

The University of Rhode Island

September 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:

• Rehire vs. Data Change Impact on Checklist Approvals

Some employment actions for student payroll require approval from an administrative office (Enrollment Services, Graduate School or Human Resources Administration). The approval is noted by completion of a checklist item for the Job and is granted for that job only. In order to keep the approval in-line with the proper job, it is required that you enter the extension of a job from academic year to summer (or vice versa) as a “rehire” rather than just extending the termination date.

For example, if you have a student employee that you would like to pay above the maximum hourly rate for Grade 1, put the job up for the academic year, and then request the approval from Enrollment Services. If you want to rehire the student for the summer and continue to pay above the maximum hourly rate, you should “rehire” in the job data, and request a new approval from Enrollment Services for the summer position.

When extending a student’s job from the academic year into the summer, or vice versa, with no break in work period, rehire on the termination date by adding a new row using a number in the Effective Sequence field that is one number greater than in the previous row. This is usually “1”, but can be “2” or “3”, etc.

If you have questions on whether or not to “extend” the job or to use a “rehire” action, contact the e-Campus Human Resources Help Desk at 4-9351.

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- **Which Help Desk to Call?**

Departments should be careful about directing Faculty to the appropriate University Help Desk to meet their needs. Please direct all questions regarding rosters, course information, and access to student academic advising information in e-Campus to *Enrollment Services*, not the e-Campus Human Resources Help Desk. Thank you!

- **IP-1 Forms & Funding Source**

For an employee being processed on an IP-1 form, if the funding source is the default account already linked to the department or job code in the human resources system, please write in the words **“DEFAULT ACCOUNT”** under the salary distribution.

If you are not sure what account is your department or job code default, you can look it up by going to Home>Define Business Rules>Define Commit Accounting (US)>Setup>Department Budget Table. Enter your department number, Fiscal Year and click on search. Go to the Earning tab and you will see your department default account as well as any Job Code default accounts.

Human Resources Administration and/or Payroll 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.

- **New Payroll Exception Messages – Check Your In-House Exceptions Report!**

You may have noticed some new In-House Payroll Exception messages on your error report. If you are unsure what these new messages (#’s 100 – 106, and #116), or any of the old error messages mean, please consult the Payroll Error Message Descriptions document. It is located at *e-Campus Help> How Do I?> Human Resources> Payroll Process*.

- **Approving Hours for Previous Pay Periods**

If a student’s hours were entered into e-Campus, but the hours were not approved in time for that Pay Period’s paycheck you should still approve the hours electronically. The back time will be paid in the next paycheck. Always check to see if time is available for approval before sending in an Hourly Correction Form to Payroll.

- **Contract Effective Date vs. Contract Start Date**

The Effective Date of a contract should always be the same as the start date of the Job Data. If a contract is to be paid over a different time period, the Start Date and End Date on the contract can be setup to indicate this. For example, Grads starting this fall needing appointment level budgets should have a Job Data start date of 8/21, contract Effective date of 8/21, but a contract Start date of 8/28.

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New/Modified Reports:

- **Employees by Job Code/Dept.**

There is a new report available for users called the Employees by Job Code/Dept. report. This report will show you all the employees in a department you specify (and have security access to), or all employees in a specific Job Code that you specify. Information on the new report can be found in the Manager Reporting document, beginning on page 71.

New/Revised Documentation on the Web:

- **Manager Reporting**

This report has been updated to include information on the Employees by Job Code/Dept. report. The new information in the document begins on page 71.

- **IP-2 In-House Payroll Adjustment Form Available in Excel Format**

The IP-2 form is now posted online in excel format. Departments can download the form to their local computers, complete many of the fields electronically & then print out the form for the necessary signatures. The e-Campus HR Team hopes this makes the processing of this form a bit smoother for hiring departments.

- **Salary Plan Documents Updated**

The Internal, and Student & Graduate Assistant Salary Plans have both been updated with the latest information and posted online at **e-Campus Help>How Do I?>Human Resources**.

- **Student Payroll Processing**

The Student Payroll Processing documentation has had minor updates made to it to clarify the College Work Study Placement section.