### A. Creating an Appointment:

1. **UO ID** (if Major doesn’t autofill, contact Registrar’s Office to activate student’s record)
2. **Purpose** (select “Create New Appointment”)
3. **Select Appointment Type:**
   - a. **Hire a New GE** (student has not worked as a GE before)
   - b. **Additional Appt** (student has existing appt and this is to add a second appt for the *same term* – must be a *different Org Code* and/or a *different Position*)
   - c. **Reappointment** (hiring a student who has worked as a GE before)
   - d. **Other** (COLA or one-time payment; student must have an existing appt in same term) – *see additional notes below.*
4. **Time Entry Org**
5. **Appointment Dates**
6. **GE Level** (check records or PWIVERI)
7. **Position** (for Summer positions, see *Notes* on last page)
8. **Suffix**
9. **Job Location** (defaults to Eugene; change when applicable)
10. **FTE** (term must correspond to Appt Dates; enter zero for non-applicable terms)
11. **Labor distribution**

<table>
<thead>
<tr>
<th><strong>Additional Notes:</strong></th>
<th><strong>One-time payments:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• For “Position,” select “BUOGOP-One Time Payment/Other Pay”</td>
</tr>
<tr>
<td></td>
<td>• For “Appointment Dates,” select “Other” and use <em>event date</em> (e.g., performance date). This could be one day or a small range of days.</td>
</tr>
<tr>
<td></td>
<td>• For “Payment Amount,” enter the <strong>full</strong> amount to be paid.</td>
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<tr>
<td></td>
<td>• In the “Remarks,” add description of the payment purpose.</td>
</tr>
</tbody>
</table>

**COLA stipends (Physics GEs in CERN):**

- For “Position,” select “BUOGOP-One Time Payment/Other Pay”
- For “Appointment Dates,” use drop down menu and match to the corresponding GE appointment.
- For “Payment Amount,” enter **monthly** amount to be paid.
- In the “Remarks,” add description of the payment purpose.
B. Changing an Existing Appointment; Required Fields:

1. UO ID (if Major doesn’t autofill, contact Registrar’s Office to activate student’s record)
2. Purpose (select “Revise existing appointment”)
3. Select Revision Type(s) – You can select more than one.
   a. See Section C for instructions by type.
4. Time Entry Org
5. Appointment Dates
6. GE Level (check records or PWIVERI)
7. Position
8. Suffix
9. FTE (term must correspond to Appt Dates; enter zero for non-applicable terms)
10. Labor distribution

C. Revision ePRF Types:

1. Level Change
   i. See DuckDocs GE PRF User Guide- Appendix B: GE Levels

2. FTE Change
   i. For “Appointment Dates,” select the term(s) for the FTE change. If it is a
      decrease, please add notes in Remarks so Payroll can expedite processing.
   ii. Do not use FTE Change to add or remove a level. If a GE is resigning, do not
      do an FTE Change ePRF to change the FTE to 0 – it should be a termination.
      Also do not increase an FTE from 0 to something above 0 – that is a
      reappointment.

3. Position Change
   i. Identify the Old Position and select the New Position.
   ii. If no position auto-fills in the Old Position field, you will need to type it in
       manually.
   iii. Do not use the Position Change option to switch from one department to
       another.
4. **Labor Distribution Change**
   
i. Use “Appointment Dates” that reflect when you want the new labor distribution to start and end – add remarks for clarification.
   
ii. You cannot use an ePRF to make LDC to a prior (closed) fiscal year.
   
iii. Once the term has started, LDC will just move pay/ope. To move GE’s tuition, insurance, and fee charges either use a JV or contact Phil Davis.

5. **Location Change** (if the GE will be working from a location other than Eugene)

   ![Warning]

   **When NOT to use a Revision ePRF:**

   ⊗ **Changing ORG CODES**: You cannot submit a revision ePRF to change Departments/Hiring units.
   - Old Dept must submit a Termination ePRF to remove their appt.
   - New Dept must create a New Appt ePRF with new Org Code.

   ⊗ **Changing APPT DATES**: You cannot submit a revision ePRF to change Appointment Dates.
   - To extend an existing appt, submit a Reappointment ePRF.
   - To end an existing appt early, submit a Termination ePRF.

D. **Deleting or Ending an Appointment:**

1. UO ID (if Major doesn’t autofill, contact Registrar’s Office to activate student’s record)
2. Purpose (select “Terminate Appointment”)
3. Time Entry Org
4. Appointment Dates (enter the *term(s) that you are terminating* – e.g., if you want to cancel a spring appt then only enter spring term dates)
5. End Date (enter the *last workday*; if the appt is being terminated before it starts then enter the first day of the appt as the End Date – e.g., if terminating a spring 2023 appt then end date should be 3/15/23 or 3/16/23.)
6. Position
7. Suffix
8. FTE (enter zero)
9. Make a note in the remarks about when the last day of pay should be (either a specific date if terminating mid-appointment, or “end of winter term”)

10. Be sure to email both Keri and Gina when you know of a termination/resignation to help prevent an overpayment.

NOTES FOR SUMMER GE APPOINTMENTS

If Summer Research or Admin:
- Complete Steps 1-6 from Section A above
- Select Position “BUOGSO-Summer Research/Admin”
- FTE must be in the Summer field

If Summer Teaching:
- Complete Steps 1-6 from Section A above
- Select Position “BUOGSS-Summer Teaching”
- In the Summer Teaching section, enter:
  - Course Number (CRN)
  - Assigned FTE
  - Class Start Date (does not need to match appt dates in top section)
  - Class End Date (does not need to match appt dates in top section)
  - Credit Hours
  - Click “Calculate Pay” button

Resources:
- DuckDocs (OnBase) Graduate Employee PRF Process User Guide
- Faculty/Staff Access and Training