Appointment Types

Type Casting

Casting Call for all Appointment Type Codes! Looking for Codes to play the following Types: Contract, Career, Casual, Casual/Restricted, Academic, Per Diem and Partial Year. Code must be able to work with appropriate title codes and correctly identify the appointment for which it is assigned.

Not sure of the differences between appointment types? Check out the definitions in Section 3, "Types of Appointments" in the PPSM (Personnel Policies for Staff Members). You can find the PPSM on the web at hris/policies.html

Once you've got the correct appointment type, be sure you're using the right code! Use the F1 key (Help) when you're in the Appointment Type field to see the different codes. Here's what you'll find:

"1" - Contract
"2" - Career
"3" - Casual
"4" - Casual/Restricted
"5" - Academic
"6" - Per Diem
"7" - Partial Year

Remember that Casual/Restricted (code "4") is reserved ONLY for enrolled UC students. AND the ONLY titles that go with this appointment type are Assistant I, II, III and IV (title codes 4922, 4921, 4920 and 4919). It is possible for a UC student to have a career or casual staff appointment, and for this you would use a staff title (any staff title code EXCEPT 4922, 4921, 4920 or 4919) and appointment type "2" or "3" as appropriate. BUT if the student is specifically in a "student assistant" appointment (which is the more common situation), then it needs to be coded with one of the above title codes and have an appointment type of "4".

In PPS Entry/Update, the Appointment Type code goes in the "TYP" field of the appointment line in the EAPP screen. In PPS Inquiry, you'll find the appointment type code in the "TYP" portion of the "PGM/TYP" duo in IAPT or IAPP. (See "PPSSST! - Personnel Program Codes") Examples: "1/2" tells you the appointment is Tier 1 and Career. "2/3" is Tier 2 and Casual. "A/5" is Academic. "2/1" is Tier 2 and Contract. "1/4" is Tier 1 and Casual/Restricted. What a difference a little number can make! Policies and benefits vary greatly between Appointment Types. So please make sure that you have the appropriate code for the job. This is one place where properly "casting" the right code for the right type can make a difference.

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