

# Human Resource Front End Transaction – Notice of Non-Reappointment

## Overview

<b>Description</b>	This document outlines the steps for completing a Notice of Non-Reappointment (NONR).
<b>Transaction Menu</b>	Employee Job Record Change
<b>Routing</b>	Org Initiate, Org Review, College Review, Campus Apply * * <i>This might change based on shared appointments</i>
<b>Documents to attach</b>	Terminal letter which was given to the employee requesting that a Notice of Non-Reappointment is issued by the Board of Trustees. This is the only document that will need to be attached for all new Notice of Non-Reappointment's.

## Steps

1. Search for employee and open **Employee Record View**.
2. Enter the date the change should take effect in the **View Date** field.

**Note:** The start of the notice should be dated **at least 3 weeks** from the current date so the Board of Trustees has adequate processing time. If you want the notice to start on a specific date, such as 8/16/XX, then change the **View Date** to reflect 8/16/XX.

3. Click the **View** button.
4. From the navigation bar, select **Transactions**, then select **Employee Job Record Change**.
5. Click once on the job that requires the change to expand the **Job Detail** information if it is not already expanded.
6. Select a **Job Change Reason** of *NR001= Notice of Non-Reappointment*
7. If desired, type a **Job Comment** explaining the change, and click the **Add** button.
8. Click the Save button.

**Note:** All Job Comments appear in the Banner record. Once the comment is added, you cannot edit or remove it. **For Faculty employees**, please follow the steps 9-16 below to add a job end date. **For Academic Professional employees**, do not enter a job end date. This will be entered by HR Service Center after research is done on their notice rights.

9. To add Job End Date, click the **Add a Change** button.
10. Add specified job end date, then click the **View** button.
11. From the navigation bar, select **Transactions**, then select **Job End Date**.
12. Click on the job that requires the change to expand the **Job Detail** information if it is not already expanded.
13. Add the specified job end date to **Job End Date** field within the **Job Detail** record.
14. Select a **Job Change Reason** of *NR007 = Ending Notice of NonReappt*
15. Type the following comment: **Adding job end date due to NONR** on the **Job Comment**, and click the **Add** button.
16. Click the **Save** button.
17. If necessary, add attachment(s) as follows:
  - a. Click the **Attachments** tab.
  - b. Click the **Add Attachment** button.
  - c. Click the **Browse** button.
  - d. Select the document to attach (either on your hard drive or network drive).
  - e. Click the **Open** button.
  - f. Click the **Add** button.
  - g. Select a **Doc Type** "Notification of Non Reappt"
  - h. Type a **Description** of the document.
  - i. Repeat steps c—h as necessary for additional documents.

- j. Once all documents are listed, click the **Upload** button. Check the message at the top of the screen to ensure that all documents uploaded successfully and no errors occurred.
- k. Click the **Done** button.

**Note:** You can change the Doc Type in the Employee Record View by using the drop down box. The Description can also be edited. If you make any changes, click the Save Attachment button to resave your changes.

18. If desired, click the **Memos** tab and type any transaction-specific memos describing the change, and click the **Add** button.

**Note:** Memos do not appear in Banner. They only relate to the transaction. However, once the memo is added, you cannot edit or remove it.

The proposed dates for the Notice period can be added in the Memos to indicate what the unit has calculated. .

19. Click the **Save** button.
20. Review all changes again and click **Route**. A message appears at the top of the Employee Record View stating success routing to ORG Review stop.