

Courtesy Appointment Processing

10/26/11

Scenario A: Existing Courtesy Appt (CAP) in department A and a paying appointment is submitted by the same department.

- ✓ Resolution: The CAP will be terminated with an effective date one day prior to the effective date of the paying position. A termination PAF is not required.

Scenario B: Existing CAP in department A and a paying appointment is submitted by department B.

- ✓ Resolution 1: If a CAP termination PAF is not attached, the CAP will remain active. The paying job will be hired with a new record number using the action/reason of HIR/CNR for a benefit eligible position or HIR/CON for a non-benefit eligible position.
- ✓ Resolution 2: If a CAP termination PAF is attached, it will be keyed (effective date one day prior to paying job's effective date). The paying job will be hired using the existing record number and an action/reason of REH/NPW.

Scenario C: Existing paying appointment in department A and a CAP is submitted by department B.

- ✓ Resolution 1: If a termination PAF is not included, the paying appointment will remain active. The CAP will be hired with a new record number using the action/reason of HIR/CON.
- ✓ Resolution 2: If a termination PAF is attached, it will be keyed (effective date being one day after the last day worked). The CAP will be hired using the existing record number and an action/reason of REH/CAP.