Manage Employee Expiring Appointments

Purpose: 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.

Audience: Current University of Calgary managers of fixed term, limited term, temporary, and temp relief employees with expiring appointments.

Information: The Expiring Appointments page provides managers with a list of their employees with expiring appointments. 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.

The Expiring Appointment page provides direct access to the Job Change Request form to begin an extension.

Resources: Training and Development Website\Managing People:
MaPS and Support Staff → Request and/or approve job changes

Navigate to Employee Expiring Appointments Page

1. From the myUofC Portal, go to: My work → People management → Manager self service
2. In Manager Self Service go to: Job and Personal Information → Employee Expiring Appointments

Employee Expiring Appointments Page

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

3. 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.
4. Note there may be more than one page of employees listed. Use the arrows at the far right to navigate through all pages.
5. 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.

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.

Questions? Contact us: 403 220-5932 – hr@ucalgary.ca