Harvard Medical School
Office for Human Resources

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Reappointment of Annual Appointment Process (RAAP) for Academic Non Faculty: due by <u>May 17, 2019</u>

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Non-faculty academic titles are considered annual appointments and as such need to be reviewed each year for reappointment by July 1. This MARS report is specifically designed to expedite the processing of the large volume of annual academic reappointments that typically end on June 30.

- ✓ Research Associates, Associates
- ✓ Research Fellows
- ✓ Clinical Fellows

This **Review of Annual Appointments Non-Faculty Academic report,** located on the MARS system, is specifically designed to expedite the processing of the large volume of Instructor and Lecturer reappointments that typically end on June 30. The data presented in the RAAP output serves 3 purposes:

1) To collect information for those appointees to be reappointed for the new academic year beginning July 1.
2) To collect <u>termination</u> information for those appointees who have left or will be leaving.
3) To enable Human Resources to use the same spreadsheet downloaded from MARS to upload into Harvard's PeopleSoft system.

For MARS access please contact Jennifer Galbraith Ryan at <u>jennifer_ryan@hms.harvard.edu</u>

The RAAP reports must be completed and sent as an Excel file by May 17, 2019.   Send the completed RAAP files using the naming convention DEPARTMENT NAME.LOCATION.FELLOWS via email to your HR Transaction Coordinators with a *cc* to your appointing department head. ***Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments included on the spreadsheet.*** Without this *cc* we cannot process these reappointments.

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Accessing the RAAP Report

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<u>Accessing RAAP on MARS</u> :
MARS (Medical Area Reporting System) can be accessed via this <u>direct link</u> or from the Applications box on the <u>eCommons</u> home page, after log in.
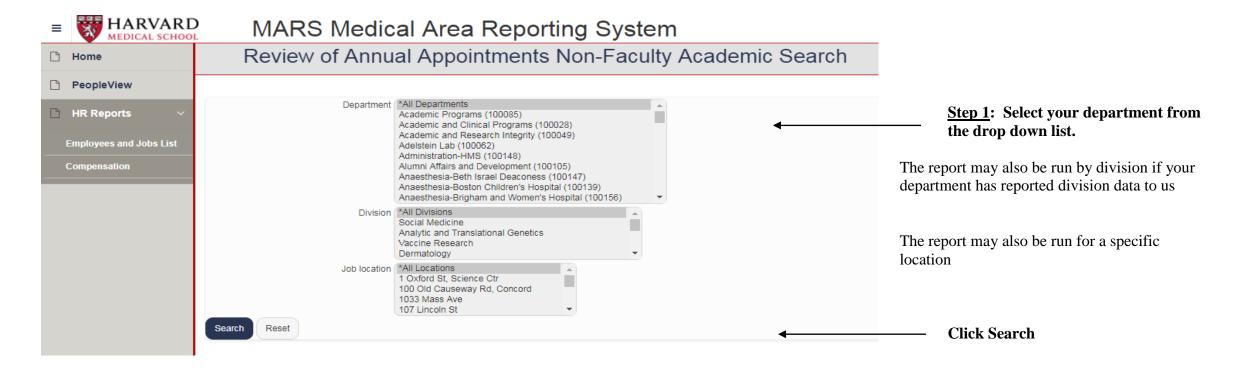
1. Once on MARS click on the <u>MAIN MENU</u> in the crimson banner at the left hand top of the page.

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2. On the next screen you will see the link for HR PeopleView and HR Reports on the right. Click on <u>HR Reports.</u>
3. Click on <u>EMPLOYEE and JOB LISTS.</u>
4. Click on **Review of Annual Appointments Non-Faculty Academic.**

Running the RAAP Report

Running the RAAP for Non Faculty Academics

RAAP is designed to report out any non faculty academic appointment (fellow, research associate, etc.) with an end date between your run date and December 31 of the current calendar year.
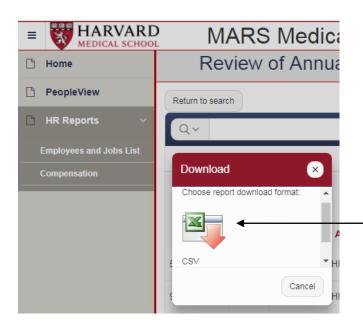

Step 1: **Select your department from the drop down list.**

The report may also be run by division if your department has reported division data to us

The report may also be run for a specific location

Click Search

Step 2: Download the Report. Select Actions drop down. ****Important change from previous years- reports will download as a .csv file****

You may change the format of the report.

Once finished, click **Download.**

In the **pop up window,** select the **csv** download.

Step 3: Save your RAAP file to your computer as an <u>EXCEL spreadsheet</u>

When MARS has completed the RAAP file you may see a dialog box asking to open or save the file.

Save to your computer using the following naming convention:
DEPARTMENT NAME.LOCATION.FELLOWS:
Examples:
Medicine.BWH.fellows.xlsx
CellBiology.HMS.fellows.xlsx

Please Note:
You should receive a warning if attempting to save as a .csv. Please save as .xlsx (this may not be the default depending on your computer's operating system).

