RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

RIAS PHASE III –

Human Capital Management HCM/Payroll

Hiring (Online Templates) and Employee Transactions (Manager Self Service)

Preparer Role

Version 4, Updated 08/23/13

Contents

The New Hire and Additional Assignments Workflow **4**

New Terminology **6**

Navigation Icons **8**

Template-Based Hire **9**

Teaching Responsibilities **10**

The Transactional Workflow for Employee Transactions (Manager Self Service) **11**

Employee Transactions (Manager Self Service) **12**

Request Reporting Change (used for both Staff and Academic Employees) **13**
Step 1 – Enter an Effective Date 13
Step 2 – Select the Employee(s) 13
Step 3 – Enter the Supervisor Name 14
Step 4 – View Reporting Request 14

Request Change Status **15**

Location Change (used for both Staff and Academic Employees) **16**
Step 1 – Enter an Effective Date 16
Step 2 – Select the Employee(s) 16
Step 3 – Enter the Location 17
Step 4 – View the Location Change 17

Retire Employee (used for both Staff and Academic Employees) **18**
Step 1 – Enter an Effective Date 18
Step 2 – Select the Employee(s) 18
Step 3 – Enter the Reason for Retirement 19
Step 4 – View Retirement Change 19

Terminate Employee (used for both Staff and Academic Employees) **20**
Step 1 – Enter an Effective Date 20
Step 2 – Select the Employee(s) 20
Step 3 – Enter the Reason for Termination 21
Step 4 – View Termination 21

Change Full / Part Time Status (used for both Staff and Academic Employees whose workweek will change from/to Part-time/Fulltime) **22**
Step 1 – Enter an Effective Date 22
Step 2 – Select the Employee(s) 22
Step 3 – Enter the Supervisor Name 23
Step 4 – View Full/Part Time Status Change 23

Leave Request (used for both Staff and Academic Employees) **24**
Step 1 – Enter an Effective Date 24
Step 2 – Select the Employee(s) 24
Step 3 – Enter the Type of Leave and Reason 25
Step 3A – Paid Leave of Absence 26
Step 4 – View Leave Details 27

Leave Status **28**

Return From Leave Request **29**
Step 1 – Enter an Effective Date 29
Step 2 – Select the Employee(s) 29
Step 3 – Enter the Type of Leave and Reason 30
Step 4 – View Leave Details 31

Return From Leave Status **32**

Request Reappointment **33**
Step 1 – Enter an Effective Date 33

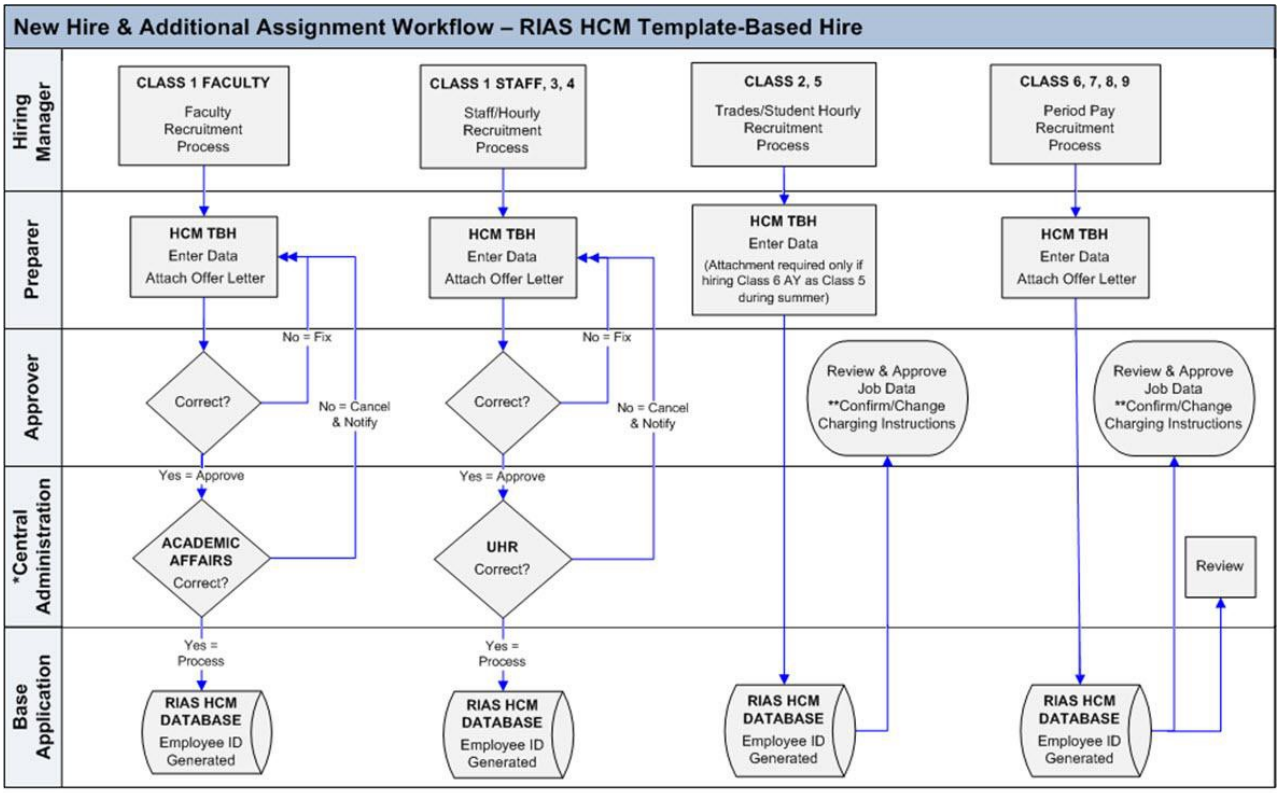
Promote Employee (for Academic Reappointments with promotion only) **34**
Step 1 – Enter an Effective Date 34
Step 2 – Select the Employee 34
Step 3 – Enter the Reason for the Promotion 35
Step 4 – View Promotion Details 36

Ad Hoc Salary Change (Academic Employees only) **37**
Step 1 – Select the Employee 37
Step 2 – Enter the New Salary and Action Reason 38
Step 3 – View Ad Hoc Salary Request 39
Ad Hoc Salary Change Status 40

Transfer Employee (used for both Staff Academic Employees only) **41**
Step 1 – Enter an Effective Date 41
Step 2 – Select the Employee 41
Step 3 – Enter the Reason for the Transfer and the Transfer Information 42
Step 4 – View Transfer Details 43

The New Hire and Additional Assignments Workflow

New hire and additional assignment data is entered into the RIAS HCM and Payroll application by department HR Preparers through a process called Template-Based Hire. Below is the Workflow for New Hires and Additional Assignments using Template-Based Hire.



*Central Administration: Class 1 Faculty positions are processed by Academic Affair; Class 1, 3, and 4 Staff positions are processed by University Human Resources (UHR).

**Confirm/Change Charging Instructions: Please see the RIAS Commitment Accounting User Guide for instructions on how to review and change these.

NOTE: If you submit a TBH for someone who already exists in the HCM Database, the system automatically routes the TBH to UHR for review and processing.

1. **Period Pay New Hire and additional job assignments: Employee Classes 6-Teaching & Graduate Assistants, 7-Part Time Lecturers, 8-Coadjutants, and 9-PostDoc Fellows**
   - Online template is completed and offer letter/supporting documentation is attached by the Preparer. Upon "Save and Submit" an employee ID is generated for new hires and University Human Resources matches employees when additional job assignments need to be created for existing employees.
   - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, attaching a PeopleSoft contract and confirming or changing charging instructions (account distribution). Note: a PeopleSoft contract must be added by the Approver for the employee to get paid

2. **Hourly New Hire: Employee Classes 2-trades people, 4-hourly casual and 5-student hourly**
   - Online template is completed and any offer letter/supporting documentation is attached by the Preparer. Upon "Save and Submit" employee ID is generated for new hires
   - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions (account distribution).

3. **Faculty New Hire: Employee Class 1 in union 003-AAUP, 013-Other faculty (AAUP Ineligible, 014-Visiting Faculty, or 023-PostDoc Associates**
   - New Hire information will be entered by department with offer letter attached
   - Information entered will be ***reviewed by Academic Affairs before it is loaded into the application***

- Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions
- Any corrections to job data or if a person was hired in error, Approver will contact HR to correct the error

4. **Staff New Hire: Employee Class 1-Regular Salaried or 3-Temporary**
    - New Hire information will be entered by department with offer letter attached
    - Information entered will be ***reviewed by Human Resources before it is loaded into the application***
    - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions
    - Any corrections to job data or if a person was hired in error, Approver will contact HR to correct the error

New Terminology

Terms	Definition
Action	The code given for a personnel action such a new hire or promotion or any updates to an employee's record.
Action Reason	The reason an employee's job or employment information is updated, such as a salary change or leave of absence.
Compensation	Regular annual salary regardless of part-time percent or 10-month status.
Compensation Rate	Regular annual salary for Salary employees and hourly rate for Hourly employees.
Department Code/ID (Organization Code)	Refers to the department at the university in which the employee works. Same as the Organization Code (ID) in the General Ledger and Internet Procurement.
Effective Date	Date on which information takes effect. The Effective Date defaults to the system's current date unless overridden by user. The information is in effect until a new entry is made with a more current effective date.
Effective Sequence	The order in which multiple actions to an employee's record with the same effective date are processed.
Employee Class (formerly Employee Type)	A code to indicate the general category of the appointment which the employee holds. • 1 – Regular Faculty, Staff, and PostDoc Associates • 2 – Trades People • 3 – Short-term Temporary • 4 – Casual/Seasonal • 5 – Student Hourlies • 6 – Teaching/Graduate Assistants & Residence Counselors • 7 – Part Time Lecturers • 8 – Coadjutants (incl. Faculty Summer Research) • 9 –Fellows (stipend pay)
Employee ID (EmplID)	The 8-digit number assigned to every Rutgers University employee. It is used in place of the social security number to identify each employee and is used to search for information and records for the individual.
Employee Record (Empl Record)	Indicates the number of assignments an employee has. Empl Record 0 indicates the employee's primary assignment. Empl Record 1 indicates the secondary assignment.
Employee Transactions (Manager Self Service)	The online forms accessed via Manager Self Service menu item are used to process transactions to existing employees (academic reappointments, supervisor changes, location changes, change in terms of appointment, and leaves). These online forms replace the Personnel Data Record (PDR).
FTE	Fulltime equivalent, calculation based on the standard hours entered for a job code or based on the number of credits taught for Part Time Lectures.

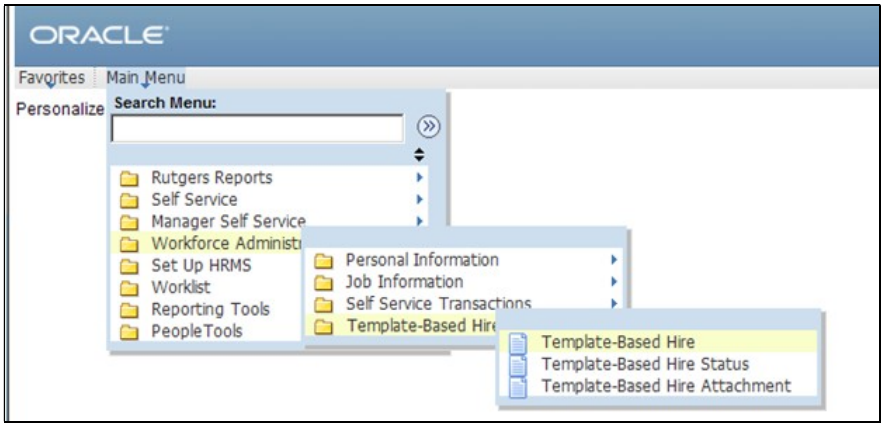
Terms	Definition
Full/Part	Classifies an employee as full time or part time. This field does not change the standard hours.
Grade	The grade/range of the job code.
Job Code (Job Class Code)	The number indicating the type of position held by an employee.
Job Record (formerly Assignment Number)	A Job Record is identified by an Employment Record Number within the Job Data page group. Searching for an Employee by their Empl ID will return their unique Job Record(s).
On Line Templates	On Line Template-Based Hires, replaces the Payroll Authorization Form (PAF).
Pay Group (replaces Pay Code)	Indicates the method of payment for payroll purposes. • S00 – Empl Class 1 Faculty Paid AY salary over 12 months (Academic year appointment) • S01 - Empl Class 1 & 3 Staff & Faculty Paid CY salary over 12 months (Calendar year appointment) • S03 - Empl Class 1 & 3 Staff Paid 10-month salary over 10 months • HLY – Hourly, Empl Classes 4, & 5 • TRD -Trades People, Empl Class 2 • P00 - Period Pay (employee classes 6, 7, 8) • P09 – Stipend Pay (employee class 9 – PostDoc Fellows) • P11 – Stipend Pay to Non-resident Aliens (employee class 9 – PostDoc Fellows)
Period Pay	Used is to calculate pay for Classes 6 Teaching/Graduate Assistants & Residence Counselors, 7 Part Time Lecturers, 8 Coadjutants (incl. Faculty Summer Research) and 9 Post Doc Fellows (stipend pay). The employee will be paid over the number of days in the semester (similar to the legacy T code).
Salary Admin Plan	Represents the salary schedule that is the basis for grade/step employees annual salary; it must be selected on the online template-based hire in order for the salary to default upon "save and submit".
Short Work Break	Replaces expired status for ten month staff and other employees with appointment end dates. Note, 10-month staff (Pay Group S03) no longer require an appointment end date. SWB allows employees to remain active without pay during the summer months, or shortly following the end of their assignment.
Standard Hours	Employee's actual work week which is equal to the job's standard hours if full-time, or is reduced proportionate to an employee's part time percent if part-time. Please note, you will include a different measure for those employee groups without a true standard workweek. Credit Hours will be used in place of Standard Hours for Empl Class 7-PTL's, and a default of 1.0 will be used for Empl Classes 8 – Coadjutants and 9 – PostDoc Fellows.
Supervisor ID	This field contains the Empl ID (employee id) of the individual Supervisor ID for an employee.
Union Code (same as Unit Code)	Designates the employee group to which a job is assigned, for union employees it represents their bargaining unit.

Navigation Icons

Asterisk	(*) Any field that has an asterisk is a required field.
Error	If a required field is not populated with information or if information entered is incorrect, the field will become red and an error message will display.
Drop Down Menu	Used to populate a field from a listing of menu options.
Calendar Icon	Can enter a date directly in a field or use the calendar.
Search Icon	Used to do a search.

Template-Based Hire

Template-Based Hires are replacing Payroll Authorization Forms (PAFs). Each employee class has its own template. To navigate to Template-Based Hires select **Workforce Administration>Temple-Based Hire>Temple-Based Hire** from the main menu.



Note: This section of the guide is being revised to incorporate recent changes to system functionality. In the meantime, please refer to the "Instructional Materials for HCM System Users" section of the HCM System Users Blog for detailed Template-Based Hire instructions.

