

University of Rhode Island
PeopleSoft Enrollment Services
Student Payroll
User Procedures

Table of Contents

<i>Description</i> _____	3
<i>Search/Match</i> _____	4
<i>Hiring a New Student</i> _____	7
Getting to Job Data _____	7
Student with Existing URI Relationship (EmplID) _____	7
Current or Former Student in Your Department _____	9
Personal Data _____	10
Name _____	10
Address _____	11
Personal Profile _____	12
Eligibility/Identity _____	13
Job Data _____	14
Work Location: _____	14
Job Information _____	15
Payroll _____	16
Salary Plan _____	17
Compensation _____	18
Terminating Job data _____	19
<i>Time Reporter Data</i> _____	21
Time Reporter Set Up for Task Reporters - CPRC _____	24
<i>I-9 Verification Data</i> _____	25
URI I-9 Eligibility Panel _____	26
<i>Federal College Work Study Awards</i> _____	27
Completing the Work Study Placement Panel _____	27
Changes in Federal College Work Study Status _____	29
Salary Distribution Adjustments Affecting the Federal CWS Account _____	29
Student in Federal CWS Job Meets/Exceeds Award Amount _____	30
Sequence of Events _____	30
Within 20% of award amount _____	30
Within 10% of award amount _____	30
Monitoring use of remaining award monies & changing job to IPR _____	30
<i>Updating your Students</i> _____	31
Adding a new Job to a Student _____	31

Work Location	32
Job Information	34
Payroll	35
Salary Plan	35
Compensation	36
Termination Row	37
Changing Existing Job Information	39
Changes to the Termination Date	39
Changes to General Job Data: supervisor, std hours, FTE, job code, pay rate, etc.	41
Example: making a data change to job code	41
Salary Distribution	47
Salary Distribution Introduction:	47
Creating A New Appointment Level Budget	48
Department Budget Date	49
Department Budget Earnings	50
Department Budget Deductions	51
Department Budget Taxes	52
Terminating a Salary Distribution	53
Termination Examples	55
Changing an Existing Distribution	57
Verifying Appointment Approvals	63
Panel Navigation	65
Update/Display and Include History Modes	65
Update/Display Mode	65
Include History Mode	66
Correct History Mode	66
Looking up Your Department Number	67
Finding Your Account Codes	69

Description

Student payroll employees can be appointed and entered into PeopleSoft by the departments. Departments will complete the job assignment on-line and forward the following documents to Enrollment Services:

- Verified I-9 with copies of supporting documents
- Copy of the student's Social Security card with their name as it appears in the job data.

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

Before entering job information, you need to verify that the student's Social Security Number is in the system. Undergraduate Admissions requires the Social Security Number as part of the application process, so all undergraduate students that are US citizens should have their SSN in the system. Foreign nationals and graduate students should be checked prior to adding their job data by doing a **Search/Match** on their Social Security Number.

The data that needs to be entered for a student appointment is as follows:

Institutional Payroll
Personal Data
Job Data
Time Reporter Data
I-9 Verification Data
Salary Distribution

College Work Study Payroll
Personal Data
Job Data
Time Reporter Data
I-9 Verification Data
Salary Distribution
College Work Study Award

Once the data entry is completed and the student's forms have been forwarded to the Administrative offices, you can verify the student's appointment on-line by viewing the URI In-House Payroll Exceptions Report. If the student does not appear on this report, the appointment has been approved providing the I-9 information is on file with the administrative office by the student's hire date.



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	
10	Name,Addr,City,Bday,Gender,SSN
20	SSN Only
25	New User Registration #1
26	New User Registration #2
27	New User Registration #3
28	New User Registration #4
30	Name, Bday, Gender
40	Name, Gender
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

Name

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

Name: Duck,Duck Goose

Prefix:

First Name: Duck Middle: Goose

Last Name: Duck Suffix:

*Marital Status: Single

National ID View All First 1 of 1 Last

Country: USA *NID Type: PR SSN National ID: 265325242 Primary

Biographic Information

*Gender: Male Date of Birth: 02/28/1962 [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 Student

Getting to Job Data

Student with Existing URI Relationship (EmplID)

Navigation: Administer Workforce, Administer Workforce (GBL), Use, Add Concurrent Job (Student with URI Relationship but new to your department)

[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 the system keeps track of each distinct job that a student has when they are in multiple jobs at one time.

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

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 Name or Last Name field and click on . Then choose the individual from the list and click on . The more information entered in the search dialog box the narrower your search with fewer results returned to choose from. The Name field format is: last name,first name. There is no space between the comma and the first name.

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

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Alternate Character Name:

Personnel Status: ▼

Case Sensitive

Include History Correct History

[Basic Search](#)

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

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

Personal Data

This information will already be in the system from the student's academic record. You should always 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 student's job record begins.

Prefix

Enter the student'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 student'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:	<input type="text" value="USA"/> United States
Address 1:	<input type="text" value="23 Wayward Dr"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text" value="Wakefield"/>
County:	<input type="text"/>
Postal:	<input type="text" value="02879"/>
State:	<input type="text" value="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

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

Enter **Gender**. Gender is required; you will not be able to save the student'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 students.
Military Status is optional for students.

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:

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

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

Marshall, John M Non-Employee Other NEE ID: 100007597 Empl Rcd#: 1

Work Location View All First 1 of 1 Last

Job Status: Active Action Date: 08/20/2002

*Effective Date: 08/20/2002 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Hire

Position Number: Position Entry Date:

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: 2602 Pharmacy Practice Department Entry Date: 08/20/2002

Location: KC48 Fogarty

Supervisor ID: 100000028 Alpha, John

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 student'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. For student's, the effective date for a job hire must be the Sunday of the week they begin work or they will not be able to enter time for that week. **Then tab to or click into Department.**

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**.

2. **Department:** Enter your department number. Valid numbers are numerical only. Department numbers that contain all alpha characters are placeholders used for security and organizational maintenance. The exceptions are partnership accounts that begin with a 'P' followed by 4 numbers.
3. **All other values on this page will default from the Department or are system maintained.**

Location Code: Review-The location code defaults from the Department Table as the home location for the department. If the student is working in a different location, change the location code to reflect the actual work location. The location code on the student's primary job record determines the location that the

student's paycheck will be sent to, unless the student notifies payroll to send the check to another job location.

