

# The University of Rhode Island

## **June 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.

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## • Job Setup for Graduate Student Lecturers

Graduate students with jobs in a lecturer job code (those ending in 5247, 5274, 5275 or 5278) need to be hired on the student payroll. These job codes default to the Internal payroll, so 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 (6 credits) 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 with specific information on the courses being taught, and the employee’s ID and record numbers.

## • Memo’s to Graduate School

Appointment letters are needed by the graduate school for all graduate students with summer assistantships. Also, any graduate students being paid at Grade 2 rates on the student payroll for the summer need approval from the graduate school through a memo.

## • No Federal College Work Study Jobs During Summer

With the exception of Enrollment Services, University departments should not be hiring students into 5239 Federal College Work Study job codes during the summer time frame (5/15/05 through 8/28/05). If a student with an IPR summer job had a CWS award for the previous academic year, you may be getting an error message on the payroll exception report. Go to the work study placement page and add a new row to inactivate the work study award. The following day the message will be removed from your error list.

## • New Employee Checklists

Employee checklist items that relate to a specific job can now be accessed directly from job data. By viewing this page, you will be able to determine the current status of exception approvals for your employees. To view this data, go to the Payroll tab on a non-termination row and then click on *URI Inhouse Payroll Checklist Items* box located under the FICA status field.

## • New Error Messages

With the new employee checklist, the following payroll exception error messages are now active:

- Appointment letter not received.
- Additional compensation form not found for state employee.
- Student not authorized for more than 2 jobs on the student payroll.
- Graduate assistant compensation rate does not match grade and step rate.
- Additional 5 hours approval not received.
- Student employee not authorized for Grade 2 pay.
- Lump Sum contract payment type not approved.
- Internal employee not paid between min/max for specific pay plans.
- Internal employee not paid on step amount for specific pay plans.
- Internal employee over maximum for specific pay plans.
- Post Doc compensation rate over maximum.
- Graduate student lecturer authorization not received.
- Student employee compensation rate over maximum allowed.

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For additional information on these error messages, refer to the *Exceptions Report Error Message Descriptions* document. This document is available at *e-Campus Help> How Do I?> Human Resources* under the “Payroll Process” heading.

## New/Modified Reports:

- **Labor Hours Report**

This report was written by specific request to provide total hours worked and total amounts paid to employees by pay period. This report is located under *Administer Workforce>Administer Workforce (GBL)>Report>URI Labor Hours*. For instructions on running this report, please consult the Manager Reporting documentation (pg. 65-66) at *e-Campus Help>How Do I?>Human Resources* under the “General” heading.

- **Department Employee List**

For a list of employee names and ID numbers, run the query entitled *U\_HHR\_EMPL\_BY\_DEPT*. For instructions on running this query, please consult the Manager Reporting documentation (pg. 79) at *e-Campus Help>How Do I?>Human Resources* under the “General” heading.

- **URI Encumbrance Report**

This report can now be run as a CSV data file without the headings and subtotals to allow for easier manipulation of the data when opened in an Excel spreadsheet. For a look at the new parameter page and instructions on running the report in this format, refer to the Manager Reporting documentation (pg. 47) at *e-Campus Help>How Do I?>Human Resources* under the “General” heading.

## New/Revised Documentation on the Web:

- **Manager Reporting**

The Manager Reporting document has been updated to include information on the Labor Hours report (pgs. 65-66), changes to the URI Encumbrance Report (pg. 47) and query of department employees (pg 79). View or download this document at *e-Campus Help>How Do I?>Human Resources* under the “General” heading.

- **Internal Salary Plans**

The In-House Payroll Internal Salary Plans document has been updated to include the new set-up for Per Course Instructors and Post Doctoral Fellowships. This document is available at *e-Campus Help>How Do I?>Human Resources* under the “Payroll Process” and “Internal (Monthly) Payroll” headings.

- **FY 2005 - 2006 Appointment Dates**

A new document is available that identifies the appointment dates for the remainder of FY 2005, and all of FY 2006 for In-House payroll employees. This document lists the job dates, contract dates,

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Department budget table dates and employee work periods for the graduate and student payrolls and the dates for summer session and per course instructors. It is available at *e-Campus Help>How Do I?>Human Resources* under Payroll Process. There is also a direct link to this document from the Human Resources Home page.

- **Payroll Exception Report Error Message Descriptions**

The Exception Report Error Message Descriptions document for the In-House Payrolls has been updated for the edits that became active when the new URI employee checklist was added to job data. This document is available at *e-Campus Help>How Do I?>Human Resources* under the “Payroll Process” heading.

## Fiscal Year End Procedures:

- **FY 2006 First Pay Period Impact on FY2005**

The first pay period dates for FY 2006 are 6/26/05 through 7/9/05. Any employees paid in that pay period will automatically be distributed 40% to FY2005 and 60% to FY2006 regardless of the actual dates worked. Please keep this in mind when preparing budgets and planning expenditures.

