

**University of Rhode Island
PeopleSoft Human Resources
Graduate Assistant Payroll
User Procedures**

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Description

Graduate Assistantships can be appointed and entered into PeopleSoft by departmental personnel. Departments will complete the job assignment on-line and forward the following documents to Human Resources:

- Verified I-9 with copies of supporting documents
- Copy of the student's Social Security Card with their name as it appears in the system.
- Drug Free Form

The following documents will be forwarded to the Graduate School:

- Certification of English Proficiency
- Appointment Letter

For Graduate students that are foreign nationals, separate copies of the following information must *also* be submitted to the Payroll Office: **(Foreign Nationals can only work 20 hours when school is in session. These students are not eligible for the additional five hour work period.)**

Foreign National Information Form
Passport
VISA
I-20 (for F1 VISA holders) or DS2019 (for J1 VISA holders)
Social Security Card

If the Graduate Student has worked for you in the past, you would rehire this student by going to **Use => Job Data**. If they have not worked for you in the past enter the student's information through **Add Concurrent Job**.

The information that needs to be entered or verified for graduate assistants includes:

- Personal Data
- Job Data
- Contract Pay Data
- I-9 Verification Data
- Salary Distribution

Graduate assistantships are controlled by positions. Each department will have a position established for their graduate assistants and their graduate research assistants. In some departments, federally sponsored graduate assistant positions will be established. Departments that budget for graduate research assistant positions in their departments will have a position established for these students as well.

Search/Match



Always perform a **Search/Match** before entering **Job Data** for a student to be sure that this individual's Social Security Number exists in the database. If the social security number is not there, you will need to add it prior to entering the Job Data since Job Data cannot be saved without a social security number.

Navigation: Home, Search Match, Search Match, Use, Search Match

Home > [Search Match](#) > [Search Match](#) > [Use](#) > [Search Match](#) [New Window](#)

Search/Match Search/Match Result

Search Clear

Search Criteria	
Field Name	Search/Match Data
Address Line 1	<input type="text"/>
Date of Birth	<input type="text"/> 
City	<input type="text"/>
Country	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
National ID	<input type="text"/>
Postal Code	<input type="text"/>
Gender	<input type="text"/> 
State	<input type="text"/>

Selective Search By Order Number	
Description	
<input type="checkbox"/> 10	Name,Addr,City,Bday,Gender,SSN
<input type="checkbox"/> 20	SSN Only
<input type="checkbox"/> 25	New User Registration #1
<input type="checkbox"/> 26	New User Registration #2
<input type="checkbox"/> 27	New User Registration #3
<input type="checkbox"/> 28	New User Registration #4
<input type="checkbox"/> 30	Name, Bday, Gender
<input type="checkbox"/> 40	Name, Gender
<input type="checkbox"/> 50	Name Only

[Search/Match](#) | [Search/Match Result](#)

**Click on National ID – type in the social security number.
Hit your tab key to move out of the field.
Scroll up to the top of the page and click on Search OR
Scroll down to the bottom of the page and click on 20 SSN Only.**

Your Search/Match Results page will appear as follows:

Home > Search Match > Search Match > Use > Search Match [New Window](#)

Search/Match Search/Match Result

Search/Match Level Executed: 50

[Carry ID Reset](#) Name Only

ID	Name Type	Eff Date	First Name	Last Name	National ID	Birthdate	Sex	Campus ID	
1	Carry ID Detail	100006825	Primary	01/01/1901	Betsy Barbera	035341544	04/30/1960	Female	Relations

If the person does not appear on the **Results** page, the social security number is not in the PeopleSoft SAHR database so you will need to add the social security number to the student's data.

If the person does appear on the **Results** page, the social security number is in the PeopleSoft SAHR database so you can go directly to **Administer Workforce, Use, Add Concurrent Job**.

To enter the social security number, click on [Detail](#) and the Bio/Demo Data will appear.

Bio/Demo Data [Addresses](#)

Duck Duck ID: 100000131

Personal Data View All First 1 of 2 Last

*Effective Date: 07/15/2003 [BY](#) + -

Name

Format Using: USA [Q](#) United States [Names](#)

Name: Duck,Duck Goose

Prefix:

First Name: Duck Middle: Goose

Last Name: Duck Suffix: [Q](#)

*Marital Status: Single

National ID View All First 1 of 1 Last

Country USA [Q](#) *NID Type PR [Q](#) SSN National ID 265325242 **Primary** + -

Biographic Information

*Gender: Male Date of Birth: 02/28/1962 [BY](#) [Birth Information](#)

Military Status: Not Indic. Campus ID: Disabled

[Visa/Permit Data](#) [Citizenship](#) [Phone](#) [Email Address](#)



Enter the social security number and then click on

Hiring a New Employee

Getting to Job Data

Graduate Student New to your Department

Navigation: Administer Workforce, Administer Workforce (GBL), Use, Add Concurrent Job


[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Add Concurrent Job](#) [New Window](#)

Add Concurrent Job

Add a New Value

EmplID:

Empl Rcd Nbr:

If you know the URI ID #, you can enter it here in EmplID otherwise, click on the lookup button  for EmplID.

Empl Rcd Nbr will automatically be updated by the system to the appropriate number for this student's job. The Empl Rcd Nbr is the way to keep track of each distinct job that an employee has when they are in multiple jobs at one time.

Lookup EmplID

ID:

Name:

Last Name:

Campus ID:

[Basic Lookup](#)

Search Results

View All First 1-19 of 19 Last

ID	Name	Last Name	Campus ID
100002028	Mars, Diana S	MARS	(blank)
100004412	Marsden, Brent D	MARSDEN	(blank)
100007974	Marsella, Katie L	MARSELLA	(blank)
100008146	Marsella, Nicholas A	MARSELLA	(blank)
100004874	Marsh, Johanna	MARSH	(blank)
100008300	Marsh, Elizabeth R	MARSH	(blank)
100008450	Marsh, Lindsey M	MARSH	(blank)
100005402	Marshall, Allison C	MARSHALL	(blank)
100005411	Marshall, Stephanie D	MARSHALL	(blank)
100007459	Marshall, Chase	MARSHALL	(blank)
100007597	Marshall, John M	MARSHALL	(blank)

Enter the last name or a portion of the last name in either the Last Name or Name field and click on **Lookup**. Then choose the individual from the list and click on **Add**. The more information entered in the search dialog box the narrower your search with fewer results returned to choose from.

Go to the **Job Data** instructions next.

Current or Former Student in Your Department

Navigation: Administer Workforce, Administer Workforce (GBL), Use, Job Data

Job Data

Find an Existing Value

EmpIID:

Empl Rcd Nbr:

Name:

Last Name:

Alternate Character Name:

Personnel Status:

Case Sensitive

Include History Correct History

Search **Clear** [Basic Search](#)

If you know the URI ID #, you can enter it here in EmpIID or enter the last name or a portion of the last name in either the Last Name or Name field and click on **Search**. Choose the student from the search results by clicking anywhere on that line.

Go to **Updating Your Employees** instructions next.

Personal Data

This information will already be in the system from the student's academic record. You may wish to review personal data to verify that it is the correct current information. The instructions indicate what needs to be maintained for employment purposes.

Name

Home > Administer Workforce > Administer Workforce (GBL) > Use > Hire New Window

Name **Address** Personal Profile Eligibility/Identity

ID: NEW Employee

Personal Data View All First 1 of 1 Last

*Effective Date: 04/07/2003

Name

Format Using: USA United States

Name: Jones, James K

Prefix: Mr

First Name: James Middle: K

Last Name: Jones Suffix:

Benefits Information

*Marital Status: Single As of Hire

USA

Personal Data Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Previous tab Next tab Add

Name | Address | Personal Profile | Eligibility/Identity

Enter the following information:

Effective Date: The date the employee's job record begins.

Prefix

First Name

Middle Name

Last Name

Enter the employee's name as it appears on the social security card.

Marital Status is optional.

Use the data entry standards for names.

The State of Rhode Island is becoming more stringent in reviewing W-2 information for correct social security numbers and names. Using a name on our system that is different than the employee's social security name may have consequences for W-2 processing at year-end.

Click on the **Address** tab.

Address

Home > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Hire](#) [New Window](#)

Name Address **Personal Profile** Eligibility/Identity

ID: NEW

Personal Data View All First 1 of 1 Last

Effective Date: 04/07/2003

Home Address

Country: USA United States

Address 1: 23 Wayward Dr

Address 2:

Address 3:

City: Wakefield

County:

Postat: 02879

State: RI Rhode Island

[Mailing Address](#)

[Email](#) [Phone](#)

Personal Data [Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Save](#) [Previous tab](#) [Next tab](#) [Add](#)

[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#)

Enter the address or addresses using the data entry standards for addresses. Home addresses cannot contain a P.O. Box #. An actual street address is required.

Click on the **Personal Profile** tab.

Personal Profile

Home > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Hire](#) [New Window](#)

Name Address **Personal Profile** Eligibility/Identity

ID: NEW

*Gender: Male Full-Time Student

Alternate Employee ID: Waive Data Protection

*Highest Education Level: A-Not Indicated

Referral Source: Unknown

Employee Referral ID:

Specific Referral Source:

USA

Personal Data [Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Save](#) [Previous tab](#) [Next tab](#) [Add](#)

[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#)

Enter **Gender**. Gender is required; you will not be able to save the employee's data if gender is not entered.



All other fields are optional.


Click on the **Eligibility /Identity** tab.


Eligibility/Identity

Name Address Personal Profile Eligibility/Identity





ID: NEW


Birthdate:  Birth Country: 

Age: Years Months 0 





Date of Death:  Birth Location:

Language Code:

National ID					View All	First	1 of 1	Last
Country	National ID Type	Description	National ID	Primary ID				
USA 	PR 	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>				


 USA


Personal Data Job Data Employment Data Earnings Distribution Benefits Program Participation


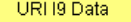
 Save  Previous tab  Next tab  Add


[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#)

Enter **Birth date** and then tab to **National ID** and enter the Social Security Number. The remaining fields are optional.

Now click on the  **USA**.

