The University of Rhode Island

Human Resources e-Campus

News & Updates

April 2004

Retroactive Payroll Adjustments Deadline:

The Payroll Office continues to receive a substantial number of retroactive adjustment requests for In-House (Internal, Grad, Student) Payrolls. Many of the requests are for recent pay periods. This suggests the current charges are not being corrected in the system, and departments are continuing to allow charges to incorrect chartfield strings.

If someone in your department is being charged to the incorrect chartfield string: Go to the Department Budget Table and correct the account code to the **correct** chartfield string as of the beginning of the current pay period. This will stop the charges from going to the wrong account and you will no longer need to complete payroll adjustment forms for each pay period. Remember to copy the new chartfield string through to the Dept Budget Deductions and Dept Budget Taxes tabs as well, or the incorrect account code will remain there. For assistance, call the HR Help Desk at 4-9351.

Per the 4/9/04 Budget Director's memo; fiscal year-end processes necessitate the need to impose a deadline on the submission of retroactive adjustment requests. ***Adjustments for charges incurred after Pay Period 22, 04/18/04 to 05/01/04 paydate 05/07/04, will not be processed*** unless special permission is granted directly from the Controller. The Controller will only be giving approval pending extenuating circumstances and documentation explaining why the original charges were not assigned properly at the department level. The Payroll Office must receive all requests by 6/12/04 to provide sufficient time for review, approval, and processing into financials by the year-end deadline.

New Security Access Request Process & Form

Effective immediately, the process for requesting and assigning security access to the various tasks in the Human Resources system has transitioned from the HR Implementation team to the functional Departments (Budget and HRA). This includes access to hiring In-House (Internal, Grad, Student) employees, reporting and approving time, and manager reporting roles.

To request security access for an employee, the department will no longer be emailing the HR help email. Instead, complete the new SAR-1 Security Access Request form and forward it to the Budget Office. Print or download the Security Access Request (SAR-1) form at ***URI Home Page>Log On to e-Campus>e-Campus Help>How Do I?>Human Resources>Forms.***

If you have questions on completing the form or the security assignment process, contact Paula Murray in HRA 4-2417.

Confidentiality Agreement Reminder

All users were asked to read and accept a University of Rhode Island Access and Compliance confidentiality agreement when registering their User ID and Password for e-Campus. Included among the responsibilities Users agreed to are:

- You will make every reasonable effort to maintain privacy of the data
- You will not share data with others, electronically or otherwise, unless the recipient is authorized to access the data and understands his/her responsibilities as a user, and
- You will keep passwords to yourself

The University has received several reports of password sharing within departments. This practice is unacceptable, and disciplinary action will be taken against employees who share passwords in violation of the confidentiality agreement.

Please be cautious in helping to maintain the security of the sensitive employment data in this system and protect yourself and others by never sharing your Password, or allowing others to use your access information.

Use of Inactive Account Codes

***Issue* –** grant account codes being used beyond the end date of the grant.
***Result* –** distribution programs abort
***Action Taken* –** edit to identify these instances has been added to the URI In-House Payroll Exceptions Report
***Your Role* –** review report daily and correct as quickly as possible
***Result of Correct Action* –** accurate data/distribution program does not abort
***Result of Inaction* –** if distribution program is in jeopardy of aborting, the appointment level distribution will be terminated and default funding will take over. **Once this occurs, these charges cannot be moved to a different source of funding retroactively.**

URI In-House Payroll Exceptions Report
We recently added an edit to verify that account codes used on the Department Budget Table are active account codes during the duration of their use on the Department Budget Table. By reviewing this information, you will be able to determine if there are charges to

any of the grants you monitor that are inappropriate and take steps in advance to correct the distributions to the grants after the grant end date. Failure to correct these errors will ultimately cause the encumbrance and payroll distribution programs to abort.

If these errors are not corrected at the department level, the appointment level budgets will be terminated and the distributions on your default level budgets will automatically be invoked. If this occurs, charges either to your department or overhead accounts will not be able to be adjusted to another source of funding after the fact.

Correcting Distributions:

The error message will give you the employee's ID and Empl Rcd # for the appointment level budget that is using a grant account code after the end date of the grant. Change the distribution for this employee. The appointment level budget can be corrected in two ways:

1. **Terminate the inactive account distribution, charge to default after account ends:** Delete the existing inactive row. Add a new inactive row with an effective date equal to or less than the inactive date of the account code. If the employee is still employed beyond that date, the employee's salary will be charged to the default account based on the employee's budget level.

2. **Terminate the inactive account distribution, then charge to different account:** Delete the existing inactive row. Add a new row with an active status. Effective date should be the beginning of a current or future pay period, enter the new active account code to charge. The new account charged must be changed on the Earnings, Deductions and Taxes tabs. Add a new row, status inactive with effective date as the future date you want the distribution to stop.

