

**Harvard Medical School
Office for Human Resources**

Reappointment of Annual Appointment Process (RAAP) for Academic Non Faculty: due by May 4, 2015

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 Instructors/Lecturers 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 termination 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 jennifer_ryan@hms.harvard.edu

The RAAP reports must be completed and sent as an Excel file by May 4. Send the completed RAAP files using the naming convention DEPARTMENT NAME.LOCATION.FELLOWS via email to your Academic Appointments Coordinator with a *cc* to your appointing department head and to hr_transactions@hms.harvard.edu. ***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.

Accessing the RAAP Report

Accessing RAAP on MARS :

MARS (Medical Area Reporting System) can be accessed via this [direct link](#) or from the Applications box on the [eCommons](#) home page, after log in.

1. Once on MARS click on the MAIN MENU in the crimson banner at the left hand top of the page.
2. On the next screen you will see the link for HR PeopleView on the left and HR Reports on the right. Click on HR Reports.
3. Click on EMPLOYEE and JOB LISTS.
4. Click on **Review of Annual Appointments Instructors/Lecturers**.

Please note: There are separate reports for faculty level reappointments due to the Office of Faculty Affairs, as noted below. [Click here](#) will (insert link) for those instructions.

Review of Annual Appointments Instructor/Lecturer (due to Faculty Affairs)

- ✓ Instructors
- ✓ Lecturers

Term Reappointments List (due to Faculty Affairs)

- ✓ Assistant Professors, Full-time and Part-time
- ✓ Associate Professors, Full-time and Part-time
- ✓ 3 yr Lecturers, Principal Associates
- ✓ Professors, Part-time

Running the RAAP Report

Running the RAAP for Non Faculty Academics

RAAP is designed to report out any Instructor or Lecturer with an end date between your run date and December 31 of the current calendar year.

Medical Area Reporting System

► Main Menu ► User Menu ► Settings ► Jobs ► Output ► Logout

Review of Annual Appointments Non Faculty Academics Criteria

HR Department: *All Departments
Anaesthesia-Beth Israel Deaconess (100147)
Anaesthesia-Boston Children's Hospital (100139)
Anaesthesia-Brigham and Women's Hospital (100156)
Anaesthesia-Massachusetts General Hospital (100164)
Biological Chemistry & Molecular Pharmacology (100160)
Cell Biology (100165)
Dermatology-Beth Israel Deaconess (103356)
Dermatology-Brigham and Women's Hospital (103355)
Dermatology-Massachusetts General Hospital (100152)

Division: *All Divisions
Adm-House Staff
Administration
Adolescent Medicine
Adult Oncology
Aging

Location: *All Locations
1 Oxford St, Science Ctr
100 Old Causeway Rd, Concord
107 Lincoln St
12 Oxford St, Conant Chem Lab
1350 Mass Ave, Holyoke Ctr
1430 Mass Ave
15 Eliot St, Taubman Bldg
15 Harvard Way, Morgan Hall
16 Divinity Ave, Biological

Continue Clear

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 Continue

mars_support@hms.harvard.edu

Medical Area Reporting System - Internet Explorer

https://itmrsp01.med.harvard.edu/cgi-bin/pblsa70.dll/repv2/loqr

File Edit View Favorites Tools Help

Medical Area Reporting System

► Main Menu ► User Menu ► Settings ► Jobs ► Output ► Logout

Output options

Output format: **Excel Spreadsheet**

Delete report output after: 2 Weeks

Type of output: Downloadable file

User description:

View Report Clear

mars_support@hms.harvard.edu

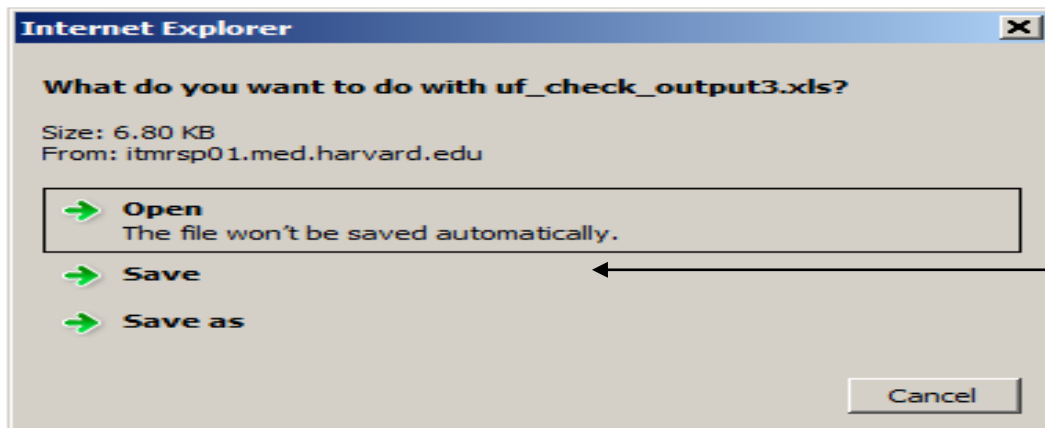
Step 2: Format the Output

****Important change from previous years ****

Choose **Excel Spreadsheet** from the drop down menu as the **Output Format**.

