

**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