

What is a Roster?

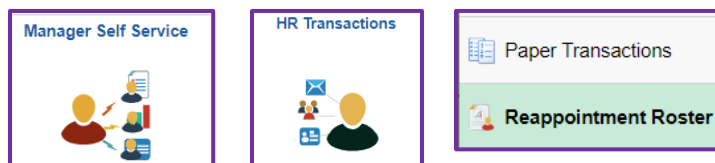
A roster is the process to reappoint *off-cycle* academic positions. Off-cycle reappointments are those that begin on dates other than 7/1, which is the on-cycle effective date. Off-cycle academic reappointments are for student officers and part-time faculty for the timeframes listed below. Note that a person can have different effective dates for their appointment within a specific timeframe, e.g., 9/1 – 10/31, 11/1 – 12/31, 1/1 – 3/31, 4/1 – 5/31.

- 9/1 – 12/31 (Fall Roster)
- 1/1 – 5/31 (Spring Roster)
- 6/1 – 8/31 (Summer Roster)
- 9/1 – 5/31 (Comprises Fall and Spring)

Access the Roster

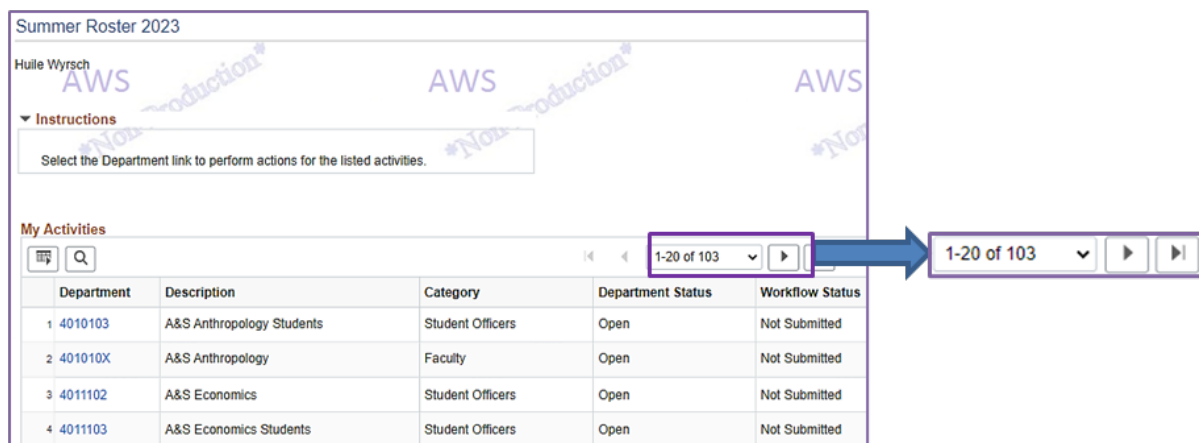
Approximately one month prior to each timeframe, a roster is created and opened for review and processing in PAC.

1. Navigate to my.columbia.edu
2. Select the **HR Manager** tab on top of the page.
3. Scroll down and select the **People at Columbia (PAC)** icon and log in with your UNI and Password.
4. Select the **Manager Self Service** tile.
5. Select the **HR Transactions** tile.
6. Select **Reappointment Roster** from the left menu.



Review and Update the Roster

The department list that appears is specific to your access. Each department is listed in its own line along with the status of each roster. Be sure to navigate to all pages to see all department rosters.



Department	Description	Category	Department Status	Workflow Status
1 4010103	A&S Anthropology Students	Student Officers	Open	Not Submitted
2 401010X	A&S Anthropology	Faculty	Open	Not Submitted
3 4011102	A&S Economics	Student Officers	Open	Not Submitted
4 4011103	A&S Economics Students	Student Officers	Open	Not Submitted

1. Click a **Department Number** to select a department's roster from the list.

The roster term and appointment dates appear at the top. A **Default All** option on the top inserts the term's start and end dates into every blank appointment, e.g., 6/1/2023 – 08/31/2023. **Important** - if a person's appointment start and end dates are different or if you are deferring an appointment, enter that data **before** selecting default all.