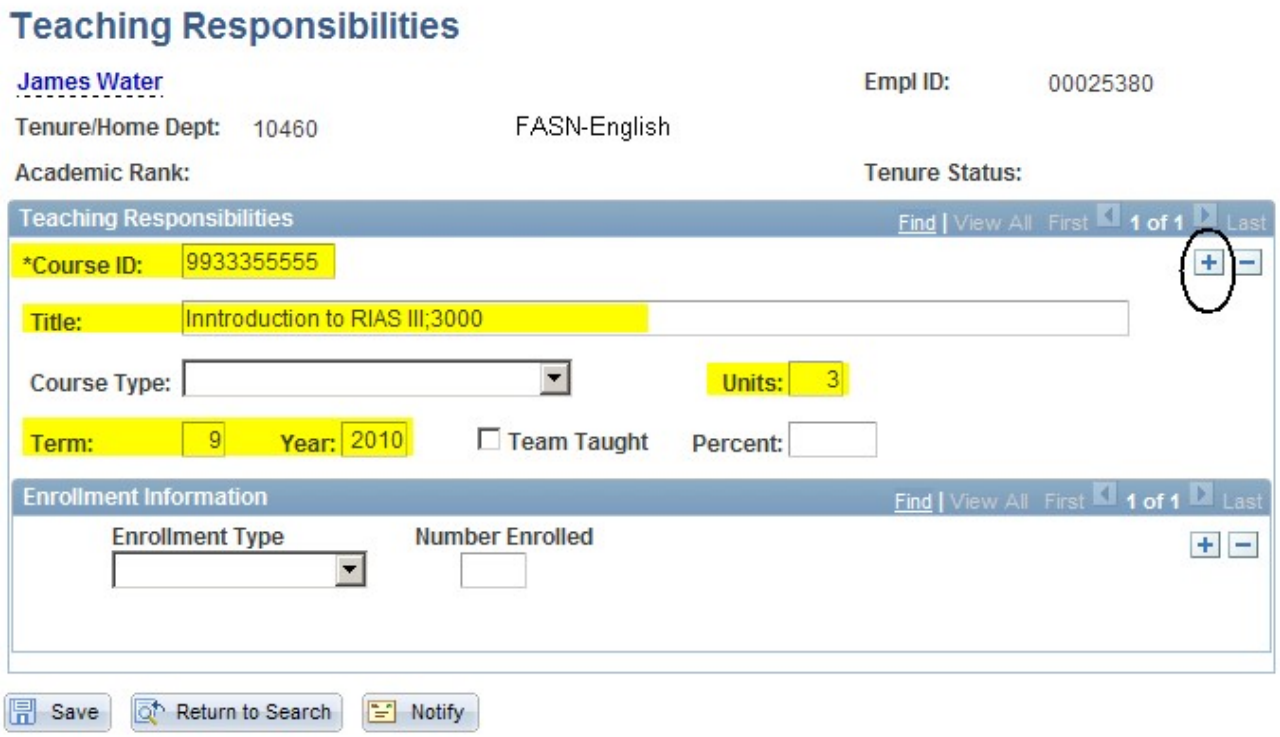
http://hcmblog.rutgers.edu

Teaching Responsibilities

Any time you hire an Employee Class 7 – Part Time Lecturer, teaching responsibilities must be entered to track course load and the associated salary for each course.

Navigate from the **Main Menu>Workforce Development>Faculty Events>Track Events>Teaching Responsibilities**.

Search for the Part Time Lecturer by EMPL ID or Last Name.



Enter the following information:

- **Course ID –** first 2 digits are the school code, next three digits are the subject number and the last 5 digits are the course number
- **Title –** Enter the Title of the course followed about the salary for teaching that course
- **Term:**
  - 0 = Winter Session
  - 1 = Spring Semester
  - 7 = Summer Session
  - 9 = Fall Semester
- **Year** – class will be taught

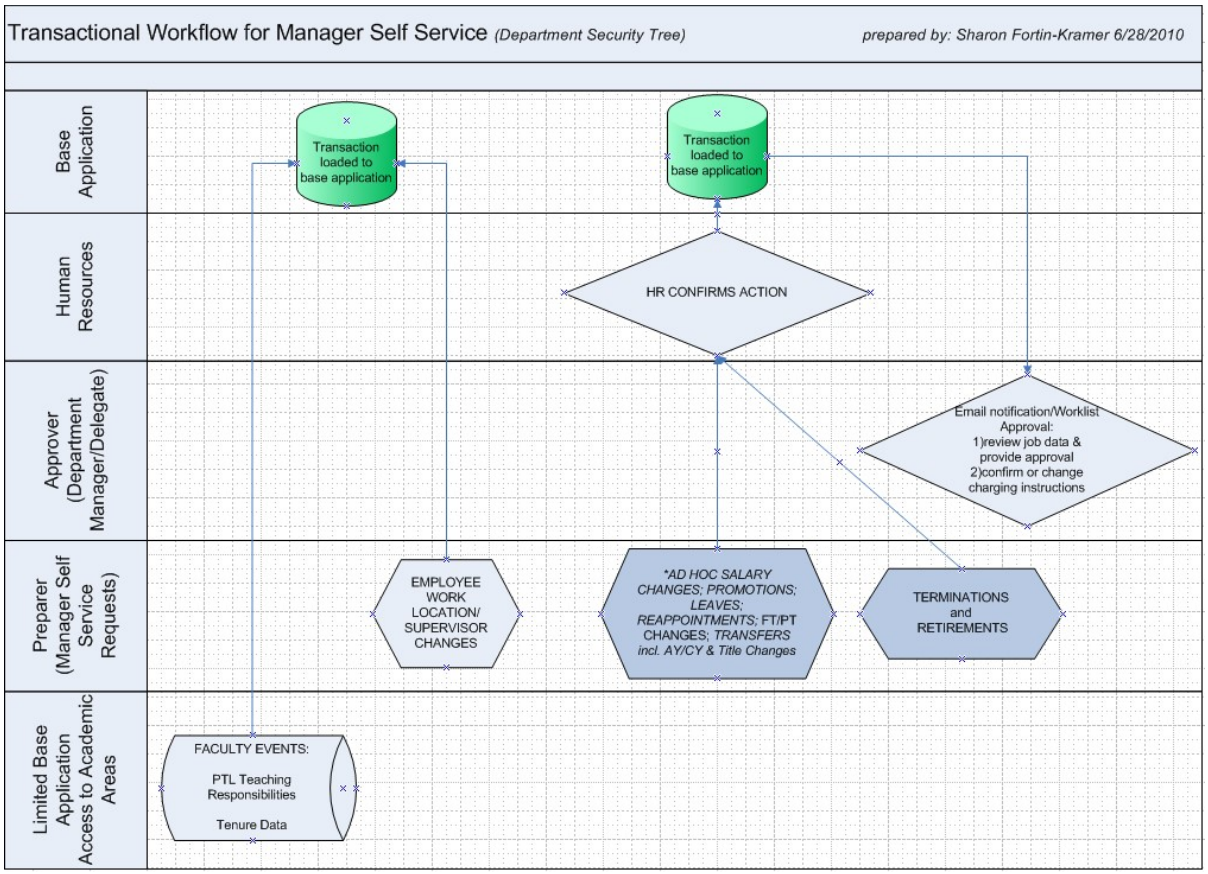
If the Part Time Lecturer is teaching more than one course, select the plus sign and enter the information above for the next class.

The Transactional Workflow for Employee Transactions (Manager Self Service)

Employee job data changes are submitted by a Preparer in Manager Self Service and will follow various pre-approved workflow paths. While certain events such as Supervisor Changes require no workflow and will be immediately updated in the application, other events such as reappointments would be routed to HR for review and require an approval from an Approver. Note that reappointments for employee class 6-TA/GA & Residence Counselors, class 7-PTL's, class 8-Coadjutants, and class 9-PostDoc Fellows require the HR Approver to attach a new contract once the action is approved.

All workflows are routed automatically after the transaction has been submitted by a Preparer. When approval is needed, notifications are sent to an Approver as a reminder that specific transactions must be approved. In addition for those transactions routed to Human Resources for confirmation, an email will be sent as well as a notification to the Approver.

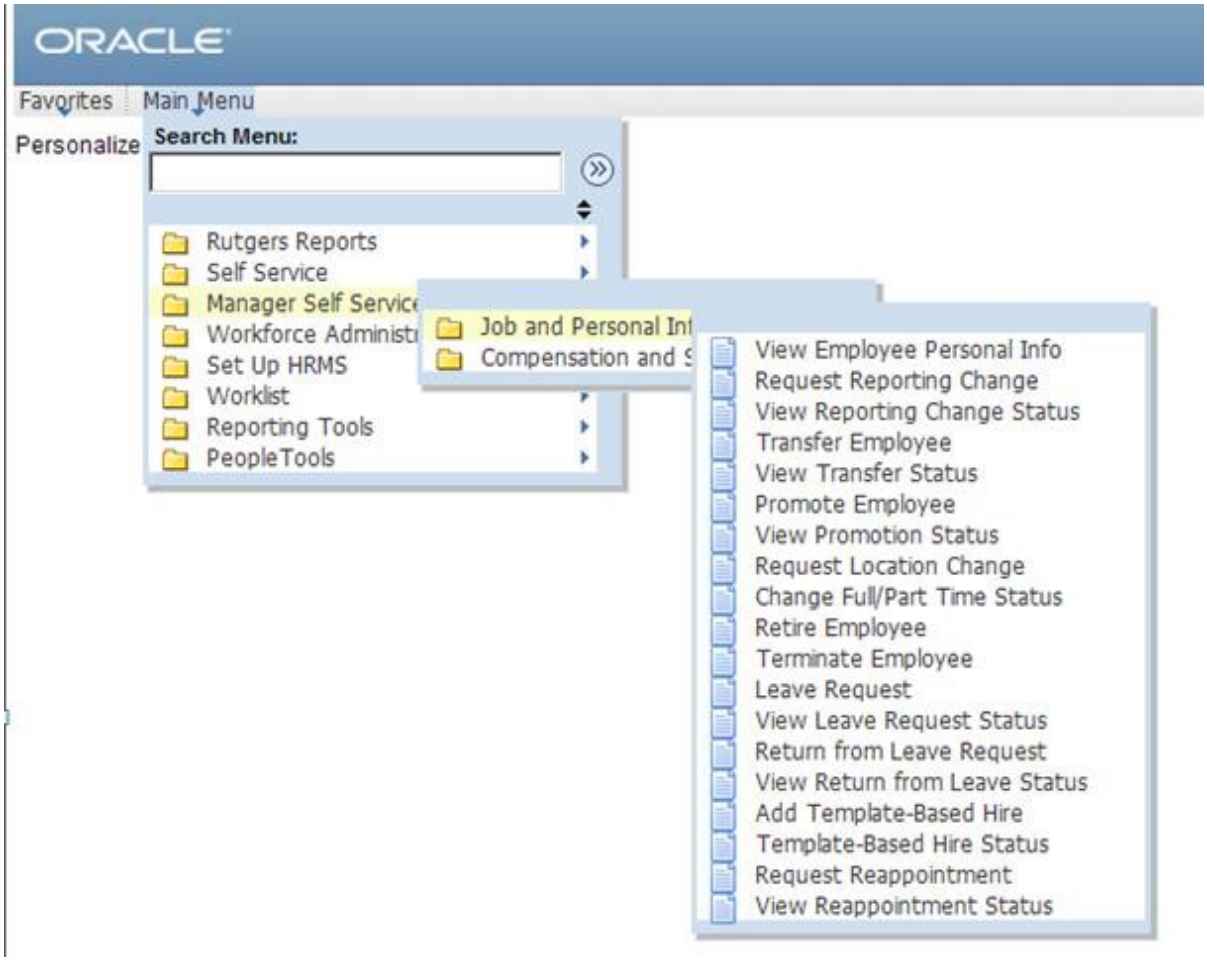
Below is the Workflow for the Manager Self Service transactions.



1. **Faculty Events – PTL Teaching Responsibilities and Tenure Data**
   - Information will be entered by Academic Affairs and loaded directly into the application
2. **Employee Work Location and Supervisor Changes**
   - Changes will be entered by the department and loaded directly into the application
3. **Ad Hoc Salary Changes, Promotions, Leaves Terminations, Retirements, Reappointments, FT/PT Changes and Transfers**
   - Changes will be entered by the department
   - Information entered will be ***reviewed by Human Resources before it is loaded into the application***
   - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions. **HR Approver must attach a new contract to reappointments in employee classes 6, 7, 8, or 9.**
   - Any corrections to job data , an Approver will contact HR to correct the error

Employee Transactions (Manager Self Service)

Manager Self Service will be used to make all changes to an employee's job record. To navigate to Manager Self Service **Manager Self Service>Job and Personal Information** from the main menu.

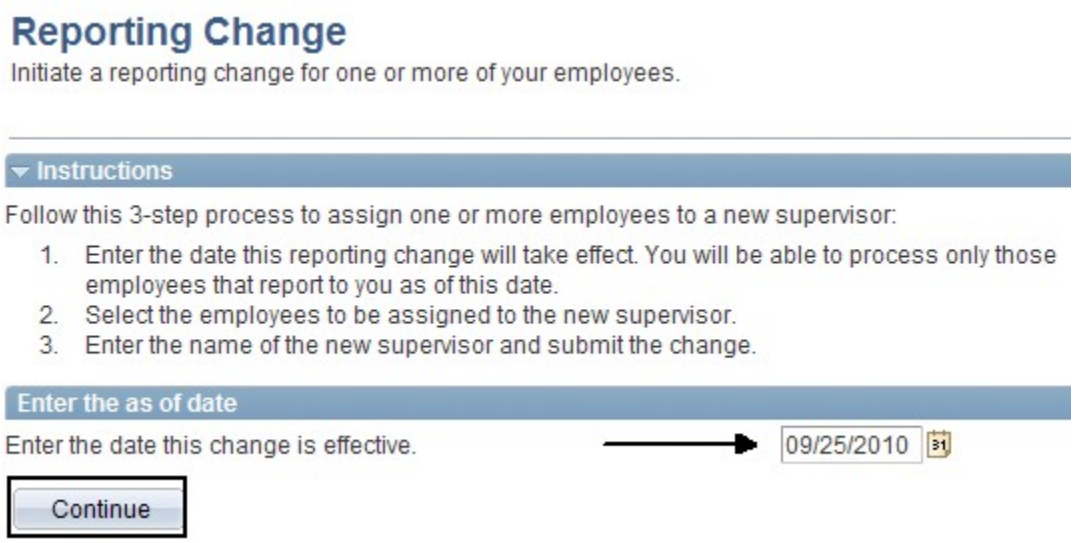


Request Reporting Change (used for both Staff and Academic Employees)

To assign an employee to a new supervisor, select **Manager Self Service>Job and Personal Information>Request Reporting Change**.

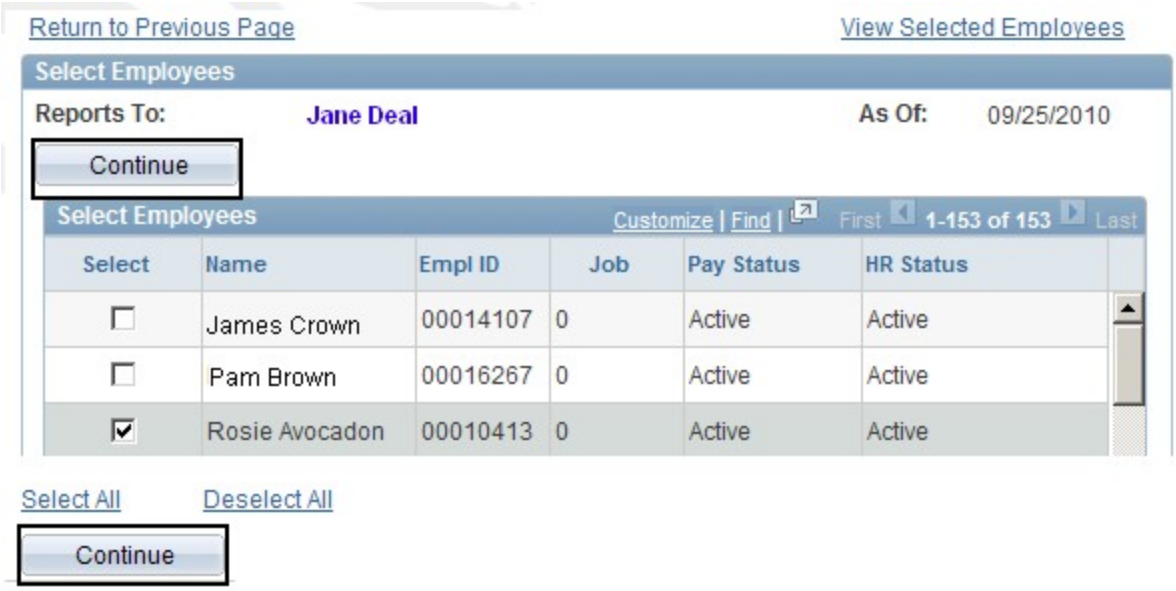
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



Step 2 – Select the Employee(s)

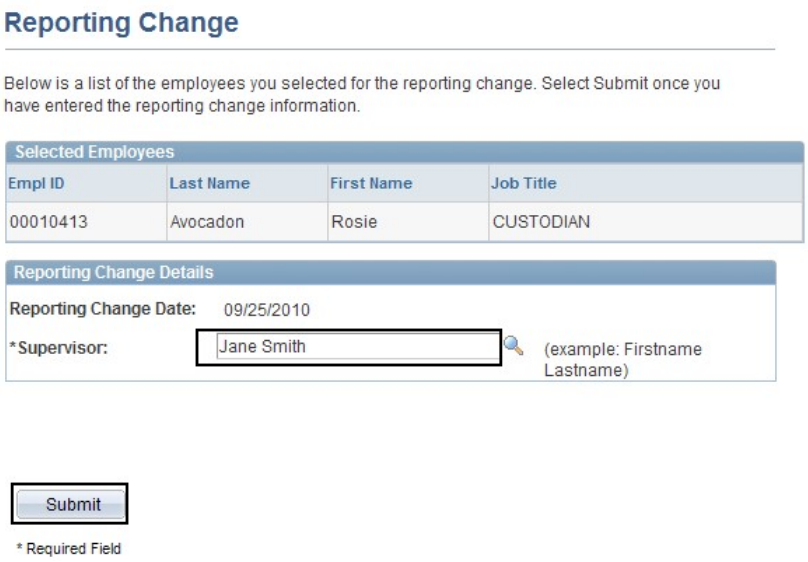
Select the employee(s) that require the change and click the **Continue** button.