Supervisor ID: Review-The ID that defaults here is the Department Manger's EmplID. If the Department Manager is not the supervisor for this student, then this field should be changed to reflect the actual supervisor for this student.

Click on the **Job Information** tab.

Job Information

Marshall, John M Non-Employee Other NEE ID: 100007597 Empl Rcd#: 1

Job Information View All First 1 of 1 Last

Effective Date: 08/20/2002 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Hire Current

*Job Code: IN5239 Student Help-College WorkStudy Entry Date: 08/20/2002
*Regular/Temporary: Temporary *Full/Part: Part-Time
Empl Class: *Officer Code: None
*Regular Shift: N/A Shift Rate: /
Standard Hours: 10.00 FTE: 0.25 Adds to FTE Actual Count?
Work Period: W Weekly *Classified Indc: N/A
Contract Number: Contract Type:
Next Contract Number

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

Enter the **Job Code**: For the student payroll, the job codes consist of two letters and the object code that the expense is charged to. Some examples of student payroll job codes are:

- IN5239: Student Help - College Work Study*
- IN5240: Student Help - Institutional Payroll*
- IN5278: Per Course Instructors-Recurring* (grad students only with approval)
- IA5278: Per Course Instructors-Temporary* (grad students only with approval)
- IT5239: Student Help - College Work Study who is tipped – Dining Services only*
- IT5240: Student Help - Institutional Payroll who is tipped – Dining Services only*
- IR5240: Student Help – Resident Assistant IPR – Residential Life only*
- IR5239: Student Help – Resident Assistant College Work Study – Residential Life only*

The remaining data on this page will either default from the job code or is system maintained.

Regular/Temporary: Defaults to **Temporary** and should not be changed.

Full/Part: Defaults to **Part Time**. You may change it to Full Time if this student's job is full time.

Standard hours/week: For hourly students this should be the hours the student is expected to be working per week. This will default to 20 hrs/wk. The standard hours entered here are used to determine the encumbrance amount generated for this job assignment.

FTE is calculated by the system and does not need to be changed.

Work Period defaults as **'W'** and should not be changed.

Then click on the **Payroll** tab.

Payroll

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

[Work Location](#) | [Job Information](#) | [Job Labor](#) | **Payroll** | [Salary Plan](#) | [Compensation](#)

Marshall, John M Non-Employee Other NEE **ID:** 100007597 **Empl Rcd#:** 1

Payroll Info View All First ◀ 1 of 1 ▶ Last

Effective Date: 08/20/2002 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action / Reason: Hire Current

***Payroll System:**

Payroll for North America

Pay Group: <input type="text" value="STU"/> Student Payroll	Holiday Schedule: <input type="text" value="NONE"/> No Holiday
Pay Type: <input type="text" value="H"/> Hourly	*Tipped: <input type="text" value="Not Tipped"/>
Tax Location Code: <input type="text" value="RI"/> RI	FICA Status: <input type="text" value="Exempt"/>
GL Pay Type: <input type="text"/>	
Account Code: <input type="text"/>	

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

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Paygroup: STU for students

Pay Type: H

Tax Location Code and **Holiday Schedule** default to the correct values.

The value in **Tipped** will default from the job code entered. Job codes IN5239 and IN5240 should say “**Not Tipped**”. Job codes IT5239 and IT5240 should say “**Directly Tipped**”.

Then click on **Salary Plan** tab.

Compensation

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

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Marshall, John M Non-Employee Other NEE ID: 100007597 Empl Rcd#: 1

Compensation View All First 1 of 1 Last

Effective Date: 08/20/2002 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire Current

Compensation Rate: 6.500000
 *Compensation Frequency: H Hourly
 Change Amount:
 Change Percent:
 Compa-Ratio: 0.70
 Annual Benefits Base Rate:

Pay Rates	
Hourly Rate:	6.500000
Daily Rate:	13.000000
Monthly Rate:	281.667000
Annual Rate:	3,380.000000

Pay Components First 1 of 1 Last

Amounts		Changes				
*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 HOURLY	0	Details	6.500000	USD	H	<input type="text" value=""/> <input type="text" value=""/>

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. The comp rate can be changed here if the amount being paid is different than the grade and step amount. This is permissible as long as the rates entered do not exceed step 8 for Grade 1. For Grade 2 rates, the compensation amount needs to equal the step amounts.



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

Terminating Job data

Work Location:

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

Location: Job Information Job Labor Payroll Salary Plan Compensation

Jusan P Employee ID: 100000064 Empl Rcd#: 0

Location View All First 1 of 1 Last

Employee Status: Active Action Date: 12/14/2001

Effective Date: 12/19/1999 Effective Sequence: 0 *Job Indicator: Primary Job

Hire Reason: Hire

Position Number: Position Entry Date: Current

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: 2112 Languages Department Entry Date: 12/19/1999


Location: KC37 Independence

Supervisor ID:

Assignment 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:

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

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Platt, Susan P Employee ID: 100000064 Empl Rcd#: 0

Work Location View All First 1 of 2 Last

Employee Status: Terminated Action Date: 09/13/2002

*Effective Date: 05/15/2001 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination T08 End of Limited Appointment

Position Number: Position Entry Date:

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: 2112 Languages Department Entry Date: 12/19/1999

Location: KC37 Independence

Supervisor ID:

ID:


Establishment ID:

The current row of data is copied forward with an effective date of **Today's 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 fte 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 student's job record.

This step is important because of the effect on encumbrances. The encumbrance for students is determined by the standard hours/week times the compensation rate times the number of weeks worked.

The number of weeks worked is determined by the beginning date of employment and the termination date of employment.

