

# The University of Rhode Island

## *Human Resources e-Campus News & Updates*

*January 2005*

**Information in this document only relates to employees with jobs on the University's In-House payrolls: student, graduate assistant and internal (previously known as monthly or temporary). State employees are not on the In-House payroll system found in e-Campus.**

### **General:**

- **Changes to Saved Contract Jobs Must be Done by Payroll!**

Departments should not make any changes to Job Data or Contract Data for employees being paid by contract once the job has been put up. If a job has been saved and you need to have any changes made, you should contact the Payroll Department directly. Changes to previously saved contract jobs must be tracked by Payroll to ensure the paycheck amounts are re-calculated correctly. Contact either Wendy Belue 4-4148 or Maryann Duggan 4-4145 for further assistance.

- **Distribution Error Msg on Employees With International Home Addresses**

If you are hiring or rehiring an employee with an international address in the Home Address field, you may get an error message containing the following: "When distributing earnings by percent, percents must add up to 100..." If you receive this message, please call the PeopleSoft HR Help Desk at 4-9351 for further instructions.

### **New/Revised Documentation on the Web:**

- **IP-1 Internal Payroll Employment Form**

The IP-1 Form has been revised to reflect changes to ethnicity/race codes, and the ability to indicate a primary ethnicity. Download and/or print the new form from *e-Campus Help>How Do I?>Human Resources>Forms>"IP-1 Form for Internal Payroll Processing"*

### **Tips and Reminders:**

- **Employee's with International Home Addresses**

There is a change in the address information required in Personal Data for internal employees with international home addresses. Beginning immediately, the home address field for these students must be their foreign home address. This address is required to correctly calculate their income tax status based on the tax treaty their home country has with the US. This change is necessitated by our implementation of a process to automatically calculate their taxes. If you have any questions regarding this change please contact the Payroll Office at PR\_e-Campus@URI.edu.

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- **Appointment Periods for Spring:**

	Job Data		Contract Data	
	Hire/Rehire	Termination	Begin Date	End Date
Per Course Instructors	01/09/05	05/29/05	01/09/05	05/21/05
Graduate Assistants*	12/26/04	05/01/05	12/26/04	04/30/05

\*Note: Graduate Assistant's actual work periods (when they are to physically report to work) are different than the Job/Contract Dates for payroll purposes. When completing the appointment letters for graduate assistants, use the dates listed in the table below for their work assignments. Questions on this issue should be directed to the Graduate School or the Provost's office.

	Begin Date	End Date
Graduate Assistant Work Periods Spring '05	12/27/04	05/22/05

- **How Can We Get Back to You?**

In order to facilitate communication, departments need to attach contact information about who, where, and how to contact the person and/or department sending paperwork to Human Resources and Enrollment Services. Too often I9's or other paperwork is received and there is no way of knowing what department or person to contact with questions.

- **Encumbrance Update-Liquidations**

For HR system encumbrances, the system is now running both the nightly create and FY create processes each evening. This will eliminate many of the problems we were experiencing where encumbrances were not liquidated after the job termination. However, if you find instances where encumbrances do not liquidate correctly, we have developed a method to liquidate them. You can e-mail your analyst in the Budget Office with the employee's ID number, the Empl Rcd #, the account code and the amount of the encumbrance to be liquidated.

- **Tired of Entering Appointment Level Budgets for Your Employees?**

Maybe we can help. We are in the process of creating additional job codes for the student payroll. Creating a new job code for the Department will allow you to set the funding for these job codes to selected accounts. In some cases, this may make it so you would not need to do appointment level budgets for large numbers of employees.

If this approach will help you with your data entry, contact Cheryl Rand-Highley at 4-2509 for more information. Provide an explanation of what you need with the department number(s) that apply, and the account code you want for default funding. The Budget Office will see that the job codes and the job code level budgets are created and notify you of the job code to use.