

The University of Rhode Island

December 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:

• Nonresident Alien Tax Changes

On October 31, 2005 the Internal Revenue Service issued new rules for withholdings on wages of nonresident employees. A memorandum is being sent to all F and J visa holders currently employed at the University and registered on our system regarding this new regulation. Please contact Tracey Cardillo (4-5827) if you have any questions.

• Unsigned Social Security Card Copies

Social Security cards must be SIGNED in order to be used as a document verifying identity and/or eligibility to work. Before taking, and submitting copies of an employees' SS Card, please be sure they have signed this official document. If copies of unsigned Social Security cards are submitted to University administrative offices, they will be returned to the originating department, and the employee will not be considered eligible to work until a signed version is received.

• Spring Semester Hiring for Contract Employees

If the employee that you would like to appoint for the spring semester worked for you in the fall semester, do not use the same record number that was used for the fall appointment. You should use "add concurrent job" to give them a new Empl Record number. You may also use a record number from a previous year. Because the contracts begin/end in the middle of a pay period, if you do not create a new Empl record number, the first week of the new spring appointment will not be paid properly.

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• Graduate Students Teaching

When hiring a graduate student to teach as a Per Course Instructor for the spring semester, please make sure to abide by the following:

- Hire them using job code IN5278
- Put them in paygroup STU
- One course equals 10 hours
- Cannot teach more than 2 courses
- Appointment letters go to the Graduate School
- I-9 information and supporting documents go to Enrollment Services
- If rehiring from the fall semester, do not use the same record number, use “add concurrent job” to give them another record number, or use a record number from a previous year.

If you have any questions, please contact Paula Murray at 4-2417.

New/Modified Reports:

• Inhouse Payroll Exceptions

A new way to sort the payroll error exceptions report has been added online. You can now sort the report by the "Message Number" field by selecting this option from the “Sort by” drop-down menu. The exceptions report is located at *Home > Administer Workforce > Administer Workforce (GBL) > Inquire > URI Inhouse Payroll Exceptions*.

New/Revised Documentation on the Web:

• I-9 Termination Policy

This form has been updated with current contact information for staff members in Enrollment Services that you can contact with questions related to submission of I-9's for employment eligibility verification.

• New IP-1 Form Online

The IP-1 Internal Payroll Employment Form has been made into an interactive form. You can now complete the form online, or download it to your computer and complete it from there. When you have finished filling out the fields you can then print a hard copy of the form, obtain the necessary signatures, and send it to HRA for processing. If you have any questions on the new form, please contact Paula Murray at 4-2417.

• Internal Payroll Appointment Data Form

The form has been updated to include a place to indicate the record number of the job that needs to be entered or changed, if one already exists.