Time Reporter Data

For students, Time Reporter Data needs to be completed. After you have completed and saved the job information for your student, you can click on the [Employment Data](#) link while you are still in job data

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

John Marshall		Employee		ID: 100007597	Empl Rcd#: 1
Work Location				View All	First 1 of 1 Last
Employee Status:	Active	Action Date:	12/06/2002		
*Effective Date:	08/26/2002	Effective Sequence:	0	*Job Indicator:	Primary Job
Action / Reason:	Hire				
Position Number:		Position Entry Date:			
<input type="checkbox"/> Position Data Override		<input 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:	5200	Department Entry Date:	08/26/2002		
Location:	KC67	Rgr Wms Ct			
Supervisor ID:	100000126	Warren, John B			
Establishment ID:	URI				
Job Data Employment Data Earnings Distribution Benefits Program Participation					

Click on [Employment Data](#)

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data				New Window
Employment Information		Employment Dates		
John Marshall		Employee		ID: 100007597 Empl Rcd#: 1
*Home/Host:	Home	Time Reporter Data		
Business Title:				
Work Phone:				
▶ USA				
Job Data Employment Data Earnings Distribution Benefits Program Participation				
Save	Return to Search	Previous tab	Next tab	Update/Display
		Include History	Correct History	
Employment Information Employment Dates				

Click on [Time Reporter Data](#)

Person Type: Personnel Status: Employee Payable Time Start Date: 08/26/2002

Time Reporter Data View All First 1 of 1 Last

*Effective Date: 08/26/2002 *Time Reporter Status: Active Send Time to Payroll

Time Reporter Type	Time Reporting Template
<input checked="" type="radio"/> Elapsed	U_INT_ELAP URI Internal Elapsed Time
<input type="radio"/> Punch	

Commitment Accounting Flags
 For Taskgroup
 For Department

Time Period ID:

*Workgroup: INT HOURLY INT & STUD HOURLY POSITIVE PAY

*Taskgroup: psnoncatsk

Task Profile ID:

TCD Group:

Restriction Profile ID:

Rule Element 1:

Rule Element 2:

Rule Element 3:

Rule Element 4:

Rule Element 5:

Time Zone: EST Eastern Time

OK Cancel

Payable Time Start Date: The effective date of the job record.

Effective Date: The effective date of the job record.

***Note:** Both Payable Time Start Date and Effective Date Must be a Sunday, and Cannot be Prior to the Date of Hire or Rehire.

Time Reporter Type: Elapsed

Workgroup: INT HOURLY for Student & Student Hourly Positive Pay


Taskgroup: PSNONCATSK, Commitment Accounting

CPRC_IPR, CPRC Task reporters only

CPRC_CWS, CPRC Task reporters only

Time Zone: Defaults as EST.

No other fields need to be completed.

Then click on the  button to add a row for the student's termination.

Time Reporter Data View All First 1 of 2 Last

*Effective Date: 05/03/2003 *Time Reporter Status: Inactive Send Time to Payroll

Time Reporter Type	Time Reporting Template
<input checked="" type="radio"/> Elapsed	U_INT_ELAP URI Internal Elapsed Time
<input type="radio"/> Punch	

Commitment Accounting Flags
 For Taskgroup
 For Department

Time Period ID:

*Workgroup: INT HOURLY INT & STUD HOURLY POSITIVE PAY

*Taskgroup: PSNONCATSI Commitment Accounting

Task Profile ID:

TCD Group:

Restriction Profile ID:

Rule Element 1:

Rule Element 2:

Rule Element 3:

Rule Element 4:

Rule Element 5:

Time Zone: EST Eastern Time

OK Cancel

Change the **Effective Date** to the student's termination date and then change the **Time Reporter Status** to **Inactive**.

Then click on  . Then click on  .

The above is the standard **Time Reporter** set up for students.

Time Reporter Set Up for Task Reporters - CPRC

Time Reporter Data		View All	First	1 of 1	Last
*Effective Date:	06/03/2001	*Time Reporter Status:	Active	<input checked="" type="checkbox"/> Send Time to Payroll	
Time Reporter Type Time Reporting Template <input checked="" type="radio"/> Elapsed <input type="text"/> <input type="button" value="Q"/> <input type="radio"/> Punch <input type="text"/> <input type="button" value="Q"/>		Commitment Accounting Flags <input checked="" type="checkbox"/> For Taskgroup <input checked="" type="checkbox"/> For Department			
Time Period ID:	<input type="text"/> <input type="button" value="Q"/>				
*Workgroup:	INT HOURLY <input type="button" value="Q"/>	INT & STUD HOURLY POSITIVE PAY			
*Taskgroup:	CPRC_WS <input type="button" value="Q"/>	CPRC Work Study Payroll			
Task Profile ID:	<input type="text"/> <input type="button" value="Q"/>				
TCD Group:	<input type="text"/> <input type="button" value="Q"/>				
Restriction Profile ID:	<input type="text"/> <input type="button" value="Q"/>				
Rule Element 1:	<input type="text"/> <input type="button" value="Q"/>				
Rule Element 2:	<input type="text"/> <input type="button" value="Q"/>				
Rule Element 3:	<input type="text"/> <input type="button" value="Q"/>				
Rule Element 4:	<input type="text"/> <input type="button" value="Q"/>				
Rule Element 5:	<input type="text"/> <input type="button" value="Q"/>				
Time Zone:	EST <input type="button" value="Q"/>	Eastern Time			

I-9 Verification Data

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

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

Personal Data

Find an Existing Value

EmpID:

Name:

Last Name:

Department SetID:

Department:

Alternate Character Name:

Personnel Status:

Case Sensitive
 Include History Correct History

[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 **Search**. A list of students matching the criteria will be displayed. Click on the student 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: Birth Country:

Age: Years 40 Months 6

Date of Death: Birth Location:

Language Code:

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

USA


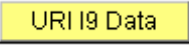
Ethnic Group:

Military Status:

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 <input type="text" value="CANLICENSE"/>  Canadian Drivers License	List A Expiration Date <input type="text" value=""/> 
Eligibility Proof 2 <input type="text" value="FORMI179"/>  Form I-179	List C Expiration Date <input type="text" value="12-31-03"/> 

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

You can click on the lookup 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.

If a List A document is used by the student, it confirms both identity and eligibility for employment. No other documents are required. If a List B document is used, a List C document must also be used.

