

**People Soft Graduate Assistant Payroll Hiring Process**

**Determine Grad's Empl ID# is in PeopleSoft by using Search Match:**

Home>Search Match>Search Match>Use>Search Match

|                             |  |            |
|-----------------------------|--|------------|
| Search Match tab            | Click: National ID<br>Enter SS number<br>Tab out of field<br>Scroll to top of page<br>Click: Search  | Page 4 & 5 |
| Results/ss# in database     | Continue hiring process thru Use>Job Data or Use>Add Concurrent Job  | Page 6     |
| Results/ss# not in database | Search again on Name <ul style="list-style-type: none"> <li>• If match: verify data, add SS# in Bio/Demo Data, then Use&gt;Add Concurrent Job</li> <li>• If no match: DO NOT HIRE</li> </ul> | Page 4 & 5 |

**Verify/Update Personal Data:**

Home> Administer Workforce> Administer Workforce (GBL)>Use>Personal Data

|                          |   |                       |
|--------------------------|---|-----------------------|
| Name Tab                 | Verify all personal data, update              | Page 9                |
| Address Tab              | Verify address, update                        | Page 10               |
| Personal Profile         | Verify gender                                 | Page 10               |
| Eligibility/Identity Tab | Verify national ID<br>Verify I-9 data, update | Page 11<br>Page 19-21 |

**Hiring student new to your department**

Home> Administer Workforce> Administer Workforce (GBL)>Use>Add Concurrent Job (Pages 7 & 8, 14 - 22)

**Hiring a former/current student in your department**

Home> Administer Workforce> Administer Workforce (GBL)>Use>Job Data (Pages 9, 14 – 22)

|                   |   |                    |
|-------------------|---|--------------------|
| Work Location Tab | Effective Date<br>Position number<br>Supervisor   | Page 12            |
| Job Info Tab      | Standard Hours<br>Verify FTE - if incorrect go back to Work Location Tab - click Position Data Override | Page 13<br>Page 14 |
| Payroll Tab       | Pay Group=PGR<br>Employee Type=S<br>FICA Status (academic=exempt)<br>(summer=subject)                   | Page 15            |
| Salary Plan Tab   | Salary Plan<br>Grade<br>Step  | Page 16            |
| Compensation Tab  | Verify Comp Rate  | Page 16-17         |

**SAVE**

|                   |   |            |
|-------------------|---|------------|
| Work Location Tab | Add Term row<br>Effective Date (first day no longer working)<br>Action: Termination | Page 18-19 |
|-------------------|---|------------|

**SAVE**

**\*Setup Contract Data:**

Home> Administer Workforce> Administer Workforce (GBL)>Use Lcl, USA/CAN Contract Pay

|  |   |            |
|--|---|------------|
| Contract Pay Tab   | Effective Date=Hire Date<br>Contract Pay Type<br>Contract Begin Date=Hire Date<br>Contract End Date<br>Payment Term=Pay over contract | Page 21-22 |
| <i>*Student will not be paid if Contract Data is not entered</i> |   |            |

**SAVE**

**Setup Appointment Level Budget:**

(only necessary if employee will be charged to an account other than the default account determined by the Position Number)

Define Business Rules> Define Commitment Accounting (US)> Setup>Department Budget Table

|                                |  |         |
|--------------------------------|--|---------|
| Find an Existing Value         | Click: Add a New Value   | Page 34 |
| Add a New Value                | Department<br>Fiscal Year<br>Budget Level=appointment<br>EmplID<br>Empl Record Number<br>Click: Add                  | Page 35 |
| Department Budget Date tab     | Click: Department Budget Earnings  | Page 35 |
| Department Budget Earnings tab | Effective Date<br>Sequence Number=1<br>Account Code<br>Distribution %<br>Add row if needed (i.e. split distribution) | Page 36 |

**SAVE**

|                                |   |                               |
|--------------------------------|---|-------------------------------|
| Department Budget Earnings tab | Add row<br>Effective Date=no longer active<br>Status=inactive | Page 38<br>Page 39<br>Page 39 |
|--------------------------------|---|-------------------------------|

**SAVE**

**Send the Following Forms to the appropriate office:**

|                         |   |                       |
|-------------------------|---|-----------------------|
| Send to Human Resources | I-9<br>Supporting Documents <ul style="list-style-type: none"> <li>List A</li> <li>List B &amp; C</li> </ul> Copy of Social Security Card<br>Drug Free Form | Page 3                |
| Send to Graduate School | Appointment Letter<br>Certification of English Proficiency (if needed)<br>Tuition Remission Form (if needed)  | Page 3<br><br>Page 86 |

**Next Day:**

- View URI In-House Payroll Exception Report

Home>Administer Workforce>Administer Workforce GBL>Inquire>URI In house payroll exceptions

|                  |             |         |
|------------------|-------------|---------|
| U_PAY734 Listing | Check Daily | Page 48 |
|------------------|-------------|---------|

**When Employment Starts:**

- Student may update W-4 online (Home>HR Self Service>Employee>Tasks>W4 Tax Information)
- Student may sign up for Direct Deposit online (Home>HR Self Service>Employee>Tasks>Direct Deposit)