

Using dFac's **Update Existing Appointment (UEA) Reason**

When to use the UEA reason

Ending or extending an appointment

How? Change only the appointment's end date. The new end date should match your unit's documentation.

Correcting a typo

How? Change the appointment title, noting what is being changed in the comments.

Changing one of these values

- Subtrack
- Appointment Length
- CPDC
- Full Service

When **NOT** to use the UEA reason

To reappoint someone

Why not? A reappointment has a different start date from the original appointment. The reason overwrites the original appointment, making the original disappear from dFac.

To change the organizational unit

Why not? The reason ignores any changes to the org unit field and the person remains in the original org.

To "promote" an administrative appointment

Why not? The reason overwrites the original appointment, making the original disappear from dFac.

Notes

How to submit a form with the UEA Reason

Open Appointments form

Locate the Appointments form on the righthand side of the dFac Launchpad.

Select appointment

Choose the current appointment that is being edited.

Edit appointment details

Update any of these details, as needed:

- End Date
- Title
- Appointment End Reason
- Appointment Length
- Full Service flag
- Subtrack (SoM or SoN only)
- CPDC (SoM or SoN only)

Add attachments

Optional: If your school or unit uses the attachment section of the Update form, add attachment(s).

Attachment files must be in one of the following formats: *.docx, *.pdf, *.xlsx, *.pptx.

Check the form

Use the Check button to double-check for form errors.

Submit the form

Submit the form to send it to the first level dFac approver.

Keep in mind

Editing the appointment's start date is allowed, but doing so could create a gap in appointments. When ending an appointment please include an Appointment End Reason.

Any change to the Appointment's organization should be thought of as a transfer.