Summer Roster 2023

Save for Later Submit View Expanded Fields

Comments Add Comments

Appointment Dates From 06/01/2023 To 08/31/2023 Default All Clear All

Attached File Upload View

The page default view displays two rows for each employee. The first row includes the employee's existing information, and the row beneath is where you enter new data. Thus, the number of rows displaying, e.g., 34, are double the number of employees, 17. If more pages of employees appear, use the navigation arrows to view the data.

1-10 of 34 11-20 of 34 21-30 of 34 31-34 of 34 Full Base Salary .00 View Notes

Department: 401110X A&S Economics - Faculty Open

Emp ID	Emp Rcd	Name	Employee UNI	Visa Type	Visa Expiration Date	Deferred	Terminated/ Terminate	Position Number	Position Title	Appointment Effective Date	Appointment End Date	Period Salary	Annual Rate	Full Base Salary	Complete University Title	Add Notes
1 10	0	Codron,Abinabel						10000521	Adjunct Professor	01/01/2023	05/31/2023	2,300.00	9,337.50	9,337.50	Art Director	
2						☐	☐					0.00	0.00	0.00		☐
3 10	0	Etherly,Armelindo						10002266	Adjunct Assistant Professor	01/01/2023	05/31/2023	2,300.00	9,337.50	9,337.50	Director Internal Ctrl, Compl	
4						☐	☐					0.00	0.00	0.00		☐

You can also view each employee's information on one row by clicking **View Expanded Fields**.

Use the **Export** icon to download the data to Excel.

View Expanded Fields

Appointment Dates From 06/01/2023 To 08/31/2023 Default All Clear All

1-10 of 11

Emp ID	Emp Rcd	Name	Employee UNI	Visa Type	Visa Expiration Date	Deferred	Terminated/ Terminate	Last Position Number	Last Position Title	New Position Number	New Position Title	Last Appointment Effective Date	New Appointment Effective Date
1 10	0	Codron,Abinabel	mc2211			☐	☐	10000521	Adjunct Professor			01/01/2023	
2 10	0	Etherly,Armelindo	tp2649			☐	☐	10002266	Adjunct Assistant Professor			01/01/2023	
3 10	0	Gatton,Honorat	ch3343			☐	☐	10002266	Adjunct Assistant Professor			01/01/2023	
4 10	0	Hachmi,Leomarky	ya2108			☐	☐	10003200	Lecturer-SU			07/01/2022	

The list displays last name, first name and can be **Sorted** by clicking on the **Name** header.

2. Review each person and update those who have *deferred* or *terminated* appointments or have a reappointment start and/or end date that is *different* than the standard term dates.

Deferred. If the reappointment information is unknown at the time of submitting the roster, check the 'Deferred' box. The entry row will 'grey out' and not be included.

Terminated/Terminate.

- **Terminated.** If the person is already terminated, the 'Terminated/Terminate' box is pre-checked and the entry row is 'greyed out'.
- **Terminating.** If the person is currently active but the school/department decided not to reappoint, check the 'Terminated/Terminate' box. The entry row will 'grey out' and not be included. **Note:** if the person should be terminated prior to the appointment end date listed, follow the business process to submit the termination.

Appointment Effective and End Dates (not coinciding with the term). If the person's reappointment *start* and/or *end date* does not coincide with the start and end of the term, enter those dates into the date fields.

Deferred	Terminated/ Terminate	Position Number	Position Title	Appointment Effective Date	Appointment End Date
		10000521	Adjunct Professor	01/01/2023	05/31/2023
☒	☐				
		10002266	Adjunct Assistant Professor	01/01/2023	05/31/2023
☐	☐			06/01/2023 	07/31/2023 

Position Number. If the position remains the same, you do not need to re-enter the number. If the title is changing, click the search icon and select the new position number from the list.

Complete University Title (Faculty only).

- Confirm that the title is correct. If it is correct, the system will auto populate the title that is already in PAC.
- If the title is incorrect or is being changed, the title needs to be updated and entered the field.

Position Title	Appointment Effective Date	Appointment End Date	Period Salary	Annual Rate	Full Base Salary	Complete University Title
Adjunct Professor	01/01/2023	05/31/2023	2,843.75	4,360.00	4,360.00	Adjunct Assistant Professor of History
			0.00	0.00	0.00	

Salary Information. A value must be entered into *each* of the three compensation fields, **Period Salary**, **Annual Rate**, and **Full Base Salary** whether there is an increase, a decrease, or no change.

