Example 1 - Fall 2014 GA returning Spring 2015:
Create Type: New Iteration for PIN
PIN: _________ (search for PIN)
Document Type: Change Salary, Title, Term, Percent Effort, or Promote
Recommended Occupant Action: Change Salary, Term, or Percent Effort
Current Occupant Action: NOT APPLICABLE
Position Action: Change Term/Period (CP)

Example 2 - Fall 2014 GA returning SSI 2015:
Create Type: New Iteration for PIN
PIN: _________ (search for PIN)
Document Type: Change Salary, Title, Term, Percent Effort, or Promote
Recommended Occupant Action: Change Salary, Term, or Percent Effort
Current Occupant Action: NOT APPLICABLE
Position Action: Change Term/Period (CP)

Example 3 - Returning GA who has taught in your department before (last FY), but not in current FY, and whose PIN is not in use:
Create Type: Copy PIN to next fiscal year
PIN: _________ (search for PIN)
Document Type: Create or Re-activate Position
Recommended Occupant Action: New Hire
Current Occupant Action: Already Vacant
Position Action: Re-activate Position
Example 4 - New GA teaching for the first time in FY (need to key in all information):

Create Type: New Position – Copy Existing PIN

PIN: Use other existing GA PIN

Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Create Position

Example 5 - Returning GA who has taught in your department before (2 years ago), but not in current FY (need to key in all information):

Create Type: New Budget Position

PIN: ___________ (search for PIN)

Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Re-Activate Position

Example 6 – Hiring new GA to vacant PIN:

Create Type: New Iteration for PIN

PIN: ___________ (search for PIN)

Document Type: Occupant Change

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Other Action