The I-9 and copies of the supporting documents used must be submitted to Enrollment Services for the student payroll. 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.

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, Enrollment Services 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 date or Enrollment Services will terminate the student

Federal College Work Study Awards

Completing the Work Study Placement Panel

For students with College Work Study awards, the student must be hired into a job code ending in 5239, and the work study placement must be linked to the award. This way, the charges will be distributed to the correct chartfield strings, and the system can track & monitor earnings against the award.

Follow the steps below to complete the Work Study Placement panel, and attach the College Work Study award to the job.

Navigation: Administer Financial Aid, Package & Disburse Aid, Use, Work Study Placement

Work Study Placement

Find an Existing Value

ID:

Academic Institution:

Aid Year:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

Include History Correct History

[Basic Search](#)

EmplID: Enter the student's EmplID.

Academic Institution: *URIPS*

Aid Year: Enter the appropriate aid year.

If the student's EmplID is not known, you can enter the student's name or social security number and then click on . The system will return the student's college work-study award. If you get a message stating "No Matching Values Were Found", this student does not have an award. It is also possible that the student has not yet accepted their award. Students can accept their awards in e-Campus through SA Self Service>Learner Services>Finances>Accept/Decline Financial Aid.

If a student has further questions about receiving a Federal College Work Study award, they should contact the Office of Enrollment Services to have the matter resolved.

To view the job details for this student from this panel, you can click on [Student Job Summary](#) and the following information will be displayed:

Job Summary			
Action:	HireHIR	Reason:	
Action Date:	01/09/2003		
<hr/>			
Employee Status:	Active		
Company:	University of Rhode Island		
Job Entry Date:	01/12/2003		
Regular/Temporary:	Temporary	Comp Rate:	3562.000000
Full/Part Time:	Part-Time	Comp Freq:	Annual
Standard Hours:	10.00	Hourly Rate:	6.850000
Step:	3		
Step Entry Date:	01/12/2003		
Return			

Changes in Federal College Work Study Status

There are a variety of actions that may take place throughout the year in regards to student Federal College Work Study awards. Federal CWS awards can be removed from a student; an award can be re-evaluated and increased; a student can be attached to an existing award that they were not previously attached to; an award amount can be exhausted by a student worker, etc.

The University hiring departments, under the oversight of Enrollment Services, are responsible for assuring the correct use of the University's Federal CWS job codes and funds on the In-House Payroll. The individual departments hiring student employees have the responsibility of entering job data correctly, continually monitoring their In-House Payroll Exceptions report, and making changes when appropriate.

Salary Distribution Adjustments Affecting the Federal CWS Account

It is possible to have payroll charges moved from one chartfield string to another when an error was made on the original distribution via the standard In-House Payroll Adjustment Form. All payroll adjustments affecting the University's Federal CWS Account must be sent to the Payroll Department from the Office of Enrollment Services. Departments should coordinate adjustments crediting or debiting the Federal CWS Account through Enrollment Services.

Student in Federal CWS Job Meets/Exceeds Award Amount

The PAY734 In-House Payroll Exceptions Report contains the following messages related to a work study employee nearing their award amount:

- #110 “Active CWS job disbursed amt within 20% or greater than accepted amt”
- #109 “Active CWS job disbursed amt within 10% or greater than accepted amt”

Sequence of Events

Within 20% of award amount

A payroll exception message will be displayed for Enrollment Services and the hiring department when a student's earnings reach within 20% of their Federal College Work Study award amount. When Enrollment Services first views the within 20% warning message they will make the determination to either increase the award amount or to leave the award as is.

Within 10% of award amount

The departments will be informed that when the within 10% message appears on their exception reports, ES has evaluated the award and made an increase if any was possible. The 10% message is displayed for both the departments the student has an active job in, and Enrollment Services. The department will communicate the award status to the student and encourage the student to contact Enrollment Services if there are any extenuating circumstances (parental income change, change in funding sources, etc.)

Monitoring use of remaining award monies & changing job to IPR

At this point the department must monitor the use of the remaining award monies, and calculate the pay period in which the student will exhaust the funds. The department should change the employee's job data over to an IPR job at the beginning of the **next pay period following** the one in which the student will use up their Federal CWS award.

Updating your Students

Adding a new Job to a Student

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 EmplID 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 student 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.

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

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 2 Last

Employee Status: Terminated Action Date: 04/08/2003 + -

*Effective Date: 05/15/2003 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:

Establishment ID: URI

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 student 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. Otherwise, the effective date will stay the same as the last row of data.

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: 05/15/2003 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: Position Entry Date: Future

*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: 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

The new row of information looks the same as the row you copied from. Now you have three rows of information instead of two. Note, that the blue line indicates 1 of 3.

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,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

*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

Change the Effective Date to the hire date for the new job and then enter an Action of Rehire.

Tab to Department and change the Department ID if necessary. If you are rehiring someone in your department and have access to only this department, you will not need to change the Department ID. If you have access to more than one department, you will see students in all departments you have access to and may need to change the department ID.

Then click on Job Information.

Job Information

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Duck Goose	Employee	ID: 100000131	Empl Rcd#: 0		
Job Information View All First 1 of 3 Last					
Effective Date:	07/01/2003	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Rehire Future				
*Job Code:	IN5279 <input type="text"/> <input type="button" value="Q"/> Postdoctoral Fellowship	Entry Date:	07/01/2003 <input type="button" value="G"/>		
*Regular/Temporary:	Temporary <input type="button" value="v"/>	*Full/Part:	Part-Time <input type="button" value="v"/>		
Empl Class:	<input type="button" value="v"/>	*Officer Code:	None <input type="button" value="v"/>		
*Regular Shift:	N/A <input type="button" value="v"/>	Shift Rate:	<input type="text"/> / <input type="text"/>		
Standard Hours:	1.00 <input type="text"/>	FTE:	1.00 <input type="text"/>	<input type="checkbox"/> Adds to FTE Actual Count?	
Work Period:	W <input type="text"/> <input type="button" value="Q"/> Weekly	*Classified Indc:	N/A <input type="button" value="v"/>		
Contract Number:	<input type="text"/> <input type="button" value="Q"/>	Contract Type:			
	<input type="button" value="Next Contract Number"/>				
▶ USA					
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Next in List"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Previous tab"/>	<input type="button" value="Next tab"/>
	<input type="button" value="Update/Display"/>	<input type="button" value="Include History"/>	<input type="button" value="Correct History"/>		

Review the following items:

Job Code: Change to the new job code if required. When you change this, the remaining information will default to the correct values based on the information in the Job Code Table.

