

Faculty/Academic Staff Forms Wizard Questions Hiring Tips.

MSU is a federal contractor. As a federal contractor we have compliance obligation surrounding Equal Employment Opportunities (EEO). One aspect of this compliance is ensuring the primary title reflects the most senior EEO code. Adding a title to an existing primary or rank can be done when the title has an EEO code 20 or lower.

When submitting a Change of Status form into the HR/Payroll system, referred to as SAP, a series of wizard questions are asked to guide the user to identify which job should be created as the primary job for EEO reporting purposes. This is especially helpful when an employee holds multiple jobs. The wizard questions guide the user to select the primary job. The following are common requests processed through a Change of Status form. The tips below can be used when submitting a Change of Status form.

Adding a title to an existing primary rank or position.

This can be done when the title has an EEO code of 30 or above. If the title is less than EEO 30, this process should not be followed. For an list of titles with EEO codes, go to [University Approved Academic Titles \(msu.edu\)](http://University Approved Academic Titles (msu.edu))

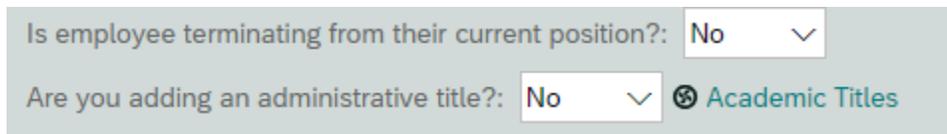
Wizard questions answers:

Q: Is employee terming from their current positions?

A: Select No.

Q: Are you removing an administrative title?

A: Select No



The image shows a screenshot of two wizard questions. The first question is "Is employee terminating from their current position?" with a dropdown menu set to "No". The second question is "Are you adding an administrative title?" with a dropdown menu set to "No" and a radio button selected for "Academic Titles".

Then follow these steps to complete the position review and go to the change of status form:

- Click Evaluate
- Click Review Position
- Click Change of Status to go to the form
- Once you get to the form, you can add the title to the second position and make any other needed updates.

To remove a secondary title from an existing primary rank or position

These steps can be followed when the title has an EEO code of 30 or above. If the title is less than EEO 30, this process should not be followed.

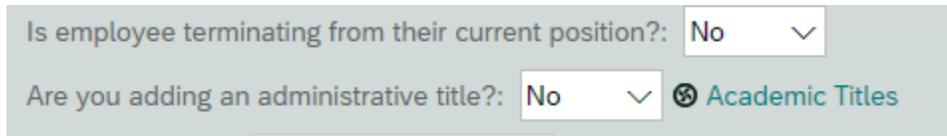
Wizard questions answers:

Q: Is employee terming from their current positions?

A: Select No.

Q: Are you removing an administrative title?

A: Select No



Is employee terminating from their current position?: No

Are you adding an administrative title?: No Academic Titles

Then follow these steps to complete the position review and go to the change of status form:

- Click Evaluate
- Click Review Position
- Click Change of Status to go to the form
- Once you get to the form, you can remove the title to the second position and make any other needed updates.

To remove a primary title from a rank or position

These steps can be followed when the title has an EEO code of 20 or below. If the title is EEO 30 or above, this process should not be followed.

Wizard questions answers:

Q: Is employee terming from their current positions?

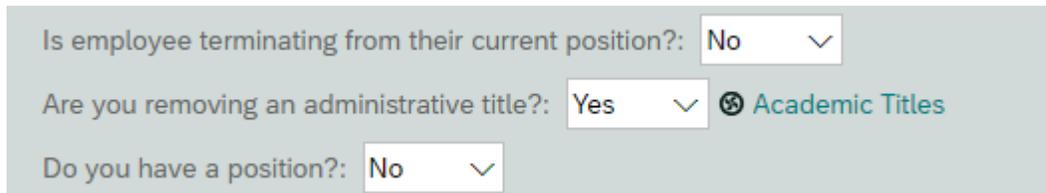
A: Select No.

Q: Are you removing an administrative title?

A: Select Yes

Q: Do you have a position?

A: Select No



Is employee terminating from their current position?: No

Are you removing an administrative title?: Yes Academic Titles

Do you have a position?: No

Then follow these steps to complete the position review and go to the change of status form:

- Click Evaluate
- Click Review Position
- Click the small box next to the Organizational Unit to select the correct Unit if needed
- Click the small box next to the Job Title to select the correct job code



* Job Title: 

- Click Change of Status to go to the form
- Make the needed updates on the COS form
- Once you get to the form, you can remove the title to the second position and make any other needed updates.

To add a primary executive management and management title to a rank or position

These steps can be followed when the title has an EEO code of 20 or below. If the title is EEO 30 or above, this process should not be followed.

Wizard questions answers:

Q: Is employee terming from their current positions?

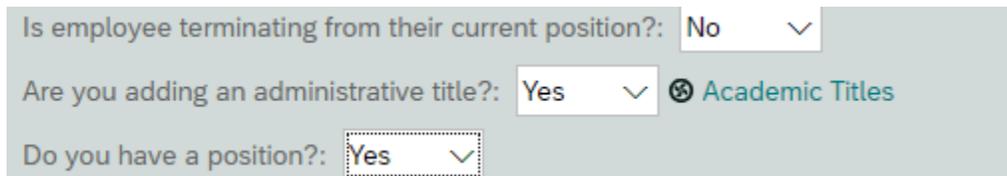
A: Select No.

Q: Are you adding an administrative title?

A: Select Yes

Q: Do you have a position?

A: Select Yes



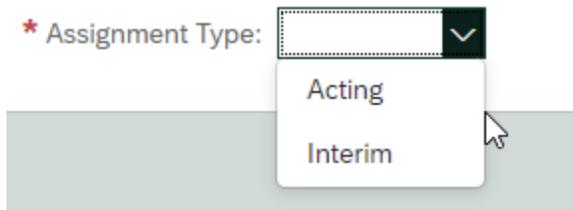
Is employee terminating from their current position?: No

Are you adding an administrative title?: Yes Academic Titles

Do you have a position?: Yes

After you enter your approved position number (from a posted position or an approved exception), the position attributes will pull in for your review.

Please note: If you do not have an approved position number, you will not be able to hire or change an individual to executive management or management unless this is an interim position. You will be required to select interim or acting in the assignment type.



* Assignment Type: Acting Interim

- Once you get to the form, you can add the position or rank to the second position and make any other needed updates.

To change from one paid position to another paid posted or approved position.

These steps can be followed when the title has an EEO code of 20 or below. If the title is EEO 30 or above, this process should not be followed.

Wizard questions answers:

Q: Is employee terming from their current positions?

A: Select Yes even if the employee is not leaving the University. This will allow you to receive the prompt to add the hiring process and position number and proceed to the form.



Is employee terminating from their current position?: Yes

* Hiring Process: Post a Position

Position: 00000000

Tip

If you are searching for a position or rank and it is not appearing as an option, it could mean that you have not answered the wizard questions correctly.

Most Common Errors to Avoid

Trying to change a primary position or rank after you reach the form.

Trying to add a secondary position or rank before reaching the form.