



NEWS & UPDATES

The Monthly Newsletter of the e-Campus HR Implementation Team

http://www.uri.edu/ecampus/help_hr.html Help Desk 4-7050

Employee ID Cards and Parking Privileges (USP-18)

There has been a great deal of confusion with departments having Internal Payroll employees filling out a USP-18 and sending them in to Human Resource Administration (HRA). This is not correct. Below is the correct process for obtaining Employee ID Cards and Parking Privileges.

- ID Cards Internal Payroll (Monthly) Employees

For Internal Payroll employees (formerly the Monthly payroll) once the department has entered their job data into the PeopleSoft system, that employee may go the next day to the Campus Access Office in the Memorial Union to get their ID card. They must bring with them some form of identification.

- ID Cards Non-Employees

If an individual who is not compensated through the URI Payroll Office requires an employee ID card and parking pass, they should submit a USP 18 (Application for Employee ID, e-Campus Access, or Parking Pass) to Human Resources for approval. Once approved, HRA will enter personal and non-employee job data into PeopleSoft to establish an employee ID number. The next day that individual may go directly to the Campus Access Office in the Memorial Union to get their ID card.

- Parking Privileges Internal Payroll (Monthly) Employees

Once an Internal payroll employee (formerly Monthly payroll) receives their ID card, they may go directly to Parking Services to get their parking pass.

- Parking Privileges Non-Employee

If a non-employee has been issued a URI employee identification card, that card can be used to obtain a parking permit

Hire vs. Re-Hire: When to use?

A reminder to departments when bringing an employee back to work in your department on the same Empl record number use "re-hire" not "hire"

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** Information in this document only relates to employees with jobs on the University's In-House payrolls: Student Payroll, Graduate Payroll and Internal Payroll (previously known as monthly or temporary). State employees are not on the In-House payroll system found in e-Campus.*

NEW I-9 FORM

The Department of Homeland Security has updated the Employment Eligibility Verification Form, otherwise known as the I-9 form. HR requests all departments discard old copies they may have of the old form and download the new I-9 form complete with instructions from their website http://www.uri.edu/human_resources/forms.html and click on the I-9 form link.

Revised/New

Documentation on the Web

■ **URI Department Employee List** has been modified with a new added field of Supervisor Name. See page 72 of the **Manager Reporting** document located on the e-campus HR "How Do I" page for report instructions and sample report.

■ **Graduate Position Action Form**
The Budget office has removed Graduate Fellows from the form.

■ **Undergraduate/Graduate Student Payroll Eligibility Chart.** The e-Campus HR Implementation Team has created a new chart to help clarify the differences between undergrad and graduate student payroll.

All documents are located on the e-campus HR website

http://www.uri.edu/ecampus/help_hr.html

W-2 Mailings

W-2 forms for students, graduate assistants, and internal payroll employees compensated exclusively through the University's In-House payroll system (Peoplesoft) were mailed from the State Controller's office last week. Employees paid through the In-House system who also received salary and wages through the State payroll system anytime during calendar year 2005 will receive only one W-2 combining all their employment activities. W-2s issued from multiple income sources will be distributed by the State agency's Human Resource/Payroll office.

W-2s for employees paid exclusively from the University's In-House payroll system were mailed to employees based upon their Peoplesoft mailing addresses on file during the first week of January. Employees without mailing addresses had their W-2s sent to their home address.

The State Controller's Office will begin to issue duplicate W-2s during the third week of February. In-House employees who do not receive their W-2s by February 15, 2006 should request a duplicate by completing a request form at the University's Payroll Office. (Employees who changed their address through the US Postal Services in the past six months should allow an additional week for delivery.)

In-House employees experiencing problems with this year's W-2 mailing should review their Peoplesoft address records through employee self service and make changes and corrections as appropriate. Be sure to include apartment numbers and any other distinct identifiers needed to insure the prompt delivery of mail.

New Staff member welcomed to e-Campus Human Resources Team

Steve Thompson recently replaced Cassandra Pinner at the e-Campus Help Desk. Steve is a 03' URI alum with an MA he completed here in Kingston. He can be reached at 4-7050 or sthompson@uri.edu. We would also like to take the opportunity to thank Cassandra for all her hard work and wish her all the best with her graduate studies!