Instructions for Processing a New Appointment in ASPerIN

Once your final candidate accepts the formal offer from FAS HR and, in the case of staff new to Harvard, he or she has completed the necessary new hire paperwork (I– 9, W– 4, M– 4) you are ready to process their appointment. Much of the information you will need can be found on the new hire paperwork, the offer letter, and the ASPIRE requisition.

1. Log in to ASPerIN (https://asperin.fas.harvard.edu)
2. Click “Actions” from horizontal menu bar on the top of the window
3. Click “Appointment” from the vertical menu on the left of the window
4. Click “New Appt” on Appointment submenu in left menu bar
5. The option to “Obtain a position by: Searching for an existing ASPerIN position” will be automatically selected
6. Under “Search Criteria for ASPerIN Positions” select the appropriate department from the drop down menu
7. Most new appointments involve an open position. If so, select “Open” from the Status drop down menu. If the position you will use is currently filled (for example if there will be an overlap between the incumbent and the new hire), select “Filled” from the Status drop down menu.
8. For quicker searching, enter the Position # in the open field, or the Incumbent’s first and/or last names.
9. Click Submit
10. If multiple positions are returned from your search criteria, select the correct position by clicking on the Position Name from the list.
11. This will bring you to screen 2 Appointment Info
12. The title will automatically populate from the position title. In some rare cases, you may want to edit this. The appointment title will supersede the position title if they are different.
13. Enter the Appt. Start Date
14. For term positions, or grant funded positions with a known end date, enter the Appt. End Date
15. Manually enter the requisition number in the Requistion ID field.
16. The Job Code and Union Status will automatically populate from the position information.
17. Enter the Hrs/Wk
18. Enter the Annual Salary or Hourly Amt. All four salary fields will fill after one is completed.
19. Enter the 33-digit codes and accompanying percentages to which the salary will be distributed.
20. Click “Continue” to proceed to screen 3 Person Info
21. If this is a rehire or a transfer from another department or school, enter their Harvard ID. If the employee is new to Harvard, enter their first and last name. No record should be found. Click on "New Person" to enter their information. If information populates that does not belong to the employee, click on "Appoint new person" and write a mispelling of their name to get no records found. Click on "New Person" to enter the correct information.

22. If you are appointing a new person
   a. The University ID and Name Key will remain blank until the appointment is processed
   b. Enter the SSN
   c. Enter the names (last, first, middle)
   d. Enter the employee’s residential address and contact information.
   e. Enter the university mailing address using the location code search function, and the employee’s office phone number.
   f. Select the appropriate email address option.
   g. If known, enter the contact information for the employee’s emergency contact (optional).
   h. Enter the employee’s Sex
   i. Enter the employee’s Date of Birth
   j. Enter the employee’s I-9 status
   k. Enter the employee’s Marital Status
   l. Check the appropriate box for the employee’s ethnicity
   m. Enter the employee’s educational information using the search functions
   n. Enter the employee’s high education level

23. If you are appointing a transferring employee, complete any information that does not automatically fill in the form. Note if the employee’s address has changed since their record was last updated.
   a. Note that when an employee transfers from outside of FAS, their sex, date of birth, I-9 and marital status will not automatically fill. You will need to obtain this information from the employee before processing the appointment.

24. Click Continue to proceed to screen 4 Additional Info

25. Select the appropriate option from the “Action” drop down menu.
   a. If this is a new employee to Harvard, select “Hire”
   b. If this is a transferring employee, select “Transfer”
      i. Select the appointment to be superseded in the “Supersedes” drop down menu
   c. If this is a promotion for an employee already in your department, select “Promotion”
      i. Select the appointment to be superseded in the “Supersedes” drop down menu
26. Enter the employee’s regular work schedule. This schedule will feed into PeopleSoft Time & Labor and Absence Management so it is important to be as accurate as possible.

27. Add any comments in the comment field. It is helpful to note in transfer actions what position will be superseded. Be sure to include anything unusual about the appointment, such as noting that the new hire will overlap with the incumbent.

28. Click “Continue”

29. Click “Submit the action for approval to the next level” if you are ready to do so. Alternatively you can save the action for submission at a later time.

30. The action will then be routed to FAS HR for approval, and then to FAS Payroll for entry into PeopleSoft.