Position Title	Appointment Effective Date	Appointment End Date	Period Salary	Annual Rate	Full Base Salary	Completed
Adjunct Professor	01/01/2023	05/31/2023	2,300.00	9,337.50	9,337.50	Art Direc
			2,300.00	9,337.50	9,337.50	

- If the person is on a \$0 salary appointment, the reappointment salary can remain at \$0, or a new salary amount can be entered. If moving to a salaried role, ensure that the I-9 is on file. A pop-up message appears for your confirmation.

I-9 Form Confirmation (22100,1321)

You have employee(s) in this roster that are moving from a \$0 salary to a salaried role. By clicking 'OK' you are attesting that all of these individuals have a currently active I-9 form on file.

- For *faculty* who previously received a salary, the roster *cannot* be used to reappoint with \$0 salary.
- For *student officers* who previously received a salary, the roster *can* be used to reappoint with \$0 salary.

3. Populate the remaining **Appointment Effective and End Dates that coincide with the term.**

Select **Default All** to insert the term's start and end dates into all the remaining blank appointments.

Appointment Dates

From 06/01/2023 To 08/31/2023

You are about to update all blank appointment dates on this roster to the default appointment dates. (22100,1352)

Please select 'Yes' to proceed and 'No' to cancel.

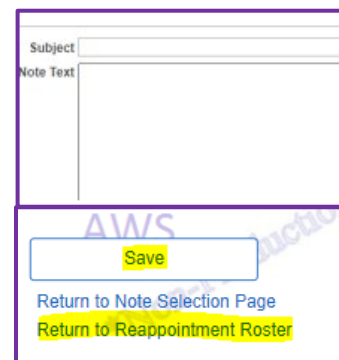
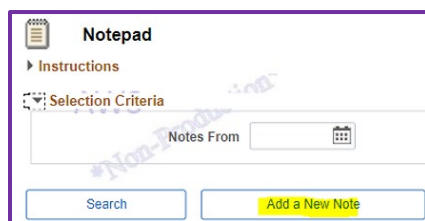
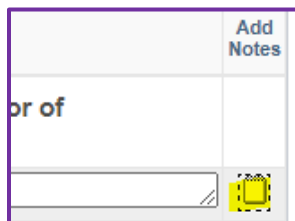
Important!

Enter any appointment start and/or end dates that do not coincide with the term **before** using the **Default All** option so as not to begin or end an appointment with an incorrect date.

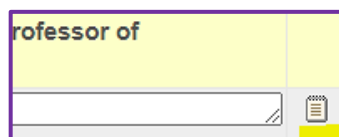
Position Title	Appointment Effective Date	Appointment End Date
Associate	01/16/2022	05/31/2022
	01/01/2023	05/31/2023
Lecturer	01/01/2022	05/31/2022
	01/01/2023	05/31/2023

