

Add Primary Faculty Job

Bolded text in step-by-step are items you need to know prior to filling in form.

Regular Jobs					
Teaching & Research		SPF	Research Faculty or Library Faculty		
<p>To assign a Teaching & Research job:</p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Primary Job</i> 3. Click <i>OK</i> to accept message 4. Select Teaching & Research 5. Click <i>Next</i> 6. Select Employing ORG ² 7. Select Job Location if other than UND 8. Select Position ³ 9. Enter Job Hire Date 10. Enter Salary 11. Enter <i>Comments</i>, as appropriate 12. Enter or adjust <i>Labor Distribution</i>, if necessary 13. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 14. Click <i>Submit</i> if data is correct. 		<p>To assign a SPF job:</p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Primary Job</i> 3. Click <i>OK</i> to accept message 4. Select SPF 5. Select Primary Activity 6. Select either Full Time or Part Time 7. Select Appointment Length 8. Click <i>Next</i> 9. Select Employing ORG ² 10. Select Job Location if other than UND 11. Select Position ³ 12. Enter Job Hire Date 13. Enter Salary 14. Enter <i>Comments</i>, as appropriate 15. Enter or adjust <i>Labor Distribution</i>, if necessary 16. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 17. Click <i>Submit</i> if data is correct. 	<p>To assign a Research Faculty or Library job:</p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Primary Job</i> 3. Click <i>OK</i> to accept message 4. Select Research Faculty or Library Faculty 5. Select either Full Time or Part Time 6. Select Appointment Length 7. Click <i>Next</i> 8. Select Employing ORG ² 9. Select Job Location if other than UND 10. Select Position ³ 11. Enter Job Hire Date 12. Enter Salary 13. Enter <i>Comments</i>, as appropriate 14. Enter or adjust <i>Labor Distribution</i>, if necessary 15. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 16. Click <i>Submit</i> if data is correct on Review screen. 		
Non-Regular Jobs					Additional Information
Visitor	Adjunct or Concurrent	Fellow	Lecturer	Summer Session	<p>You are able to add a new primary faculty job if:</p> <ul style="list-style-type: none"> • no primary faculty job currently exists. • the new primary faculty job starts AFTER the current primary job ends. • if there is NOT a faculty job transaction currently in progress for that individual. <p>Payroll Cutoff & Retroactive Processing The system will alert you if there is a payroll cutoff or retroactive processing for that specific transaction.</p> <p>What happens next? Once a job has been submitted, it is routed to the Dean's office who will either approve the transaction or request changes. If applicable, it will also need to be approved by RSPA. Once approved, the faculty job will have a status of 'Complete' and be ready for payroll processing.</p>
<p><u>To assign a Non-Regular position:</u></p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Primary Job</i> 3. Click <i>OK</i> to accept message 4. Select one of the following: Visitor, Adjunct or Concurrent, Fellow, Lecturer, or Summer Session 5. Click <i>Next</i> 6. Select Employing ORG ² 7. Select Job Location if other than UND 		<ol style="list-style-type: none"> 8. Select Position ³ 9. Enter Hire Month & Year 10. Select Number of Months to be paid 11. Enter Salary 12. Enter <i>Comments</i>, as appropriate 13. Enter or adjust <i>Labor Distribution</i>, if necessary 14. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 15. Click <i>Submit</i> if data is correct. 			

Notations:

- ¹ If an employee is inactive or cannot be found, contact your Dean's Office* to resolve this issue.
- ² If an Employing ORG is not listed, contact your Dean's Office* to gain access to the organization.
- ³ If the Position is not listed, contact your Dean's Office* to resolve this issue and continue with the appointment process.

*If originator is in Dean's Office, then contact the Office of the Provost.