Profit Studies	UGDG	Inactive			
15 RICOL	FILMST	FILM	Film Studies (*\$30 Lab Fee)	Film Studies	UGDG	Active		Bohlinger, Vincent	Dr
16 RICOL	GENED	GED	General Education	General Education	UGDG	Active		Magyar, James G	Dr
17 RICOL	GENED LABSCI General Educ Lab Science		General Educ Lab Science	General Educ Lab Science	UGDG	Inactive			
18 RICOL	GERON	GRTL	Gerontology	Gerontology	UGDG	Active		Filinson,Rachel	Dr
19 RICOL	HISTORY	HIST	History	History	UGDG	Active		Espinosa,David F	Dr

- 17.) Review each subject to verify:
 - a. Description (will print in bulletin)
 - b. Chair
 - c. Chair's contact information
- 18.) To change a Chair, select the lookup for Emplid
 19.) Enter/Update the remaining values for the row you are updating
- 20.) Click the Save button
- 21.) To download a list to excel, scroll over to the right to click on the Download icon

Personalize | Find | 🖾 🕅 Fist 🗹 1-60 of 60 🕨 Last

22.) You will be prompted to Open or Save the excel file. Please save to your computer if you'd like to access the list at a later time.

pening ps.xls	×
You have chosen to open:	
🔄 ps.xls	
which is: Microsoft Excel 97-2003 Worksheet	
from: http://pscsweb.ricps.edu	
What should Firefox do with this file?	
Qpen with Microsoft Excel (default)	
Save File	
Do this automatically for files like this from now on.	
	9
OK Cancel	ר
⊃p	Opening ps.xls You have chosen to open: Image: ps.xls which is: Microsoft Excel 97-2003 Worksheet from: http://pscsweb.ricps.edu What should Firefox do with this file? Image: Image: Open with Image: Im

12.2 Department Appointments



Academic department appointments will now be maintained in the MyRIC > RIC Management Center module. Users with Dean level access have the ability to add/change department chairs/directors/etc for their School and the academic organizations that fall under their School. These appointments will control what security roles and rights are assigned to the selected faculty members for their respective departments.

12.2.1 Department Appointments

Using the School of Management (CMT) as an example that has several academic organizations under it, you can see various appointment types have been designated to several faculty members.

partment App	ointments Outgoing	Appointmer	nts								🔊 New Window	? Help	Personalize Pag
Academic Group CMT - School of Management Brint Academic Hebor													
If Dard is not Default is UOOG A change liadet, wid ferew add row if CRDO möy result in row wirksding has separate monelles Security Changes will take dept winote appointment access effect on the following day NOTE: Changes made here D									DO NOT impact the Course	Bulletin			
Academic							Security	Change			Personalize	Find 2	First 1-7 of 7
Organization (Department	Description	Academic Career	*Appointment <u>Status</u>	Level	Appointment	Name	Changes Complete	Appointment To	Name	Appointment Description		<u>Last Updated</u> By	Last Updated On
1 ACCTCIS	Dept of Acctg & Comp Info Sys	UGDG	Active •	Chair	0254423	Weiss,Susan F	1			ACCTCIS Chair		JMELLO_7697	06/13/17 11:20AM
2 ACCTOIS	Dept of Acctg & Comp	UGDG	Active •	Director	0307821	Church,Lisa Bonitati	1			ACCTCIS Director		ZMASSCHG	07/29/15 1:15PM
3 CMT	School of Management	UGDG	Active •	Dean	0517697	Mello,Jeffrey A	1			Dean School of Manageme	nt	JHASER	08/12/16 2:24PM
4 CMT	School of Management	UGDG	Active v	Director	0401888	Raimondo,Marianne	1			Health Care Administration	Director	MCARDONO	08/03/15 11:29AM
5 ECONFIN	Dept of Economics & Finance	UGDG	Active •	Asst Cha	0421997	Aydogdu,Murat	1			ECONFIN Assistant Chair		JMELLO_7697	06/13/17 11:18AM
6 ECONFIN	Dept of Economics & Finance	UGDG	Active •	Chair	0100061	Karim,Alema	1			ECONFIN Chair		JMELLO_7697	06/09/17 1:21PM
7 MGTTECH	Dept of Management & Tech	UGDG	Active •	Chair	0100032	Casey,Michael S	1			MGTTECH Chair		JMELLO_7697	02/07/17 4:52PM
Save Tohe	Return to Search												

Particular columns and values for each department can impact an appointment. Focusing on the AFAMST appointment, the columns and values are:

- Academic Org = AFAMST
- Academic Career = UGDG (by default for all departments)
- Security Level = Director
- Current Appointment = 0103455 (emplid for P. Khalil Saucier)
- Security Changes Complete flag = checked (this indicates that security roles and rights have been made for this appointment)
- Change Appointment To = if the current appointment is being replaced, enter the emplid here for the new appointee
- Appointment Description = defaults to the academic org and security level description
- Last Update by and On = person who last updated this appointment

Various changes can be made on the Department Appointments page. Changes such as:

- 1.) Add a new Assistant Chair to a department that only has a Chair
- 2.) Change an existing Chair to another faculty member

- 3.) Add department Summer Chairs*
 - a. *Summer Chair appointments will automatically become inactive on the first day of the Fall term
- 4.) Add a 2nd Chair for the GRDG level for a department
 - a. For example, ARTS has a Chair for UGDG (default for all departments) but you determine that you would like another chair for the GRDG (graduate level) for ARTS
- 5.) Inactivate a current appointment because it is no longer needed
 - a. For example, perhaps the Director appointment for First Year Seminar is no longer needed. Change the status from Active to Inactive
 - b. You will receive a message that reads
 "Click YES to continue with inactivating this appointment type. Security will be revoked for the current appointment. If this appointment type is still needed but the appointment needs to be changed, select an emplid under Change Appointment To. Click NO to keep appointment type active."

***NOTE:** department appointments do not change or impact a faculty member's job title under their HR job record.

<u>What happens next?</u> When appointment changes are made, a nightly MIS process will automatically assign the appropriate security and rights to the faculty members for the changes made that day. If there is an issue with the automated process, the user that made the change may be contacted by MIS for additonal information.

- Those appointment changes that required security roles and rights changes will be completed overnight. The Security Changes Complete flag will be checked. The appointees can login the following day to see updated roles and rights.
- For those that are replaced by a new appointment, the old appointment is saved to Outgoing Appointments with a revoke date calculated 180 days from the date of the change. For more information on Outgoing Appointments see section 12.1.2

Steps to review/update Department Appointments

Navigation: RIC Custom Applications > RIC Management Center > Department Maintenance > Department Appointments

- 23.) Click search for a list of Schools (Academic Group) your Records security will limit which groups you see
 - a. Dean level users will only see their School so the page will automatically open

25.)

Favor	ites Main Mer	nu > RIC Custom Appl	lications > R	IC Managemer	nt Center >	Department N	laintenance > Depart	ment Appointment	ts			-
										🖉 New Window	(?) Help Personalize Page	📰 http 🔺
De	partment Appoi	ntments										
	Academic Grou	up FAS - Faculty	of Arts and	I Sciences		Print App	ointment Report					
_	If Dept is not listed, add new row w/existing dept w/ note	2	Default is UGD add row if GRI has seperate appointment	G, DG	A change may result in more/less access		Si	ecurity Changes w Ifect on the followi	ill take ng day			
	Academic Organization (Department)	Description	Academic Career	*Appointment <u>Status</u>	<u>*Security</u> Level	<u>Current</u> Appointment	Name	Security Changes Complete	Change Appointment Na To	ime	Appointment Description	Personalize
	1 AFAMST	Dept of Africana Studies	UGDG	Active -	Chair -	0103455	Saucier,P. Khalil	V	<u> </u>		AFAMST Program Director	=
1	2 ANTH	Department of Anthropology	UGDG	Active -	Chair -	0360586	Baker,Mary E	\checkmark			ANTH Chair	
1	3 ARTS	Dept of Arts	UGDG	Active -	Chair -	0100808	Bockbrader,Nancy K	\checkmark	Q		ARTS Chair	
4	4 BIOLOGY	Dept of Biology	UGDG	Active -	Asst Cha 👻	0400653	Merson,Rebeka Rand	\checkmark	Q		BIOLOGY Asst Chair	
4	5 BIOLOGY	Dept of Biology	UGDG	Active -	Chair -	0100927	Matsumoto,Lloyd H	\checkmark	Q		BIOLOGY Chair	
(6 COMMN	Dept of Communication	UGDG	Active -	Chair -	0100903	Israel,Kay F	\checkmark	Q		COMMN Chair	
7	7 ENGLISH	Dept of English	UGDG	Active -	Asst Cha 🔻	0100919	Calbert,Cathleen M	$\overline{\vee}$	Q		ENGLISH Asst Chair	
1	B ENGLISH	Dept of English	UGDG	Active -	Chair -	0100794	Scott III,Daniel M	\checkmark	Q		ENGLISH Chair	
g	FAS	Faculty of Arts and Sciences	UGDG	Active -	AssocDe 🔻	0100459	Anthony,Edythe L	$\overline{\vee}$			FAS: Associate Dean	
1(FAS	Faculty of Arts and Sciences	UGDG	Active -	Co-Dean 🔻	0479240	Kiser,April	\checkmark	Q		FAS Co-Associate Dean	
1	1 FAS	Faculty of Arts and Sciences	UGDG	Active -	Chair -	0432603	Golden,Gregory	V			First Year Seminar Director	
13	2 FAS	Faculty of Arts and Sciences	UGDG	Active -	Dean 👻	0100015	Simson,Earl L	$\overline{\mathbf{v}}$	Q		Dean Faculty of Arts and Science	S

