Effective January 1, 2013 University of Mo – Columbia campus is implementing a process to automatically create a courtesy appointment when an Emeritus designation is granted by the Chancellor. Having each emeritus designation established in the Peoplesoft HR/payroll database will allow MU to more easily report on and manage the appointments.

In addition, HRS is in the process of transitioning existing emeritus appointments (paid appointments and courtesy) to a new job code which has been created to be used system-wide. The new job code is 0074 and the description is “Emeritus.” The specific emeritus title (e.g., Professor Emeritus, Associate Teaching Professor Emeritus, etc.) will be captured as a working title. This is a system wide effort and will result in the use of one Emeritus title and job code which should assist with reporting and maintenance of the job code table.

I have attached a document that outlines the new process and the clean-up efforts in more detail. If you have questions, please e-mail me at sadowskij@missouri.edu.

Thanks Jatha B. Sadowski