

UNIVERSITY OF RHODE ISLAND
e-Campus HR User Documentation

Hiring a Part Time Graduate Assistant

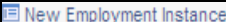
Additional Information

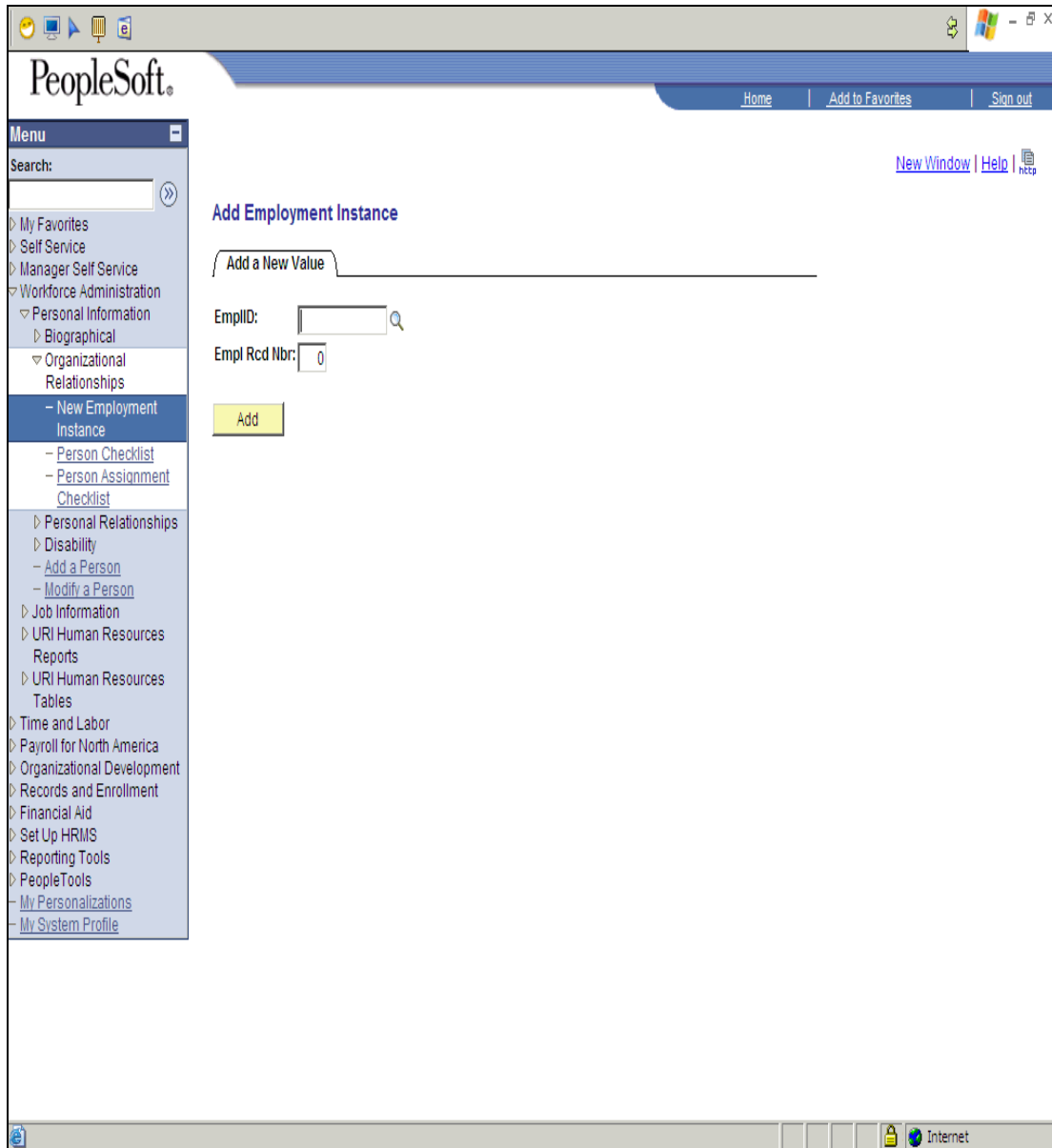
Procedure



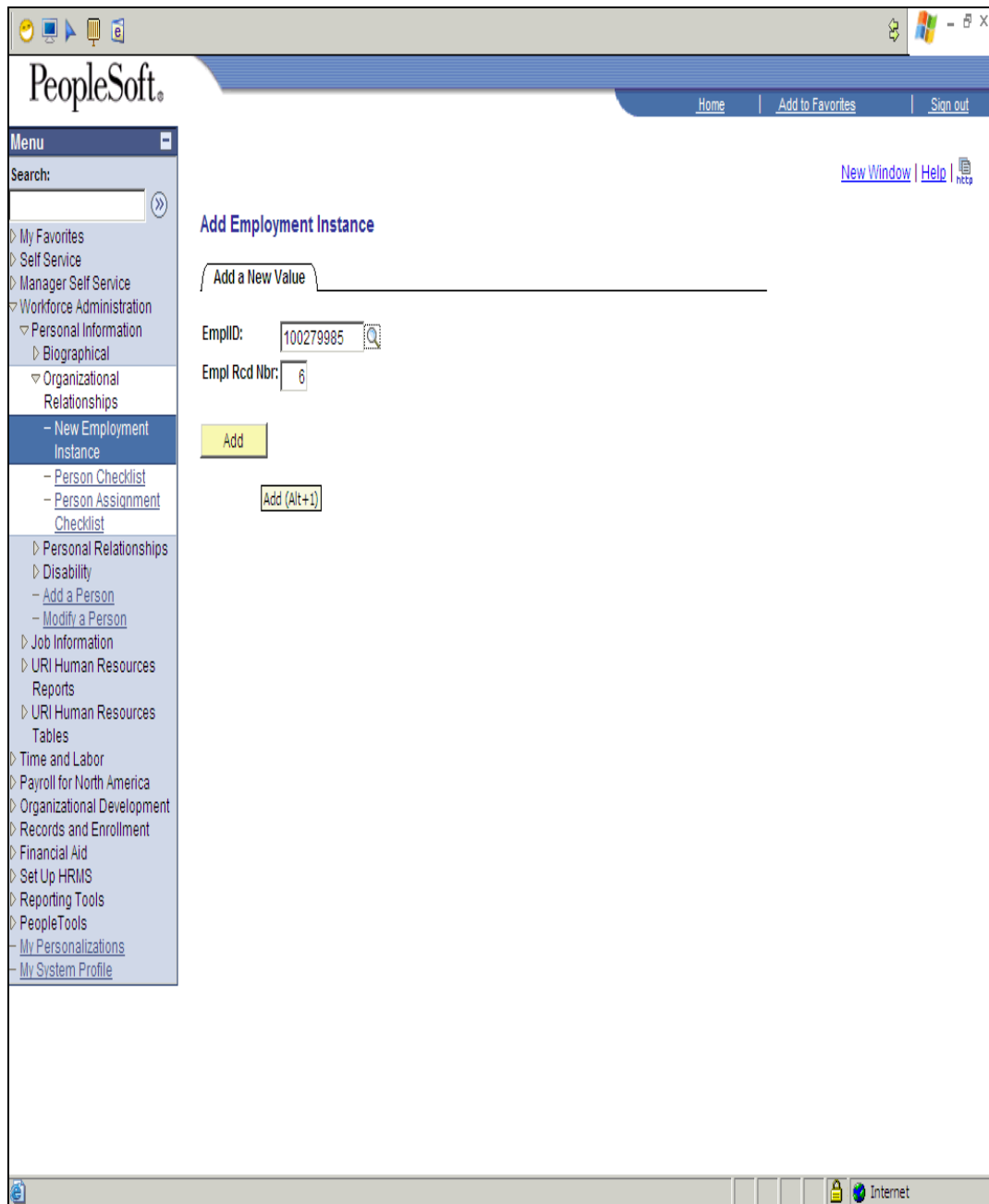
Step	Action
1.	Under the Menu Bar , click on Workforce Administration Workforce Administration

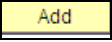


Step	Action
2.	Under the Organizational Relationships folder, Click the New Employment Instance button. 



Step	Action
3.	Enter in the student's EmplID number . Tab out and the system will assign the next available record number for this student.



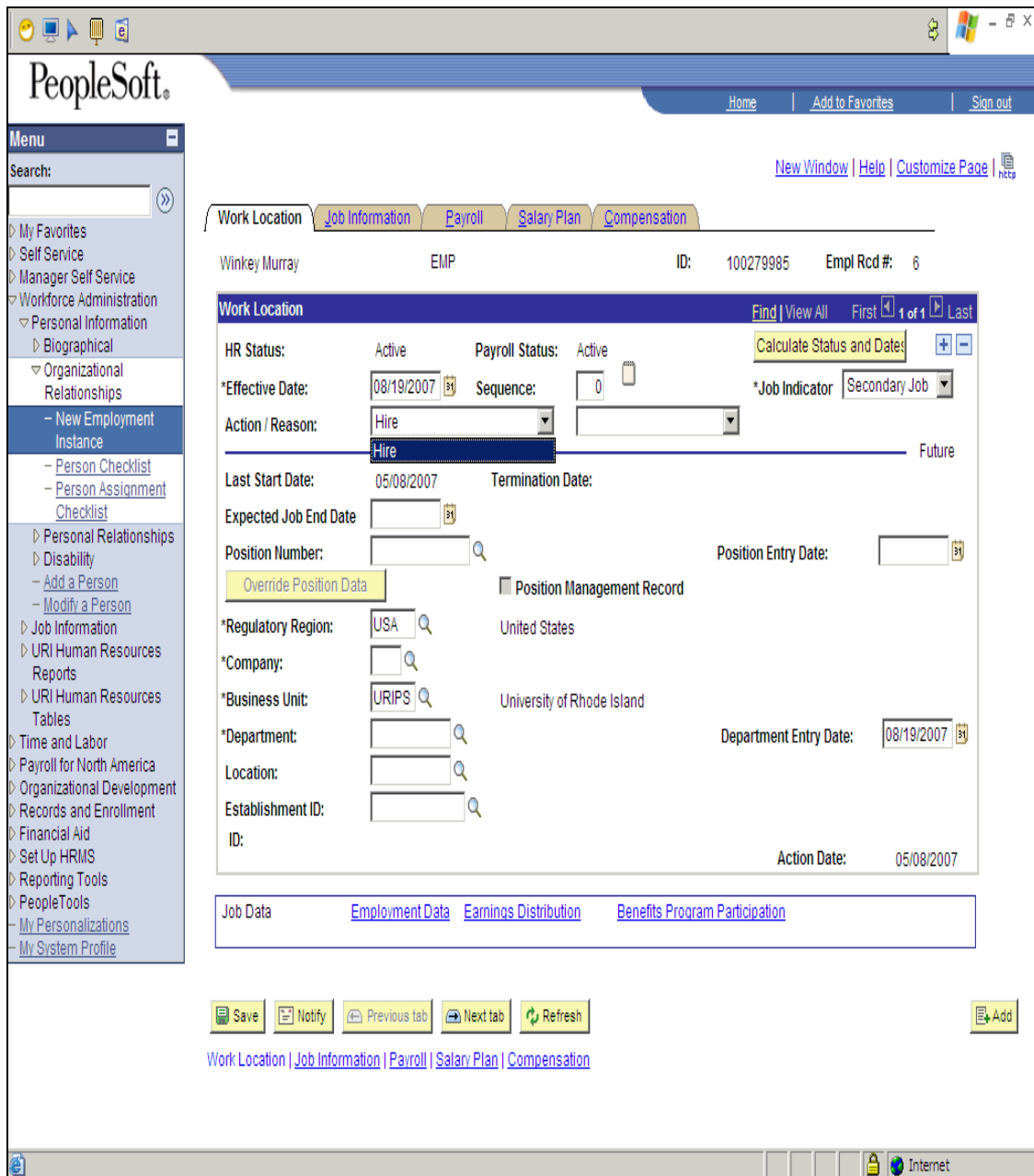
Step	Action
4.	Click on Add 


The screenshot shows the PeopleSoft HR system interface. The main content area displays the 'Work Location' form for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 6). The form includes the following fields and values:

- HR Status:** Active
- Payroll Status:** Active
- *Effective Date:** 05/08/2007
- Sequence:** 0
- *Job Indicator:** Secondary Job
- Action / Reason:** Hire
- Last Start Date:** 05/08/2007
- Termination Date:** (empty)
- Expected Job End Date:** (empty)
- Position Number:** (empty)
- Position Entry Date:** (empty)
- *Regulatory Region:** USA (United States)
- *Company:** (empty)
- *Business Unit:** URIPS (University of Rhode Island)
- *Department:** (empty)
- Department Entry Date:** (empty)
- Location:** (empty)
- Establishment ID:** (empty)
- ID:** (empty)
- Action Date:** 05/08/2007

Navigation buttons at the bottom include: Save, Notify, Previous tab, Next tab, Refresh, and Add. The breadcrumb trail at the bottom reads: Work Location | Job Information | Payroll | Salary Plan | Compensation.