Type of output should be **Downloadable file**

Click **View Report**



Step 3: Save your RAAP file to your computer

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:

The MARS Excel output will be version 1997-2003 xls. You may need to save as .xlsx depending on your computer's operating system

Collecting the Data

The RAAP spreadsheet will list all current Instructors and/or Lecturers, both full-time and part-time that have an end date between the day you run the report and December 31 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.

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.

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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
		Empl		Action_		First				Employee	Employee Class	Dept	Department				Job Location			Appointment		Termination Reason:		Delete
1	Employee ID	Rcd	Effective Dt	Action	Reason	Last Name	Name	JobCode	JobCode Description	Class	Descr	Type	ID	Department Name	Tub	Job Location	Descr	Division	Division Descr	End Date	New Effective Date	RET (Retired) DEA (Deceased)	New Appointment End Date	Date?(Y or blank)
2	10911111	0	'06/20/2013'	HIR	HIR	Sheh	Meela	'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				
3	40999999	0	'07/01/2013'	HIR	HIR	Chin	Jason	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
4	10888888	0	'06/20/2011'	HIR	HIR	Carra	Ned	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
5	10444444	0	'06/20/2011'	HIR	HIR	Selles	Ryanne	'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				
6	90666666	1	'06/20/2014'	DTA	JOB	Cunningham	Jenna	'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				
7	40888888	0	'07/01/2012'	HIR	HIR	Kaufmann	Gretchen	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0033	DPCI, 44 Binney St			06/30/2015				
8	50999999	0	'07/07/2014'	HIR	HIR	Peters	Anna	'061103'	Research Associate (Oth	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0039	Pulmonary	06/30/2015				
9	90777777	0	'07/01/2010'	JRC	DMO	Ha	Rung	'061103'	Research Associate (Oth	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0134	Channing Divisio	06/30/2015				
10	30666666	0	'09/01/2014'	HIR	HIR	Mederas	Marco	'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwoi	HMS0035	Endocrinology	05/01/2015				
11	10888888	0	'05/02/2010'	HIR	HIR	Jang	Joon	'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0093	Genetics	06/30/2015				
12	20888888	2	'09/01/2013'	HIR	FPD	Gonzalez	Ginny	'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				
13	30777777	1	'08/01/2013'	HIR	ADL	Reyes-Smith	Edward	'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				
14	50999999	0	'05/01/2014'	HIR	HIR	Ames	Melissa	'000028'	Visiting Grad Student (St	N	External Post Docs NH	CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwoi	HMS0100	Sleep Medicine	05/31/2015				
15																								

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
																						Termination Reason: VND (Resigned/Quit/Other), New RET (Retired) DEA (Deceased)	Delete Appt End Appointment Date?(Y or blank)	
	Empl			Action_	First			Employee	Employee Class	Dept	Department					Job Location			Appointment	New Effective Date				
1	Employee ID	Pod	Effective Dt	Action	Reason	Last Name	Name	JobCode	JobCode Description	Class	Descr	Type	ID	Department Name	Tub	Job Location	Descr	Division	Division Descr	End Date				
2	10911111	0	'06/20/2013'	HIR	HIR	Sheh	Meela	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2016	
3	40999999	0	'07/01/2013'	HIR	HIR	Chin	Jason	'061353'	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	10888888	0	'06/20/2011'	HIR	HIR	Carra	Ned	'061353'	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	10444444	0	'06/20/2011'	HIR	HIR	Selles	Ryanne	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015				
6	90666666	1	'06/20/2014'	DTA	JOB	Cunningham	Jenna	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2017	
7	40888888	0	'07/01/2012'	HIR	HIR	Kaulmann	Gretche	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0033	DFCI, 44 Binney St			06/30/2015			6/30/2016	
8	50999999	0	'07/07/2014'	HIR	HIR	Peters	Anna	'061103'	Research Associate (Dt O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0039	Pulmonary	06/30/2015			6/30/2016	
9	90777777	0	'07/01/2010'	JRC	DMD	Ha	Rung	'061103'	Research Associate (Dt O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Division of Endocrinology	06/30/2015			6/30/2016	
10		0	'09/01/2014'	HIR	HIR	Mederas	Marco	'069593'	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwood Ave	HMS0035	Endocrinology	05/01/2015				
11	10888888	0	'05/02/2010'	HIR	HIR	Jang	Joon	'069593'	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0093	Genetics	06/30/2015				
12	20888888	2	'09/01/2013'	HIR	FPD	Gonzalez	Ginny	'069593'	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	
13																								

