

**Harvard Medical School  
Office for Human Resources**

**Reappointment of Annual Appointment Process (RAAP) for Academic Non Faculty: due by May 14, 2018**

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 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](mailto:jennifer_ryan@hms.harvard.edu)

**The RAAP reports must be completed and sent as an Excel file by May 14, 2018.** 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.

**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 and HR Reports on the right. Click on HR Reports.
3. Click on EMPLOYEE and JOB LISTS.
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.

The screenshot shows the MARS Medical Area Reporting System interface. On the left is a navigation menu with options: Home, PeopleView, HR Reports (selected), Employees and Jobs List, and Compensation. The main header reads "MARS Medical Area Reporting System" and "Review of Annual Appointments Non-Faculty Academic Search". The search area contains three dropdown menus: Department, Division, and Job location. The Department dropdown is open, showing a list of departments including Academic Programs (100085), Academic and Clinical Programs (100028), Academic and Research Integrity (100049), Adelstein Lab (100062), Administration-HMS (100148), Alumni Affairs and Development (100105), Anaesthesia-Beth Israel Deaconess (100147), Anaesthesia-Boston Children's Hospital (100139), and Anaesthesia-Brigham and Women's Hospital (100156). Below the dropdowns are "Search" and "Reset" buttons. Annotations with arrows point to the Department dropdown and the Search button.

**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**

The screenshot shows the MARS Medical Area Reporting System interface. The title is "MARS Medical Area Reporting System" and the subtitle is "Review of Annual Appointments Non-Faculty Aca". The left sidebar contains navigation options: Home, PeopleView, HR Reports (expanded), Employees and Jobs List, and Compensation. The main content area features a search bar and an "Actions" dropdown menu. The menu is open, showing options: Select Columns, Filter, Rows Per Page, Format, Save Report, Reset, and Download. The table below has columns: Employee ID, Empl Rcd, Effective Dt, Action, and Action Reason. The table contains three rows of data, all with "HIR" as the action and reason. The "Format" and "Download" options in the menu are highlighted with arrows pointing to external text.

Employee ID	Empl Rcd	Effective Dt	Action	Action Reason
	0	09/01/2017	HIR	HIR
	0	09/01/2017	HIR	HIR
	0	09/01/2017	HIR	HIR

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

**You may change the format of the report.**

**Once finished, click Download.**

The screenshot shows the same MARS Medical Area Reporting System interface, but with a "Download" pop-up window open. The window has a title bar with "Download" and a close button. It contains the text "Choose report download format:" followed by a list of options. The "CSV" option is selected and highlighted with a red arrow. There is also a "Cancel" button at the bottom of the window. An arrow points from the "CSV" option to external text.

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

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### **Step 3: Save your RAAP file to your computer as an EXCEL spreadsheet**

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 31 of the current calendar year. The vast majority will be June 30<sup>th</sup> 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.

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
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	New Effective Date	Termination Reason: VNO (Resigned/Quit/Other), RET (Retired), DEA (Deceased)	New Appointment End Date	Delete Appt End Date?(Y or blank)
2			'06/20/2013'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
3			'07/01/2013'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
4			'06/20/2011'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
5			'06/20/2011'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
6			'06/20/2014'	DTA	JOB			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
7			'07/01/2012'	HIR	HIR			'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0033	DFCI, 44 Binney St			06/30/2015				
8			'07/07/2014'	HIR	HIR			'061103'	Research Associate (Othr O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0039	Pulmonary	06/30/2015				
9			'07/01/2010'	JRC	DMO			'061103'	Research Associate (Othr O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0134	Channing Divisio	06/30/2015				
10			'09/01/2014'	HIR	HIR			'069599'	Research Fellow, (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwoi	HMS0035	Endocrinology	05/01/2015				
11			'05/02/2010'	HIR	HIR			'069599'	Research Fellow, (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0093	Genetics	06/30/2015				
12			'09/01/2013'	HIR	FPD			'069599'	Research Fellow, (Stip)	Z	Post Docs (External Bc CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0107	VA Med Centers	06/30/2015				
13			'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				
14			'05/01/2014'	HIR	HIR			'000028'	Visiting Grad Student (Sti N		External Post Docs NH CLIN		'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwoi	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
	Employee ID	Empl Rod	Effective Dt	Action	Action Reason	Last Name	First Name	Job Code	Job Code Description	Employee Class	Employee Class Descr	Dept Type	Department ID	Department Name	Tub	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)	
2		0	'06/20/2013'	HIR	HR			'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2016		
3		0	'07/01/2013'	HIR	HR			'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016		
4		0	'06/20/2011'	HIR	HR			'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016		
5		0	'06/20/2011'	HIR	HR			'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015					
6		1	'06/20/2014'	DTA	JOB			'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2017		
7		0	'07/01/2012'	HIR	HR			'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0033	DFCI, 44 Binney			06/30/2015			6/30/2016		
8		0	'07/07/2014'	HIR	HR			'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	DMD			'061103'	Research Associate (Dr O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Divisio	06/30/2015			6/30/2016	
10		0	'09/01/2014'	HIR	HR			'063533'	Research Fellow, (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longw	HMS0035	Endocrinology	05/01/2015					
11		0	'05/02/2010'	HIR	HR			'063533'	Research Fellow, (Stip)	Z	Post Docs (External F CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0093	Genetics	06/30/2015					
12		2	'09/01/2013'	HIR	FPD			'063533'	Research Fellow, (Stip)	Z	Post Docs (External F 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:
  - If an appointee is due to leave on June 30 fill in 07/01/2018 in the 'New Effective Date' column **U**.
  - If an appointee is due to leave on September 14 fill in 9/15/2018 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 ID	Empl Rptd	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?
1																								
2			0 '06/20/2013'	HIR	HIR		Deela	'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		son	'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		ed	'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		anne	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicin	06/30/2015	7/1/2015	VNO			
6			1 '06/20/2014'	DTA	JOB		rna	'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		etche	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN	'100178'	HMS*Medicine	HMS	HX0033	DFCI, 44 Binney			06/30/2015				6/30/2016	
8			0 '07/07/2014'	HIR	HIR		na	'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	DM		ng	'061103'	Research Associate (Dr O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Divisio	06/30/2015			6/30/2016	
10			0 '09/01/2014'	HIR	HIR		roo	'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			0 '05/02/2010'	HIR	HIR		son	'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			2 '09/01/2013'	HIR	FFO		ny	'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 14, 2018**

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	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Biological Chemistry & Molecular Pharmacology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Cell Biology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
DBMI	<a href="#">Mark Levy</a> , 617-432-1599
Dental School	<a href="#">Chirelle Hitt</a> , 617-432-3901
Dermatology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Emergency Medicine	<a href="#">Chirelle Hitt</a> , 617-432-3901
Genetics	<a href="#">Mark Levy</a> , 617-432-1599
Global Health and Social Medicine	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Health Care Policy	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601



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