Step	Action
5.	Enter in the Effective Date . Consult the In-House Payroll Appointment Dates charts for appropriate dates to use.



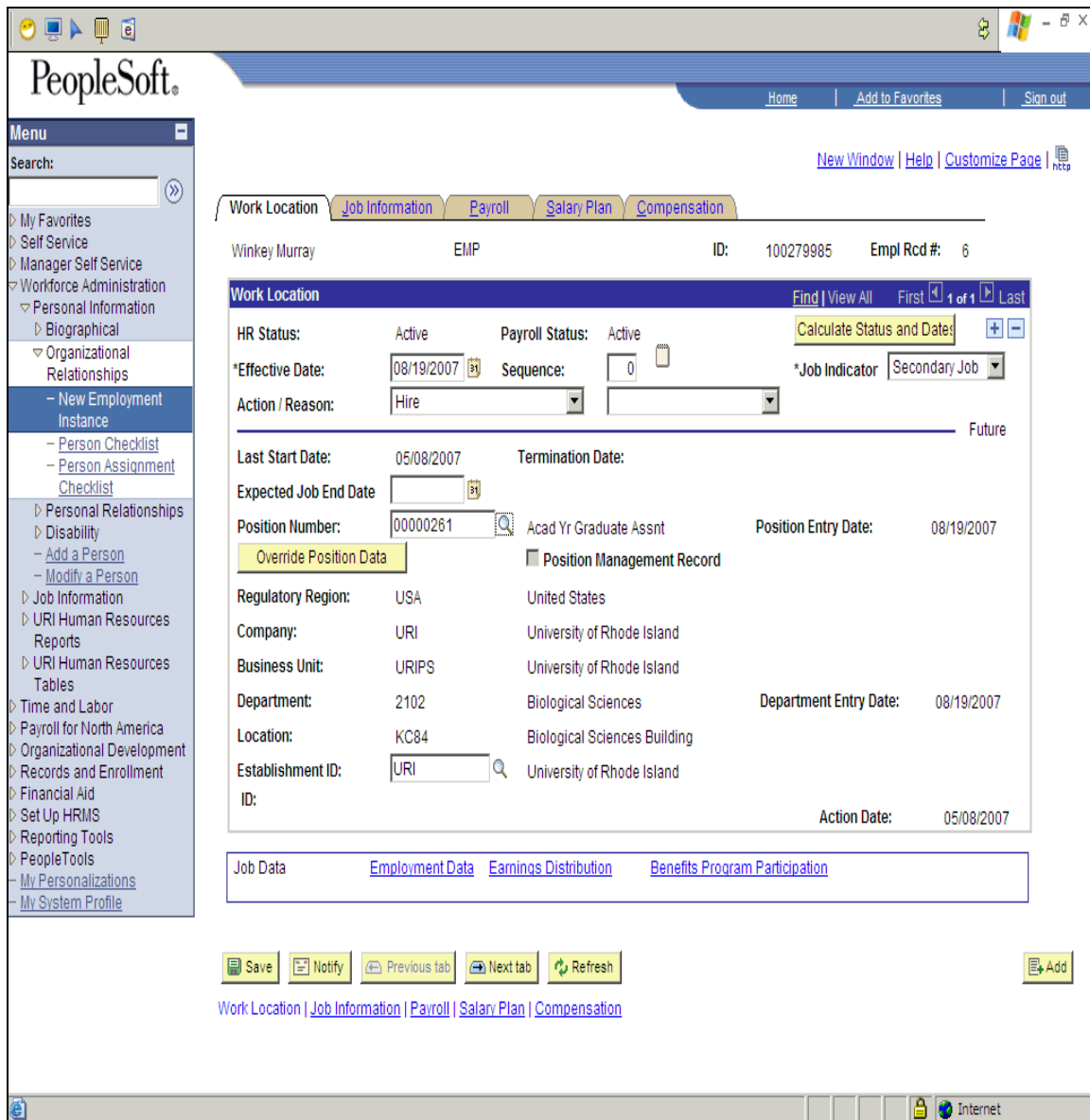
Step	Action
6.	The Action/Reason is Hire. 

The screenshot shows the PeopleSoft HR system interface. The main content area is titled 'Work Location' and displays details for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 6). The 'Work Location' tab is active, showing the following information:

- HR Status:** Active
- Payroll Status:** Active
- *Effective Date:** 08/19/2007
- Sequence:** 0
- *Job Indicator:** Secondary Job
- Action / Reason:** Hire
- Last Start Date:** 05/08/2007
- Termination Date:** (blank)
- Expected Job End Date:** (blank)
- Position Number:** 00000261
- Position Entry Date:** (blank)
- *Regulatory Region:** USA (United States)
- *Company:** (blank)
- *Business Unit:** URIPS (University of Rhode Island)
- *Department:** (blank)
- Department Entry Date:** 08/19/2007
- Location:** (blank)
- Establishment ID:** (blank)
- ID:** (blank)
- Action Date:** 05/08/2007

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Add'. Below the buttons, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'.

Step	Action
7.	Enter in the Position Number and tab out. All departmental information will default in.




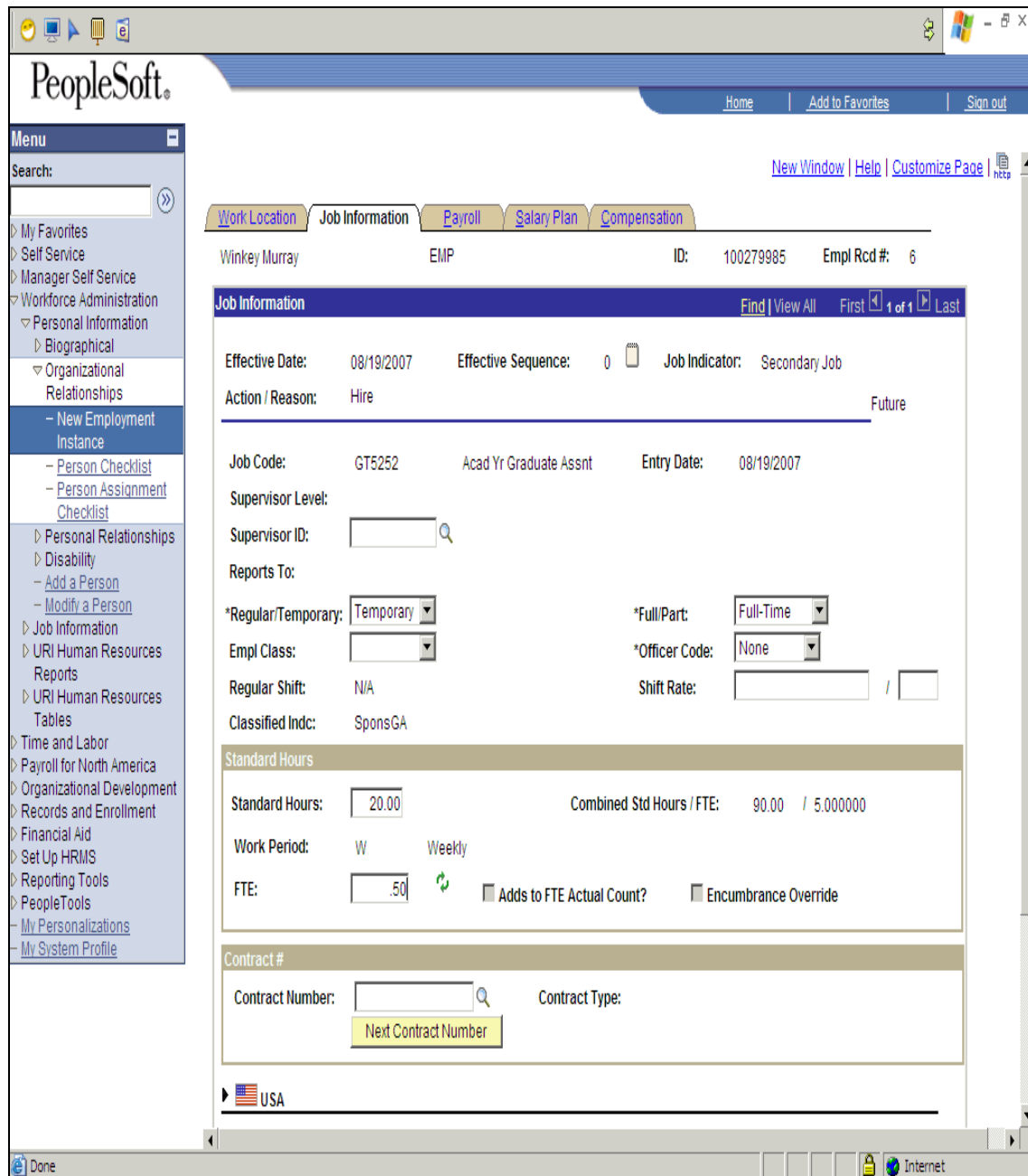
Step	Action
8.	<p>In this instance we are hiring a graduate assistant to work 20 hours for just the Fall semester.</p> <p>In order to change the FTE to .50 you must click on the Override Position Data button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Override Position Data</div>

Business Process Document

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The screenshot shows the PeopleSoft HR system interface. The main content area displays the 'Job Information' tab for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 6). The 'Work Location' section is active, showing HR Status: Active, Payroll Status: Active, and *Effective Date: 08/19/2007. The *Job Indicator is set to 'Secondary Job'. The Position Number is 00000261, and the Position Entry Date is 08/19/2007. The Department is 2102 Biological Sciences, and the Location is KC84 Biological Sciences Building. The Establishment ID is URI, University of Rhode Island. The Action Date is 05/08/2007. The interface includes a navigation menu on the left, a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out', and a bottom navigation bar with 'Work Location | Job Information | Payroll | Salary Plan | Compensation'. The status bar at the bottom shows 'Internet' and a JavaScript error message: 'javascript: submitAction_win0(document.win0, '#ICPanel1');'.

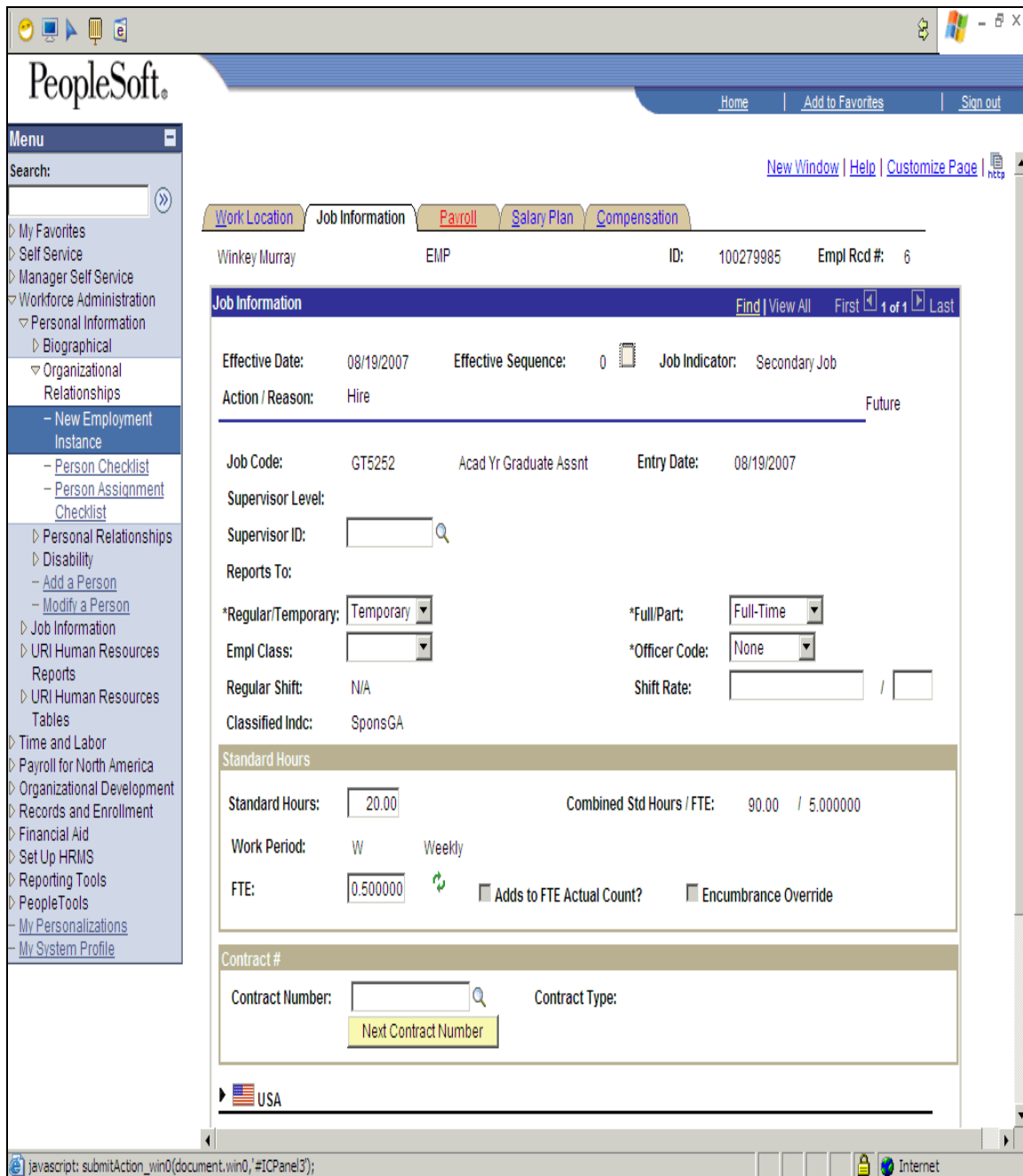
Step	Action
9.	Click on Job Information . 




