

The University of Rhode Island

Human Resources e-Campus

News & Updates

August 2004

General:

- **Graduate Assistantships and Additional Campus Jobs**

Grads with fall 2004 Assistantships should *NOT* be working their summer hourly job beyond 8/22. This information was given in the grad training sessions held in June. The exception would be for an academic year “additional 5 hour job” that requires the standard approval process from the student’s department and the Graduate School. Additional 5 hour jobs are *NOT* to be worked by international students because of work visa regulations.

- **URI Job Fair for Student On-Campus Employment**

The office of Enrollment Services will be holding a job fair for university departments to meet and hire student employees on Thursday, September 9th from 9-1 in the Memorial Union Ballroom. Representatives will be available to help answer any student hiring related questions you may have.

- **Retroactive Salary Distribution Changes**

Effective July 1, 2004, retroactive salary distribution changes will be done in the Human Resources system and fed into the Financials system. You will be able to see the corrections in the Human Resources system and match them to the amounts posted to your accounts in the Financials system. As a result, a new page was created to view this information in the Human Resources system. This page is located at ***Define Business Rules > Define Commitment Accounting (US) > Inquire > URI Actuals/Redist/Encumbrances***. Directions for viewing this page are included in the revised Manager Reporting document located at ***e-Campus Help>How Do I?>Human Resources>General***.

Your access to the ***Department Budget Actuals Page*** in ***Commitment Accounting*** and the Actuals Distribution Page in Compensate Employees has been removed as the information on these pages is the same information displayed in the new ***URI Actuals/Redist/Encumbrances Page***.

- **Federal College Work Study Funding**

Federal College Work Study (CWS) funds are awarded by the Financial Aid Office based on a student’s financial need analysis. Departments are asked to follow the University’s policy of using the work study funding for a student before hiring that student on university/departmental funds.

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This policy is in force because any earnings a student has through Federal college work study are not used in the calculation for financial need in subsequent years. This means that their financial need is not reduced by any of their Federal college work study earnings; hence it is in the student's best interest to use all available work study monies first.

- **Hiring Federal Work Study Employees**

Hiring departments should check to see if a student has a CWS award before entering any Job Data, to be sure the appropriate Job Code is utilized. Job Code IN5239 is used for College Work Study funded student employees, and Job Code IN5240 is used for regular IPR employees.

To verify a student's CWS status go to *Home>Administer Financial Aid>Package and Disburse Aid>Use>Work Study Placement*. Enter the Empl ID, Academic Institution, and Aid Year and click on Search. If the student has an award *and* has accepted the award, the information will be displayed. If the student indicated they have a CWS award, but you are unable to view it, advise the student to accept the award online before their job can be put up. If they have further questions on their Federal CWS status they should contact Enrollment Services.

Departments will receive a payroll exception message when a Federal college work study employee's earnings total within 10% of the award amount. At this point the department must monitor and calculate the pay period in which the student will exhaust the funds. The department should switch the employee over to an IPR job at the beginning of the next pay period following the one in which the student will use up their Federal CWS award.

If the student will exhaust the award amount in the middle of the pay period and the amount to be paid would cause the work study award to be exceeded by *MORE than \$200*, the department should contact Enrollment Services for further instructions.

- **Proration Selection for Contract Employees**

When rehiring contract employees, if the compensation amount is changed you will receive a message asking you to "Choose Proration of Change Amount" in a pop up box. Simply click "ok" to the option that is selected when the message is displayed.

Any changes to existing saved Job Data or Contract Data for employees paid by contract are to be made by the Payroll Department. Contact either Wendy Belue 4-4148 or Maryann Duggan 4-4145 for further assistance.

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New/Revised Documentation on the Web:

- **Salary Distribution Topics**

This document provides information on minimizing problems with payroll encumbrances and with the distribution of actual payroll charges. This is the same document used in the August training classes. To print or download this document go to *e-Campus Help>How Do I?>Human Resources>Payroll Process*.

- **Manager Reporting**

The Manager Reporting document has been updated to include information on all reports that are active for departments to run. Instructions have been added for viewing employee checklists and the new redistribution inquiry pages. A new section with general information on running reports has also been included. To print or download the new document go to *e-Campus Help>How Do I?>Human Resources>General*.

- **Exception Report Error Message Descriptions**

This document describes the error messages you may receive, what the message means, how to correct it, and what will happen if the error is not corrected. All messages that are not highlighted on the document are correct and currently active in PeopleSoft. The remaining messages will begin to show online as they are finalized. To print or download this document go to *e-Campus Help>How Do I?>Human Resources>Payroll Process*.

Tips and Reminders:

- **HR Self Service Functions**

Employees will have access to HR Self Service on the first day of their job appointment, if the Job Data was entered into the system on or before the day before the start date. Please print a copy of the Employee Self Service User Procedures for your employees from *e-Campus Help>How Do I?> Human Resources/General*. This document will instruct them on how to enter/edit employment information:

- Please **DO NOT** continue to include a paper W-4 form in the employee's hiring packet, as this creates unnecessary data entry work for the Payroll Department.
- Completing and/or updating W-4 information. Non-resident alien status is determined by Payroll; therefore these employees cannot make W-4 changes.
- Signing up for and/or editing direct deposit information. Departments are urged to have their employees sign up for direct deposit.

- **Paycheck Addresses**

Paychecks are printed with the employee's home address. Before mailing any checks to an employee, check their personal data for a mailing address and then send the check to that address.

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- **I-9's and Drug Free Forms**

Please be sure the I-9's and Drug Free Forms that are being sent from your department to HR or Enrollment Services are completed in their entirety. If the I-9 form or Drug Free Form is not signed by the hiring department, HR/Enrollment Services will return the form to be completed correctly. This may delay the employee's start date.

- **SGA-2 Forms**

The process for hiring Graduate Research Assistants (GRA's) has been changed for FY2005. Departments will need to complete an SGA-2 form to book the tuition to the student's account and to the correct chartfield string (account code) on the financials system. *SGA-2 forms are required for all Graduate Research Assistants regardless of funding source. Completion of this form is not required for Graduate Assistants.*

The charges to include on this form are the tuition and fee amounts that constitute the standard waiver for graduate assistants as negotiated with the union. Do not include health insurance waiver negotiated with the union. This cost is charged to a central pool account and does not need to be identified on the form.

Under the department's justification for waiver payments enter "Graduate Research Assistant". The form and instructions can be found on the e-campus web site at *e-Campus Help>How Do I?>Human Resources>Forms*.

- **Federal College Work Study Salary Distribution Account Code**

The Federal college work study chartfield string for FY2005 is 560-3203-0000FSA1001-0000. All job code level budgets used for default funding have been converted to the new account when the budgets were rolled into FY2005. When setting up appointment level budgets in FY2005, be sure to use this account to charge 75% of earnings for students with Federal college work study funds.

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