

File Routing Status- replaces the Academic Personnel File Tracking Query

To see the current campus reviewer of an academic's appointment and/or review file, log into AP Data and complete the following steps:

1. Search for the individual in the "employee lookup" tool.
2. Select the desired individual and click the "Review History" tab.
3. In the Current File Actions section, click the "view details" icon within the proposed file action record that you are inquiring about.

ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM
UC San Diego

AP Admin

AP Management

Employee Record

Unit 18

2 Review History

AP Status

APOL

Evals

Employee Lookup

1

Back to APS Home

GREEN, Academic 3 (0GREEN113 // APOL ID 100109)

next review due: 7/1/2017

Current appointments

Title	Step	Full Time %	Department	OS	Base Salary	Market OS	Bonus OS	Total Salary	Scale Date
1100 - PROF-AY	2	100	GRAY [234]	O	\$90,600	\$12,400	\$0	\$103,000	7/1/2014

Current file actions

View / edit	Review year	Action	Begin date	End date	Department	Title code	Title / Rank	Step %	Total salary	Scale date	Status	View details	Delete action
	2016-2017	MERIT + OFF SCALE - DEAN'S AUTH	11/7/2016		GREEN	1100	PROF-AY	3 100	\$112,700	7/1/2016	3		

+ Add action

Export as spreadsheet

4. Once expanded, you will see which campus reviewers the file has been sent to. Departments will not yet have access to the reviewers' recommendations. Only after the final outcome has been issued will a department have access to the full recommendation data.

RED, Candidate (/)

next review due: 7/1/2017

Current appointments

Title	Step	Full Time %	Department	OS	Base Salary	Market OS	Bonus OS	Total Salary	Scale Date
1100 - PROF-AY	2	100	RED [239]	O	\$90,600	\$12,500	\$0	\$103,100	7/1/2014

Current file actions

View / edit	Review year	Action	Begin date	End date	Department	Title code	Title / Rank	Step %	Total salary	Scale date	Status	View details	Delete action
	2016-2017	ACCEL MERIT + OFF SCALE	7/1/2017	1/1/2019	RED	1100	PROF-AY	4 100	\$120,000	7/1/2016			

+ Add action

File routing

View action	To/For	Out Recommend Date	Rec'd back in APO	Result	Title Code	Title/Rank	Step OS	Total Salary	Scale Date	Appraisal
	DEAN-BLUE RECOMMENDATION			-	-	-	-	-	-	-
	CAP RECOMMENDATION			-	-	-	-	-	-	-