



Reappointment and Separation of Staff/Hourly Employee Procedure

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PURPOSE

It is the philosophy of San Francisco State University (SFSU) to reappoint and separate salaried and hourly personnel who work on sponsored projects in a timely and accurate manner consistent with federal and state guidelines and in accordance with funding specifications.

ROLES AND RESPONSIBILITIES

Office of Research and Sponsored Programs

- **Personnel Specialist (Specialist)**
 - Generates a report each month that identifies the salaried and hourly positions ending that month.
 - Contacts the Principal Investigator (PI) to determine whether the position is extended or ending.
 - Generates a transaction form and routes the document for review by the ORSP Personnel Manager and PI.
 - Processes and forwards the ETRAC to Human Resources to reappoint/separate the position.
- **ORSP Personnel Manager**
 - Reviews the reappointment/separation documentation before it is sent to Human Resources.
 - Approves the SFSU documentation and ETRAC request in HRMS.
- **Grants Administrator (GA)**
 - Reviews the appointment/separation information in ETRAC.
 - Reviews for available funds in the project account to cover a reappointment position.
 - Verifies that the time period for the reappointment does not conflict with the project period in the sponsored account.

Human Resources

- **Human Resources Department (HR)**
 - Reviews and approves all reappointments and separations.
- **Payroll Specialist**
 - Loads ETRAC into HRMS.
 - Generates the Payroll Personnel Transaction (PPT).

Academic Department or Responsible Unit

▪ Principal Investigator

- Informs ORSP Personnel of any reappointments or terminations for positions that they supervise.
- Approves the reappointment or separation on the Appointment Transaction Form.

PROCEDURE

A. Reappointments

1. Initiation

- a. The Personnel Specialist generates a monthly report showing hourly and salaried staff appointments ending in the current month.
- b. PI provides ORSP with information concerning the reappointment and any changes in project account number.
- c. Upon approval, the Personnel Specialist generates an electronic ETRAC and forwards to Human Resources for processing.
- d. The Personnel Specialist reviews the information for conflicts with funding and project dates.

2. Processing ETRAC

- a. The Payroll Specialist checks the information, enters retirement plan code and work group, verifies appointment end dates, multiple positions, probationary and anniversary dates, visa status, etc.
- b. The Payroll Specialist loads an ETRAC into HRMS.
- c. The Payroll Specialist generates the Payroll Personnel Transaction for the Payroll Office.

3. Processing Payroll Personnel Transaction

- a. The Payroll Office verifies information and enters data into the State Controller's Office (SCO) system to issue the pay warrants.

B. Separations

1. Initiation

- a. The PI notifies ORSP concerning the separation.
- b. ORSP Personnel staff generates a transaction document and routes for approval.
 - i. If separation is initiated as a result of the stated end date of a position, only an attendance form is required.
 - ii. If separation is a result of voluntary resignation, a letter of resignation from the employee is required.
 - iii. If separation is initiated by the PI earlier than the originally stated appointment date, a justification from the PI is required.
- c. Upon approval, ORSP Personnel staff generates an electronic ETRAC and forwards to Human Resources for processing.

2. Submissions
 - a. For hourly employees, ORSP Personnel staff submits Attendance Form 672 and Time and Attendance Form 634, if applicable, to the Payroll Specialist.
 - b. For salaried employees, ORSP Personnel staff submits the original Time and Attendance Form 634.
 - c. All documentation requires appropriate signatures.
 - d. The leave adjustment form is completed by ORSP Personnel staff using information from the attendance forms and forwarded to the Leave Accounting technician for processing.
3. Processing ETRAC
 - a. The Payroll Specialist loads ETRAC into HRMS and verifies information.
 - b. Payroll Personnel Transaction is generated and the Payroll Office calculates lump sum payment utilizing information from the Attendance forms, enters data into State Controller's Office system for final payment and initiates Clearance process.
4. Pay Warrant
 - a. The following business day, issued payments reflect on the warrant register. The Payroll Office reconciles payments. If payments are not received or if they are received but do not reconcile with information received, the Payroll Office reviews the issues and resolves the problem.
 - b. If the university is notified of separation in a timely manner, payment is available on employee's last day of work. Without prior notice, payment is available within 72 hours.
 - c. There are two methods of disbursement:
 - i. The employee or ORSP Pay Warrant Assistant may come to Human Resources and receive a Pay Warrant Authorization Form which is taken to Fiscal Affairs Disbursement Office for pay warrant pick-up.
 - ii. Payment is sent to the employee's home address if a written request is made by the employee and a note is made on the warrant register in the State Controller's Office database that the check is to be mailed.

RELATED DOCUMENTS

- [San Francisco State University Human Resources](#)
- Attendance Form 672
- [Time and Attendance Form 634](#)