Step 3 – Enter the Supervisor Name

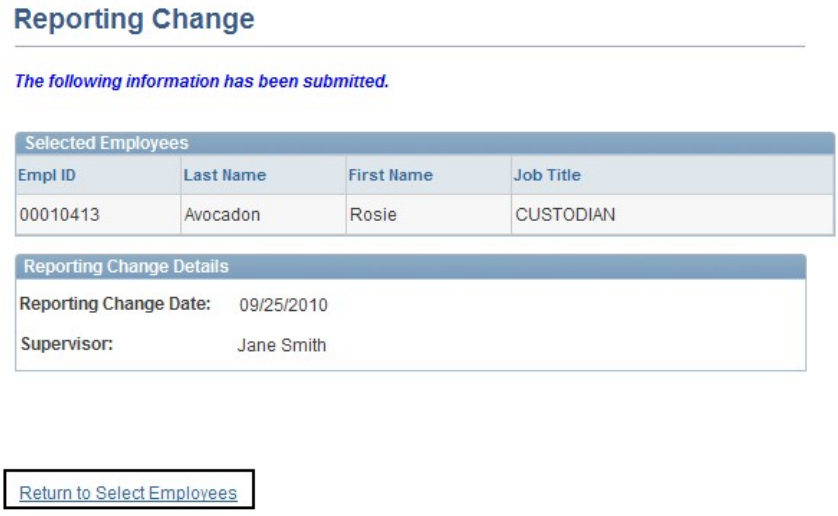
Type the **Supervisor's Name** or use the search icon and click the **Submit** button.

A confirmation message appears, Click the **OK** button.



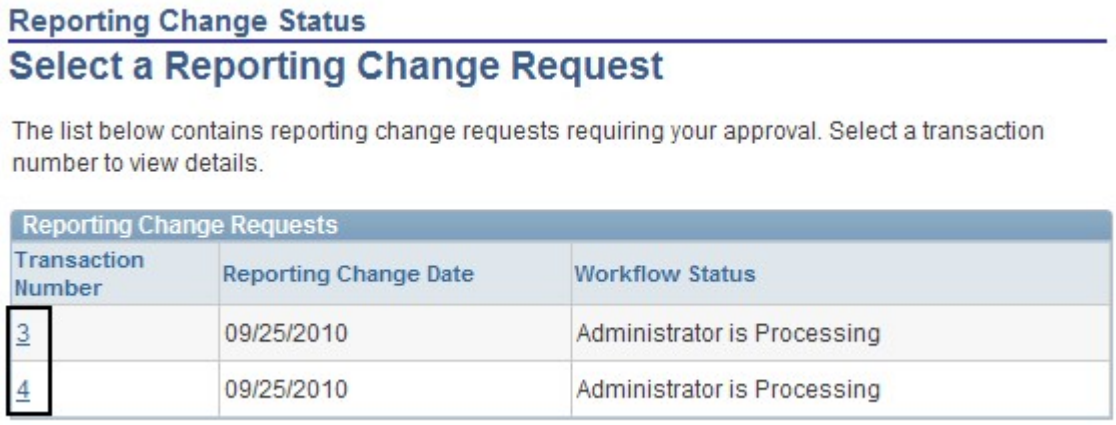
Step 4 – View Reporting Request

The Reporting Change page will display showing your request. This change will be loaded directly into the application. Click the Return to Select Employees link to process another transaction.



Request Change Status

To view the status of a Reporting Change, select **Manager Self Service>Job and Personal Information>View Reporting Change Status.**



Reporting Change Status

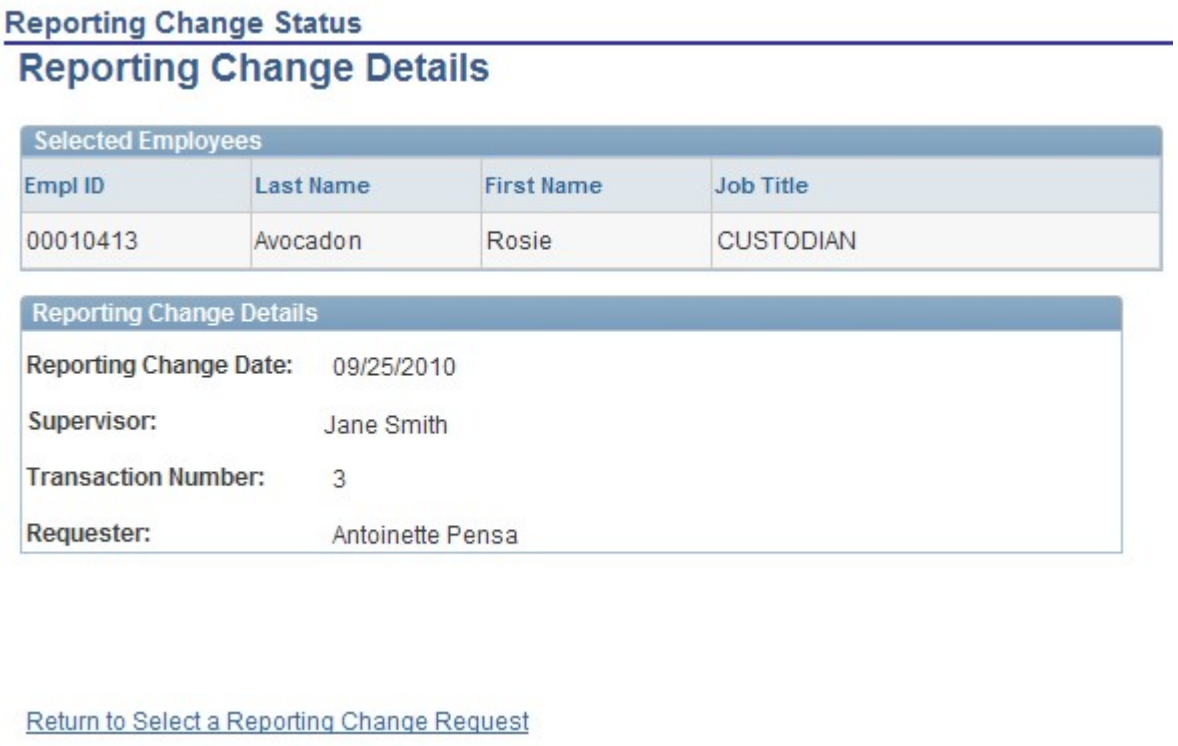
Select a Reporting Change Request

The list below contains reporting change requests requiring your approval. Select a transaction number to view details.

Reporting Change Requests

Transaction Number	Reporting Change Date	Workflow Status
3	09/25/2010	Administrator is Processing
4	09/25/2010	Administrator is Processing

Select a **transaction number** to view details of your request. You can select Return to Select a Reporting Change Request link to view other reporting changes.



Reporting Change Status

Reporting Change Details

Selected Employees

Empl ID	Last Name	First Name	Job Title
00010413	Avocadon	Rosie	CUSTODIAN

Reporting Change Details

Reporting Change Date: 09/25/2010

Supervisor: Jane Smith

Transaction Number: 3

Requester: Antoinette Pensa

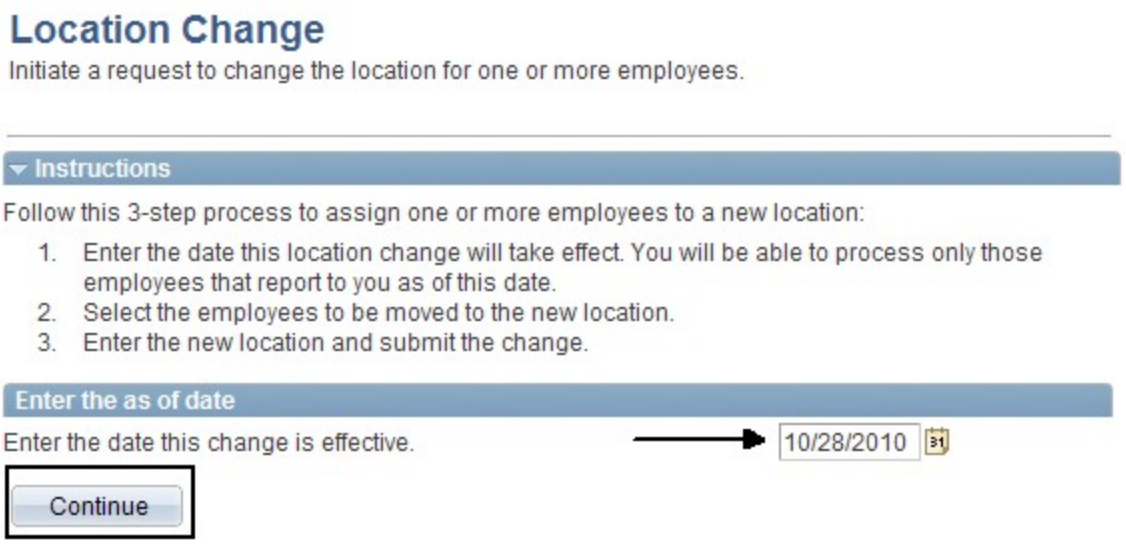
Return to Select a Reporting Change Request

Location Change (used for both Staff and Academic Employees)

To change an employee's job location, select **Manager Self Service>Job and Personal Information>Location Change**.

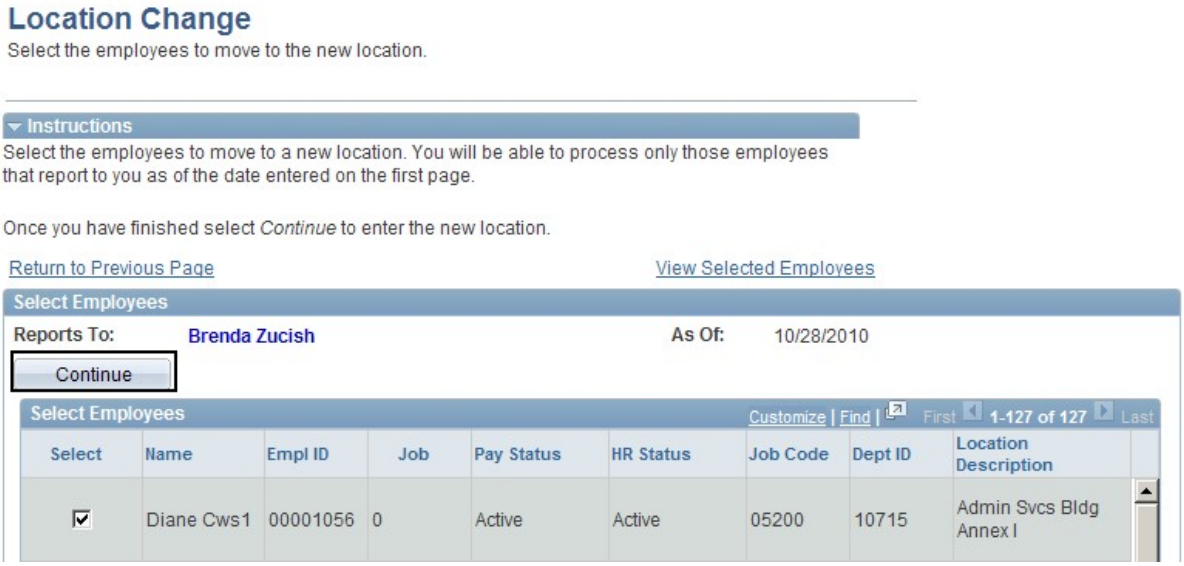
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



Step 2 – Select the Employee(s)

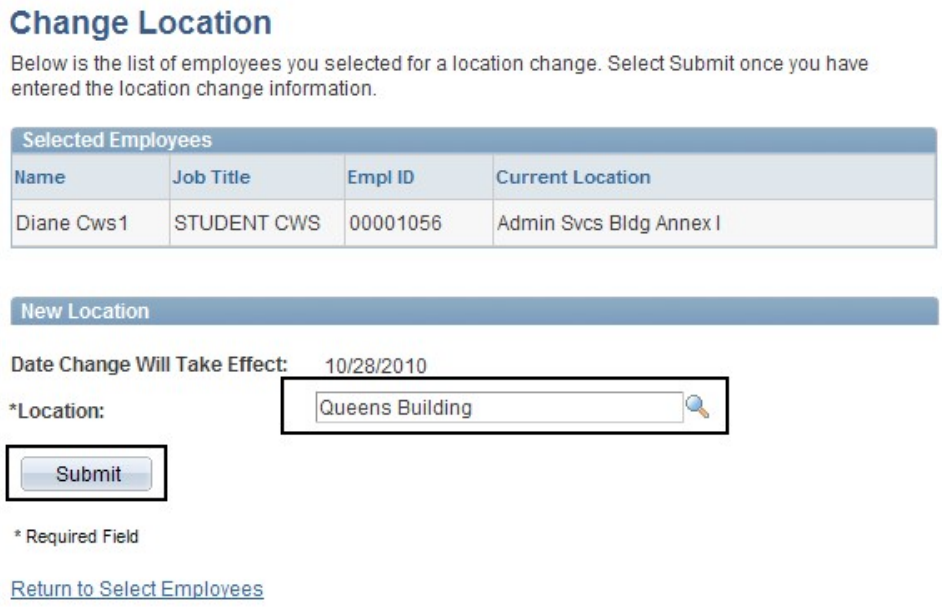
Select the employee(s) that requires the change and click the **Continue** button.



Step 3 – Enter the Location

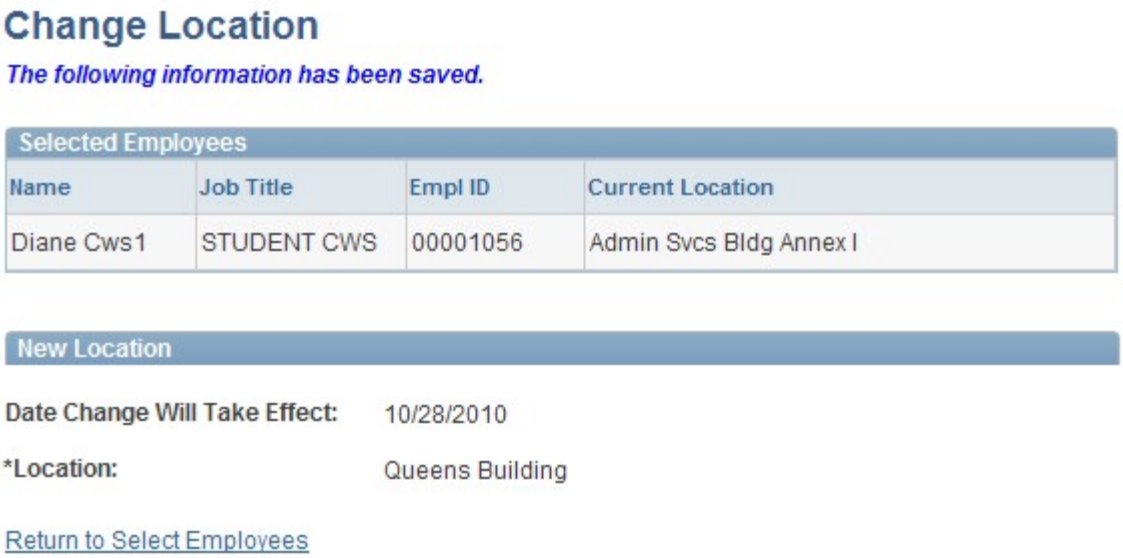
Change the **Location**. You can search for the location or enter it directly. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.



Step 4 – View the Location Change

The Location will display showing the information you submitted. This change will be loaded directly into the application. Click the Return to Select Employees link to process another transaction.