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:
 - If an appointee is due to leave on June 30 fill in 07/01/2015 in the ‘New Effective Date’ column **U**.
 - If an appointee is due to leave on September 14 fill in 9/15/2015 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**.
 - **VNO** if the person has Resigned, Quit, or Other reason
 - **RET** if the appointee has Retired
 - **DEA** if the appointee is Deceased

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	Employee	Empl			Action_	First				Employee	Employee Class	Dept	Department				Job Location			Appointment				
1	ID	Prod	Effective Dt	Action	Reason	Last Name	Name	JobCode	JobCode Description	Class	Descr	Type	ID	Department Name	Tub	Job Location	Descr	Division	Division Descr	End Date	Effective	Termination Reason:	New	Delete
																					Date	(Resigned/Quit/Other),	Appointment	Appt
																						DEA (Deceased)	End Date	End
2	10911111	0	06/20/2013	HIR	HIR	Sheh	Meela	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015				6/30/2016
3	40999999	0	07/01/2013	HIR	HIR	Chin	Jason	'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	10888888	0	06/20/2011	HIR	HIR	Carra	Ned	'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	10444444	0	06/20/2011	HIR	HIR	Selles	Ryanne	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015	7/1/2015	VNO		
6	90666666	1	06/20/2014	DTA	JOB	Cunningham	Jenna	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015				6/30/2017
7	40888888	0	07/01/2012	HIR	HIR	Kaufmann	Gretche	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0033	DFC, 44 Binney			06/30/2015				6/30/2016
8	50999999	0	07/07/2014	HIR	HIR	Peters	Anna	'061103'	Research Associate (Dt	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0039	Pulmonary	06/30/2015				6/30/2016
9	90777777	0	07/01/2010	JRC	DMD	Ha	Rung	'061103'	Research Associate (Dt	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Divisio	06/30/2015				6/30/2016
10	30666666	0	09/01/2014	HIR	HIR	Mederas	Marco	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longw	HMS0035	Endocrinology	8/31/2015	9/1/2015	VNO		
11	10888888	0	05/02/2010	HIR	HIR	Jang	Joon	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0093	Genetics	06/30/2015	7/1/2015	VNO		
12	20888888	2	09/01/2013	HIR	FPD	Gonzalez	Ginny	'069599'	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
13																								

Submitting the RAAP Sheets to Human Resources

Return the RAAP Sheets by May 4, 2015

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 hr_transactions@hms.harvard.edu and 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@hms.harvard.edu 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	Stefanie Brewster , 617-432-3179
Cell Biology	Margaret Gawin-Paez , 617-432-1601
Dental School	Mark Levy , 617-432-1599
Dermatology	Margaret Gawin-Paez , 617-432-1601
Emergency Medicine	Stefanie Brewster , 617-432-3179
Genetics	Mark Levy , 617-432-1599
Global Health and Social Medicine	Margaret Gawin-Paez , 617-432-1601
Health Care Policy	Margaret Gawin-Paez , 617-432-1601

Medicine- BIDMC, BWH	Stefanie Brewster , 617-432-3179
Medicine-MGH	Stefanie Brewster , 617-432-3179
Microbiology and Immunobiology	Stefanie Brewster , 617-432-3179
Neurobiology	Chirelle Hitt , 617-432-3901
Neurology	Margaret Gawin-Paez , 617-432-1601
Neurosurgery	Mark Levy , 617-432-1599
Obstetrics Gynecology & Repro. Biology	Margaret Gawin-Paez , 617-432-1601
Ophthalmology	Chirelle Hitt , 617-432-3901
Orthopedic Surgery	Mark Levy , 617-432-1599
Otology and Laryngology	Margaret Gawin-Paez , 617-432-1601
Pathology	Mark Levy , 617-432-1599
Pediatrics	Mark Levy , 617-432-1599
Physical Medicine and Rehabilitation	Margaret Gawin-Paez , 617-432-1601
Population Medicine	Chirelle Hitt , 617-432-3901
Psychiatry	Margaret Gawin-Paez , 617-432-1601
Radiation Oncology	Margaret Gawin-Paez , 617-432-1601
Radiology- Beth Israel-Deaconess	Margaret Gawin-Paez , 617-432-1601
Radiology	Margaret Gawin-Paez , 617-432-1601
Surgery	Mark Levy , 617-432-1599
Systems Biology	Mark Levy , 617-432-1599