

The University of Rhode Island

July 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:

• IP-1 Form Issues

Human Resources Administration will begin returning improperly completed IP-1 Forms to the departments that submit them. If you have a question on completing an IP-1 Form, contact Paula Murray in HR 4-2417. **DO NOT SUBMIT INCOMPLETE FORMS.** Some common errors are omitting the employee's ID number, Record number of the job they are to be extended on, and salary distribution information.

Also, please be aware that security access to the system is removed when individuals cease to be employed at the University. This includes cases where IP-1 Forms are not submitted to be processed in a timely manner, and the job lapses in the system. It is the department's responsibility to submit hiring paperwork on time. HRA will not always be able to rush an IP-1 through the system to restore security access. Please plan ahead.

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- **Include Job Record Number on Appointment Letter**

Human Resources Administration requests that job record numbers are included on ALL appointment letters (and other forms/correspondence) that are processed through their office. This will save a lot of time searching through all the old job records for some employees to determine which one the department is requesting a change to.

- **Come to an HR Refresher Training Session!**

The e-Campus Human Resources schedule of training sessions for the system is available online, and HR encourages users that have not attended a session in some time to attend a hiring session. 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.

New/Modified Reports:

- **URI Employee Salary Distribution Report**

This report lists all employees by Department with their salary distribution information. Use this report to verify that the employee will be charged to the correct chartfield string. For instructions on running this report, please consult the Manager Reporting documentation (pg. 57) 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 Employee Salary Distribution report (pg. 57). View or download this document at *e-Campus Help>How Do I?>Human Resources* under the “General” heading.

- **FY 2005 - 2006 Appointment Dates (Revised)**

This document was revised on June 24th to change the work period for graduate assistants and instructors to begin on August 29th instead of August 30th. This change was made to be consistent with beginning the work period five days prior to Advising day, exclusive of holidays. The revised document 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. If you have printed and/or distributed this schedule, please replace it with the version dated 6/24/05.

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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 to be paid on 7/15/05. 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.

- ***FY2006 Department Budget Creation***

The Department Budget Tables for FY2006 were created 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 on July 13, 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 25 & 26 (after May 28th, 2005) must be received in the Payroll Office by 4:00 pm on Wednesday, July 13th 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 were created on June 23, 2005 by the Budget Office. Any FY2005 appointment level budgets that extended past June 30, 2005 and existed on June 23, 2005 were automatically created in FY2006. If you are creating FY2005 budgets that also extend into FY2006, you must manually create the appointment level budget in both fiscal years for the distributions to occur properly.

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 were automatically changed to charge this account when the Budget Office created the new Department Budgets for FY 2006 on June 23, 2005. Any FY 2005 appointment level budgets that extended beyond June 30, 2005 and existed on June 23, 2005 were also updated to use the new account code. Any new appointment level budgets for College Work Study appointments that are created for FY2006 should use this new account code.

- **FY 2006 Pay Period 1**

The first pay period dates for FY 2006 are 6/26/05 through 7/9/05 to be paid on 7/15/05. 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.

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