

The purpose of this tool is to provide a streamlined, secure channel for submitting finalized appointment details directly to the Academic Personnel Office. These tools allow colleges and schools to provide accurate, real-time data to ensure internal systems and reporting remain current.

Colleges and Schools are encouraged to use this portal immediately upon receipt of an appointment.

I. How to use New Hires tool

This guide provides descriptions and formatting details for each field used in faculty new hires records. It explains the purpose of each field, acceptable values, and examples where applicable. The expectation is to complete these fields thoroughly.

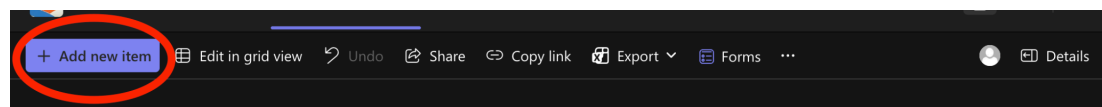
1. Go to <https://academicpersonnel.ucr.edu/college-tools>
2. Find your school and click on link for New Hires

Reporting Tools for New Hires, Retentions and Separations

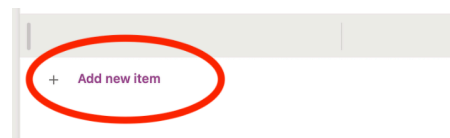
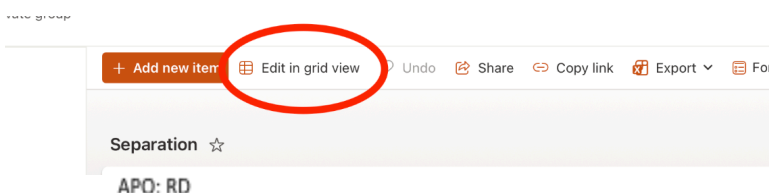
The New Hires, Retentions, and Separations reporting tools are real-time interfaces designed to monitor and track critical status changes for Senate faculty. These tools allow colleges and schools to provide accurate, real-time data to ensure internal systems and reporting remain current.



3. To add a New Entry click:
 - a. Add new Item



- b. You may edit in grid view as well (as shown below) but it is not recommended as you may only add an attachment via the "add new item" screen



1. Enter values in following columns:

Academic Year

Description	Academic year faculty is hired
Example Value	25-26

Faculty Name (Last, First)

Description	Name of the faculty member hired
Example Value	Smith, Billy

NetID

Description	NetID of the faculty member
Example Value	smithb022

Effective Date of Appointment

Description	Faculty's appointment date
Example Value	06/30/2000
Allowed Values	mm/dd/yyyy

JPF# or SWR#

Description	Faculty's JPF# or SWR#
Example Value	JPF00000

Primary College

Description	Name of faculty's primary college
Example Value	Bourns College of Engineering
Allowed Values	BCOE, CHASS, CNAS, School of Business, SPP, SOE, SOM

Department

Description	Name of faculty's primary department
Example Value	History
Allowed Values	Anthropology, Art, Biochemistry(see full list in SharePoint)

Title Code

Description	Faculty's Title Code
Example Value	338092

Title Code Description

Description	Faculty's current job title description
Example Value	Associate Professor
Allowed Values	Associate Professor Distinguished Professor Professor Assistant Professor Professor of Clinical <i>*May manually type in as well if Rank not listed*</i>

Step

Description	Faculty's step
Example Value	I
Allowed Values	AS, I, II, III, IV, V, VI, VII, VIII, IX

OS

Description	Off-scale
Example Value	OS
Allowed Values	OS or N/A

Gender

Description	Gender of faculty member
Example Value	Woman
Allowed Values	Man, Woman, Nonbinary, Different Identity, Other (Manually Enter)

Ethnicity

Description	Ethnicity of faculty member
Example Value	CHINESE/Chinese American
Allowed Values (Ethnic group description from HRDW)	American Indian or Alaskan Native, Asian, Black or African American, Decline to state, Hispanic, Native Hawaiian or Pacific Islander, White, Other (Manually Enter)

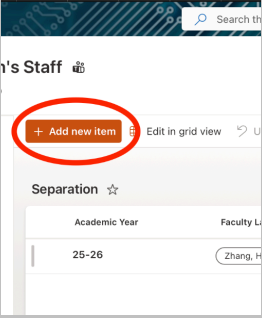
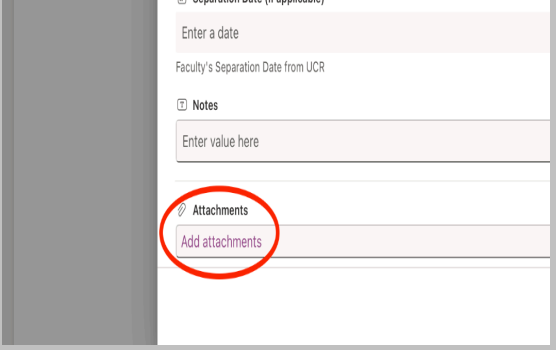
Final Delegation

Description	Faculty's Final Delegation
Example Value	Dean
Allowed Values	Dean, VPAP, Provost

Deans Final?

Description	If Deans Final, please attach a copy of the signed appointment letter
Example Value	Yes

Attachments

Description	<p>To attach a document (e.g. signed appointment letter), user scrolls down to the bottom to Attachments. To add attachment after a record is created, the user double clicks on record and then scrolls down to the bottom to Attachments.</p>	
Location		

II. Contact Information

For questions related to New Hires Tool and guide, please forward to:

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