MU Processing Instructions
FY 2016-2017

1. **End Dates:** Appointment end dates (if applicable) should be updated in ASIA. The appointment end date should be updated in ASIA even if there is no pay rate change. The end date will be loaded into Peoplesoft from ASIA. Appointment end dates for 9 month appointments will be uploaded as August 31, 2017 if the contract is advanced. Therefore, no entry in the appointment end date field is necessary or appropriate for 9 month faculty.

2. **Approvals:**
   - **Student Increases Processed in ASIA:** Paper copies of the data sheets will not be collected. HRS will obtain documentation from each division head indicating who has been authorized as a Division Administrator on behalf of the division. That documentation will be maintained in HRS in the event of audit.
   - **Student Increases that are not processed in ASIA:** Annual increases that are processed on a Job Change ePAF require the same approval that is required for increases processed through ASIA (i.e., the person(s) designated as Division Administrator in ASIA must sign the PAF.)

3. **Future Dated Rows:** For students with future dated rows (i.e., rows dated after the data sheet was created), departments need to process an increase on a Job Change ePAF instead of through ASIA.

4. **Ranked Faculty Promotions:** Increases associated with ranked faculty promotions (including NTT) will be processed by HRS-CAPS based on lists provided by the Provost office. The department will be responsible for processing the contract advance in ASIA if applicable. The academic promotion action/reason will be keyed after ASIA has finished loading the contract renewals.

   **Action/Reason Codes:** Following are definitions for the action/reason codes associated with the academic promotions:
   - **PRO/CRP** Academic promotions where the job code changes but the tenure status remains the same
   - **PRO/AWT** Academic promotions where the tenure status and/or job code changes.

5. **Contract renewals for 9 month academic appointments.**

   **NOTE:** The contract must be advanced into the new academic year even though there are no annual increases this year: Please access the ASIA Data Entry Quick Reference Guide under the section called “Modify Contract” which will remind you how to renew 9 month contracts. Cut and paste the following URL into your browser:
   
   https://www.umsystem.edu/ums/hr/peoplesoft-hr/training

   It will take you to PeopleSoft HR Training where you should select Annual Salary Increase Application (ASIA). After you authenticate you will have access to instructions for updating contracts under the Data Entry training materials links:
6. **Renewing 9 month faculty hired mid-year during Academic Year 2015-16** (i.e., those situations where the Adjusted Base Benefits Rate (ABBR) does not match the 9 month comp rate): You must process these with a PAF to ensure correct payment amounts and contract dates for Academic Year 2016-17.

7. **Change to Faculty Pay Option**: If faculty wish to change their current pay option (9/9 or 9/12) for the coming academic year (i.e., Academic Year 2016/17), they must complete Form UM269a (Faculty Pay Option) which may be found at: [http://www.umsystem.edu/ums/fa/management/records/forms/human/](http://www.umsystem.edu/ums/fa/management/records/forms/human/)

Once elected, the pay option is irrevocable for that academic year. Form UM269a must be submitted to the departmental PAF processor by August 15, 2016 to make a change to the current election. There is no need to submit Form UM269a unless the faculty employee wants to change his/her existing pay option. **To support changes to faculty pay option made in ASIA the Form UM269a must be submitted to HRS by August 31, 2016.**