

# The University of Rhode Island

## *Human Resources e-Campus*

### *News & Updates*

*November 2004*

#### **General:**

- **View Paycheck Information Online**

In-house Employees can now view their paycheck information online by going to Home>HR Self Service>Employee>View>View Paycheck. Employees can view their entire pay history from the time In-House payrolls were converted to PeopleSoft on 7/1/03. In-house employees that need payroll information prior to 7/1/03 for legal purposes should contact the Payroll department directly for access to that information.

- **Direct Deposit Printed Advices**

Because the ability for employees to view their paycheck information is now available online, the Payroll department will stop printing hard copies of direct deposit information (advices) beginning on the 12/03/04 payday. The last printed advices that In-house direct deposit employees will receive will be for payday 11/19/04.

Employees can elect to continue receiving hard copies of direct deposit advices by emailing their request to the Payroll department at [PR\\_e-Campus@uri.edu](mailto:PR_e-Campus@uri.edu).

- **I-9, Drug Free Form, SS Card Error Messages Now Active!**

Payroll exception error messages relating to I-9s, I-9 supporting documents, Drug Free Forms and Social Security Cards are now active for the In-house payrolls. Departments should check their In-house Payroll Exception Reports for any information still required by the administrative offices.

If you believe that the information has already been sent to either Human Resources or Enrollment Services, please contact that department directly to determine what may still be needed. The administrative offices and the HR Implementation Team thanks you for your patience and cooperation as we all work together to bring this information up to date!

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

- For employees on the student payroll, send the signed I-9 information, and a copy of the employee's Social Security Card to Enrollment Services. (Paygroup STU).
- For employees on the internal and graduate payrolls, send the signed I-9 information, a copy of the employee's Social Security Card, and the Drug Free Form to Human Resources. (Paygroups ICT, IND, INT, PGR).

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- **Encumbrance Update**

For HR system encumbrances, the system is now running both the nightly create and FY create processes each evening. This will eliminate many of the problems we were experiencing where encumbrances were not liquidated after the job termination.

- **Budgets Entered Beyond Account End Dates**

*The following change in procedure is effective immediately:* The Payroll and Budget departments will begin adding a new distribution row to appointment level budgets to directly charge the department overhead account or another unrestricted funds account when a job appointment exceeds the end date of the charged account.

Appointment level budgets should not be entered exceeding the end date of the account indicated. When this occurs, the Budget office must correct the mistake to avoid budget checking errors. For appointments processed on IP-1 forms, the payroll office will automatically charge the overhead account for the period beyond the end date of the indicated account if it is not active for the entire term of the job.

The addition of a new distribution row will have an effect on the way charges are prorated and distributed to each account. Payroll adjustment forms may refuse to be accepted if departments fail to address inactive account issues within a reasonable timeframe.

## **New/Revised Documentation on the Web:**

- **Payroll Error Message Descriptions**

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

***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.*

- **Encumbrance Calculations**

Updated to reflect a correction to the formula for calculating encumbrances for contract employees. To print or download this document go to *e-Campus Help>How Do I?>Human Resources>Encumbrances.*

- **URI Encumbrance Report**

The encumbrance report has been updated to allow you to download the results to Excel in addition to creating a PDF file. To download the results to Excel you must change the file type to CSV. For more information on running a report as a CSV file and opening the report refer to the Manger Reporting document beginning with page 39. To download or

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print a copy of this document go to *e-Campus Help>How Do I?>Human Resources>General*

- **Employee Self Service**

This document has been updated to include information and instructions for employees on using the new view paycheck function to access current or previous paycheck information in e-campus. To download or print a copy go to *e-Campus Help>How Do I?>Human Resources>General*

## **Tips and Reminders:**

- **Calculating Total Standard Hours**

Some departments are still experiencing issues with account codes being over-encumbered relative to their budget lines for student help. This may be resulting from not including weeks where students are not expected to work any hours (breaks, holidays, etc.) When calculating Total Standard Hours for students, remember to include weeks of zero hours (if applicable) into the overall calculations when entering job data.

- **Keeping Direct Deposit Accounts and W-4 Tax Info Updated**

It is important for employees to keep their direct deposit account and W-4 tax information updated in PeopleSoft. Employees that close or change bank accounts without updating the information via HR Self Service in a timely manner may experience a delay in receiving paychecks.

- **Selecting the Correct Paygroup**

When putting up additional 5 hour jobs for graduate assistants, please remember to use the correct paygroup, STU for student payroll. We have come across several cases of Grad Students being incorrectly put up in the internal paygroup. Also, please remember student jobs should also be in the STU student paygroup.

**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.**