Collecting the Data

The RAAP spreadsheet will list all current non faculty academic appointment (fellow, research associate, etc.) that have an end date between the day you run the report and December 31st of the current calendar year. The vast majority will be June 30th end dates.

Use the spreadsheet to identify reappointments, terminations, record the new information required for Instructors, and to submit to HR for action.

During Formatting or after download, you may sort your Excel spreadsheet by Job Code Description, Location, or any other sort that will assist you in completing the process. You may also expand the columns width and wrap column headings. It may be helpful to hide columns you will not be entering data into.

Do not delete or move any of the columns. It is also important not to change any data in columns A through T. **If any data are changed in these columns, we will not be able to upload your reappointments or terminations into PeopleSoft**. Changes to information in those columns, such as title, location, etc., must be done via eTad. However, you may use column Z for any comments or special instructions you wish to communicate.

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In this sample, we have expanded the columns and wrapped the headings, and have sorted by Job Code Description (the short title) and then by last name for ease of use:

Employee ID	Empl Rcd	Effective Dt	Action	Action_ Reason	Last Name	First Name	JobCode	JobCode Description	Employee Class	Employee Class Descr	Dept Type	Department ID	Department Name	Tub	Job Location	Job Location Descr	Division	Division Descr	Appointment End Date	New Effective Date	Termination Reason: VNO (Resigned/Quit/Other), RET (Retired), DEA (Deceased)	New Appointment End Date	Delete Appt End Date?(Y or blank)
		'06/20/2013'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
		'07/01/2013'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
		'06/20/2011'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
		'06/20/2011'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
		'06/20/2014'	DTA	JOB			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
		'07/01/2012'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0033	DFCI, 44 Binney St			06/30/2015				
		'07/07/2014'	HIR	HIR			'061103'	Research Associate (Oth	O	Other Faculty	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0039	Pulmonary	06/30/2015				
		'07/01/2010'	JRC	DMO			'061103'	Research Associate (Oth	O	Other Faculty	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0134	Channing Divisio	06/30/2015				
		'09/01/2014'	HIR	HIR			'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0042	BWH, 221 Longwo	HMS0035	Endocrinology	05/01/2015				
		'05/02/2010'	HIR	HIR			'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0093	Genetics	06/30/2015				
		'09/01/2013'	HIR	FPD			'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0107	VA Med Centers	06/30/2015				
		'08/01/2013'	HIR	ADL			'000026'	Visit Pstgrd Res Fellow (S	N	External Post Docs NH	CLIN	'100178'	HMS^Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0036	General Medicin	06/30/2015				
		'05/01/2014'	HIR	HIR			'000028'	Visiting Grad Student (St	N	External Post Docs NH	CLIN	'100178'	HMS^Medicine	HMS	HX0042	BWH, 221 Longwo	HMS0100	Sleep Medicine	05/31/2015				

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To Reappoint:

1. Do not delete or change any data in columns A through T. Column X is not applicable to this process.
2. Enter the New Appointment End Date in column W.

Helpful Hints:
- ✔ For Clinical Fellows enrolled in a residency program the appointment end date should be the end date of their residency.
- ✔ If someone is in the process of being promoted, reappoint so they remain active during the promotion process.
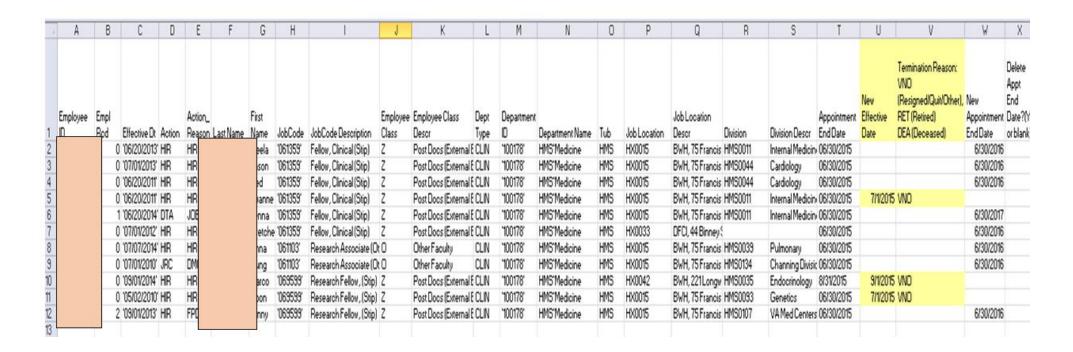
Sample:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Employee ID	Empl Rcd	Effective Dt	Action	Action Reason	Last Name	First Name	JobCode	JobCode Description	Employee Class	Employee Class Descr	Dept Type	Department ID	Department Name	Tub	Job Location	Job Location Descr	Division	Division Descr	Appointment End Date	Effective Date	Termination Reason: VND (Resigned/Quit/Other), RET (Retired) DEA (Deceased)	New Appointment End Date	Delete Appt End Date?(Y or blank)
2		0	06/20/2013	HIR	HIR			061359	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicin	06/30/2015			6/30/2016	
3		0	07/01/2013	HIR	HIR			061359	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016	
4		0	06/20/2011	HIR	HIR			061359	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016	
5		0	06/20/2011	HIR	HIR			061359	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicin	06/30/2015				
6		1	06/20/2014	DTA	JOB			061359	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicin	06/30/2015			6/30/2017	
7		0	07/01/2012	HIR	HIR			061359	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0033	DFCI, 44 Binney S			06/30/2015			6/30/2016	
8		0	07/07/2014	HIR	HIR			061103	Research Associate (Dr O		Other Faculty	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0039	Pulmonary	06/30/2015			6/30/2016	
9		0	07/01/2010	JRC	DMO			061103	Research Associate (Dr O		Other Faculty	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Divisic	06/30/2015			6/30/2016	
10		0	08/01/2014	HIR	HIR			063599	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0042	BWH, 221 Longw	HMS0035	Endocrinology	05/01/2015				
11		0	05/02/2010	HIR	HIR			063599	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0093	Genetics	06/30/2015				
12		2	08/01/2013	HIR	FPO			063599	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	100178	HMS Medicine	HMS	HX0015	BWH, 75 Francis	HMS0107	VA Med Centers	06/30/2015			6/30/2016	

