

Reinstate Terminated Temporary Appointments – Job Aid

1. Using the Correction/Deletion PAR transaction, enter the effective date that the temporary appointment was terminated in the purge.

Note: This PAR transaction request must be initiated within 30 days of purge termination date.

2. Include the following in the **Comments** field:
 - o Action requested - “Please reinstate terminated temp appointment effective xx/xx/xxxx.”
 - o Reason – “Temp appt was terminated in the purge.”
3. Complete the PAR:
 - o Add Approvers and anyone to be notified.
 - o Save & Submit.

Salary Grd/Job Role:	PF	Professional
UM Job Data		
Appt Begin Date:	03/01/2014	
Appt End Date:		Appt Period: Per 12 Months
FTR:	52,206.00	
Unit PCN:		
Tenure Status:	N/A	Tenure Granted Date:
Effective date to be corrected or deleted: 09/01/2014		
For corrections, type in the field(s) to be corrected and the new values to be entered in the box below. For deletions, type in the date of the row to be removed from the system in the box below. Also provide the reason for the correction or deletion.		
Comments:		
Please reinstate terminated temp appointment effective xx/xx/xxxx. Temp appt was terminated in the purge.		
Save & Submit	Save as Draft	Validate Page Entry
		Delete Transaction