 USA

Ethnic Group:  

Military Status: 

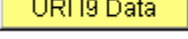
Eligible to Work in U.S.

Employment Eligibility Proof

1: 2:

Ethnic Group is optional for graduate assistants.

Military Status is optional for graduate assistants.

The I-9 information can be entered now by clicking on . (See **I-9 instructions section**)

Then click on **Job Data**.

Job Data

Work Location:

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Quackers the Employee ID: 100000127 Empl Rcd#: 1					
Work Location View All First 1 of 1 Last					
Employee Status:	Active	Action Date:	05/06/2003		
*Effective Date:	01/03/2002	Effective Sequence:	0	*Job Indicator:	Secondary Job
Action / Reason:	Hire				
Current					
Position Number:	11111111	Acad Yr Grad Res Assnt	Position Entry Date:	01/03/2002	
<input type="checkbox"/> Position Data Override <input checked="" type="checkbox"/> Position Management Record <input type="checkbox"/> Encumbrance Override					
*Regulatory Region:	USA	United States			
*Company:	URI	University of Rhode Island			
*Business Unit:	URIPS	University of Rhode Island			
*Department:	4020	Budget Office	Department Entry Date:	01/03/2002	
Location:	KC96	Adams Hse			
Supervisor ID:					
Reports To:					
ID:					
Establishment ID:					
Job Data Employment Data Earnings Distribution Benefits Program Participation					

Work Location is the first page in the panel group that contains all the information relative to a graduate assistant's job. This panel is the 'key' panel for the panel group. This is the location where the effective date is entered that controls the effective date for all panels in this group.

1. **Effective Date: Enter the appropriate date.** This is the date that the job information is effective or the first date that this appointment is active.
2. **Then tab to or click into Position Number.**

When position number is entered, all of the data elements for this job record will be populated with the information from the position.

Effective Sequence: This defaults as '0' and will almost always be '0'. The only time it would have a different value would be if you had two different actions for this job occurring on the same day. The first row of data would have a sequence of '0' and the second row of data would have a sequence of '1' with both rows having the same effective date.

Job Indicator: This will default with the appropriate value. You can ignore this field as it is used in benefits processing which we do not have for this payroll.

Action/Reason: This will default to **Hire**. Do not enter a **Reason Code**.

3. **Position Number:** Enter the appropriate position number in your department.
4. **All other values on this page will default from the Position Number or are system maintained.**

Supervisor ID: Enter the EmplID for the supervisor for this graduate assistant.

Click on the **Job Information** tab.

Job Information

<u>Work Location</u>		<u>Job Information</u>		<u>Job Labor</u>		<u>Payroll</u>		<u>Salary Plan</u>		<u>Compensation</u>	
Duck,Quackers the				Employee		ID: 100000127		Empl Rcd#: 1			
Job Information										View All	
Effective Date: 01/03/2002										Effective Sequence: 0	
Action / Reason: Hire										Job Indicator: Secondary Job	
										Current	
*Job Code:		GT5253		Acad Yr Graduate Research Asst		Entry Date:		01/03/2002			
*Regular/Temporary:		Temporary		*Full/Part:		Full-Time					
Empl Class:				*Officer Code:		None					
*Regular Shift:		N/A		Shift Rate:							
Standard Hours:		20.00		FTE:		1.00		<input type="checkbox"/> Adds to FTE Actual Count?			
Work Period:		W		Weekly		Combined Std Hours / FTE:		55.00 / 2.00			
Contract Number:				Contract Type:				*Classified Indc: Grad Asst			
		Next Contract Number									
USA											
Job Data		Employment Data			Earnings Distribution			Benefits Program Participation			

All of the data on this page will default from the position.

Job code: The following job codes are valid for the graduate assistant payroll:

- GT5252 Acad Yr Graduate Assnt
- GT5253 Acad Yr Graduate Research Asst
- GS5252 Summer Graduate Assistant
- GS5253 Summer Graduate Research Asst

Graduate Teaching Fellows have a slightly different setup than GA's and GRA's. Contact the Graduate School if you have questions on entering Grad Teaching Fellow jobs.

- IA5254 Acad Yr Teaching Fellow
- IS5254 Summer Teaching Fellow

Standard hours/week: This will default as 20 hrs/wk for academic year graduate assistants and 40 hrs/wk for summer graduate assistants. Change to the correct hrs/wk for this student.

FTE is calculated by the system but may need to be changed for graduate assistants hired for one semester only. See the table below for fte calculations:

Type of Appointment	Job Code			Std. Hrs.	FTE
	Teaching	Research	Fellows		
Summer Grad 40 hrs	GS5252	GS5253	IS5254	40	1.00
Summer Grad 20 hrs	GS5252	GS5253	IS5254	20	0.50
Summer Grad 10 hrs	GS5252	GS5253	IS5254	10	0.25
Academic Year Grad:					
Full year 20 hrs	GT5252	GT5253	IA5254	20	1.00
Fall Semester 20 Hrs	GT5252	GT5253	IA5254	20	0.50
Spring semester 20 hrs	GT5252	GT5253	IA5254	20	0.50

Full year 10 hrs	GT5252	GT5253	IA5254	10	0.50
Fall Semester 10 hrs	GT5252	GT5253	IA5254	10	0.25
Spring Semester 10 hrs	GT5252	GT5253	IA5254	10	0.25

If you are hiring a graduate assistant for one semester only, whether for 10 hrs/wk or 20 hrs/wk, you will need to manually adjust the **FTE**. To do this click back on the **Work Location** tab.

The screenshot shows the 'Work Location' tab for an employee named Duck, Quackers the. The 'Position Number' is 11111111. The 'Position Data Override' checkbox is checked and highlighted with a red arrow. Other fields include 'Effective Date' (01/03/2002), 'Effective Sequence' (0), 'Job Indicator' (Secondary Job), and 'Regulatory Region' (USA).

Then click on the **Position Data Override** box. This will open up the **FTE** box so that you can change the **FTE**. Then return to the Job Information page and adjust the **FTE** to the correct amount.

The screenshot shows the 'Job Information' tab for the same employee. The 'FTE' field is set to 0.50 and is highlighted with a red box. Other fields include 'Job Code' (GT5253), 'Regular/Temporary' (Temporary), 'Full/Part' (Full-Time), and 'Classified Indc' (Grad Asst).

The Position Data Override box will open up only the following fields for data changes:
Regular/Temporary, Full/Part Time and FTE.

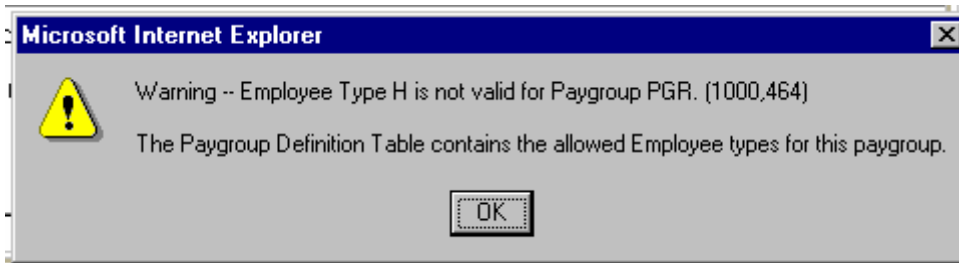
The FTE entered here is the FTE that is counted against the number of FTE's that you are allowed for this position.

Then click on the **Payroll** tab.

Payroll

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck, Quackers the		Employee	ID: 100000127	Empl Rcd#: 1	
Payroll Info View All First 1 of 1 Last					
Effective Date:	01/03/2002	Effective Sequence:	0	Job Indicator:	Secondary Job
Action / Reason:	Hire	Current			
*Payroll System:	Payroll for North America				
Payroll for North America					
Pay Group:	PGR	Graduate Assistants	Holiday Schedule:	NONE	No Holiday
Employee Type:	S	Hourly	*Tipped:	Not Tipped	
Tax Location Code:	RI	RI	FICA Status:	Exempt	
GL Pay Type:					
Account Code:					
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		

Enter the **paygroup: PGR**
You will get the following message:



Click on OK and then:

1. Enter the **Employee Type: S**
 2. **FICA Status:** Defaults to *Subject*; Change to *Exempt* during the academic year.
- All other fields on this page default to the correct values.

Then click on **Salary Plan** tab.

Salary Plan

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Quackers the	Employee	ID: 100000127	Empl Rcd#: 1		
Salary Plan View All First 1 of 1 Last					
Effective Date:	01/03/2002	Effective Sequence:	0	Job Indicator:	Secondary Job
Action / Reason:	Hire	Current			
Salary Administration Plan:	GRD	Grade:	1	Grade Entry Date:	01/03/2002
		Step:	2	Step Entry Date:	01/03/2002
Rating Scale:		Review Rating:		Review Date:	
		Rating Model:		Matrix:	
Job Data Employment Data Earnings Distribution Benefits Program Participation					

The system defaults to the Grade and Step specified on the job code. There is only one grade for graduate assistants. Change the step if necessary to the correct step for this student.

The Salary Plan for graduate assistants has 3 steps corresponding to stipend Levels A, B & C. Then click on the **Compensation** tab.

Compensation

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	
Duck,Quackers the	Employee	ID: 100000127	Empl Rcd#: 1			
Compensation View All First 1 of 1 Last						
Effective Date:	01/03/2002	Effective Sequence:	0	Job Indicator:	Secondary Job	
Action / Reason:	Hire	Current				
Compensation Rate:	10,695.000000					
*Compensation Frequency:	C Contract					
Change Amount:						
Change Percent:						
Compa-Ratio:	0.69					
Annual Benefits Base Rate:						
Pay Rates						
Hourly Rate:	10.283654					
Daily Rate:	0.000					
Monthly Rate:	0.000					
Annual Rate:	10,695.000					
Pay Components First 1 of 1 Last						
Amounts Changes						
*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 CNTRCT	0	Details	10695.000000	USD	C	
Job Data Employment Data Earnings Distribution Benefits Program Participation						

This page defaults in the correct compensation frequency, rate code and comp rate based on the job code, grade and step entered on the salary plan and job information pages. You should review this panel to be sure that the correct rate has been entered. Comp rates for employees on the graduate assistant payroll will be monitored to be sure they are paid on a step level and the level corresponds to the appropriate academic level.