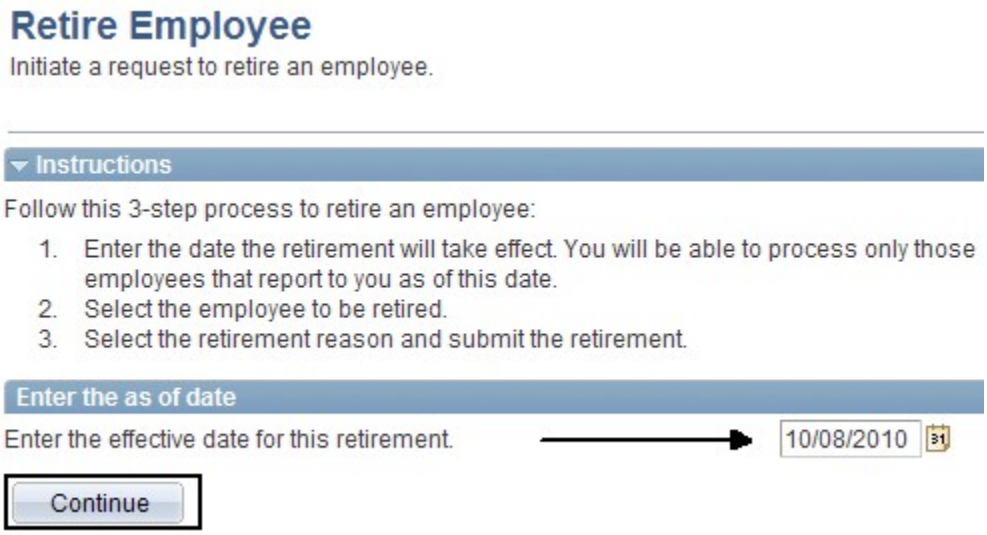


Retire Employee (used for both Staff and Academic Employees)

To retire an employee, select **Manager Self Service>Job and Personal Information>Retire Employee**.

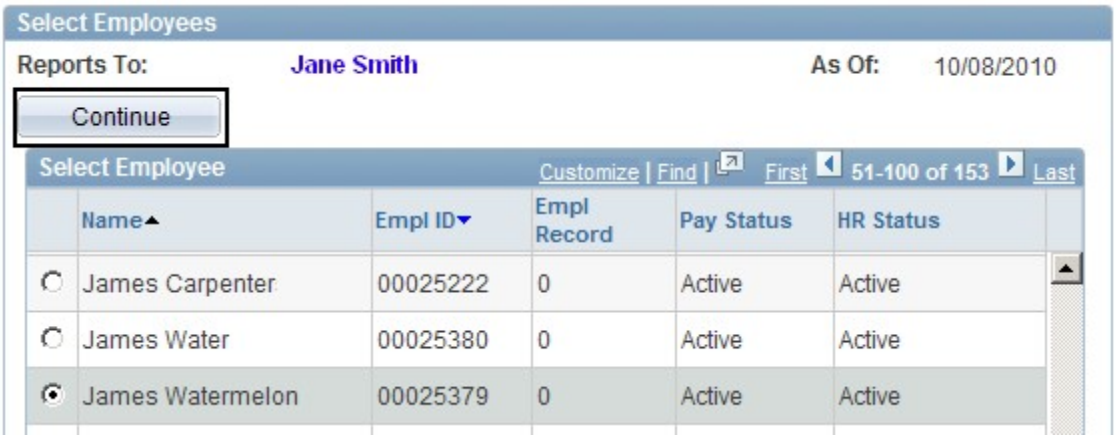
Step 1 – Enter an Effective Date

Enter an **Effective date**. Click the **Continue** button. Please note the effective date is the day after the last day worked. For someone whose last day worked is January 31, you should input February 1 as effective date of termination.



Step 2 – Select the Employee(s)

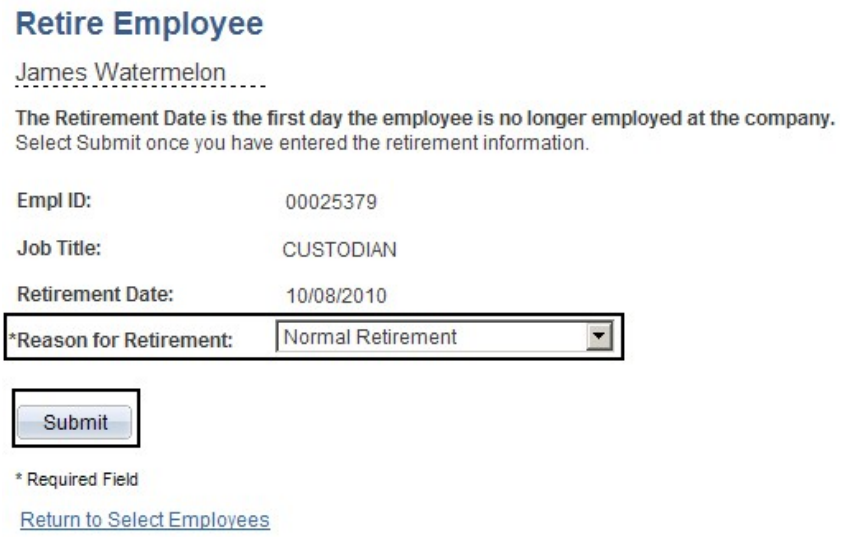
Select the employee(s) that require the change and click the **Continue** button.



Step 3 – Enter the Reason for Retirement

Select the **Reason for Retirement** from the drop down list. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.



Step 4 – View Retirement Change

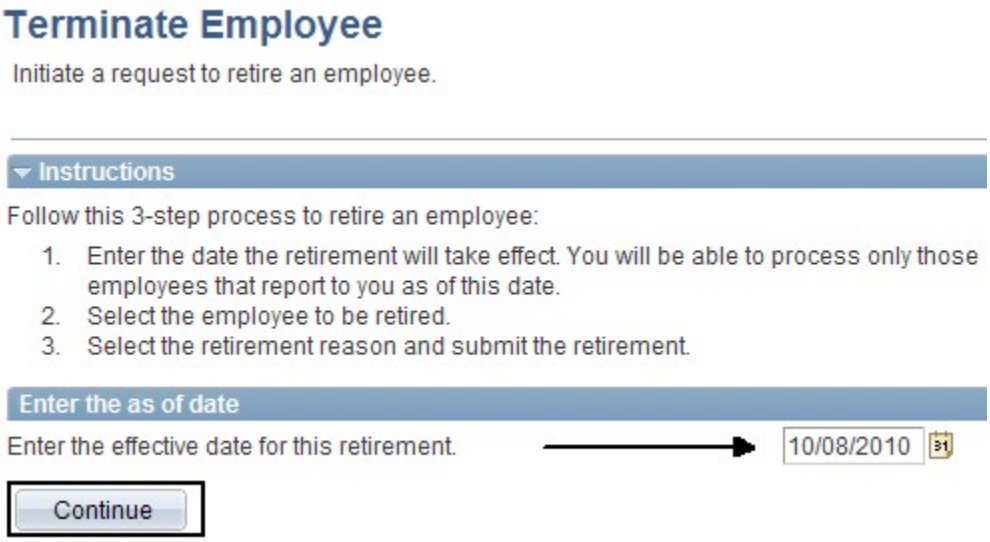
The Retirement Change will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click the Return to Select Employees link to process another transaction.

Terminate Employee (used for both Staff and Academic Employees)

To terminate an employee, select **Manager Self Service>Job and Personal Information>Terminate Employee**.

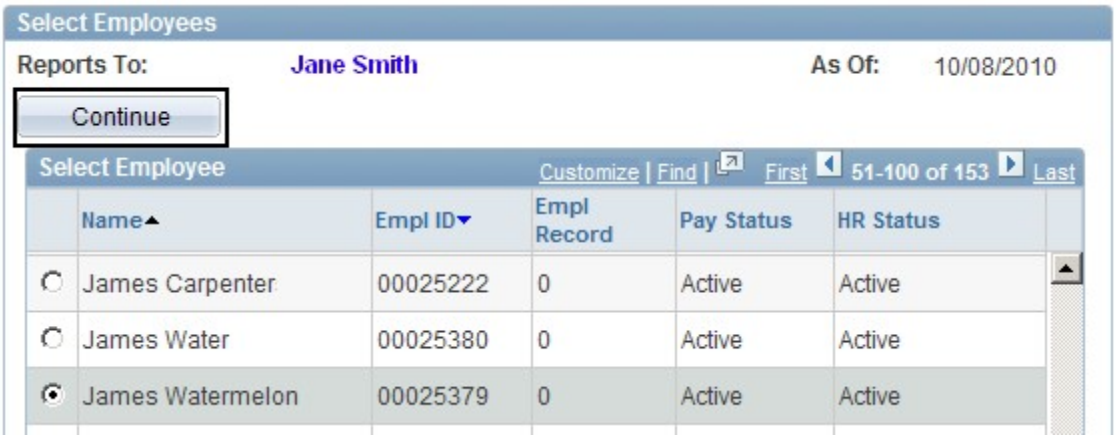
Step 1 – Enter an Effective Date

Enter an **Effective date**. Click the **Continue** button. Please note the effective date is the day after the last day worked. For someone whose last day worked is January 31, you should input February 1 as effective date of termination.



Step 2 – Select the Employee(s)

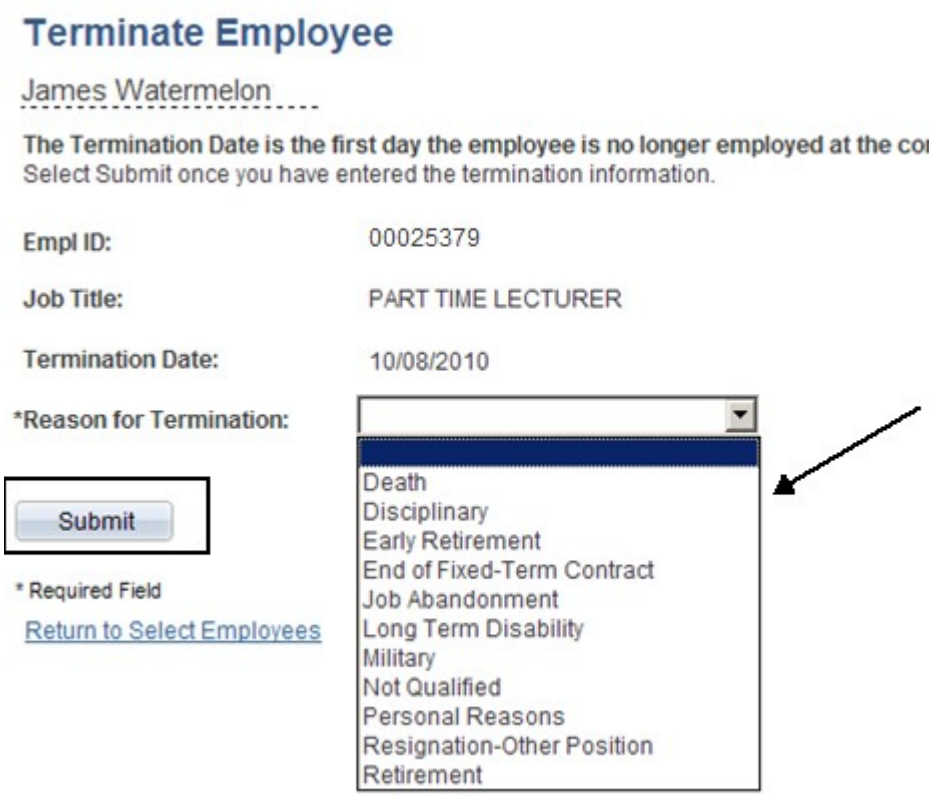
Select the employee(s) that require the termination and click the **Continue** button.



Step 3 – Enter the Reason for Termination

Select the **Reason for Termination** from the drop down list. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.



Step 4 – View Termination

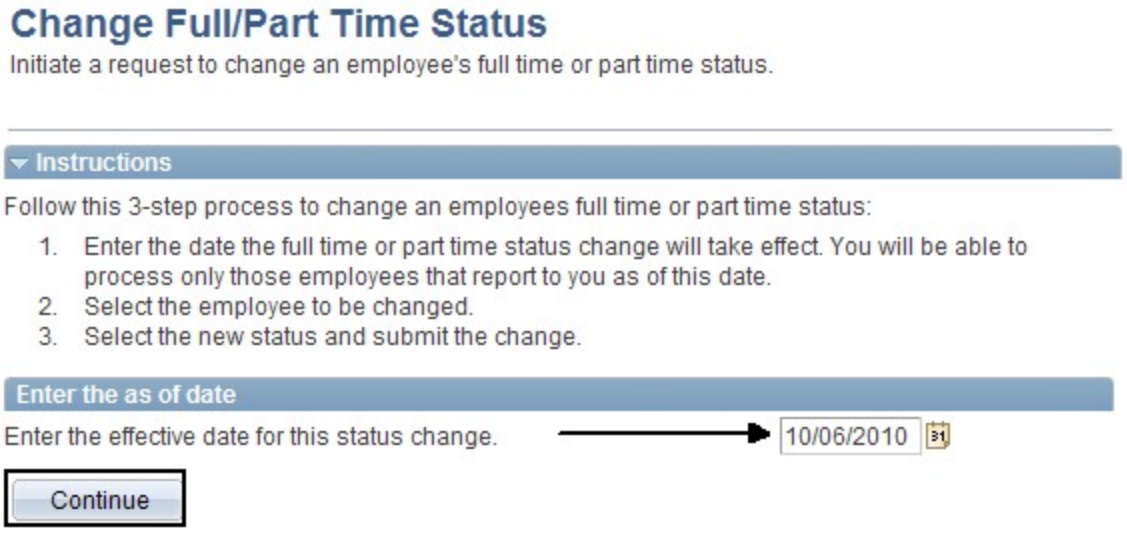
The Termination details will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click the Return to Select Employees link to process another transaction.

Change Full / Part Time Status (used for both Staff and Academic Employees whose workweek will change from/to Part-time/Fulltime)

To change an employee's full or part time status of any employee, select **Manager Self Service>Job and Personal Information>Change Full/Part Time Status**.

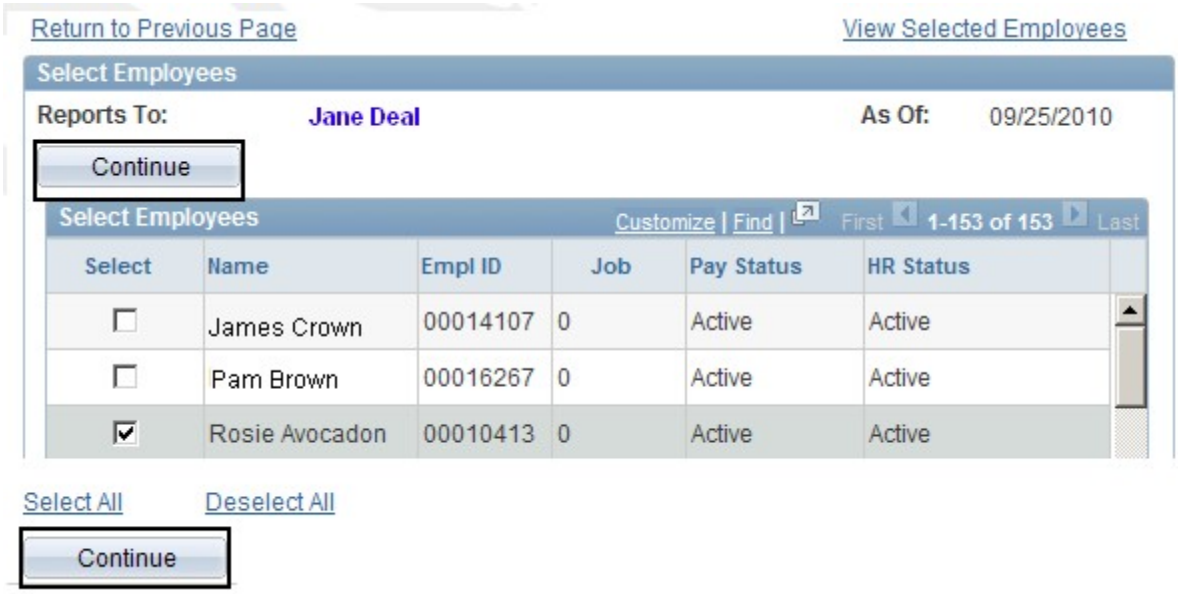
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



Step 2 – Select the Employee(s)

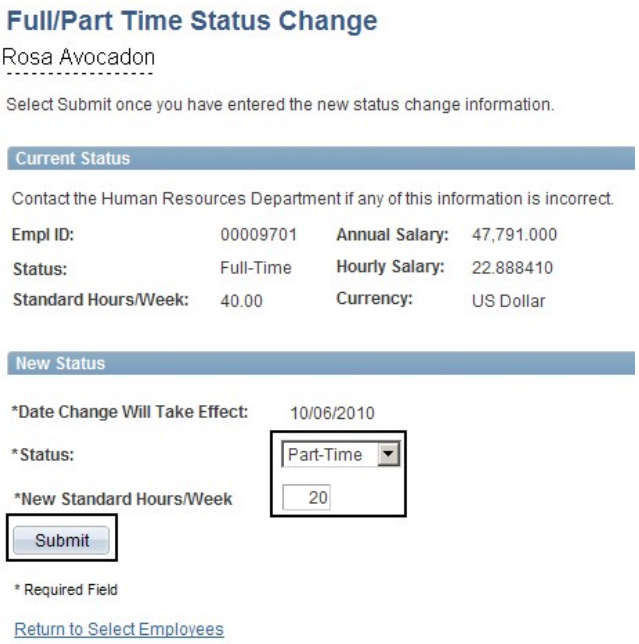
Select the employee(s) that require the change and click the **Continue** button.