Full/Part: Will always default to Part Time. You may change this to Full Time if this student's job is full time.

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

Then click on the Payroll tab.

Payroll

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Duck Goose	Employee	ID: 100000131	Empl Rcd#: 0		
Payroll Info View All First 1 of 3 Last					
Effective Date:	07/01/2003	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Rehire	Future			
*Payroll System:	Payroll for North America				
Payroll for North America					
Pay Group:	ICT Internal Contract Pay	Holiday Schedule:	NONE No Holiday		
Employee Type:	S Salaried	FICA Status:	Subject		
Tax Location Code:	RI RI				
GL Pay Type:					
Account Code:					
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			

Check the following:

Pay Group: Change to the appropriate pay group.

Employee Type: Change to the appropriate employee type.

Then click on Salary Plan.

Salary Plan

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Duck,Duck Goose	Employee	ID: 100000131	Empl Rcd#: 0		
Salary Plan View All First 1 of 3 Last					
Effective Date:	07/01/2003	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Rehire	Future			
Salary Administration Plan:		Grade:		Grade Entry Date:	
		Step:		Step Entry Date:	
Rating Scale:		Review Rating:		Review Date:	
		Rating Model:		Matrix:	
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			

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 Grade and /or Step if necessary.

Click on the Compensation tab.

Compensation

Work Location Job Information Job Labor Payroll Salary Plan Compensation

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

Compensation View All First 1 of 3 Last

Effective Date: 07/01/2003 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Rehire

Compensation Rate: 22,000.000000
*Compensation Frequency: C Contract
Change Amount: 16,000.000000
Change Percent: 266.667
Compa-Ratio:
Annual Benefits Base Rate: (No Proration Selected) [Contract Change Prorate Option](#)

Pay Rates

Hourly Rate: 423.076923
Daily Rate: 0.000
Monthly Rate: 0.000
Annual Rate: 22,000.000

Pay Components First 1 of 1 Last

*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 CNTRCT	0	Details	22000.000000	USD	C	+ -

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

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 student.

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 student 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 Save.



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,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: 


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 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.

Note: Remember to save the Rehire row of information before entering the termination row. If you do not, the system will not be able to save the termination row.

Completed termination row:

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

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

ID:

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](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Note the number of rows on the blue line.

After entering the job data for this student's job, you may need to update Time Reporter 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

Julie Jet has a Student Help job from 2/2/03 through 6/30/03. During the year, she decides that she can't keep up with her studies and work so she quits this job after 3/31/03. To update her record, go to **Job Data**.

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

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

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

Jet, Julie J Employee ID: 100000089 Empl Rcd#: 0

Work Location View All First 1 of 2 Last

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

*Effective Date: 06/30/03 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: Position Entry Date: Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 2601 Applied Pharmaceutical Science Department Entry Date: 02/02/2003

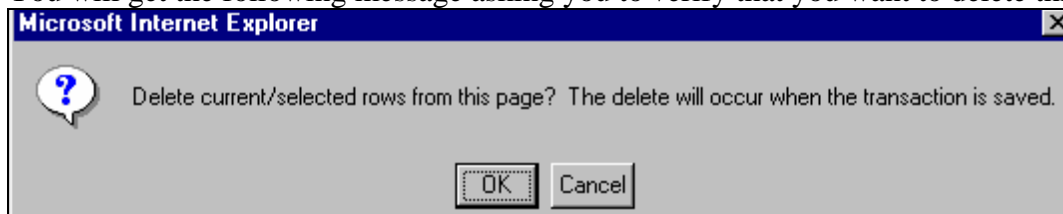
Location: KC48 Fogarty

Supervisor ID: 100000747 Tucker, Nancy A

ID: Establishment ID: URI

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 viewing the prior row of information.

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

Jet, Julie J Employee ID: 100000089 Empl Rcd#: 0

Work Location View All First 2 of 2 Last

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

*Effective Date: 02/02/2003 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Rehire

Position Number: Position Entry Date: 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: 2601 Applied Pharmaceutical Science Department Entry Date: 02/02/2003

Location: KC48 Fogarty

Supervisor ID: 100000747 Tucker, Nancy A

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

Jet, Julie J Employee ID: 100000089 Empl Rcd#: 0

Work Location View All First 1 of 2 Last

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

*Effective Date: 04/01/2003 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: Position Entry Date: 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: 2601 Applied Pharmaceutical Science Department Entry Date: 02/02/2003

Location: KC48 Fogarty

Supervisor ID: 100000747 Tucker, Nancy A

ID:

Establishment ID: URI

Change the Effective Date to 04/01/03 since Julie Jet is not working after 3/31/03 and enter the Action Code of *Termination*. Then click on .

Then click on Employment Data To change the termination on Time Reporter Data. If Time Reporter Data is not updated, Julie Jet will be able to submit time from 4/1/03 through the original termination date of 6/30/03.

Changes to General Job Data: supervisor, std hours, FTE, job code, pay rate, etc.

Changes to an existing student's job record such as a supervisor change, change in standard hours or FTE, job code change, or pay rate change are made with the following steps:

- Remove the existing termination row
- Then, add a new row with an effective date equal to the date that the action is to take place. A data change should *not* be backdated to before the beginning of the current pay period to avoid loss of an audit trail. The action/reason on the row will either be “data change” or “pay rate change”.
- Make the necessary changes to the data on this new row. Ensure that you go through all of the tabs and confirm the information is correct before saving.
- Save.
- Add another new row and enter the termination information back in.
- Save.

Example: making a data change to job code

The example below shows step-by-step how to make a data change, in this case from the IPR job code IN5240 into the College Work Study job code IN5239.