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To Terminate:

Timely reporting of faculty and appointees who have left Harvard is very important as many other business processes, such as Conflict of Interest, rely on this information.

   1) Enter in the effective date of the termination in the 'New Effective Date' column U.

      Example:

      o   If an appointee is due to leave on June 30 fill in 07/01/2019 in the 'New Effective Date' column U.

      o   If an appointee is due to leave on September 14 fill in 9/15/2019 in the 'New Effective Date' column U.

   2) If an appointee has left or will be leaving the Hospital/HMS enter the 3 character reason code in column V.

      o   **VNO** if the person has Resigned, Quit, or Other reason

      o   **RET** if the appointee has Retired

      o   **DEA** if the appointee is Deceased

   The sample below shows both the reappointments and the terminations completed.

March 2019

Submitting the RAAP Sheets to Human Resources

Return the RAAP Sheets by May 17, 2019

The RAAP report must be completed and sent as Excel files. Send the completed RAAP files via email to your HR Transactions Coordinator with a *cc* to your appointing department head as shown in the example below. ***Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments included on the spreadsheet.*** Without this *cc* we cannot process these reappointments.

TO: See chart below

CC: HR transactions coordinator and the appointing department head

Please use the using the following naming convention: DEPARTMENTNAME.LOCATION.FELLOWS:
Examples:
Medicine.BWH.fellows.xlsx
CellBiology.HMS.fellows.xlsx

Academic Appointing Departments	Human Resources Annual Non-Faculty Appointments and Payroll for all ranks
Anaesthesia	Margaret Gawin-Paez, 617-432-1601
Biological Chemistry & Molecular Pharmacology	Margaret Gawin-Paez, 617-432-1601
Cell Biology	Margaret Gawin-Paez, 617-432-1601
DBMI	Margaret Gawin-Paez, 617-432-1601
Dental School	Chirelle Hitt, 617-432-3901
Dermatology	Margaret Gawin-Paez, 617-432-1601
Emergency Medicine	Chirelle Hitt, 617-432-3901
Genetics	Margaret Gawin-Paez, 617-432-1601
Global Health and Social Medicine	Margaret Gawin-Paez, 617-432-1601
Health Care Policy	Margaret Gawin-Paez, 617-432-1601

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HiTS	Margaret Gawin-Paez, 617-432-1601
Medicine- BIDMC, BWH	Chirelle Hitt, 617-432-3901
Medicine-MGH	Chirelle Hitt, 617-432-3901
Microbiology and Immunobiology	Margaret Gawin-Paez, 617-432-1601
Neurobiology	Margaret Gawin-Paez, 617-432-1601
Neurology	Chirelle Hitt, 617-432-3901
Neurosurgery	Chirelle Hitt, 617-432-3901
Obstetrics Gynecology & Repro. Biology	Chirelle Hitt,, 617-432-3901
Ophthalmology	Chirelle Hitt, 617-432-3901
Orthopedic Surgery	Chirelle Hitt, 617-432-3901
Otology and Laryngology	Chirelle Hitt, 617-432-3901
Pathology	Chirelle Hitt, 617-432-3901
Pediatrics	Chirelle Hitt, 617-432-3901
Physical Medicine and Rehabilitation	Chirelle Hitt, 617-432-3901
Population Medicine	Chirelle Hitt, 617-432-3901
Psychiatry	Margaret Gawin-Paez, 617-432-1601
Radiation Oncology	Chirelle Hitt, 617-432-3901
Radiology- Beth Israel-Deaconess	Chirelle Hitt, 617-432-3901
Radiology	Chirelle Hitt, 617-432-3901
Surgery	Chirelle Hitt, 617-432-3901
Systems Biology	Margaret Gawin-Paez, 617-432-1601

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