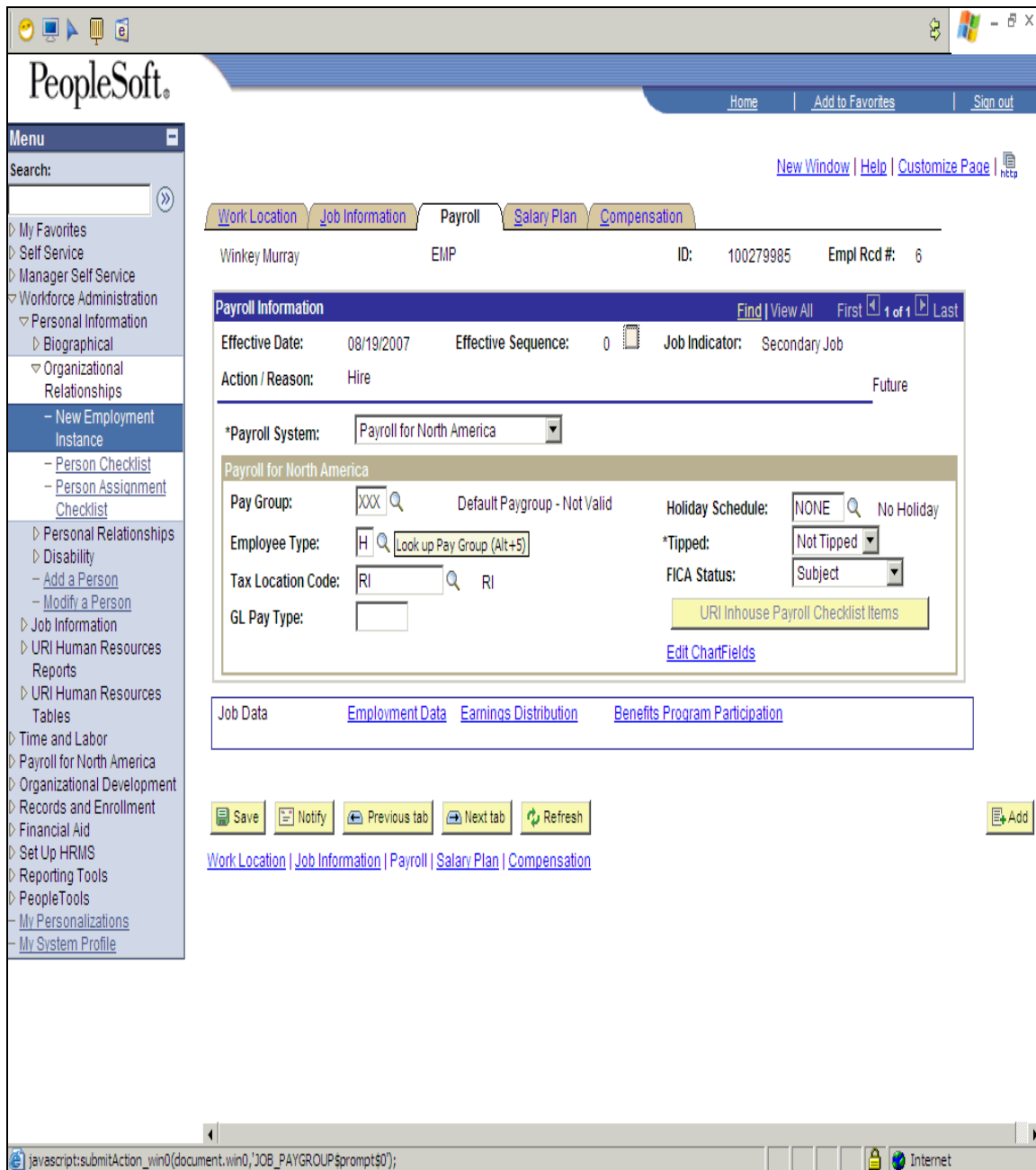
Step	Action
10.	Change the FTE from 1.0 to .50




Step	Action
11.	When you get this message, Click OK <div style="text-align: center;"> <input type="button" value="OK"/> </div>



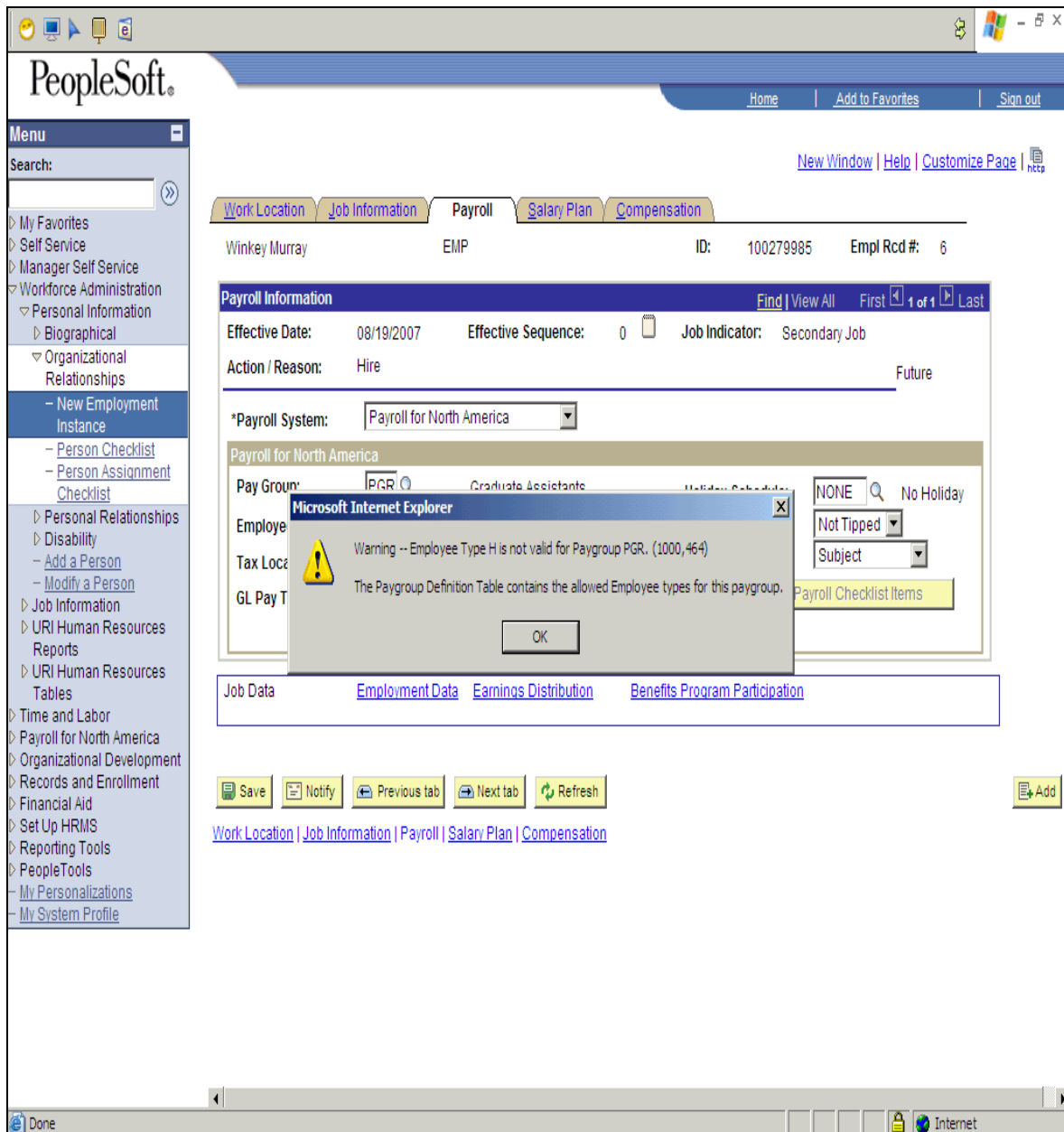
Step	Action
12.	Click the Payroll tab. 

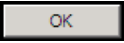


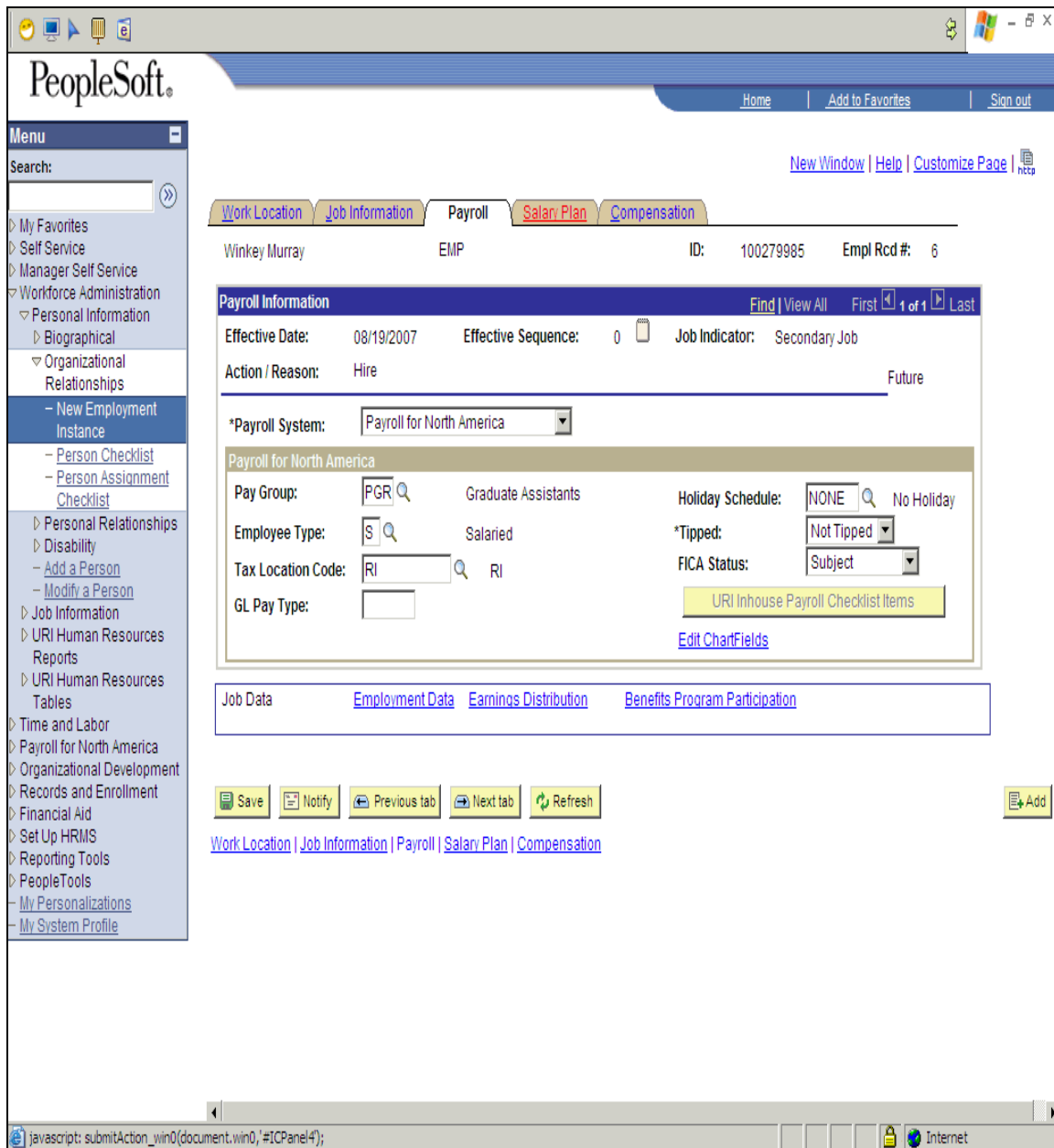
Step	Action
13.	Click the Look up Pay Group Button 