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

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](#)

- Enter EmplID number click on the Include History box so it is checked ,
- Remember, student may have more than one **Active** job in your department that needs to be updated. By not entering a specific Empl Rcd Nbr to search on you will be able to view all existing Rcd Nbrs.
- Go through the job data and make a note of Termination Date, Standard Hours, Grade and Step, and Compensation Rate
- Go to Work Location tab

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

Monteiro, Brian A Employee ID: 100011024 Empl Rcd#: 1

Work Location View All First 1 of 4 Last

Employee Status: Terminated Action Date: 08/07/2003 + -

*Effective Date: 05/16/2004 Effective Reason: Termination

Position Number: [] Position Data C

*Regulatory Region: USA United States

*Company: URI University of Rhode Island

*Business Unit: URIPS University of Rhode Island

*Department: 5203 HRL Residential EducationNorth Department Entry Date: 08/17/2003

Location: KC67 Rgr Wms Ct

Supervisor ID: 100002391 Hall, Charles T

Establishment ID: []

Job Data Employment Data Earnings Distribution Benefits Program Participation

- Delete Termination row by clicking on the  button. Click on OK.

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

Monteiro, Brian A Employee ID: 100011024 Empl Rcd#: 1

Work Location View All First 1 of 4 Last

Employee Status: Active Action Date: 03/26/2004 + -

*Effective Date: 03/26/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Data Change

Position Number: [] Position Entry Date: []

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: 5203 HRL Residential EducationNorth Department Entry Date: 08/17/2003

Location: KC67 Rgr Wms Ct

Supervisor ID: 100002391 Hall, Charles T

Establishment ID: URI

Job Data Employment Data Earnings Distribution Benefits Program Participation

- Add a new row by clicking on the  button
- The new row copies forward the information from the previous row. The current day's date is automatically inserted in the Effective Date field
- **Action/Reason:** Data Change (or Pay Rate Change when appropriate)

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

Monteiro, Brian A Employee ID: 100011024 Empl Rcd#: 1

Work Location View All First 1 of 4 Last

Employee Status: Active Action Date: 03/26/2004

*Effective Date: 03/21/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Data Change

Position Number: Position Entry Date:

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: 5203 HRL Residential EducationNorth Department Entry Date: 08/17/2003

Location: KC67 Rgr Wms Ct

Supervisor ID: 100002391 Hall, Charles T

Establishment ID: URI

Job Data Employment Data Earnings Distribution Benefits Program Participation

- **Effective Date:** enter the date you would like the change to become effective.
- The row should generally be dated to the beginning of the *current* pay period; the changes will then become effective as soon as possible, and at the start of a pay period. **Do not** backdate this row into a previous pay period.

In the example, the data change row was added on 03/26/2004 (Action Date); the data change row should be backdated only to 03/21/04 – the start date of the ‘current’ pay period the row was added in.

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

Monteiro, Brian A Employee ID: 100011024 Empl Rcd#: 1

Job Information View All First 1 of 4 Last

Effective Date: 03/21/2004 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Change

*Job Code: IN5239 Student Help-College WorkStudy Entry Date: 03/21/2004

*Regular/Temporary: Temporary *Full/Part: Part-Time

Empl Class: *Officer Code: None

*Regular Shift: N/A Shift Rate: /

Standard Hours: 20.00 FTE: 1.00 Adds to FTE Actual Count?

Work Period: WW Weekly *Classified Indc: N/A

Contract Number: Contract Type:

Next Contract Number

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

- Go to Job Information tab
- **Job Code:** change to IN5239, Tab out of field. The Student Help – Federal College Work Study description should appear next to the field.

When the new Job Code is entered, the Standard Hours and Salary Plan will be reset to the defaults based on the new Job Code. For IN5239, the Standard Hours default is 20.00 hours and the Salary Plan is Grade 1, Step 3: equaling a Compensation rate of \$7.20 per hour.

- **Standard Hours:** change back to what was noted earlier (if necessary)
- Tab out of field

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Monteiro, Brian A		Employee	ID: 100011024	Empl Rcd#: 1	
Salary Plan					View All First 1 of 4 Last
Effective Date:	03/21/2004	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Data Change	Current			
Salary Administration Plan:	STU	Grade:	4	Grade Entry Date:	03/21/2004
		Step:	10	Step Entry Date:	03/21/2004
Rating Scale:		Review Rating:		Review Date:	
		Rating Model:		Matrix:	
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		

- Go to Salary Plan tab
- **Grade and Step:** change from the defaulted information (Grade 1, Step 3) back to Grade and Step noted earlier
- Tab out of both fields

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Monteiro, Brian A Employee ID: 100011024 Empl Rcd#: 1

Compensation View All First 1 of 4 Last

Effective Date: 03/21/2004 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Change Current

Compensation Rate: 10.700000
 *Compensation Frequency: H Hourly
 Change Amount:
 Change Percent:
 Compa-Ratio: 1.07
 Annual Benefits Base Rate:

Pay Rates

Hourly Rate: 10.700000
 Daily Rate: 42.800
 Monthly Rate: 927.333
 Annual Rate: 11,128.000

Pay Components First 1 of 1 Last

Amounts Changes

*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 HOURLY	0	Details	10.700000	USD	H	

Job Data Employment Data Earnings Distribution Benefits Program Participation

- Go to Compensation tab
- **Compensation Rate:** confirm this is same as noted earlier. If not, enter the correct amount in the Comp Rate box under Pay Components
- Tab out of field. If there is more than one row under pay components, remove the row with the incorrect compensation amount by clicking in the minus sign. The hourly amount above in the Pay Rates box and Compensation Rate should reset to the correct amount.
- **SAVE**

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Monteiro, Brian A Employee ID: 100011024 Empl Rcd#: 1


Work Location View All First 1 of 4 Last



Employee Status: Active Action Date: 03/26/2004
 *Effective Date: 03/21/2004 Effective Sequence: 0 *Job Indicator: Primary Job
 Action / Reason: Data Change Current

