Introduction
This manual illustrates the Reactivation functions in MyJob Manager Self Service. The intended audience is employees responsible for submitting electronic salary/payroll authorizations as authorized per internal departmental procedures. This MyJob role will only be assigned to those who have submitted a completed Confidentiality Agreement to the Department of Human Resources.

Use the Reactivate Part-time Faculty function to authorize payments for faculty members being hired on less-than-full-time appointments during any standard academic term (Fall, Spring, or Academic Year (AY)), and who have been employed as faculty in the past regardless of budget funding source. Typically these are recurring adjunct professors …

Use the Reactivate Graduate Assistant function to authorize payments to graduate assistants hired for any standard academic term (Fall, Spring, or Academic Year (AY)), and who have been employed as graduate assistants in the past regardless of budget funding source.

For any part-time faculty and graduate assistants being hired for a non-standard pay cycle, outside of the predefined academic terms, please see Assignment Continuation procedures.
1. Fund the faculty or Graduate Assistant line. See the procedures for “Assignment of Costing to a Position” in the *Budget System User Guide*.

2. Log into **MyJob > MU Department Self Service > Manager Actions**

3. Search for employee by last name – use lower case, last name only. Click **[Go]**.

4. Select the employee by clicking the **[Action]** icon.

5. From the menu options, select **Reactivate Part-time Faculty** or **Reactivate Graduate Assistant** and click the **[Start]** button.

6. Click the **[Add]** button to enter a new reactivation record.

7. Complete the information required for part-time faculty or grad assistant. See screen shots and explanations on following page.
Part-time Faculty and Graduate Assistant Reactivation
Fall, Spring or Academic Year

MU Reactivate Parttime Faculty

Employee Name: Janes, Jered
Organization Email Address: john.janes@marquette.edu
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

- Pay Cycle
- Number of Credit Hours
- Hours Worked Per Week
- Total Salary to be Paid over AY or Term
- Academic Term

MU Reactivate Grad Assistant

Employee Name: Janes, Jered
Organization Email Address: john.janes@marquette.edu
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

- Pay Cycle
- Hours Worked Per Week
- Total Salary paid over Duration of AY or Term
- Academic Term

a. Pay Cycle = Fac-AY-9, Fac-Fall, Fac-Spring
   Pay Cycle = Grad AY, Grad Fall, Grad Spring

b. Number of Credit Hours is required for faculty. If the faculty member is not teaching by credit, but by the number of hours worked, place a 0 in the Number of Credit Hours field AND you must enter the Hours Worked per Week.

![Image of Pay Cycle and Hours Worked Per Week]

b. Hours Worked Per Week is required for graduate assistants. A full GA,TA,RA = 20 hours per week. A half GA,TA, RA = 10 hours per week.

d. Total Salary paid over the Duration of AY or Term is a total Dollar amount (no cents).

e. Academic Term – fast enter = 2014 (appropriate term will default based on pay cycle)

8. Click [Apply] to continue.
Part-time Faculty and Graduate Assistant Reactivation
Fall, Spring or Academic Year

9. After clicking [Apply] you should receive the following soft warning. Click [Continue].

![Warning]
This change and associated retros if any, will be included in the 26-Jul-2014 payroll.

This warning tells when you should expect this payment authorization to be paid, along with any retro pay needed. It will be included on the paycheck date displayed in the message.

10. If the transaction fails funds check, you will be re-directed back to the reactivation details page.
   a. Check your rate and term information for accuracy.
   b. Return to the Position Details page to check information for accuracy. See Position Control Procedures.
   c. Contact Budget if all information is accurate and you are still not able to proceed.

11. If the transaction passes funds check, you can review your new record. Click [Next].

![Record](Fac-Spring) 3 20 3450.09 2012 Spring Term
New (Fac-Fall) 3 4500.09 2014 Fall Term

12. (OPTIONAL) If you plan to add two simultaneous records (e.g. Fac-Fall and Fac-Spring) for the same employee click on [Add] to enter the reactivation details for the second record. (see step 7)

13. Review your entry or entries, then click [Submit]

![Details](Extra Information Type)

a. HR will not be listed as ‘Approves’ for Grad-Fall, Grad Springs and Grad-AY
b. If retro pay is required (missed the payroll cut off for the pay cycle), you’ll see Julie as an ‘Approver’ to approve the transaction before it’s entered into the system.

14. You should get a confirmation page stating “your changes have been submitted for approval”. Click [Home] to go back to MyJob’s home page or [Go to Assignment Costing] to go to back to the menu.