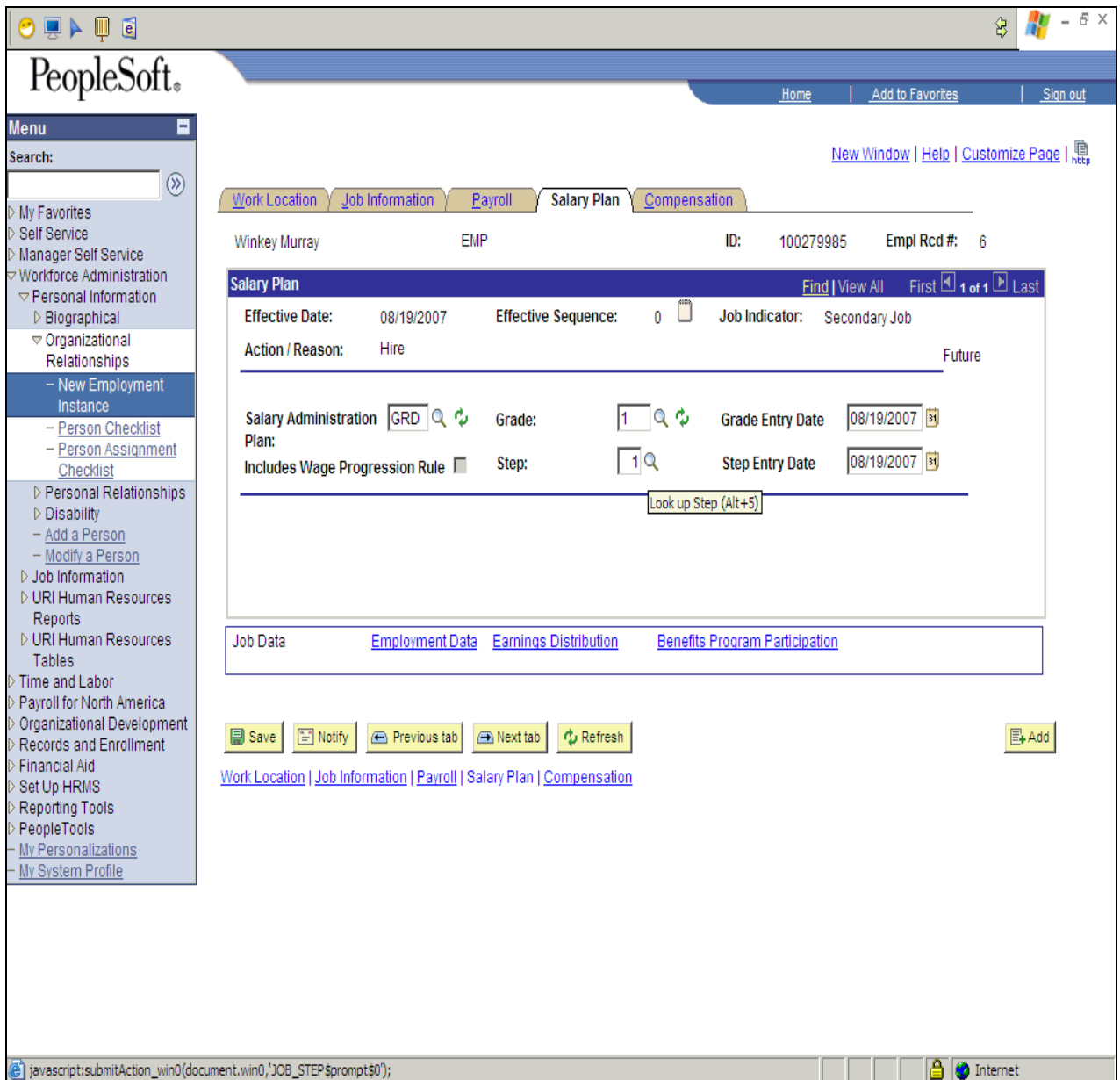
Step	Action
14.	Click on PGR Graduate Assistants PGR Graduate Assistants




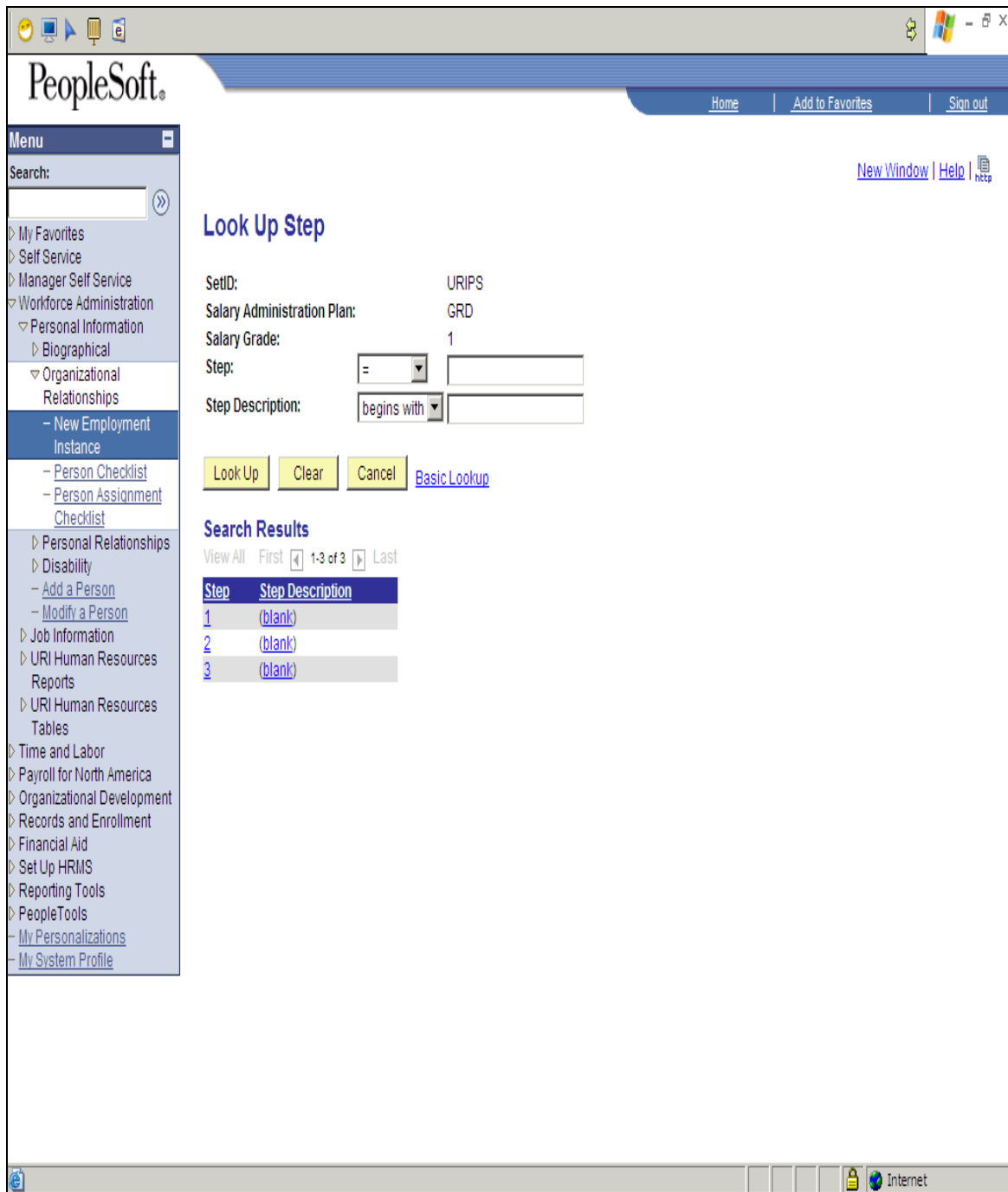
Step	Action
15.	Click the OK button. 



Step	Action
16.	Click the Salary Plan tab. 

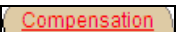


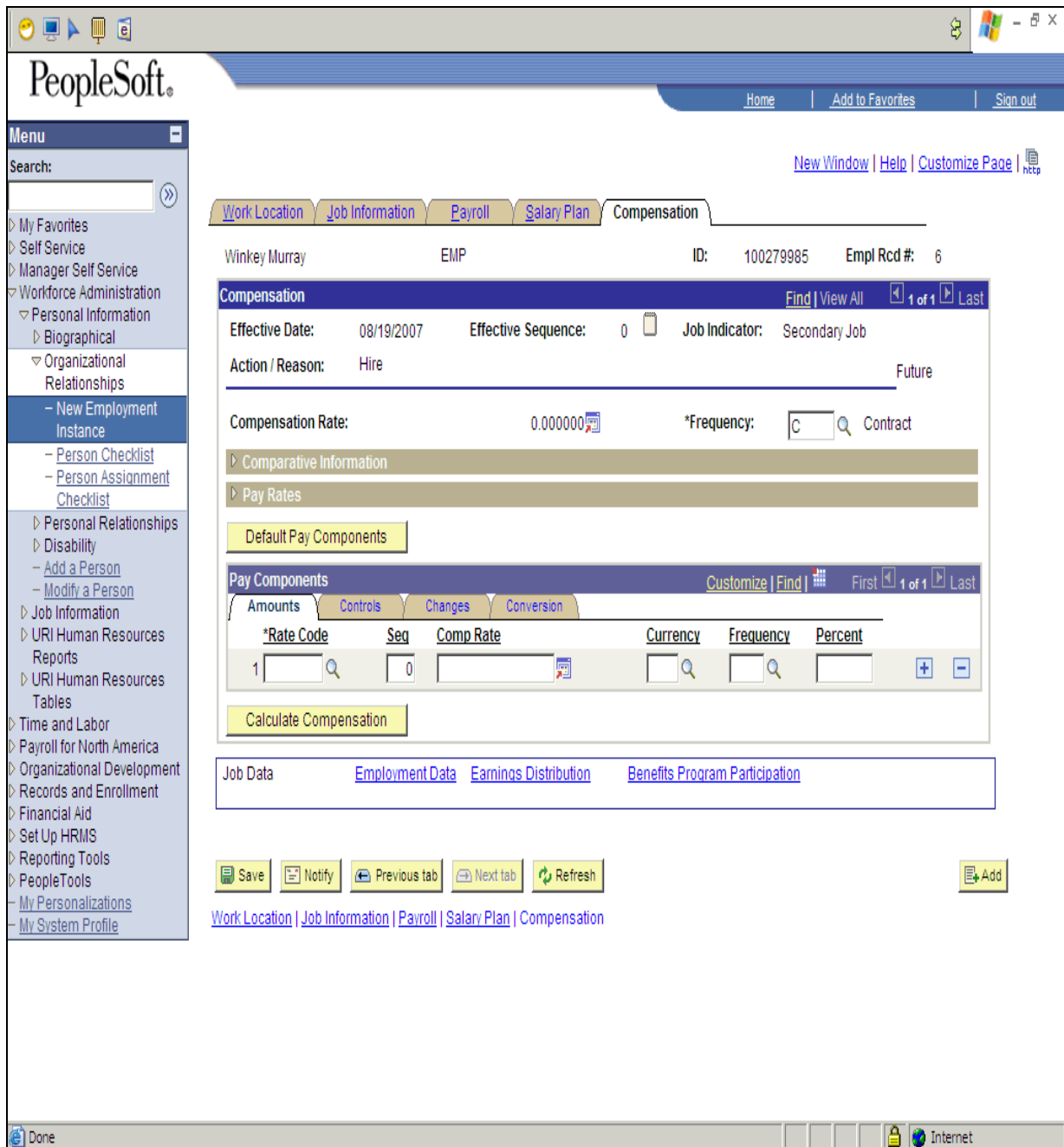
Step	Action
17.	Click the Look up Step button. 