Restrictions for Making Changes to Distributions:

1. Once a payroll has been paid and distributed, the Department Budget Table cannot be changed for that pay period. Any changes that need to be made will have to start at the beginning of the current pay period.
2. The payroll is distributed on the Thursday of each pay week. Changes to the Department Budget Table that need to be made to be in effect for that pay period must be made by that Wednesday to ensure they are included in that run.
3. Departments can only change data on future dated rows of information. If a change needs to be made to a current row of information, contact PR-e-Campus@uri.edu (the Payroll Office) to make the change. ***This should not be occurring on a regular basis.***

New/Modified Reports:

Time Reported Status Report:
It is now possible to select a particular department if you have security access to more than one. If you leave the department field blank you will receive data for all of the departments that you are authorized to view. The output has been changed to print in alphabetic department order and then alphabetically by employee last name. Run this report on the PSUNX server, access it through ***Administer Workforce > Capture Time and Labor > Reports > Time Reported Status.***

Position FTE Counts:
This report provides a list of all employees in each of the department's positions for a specific Fiscal Year. It can be run for all departments you have access to (by leaving the department field blank), or for a specific department (enter department number). Run this report on the PSUNX server, access through ***Develop Workforce>Manage Positions>Report>URI Position FTE Counts.***

Budget FTE Counts:
This report is run by department on the PSUNX server. It will display Grads in positions in the department which are limited by FTE counts, the FTE Budget for the department, and the current Actual FTE Count. Select job data for each position is also shown: Std Hours, Hire and Term dates, and Comprate. Access this report through ***Define Business Rules>Define Commit Accounting (US)>Report>URI FTE Budgets***.

New/Revised Documentation on the Web:

Frequently Asked Questions for HR PeopleSoft:
This document lists the answers to questions we have received most frequently at the HR Help Desk. Go to ***e-Campus>e-Campus Help>How do I?>Human Resources>HR FAQs***

Forms Section Added to e-Campus Help:
The HR e-Campus help section has been reorganized to include a ***forms*** section. Now you can easily locate PeopleSoft related HR and Payroll forms conveniently in one area.

Security Access Request Form (SAR-1):
Use this form to request or change employee security access to the HR system.

Tips and Reminders:

FICA Status Field:
Departments no longer need to complete the FICA Status field in Job Data. This field has been grayed out, and is no longer a part of the hiring data entry process. FICA status for employees will be maintained by the Payroll office.

Account codes in Dept Budget Deductions and Taxes Tabs:
When making salary distribution changes, please remember to manually copy the new account code through to the Dept Budget Deductions tab AND to the Dept Budget Taxes tabs. Error messages may appear on your PAY734 In-House Payroll Exceptions Report if this step is not completed.

Changing the Department on a Job with an Appointment Level Budget:
Here are a few tips regarding changing the department on job data when there is an appointment level budget associated with the current job. Inactivate the current appointment level budget as of the date of the department change. If you left this active it would no longer apply to the employee once you change the department on the job, but if they were to come back to that department this would automatically apply. You would also not be able to touch the data on the appointment level budget once you move the employee out of that department.

Add a row on job data in the appropriate space. Put in the effective date, the action code "data change", change the department and whatever other data is changing and save. Set up the appointment level budget in the new department or the charges will go to the default department budget for the new department. Don't forget to change the data on any future dated rows!

How do I change the location where my paycheck gets distributed?:
If a paycheck is not being distributed to the employee's preferred location, the employee can make a request in writing or email the employee's name and Empl ID to ***PR_e-Campus@uri.edu*** to have the check sent elsewhere. The requested check distribution location change must be a building where the employee actually works.

"Additional Job" Action Code:
We have removed this code as an option for the action on the job location page. If a person is beginning a job in your department for the first time utilize the action code "hire". If that person has terminated and you are employing the same person again, use the action code "rehire".

Time Entry and Approval:
A little trick when entering time for hourly employees is to put the cursor in the first box of the time entry panel and tab into the next, enter your hours and tab into the next, etc. When you TAB into the field the field becomes blank and you enter the decimal if there

is one. That way the decimal point usually winds up in the right place! If you click into the field, the decimal is already in there and has the potential to cause problems with the time entered.

Make sure that you check what kind of time you are approving when you approve an employee's time. IRG means you are approving regular time paid at the regular rate, OVT means you are paying overtime at the rate of time and one half

New Job Code and Time Reporting Workgroup:
In order to differentiate between non-classified limited employees on the internal payroll who are subject to or exempt from FLSA, a new job code and time reporter workgroup have been established. These appointments are initiated on an IP-1 form and the FLSA determination is verified and entered into PeopleSoft by the Human Resources and Payroll departments.

The job code IA5245 will now represent hourly non-classified limited employees who are subject to FLSA, or eligible for overtime payment. The workgroup for this job code remains INT_HOURLY, internal hourly positive pay. The new job code is IP5245 and this one will be used for non-classified limited employees who are exempt from FLSA, or not eligible for overtime pay. Employees in the IP5245 job code will have the workgroup INT_PFHRLY, internal professional hourly.

Graduate Students on the Student Payroll:
Graduate students should never be put on the internal payroll (paygroup ICT or INT). If a graduate student with an assistantship will also be teaching a course, the job should be put up with the job code IN5278 or IA5278 and the paygroup STU.

Note: Information in this document relates to employees on the e-Campus payrolls only (student, graduate assistant and internal). State payroll employees are not included in the e-campus payroll system.