Position Number: Position Entry Date:
 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: 5203 HRL Residential EducationNorth Department Entry Date: 08/17/2003
 Location: KC67 Rgr Wms Ct
 Supervisor ID: 100002391 Hall, Charles T
 Establishment ID: URI

Job Data Employment Data Earnings Distribution Benefits Program Participation

- Go back to Work Location tab
- Add a new row by clicking on the  button

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
Monteiro, Brian A			Employee			ID: 100011024		Empl Rcd#: 1			
Work Location View All First 1 of 5 Last											
Employee Status: Terminated		Action Date: 03/26/2004								 	
*Effective Date: 05/16/2004		Effective Sequence: 0		*Job Indicator: Primary Job							
Action / Reason: Termination										Future	
Position Number: <input type="text"/>		Position Entry Date: <input type="text"/>									
<input type="checkbox"/> Position Data Override		<input 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: 5203		HRL Residential EducationNorth		Department Entry Date: 08/17/2003							
Location: KC67		Rgr Wms Ct									
Supervisor ID: 100002391		Hall, Charles T									
ID:											
Establishment ID: URI											
Job Data		Employment Data		Earnings Distribution		Benefits Program Participation					

- **Effective Date:** enter previously noted Termination date
- **SAVE**

The Data Change procedure for correcting the Job Data from an IPR job to a Federal CWS job is complete for this record.

If there is a job record with a *start date in the future* that needs to be changed, execute a data change by deleting the termination row, changing the job code on the future dated hire/rehire row. Remember to record the hours per week and the compensation rate before the job code is changed, and correct back to the proper rates if needed after IN5239 is entered. SAVE, then add a new row and put the termination information back in, SAVE again.

Salary Distribution

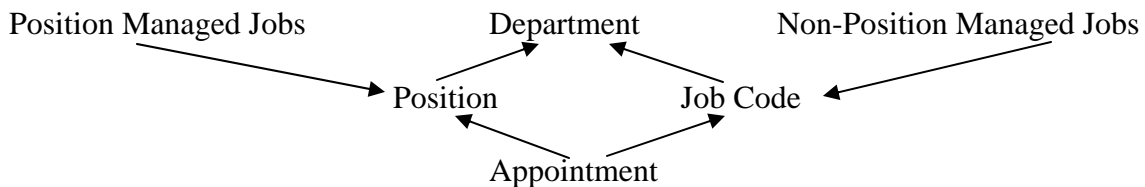
Salary Distribution Introduction:

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 student, 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 Student Payroll Jobs are not managed by positions, the appointment, Job Code and Department level budgets only will be used by the system for salary distribution. Job Code level budgets have been established for Student Payroll purposes—one for College Work Study students (IN5239) and one for Institutional Payroll students (IN5240).

The Job Code 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 corresponding Job Code 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 student's job record.

Fiscal Year: Enter the Fiscal Year

Budget Level: Enter *Appointment*.

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

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

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 



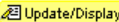
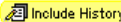
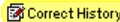
*Offset Group: URI  UNIVERSITY OFFSET GROUP

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 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 Cap: 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: 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

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 code 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: 0.00 Currency: USD
 Budget Cap:

Deduction Distribution View All First 1 of 1 Last

Plan Type: [] Plan: [] + -
 Ded Cdt: [] 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 earnings 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 Student 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

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 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

After you save the earnings 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.

NOTE: 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 but with a termination row equal to the row in the prior fiscal year.

Leaving distributions in the department budget table with out a termination row for students 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 student 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.

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 Cap: 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: RE01522

Product: 100 Fund: 100 Program: 0000

Class: Affiliate: Operating Unit:

Alt. Account: Budget Ref: Chartfield 1:

Chartfield 2: Chartfield 3:

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

Save Add Update/Display Include History Correct History

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

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 Cap: 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: RE01522

Product: Fund: 100 Program: 0000


Class: Affiliate: Operating Unit:

Alt. Account: Budget Ref: Chartfield 1:

Chartfield 2: Chartfield 3:

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

Save Add Update/Display Include History Correct History

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 student'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 Student 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"/>	

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"/>	

This student'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 student 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:	100-2002-0000RB06869-0000	Match for 536869		
Account:	0000	Department:	2002	Project/Grant: RB06869
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				
EmplID:	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:	100-2002-0000RB06869-0000	Match for 536869		
Account:	0000	Department:	2002	Project/Grant: RB06869
Product:		Fund:	100	Program: 0000
Class:		Affiliate:		Operating Unit:

This student'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: 100-2007-000000000000-0000 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 %: 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				
Budget End Date:	06/30/2002					<input type="radio"/> Per Budget Level <input 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			Semolina III, John A					
Empl Rcd#:	0					Earnings Cap:	0.00	*Currency:	USD
*Effective Date:	09/01/2001	*Status:	Active						
Earnings Distribution						View All		First 1 of 2 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 <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 + -				
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: <input type="text"/>	*SEQ#: 1	% Effort: <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"/>		

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 Student 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:							
Alt. Account:		Budget Ref:							
Chartfield 2:		Chartfield 3:							
Budget Amount:	0.000		Distrb %:	80.000		Funding End Date:	<input type="text"/>		

Now change the distribution % to 80% and add a row to enter the grant information the same way that you did for earnings.

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 + -

EmpID: 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: *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 Distrib %: 80.000 Funding End Date:

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

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?

Note: This is not a real life example. In actuality, if a student were to work on a grant, an additional job would be given to the student for the grant period.

Verifying Appointment Approvals

Appointments to the University In-House payrolls are not authorized until they have been approved. This means that the student 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 an error message is 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 Enrollment Services.