For graduate assistants, the Comp Rate that defaults in will be the total (Annual) amount. This student is working 20 hrs for one semester so the Comp Rate we want to pay this student is ½ of the annual amount. We must manually adjust the Comp Rate to equal the correct amount to be paid this student. So tab to the Comp Rate field and enter ½ of the annual amount (5347.50).

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Duck, Quackers the Employee ID: 100000127 Empl Rcd#: 1

Compensation View All First 4 of 4 Last

Effective Date: 01/03/2002 Effective Sequence: 0 Job Indicator: Secondary Job
 Action / Reason: Hire History

Compensation Rate: 5,347.500000
 *Compensation Frequency: C Contract
 Change Amount:
 Change Percent:
 Compa-Ratio: 0.35
 Annual Benefits Base Rate: (No Proration Selected) Contract Change Prorate Option

Pay Rates

Hourly Rate: 5.141827
 Daily Rate: 0.000
 Monthly Rate: 0.000
 Annual Rate: 5,347.500

Pay Components First 1 of 1 Last

*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 CTRCT	0	Details	5347.500000	USD	C	+ -

Job Data Employment Data Earnings Distribution Benefits Program Participation

Click on . You now have a job record for this employee with no termination or end date. To enter the termination information, click on the **Work Location** tab again.

When you click on you will get the following warning message:

Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)

A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.

If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.

Click on or click on to go back and review your data before saving it.

Terminating Job data

Work Location:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Quackers the Employee ID: 100000127 Empl Rcd#: 1

Work Location View All First 1 of 1 Last

Employee Status: Active Action Date: 05/06/2003 **+** **-**

*Effective Date: 01/03/2002 Effective Sequence: 0 *Job Indicator: Secondary Job

Action / Reason: Hire

Position Number: 11111111 Acad Yr Grad Res Assnt Position Entry Date: 01/03/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 4020 Budget Office Department Entry Date: 01/03/2002

Location: KC96 Adams Hse

Supervisor ID: Reports To: ID: Establishment ID:

Job Data Employment Data Earnings Distribution Benefits Program Participation

+

Click on the **+** button to add a new row of data for this student.

Note: Be sure to Save your hire or re-hire row of information before adding the new row for the termination or the job information will not save.

New data row:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Quackers the Employee ID: 100000127 Empl Rcd#: 1

Work Location View All First 1 of 2 Last

Employee Status: Terminated Action Date: 05/06/2003 **+** **-**

*Effective Date: 05/03/2003 Effective Sequence: 0 *Job Indicator: Secondary Job

Action / Reason: Termination

Position Number: 11111111 Acad Yr Grad Res Assnt Position Entry Date: 01/03/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 4020 Budget Office Department Entry Date: 01/03/2002

Location: KC96 Adams Hse

Supervisor ID: Reports To: ID: Establishment ID:

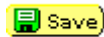
Job Data Employment Data Earnings Distribution Benefits Program Participation

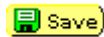
The current row of data is copied forward with an effective date of **Today's Date or the date on the row copied from if it is a future date.**

Change the **effective date** to the day this student's employment ends. (The day after the last day of employment or work).

Enter an **Action** of *Termination*.

DO NOT enter a **Reason Code**. If you do, the fee will be changed to '0' on the termination row and you will receive redundant warning messages.



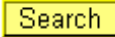
Then click on . You now have a beginning and an end date for this employee's job record.

I-9 Verification Data

Navigation: Administer Workforce, Administer Workforce (GBL), Use, Personal Data

The screenshot shows a web browser window with the following content:

- Navigation path: [Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Personal Data](#)
- Page title: [New Window](#)
- Section header: **Personal Data**
- Section header: **Find an Existing Value**
- Form fields:
 - EmpID:
 - Name:
 - Last Name:
 - Department SetID:
 - Department:
 - Alternate Character Name:
 - Personnel Status:
- Checkboxes:
 - Case Sensitive
 - Include History Correct History
- Buttons: [Basic Search](#)

Enter the last name or a portion of the last name, EmpID or department ID to narrow your search and then click on . A list of employees matching the criteria will be displayed. Click on the employee you want and then click on the [Eligibility/Identity](#) tab.

Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data [New Window](#)

Name Address Personal Profile Eligibility/Identity

Duck,Duck Goose Employee ID: 100000131

Birthdate: 02/28/1962 Birth Country: Birth Country: Birth Location: Language Code:

Age: Years 40 Months 6

Date of Death: Birth Location: Language Code:

National ID View All First 1 of 1 Last

Country	National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	263524698	<input checked="" type="checkbox"/>

USA

Ethnic Group: White URI I9 Data

Military Status: Not indicated

Eligible to Work in U.S.

Employment Eligibility Proof

1: 2:

Click on USA and then click on the button to get to the URI I-9 Eligibility Panel.

URI I-9 Eligibility Panel

Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data [New Window](#)

URI I9 Eligibility Panel

ID: 100000131 Name: Duck,Duck Goose

Employment Eligibility Documents

Eligibility Proof 1	List A Expiration Date
CANLICENSE Canadian Drivers License	
Eligibility Proof 2	List C Expiration Date
FORMI179 Form I-179	12-31-03

OK Cancel

Enter the appropriate documents with their expiration dates (if any) on this panel and then click on . Then click .

You can click on the button next to either box to get a list of acceptable documents. Only those documents listed can be used for verification of identity and employment eligibility.

List A and List B items are included as Eligibility Proof 1 documents and List C items only are included as Eligibility Proof 2 documents. If a List B document is entered in the Proof 1 box, an entry must be made in the Proof 2 box. The expiration date for documents that expire is required in the expiration date fields before you can save the data.

The I-9 and copies of the supporting documents used must be submitted to Human Resources for graduate assistants. A copy of the student’s social security card must also be submitted if it is not one of the documents used with the I-9. A federal W-9 may substitute for a copy of the social security card.

The system will check for I-9 information as of the student’s hire date. If a valid I-9 is not on file by the student’s hire date or report to date, Human Resources will terminate the student. Both the I-9 information needs to be entered and the I-9 needs to be on file by the hire or reports to date or Human Resources will terminate the student.

Contract Pay Data

This panel must be completed for graduate assistants. Contract Pay data tells the system how to pay graduate assistants – the time period and method for calculating the payment amounts.

Navigation: Administer Workforce, Administer Workforce (GBL), Use Lcl, USA/CAN Contract Pay

Contract Pay

Anderson, Anthony Vincent Employee ID: 100000020 Empl Rcd#: 0

==>MESSAGE NOT FOUND==> (1502,374) View All First 1 of 1 Last

*Effective Date: 01/01/2001

Contract Pay Type: Standard URI Contract

*Payment Term: Pay Over Contract

*Monthly Frequency: M

Pay Period Hours: Renew Contract Automatically?

*Assign Hours To?: Not Applicable

	Begin	End	Termination Date:
Contract	01/01/2001	12/31/2001	12/31/2001
Payment	01/01/2001	12/31/2001	

Effective Date: This must be equal to the effective date of the job.

Contract Pay Type: *Graduate Assistant Contracts* for Academic Year Grads
Summer Graduate Assistants for Summer Grads

Contract Begin Date: The first date that the contract is effective for. This date should be the beginning date of the first pay period for graduate assistant contracts.

Contract End Date: The last date that the contract is effective for. This date should be the ending date of the last pay period for graduate assistant contracts. Graduate

assistant contracts will continue to follow the pay period dates for the 18 pay periods they are currently paid for. These dates are provided by the Graduate School in their annual Graduate Assistant letter.

These dates determine the calculation of the biweekly pay amounts. The system will automatically prorate the compensation amount over the contract period and then calculate the pay period amounts by the number of days in each pay period to be paid.

Monthly Frequency will default from the **Contract Pay Type** and should not be changed. This is used to calculate the correct monthly rate on the employee's job record.

Payment Term: Pay Over Contract – this is the only method for paying graduate assistants.

Payment Begin & End Dates: Calculated as the contract begin & end dates for **Pay Over Contract**. You do not need to enter these dates; the system will automatically populate them for you.

Termination Date: Maintained by the system. You do not need to enter.

Updating your Employees

Adding a new Job to a Graduate Assistant

If you are hiring a student that has worked for you before into a new job you will update **Job Data** for that student instead of adding a **Job** record.

Navigation: Administer Workforce, Administer Workforce (GBL), Use, Job Data (Existing student in your department)

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data [New Window](#)

Job Data

Find an Existing Value

EmplID:
Empl Rcd Nbr:
Name:
Last Name:
Alternate Character Name:
Personnel Status:
 Case Sensitive
 Include History Correct History

[Basic Search](#)

Search Results

View All First 1-7 of 7 Last

EmplID	Empl Rcd Nbr	Name	Last Name	Alternate Character Name	Personnel Status
100016479	0	Jones,Joe	JONES	(blank)	Non-Empl
100016479	1	Jones,Joe	JONES	(blank)	Non-Empl
100015271	0	Jones,John	JONES	(blank)	Employee
100016345	0	Jones,John A	JONES	(blank)	Employee
100000419	0	Jones,Jonny	JONES	(blank)	Employee
100000165	0	Jones,Junie B	JONES	(blank)	Employee
100000160	0	Jones,Tim	JONES	(blank)	Employee

Enter the student's Empl ID if you know it or enter the last name or a portion of the last name in either the

Last Name or Name field and click on . Then click on the individual from the list. The more information entered in the search dialog box the narrower your search with fewer results returned to choose from. Choose the employee by clicking on the name or EmplID.

