

The University of Rhode Island

April 2005 Human Resources e-Campus News & Updates

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

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General:

• HR Training Schedule Available Online

The e-Campus Human Resources schedule of training sessions for the system is now available online. You can access the schedule from the URI homepage, click log on to e-Campus, and click on Training Schedules on the menu on the left side of the page.

• Job Setup for Graduate Student Lecturers

Graduate students with jobs in a lecturer job code (those ending in 5278, 5247, 5275 or 5274) need to be hired on the student payroll. These job codes default to the Internal payroll, so you will need to do the following: on the "Payroll" tab of the job data, select **Paygroup** STU (student payroll), and **Employee Type** S (salaried).

The University policy states that only matriculated graduate students are allowed to be instructors, and only for a maximum of 2 courses per semester. Approval for student instructors must be received from the Graduate School. For each student instructor your department hires, send a memo to Kristine Connery, Graduate School.

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New/Modified Reports:

- **All Reports Now Available in Excel!**

All of the general reports in the HR system have been changed to be run in PDF format, or in CSV format. Running a report in CSV format allows it to be opened in an MS Excel spreadsheet. For more information on how to run a report as a CSV file and open it in Excel, please consult the Manager Reporting documentation at *e-Campus Help>How Do I?>Human Resources*, under General.

New/Revised Documentation on the Web:

- **Manager Reporting**

The Manager Reporting document has been significantly updated to include detailed information on all reports available in the HR system for users with the manager reporting role. It also has new information on running queries, as well as publicly available queries in the system.

- **2005/2006 Bi-Weekly Payroll Schedule**

The 2005/2006 Bi-Weekly Payroll Schedule is now available online at *e-Campus Help>How Do I?>Human Resources*, under Payroll Process.

- **Internal Salary Plans**

The In-House Payroll Internal Salary Plans document has been updated to include new job codes created for CCE special programs. These new job codes are IW5247 and IW5275. This document is available at *e-Campus Help>How Do I?>Human Resources* under Payroll Process and Internal (Monthly) Payroll. The new information is on Page 11 of the document; you can print this page and replace it in your existing document if you wish.