

The University of Rhode Island

Human Resources e-Campus

News & Updates

July 2004

Corrections:

- **Approval for Student Payroll Grade 2 – Graduate Pay**

It is not widely known that **ALL** students, including grads, on the student payroll being paid at Grade 2 – Graduate Pay need to have approval from either Enrollment Services or the Graduate School. Departments should submit a memo or email for approval for **each** student being paid at any Grade 2 rate. If this process is not completed, the department will receive a payroll exception message for each student stating “Student employee not authorized for grade 2.”

- Departments should send a memo/email requesting approval to pay **Undergraduate Students** @ Grade 2 rates to Victor Gaspar in Enrollment Services.
- Departments should send a memo/email requesting approval to pay **Graduate Students** @ Grade 2 rates to Kristine Connery in the Graduate School.

- **Appointment Periods for FY2005**

Some of the dates (highlighted below) have been clarified for Graduate Assistant Job, Contract and Work periods:

	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:	12/26/04	5/1/05	12/26/04	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:	8/30/04	12/26/04
Spring:	12/27/04	5/22/05

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General:

- **New Training**

We will be providing some new functionality in the system that will have an impact on your reports and the way that information is viewed in the system. This training is *mandatory* for business managers and is *highly recommended* for other individuals responsible for reporting and monitoring their expenditures. To register, please call URI PSPD at 4-5199, email LEARN@etal.uri.edu or go to www.uri.edu/pspd

The following classes will be in the Memorial Union, Room 315:

Aug 4th 9-12

Aug 4th 1-4

Aug 5th 9-12

Aug 5th 1-4

The following classes will be in Ballentine Hall, Room240

Aug 10th 9-12

Aug 10th 1-4

Aug 11th 9-12

Aug 11th 1-4

Aug 12th 9-12

Aug 12th 1-4

- **Department Budget Tables for FY2005**

The Budget Office has copied the department budget tables into FY2005 as of June 30, 2004. All of your existing appointment level budgets that have an inactive date after July 1, 2004 were copied into FY2005 with an active effective date of July1, 2004 and your existing inactive effective date.

When entering salary distributions in the department budget table, be aware of the fiscal year you are changing or adding your appointment level budgets for. Any appointment level budgets added after June 29, 2004 need to be added into the correct fiscal year. If you are adding an appointment level budget for anyone that will be paid on pay period #1 for FY2005, that payroll will be charged to both FY2004 (30%) and FY2005 (70%). You will need to add an appointment level budget to both FY2004 and FY2005 for your distributions to be done correctly.

Appointments starting in Pay Period #2 and beyond in FY2005, on or after 7/11/04, should be added for FY2005 only.

If you have any questions, please give us a call at 874-9351.

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- **Issues With IP-1 Forms**

A few issues are emerging regarding the submission of IP-1's from hiring departments to Human Resources. Many times, IP-1's are not being submitted in a timely manner. Please make every effort to complete and send the proper paperwork to HR *prior* to the employee beginning work. The late submissions create unnecessary additional work for others, including the need for Payroll to process a large volume of off-cycle checks.

Also, many IP-1's are being sent in with the job beginning and ending dates not corresponding to the Bi-Weekly Payroll Schedule. Beginning immediately, forms with end dates not on the Sunday following the end of the last pay period the employee will be working will automatically be entered using the appropriate Sunday date by HR. This is a necessary measure to alleviate many of the encumbrance and payroll distribution difficulties experienced in FY04.

- **Advance Entry of Hours in Weekly Elapsed Time**

Hourly employees paid through PeopleSoft must be paid for actual hours worked only. Hours should not be entered in anticipation of work or based on a prearranged schedule. Please notify your hourly employees of this fact and advise them that by entering hours they are attesting to the fact that those hours were worked. The intentional misrepresentation of hours worked is illegal and subject to legal or disciplinary action.

- **Paycheck Addresses**

Paychecks are printed with the employee's home address. Before mailing any checks to an employee, check their personal data for a mailing address and then send the check to that address. We are receiving complaints that paychecks and other important University mail are being sent to incorrect addresses.

Mailing addresses can only be printed if every employee has both a home and mailing address on file. That would require that both panels be completed by users even when mailing address is the same as home address.

- **I-9's and Drug Free Forms**

A large number of I-9s are either being submitted with incorrect/incomplete information or not being submitted at all with the IP-1 or appropriate employment documents. These forms will be returned to departments for corrections and employees whose records show no I-9 or drug free forms on file or submitted will not be allowed to work (or continue working). Departments will be advised of this action by HR and it will be the departments' responsibility to take appropriate measures to rectify the situation.

- **Employee Self Service Functions after Job Ends**

Employees have access to HR Self Service functions after the end date of the job. This will allow employees to keep the University updated on items such as current mailing addresses which are important for W-2 tax processing. Please remind your employees to keep their information current.

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- **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.

*Employees switching from direct deposit to a checking account to a savings account (or vice-versa) will receive a regular paycheck for the pay period(s) the account information is being verified by the bank.

New/Revised Documentation on the Web:

- **Employee Self Service**

The Employee Self Service user procedures have been updated to include new information regarding Direct Deposit, updating URI Directory Profiles, and Weekly Elapsed Time procedures. This is a great resource to hand out to all internal employees that are hired by your department! To print or download the new document go to *e-Campus Help>How Do I?>Human Resources>General*.

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 many of the problems with encumbered amounts failing to liquidate at the end of a job appointment.

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.