Work Location

You will be brought to the Work Location page with the latest effective dated row of information.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck, Quackers the Employee ID: 100000127 Empl Rcd#: 1

Work Location View All First 1 of 1 Last

Employee Status: Terminated Action Date: 05/06/2003 + -

*Effective Date: 05/03/2003 Effective Sequence: 0 *Job Indicator: Secondary Job

Action / Reason: Termination

Position Number: 11111111 Acad Yr Grad Res Assnt Position Entry Date: 01/03/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 4020 Budget Office Department Entry Date: 01/03/2002

Location: KC96 Adams Hse

Supervisor ID: Reports To: ID: Establishment ID:

Job Data **Employment Data** Earnings Distribution Benefits Program Participation

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

Note that you are in **Update/Display Mode**. This means that you can **see all current and future** rows of information for this employee and will be able to **update future** rows of information. Looking at the blue **Work Location** line indicates that there are two current and future rows of information for this student and you are looking at the first (latest) row of information. You can use the icons on this line to toggle between different rows of information or click on **View All** to be able to scroll down each row of information.

To enter the new job record for this student, you will **Rehire** this individual by adding a new effective dated row of information. Click on the **+** button and the current information will be copied forward with an **Effective Date of Today's Date** if the effective date of the last row is in the past.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Quackers the Employee ID: 100000127 Empl Rcd#: 1

Work Location View All First 1 of 2 Last

Employee Status: Terminated Action Date: 05/06/2003

*Effective Date: 05/06/2003 Effective Sequence: 0 *Job Indicator: Secondary Job

Action / Reason: Termination

Position Number: 11111111 Acad Yr Grad Res Assnt Position Entry Date: 01/03/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 4020 Budget Office Department Entry Date: 01/03/2002

Location: KC96 Adams Hse

Supervisor ID: Reports To: ID: Establishment ID:

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

The new row of information looks the same as the row you copied from except now you have two rows of information instead of one. Note, that the blue line indicates 1 of 2.

This is the same row of information as above but with the information changed for the new job.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Quackers the Employee ID: 100000127 Empl Rcd#: 1

Work Location View All First 1 of 2 Last

Employee Status: Active Action Date: 05/06/2003

*Effective Date: 08/23/2003 Effective Sequence: 0 *Job Indicator: Secondary Job

Action / Reason: Rehire

Position Number: 11111111 Acad Yr Grad Res Assnt Position Entry Date: 01/03/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 4020 Budget Office Department Entry Date: 01/03/2002

Location: KC96 Adams Hse

Supervisor ID: Reports To: ID: Establishment ID:

Change the **Effective Date** to the hire date for the new job and then enter an **Action** of **Rehire**.
Tab to **Position Number** and change it if necessary.

Then click on **Job Information**.

Job Information

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Quackers the	Employee	ID: 100000127	Empl Rcd#: 1		
Job Information View All First 1 of 2 Last					
Effective Date:	08/23/2003	Effective Sequence:	0	Job Indicator:	Secondary Job
Action / Reason:	Rehire	Future			
*Job Code:	GT5253 Acad Yr Graduate Research Asst	Entry Date:	01/03/2002		
*Regular/Temporary:	Temporary	*Full/Part:	Full-Time		
Empl Class:		*Officer Code:	None		
*Regular Shift:	N/A	Shift Rate:			
Standard Hours:	20.00	FTE:	1.00	<input type="checkbox"/> Adds to FTE Actual Count?	
Work Period:	W Weekly	Combined Std Hours / FTE:	35.00 / 1.00		
*Classified Indc:	Grad Asst				
Contract Number:		Contract Type:			
	Next Contract Number				
USA					
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		

Review the following items:

Standard Hours: Change to the appropriate standard hours for this job.

FTE: Change the FTE for this assistantship if necessary.

In this case, the fte on the old job had been .50. Since the assignment for the new academic year is for both semesters, the FTE needs to be changed to 1.0.

Then click on the **Payroll** tab.

Payroll

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Quackers the	Employee	ID: 100000127	Empl Rcd#: 1		
Payroll Info View All First 1 of 2 Last					
Effective Date:	08/23/2003	Effective Sequence:	0	Job Indicator:	Secondary Job
Action / Reason:	Rehire	Future			
*Payroll System:	Payroll for North America				
Payroll for North America					
Pay Group:	PGR Graduate Assistants	Holiday Schedule:	NONE No Holiday		
Employee Type:	S Salaried	FICA Status:	Exempt		
Tax Location Code:	RI RI				
GL Pay Type:					
Account Code:					
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		

Check the following:

Pay Group: PGR

Employee Type: S

Then click on **Salary Plan**.

Salary Plan

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Quackers the	Employee	ID: 100000127	Empl Rcd#: 1		
Salary Plan				View All First 1 of 2 Last	
Effective Date:	08/23/2003	Effective Sequence:	0	Job Indicator:	Secondary Job
Action / Reason:	Rehire	Future			
Salary Administration Plan:	GRD	Grade:	1	Grade Entry Date:	01/03/2002
		Step:	2	Step Entry Date:	01/03/2002
Rating Scale:		Review Rating:		Review Date:	
		Rating Model:		Matrix:	
Job Data		Employment Data		Earnings Distribution	
				Benefits Program Participation	

The Salary Plan information will default from the Job Code Table when the Job Code is entered but you need to go to this page to verify the Salary Plan and change the Step if necessary. If the student's stipend level has changed since the previous term, you would change the step level here.

Click on the **Compensation** tab.

Compensation

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Quackers the	Employee	ID: 100000127	Empl Rcd#: 1		
Compensation				View All First 1 of 2 Last	
Effective Date:	08/23/2003	Effective Sequence:	0	Job Indicator:	Secondary Job
Action / Reason:	Rehire	Future			
Compensation Rate:	10,695.000000				
*Compensation Frequency:	C Contract				
Change Amount:					
Change Percent:					
Compa-Ratio:	0.67				
Annual Benefits Base Rate:		(No Proration Selected)		Contract Change Prorate Option	
Pay Components				First 1 of 1 Last	
Amounts		Changes			
*Rate Code	Seq	Details	Comp Rate	Currency	Frequency
1 CNTRCT	0	Details	10695.000000	USD	C
				+ -	
Job Data		Employment Data		Earnings Distribution	
				Benefits Program Participation	


This panel records the actual salary for the student.

Compensation Frequency: Defaults from the job code and should not be changed

Rate Code: This will default from the Salary Plan information.

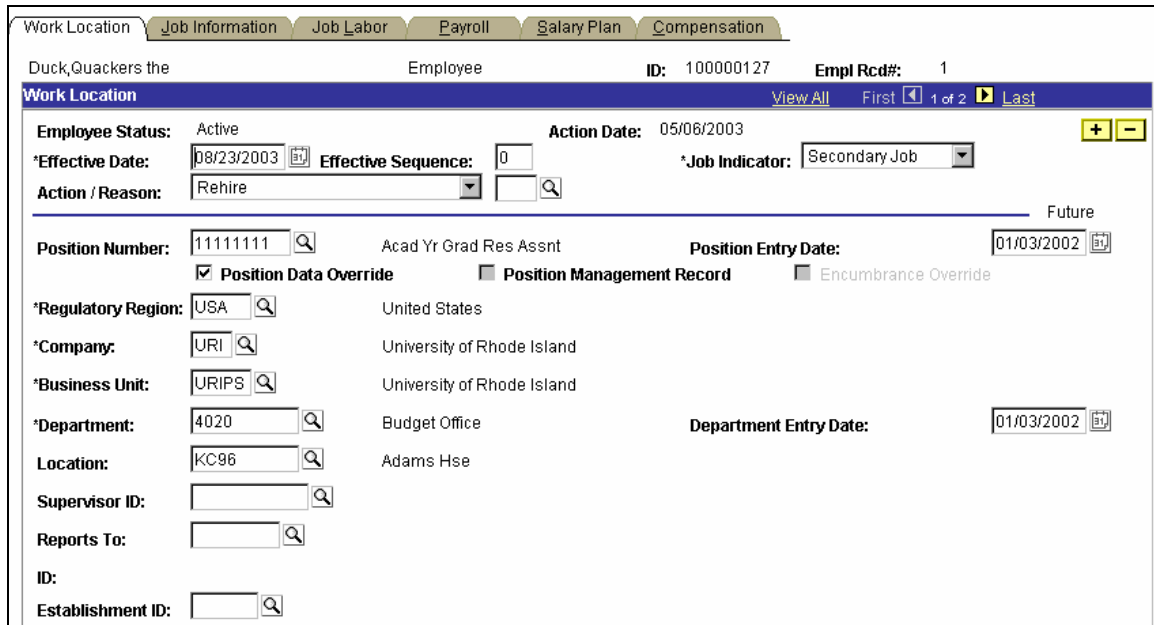
Comp Rate: This will default from the Salary Plan information. Review this rate to be sure it is the correct compensation rate for this employee.

Note: Even though you are able to change the compensation rate on this panel, we will be processing edit checks nightly to be sure that rates to be paid a graduate assistant are consistent with the job's salary plan. Exceptions will appear on the edit report daily unless prior approval has been received for these rates.

Then click on .

A termination row for this job should also be entered, so click on the **Work Location** tab.

Termination Row



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck, Quackers the Employee ID: 100000127 Empl Rcd#: 1

Work Location View All First 1 of 2 Last

Employee Status: Active Action Date: 05/06/2003 + -

*Effective Date: 08/23/2003 Effective Sequence: 0 *Job Indicator: Secondary Job

Action / Reason: Rehire

Position Number: 11111111 Acad Yr Grad Res Assnt Position Entry Date: 01/03/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 4020 Budget Office Department Entry Date: 01/03/2002


Location: KC96 Adams Hse

Supervisor ID:

Reports To:

ID:

Establishment ID:

Click on the  button to add a new row for the termination information. Enter the **Effective Date** of the termination and an **Action Code** of *Termination*. **Do Not** enter a **Reason Code**. Then click on

 again.

Completed termination row:

The screenshot displays a web interface for an HR system. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The main header shows 'Duck,Quackers the' as the 'Employee' with 'ID: 100000127' and 'Empl Rcd#: 1'. The 'Empl Rcd#' field is circled in red, and an arrow points from the 'Employment Data' tab to it. Below the header, there are several sections: 'Employee Status: Terminated' with 'Action Date: 05/06/2003'; 'Effective Date: 05/04/2004' and 'Effective Sequence: 0'; 'Action / Reason: Termination'; 'Position Number: 11111111' with 'Acad Yr Grad Res Assnt' and 'Position Entry Date: 01/03/2002'; 'Regulatory Region: USA' with 'United States'; 'Company: URI' with 'University of Rhode Island'; 'Business Unit: URIPS' with 'University of Rhode Island'; 'Department: 4020' with 'Budget Office' and 'Department Entry Date: 01/03/2002'; 'Location: KC96' with 'Adams Hse'; 'Supervisor ID:', 'Reports To:', 'ID:', and 'Establishment ID:' fields. At the bottom, there are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. The 'Employment Data' tab is selected.