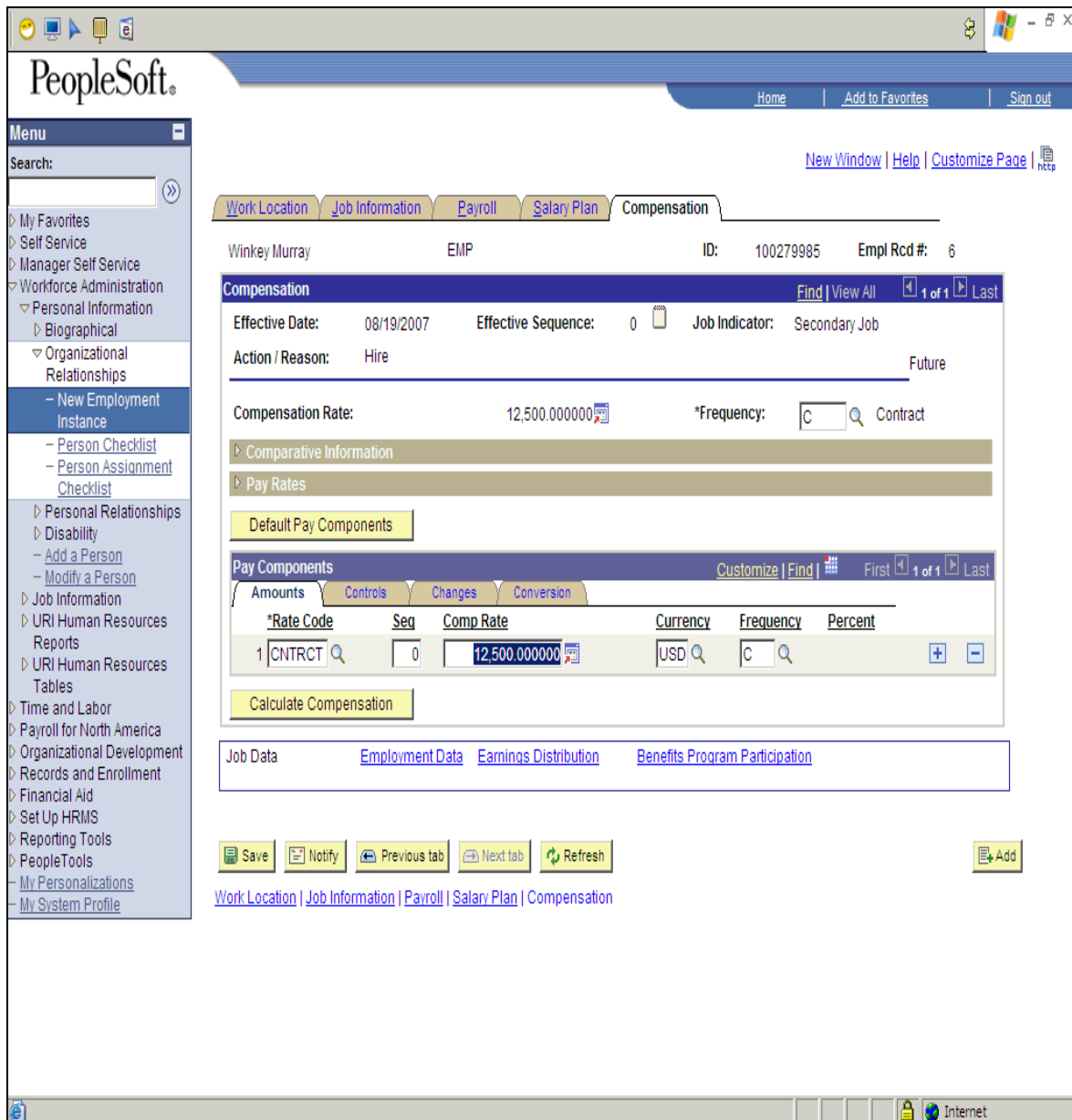
Step	Action
18.	Click on the appropriate step amount.

The screenshot shows the PeopleSoft HR system interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a menu on the left side. The main content area displays the 'Compensation' tab for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 6). The 'Salary Plan' section shows details for an effective date of 08/19/2007, with a grade of 1 and a step of 2. The 'Action / Reason' is listed as 'Hire' with a 'Future' indicator. Below the salary plan details, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', and 'Refresh'. At the bottom of the interface, there is a status bar with a JavaScript error message and an Internet Explorer icon.

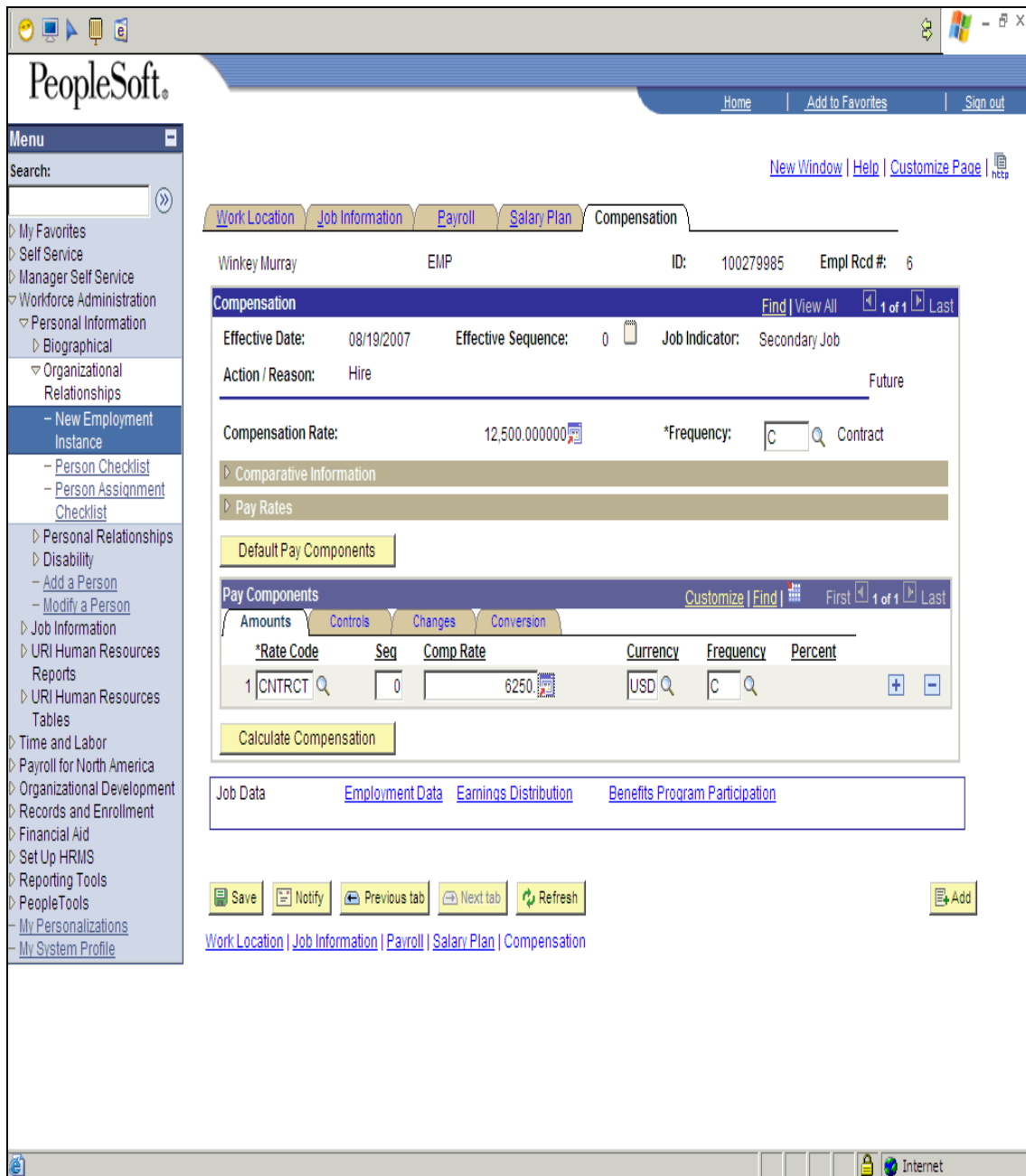
Step	Action
19.	Click the Compensation tab. 




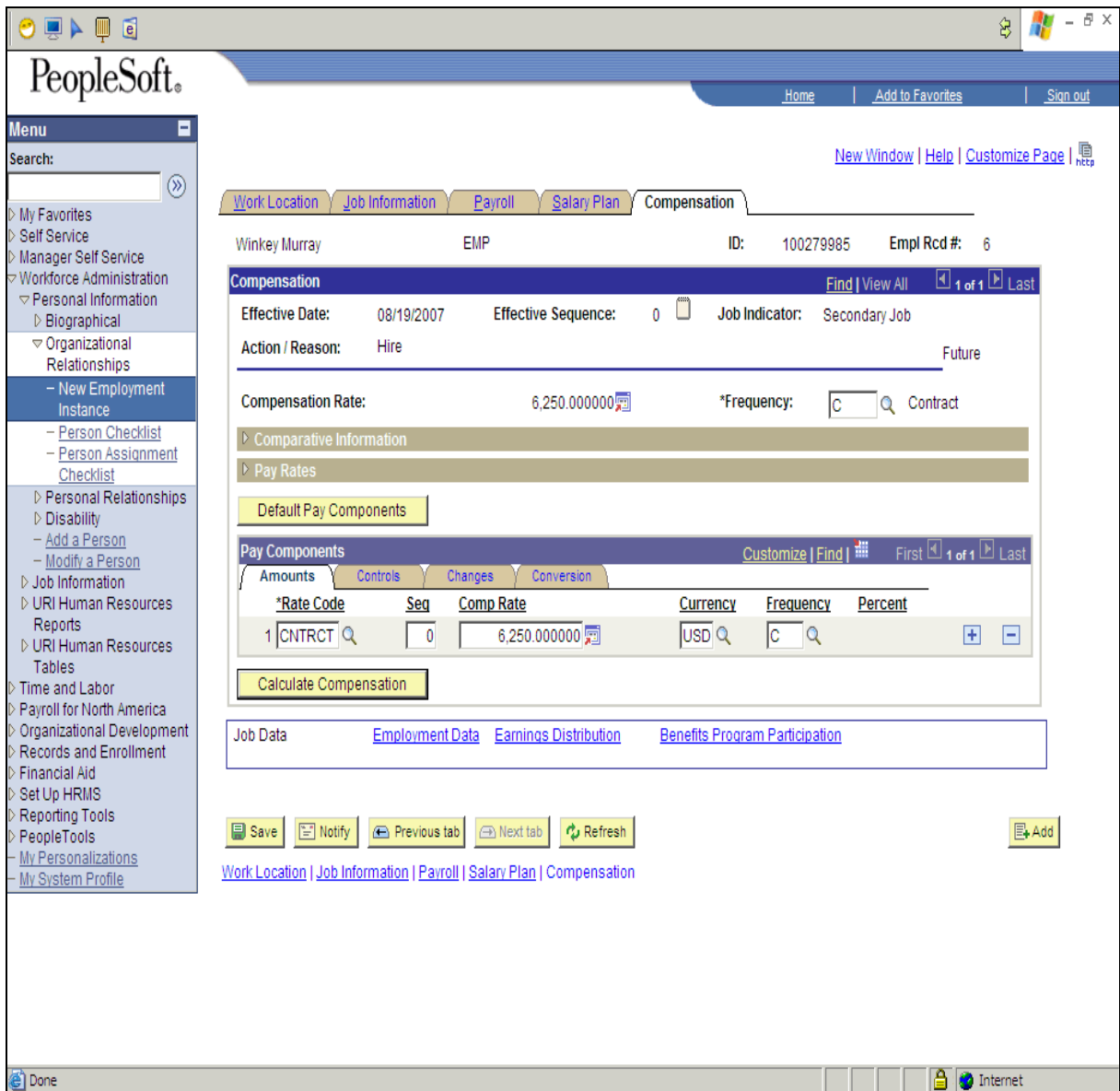
Step	Action
20.	Click on Default Pay Components button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Default Pay Components</div>




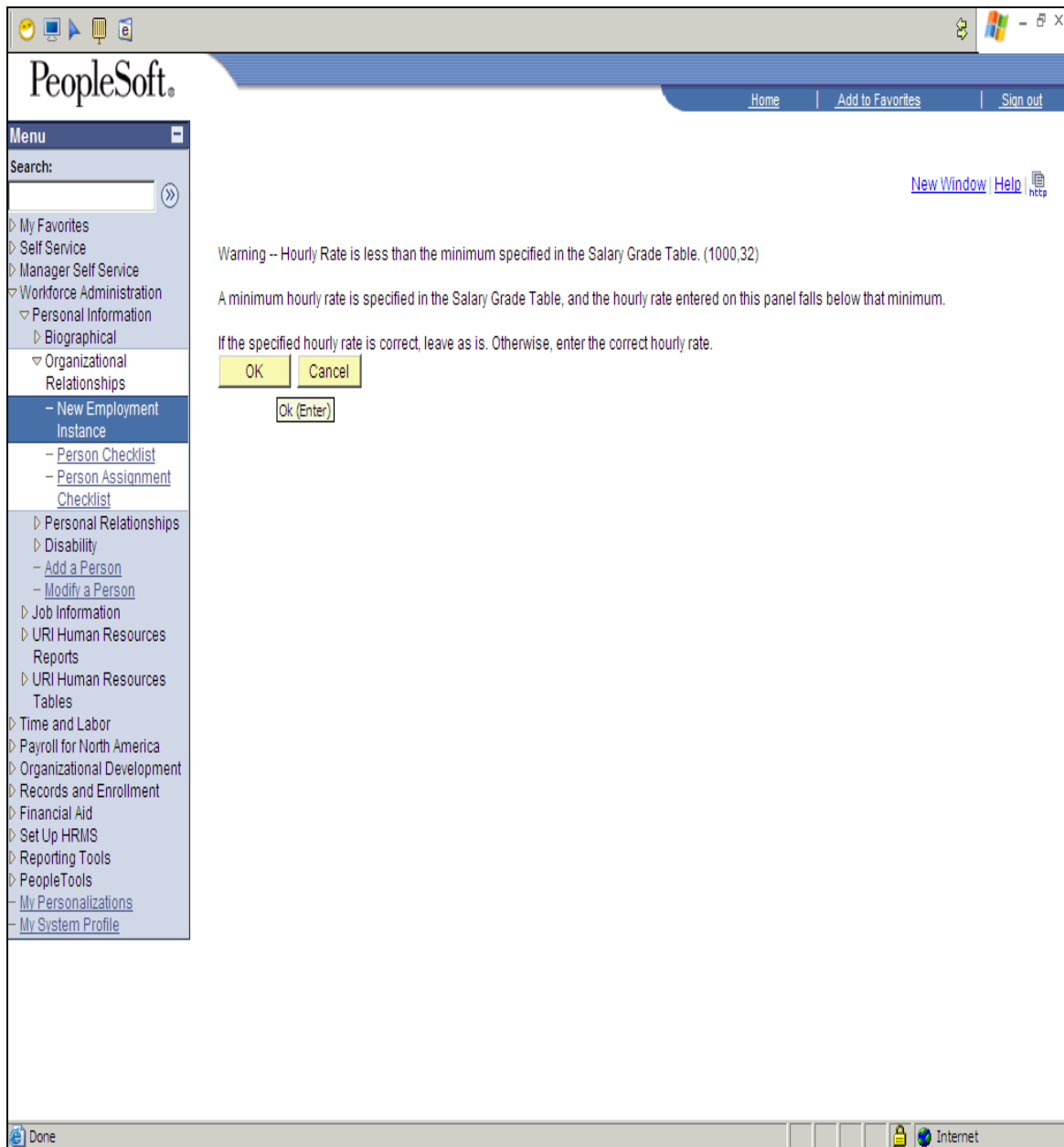
Step	Action
21.	<p>Change the Comp Rate to equal the FTE.</p> <p>In this instance we changed the FTE to .50 so we will change the compensation to equal half of 12,500 which is 6,250.</p>



Step	Action
22.	Click the Calculate Compensation button.
	