Step 3 – Enter the Supervisor Name

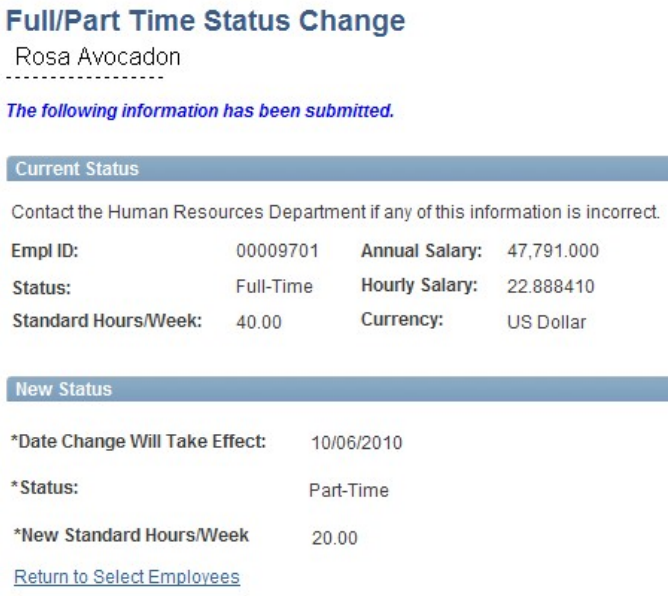
Change the **Status** and enter the new **Standard Hours**. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.



Step 4 – View Full/Part Time Status Change

The Full/Part Time Status Change will display showing the information you submitted. This change will be loaded directly into the application. Click the Return to Select Employees link to process another transaction.

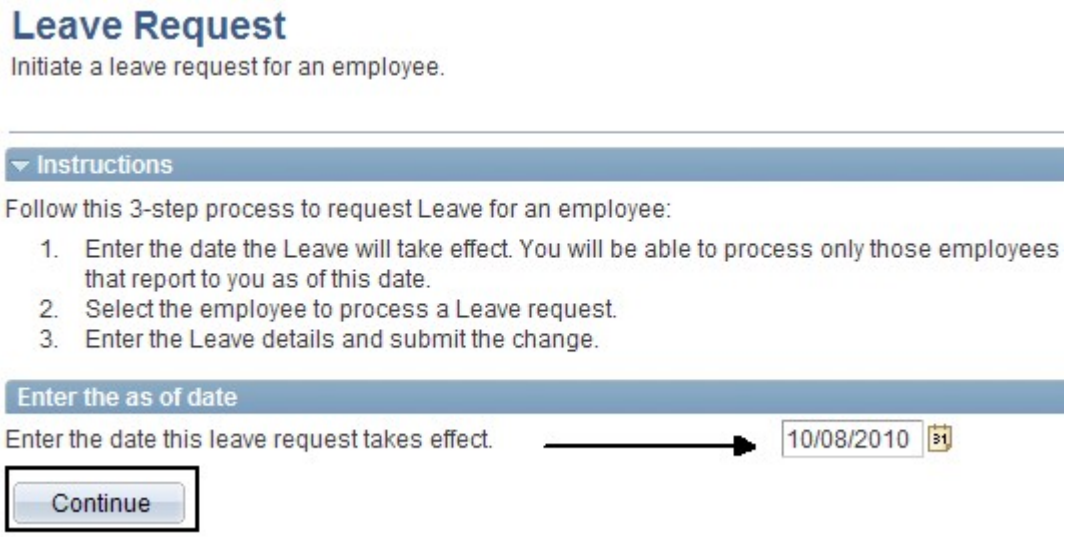


Leave Request (used for both Staff and Academic Employees)

To request a leave for an employee, select **Manager Self Service>Job and Personal Information>Leave Request**.

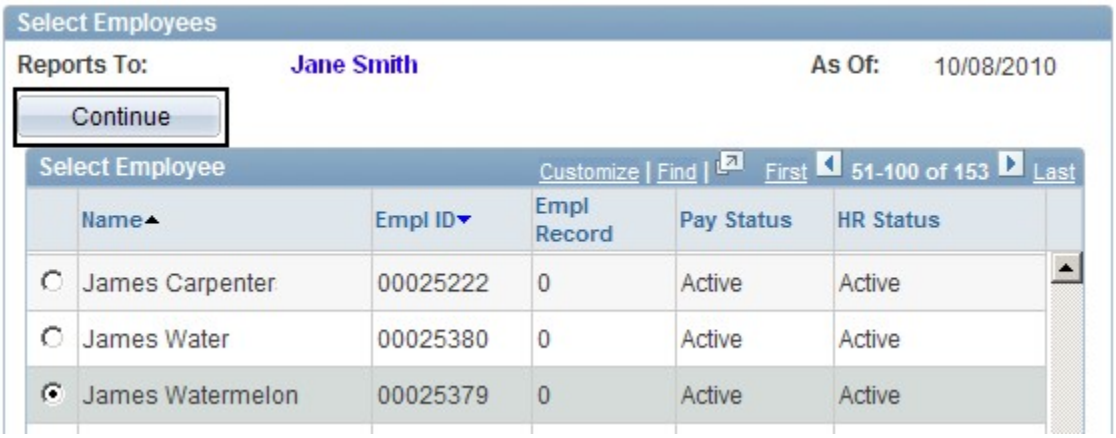
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



Step 2 – Select the Employee(s)

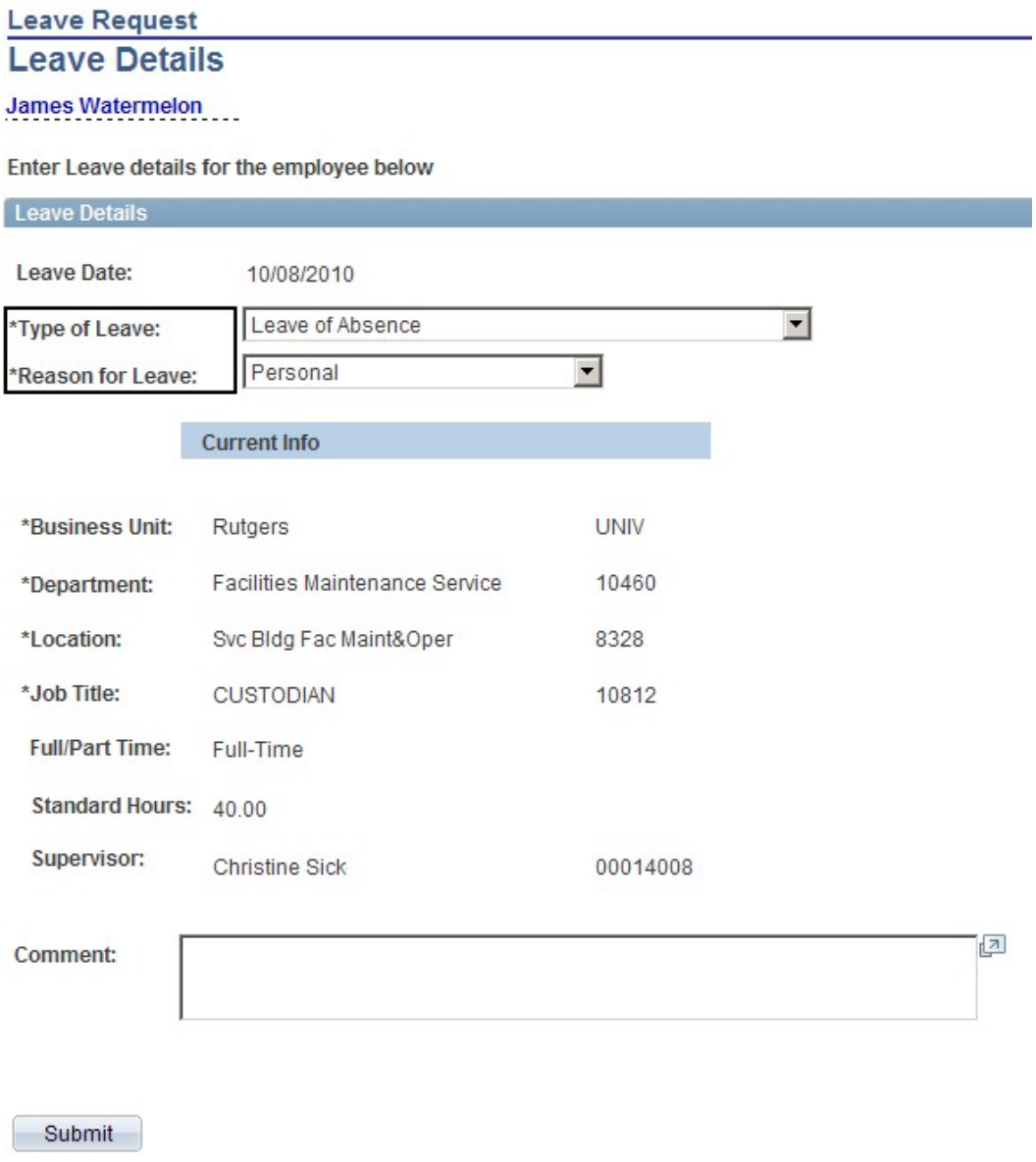
Select the employee(s) that require the change and click the **Continue** button.



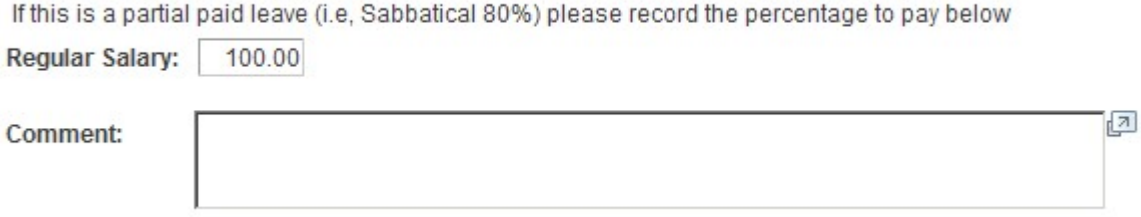
Step 3 – Enter the Type of Leave and Reason

Enter the T**ype of Leave** and the **Reason for the Leave** from the drop down list. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.



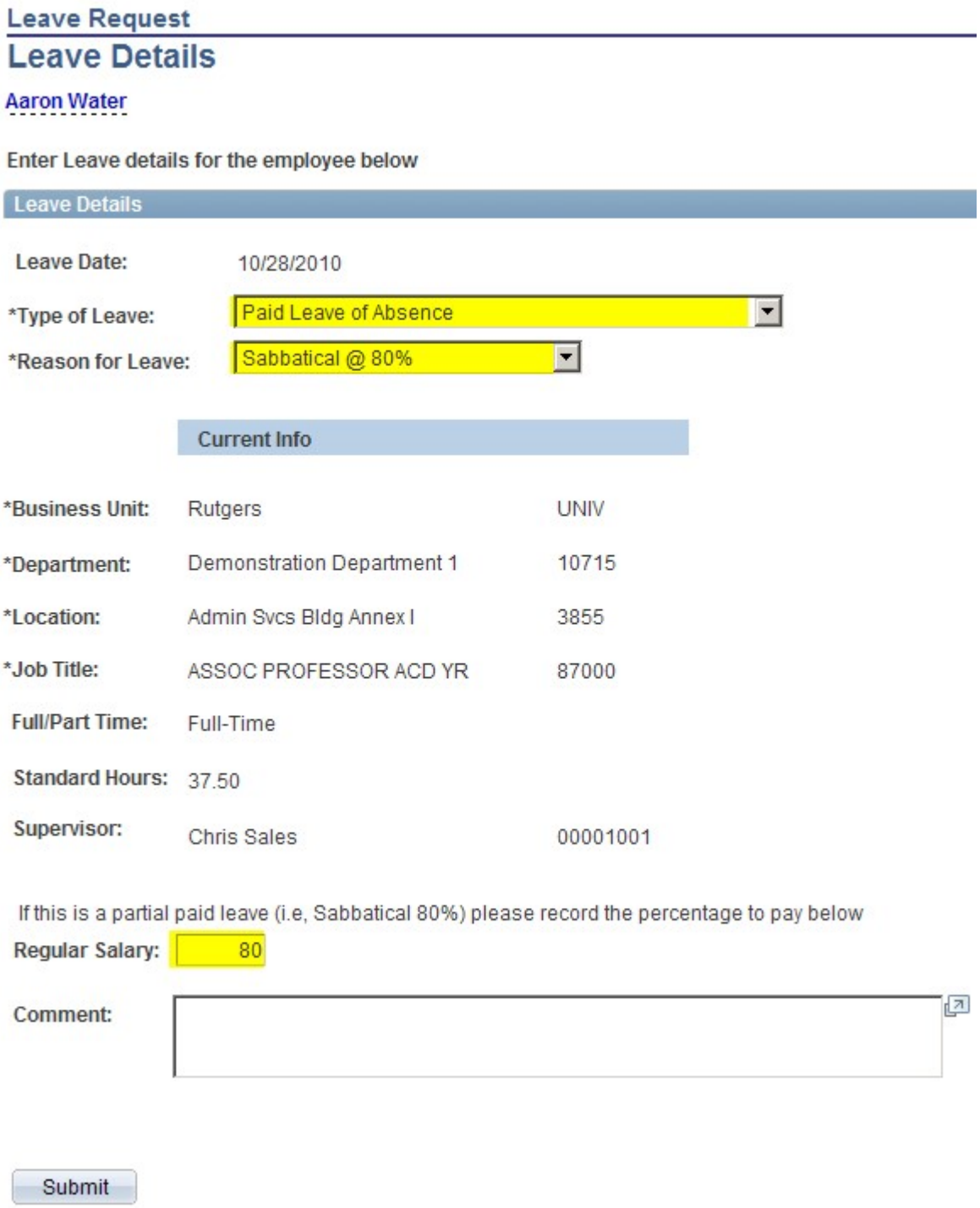
If this is a partial paid leave, indicate the percentage to be paid.



Step 3A – Paid Leave of Absence

If you had entered a **Paid Leave of Absence**, you need to record the percentage of pay. The example below shows a faculty member who is going on an 80% paid sabbatical. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.



