

The University of Rhode Island

Human Resources e-Campus

News & Updates

June 2004

General:

- **Direct Deposit for In-House Employees**

In-House employees now have the option of having 100% of their paycheck directly deposited to a checking account OR a savings account. Employees can submit their direct deposit information through *HR Self Service>Employee>Tasks>Direct Deposit*. To change direct deposit from a checking account to a savings account click on Edit next to the current information and fill out the required fields.

- **Multiple Distribution Accts on IP-1 Forms**

When processing a job that goes on an IP-1 Form, if the distribution is split between multiple accounts this can be indicated on ONE IP-1 form. There is no need to complete an IP-1 form for each account being distributed as was done in the past with MP-7's.

- **Department Budget Table Change**

The security set up has been changed so that users will now be taken directly into the Dept. Budget Earnings tab instead of first viewing the Dept Budget Date tab. This page is already completed during the appointment level budget addition process. This will save you one key stroke.

- **Salary Plan Changes for FY2005**

For those departments/programs that have salary plans specifically developed for your employees, changes to those rates for the new fiscal year need to be submitted to Human Resources for approval and entry into the system before those rates will be available for use in job data. Failure to get new rates approved will trigger the payroll exception edit on employee's compensation rates not being on the established plan.

We know that you do not wish to request exceptions for each of your employees, so make sure the updated salary plans are sent in as soon as you are aware of any changes.

- **New Graduate Research Assistant Process**

The process for hiring Graduate Research Assistants (GRA's) has been changed slightly for FY2005. For these jobs, the department will also need to complete an SGA-2 form to book the tuition to the student's account and to the correct chartfield string (account code) on the financials system.

At a minimum, the charges to include on this form would be the tuition and fee amounts that constitute the standard waiver for graduate assistants as negotiated with the union.

The University of Rhode Island

Any health insurance waiver negotiated with the union would NOT be included on this form. This cost is charged to a central pool account and does not need to be identified on the form.

Under the department's justification for waiver payments you should write in Graduate Research Assistant. This form and the instructions for completion can be found on the e-campus web site at *e-Campus Help>How Do I?>Human Resources>Forms*.

- **Social Security Numbers**

The University is responsible for filing employee federal and state taxes and FICA withholdings with the Federal and State governments under the correct social security number and name for an employee. If these are incorrect, the University is subject to fines and penalties for incorrect filings. As a result, we require a copy of every employee's social security card be on file. This will simplify the correction of social security number errors when they arise and serve as back up for the institution with the Federal government.

Since the request for a copy of the social security card is associated with employment, the University has a right to request this information and in fact, the IRS recommends that every employer do so. The social security card may be used as one of the documents for verification of the Federal I-9. If it is not used as such, then we will require a copy of the social security card with copies of the other documents used in the I-9 verification process.

- **College Work Study Salary Distribution Account Code**

Enrollment Services and Grant & Contract Accounting have re-evaluated the decision to use one Project ID for the annual College Work Study federal award and determined that it is no longer feasible to use only one. As a result, the Project ID will change each fiscal year.

The Project ID for FY2005 is FSA1001 and the chartfield string for FY2005 is 560-3203-0000FSA1001-0000. All job code level budgets used for default funding will automatically be converted to the new account when the budgets are rolled into FY2005. When setting up appointment level budgets in FY2005, be sure to use this account to charge 75% of earnings for students with college work study funds.

The University of Rhode Island

New/Revised Documentation on the Web:

- **News & Updates**

Current and prior News & Updates documents can be found at *e-Campus Help>e-Campus News and HR News & Updates>Human Resources*

- **Appointment Letter Templates for Graduate Assistants:**

The appointment letter templates supplied by the Provost's Office will soon be available for download from the e-campus web site. There are three different letters: one for teaching assistants; one for administrative assistants and one for research assistants.

These letters will be located at *e-Campus Help>How Do I?>Human Resources>Graduate Assistant Payroll*.

- **SGA-2 Form for Tuition and Fee Payments**

This form has been revised and is to be used to charge the tuition waiver for graduate research assistants as well as to pay additional tuition payments for any student. This form must be completed for each Graduate Research Assistant (GRA) that is hired in your department so that the tuition waiver can be charged to the correct chartfield string in the Financials system. This form is located at *e-Campus Help>How Do I?>Human Resources>Forms*

- **GA Tuition Waiver Adjustment Form (SGA-1)**

Since the SGA-2 form will now be used to book the tuition waiver for Graduate Research Assistants, this form will no longer be used. It has been removed from the e-Campus website.

Tips and Reminders:

- **Clearing of Encumbrances**

Some of the encumbrance issues that users are experiencing are the result of jobs being terminated on dates other than a Sunday date. By beginning and ending jobs on the Sundays at the start and end of the pay period, you can avoid some of the problems with encumbered amounts failing to liquidate at the end of a job appointment.

- **Security Access**

Security access to the Human Resources system can be obtained by taking the applicable classes, completing a *Security Access Request Form* and forwarding it to the Budget Office. This form can also be used to change your existing security access for the Human Resources system. When using this form to change existing access, all access required with the change should be included on this form. If you enter only the items that are changing, the result will be access to only those items. This form can be downloaded from *e-Campus Help>How Do I?>Human Resources>Forms*. If you have any questions at all about security access, give us a call at 874-9351.

The University of Rhode Island

Appointment Periods for FY2005:

Per Course Instructors:

	Job Dates		Contract Dates	
	Hire/Rehire	Termination	Begin Date	End Date
Fall:	8/22/04	12/26/04	8/29/04	12/25/04
Spring:	1/09/05	5/29/05	1/09/05	5/21/05

Graduate Assistants:

	Job Dates		Contract Dates	
	Hire/Rehire	Termination	Begin Date	End Date
Academic Yr:	8/22/04	5/1/05	8/22/04	4/30/05
Fall:	8/22/04	12/26/04	8/22/04	12/25/04
Spring:	12/27/04	5/1/05	12/27/04	4/30/05

For payroll purposes, graduate assistant job dates and contract dates must align with pay period begin and end dates. This will ensure that the students receive 18 equal paychecks. The actual work period for which we are paying the students is a different time period and does not align with the pay period dates. When completing the appointment letters for graduate assistants, use the dates listed in the table below for their work assignments.

Graduate Assistant Work Periods:

	Begin Date	End Date
Academic Yr:	8/30/04	5/22/05
Fall:	8/22/04	12/26/04
Spring:	12/27/04	5/22/05

Note: Information in this document relates to employees with jobs on the e-Campus payrolls only (student, graduate assistant and internal). State payroll employees are not included in the e-campus payroll system.