Step	Action
23.	Click the Save button. 



Step	Action
24.	Click the Ok button. <div style="text-align: center; border: 1px solid black; width: 60px; margin: 0 auto; padding: 2px;">OK</div>

Business Process Document

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The screenshot displays the PeopleSoft HR system interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', 'Workforce Administration', and 'Job Information'. The main content area shows the 'Compensation' page for employee Winkey Murray. Key details include:

- Employee: Winkey Murray (EMP ID: 100279985, Empl Rcd #: 6)
- Effective Date: 08/19/2007
- Effective Sequence: 0
- Job Indicator: Secondary Job
- Action / Reason: Hire
- Compensation Rate: 6,250.000000
- *Frequency: C (Contract)


 Below the main details is a 'Pay Components' table:

*Rate Code	Seg	Comp Rate	Currency	Frequency	Percent
0	0	6,250.000000	USD	C	

 The page also features a 'Calculate Compensation' button and a 'Job Data' section with links to 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Add'. The browser address bar shows the URL: https://herc.mis.uri.edu:7032/bsp/csdev1/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOME/PAGE.FieldFormula.IScript_AppHP?ot_fname=HC_WORKFOR.

Step	Action
25.	Under the Menu Bar , click the Job Information link to enter in the Termination row for this job. ▶ Job Information



Step	Action
26.	<p>Click on Job Data.</p> 

PeopleSoft Home | Add to Favorites | Sign out

New Window | Help |

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Job Data**
 - URI Human Resources Reports
 - URI Human Resources Tables
 - Time and Labor
 - Payroll for North America
 - Organizational Development
 - Records and Enrollment
 - Financial Aid
 - Set Up HRMS
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History Case Sensitive

[Basic Search](#)

Search Results

View All First 1-7 of 7 Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
100279985 0		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 1		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 2		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 3		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 4		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 5		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 6		Winkey Murray	MURRAY	(blank)	(blank)	(blank)


javascript: submitAction_win0(document.win0, '#ICRow6'); Internet

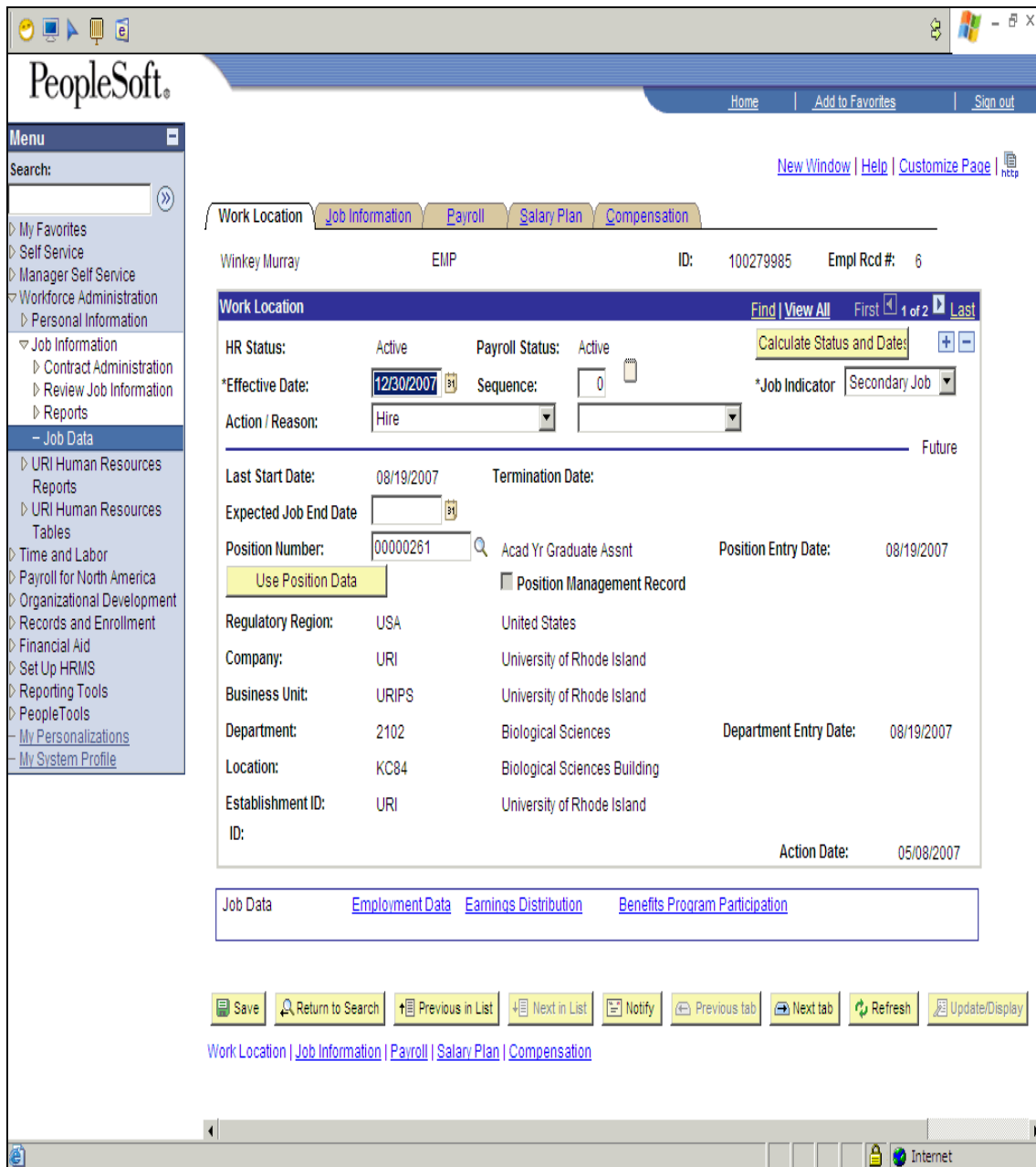
Step	Action
27.	Enter in the EmplID number and click Search . Click on the appropriate record number.

The screenshot shows the PeopleSoft HR system interface. The main content area displays the 'Work Location' tab for Winkey Murray. The job information section includes the following details:

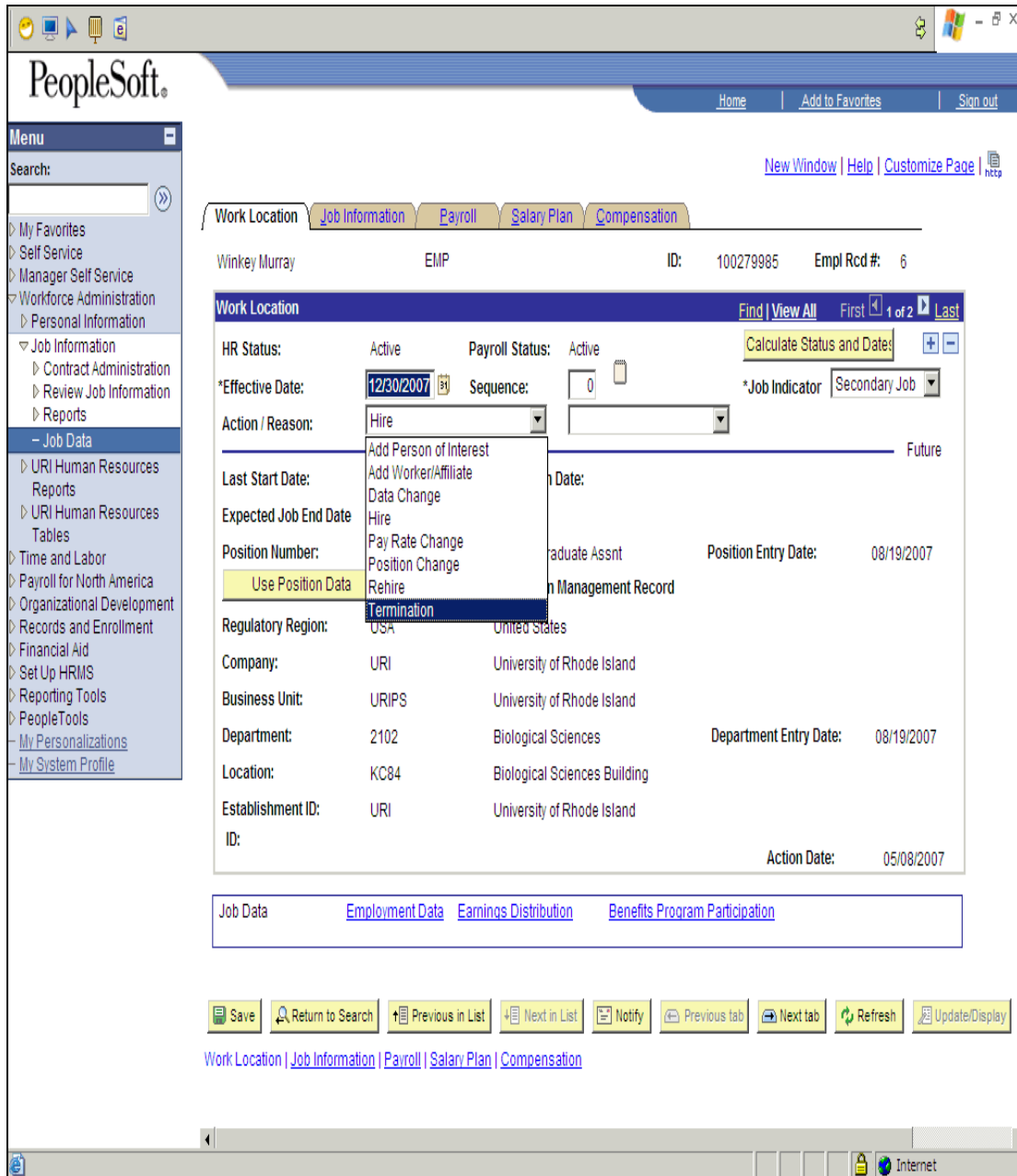
- HR Status:** Active
- Payroll Status:** Active
- *Effective Date:** 08/19/2007
- Sequence:** 0
- *Job Indicator:** Secondary Job
- Action / Reason:** Hire
- Last Start Date:** 08/19/2007
- Termination Date:** Future
- Expected Job End Date:** [Empty]
- Position Number:** 00000261
- Acad Yr Graduate Assnt**
- Position Entry Date:** 08/19/2007
- Regulatory Region:** USA, United States
- Company:** URI, University of Rhode Island
- Business Unit:** URIPS, University of Rhode Island
- Department:** 2102, Biological Sciences
- Department Entry Date:** 08/19/2007
- Location:** KC84, Biological Sciences Building
- Establishment ID:** URI, University of Rhode Island
- ID:** [Empty]
- Action Date:** 05/08/2007

At the top right of the job information section, there is a 'Plus (+)' button. Below the job information, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the bottom of the interface, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Display.

Step	Action
28.	Click on the Plus (+) button to add in the termination row. 



Step	Action
29.	Change the Effective Date to the termination date. Please consult the In-House Payroll Appointment Dates for the correct dates to use.