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 pending receipt of I-9 documentation. 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, Enrollment Services will terminate the student and you should not authorize the student 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		

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		
Pulloina,Lauren	100000189	0	INT	2306	Drug Free Form Not Found		
Yugo,Harry X	100000215	0	INT	2306	Drug Free Form Not Found		
Duck,Duck Goose	100000131	0	ICT	2802	I9 Checklist Item not Found/Authorized		
Duck,Duck Goose	100000131	1	STU	2304	I9 Checklist Item not Found/Authorized		
Duck,Duck Goose	100000131	1	STU	2304	I9 Supporting Document Checklist Items not Found/Authorized		
Duck,Duck Goose	100000131	0	ICT	2802	I9 Supporting Document Checklist Items not Found/Authorized		
Duck,Donald	100000449	1	STU	2501	Student Employee in Jobcode Require a Work Study Award	IN5239	
Quackenbush,Arthur F	100013050	2	STU	2501	Student Employee in Jobcode Require a Work Study Award	IN5239	
Quackenbush,Arthur F	100013050	2	STU	2501	Total Standard Hours Exceeded for the Academic Year Term	40	

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 students not appearing on your list is *Approved assuming* the I-9 documents and data are completed, valid and on file by the date of hire.

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

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

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

Duck, Duck Goose Employee ID: 100800131 Empl Rcd#: 0

Work Location View All First 1 of 2 Last

Employee Status: Terminated Action Date: 04/08/2003 + -

*Effective Date: 05/15/2003 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:

Establishment ID: URI

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 student 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

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, future and historical** rows of information for this student 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 student 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: URIPS

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.

Keep in mind that only department codes that are all numerical are valid numbers for assigning to student job records. The alpha department codes equate to our current division and college numbers and are used for security and organizational purposes. The one exception to this is Partnerships which have a department code that starts with a 'P' and ends in four numbers.

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 .

Results from a search by department only:

VIEW ALL											FIRST		1-38 of 38		LAST	
Account Code	Description	Direct Charge	Account	Department	Project/Grant	Product	Fund	Fund	Program	Class	Affiliate	SetID				
100-2003-0000000000-0000	Fisheries Animal&VeterinarySci	N	0000	2003	(blank)	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RB06809-0000	Match for 536809	N	0000	2003	RB06809	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RB06931-0000	Match for 536931	N	0000	2003	RB06931	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RE01505-0000	Match for 531505	N	0000	2003	RE01505	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RE01522-0000	Match for 531522	N	0000	2003	RE01522	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RE01530-0000	Match for 531530	N	0000	2003	RE01530	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RE05914-0000	Match for 535914	N	0000	2003	RE05914	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-0000RZ09249-0000	Match for 539249	N	0000	2003	RZ09249	(blank)	100	0000	(blank)	(blank)	(blank)	URIPS				
100-2003-701800000000-0000	Fisheries Skill Workshop	N	0000	2003	(blank)	(blank)	100	7018	(blank)	(blank)	(blank)	URIPS				
101-2003-700800000000-0000	FAVS-CES Aquacultur Conferenc	N	0000	2003	(blank)	(blank)	101	7008	(blank)	(blank)	(blank)	URIPS				
101-2003-702500000000-0000	Tick Research Laboratory	N	0000	2003	(blank)	(blank)	101	7025	(blank)	(blank)	(blank)	URIPS				
101-2003-707000000000-0000	Fisheries Department Vessel	N	0000	2003	(blank)	(blank)	101	7070	(blank)	(blank)	(blank)	URIPS				
101-2003-711200000000-0000	FAVS Trawling Program	N	0000	2003	(blank)	(blank)	101	7112	(blank)	(blank)	(blank)	URIPS				
110-2003-000000000000-0000	FAVS Overhead	N	0000	2003	(blank)	(blank)	110	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RB06810-0000	01-219	N	0000	2003	RB06810	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RB06931-0000	UPR Sea Grant R/FA-06-3-98	N	0000	2003	RB06931	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RC02127-0000	NA86RG0076	N	0000	2003	RC02127	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RC02138-0000	NA86RG0076	N	0000	2003	RC02138	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE01537-0000	Dean's Pledge	N	0000	2003	RE01537	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE01545-0000	PO 4EMNF800481	N	0000	2003	RE01545	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE01628-0000	NA07FE0548	N	0000	2003	RE01628	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				

This is a sample of the 38 account codes available for this department.

Results of a search by department and fund:

VIEW ALL											FIRST		1-23 of 23		LAST	
Account Code	Description	Direct Charge	Account	Department	Project/Grant	Product	Fund	Fund	Program	Class	Affiliate	SetID				
500-2003-0000RB06810-0000	01-219	N	0000	2003	RB06810	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RB06931-0000	UPR Sea Grant R/FA-06-3-98	N	0000	2003	RB06931	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RC02127-0000	NA86RG0076	N	0000	2003	RC02127	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RC02138-0000	NA86RG0076	N	0000	2003	RC02138	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE01537-0000	Dean's Pledge	N	0000	2003	RE01537	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE01545-0000	PO 4EMNF800481	N	0000	2003	RE01545	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE01628-0000	NA07FE0548	N	0000	2003	RE01628	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE05928-0000	99-35206-7936	N	0000	2003	RE05928	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE05934-0000	00-35208-9315	N	0000	2003	RE05934	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE05967-0000	DTRS57-01-P-80283	N	0000	2003	RE05967	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RE05973-0000	2001-34438-10344	N	0000	2003	RE05973	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RH08295-0000	H-886	N	0000	2003	RH08295	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RH08296-0000	H-891	N	0000	2003	RH08296	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RH08297-0000	H-894	N	0000	2003	RH08297	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RH08476-0000	H-885	N	0000	2003	RH08476	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RH08803-0000	CE E3B3C FY02 Aquaculture & F	N	0000	2003	RH08803	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RH08809-0000	CE FY02 E3B3C Animal Health	N	0000	2003	RH08809	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RN04016-0000	Alfred P Sloan Fdtn 200-3-10-	N	0000	2003	RN04016	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RN04116-0000	Catalyst CK #1133	N	0000	2003	RN04116	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RN04126-0000	American Lyme DiseaseFdtn	N	0000	2003	RN04126	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RN04164-0000	Lyme Disease Assoc. of NJ	N	0000	2003	RN04164	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RN04171-0000	CAT	N	0000	2003	RN04171	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				
500-2003-0000RN07934-0000	Share of Market	N	0000	2003	RN07934	(blank)	500	0000	(blank)	(blank)	(blank)	URIPS				

Adding fund reduces the number of account codes to 23.