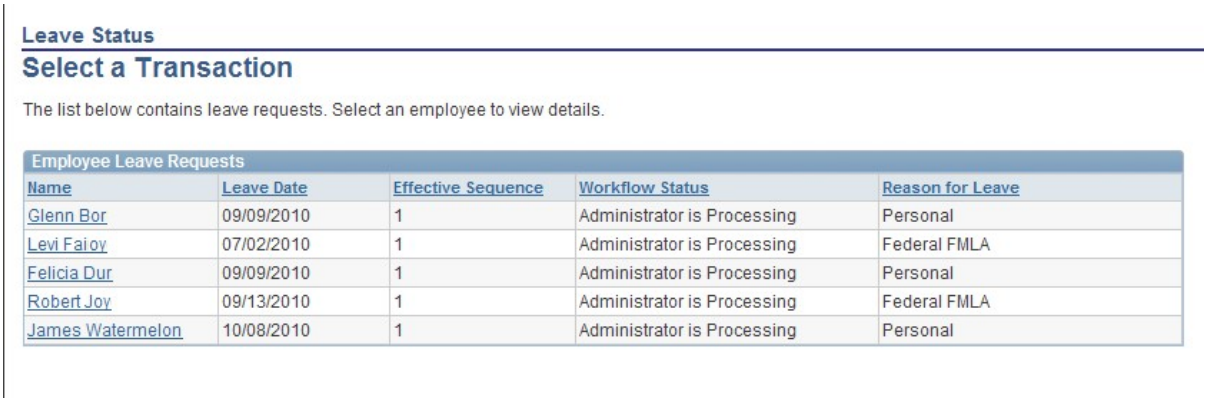
Step 4 – View Leave Details

The Leave Details will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click the Return to Select Employees link to process another transaction.

Leave Status

To view an employee's leave status, select **Manager Self Service>Job and Personal Information>Leave Status**.

Leave Status gives a list of employees in your department that requested a leave. To view details about the leave request, select the employee's name.



Leave Status

Select a Transaction

The list below contains leave requests. Select an employee to view details.

Employee Leave Requests

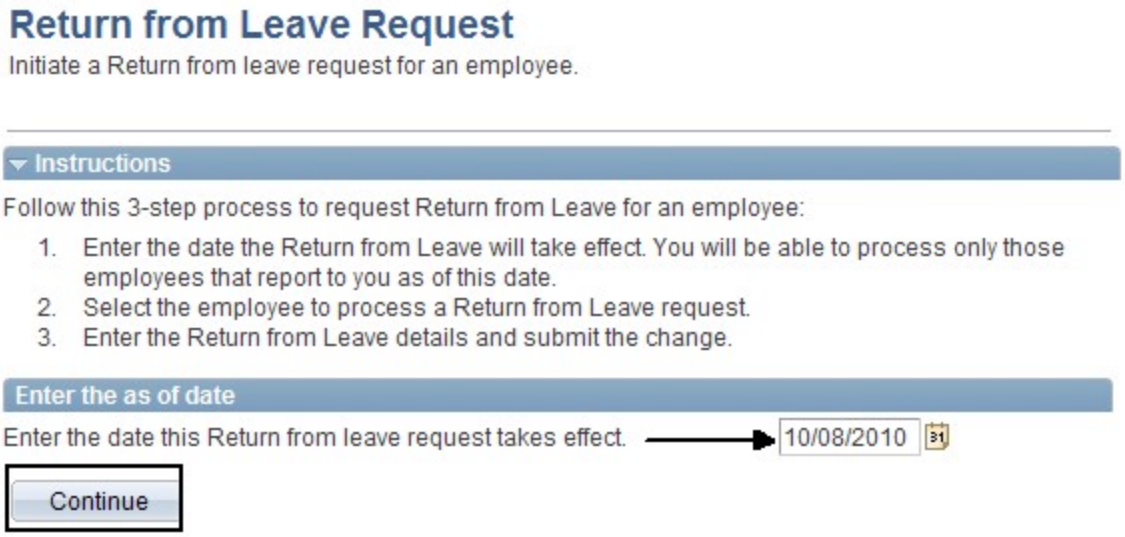
Name	Leave Date	Effective Sequence	Workflow Status	Reason for Leave
Glenn Bor	09/09/2010	1	Administrator is Processing	Personal
Levi Faioy	07/02/2010	1	Administrator is Processing	Federal FMLA
Felicia Dur	09/09/2010	1	Administrator is Processing	Personal
Robert Joy	09/13/2010	1	Administrator is Processing	Federal FMLA
James Watermelon	10/08/2010	1	Administrator is Processing	Personal

Return From Leave Request

To return an employee from a leave, select **Manager Self Service>Job and Personal Information>Return From Leave Request**.

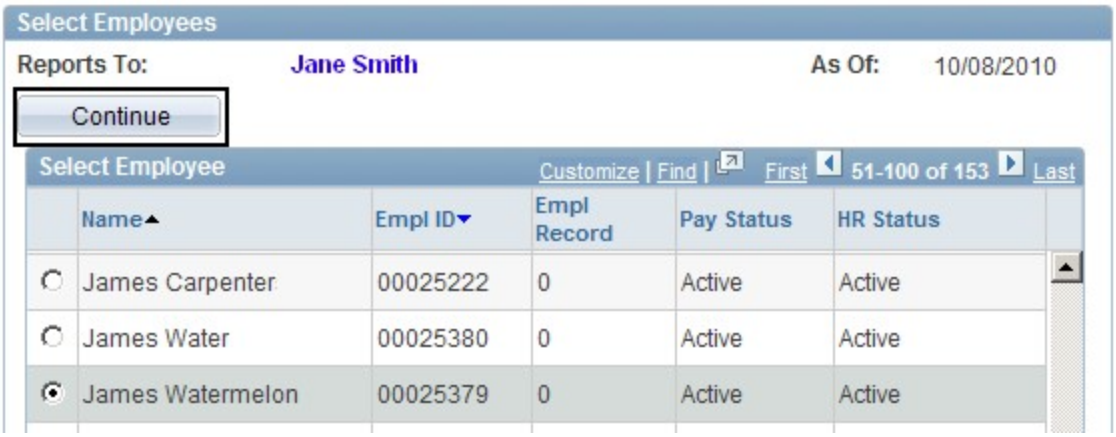
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



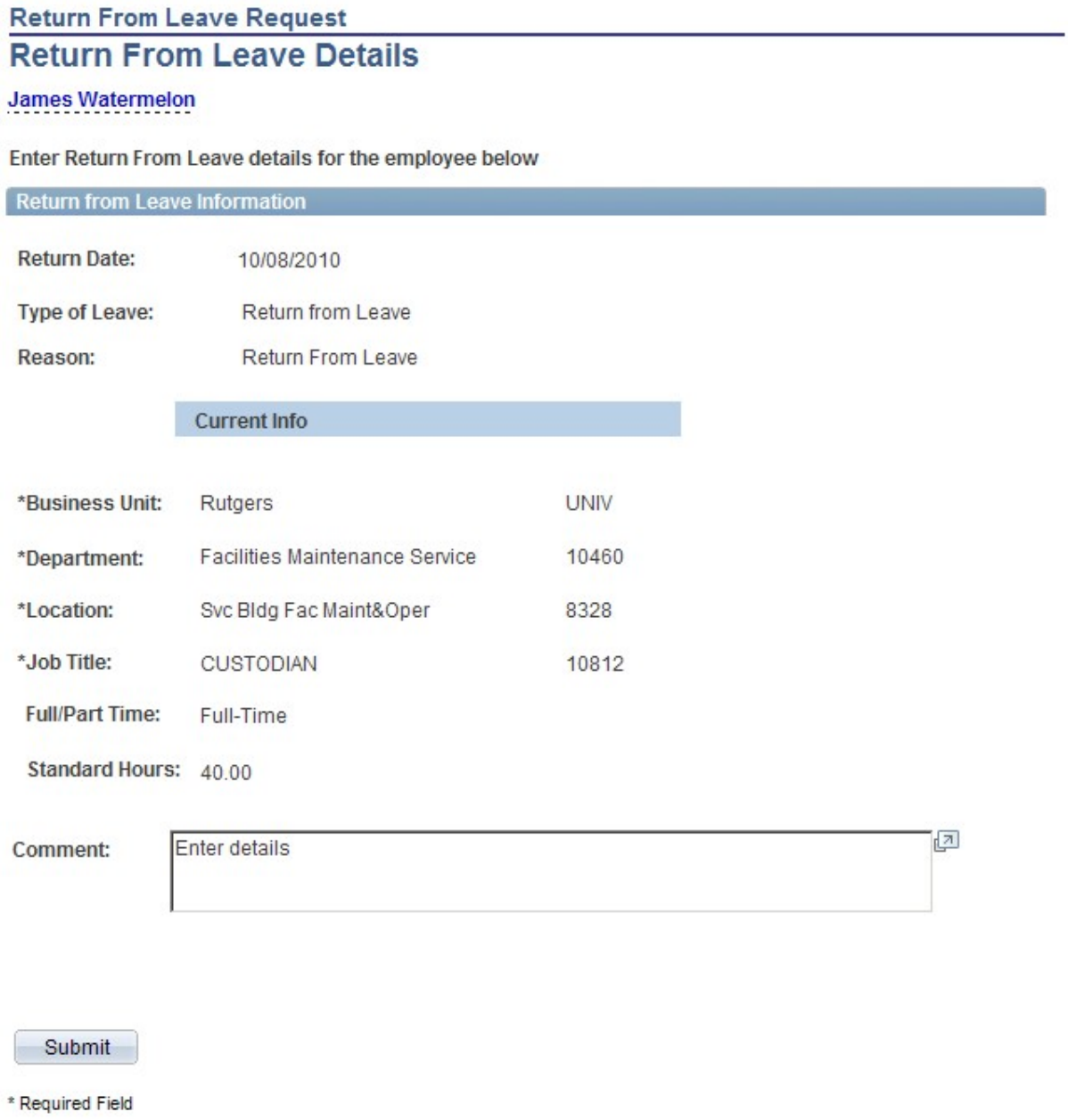
Step 2 – Select the Employee(s)

Select the employee(s) that returned from leave. Click the **Continue** button.



Step 3 – Enter the Type of Leave and Reason

Enter the details for the return in the comments field. Click the **Submit** button.

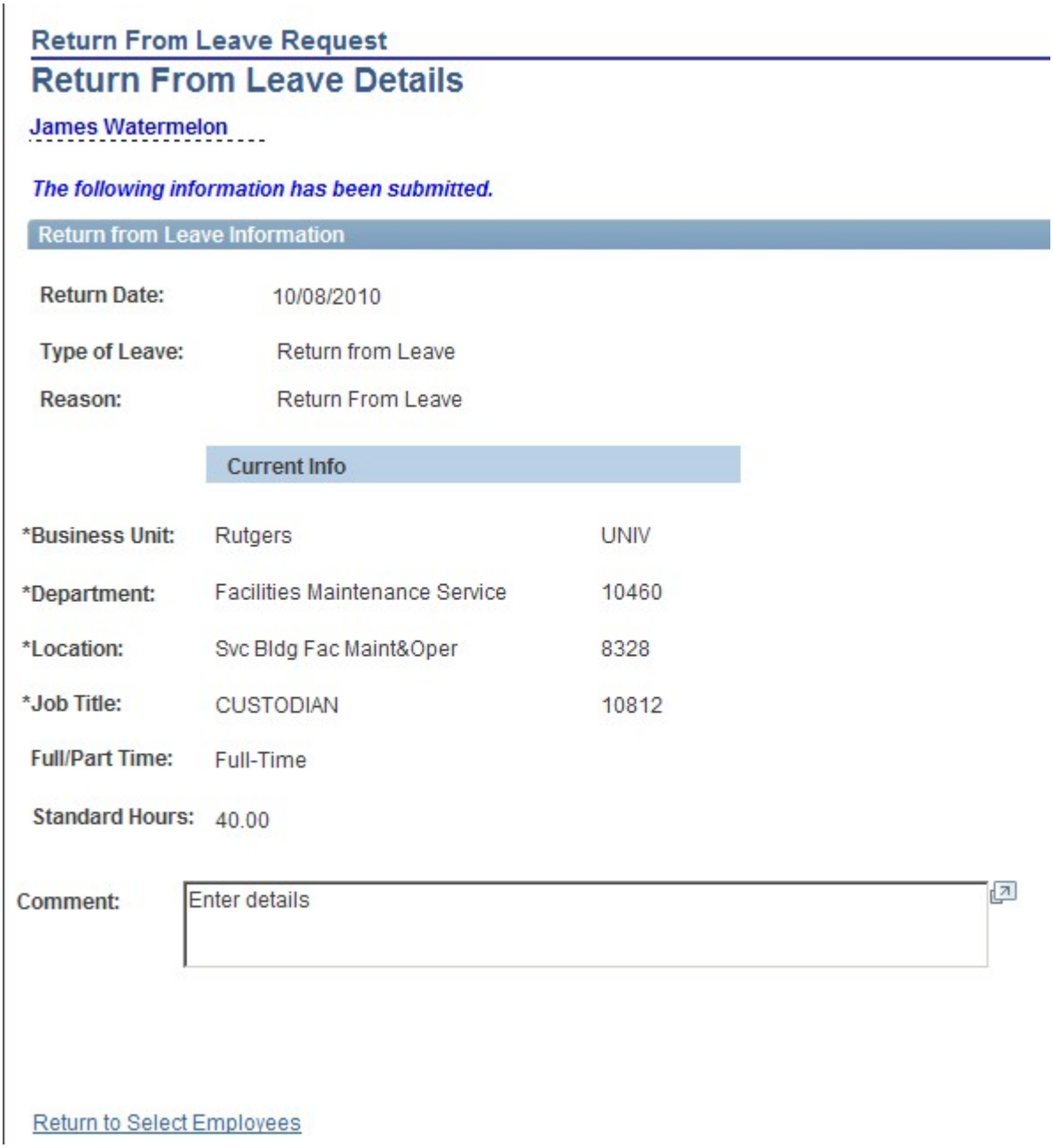


A confirmation message appears, Click the **OK** button.

Step 4 – View Leave Details

The Return From Leave Details will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click

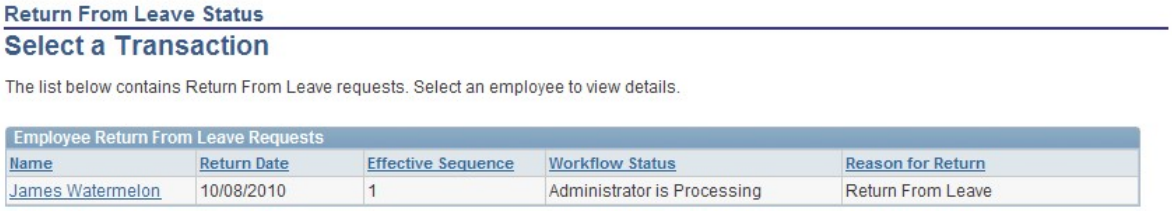
Return to Select Employees link to process another transaction.



Return From Leave Status

To view the status of employees in your department that have returned from leaves, select **Manager Self Service>Job and Personal Information>Return From Leave Status**.

Return From Leave Status gives a list of employees in your department that have returned from a leave. To view details, select the employee's name.

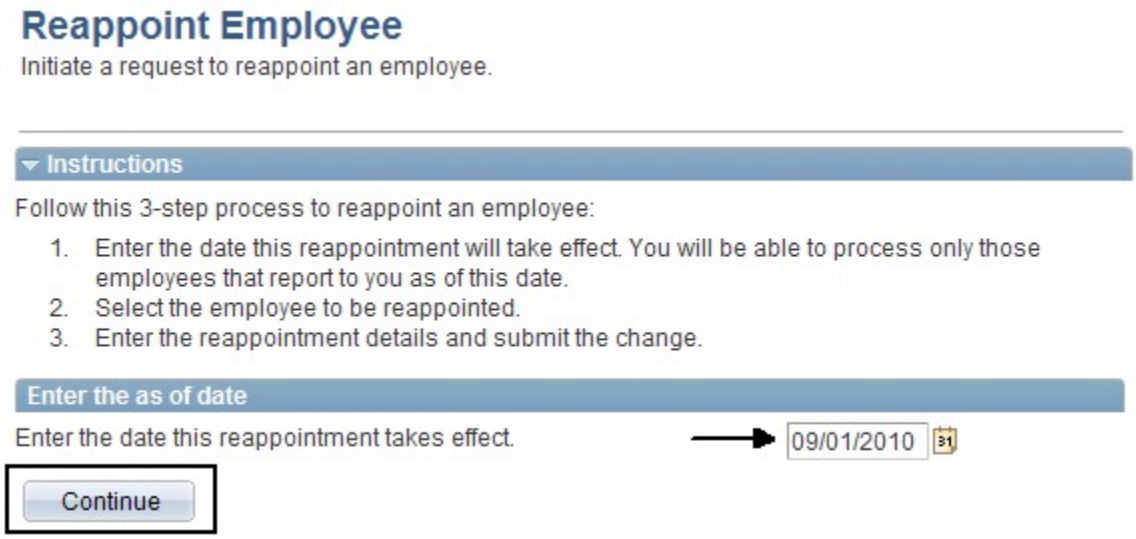


Request Reappointment

To request a reappointment, select **Manager Self Service>Job and Personal Information>Request Reappointment**.