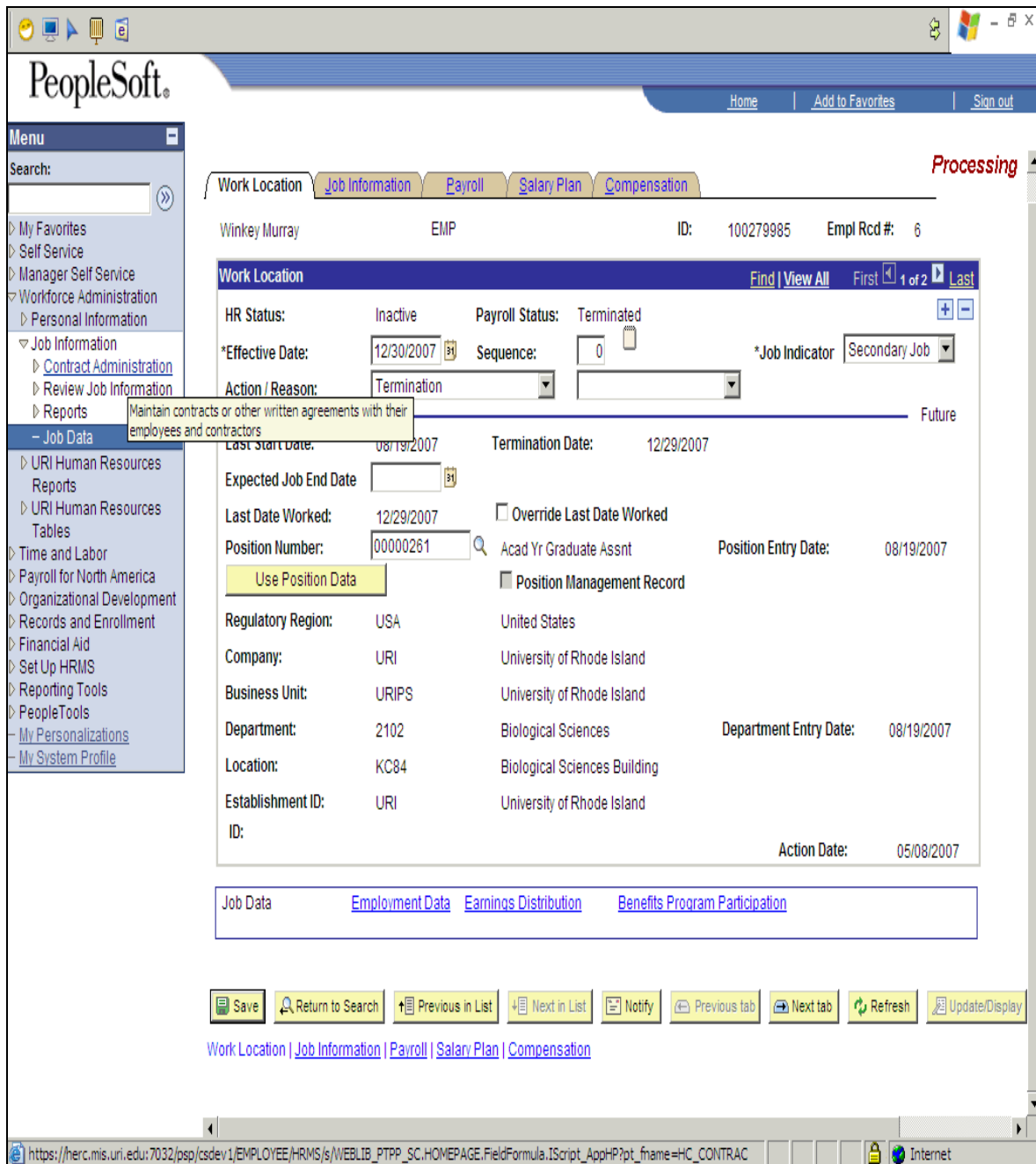
Step	Action
30.	Click on the Action/Reason drop down list and select Termination .

Business Process Document

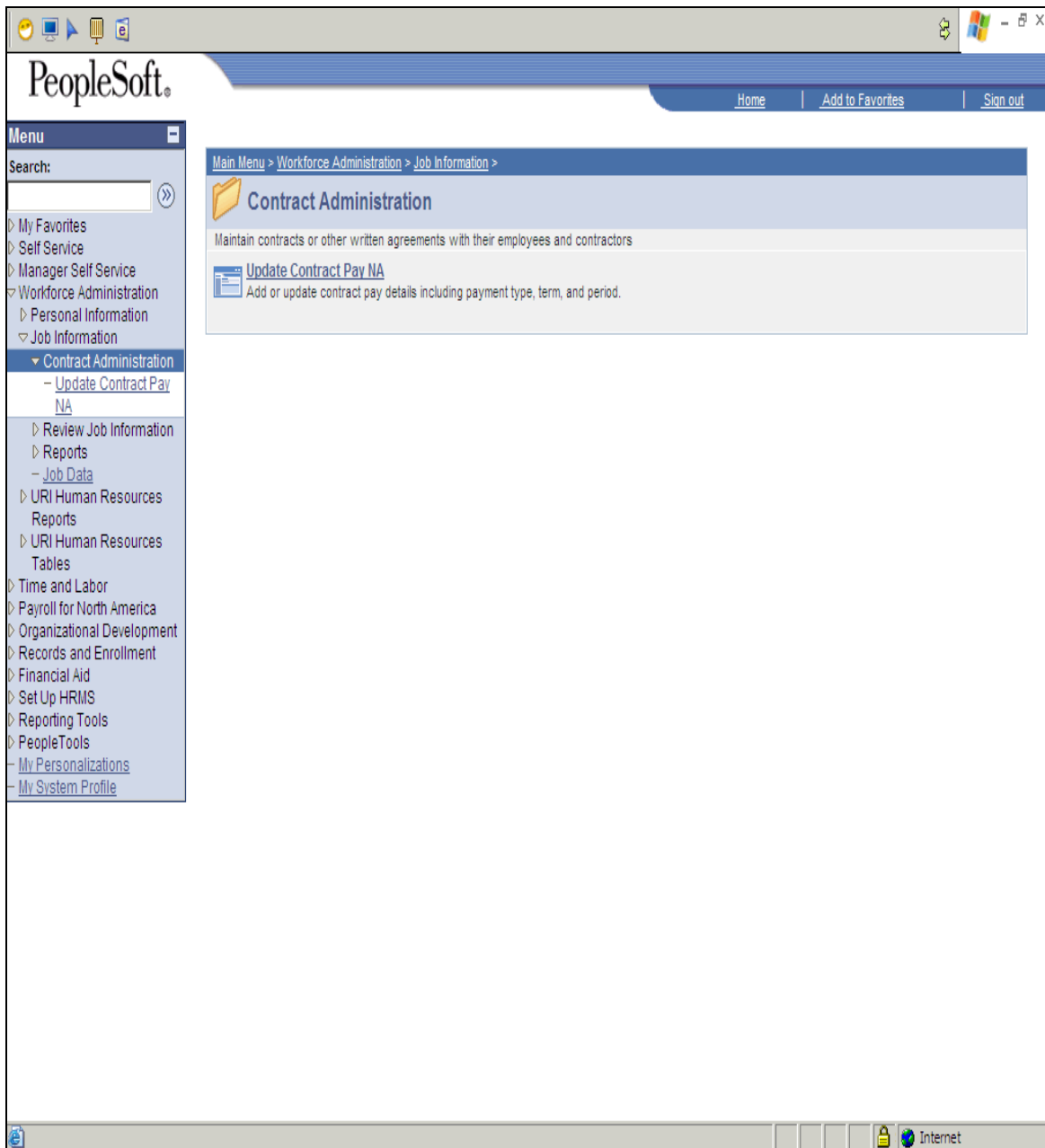
URI-e-Campus-HR Documentation: Hiring a Part Time Graduate Assistant

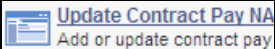
The screenshot shows the PeopleSoft HR system interface. The top navigation bar includes tabs for **Work Location**, **Job Information**, **Payroll**, **Salary Plan**, and **Compensation**. The main content area displays details for employee **Winkey Murray** (EMP ID: 100279985, Empl Rcd #: 6). The **Work Location** tab is active, showing fields for **HR Status** (Inactive), **Payroll Status** (Terminated), ***Effective Date** (12/30/2007), **Sequence** (0), and ***Job Indicator** (Secondary Job). The **Action / Reason** dropdown is set to **Termination**. Other fields include **Last Start Date** (08/19/2007), **Termination Date** (12/29/2007), **Expected Job End Date**, **Last Date Worked** (12/29/2007), **Position Number** (00000261), **Acad Yr Graduate Assnt**, **Position Entry Date** (08/19/2007), **Regulatory Region** (USA), **Company** (URI), **Business Unit** (URIPS), **Department** (2102), **Location** (KC84), and **Establishment ID** (URI). The **Action Date** is 05/08/2007. The bottom toolbar contains buttons for **Save**, **Return to Search**, **Previous in List**, **Next in List**, **Notify**, **Previous tab**, **Next tab**, **Refresh**, and **Update/Display**.

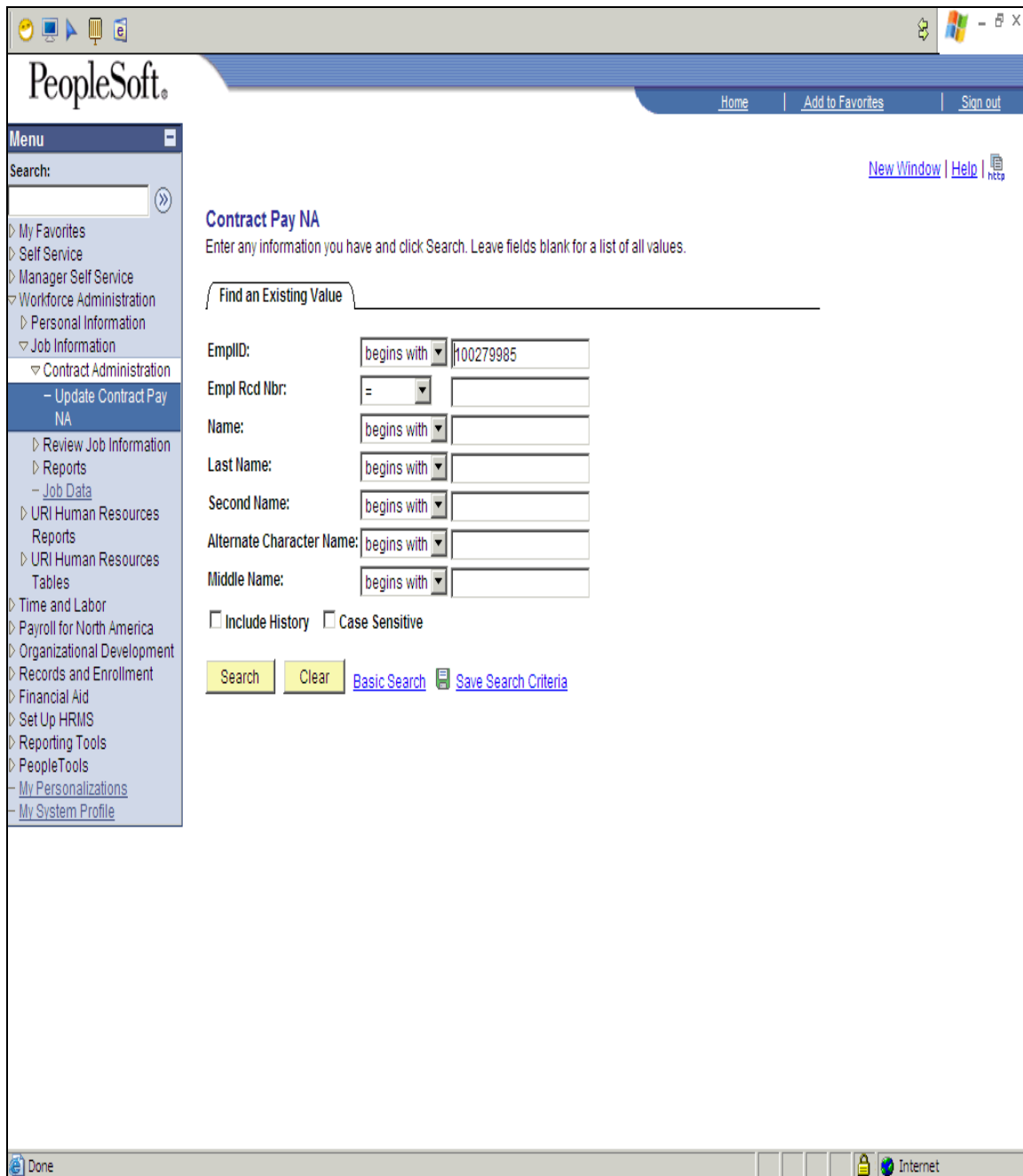
Step	Action
31.	Click the Save button. 



Step	Action
32.	Under the Menu Bar , click the Contract Administration link. ▶ Contract Administration



Step	Action
33.	Click the Update Contract Pay NA button. 