- 24.) To get a PDF report of current appointments, click the Print Appointment Report link
 - a. Turn off pop up blockers if report is blocked
 - Make appointment changes as needed. Then Save.
 - a. The row changed/added will become view only
 - b. The Security Changes Complete flag will be unchecked
 - c. The last updated by and on will update with your userid and the current date/time
- 26.) To get an updated Appointment report, indicating "pending" changes, click on the Print Appointment Report link again.
- 27.) Optional: to download the page to excel, scroll over to the right to click on the Download icon



a. You will be prompted to Open or Save the excel file. Please save to your computer if you'd like to access the list at a later time.

(pening ps.xls	1										
	You have chosen to open:											
	圈) ps.xls											
r.P.	which is: Microsoft Excel 97-2003 Worksheet											
Man	from: http://pscsweb.ricps.edu	2										
not,I	What should Firefox do with this file?	9										
ade	Open with Microsoft Excel (default)	4										
ade	Save File	4										
ade	De this sutemptically for files like this from new on	4										
not	bo this <u>automatically for files like this from now on</u> .	0										
Pete		9										
igal	OK Cancel	1										
ng-		0										
a.Ch	topher T Dr G 353 401/456-95	76										

12.2.2 Outgoing Appointments

Outgoing Appointments are those appointments that have been replaced by another faculty member. Outgoing Appointments will retain their rights to allow overlap to train and support the new appointment.

- The system will default the "grace" period of retaining security rights for outgoing appointments to 180 days as the Revoke Date.
- Deans will be able to manage outgoing chairs' PS rights by shortening or lengthening the revoke date so that some appointment's MyRIC security rights could be revoked immediately or extended.

Department Appointments Outgoing Appointments											4 US	iew window 🛞 H	
Academic Group CMT - School of Management													
When Revoked is checked, revoke has been complet													
										Personalize Find	🗖 🛗 First	1-5 of 5 🖸 Last	
Academic Organizatio	Description	Academic Career	Prior Appointment Status	Prior Appointment	Empl ID	Name	Override	Revoke Date	Revoked	Original Revoke Date	<u>Last Updated</u> By	Last Updated On	
1 ACCTCIS	Dept of Acctg & Comp Info Sys	UGDG	Active	Chair	0100731	Przybyla,Jane E		12/10/2017			JMELLO_7697	06/13/2017 11:20AM	
2 CMT	School of Management	UGDG	Inactive	Dean	0100088	Blanchette,David M			1		MCARDONO	08/03/2015 11:24AM	
3 СМТ	School of Management	UGDG	Inactive	Dean	0397416	Haser-Lafond, Jeanne			1		JHASER	08/12/2016 2:24PM	
4 CMT	School of Management	UGDG	Inactive	Director	0307812	Hayden,Michael B					MCARDONO	08/03/2015 11:29AM	
5 ECONFIN	Dept of Economics & Finance	UGDG	Inactive	Chair	0421997	Aydogdu,Murat		06/13/2017		12/06/2017	JMELLO_7697	06/13/2017 12:00PM	
Save ObReturo to Search													
Capartment Appointments Outpoing Appointments													

Once the revoke date is reached, the nightly MIS process will automatically revoke the prior security and rights related to their prior appointment. The Revoked flag will be checked when completed.

In order to extend or to shorten the revoke date, a Dean could override the revoke date by selecting the Override checkbox.

- When selected, the Revoke Date field is available for edit and the Original Revoke Date will appear. The Original Revoke Date is just a reference date to record what the original revoke date is.
- Enter a new revoke date
- Save

Override	Revoke Date	<u>Revoked</u>	Original Revoke Date
	12/10/2017		12/10/2017