

The University of Rhode Island

Human Resources e-Campus

News & Updates

October 2004

General:

- **Payroll Schedule for Nov. 2nd Holiday**

Access for entering or changing job data will be removed on Monday, 11/1, because of the Election Day Holiday. To complete the process in time, the payroll office will begin the In-House Payrolls on Monday 11/1, and the department anticipates the restoration of full system access for the return of employee's on Wednesday, 11/3.

This will not affect the established time entry/time approval schedule. Time can still be entered and approved on Monday, 11/1. You can download/print the Payroll Schedule from *e-Campus Help>How Do I?>Human Resources>Payroll Process (BiWeekly Schedules 2004-2005)*. If you have any questions, contact the Payroll department.

- **Account Code Corrections on PeopleSoft HR**

If you are issued a corrected Chartfield String for Financials, the related Account Code number on the Human Resources system should also be available. All appointment level budgets charging the old, incorrect number must be ended as soon as possible.

Please do not backdate an appointment level budget into a previous pay period. You may change the appointment level budget to the new Account Code effective the first day of the current pay period. An IP-2 In-House Payroll Adjustment form must be completed and processed through the Payroll department to move any existing charges from the incorrect account code to the new one.

All incorrect account codes will be ended to ensure that further salary charges are not booked to them.

- **College Work Study Placement**

When attaching a college work study award to the student's job through the college work study placement panel, there is no need to add a new row if there is not a current or historical row already saved. Generally, there will *not* be any previously saved rows when you enter the panel. If the Effective Date field displays the current day's date, and the Empl Rcd Nbr field is zero (0), then this is an unsaved row. You do not need to add a new row here; you should complete the attachment information on the current row.

Also, you will need to use the lookup function for all of the fields that need to be completed on the right-hand side of the panel. If the Department displays on the panel incorrectly, or if the job code shows up as anything other than IN5239 or IT5239, DO NOT SAVE. Call the HR Helpdesk to get assistance in attaching the award.

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- **Social Security Cards**

The University is responsible for filing employee federal and state taxes and FICA withholdings with the Federal and State governments under the correct social security number and name for an employee. If these are incorrect, the University is subject to fines and penalties for incorrect filings. As a result, we require a signed copy of every employee's social security card be on file. This will simplify the correction of social security number errors when they arise and serve as back up for the institution with the Federal government.

Since the request for a signed copy of the social security card is a condition of employment at URI, the University has a right to request this information and in fact, the IRS recommends that every employer do so.

The social security card may be used as one of the documents for verification of the Federal I-9. If it is not used as such, then we will require a signed copy of the social security card with copies of the other documents used in the I-9 verification process. Because a signed copy of the employee's social security card is a condition of employment at URI, the employee should not begin working until the copy is on file.

- **USP-18's No Longer Needed for In-House Payroll Employees**

USP-18's, the application for parking, ID and access to e-campus for are no longer required for in-house payroll employees. As long as the employee's job is entered into the system, they can go directly to the Access office to be issued an ID card, and then to Parking Services to get a Parking pass. Please **DO NOT** send your In-House Payroll employees to HR for these tasks any longer.

The USP-18 form *will* continue to be used for those who are not on the URI payroll, such as faculty emeritus and other people who work on campus.

- **Student Payroll Employee I-9 Information**

A reminder on where to send I-9's and the associated backup documentation:

- Send the signed I-9 information to Enrollment Services for employees on the student payroll (paygroup STU).
- Send the signed I-9 information to Human Resources for employees on the internal payroll (paygroups ICT, IND, INT), and employees on the graduate payroll (paygroup PGR).

- **Change in GA/GRA Default Salary Plan Info**

Effective 9/14/04, the default salary plan step for academic year and summer Graduate Assistant and Graduate Research Assistant job codes was changed to step 1.

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New/Revised Documentation on the Web:

- **Internal Payroll Appointment Data Form**

This form is now available for any departments who would like to use it for their internal appointments. This form is not required, but can be used in place of an appointment letter for appointments entered by the departments. Do not to use an IP-1 Internal Payroll Employment Form as an appointment letter for these employees, as it may result in dual jobs being entered.

e-Campus Help>How Do I?>Human Resources>Forms.

- **Student & Graduate Assistant Salary Plans**

The salary plan document has been updated due to the addition of two new student payroll job codes, IT5240 and IT5239, that should be used by Dining Services **only** to indicate tipped employees. *e-Campus Help>How Do I?>Human Resources>Payroll Process.*

- **Internal Salary Plans**

Updated to include information on salary plans where compensation rates entered should either be within the range of established steps, or not above the amount of the top step. *e-Campus Help>How Do I?>Human Resources>Payroll Process.*

- **Payroll Error Message Descriptions**

Updated to reflect changes to error messages that are 'live' in the system.

- #48 "Time was Entered for a Date After Termination..." was removed. A change in the payroll processing procedures has eliminated the need for this message.
- #50 & #51 added. These messages reflect audit procedures on new "tipped" student employee job codes that have been created for use by Dining Services only.

About the Document:

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.*

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Tips and Reminders:

- **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.

- **Loss of Job Data Entry/Change Functions on “Payroll Tuesday’s”**

The PeopleSoft Human Resources system is intentionally unavailable for hiring, job data changes, etc, on the Tuesday of the week that payroll is being processed. We have created a new email reminder about the removal of access on “Payroll Tuesday’s” that will be automatically distributed to all users with any hiring roles/access in the HR system. Additional wording about this has been added to the email messages sent to time reporters and time approvers reminding them of time entry/approval deadlines.

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.