Step	Action
34.	If the EmplID number is not there, enter it and then Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

Contract Pay NA
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 100279985
 Empl Rcd Nbr: =
 Name: begins with
 Last Name: begins with
 Second Name: begins with
 Alternate Character Name: begins with
 Middle Name: begins with

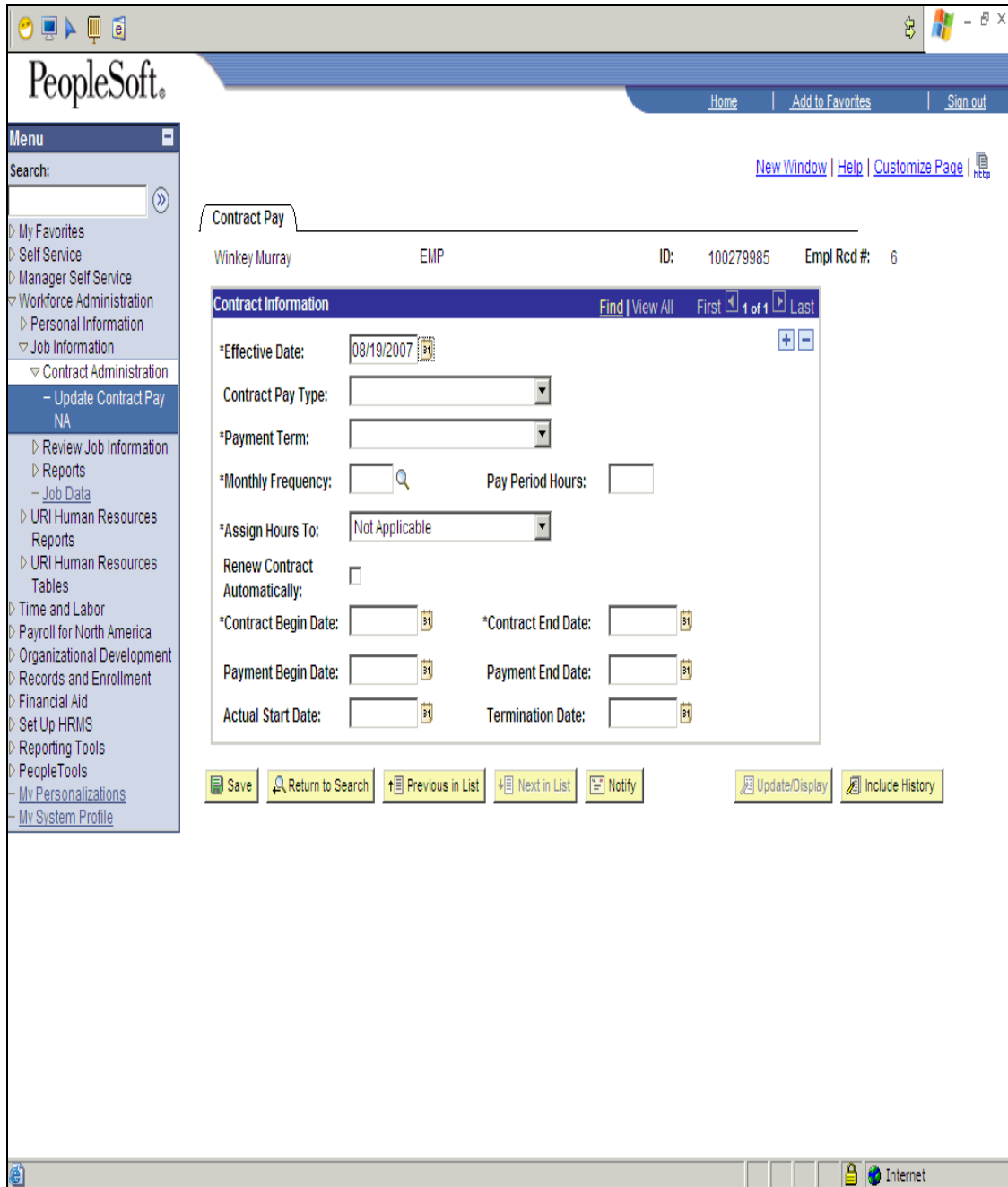
Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

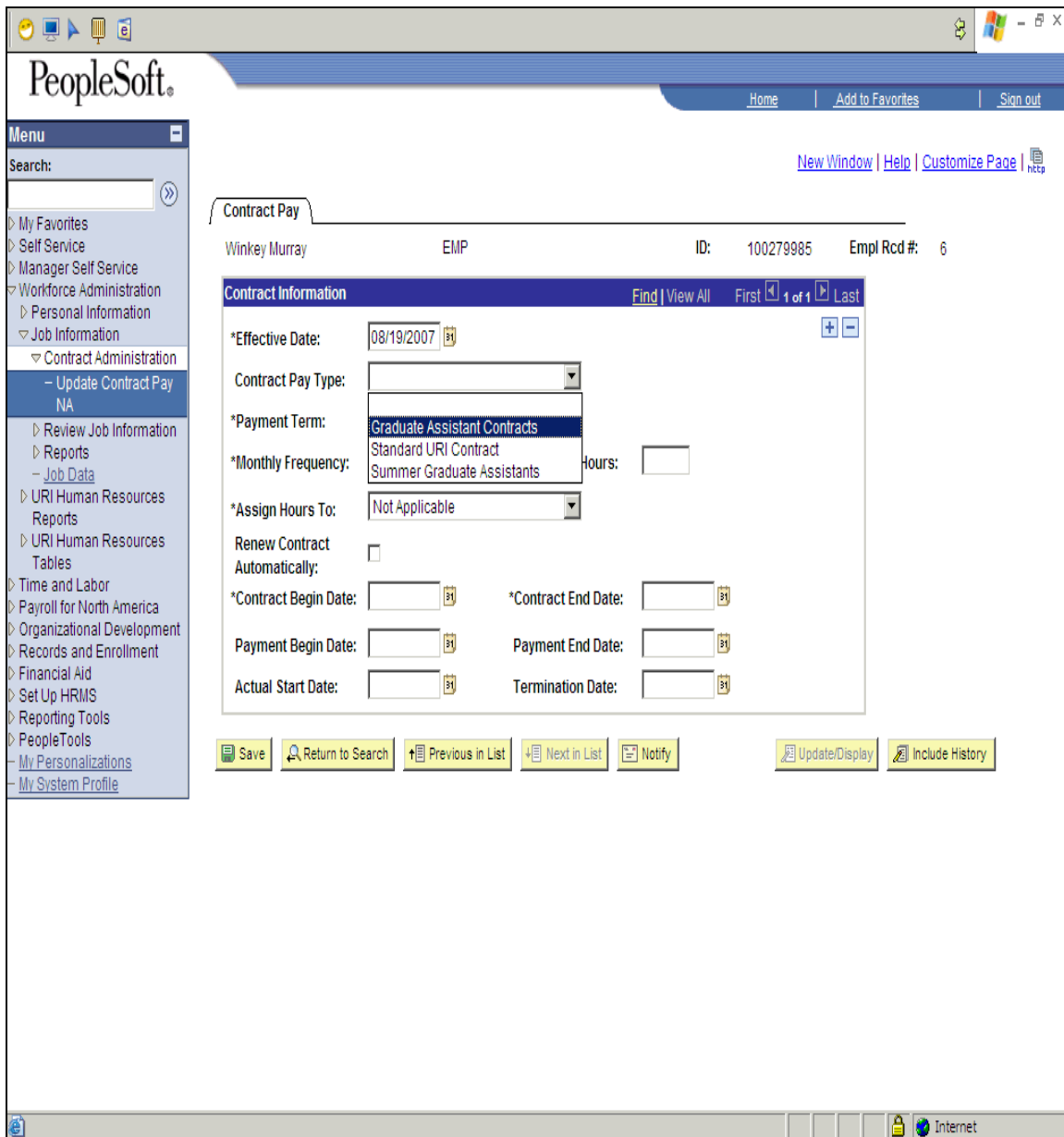
Search Results
 View All First 1-7 of 7 Last


EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
100279985 0		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 1		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 2		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 3		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 4		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 5		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 6		Winkey Murray	MURRAY	(blank)	(blank)	(blank)

Step	Action
35.	Click on the appropriate record number.



Step	Action
36.	The Effective Date should equal the job data hire date.



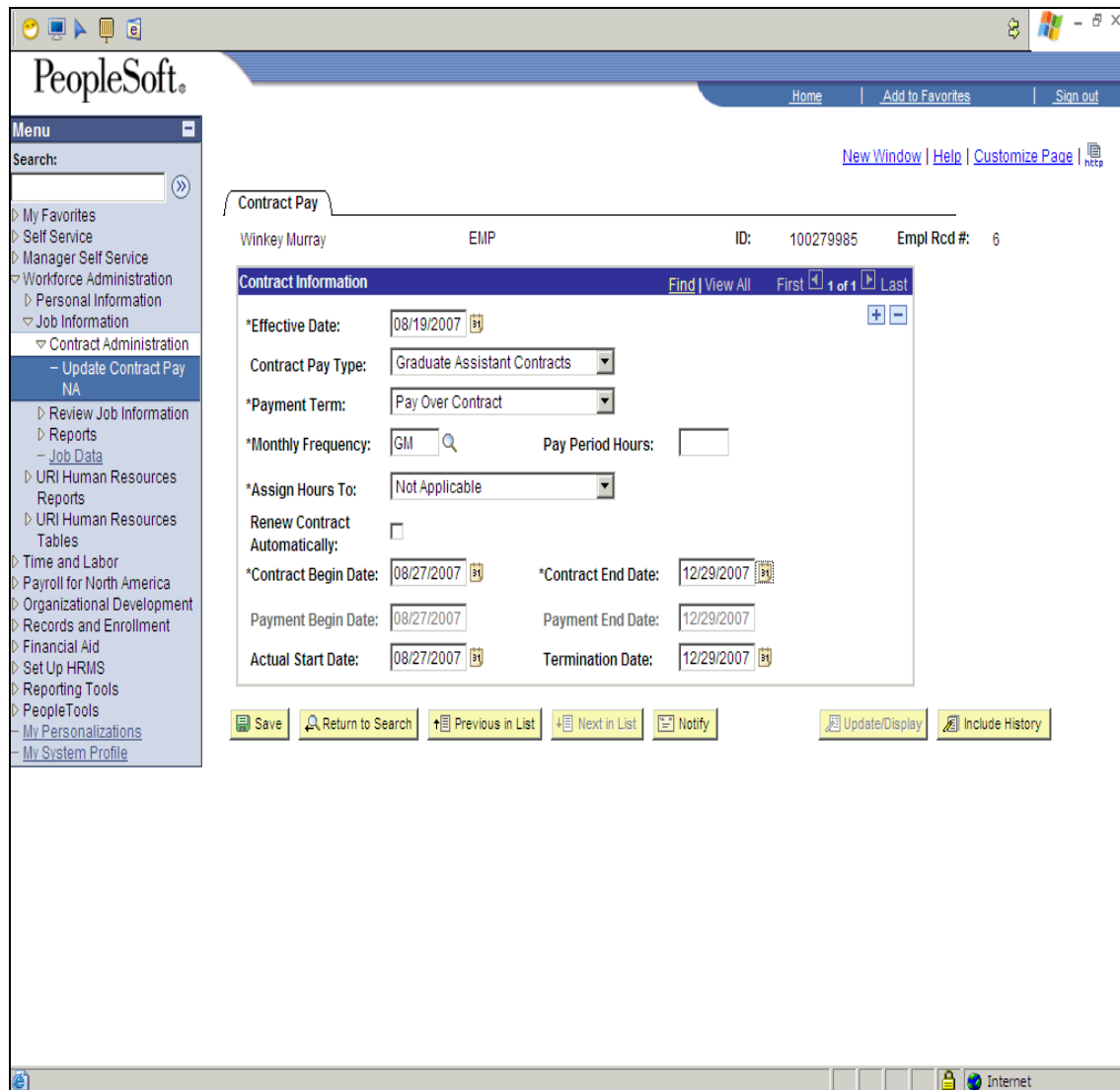
Step	Action
37.	Click on the Contract Pay Type drop down and choose Graduate Assistant Contracts . 


The screenshot shows the PeopleSoft HR system interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A search bar is present in the top right. The left sidebar contains a 'Menu' with various options like 'My Favorites', 'Self Service', 'Workforce Administration', and 'Contract Administration'. The main content area is titled 'Contract Pay' and displays information for 'Winkey Murray' (EMP ID: 100279985, Empl Rcd #: 6). The 'Contract Information' section includes the following fields:

- *Effective Date: 08/19/2007
- Contract Pay Type: Graduate Assistant Contracts
- *Payment Term: Pay Over Contract
- *Monthly Frequency: GM
- Pay Period Hours: [Empty]
- *Assign Hours To: Not Applicable
- Renew Contract Automatically: [Unchecked]
- *Contract Begin Date: 08/27/07
- *Contract End Date: 12/29/07
- Payment Begin Date: [Empty]
- Payment End Date: [Empty]
- Actual Start Date: [Empty]
- Termination Date: [Empty]

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include History'.

Step	Action
38.	<p>Enter in the Contract Begin and End dates.</p> <p>Please consult the In-House Payroll Appointment Dates chart for the correct dates to use.</p>



Step	Action
39.	Click Save . 
40.	Please proceed to the Personal Data document for instructions on how to enter and check the personal data of the graduate assistant. When completed, please forward the Appointment Letter to the Graduate School. The I-9 information should be forwarded to Human Resources. End of Procedure.