

# Updating Unclassified Data

It is important that data is updated throughout the year and especially by October 1 for administrative reports.

Unclassified Data Field	Contract Type			
	Regular	Probationary	Tenured	Term
Tenure Date	Blank	Optional	Required	Blank
Tenure Status	N	E	T	N
Teaching Faculty	Y/N	Y/N	Y/N	Y/N
Faculty Senate	A/E/F	A/E/F	A/E/F	N

To update tenure date/status, delay of tenure clock date and Faculty Senate information, follow these steps:

- 1) Run Unclassified Data Report to view current data.

**Workforce Administration > Workforce Reports > Unclassified Data**

Report Instructions:

<http://www.k-state.edu/hcs/docs/UnclassifiedDataRpt.pdf>

- 2) To update information, access the Unclassified Data page:

**Workforce Administration > Job Information > Unclassified Data**

The screenshot shows a web-based form for updating employee data. At the top right, there is a 'New' button with a red arrow pointing to it. Below the 'Effective Date' field, there are several sections: 'Tenure Date' and 'Status' (with a 'New' button), 'Delay of Tenure Clock' (with '1st Request' and '2nd Request' fields and a 'New' button), '<12 Annual Leave Eligible' (checkbox), and 'Teaching Faculty' (checkbox). Below these are 'Faculty Senate' (with a 'New' button), 'Graduate Faculty Status' (with a 'Date' field and a 'New' button), 'Phased Retirement Dates' (with 'Begin' and 'End' fields), 'Sabbatical Leave Dates' (with 'Begin' and 'End' fields), 'Professional Performance Award' (with 'Begin' and 'End' fields), and 'Post Doc Dates' (with 'Begin' and 'End' fields and a 'New' button).

- 3) Add a new effective-date row. Effective date may be today's date or fiscal year or academic year begin date.

4) Enter/Update appropriate information.

**No need to update the following information:**  
Graduate Faculty Status and Date, Phased Retirement,  
Sabbatical Leave and Professorial Performance Award Dates are  
maintained by the Graduate School, Provost Office and  
the Division of Human Capital Services.

**Tenure Status/Date:** Enter appropriate status and date.

**Delay of Tenure Clock:** Enter appropriate date and adjust tenure date.

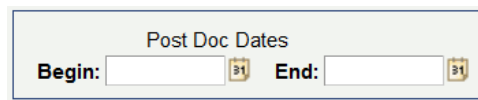


**Faculty Senate:** All unclassified personnel appointed five-tenths (.5) or more on regular, probationary or tenured contracts are eligible for Faculty Senate. Valid values are A, E or F. Those on term contracts are not eligible. **Faculty holding joint appointments should be coded in the area in which the majority of the tenths reside. For example, a person with both Extension and Main Campus FTE would be coded in the area with the majority of the tenths.**

- A** Administrative; Eligible for Faculty Senate Membership. **Faculty** with the title of dean, associate dean, or assistant dean are members of general administration. And, all unclassified employees not falling in one of the representative units of the Extension Division, the Library, or one of the colleges.
- E** Extension; Unclassified employees in the Division of Cooperative Extension, **with the exception of Farm Management Fieldmen and County Extension Agents.**
- F** Faculty; Faculty Senate Eligible. All faculty and **unclassified professional staff** employed in the library or one of the colleges except those with the title of dean, associate dean, or assistant dean.
- N** Not applicable; Not eligible for Faculty Senate Membership. Unclassified employees on temporary appointments and/or with term contracts are not eligible for Faculty Senate.

Representation in the Faculty Senate: <http://www.ksu.edu/uau/fhbook/fhxe.html>

**Post doc Dates:** Enter appropriate Begin and End date, if applicable.



5) Check data entry carefully and select "Save."

6) Re-Run Unclassified Data Report to verify data entry.

Report Instructions:

<http://www.k-state.edu/hcs/docs/UnclassifiedDatarpt.pdf>

Be sure to use appropriate "As of Date" when completing report parameters.