

PPS INSTRUCTIONS FOR JOINT APPOINTEES (EMPLOYEES CONCURRENTLY APPOINTED IN TWO OR MORE DEPARTMENTS)

Once an appointee has accepted an offer, you must wait for notification that the Academic Personnel Office has received the acceptance prior to implementing the appointment in PPS. Contact the employee's home department and ask them to add your department as an alternate. You will need to provide your six-digit department code (i.e. 000204).

After you have been added as the alternate department, proceed to the EAPC screen and add the new appointment and distribution for the appointment in your department. You should always page forward (F8) on the EAPC screen to see what other appointments the employee has to ensure the appointment that you are adding will not put the person over 100% time.

If a distribution on another EAPC screen needs to be decreased due to the appointment in your department, please update the other department's distribution as well. Generally, the department causing the new action should update the whole PPS record to avoid multiple PPS actions/PANs.

You may add other departments as alternates in these situations when yours is the home department. Simply enter their department code in the Alternate Dept space on the EPER screen. After the other department has added their appointment, you should go back into PPS and delete their alternate department code. They will still have access to the appointment they entered as long as it is active, but they will not be able to enter any future changes or access the employee's record without again requesting alternate department status.