

### Manage Employee Expiring Appointments

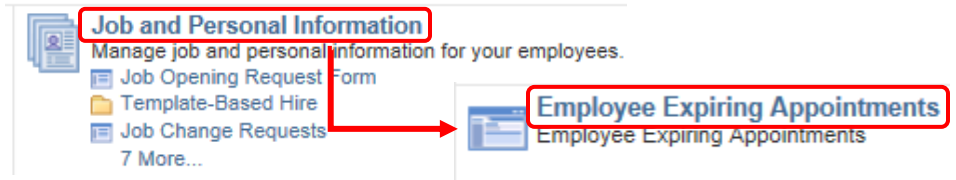
<b>Purpose:</b>	The purpose of this document is to provide the steps to review and manage employee expiring appointments in PeopleSoft. This process applies to fixed term, limited term, temporary, and temp relief employees.
<b>Audience:</b>	Current University of Calgary managers of fixed term, limited term, temporary, and temp relief employees with expiring appointments
<b>Information:</b>	<p>The Expiring Appointments page provides managers with a list of their employees <b>with expiring appointments</b>. It includes basic employment information (Employee ID, Employment Record, Business Unit, Department, Location) as well as expected job end date, service date, years of service, deadline to give written notice, weeks of notice required, employee class, union code, and the date the system sent out the automated notification that an appointment was coming to an end.</p> <p>The Expiring Appointment page provides direct access to the Job Change Request form to begin an extension.</p>
<b>Resources:</b>	<p><a href="#">Training and Development Website\Managing People:</a> MaPS and Support Staff → Request and/or approve job changes</p>

### Navigate to Employee Expiring Appointments Page

- From the myUofC Portal, go to: **My work** → **People management** → **Manager self service**

Dashboard ▾	All about me	My work
<b>People management</b>	<b>Finance &amp; Supply Chain</b>	<b>Travel</b>
Manager self service	Payment Selector Tool	Policy & procedures
Manage PeopleSoft access	Create expense report	Travel & expense card
Manage applicants	Manage expenses	Book travel
My team learning	Pending approvals	International travel & risk
Job Profile Database	Apply for PCard	Team travel
Onboarding checklists	Reconcile Credit Card	Mobile phone roaming
Human Resources site	PCard Recon Report	Vehicle Rentals
AUPE local 52 site	PER Statement	
MaPS executive site	Preferred suppliers	
TUCFA site	Shipping & receiving	
	SCM service request forms	

- In **Manager Self Service** go to: **Job and Personal Information** → **Employee Expiring Appointments**



## Employee Expiring Appointments Page

- The **Expiring Appointments** page lists all of your current employees **with expiring appointments**.
- Use the search parameters to narrow the list as needed.

- Employee information includes: Employee ID, Employment Record, Name, Business Unit, Department, Location, Expected Job End Date, Service Date, Service Years, Written Notification Deadline, Notice Required, Employee Class, Union Code, and Date Notified of Expiring Appointment.
- Note there may be more than one page of employees listed. Use the arrows at the far right to navigate through all pages.
- To extend an appointment, click the **Begin Extension** button at the far right of the employee line. This takes you to the **Job Change Request** form.

Empl ID	Empl Record	First Name	Last Name	Business Unit	Department	Department Descriptor	Location Code	Location Description
1 10183996	0	Wayne	Gretzky	UCALT	28600	Psychiatry	28011	Cumming School of Medicine

Expected Job End Date	Future Expected End Date	Service Date	Service Years at End Date	Written Notification Deadline	Notice Required Weeks	Empl Class	Union Code	Date Notified of Expiring Appointment	Begin Extension
2018/03/07		2015/01/01	3.200000	2018/02/07	4.00	RsrchAssoc	AUP		Begin Extension

## Next Steps

To extend an appointment, submit a Job Change Request – Extension in PeopleSoft.

If you are not extending this appointment:

- Support Staff Fixed Term – contact your HR Advisor for next steps in the process.
- Recurring Part Time – no action needs to be taken; the job record automatically terminates.
- MaPS – contact your HR Advisor to discuss the notice period required and formalize the next steps in the process.