Note the number of rows on the blue line.

After entering the job data for this student's job, you may need to update Contract Pay Data, I-9 Information and/or Salary Distribution information by entering new rows of information as appropriate.

Changing Existing Job Information

Changes to the Termination Date

Duck, Duck Goose has a Post-Doctoral Fellowship from 7/1/03 through 6/30/04. During the year, he takes a full time job at another University and terminates the fellowship after 12/31/03, which is his last day of work. To update his record, go to **Job Data**.

Navigation: Administer Workforce, Administer Workforce (GBL), Job Data

You will be brought to the **Work Location** page with the latest effective data row of information, which is the Termination row.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Duck Goose Employee ID: 100000131 Empl Rcd#: 0

Work Location View All First 1 of 4 Last

Employee Status: Terminated Action Date: 04/09/2003

*Effective Date: 06/30/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: Position Entry Date: Future

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 2802 GSO Instruction Department Entry Date: 01/05/2003

Location: GS GSO NBC

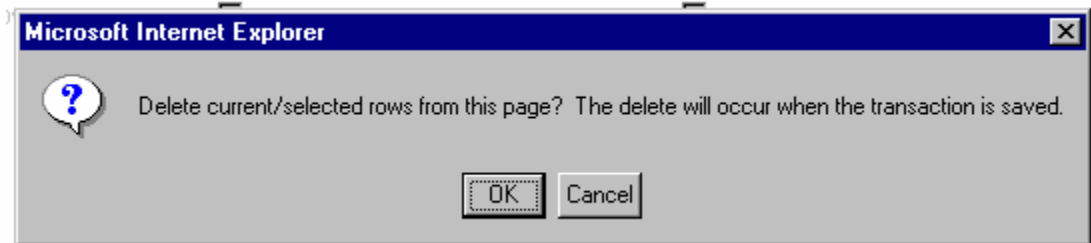
Supervisor ID: 100000015 Mouse,Mickey

Establishment ID: URI

Job Data Employment Data Earnings Distribution Benefits Program Participation

Click on the  button to delete the existing termination row.

You will get the following message asking you to verify that you want to delete this row:



Click on **OK** to proceed. If you made a mistake and do not want to delete this row, click on **Cancel**.

After clicking on **OK**, you will be brought to the prior row of information.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Duck Goose Employee ID: 100000131 Empl Rcd#: 0

Work Location View All First 1 of 3 Last

Employee Status: Active Action Date: 04/09/2003

*Effective Date: 07/01/2003 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Rehire

Position Number: Position Entry Date: Future

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 2802 GSO Instruction Department Entry Date: 01/05/2003

Location: GS GSO NBC

Supervisor ID: 100000015 Mouse,Mickey

Establishment ID: URI

Job Data Employment Data Earnings Distribution Benefits Program Participation

Click on the  button to add a new row and then enter the new termination information.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Duck Goose Employee ID: 100000131 Empl Rcd#: 0

Work Location View All First 1 of 4 Last

Employee Status: Terminated Action Date: 04/09/2003

*Effective Date: 01/01/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: Position Entry Date: Future

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island


*Department: 2802 GSO Instruction Department Entry Date: 01/05/2003

Location: GS GSO NBC

Supervisor ID: 100000015 Mouse,Mickey

ID:

Establishment ID: URI

Change the Effective Date to 01/01/04 since Duck, Duck Goose is working through 12/31/03 and enter the Action Code of *Termination*. Then click on .

You will get the following warning message:

Warning -- The Contract Termination Date will be updated for this Employee (1500,552)

OK Cancel

Click on **OK**. Your Job Record will be updated and the Contract data for this job will also be updated.

Corresponding Contract Data:

Contract Pay

Duck,Duck Goose Employee ID: 100000131 Empl Rcd#: 0

==>MESSAGE NOT FOUND==> (1502,374) View All First 1 of 1 Last

*Effective Date: 07/01/2003

Contract Pay Type: Standard URI Contract

*Payment Term: Pay Over Contract

*Monthly Frequency: M

Pay Period Hours: Renew Contract Automatically?

*Assign Hours To?: Not Applicable

	Begin	End	Termination Date:
Contract	07/01/2003	06/30/2004	12/31/2003
Payment	07/01/2003	06/30/2004	

The Termination Date on this page is the Pay through date. So, Duck, Duck Goose will be paid \$11,000 of this contract amount.

Making Data Changes to an Existing Job Record

Changes to an existing student's job record such as a pay rate change, change in supervisor or change in job code would be made by adding a new row of information with an effective date equal to the date that the action is to take place. Make the changes to the data and save the data.

Salary Distribution

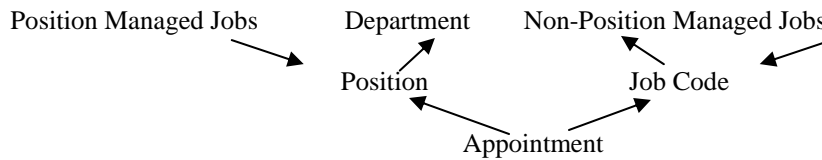
Salary Distribution Introduction:

The Department Budget Table controls salary distribution as well as payroll encumbrances. We will be using several budget levels. PeopleSoft employs a hierarchy for determining which budget level to use for salary distribution.

The budget levels we will be using are:

- Department
- Position
- Job Code
- Appointment

Peoplesoft looks for the lowest budget level first and then goes up the hierarchy looking for the appropriate budget level to use in salary distribution and payroll encumbrances. For distribution and encumbrances, the system looks first for appointment budgets, then position or job code budgets and then department funding. If the default from the job code, position or department is not the correct funding for the employee, then an appointment level budget would need to be added.



These budgets are established for each fiscal year. Prior to the new fiscal year the current budgets that are still active, will be copied into the next fiscal year. For that reason, temporary distributions, primarily at the appointment level, should be terminated when they are no longer active.

Since Graduate Assistant Payroll Jobs are managed by positions, the appointment, Position and Department level budgets only will be used by the system for salary distribution. The Position level budget will usually be the default level used for this payroll. If the chartfield string that you want to charge this student's salary to is different than the one on the Position level budget, an appointment level budget will need to be established for this job.

Creating A New Appointment Level Budget

Navigation: Define Business Rules, Define Commitment Accounting (US), Setup, Department Budget Table

[Home](#) > [Define Business Rules](#) > [Define Commit Accounting\(US\)](#) > [Setup](#) > [Department Budget Table](#) [New Window](#)

Department Budget Table

Find an Existing Value

SetID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code SetID:

Job Code:

Position Number:

EmplID:

Empl Rcd Nbr:

Include History Correct History

[Basic Search](#)

[Add a New Value](#)

Click on [Add a New Value](#) .

Department Budget Table

Add a New Value

SetID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code SetID:

Job Code:

Position Number:

EmplID:

Empl Rcd Nbr:

[Find an Existing Value](#)

Enter the following:
SetID: Defaults to *URIPS*.


Department: Enter the department number for the department you are creating the budget for. This must be the Department on the employee's job record.

Fiscal Year: Enter the Fiscal Year

Budget Level: Enter *Appointment*.

EmplID: Enter the employee's *EmplID (URI ID)*.

Empl Rcd Nbr: Enter the *Empl Record Number* of the job for the employee.

Then click on .



Department Budget Date


[Home](#) > [Define Business Rules](#) > [Define Commit Accounting\(US\)](#) > [Setup](#) > **Department Budget Table**

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: URIPS **Department:** 2003 Fisheries,Animal&VeterinarySci

Fiscal Year: 1998


*Budget Begin Date: 07/01/1997  *Budget End Date: 06/30/1998 






*Offset Group: URI  UNIVERSITY OFFSET GROUP

Budget Cap

Per Budget Level Per Earn/Tax/Ded

Account Defaults

*Default Funding Source Option: Earnings 

[Dept Budget Date](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Budget Actuals](#)

This page is a high level key which is entered only once for each department. Once the Department level budget is established with these values, this page defaults into every other budget level created for that department.

Since the department level budget is established and maintained by the Budget Office at the time a department is created, you will not need to enter any information on this page.

Click on the **Dept Budget Earnings** tab.

Department Budget Earnings

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

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: URIPS Department: 2003 Fisheries,Animal&VeterinarySci Fiscal Year: 1998

Budget Begin Date: 07/01/1997 Offset Group: URI Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/1998

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

*Effective Date: 07/01/1997 *Status: Active Earnings 0.00 *Currency: USD

Earnings Distribution View All First 1 of 1 Last

Earnings Code: *SEQ#: 1 % Effort: + -

*Account Code: 100-2003-0000RE01522-0000 Match for 531522

Account: 0000 Department: 2003 Project/Grant: R01522

Product: Fund: 100 Program: 0000

Class: Affiliate: Operating Unit:

Alt. Account: Budget Ref: Chartfield 1:

Chartfield 2: Chartfield 3:

Budget Amount: 0.000 Distrib %: 100.000 Funding End Date:

Save Add Update/Display Include History Correct History


Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals


The **Effective Date** here is the date that this distribution is effective. This cannot be earlier than the effective date of the hire for an appointment level distribution.


Enter a **Seq#** of 1. Sequence number must be entered before anything can be entered into the Distribution % field.

Account Code: Enter the appropriate account number here.

Distrib %: Enter the % that this account is to be charged.

If this is less than 100%, then click on the  button in the lower panel (next to the % Effort box) and then enter the next account and its % distribution using the same sequence #. Continue adding rows until all accounts are entered and the Distribution %s add to 100.

Then click on the  button. The information you entered will be copied into the **Deductions** and **Taxes** pages. If you want the deductions and taxes charged to different accounts you must go to these pages

and make the changes there and then click on the  button again.