Step 1 – Enter an Effective Date

Enter an **Effective date**. This is usually the date the reappointment takes effect. It is normally a future date, unless the request is being submitted late. Click the **Continue** button.



Note: This section of the guide is being revised. In the meantime, please refer to the "Instructional Materials for HCM System Users" section of the HCM System Users Blog for detailed Reappointment instructions.

http://hcmblog.rutgers.edu

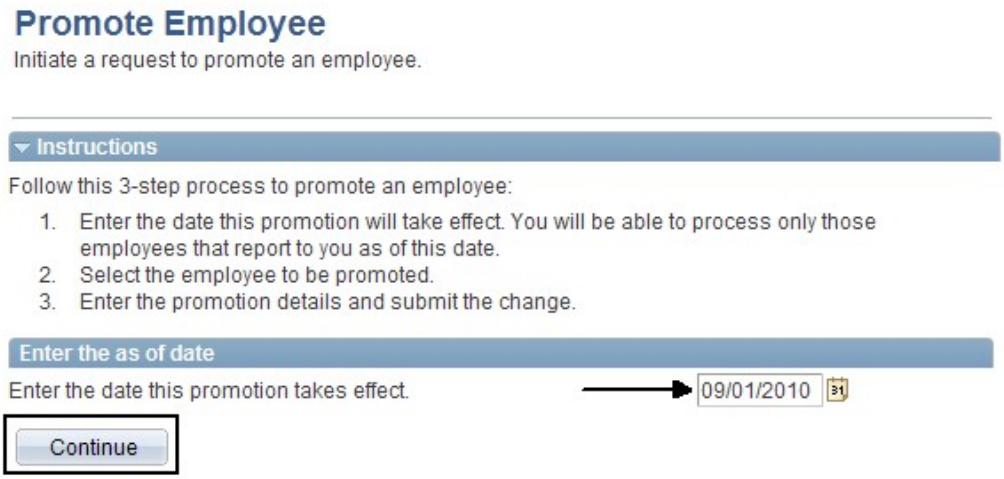
Promote Employee (for Academic Reappointments with promotion only)

Promote employee through Manager Self Service will normally follow a transaction of reappointment, and will include a transaction of ad hoc salary change. Staff promotions will continue to be handled by Human Resources.

To promote an employee, select **Manager Self Service>Job and Personal Information>Promote Employee**.

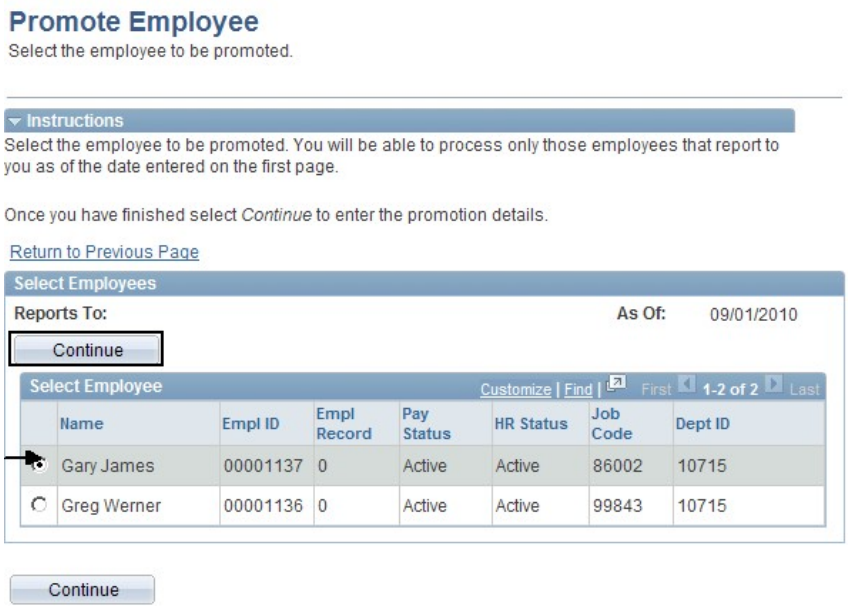
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



Step 2 – Select the Employee

Select the employee that requires the promotion and click the **Continue button**.

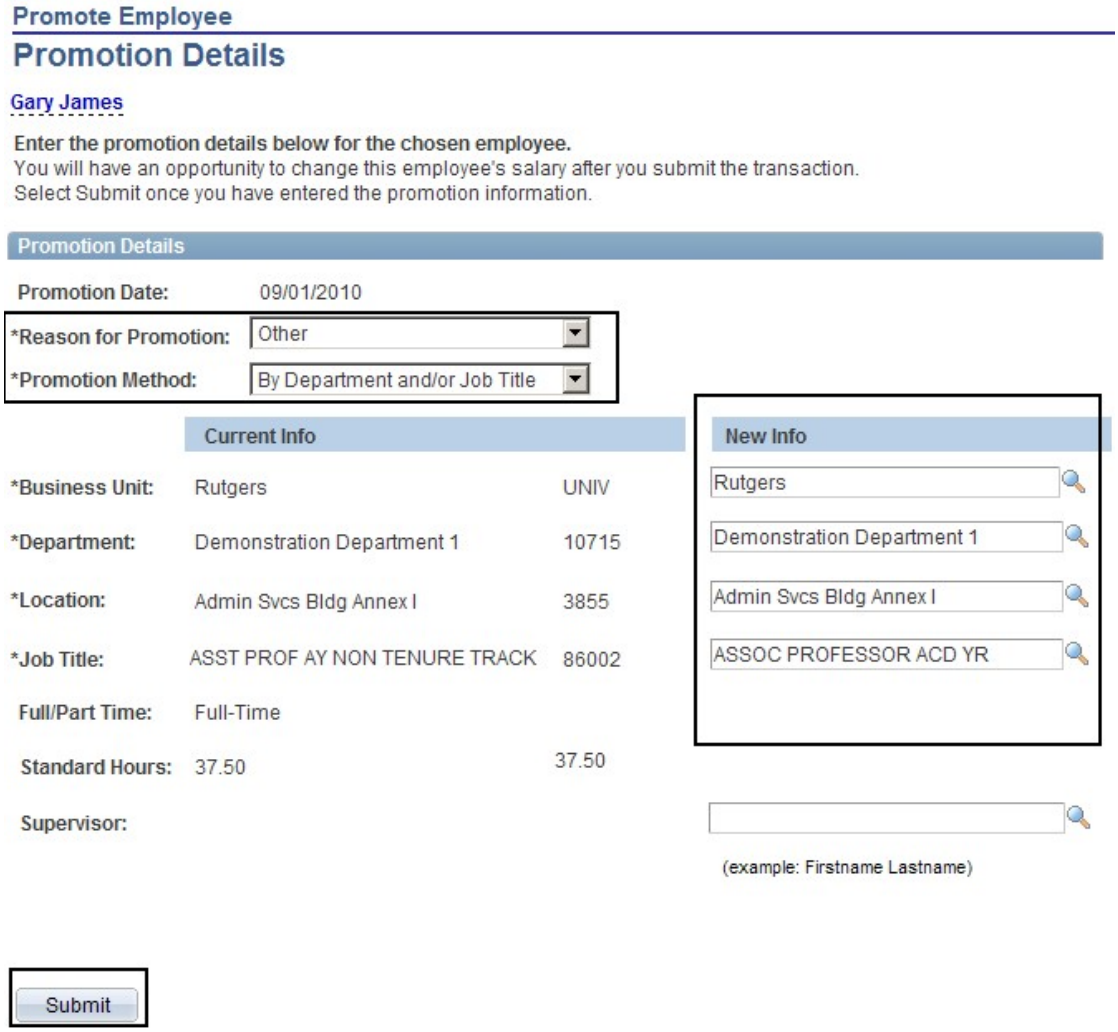


Step 3 – Enter the Reason for the Promotion

Select the R**eason for the Promotion** and the **Promotion Method** from the drop down list of values:

After you select the Promotion Method, new information must be entered for the employee – **Department, Location,** and **Job Title** You can type the information in directly or use the search icon . When all information is completed select the **Submit** button.

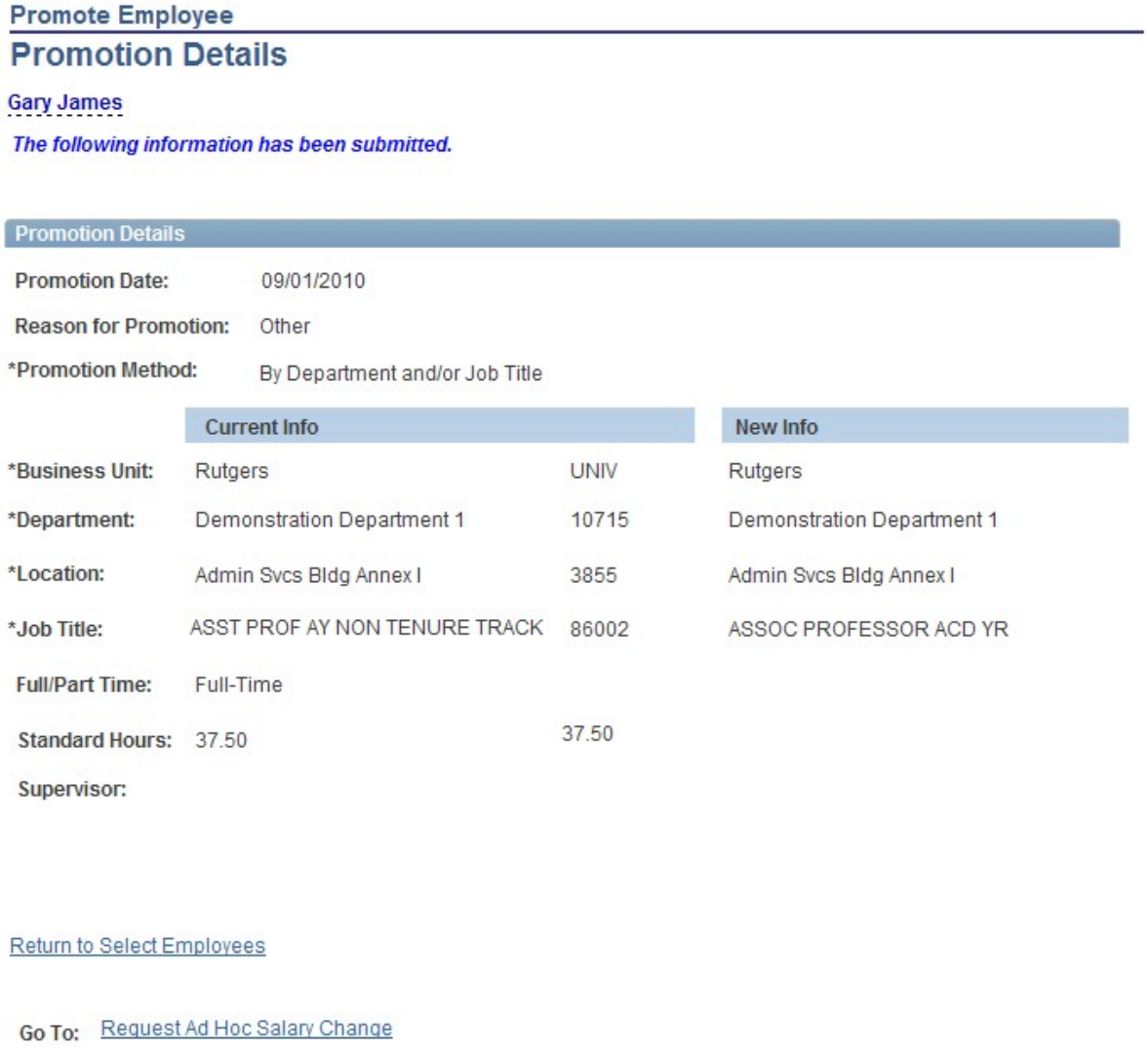
A confirmation message appears, Click the **OK** button.



Step 4 – View Promotion Details

The Promotion Details page will display, showing details of the promotion you submitted. Your request has been sent to the Approver for review and approval.

Next, you need to submit an Ad Hoc Salary request. You can select the Request Ad Hoc Salary Change link at the bottom of the page. For detailed instructions on processing an Ad Hoc Salary Request, view the Ad Hoc Salary change section in this guide.



Promote Employee

Promotion Details

Gary James

The following information has been submitted.

Promotion Details

Promotion Date:	09/01/2010
Reason for Promotion:	Other
*Promotion Method:	By Department and/or Job Title

	Current Info		New Info
*Business Unit:	Rutgers	UNIV	Rutgers
*Department:	Demonstration Department 1	10715	Demonstration Department 1
*Location:	Admin Svcs Bldg Annex I	3855	Admin Svcs Bldg Annex I
*Job Title:	ASST PROF AY NON TENURE TRACK	86002	ASSOC PROFESSOR ACD YR
Full/Part Time:	Full-Time		
Standard Hours:	37.50	37.50	
Supervisor:			

Return to Select Employees

Go To: Request Ad Hoc Salary Change

Ad Hoc Salary Change (Academic Employees only)

To request an Ad Hoc Salary Change, select **Manager Self Service>Compensation and Stock>Request Ad Hoc Salary Change** or click on the link Request Ad Hoc Salary Change .if it is displayed on the screen you are using. For example, after you complete a request for transfer, the Ad Hoc Salary Change link becomes available.

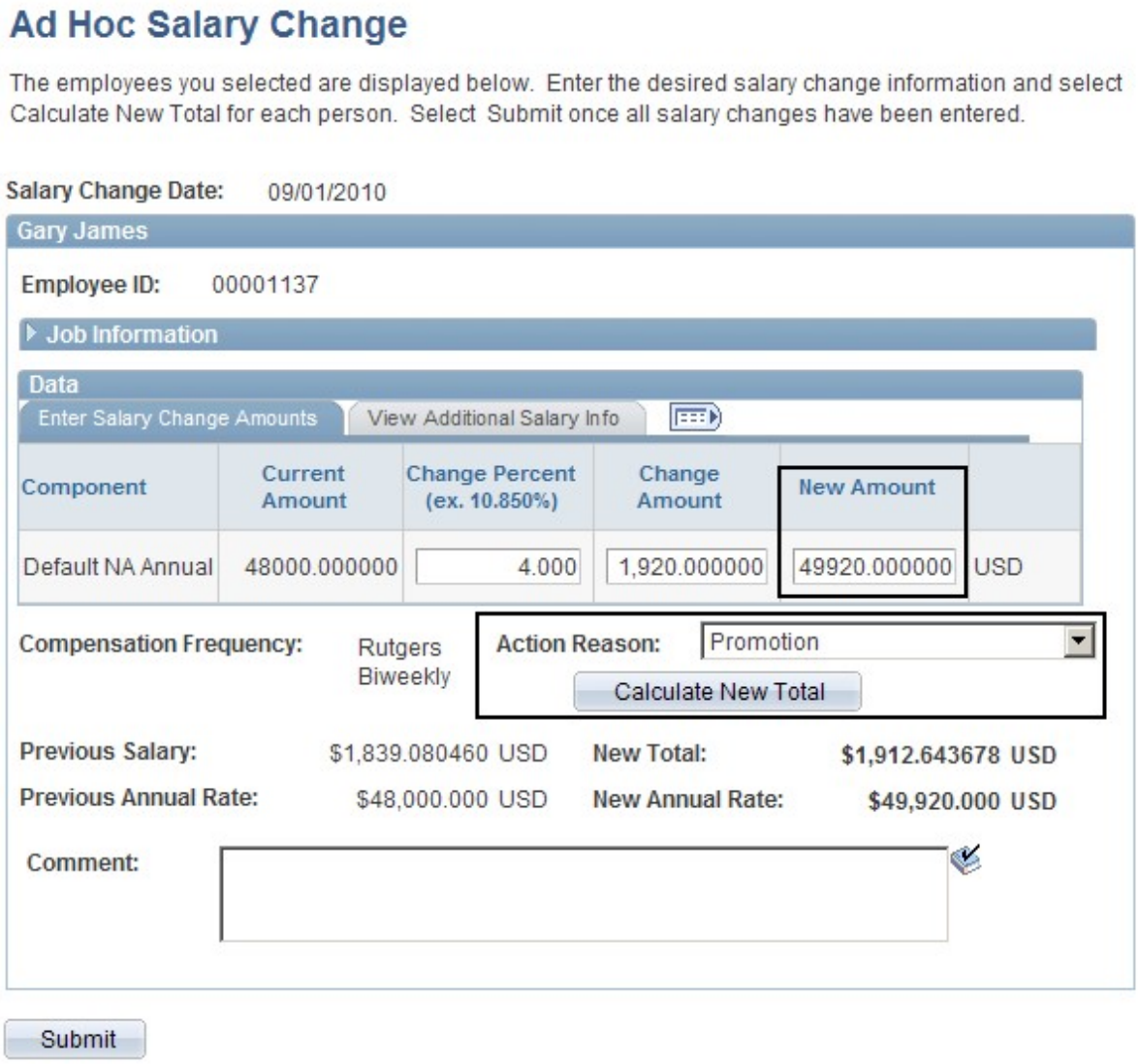
Step 1 – Select the Employee

Select the employee for the Ad Hoc Salary Change **and change the effective date** to the date the new salary becomes effective. Click the **Continue** button.