*After FY2006 Department Budget Creation on June 23, 2005*

When creating appointment level budgets for employees that will be paid during the first pay period of FY2006, the appointment level budget must exist in both FY2005 and FY2006. If you create the appointment level budget in only one fiscal year, the charges for the other fiscal year will be posted to the default account code on the appropriate default level budget (department, position or job code).

- **Outstanding Year End Encumbrances**

Any outstanding encumbrances at the end of Fiscal Year 2005 will automatically be liquidated by the Budget Office after July 1, 2005. You do not need to contact the Budget Office to have your encumbrances liquidated.

- **In-House Payroll Correction Deadlines for FY2005 Year End Processing**

Adjustments to distributions for employees paid in pay periods 1 – 24 (through May 28<sup>th</sup>, 2005) must be received in the Payroll Office by 4:00 pm on Friday, June 10<sup>th</sup> to be included in FY2005.

Adjustments to distributions for employees paid in pay periods 25 & 26 (after May 28<sup>th</sup>, 2005) must be received in the Payroll Office by 4:00 pm on Wednesday, July 13<sup>th</sup> to be included in FY2005.

*Adjustments not received by these deadlines will not be able to be processed.*

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## New Fiscal Year 2006 Set Up:

- **Department Budget Table Creation for FY2006**

The Department Budget Tables for FY 2006 will be created on June 23, 2005 by the Budget Office. Any FY2005 appointment level budgets that extend past June 30, 2005 that exist on June 23, 2005 will be automatically created in FY2006. If you are creating FY2005 budgets after June 23<sup>rd</sup> that also extend into FY2006, you must manually create the appointment level budget in both fiscal years for the distributions to occur properly.

***Before FY2006 Department Budget Creation on June 23, 2005***

Until June 23, 2005, when adding job appointments that will exist in FY2006, any appointment level budgets for those jobs can be created in FY2005 and the budget creation process will automatically create them for FY2006.

***After FY2006 Department Budget Creation on June 23, 2005***

When creating appointment level budgets for employees that will be paid during the first pay period of FY2006 (6/26/05 – 7/9/05), the appointment level budget must exist in both FY2005 and FY2006. If you create the appointment level budget in only one fiscal year, the charges for the other fiscal year will be posted to the default account code on the appropriate default level budget (department, position or job code).

For employees that are appointed beginning with pay period 2 forward (start date 7/10/05), create appointment level budgets in FY2006 (not FY2005) for these appointments.

- **FY 2006 College Work Study Account Code**

The new account code for College Work Study funds for FY 2006 is **560-3203-0000FSA0610-0000**. This account code will replace account code 560-3203-0000FSA1001-0000 for all college work study expenditures effective July 1, 2005. The department, position and job code level budgets will automatically be changed to charge this account when the Budget Office creates the new Department Budgets for FY 2006 on June 23, 2005. Any FY 2005 appointment level budgets that extend beyond June 30, 2005 that exist on June 23, 2005 will also be updated to use the new account code. You do not need to make any changes.

After June 23, 2005, new appointment level budgets for College Work Study appointments that are created for FY2006 should use the new account code.

- **FY 2006 Pay Period 1**

The first pay period dates for FY 2006 are 6/26/05 through 7/9/05. Any employees paid on that pay period will automatically be distributed 40% to FY2005 and 60% to FY2006. Please keep this in mind when preparing budgets and planning expenditures.

***After FY2006 Department Budget Creation on June 23, 2005***

When creating appointment level budgets for employees that will be paid during the first pay period of FY2006, the appointment level budget must exist in both FY2005 and FY2006. If you create the appointment level budget in only one fiscal year, the charges for the other fiscal year will be posted to the default account code on the appropriate default level budget (department, position or job code).

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- **Per Course Instructor Salary Plans**

We have reviewed the salary plan set up for per course instructors and have revised the step levels to more accurately reflect your hiring practices. The Grade 1 Basic Rates have been redesigned to correspond to ½ crHr increments. The Grade 2 rates have been reconfigured for the rates to correspond to 1 crHr increments. (There has been no change to the configuration for other grades.) For complete details refer to the Internal Salary Plan document which is available at *e-Campus Help>How Do I?>Human Resources* under the “Payroll Process” and “Internal (Monthly) Payroll” headings.

- **Post Doctoral Fellowships**

A salary plan has been set up with the maximum salary for both academic year, and calendar year appointments. A new job code (IA5279) has been created for academic year appointments. The existing job code (IN5279) will be used for calendar year appointments. These appointments require submission of an IP-1 form to the Provost’s Office. Any appointments with a compensation rate greater than the amounts on the salary plan require prior approval from the Provost’s Office. Refer to the Internal Salary Plan document which is available at *e-Campus Help>How Do I?>Human Resources* under the “Payroll Process” and “Internal (Monthly) Payroll” headings.