Department Budget Deductions

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

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: URIPS Department: 2003 Fisheries,Animal&VeterinarySci Fiscal Year: 1998
 Budget Begin Date: 07/01/1997 Budget End Date: 06/30/1998 Offset Group: URI

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

Effective Date: 07/01/1997 Status: Active Deduction Budget Cap: 0.00 Currency: USD

Deduction Distribution View All First 1 of 1 Last

Plan Type: Plan: + -
 Ded Cd: Ded Class: *SEQ#: 1
 Account Code: 100-2003-0000RE01522-0000 Match for 531522
 Account: 0000 Department: 2003 Project/Grant: RE01522
 Product: Fund: 100 Program: 0000
 Class: Affiliate: Operating Unit:
 Alt. Account: Budget Ref: Chartfield 1:
 Chartfield 2: Chartfield 3:
 Budget Amount: 0.000 Distrib %: 100.000 Funding End Date:

Save Add Update/Display Include History Correct History

After you save the earning page, that distribution is copied into the deductions page. The distribution can be changed here if deductions are to be charged to a different chartfield string than the earnings amounts.

Since the internal payroll does not have any employer paid deductions; you do not need to enter any information on this page.

Department Budget Taxes

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table [New Window](#)

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: URIPS Department: 2003 Fisheries,Animal&VeterinarySci Fiscal Year: 1998
 Budget Begin Date: 07/01/1997 Budget End Date: 06/30/1998 Offset Group: URI

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

Effective Date: 07/01/1997 Status: Active Tax Budget Budget Cap: 0.00 Currency: USD

Tax Distribution View All First 1 of 1 Last

State: Tax Class: *SEQ#: 1 + -
 Locality:
 Account Code: 100-2003-0000RE01522-0000 Match for 531522
 Account: 0000 Department: 2003 Project/Grant: RE01522
 Product: Fund: 100 Program: 0000
 Class: Affiliate: Operating Unit:
 Alt. Account: Budget Ref: Chartfield 1:
 Chartfield 2: Chartfield 3:
 Budget Amount: 0.000 Distrib %: 100.000 Funding End Date:

Save Add Update/Display Include History Correct History

[Dept Budget Date](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Budget Actuals](#)

After you save the earning page, that distribution is copied into the taxes (FICA) page. The distribution can be changed here if taxes are to be charged to a different chartfield string than the earnings amounts.

Some grants may limit the amounts that can be charged to the grants for deductions and taxes.

For example, College Work Study funds do not allow charges for FICA, so any appointment level budgets added for students on College Work Study funds need to have the distribution changed to charge 100% of

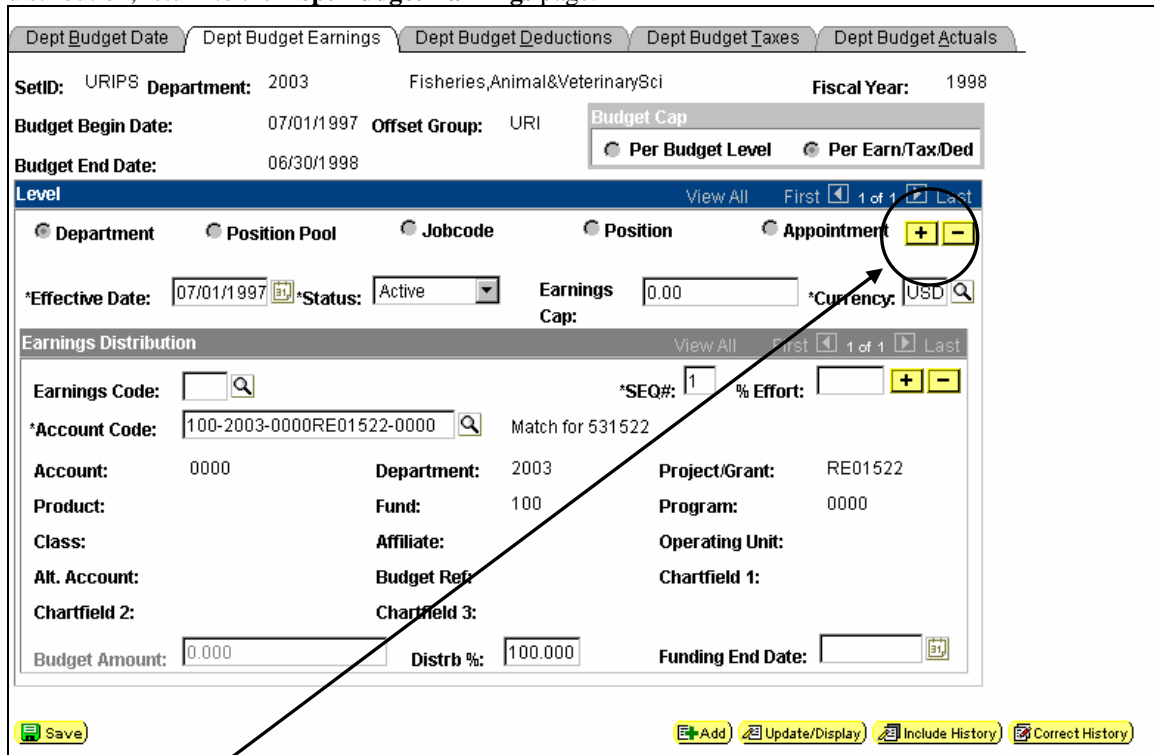
the FICA charges to a non-work study chartfield string. Once the changes are made, click on 


Terminating a Salary Distribution

Generally, any distributions done at the appointment level are for short durations and a termination row should be entered at the time the distribution is set up. The Department Budget Table is copied over into each new fiscal year. All budgets that are in effect at the beginning of the new fiscal year will be copied into the new year with an effective date of 7/1/20xx. If there is a termination row in the current department budget table with an effective date after the beginning of the new fiscal year, that row will be copied forward as well.

Leaving distributions in the department budget table with out a termination row for employees that have terminated means these rows will be copied forward year after year and add to the processing done on a nightly basis. Also, if this employee is rehired with the same Empl Record Number the system will use the old distribution unless a change is made to the existing record.

The termination row can be entered at the time the initial distribution is entered. After saving the initial distribution, return to the **Dept Budget Earnings** page.



Click on the  button on the top part of this page (next to the word **appointment**). The current row of information for earnings, deductions and taxes will be copied forward to this new row with an effective date equal to today's date.

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table New Window

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: URIPS Department: 2003 Fisheries,Animal&VeterinarySci Fiscal Year: 1998

Budget Begin Date: 07/01/1997 Offset Group: URI Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/1998

Level View All First 1 of 2 Last

Department Position Pool Jobcode Position Appointment

*Effective Date: 03/25/2003 *Status: Active Earnings: 0.00 *Currency: USD

Earnings Cap:

Earnings Distribution View All First 1 of 1 Last


Earnings Code: *SEQ#: 1 % Effort:

*Account Code: 100-2003-0000RE01522-0000 Match for 531522

Account: 0000 Department: 2003 Project/Grant: RE01522
 Product: Fund: 100 Program: 0000
 Class: Affiliate: Operating Unit:
 Alt. Account: Budget Ref: Chartfield 1:
 Chartfield 2: Chartfield 3:

Budget Amount: 0.000 Distrib %: 100.000 Funding End Date:

[Dept Budget Date](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Budget Actuals](#)

On this row change the **Effective date** to the date that this distribution is no longer active and then change the **Status** to *Inactive* and click on the  button. You are now done!

The effective date of the termination or inactive row should always be the first date that the information is no longer valid. If this were an appointment level budget, the termination date would be the day after the employee's last day of work. The termination date for the distribution can be any date in the future. It does not have to be a date within the current fiscal year.

Termination Examples

Temporary Employee with Mutli-year Assignment:

<input type="radio"/> Department	<input type="radio"/> Position Pool	<input type="radio"/> Jobcode	<input type="radio"/> Position	<input type="radio"/> Appointment	<input type="button" value="+"/>	<input type="button" value="-"/>
EmplID:	100000174					
Empl Rcd#:	0 Troy,Anthony V					
*Effective Date:	<input type="text" value="07/01/2001"/>	*Status:	<input type="text" value="Active"/>	Earnings Cap:	<input type="text" value="0.00"/>	*Currency: <input type="text" value="USD"/>
Earnings Distribution View All First 1 of 1 Last						
Earnings Code:	<input type="text"/>	*SEQ#:	<input type="text" value="1"/>	% Effort:	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Account Code:	<input type="text" value="100-2002-0000RB06808-0000"/>	Match for 536808				
Account:	0000	Department:	2002	Project/Grant:	RB06808	
Product:		Fund:	100	Program:	0000	
Class:		Affiliate:		Operating Unit:		
Alt. Account:		Budget Ref:		Chartfield 1:		
Chartfield 2:		Chartfield 3:				
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="100.000"/>	Funding End Date:	<input type="text"/>	<input type="button" value="E"/>

EmplID:	100000174					
Empl Rcd#:	0 Troy,Anthony V					
*Effective Date:	<input type="text" value="03/25/2003"/>	*Status:	<input type="text" value="Inactive"/>	Earnings Cap:	<input type="text" value="0.00"/>	*Currency: <input type="text" value="USD"/>
Earnings Distribution View All First 1 of 1 Last						
Earnings Code:	<input type="text"/>	*SEQ#:	<input type="text" value="1"/>	% Effort:	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Account Code:	<input type="text" value="100-2002-0000RB06808-0000"/>	Match for 536808				
Account:	0000	Department:	2002	Project/Grant:	RB06808	
Product:		Fund:	100	Program:	0000	
Class:		Affiliate:		Operating Unit:		
Alt. Account:		Budget Ref:		Chartfield 1:		
Chartfield 2:		Chartfield 3:				
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="100.000"/>	Funding End Date:	<input type="text"/>	<input type="button" value="E"/>

This employee's distribution is active from 07/01/2001 through 03/24/2003. When the budgets are copied into FY2003, this distribution will be effective from 7/1/2002 through 03/24/2003. When the budgets are copied into FY 2004, this distribution will not be copied.

