

Academic Appointee's History Report- replaces the Academic Personnel History Query

To generate an academic appointees' appointment and review history, log into AP Data and complete the following steps:

1. Search for the individual in the "employee lookup" tool.
2. Select the desired individual and click the "Review History" tab.
3. Click on the "export as spreadsheet" button located in the Review Outcome History section located on the "Review History" tab.

The screenshot shows the 'ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM' interface for UC San Diego. The left sidebar has 'Review History' selected (marked with a '2'). Below it is an 'Employee Lookup' field (marked with a '1') and a 'Back to APS Home' button. The main content area is for 'GREEN, Academic 3 (0GREEN113 // APOL ID 100109)'. It shows 'next review due: 7/1/2017'. Under 'Current appointments', there is a table with one row: 1100 - PROF-AY, Step 2, Full Time % 100, Department GRAY [234], OS O, Base Salary \$90,600, Market OS \$12,400, Bonus OS \$0, Total Salary \$103,000, Scale Date 7/1/2014. Under 'Current file actions', there is a table with one row: 2016-2017, MERIT + OFF SCALE - DEAN'S AUTH, Begin date 11/7/2016, End date GREEN, Title code 1100, Title Rank PROF-AY, Step % 3 100, Total salary \$112,700, Scale date 7/1/2016, Status, View details, Delete action. Under 'Review outcome history', there is a table with three rows: 2014-2015, MERIT + OFF SCALE - DEAN'S AUTH, 7/1/2014, 1/1/2019, GRAY, 1100, PROF-AY, 2 100, \$105,800, 7/1/2016, FINAL; 2011-2012, APPOINTMENT, 7/1/2011, 11/7/2016, GRAY, 1100, PROF-AY, 1 100, \$99,200, 7/1/2016, ACCEPTED. An 'Export as spreadsheet' button (marked with a '3') is visible in the top right of the review outcome history section.

4. The approved final outcomes* of previous appointment and review actions will be downloaded into an excel sheet for further manipulation.

| View action | Review Year | Action | Begin Date | End Date | Department | Title Code | Title | Step | % | Total Salary | Scale Date | Status | View details | Delete action |
|-------------|-------------|---------------------------------|------------|-----------|------------|------------|---------|------|-----|--------------|------------|----------|--------------|---------------|
| | 2014-2015 | MERIT + OFF SCALE - DEAN'S AUTH | 7/1/2014 | 1/1/2019 | GRAY | 1100 | PROF-AY | 2 | 100 | \$105,800 | 7/1/2016 | FINAL | | |
| | 2011-2012 | APPOINTMENT | 7/1/2011 | 11/7/2016 | GRAY | 1100 | PROF-AY | 1 | 100 | \$99,200 | 7/1/2016 | ACCEPTED | | |

* Results after approximately 1995.