Step 2 – Enter the New Salary and Action Reason

Enter the new **Salary** and the **Action Reason**.

Select **Calculate New Total** to view the new Annual Rate. You have the option to add comments in the Comment field. Click the **Submit** button.

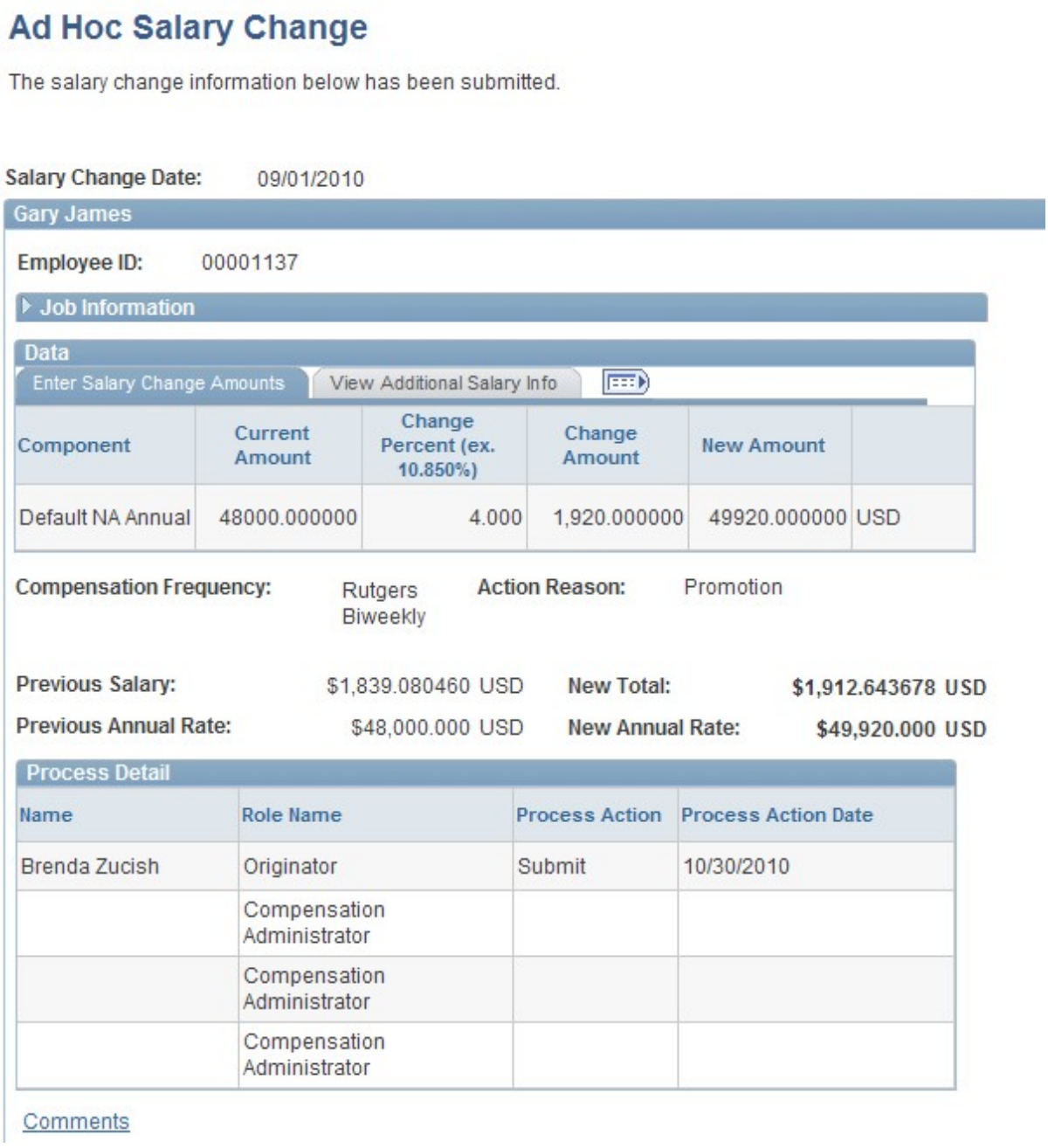


A confirmation message appears, Click the **OK** button.

Step 3 – View Ad Hoc Salary Request

The Ad Hoc Salary page displays showing your request. This request has been sent to the Approver for review and approval. Click the Return to Select Employees

Return to Select Employees to process another transaction



Ad Hoc Salary Change

The salary change information below has been submitted.

Salary Change Date: 09/01/2010

Gary James

Employee ID: 00001137

Job Information

Data

Enter Salary Change Amounts | View Additional Salary Info

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	
Default NA Annual	48000.000000	4.000	1,920.000000	49920.000000	USD

Compensation Frequency: Rutgers Biweekly **Action Reason:** Promotion

Previous Salary: $1,839.080460 USD **New Total:** **$1,912.643678 USD**

Previous Annual Rate: $48,000.000 USD **New Annual Rate:** **$49,920.000 USD**

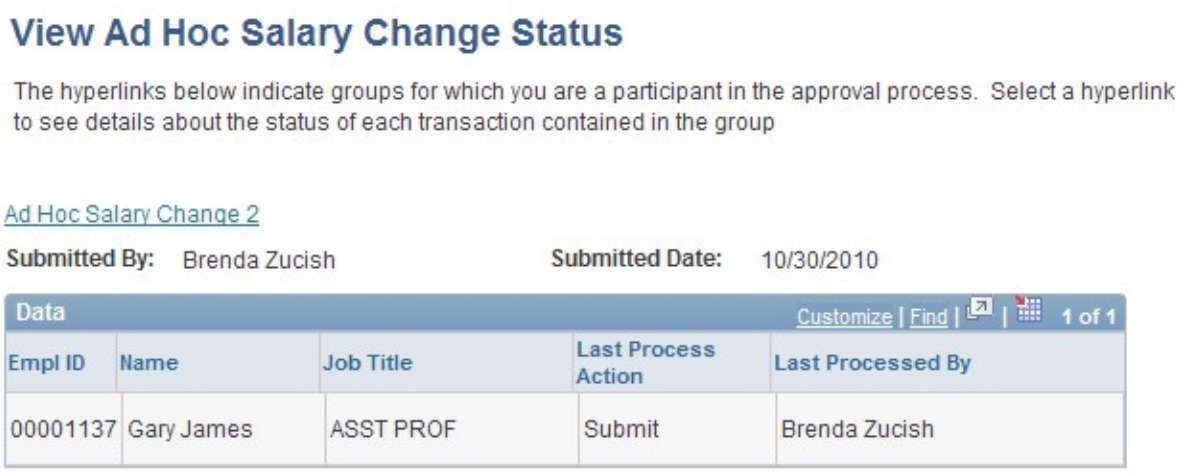
Process Detail

Name	Role Name	Process Action	Process Action Date
Brenda Zucish	Originator	Submit	10/30/2010
	Compensation Administrator		
	Compensation Administrator		
	Compensation Administrator		

Comments

Ad Hoc Salary Change Status

To view the status of an Ad Hoc Salary Change, select Manager **Self Service>Compensation and Stock>View Ad Hoc Salary Change Status.**



View Ad Hoc Salary Change Status

The hyperlinks below indicate groups for which you are a participant in the approval process. Select a hyperlink to see details about the status of each transaction contained in the group

Ad Hoc Salary Change 2

Submitted By: Brenda Zucish **Submitted Date:** 10/30/2010

Data — Customize | Find | 1 of 1

Empl ID	Name	Job Title	Last Process Action	Last Processed By
00001137	Gary James	ASST PROF	Submit	Brenda Zucish

Select the **Ad Hoc Salary Change** link

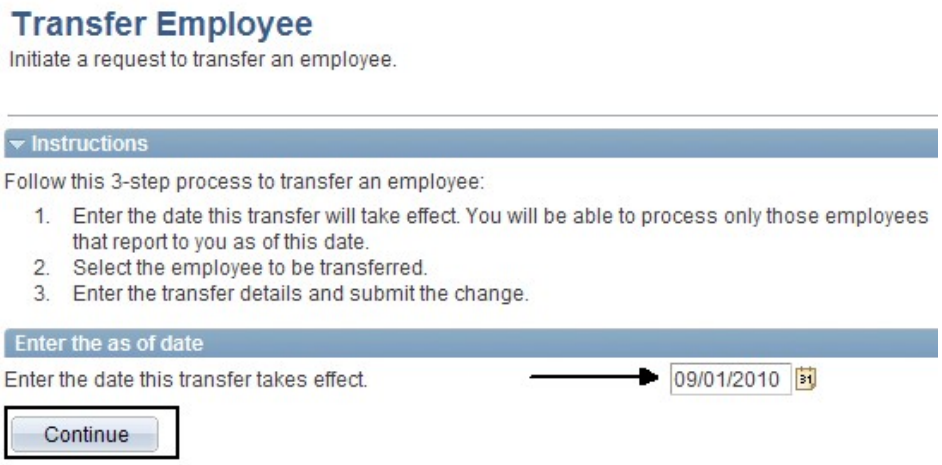
to view details of your request. Click Return to Approval/Status List to view other Ad Hoc Salary requests.

Transfer Employee (used for both Staff Academic Employees only)

Use transfer employee to change job title (includes Academic Year (AY)/Calendar Year (CY) changes), or to transfer an employee from one department (org id) to another or for lateral moves in your Department. To process a transfer, select **Manager Self Service>Job and Personal Information>Transfer Employee**.

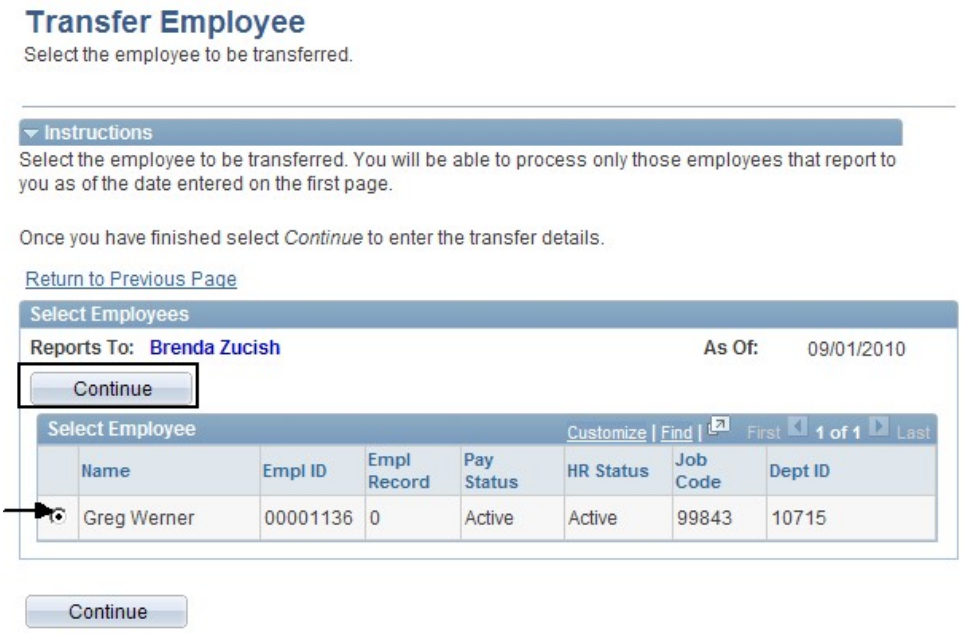
Step 1 – Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.



Step 2 – Select the Employee

Select the employee that requires the transfer and click the **Continue button**.



Step 3 – Enter the Reason for the Transfer and the Transfer Information

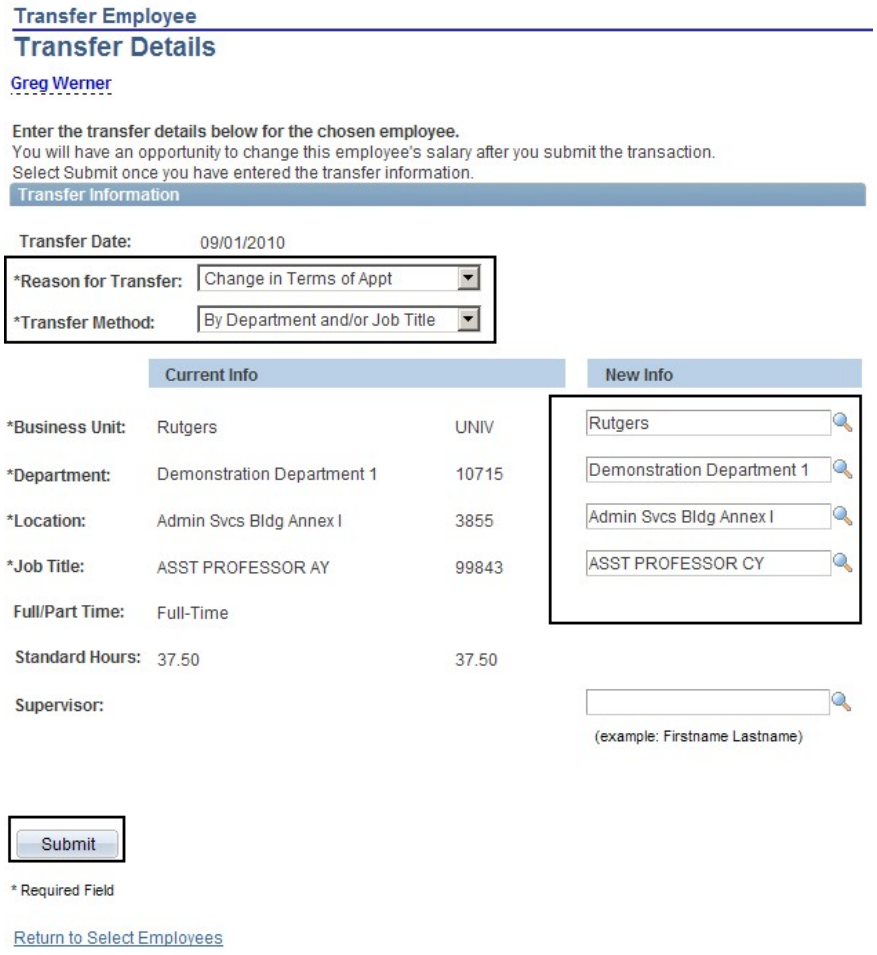
Select the R**eason for the Transfer** from the drop down list of values:

- Internal Recruitment – normally reserved for central HR use only upon internal staff hire
- Promotion – used by central HR for an employee who received a promotion and is being reassigned to another department
- Reorganization – the department has been reorganized and the employee has been moved to another department
- Change Terms of Appointment – the employee's title has changed include Academic Year(AY)/Calendar Year (CY) changes

Select the **Transfer Method** from the drop down list of values:

- By Department and/or Job Title

After you select the Transfer Method, new transfer information must be entered for the employee – **Department, Location, Job Title.** You can type the information in directly or use the search icon . When all information is completed select the **Submit** button.
A confirmation message appears, Click the **OK** button.



Step 4 – View Transfer Details

The Transfer Details page will display, showing details of the transfer you submitted. Your request has been sent to your Approver for review and approval.

In the example above, an ad hoc salary request would be processed adjusting the faculty member's salary for the change in terms of his appointment. Select the Request Ad Hoc Salary Change link at the bottom of the page. For detailed instructions on processing an Ad Hoc Salary Request, view the Ad Hoc Salary change section in this guide.