Example of distribution for a temporary employee with a limited appointment during the current year:

*Effective Date:	12/31/2001	*Status:	Active	Earnings Cap:	0.00	*Currency:	USD
Earnings Distribution View All First 1 of 1 Last							
Earnings Code:		*SEQ#:	1	% Effort:			
*Account Code:	100-2002-0000RB068869-0000	Match for 536869					
Account:	0000	Department:	2002	Project/Grant:	RB068869		
Product:		Fund:	100	Program:	0000		
Class:		Affiliate:		Operating Unit:			
Alt. Account:		Budget Ref:		Chartfield 1:			
Chartfield 2:		Chartfield 3:					
Budget Amount:	0.000	Distrib %:	100.000	Funding End Date:			
<input checked="" type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input type="radio"/> Position <input checked="" type="radio"/> Appointment							
EmpID:	100000224						
Empl Rcd#:	0	George, Heidi L					
*Effective Date:	07/01/2001	*Status:	Active	Earnings Cap:	0.00	*Currency:	USD
Earnings Distribution View All First 1 of 1 Last							
Earnings Code:		*SEQ#:	1	% Effort:			
*Account Code:	100-2002-0000RB068869-0000	Match for 536869					
Account:	0000	Department:	2002	Project/Grant:	RB068869		
Product:		Fund:	100	Program:	0000		
Class:		Affiliate:		Operating Unit:			

This employee's distribution is effective from 7/1/2001 through 12/30/01. When the budgets are copied into FY2003, this distribution will not be copied forward.

Changing an Existing Distribution

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

Dept Budget Date Dept Budget Earnings Dept Budget Deductions Dept Budget Taxes Dept Budget Actuals

SetID: URIPS Department: 2007 Geosciences Fiscal Year: 2002

Budget Begin Date: 07/01/2001 Offset Group: URI Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2002

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment **+** **-**

EmplID: 100000055
Empl Rcd#: 0 Semolina III, John A

*Effective Date: 07/01/2001 Status: Active Earnings Cap: 0.00 *Currency: USD

Earnings Distribution View All First 1 of 1 Last

Earnings Code: *SEQ#: 1 % Effort: **+** **-**

*Account Code: 100-2007-00000000000-0000 Geosciences

Account: 0000 Department: 2007 Project/Grant:
Product: Fund: 100 Program: 0000
Class: Affiliate: Operating Unit:
Alt. Account: Budget Ref: Chartfield 1:
Chartfield 2: Chartfield 3: Chartfield 1:
Budget Amount: 0.000 Distrib %: 100.000 Funding End Date:

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

John Semolina is in Job Code IN5240 and is charged 100% to Geosciences unrestricted budget for the entire fiscal year. John's professor just received a grant on which John will be working 20% of the time from September 1 through March 31st. We need to add a distribution row for this time period with charges to two account codes.

To reflect this distribution, click on the **+** button to add a new row of information. All of the existing information will be copied forward.

Dept Budget Date	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes	Dept Budget Actuals
SetID: URIPS	Department: 2007	Geosciences	Fiscal Year: 2002	
Budget Begin Date: 07/01/2001	Offset Group: URI	Budget Cap <input type="radio"/> Per Budget Level <input type="radio"/> Per Earn/Tax/Ded		
Budget End Date: 06/30/2002	Level View All First 1 of 2 Last			
<input type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input type="radio"/> Position <input type="radio"/> Appointment + -				
EmpID: 100000055	Semolina III, John A			
Empl Rcd#: 0	*Effective Date: 09/01/2001	*Status: Active	Earnings Cap: 0.00	*Currency: USD
Earnings Distribution View All First 1 of 1 Last				
Earnings Code:	*SEQ#: 1	% Effort:	+ -	
*Account Code: 100-2007-000000000000-0000	Geosciences			
Account: 0000	Department: 2007	Project/Grant:		
Product:	Fund: 100	Program: 0000		
Class:	Affiliate:	Operating Unit:		
Alt. Account:	Budget Ref:	Chartfield 1:		
Chartfield 2:	Chartfield 3:			
Budget Amount: 0.000	Distrb %: 80.000	Funding End Date:		

Note that we now have two rows of information. One record effective 7/1/2001 and one record effective 9/1/2001.

Change the effective date to 09/01/2001 and the distribution % for Account Code 100-2007-000000000000-0000 to 80%. Now click on the + for earnings distribution to add the distribution row for the grant.

Dept Budget Date	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes	Dept Budget Actual
SetID: URIPS	Department: 2007	Geosciences	Fiscal Year: 2002	
Budget Begin Date: 07/01/2001	Offset Group: URI	Budget Cap		
Budget End Date: 06/30/2002	<input type="radio"/> Per Budget Level <input checked="" type="radio"/> Per Earn/Tax/Ded			
Level				
View All First 1 of 2 Last				
<input type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input type="radio"/> Position <input type="radio"/> Appointment + -				
EmplID: 100000055	Empl Rcd#: 0 Semolina III, John A			
*Effective Date: 09/01/2001	*Status: Active	Earnings Cap: 0.00	*Currency: USD	
Earnings Distribution				
View All First 2 of 2 Last				
Earnings Code: []	*SEQ#: 1	% Effort: []	+ -	
*Account Code: 500-2006-0000RB06877-0000	Olneyville			
Account: 0000	Department: 2006	Project/Grant: RB06877		
Product:	Fund: 500	Program: 0000		
Class:	Affiliate:	Operating Unit:		
Alt. Account:	Budget Ref:	Chartfield 1:		
Chartfield 2:	Chartfield 3:			
Budget Amount: 0.000	Distrb %: 20.000	Funding End Date: []		


Note that we now have two Account Codes with distributions for the 9/1/2001 effective dated row. Enter the **SEQ #** of 1, the **Account Code** for the grant and the **Distribution %** of 20%.

When making changes to existing distributions, **the** changes made on the **Earnings** page will **not** be copied to the **Deductions** and **Taxes** pages. Since there are no deductions for Internal Payroll jobs, you can click on the **Department Budget Taxes** tab.

Dept Budget Date		Dept Budget Earnings		Dept Budget Deductions		Dept Budget Taxes		Dept Budget Actuals			
SetID:	URIPS	Department:	2007	Geosciences		Fiscal Year:	2002				
		Budget Begin Date:	07/01/2001	Budget End Date:	06/30/2002	Offset Group:	URI				
Level						View All		First	1 of 2	Last	
<input type="radio"/> Department		<input type="radio"/> Position Pool		<input type="radio"/> Jobcode		<input type="radio"/> Position		<input type="radio"/> Appointment			
EmplID:	100000055										
Empl Rcd#:	0	Semolina III, John A									
Effective Date:	09/01/2001	Status:	Active	Tax Budget Cap:	0.00	Currency:	USD				
Tax Distribution						View All		First	1 of 2	Last	
State:	<input type="text"/>	Tax Class:	<input type="text"/>	*SEQ#:	1						
Locality:	<input type="text"/>										
Account Code:	100-2007-000000000000-0000			Geosciences							
Account:	0000	Department:	2007	Project/Grant:							
Product:		Fund:	100	Program:	0000						
Class:		Affiliate:		Operating Unit:							
Alt. Account:		Budget Ref:		Chartfield 1:							
Chartfield 2:		Chartfield 3:									
Budget Amount:	0.000	Distrb %:	80.000	Funding End Date:	<input type="text"/>						
Save		Return to Search		Next in List		Previous in List		Add		Update/Display	Include History

Now change the distribution % to 80% and add a row to enter the grant information.

Dept Budget Date	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes	Dept Budget Actuals
SetID: URIPS	Department: 2007	Geosciences	Fiscal Year: 2002	
Budget Begin Date: 07/01/2001	Budget End Date: 06/30/2002	Offset Group: URI		
Level View All First 1 of 2 Last				
<input type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input type="radio"/> Position <input type="radio"/> Appointment + -				
EmplID: 100000055	Empl Rcd#: 0		Semolina III, John A	
Effective Date: 09/01/2001	Status: Active	Tax Budget Cap: 0.00	Currency: USD	
Tax Distribution View All First 2 of 2 Last				
State: <input type="text"/>	Tax Class: <input type="text"/>		*SEQ#: 1 + -	
Locality: <input type="text"/>				
Account Code: 500-2006-0000RB06877-0000	Olneyville			
Account: 0000	Department: 2006	Project/Grant: RB06877		
Product:	Fund: 500	Program: 0000		
Class:	Affiliate:	Operating Unit:		
Alt. Account:	Budget Ref:	Chartfield 1:		
Chartfield 2:	Chartfield 3:			
Budget Amount: 0.000	Distrb %: 20.000	Funding End Date: <input type="text"/>		


After the information has been added for the grant, click on  .

Note that we have two rows of information for the distribution record effective on 9/1/2001-the two chartfield strings that this employee's salary is charged to.

The effect of these changes for distribution is as follows:

7/1/2001- 8/31/2001: 100%: 100-2006-0000000000-0000
9/1/2001 – 6/30/2002: 80% - 100-2006-0000000000-0000
20% - 500-2006-0000RB06877-0000

Since the grant ends on March 31st, we need to add another row of information to stop the distribution to the grant after March 31st. Return to the **Department Budget Earnings** tab, add a new row of data, change

the effective date to 04/01/2002, change the **status** to *Inactive* and then click on  .

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: URIPS Department: 2007 Geosciences Fiscal Year: 2002

Budget Begin Date: 07/01/2001 Offset Group: URI Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2002

Level View All First 1 of 3 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment + -

EmplID: 100000055
 Empl Rcd#: 0 Semolina III, John A
 *Effective Date: 04/01/2002 *Status: Inactive Earnings Cap: 0.00 *Currency: USD

Earnings Distribution View All First 1 of 2 Last

Earnings Code: *SEC#: 1 % Effort: + -
 *Account Code: 100-2007-000000000000-0000 Geosciences
 Account: 0000 Department: 2007 Project/Grant:
 Product: Fund: 100 Program: 0000
 Class: Affiliate: Operating Unit:
 Alt. Account: Budget Ref: Chartfield 1:
 Chartfield 2: Chartfield 3:
 Budget Amount: 0.000 Distrib %: 80.000 Funding End Date:

Now, you are done!