4. Add **Notes** and **Comments** to the overall roster or to individual reappointments as needed.

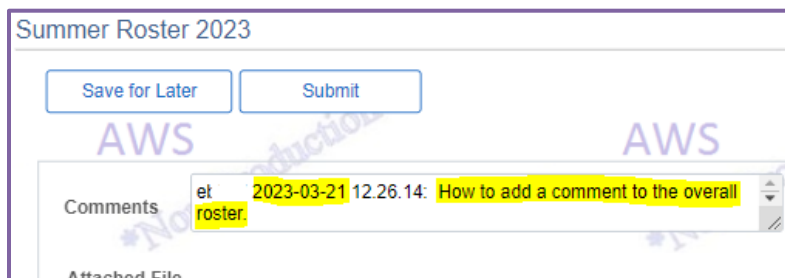
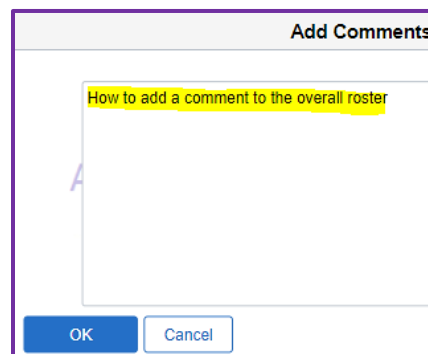
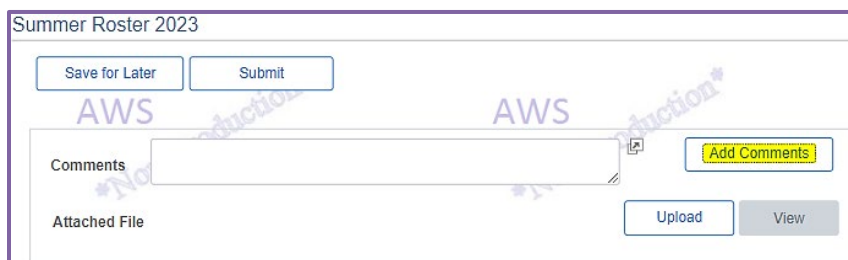
Notes. At the end of the row for each person, there is a notepad icon where you can enter notes specifically for the reappointment, if needed. Click the **icon** and select **Add a New Note**. Enter the note in the text box, click **Save**, then **Return to Reappointment Roster**. You can also *Return to Note Selection Page* to add another note.



- When a note is added, lines appear within the icon.

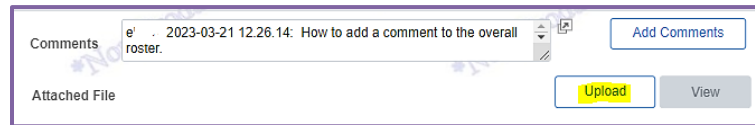


Comments. A comment may be added to the *overall* roster. On the top of the roster, click **Add Comments** (to open the Comments Box), enter the text, click **OK** and the comment appears in the box along with its date and time. To add additional comments, click **Add Comments** again and enter.



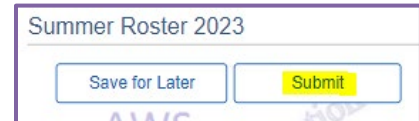
Upload Documentation

You may upload a file as supporting documentation, as needed. To do so, click the **Upload** button, search for the file where it is located, select it, and click upload again. The file name will appear next to *Attached File*. To view the file, click **View**. Only one file can be uploaded to a roster. The expectation is that the file includes documentation for each person in the order they appear on the roster.



Submit the Roster and Monitor the Status

When you finish updating the roster, click **Submit** to send the file through the workflow to the approver for review and approval.



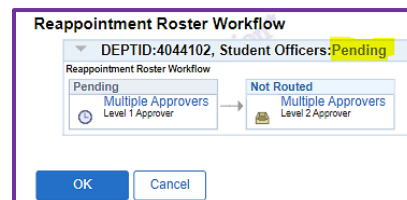
Note that you can **Save for Later** as you are working on this until completed, and you are ready to submit it.

Once you submit the roster, the status changes on the home page. The status will change at each step in the process. If the Department Status = confirmed, that means that the roster is now processing in PAC.

My Activities					Personalize Find View 100 [Icons] First 1-20 of 101 Last
Department	Description	Category	Department Status	Workflow Status	
1 4010103	A&S Anthropology Students	Student Officers	Submitted	In Level 1 Approval	
2 401010X	A&S Anthropology	Faculty	Open	Not Submitted	

Approvals Monitor

Once the roster is submitted for approval, you cannot make any updates. To view the available approvers for a roster and its approval status, select the submitted roster and then click **View Approvals Monitor**. You can click on the **Multiple Approvers** link to see the list of approvers and the approval details, once approved.

Recycled Rosters

If the 1st level approver recycles the roster and sends it back to you to make changes, you will see in the status that it was recycled. An email is not automatically generated, and your approver will inform you by contacting you separately via phone or email. Please keep in touch with your department approvers as well as review the submission status on the page to see if any additional edits are needed.

If edits are needed, select the department roster to review the comments and/or notes the approver provided. When the updates are completed, click **Submit** to resubmit it.

Note that 1st level approvers can also update rosters and may not send it back to you for rework.

Initiators cannot approve rosters they submitted. Another approver for the department must approve it. It is important to identify specific people for each role so that rosters can be managed appropriately.