Note that you now have three rows of information.

The information related to the Budget Level, is key information for the Earnings, Deductions and Taxes pages. The Earnings page is the only page where it is entered.

This distribution record now has the following distribution:

7/1/2001- 8/31/2001: 100%: 100-2006-000000000000-0000
 9/1/2001 – 3/31/2002: 80% - 100-2006-000000000000-0000
 20% - 500-2006-0000RB06877-0000

4/1/2002: the appointment level budget is no longer active. What budget level will now be used to determine the account code to charge John's salary to for the balance of the fiscal year?

Verifying Appointment Approvals

Appointments to the University In-House payrolls are not authorized until they have been approved. This means that the employee should NOT be working until you have been advised that the appointment is approved. With the exception of I-9 information, the appointment is approved if error message are not received after the edit program is run nightly. Basically, you should know this information the next day. The only exception is I-9 information, which will not be validated until the date of hire, to give you an opportunity to get the information to Human Resources.

A program will be run every night to verify that hires into the system conform to University policy and procedures. If your appointment has a problem an error message will be posted to a table in the system that you can access by viewing the **In-House Payroll Exceptions** report. If an appointment does not show up on the exceptions report, the appointment is approved. I-9 information edits will not be executed until the date of hire to avoid repetitive messages. If I-9 documentation is not on file by the date of hire, Human Resources will terminate the employee and you should not authorize the employee to work.

Navigation: Administer Workforce, Administer Workforce (GBL), Inquire, URI In-House Payroll Exceptions

U_PAY734 Listing

Inhouse Payroll Exceptions

My Employees							Find	
Name	EmplID	Empl Rcd#	Pay Group	Dept	Message Text	Msg Data 1	Msg Data 2	
Duck,Donald	100000449	1	STU	2501	Active Student Employee NOT an Active Student			
Duck,Duck Goose	100000131	1	STU	2304	Active Student Employee NOT an Active Student			
Ostrich,Stretch Longneck	100000125	0	STU	2306	Active Student Employee NOT an Active Student			
Quackenbush,Arthur F	100013050	2	STU	2501	Active Student Employee NOT an Active Student			
Stork,Stuart P.	100000103	0	STU	2802	Active Student Employee NOT an Active Student			
Toucan,Frills A.	100000116	0	STU	5036	Active Student Employee NOT an Active Student			
Anderson,John	100000203	0	INT	2306	Appointment Letter Not Found			
Duck,Duck Goose	100000131	0	ICT	2802	Appointment Letter Not Found			
Komoto,Anthony	100000205	0	INT	2306	Appointment Letter Not Found			
Oppolla,Andy	100000188	0	INT	2304	Appointment Letter Not Found			
Pulloina,Lauren	100000189	0	INT	2306	Appointment Letter Not Found			
Yugo,Harry X	100000215	0	INT	2306	Appointment Letter Not Found			
Anderson,John	100000203	0	INT	2306	Drug Free Form Not Found			
Duck,Duck Goose	100000131	0	ICT	2802	Drug Free Form Not Found			
Komoto,Anthony	100000205	0	INT	2306	Drug Free Form Not Found			
Oppolla,Andy	100000188	0	INT	2304	Drug Free Form Not Found			

You will get all the messages for your department. You can print this report by clicking on the print icon on your web browser. Using File → Print will only print the first page if there is more than one page.

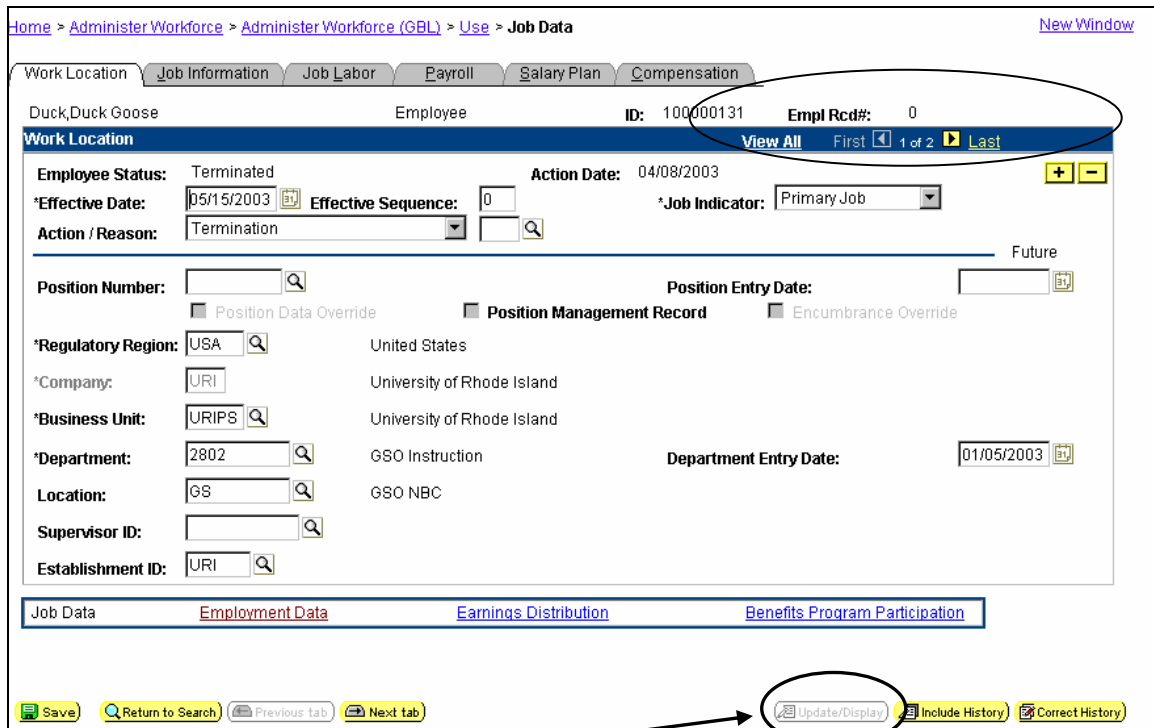
The status on any employees not appearing on your list is *Approved assuming* the I-9 documents and data are completed, valid and on file.

Panel Navigation

Understanding the icons on the PeopleSoft pages will enable you to navigate through the system more easily and understand the information that you are looking at.

Update/Display and Include History Modes

Update/Display Mode



Note that you are in **Update/Display Mode**. This means that you can **see all current and future** rows of information for this employee and will be able to **update future** rows of information. Looking at the blue **Work Location** line indicates that there are two current and future rows of information for this employee and you are looking at the first (latest) row of information. You can use the icons on this line to toggle

between different rows of information or click on **View All** to be able to scroll down each row of information

Include History Mode

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Duck,Duck Goose Employee ID: 100000131 Empl Rcd#: 0

Work Location View All First 1 of 7 Last

Employee Status: Terminated Action Date: 04/09/2003

*Effective Date: 01/01/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: Position Entry Date: Future

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 2802 GSO Instruction Department Entry Date: 01/05/2003

Location: GS GSO NBC

Supervisor ID: 100000015 Mouse,Mickey

Establishment ID: URI

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Next in List Previous in List Previous tab Next tab Update/Display Include History Correct History

Note that you are in **Include History Mode**. This means that you can see all current and future and historical rows of information for this employee and will be able to update future rows of information. Looking at the blue **Work Location** line indicates that there are seven rows of information for this employee and you are looking at the first (latest) row of information. Compare this to Update/Display mode where we saw only two rows of information. You can use the icons on this line to toggle between different rows of information or click on **View All** to be able to scroll down each row of information

Correct History Mode

By clicking on **Correct History** you would be able to not only see all current, future and historical rows of information but also be able to change any of these rows of information. This access will be restricted to very few individuals.

Looking up Your Department Number


Click on the  button next to the **Department** field and the following search dialog box will appear:


Lookup Department


SetID:

Department:

Description:

Company: 

Location SetID: 

Location Code: 

Budget with Department:



[Basic Lookup](#)

Enter your department name or portion of the department name in the description box and then click on

. The system will return all departments that have a description starting with what you entered.

Results from a search of departments with an H:

Search Results

View All First  1-20 of 20  Last

Department	Description	Company	Location SetID	Location Code
4037	HRL Security	URI	URIPS	KC27A
2410	HS Undergrad Program	URI	URIPS	KC06
4068	Hazardous Waste	URI	URIPS	KC28C
5404	Health Education	URI	URIPS	KC15A
5403	Health Maintenance	URI	URIPS	KC15A
P0005	Health Promotion Partnership	URI	URIPS	KNG
5400	Health Services	URI	URIPS	KC15A
HEALTH	Health Services	URI	URIPS	(blank)
4043	Heating	URI	URIPS	KC08
2110	History	URI	URIPS	KC11
3201	Honors Program	URI	URIPS	KC08
HONORS	Honors Program	URI	URIPS	(blank)
HONORS 2	Honors Program level 2	URI	URIPS	(blank)
HRL	Housing & Residential Life	URI	URIPS	(blank)
2401	Hum Developmt & Family Studies	URI	URIPS	KC21
4010	Human Resource Administration	URI	URIPS	KC23B
HUMNRES	Human Resources	URI	URIPS	(blank)
HR2	Human Resources Level 2	URI	URIPS	(blank)
CHSS	Human Science & Services	URI	URIPS	(blank)
CHSS 2	Human Sciences & Services 2	URI	URIPS	(blank)

You can also search by a portion of the department code. For instance, entering 4 in the department box will return all department codes that start with 4.

Finding Your Account Codes

Click on the look up button next to the account code field:

Account Code:

And the following search dialog box appears:

Lookup Account Code

Account Code:

Description:

Account:

Department:

Project/Grant:

Product:

Fund:

Program:

Class:

Affiliate:

SetID:

[Basic Lookup](#)

You can narrow your search for account codes by entering appropriate search criteria in these boxes.

For instance, to find all account codes for your department, you could enter your department number in the department box.

To find all of the grant accounts in your department, you could enter your department number and then Fund 500 in the Fund box.

Then click on .