PROCESS GUIDE
2008/2009 FACULTY & ACADEMIC PROFESSIONAL SUMMER/WINTER HIRE
A Guide for hiring Faculty, Faculty Associates, Post-doctoral Scholars and Academic Professionals for a Summer/Winter job

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How to Set up Employees on Summer/Winter Pay

There are several situations that will determine how Summer/Winter Pay is set up in PeopleSoft. Please use the following guide to help you determine how to set up your winter session hires in the PeopleSoft System.

This table indicates which course of action to take and which application in PeopleSoft you will need to use:

<table>
<thead>
<tr>
<th>Job Scenario</th>
<th>Online Renewal</th>
<th>eHire to create FSW job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Academic Prof, &amp; Post Doctoral Scholar (FSW Job in SWB in Department A working Summer/Winter with Department A)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Faculty, Academic Prof, &amp; Post Doctoral Scholar (FSW Job in SWB in Department A, working Summer/Winter with Department B)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Faculty, Academic Prof, &amp; Post Doctoral Scholar (No FSW Job)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Faculty, Academic Prof or Post Doctoral Scholar Summer/Winter (New Hire)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Security Roles

Each System (Position Management, eHire, Online Renewal and Additional Pay) requires specific roles in order to complete the department portion of the work. Departments should follow their current internal business processes to determine how to create the position, job records and additional pay lines.

The security roles should be distributed according to the department’s internal business processes. Some users will have all roles; some will have part of them and will need to work with other users in their department to complete the full process.

Position Management
eHire
You will need to attend the eHire training sessions to request access. The eHire security role cannot be requested through PeopleSoft but will be manually added by Data Management once you have completed training. Access to the eHire application will be granted once training has been completed.

Online Renewal

Position Management
Position Management is the key to doing many transactions successfully. You should work within your college/department’s business process when working with the position.

How to Set up Summer/Winter Hires Position Data
Introduction
Summer/Winter Hires for Non-Staff Positions (ie: Faculty and Academic Professionals) will require a new position with the new
Summer/Winter Jobcodes. Summer/Winter jobs will be classified as ST Temp. These jobs will be considered as Additional Jobs and non-benefits eligible. It is not the Academic contract job.

<table>
<thead>
<tr>
<th>Summer/Winter Job Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM/WTR Faculty</td>
</tr>
<tr>
<td>Teaching (897900)</td>
</tr>
<tr>
<td>SUM/WTR Faculty</td>
</tr>
<tr>
<td>Research (897901)</td>
</tr>
<tr>
<td>SUM/WTR Faculty</td>
</tr>
<tr>
<td>Other (897902)</td>
</tr>
<tr>
<td>SUM/WTR AP</td>
</tr>
<tr>
<td>Teaching (894900)</td>
</tr>
<tr>
<td>SUM/WTR AP</td>
</tr>
<tr>
<td>Research (894901)</td>
</tr>
<tr>
<td>SUM/WTR AP</td>
</tr>
<tr>
<td>Other (894902)</td>
</tr>
</tbody>
</table>

Create a Position
To create a position, log into PeopleSoft.

Navigate to ASU Customizations > ASU HCM Custom > ASU Position Management:

Step 1: Click on Create/Modify Positions and select Create New Position.

Step 2: Then select Create from Scratch.
You will see the following message once this part is completed.

**Position Management Information**

> Information Message

**Topic: New Position Number**

- A new position number will be assigned on save.
- A window like this will be displayed with the new number.

> Return

When the **Position data page** opens up, select **Empl Class** and **Job Code**. You MUST choose the correct **Empl Class** to see the job code you are looking to find. The Empl Class drives which job codes you will see in the Job Code drop down menu.

**Step 3:** Choose **Empl Class**; then **Job Code**. You must select the appropriate **SUM/WTR job code** for a summer hire position.

<table>
<thead>
<tr>
<th>SUM/WTR Faculty</th>
<th>Teaching (897900)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM/WTR Faculty</td>
<td>Research (897901)</td>
</tr>
<tr>
<td>SUM/WTR Faculty</td>
<td>Other (897902)</td>
</tr>
<tr>
<td>SUM/WTR AP</td>
<td>Teaching (894900)</td>
</tr>
<tr>
<td>SUM/WTR AP</td>
<td>Research (894901)</td>
</tr>
<tr>
<td>SUM/WTR AP</td>
<td>Other (894902)</td>
</tr>
</tbody>
</table>
Choose Faculty, Academic Professional, or Graduate depending on what you are creating the position for.

Choose SUM/WTR Jobcode appropriate for Faculty or AP. For GRDs, use existing jobcodes.
Step 4: Select the attributes for the position data. Click **Save and Submit** when you are finished.

**Effective Date can be current in case you need to modify the position.**

**Standard Hrs should be set appropriately. They will default onto Job Data.**

**Enter your Dept Number**

**Enter Reports-To Posn**

**Choose appropriate Full/Part Time**

**Make sure to choose ST Temp**
After you **Save and Submit**, you will be given your **Position Number**. Write this down so that you can reference it in the future. Click **Return**.

**Position Management Information**

![Information Message]

- A position number has been assigned.
- The new number is: 141383

**Add the Position Funding**

**Step 5:** You will then see all the position details you have entered. You can then add funding information. All positions must be funded; otherwise, they will not be approved. The funding effective date must be equal to or before the position effective date to have your position processed into the system.

Click on **Create Distribution Funding**. See the next screen shot.
Step 6: After you click on Create Distribution Funding, it automatically defaults to the Position Accounting Distribution screen. Click Continue.

Step 7: Enter the Effective Date for the funding. Be sure to match this date to the one you selected for the Position Effective Date. Click Continue.

Step 8: The Position Accounting Distribution page will open up for you to add the Dept ID, Account and Distribution percentage. The distribution percentage must equal 100%, but can be from multiple accounts.

To add another account, you will click on the + sign under Required: Typical Distribution.

NOTE: Make sure that you choose your Summer Account. If you cannot find your Summer Account, work with the Provost Office to determine if it has been submitted and approved.
Once you have finished these details, click **Save and Submit**.

Your position data will be sent to OHR for processing and you will be notified when your request has been completed. At that time, you can continue to create an eHire for your Summer/Winter Hires.
**Key Position Data Facts**

You must wait for the Position to be processed by OHR before you can create the job.
Make sure that the position is effective on or before the date you want to hire the person. If it is after the date of hire, the position will not be effective and therefore neither will the person.

Data Management cannot process the hire if this occurs. If you enter a future effective date, you will not be able to modify the position or see it in your search menu until the date it becomes effective.

Make sure that you choose the right employee classification (i.e.: Faculty, Academic Professional, Graduate). If you do not, the Job code will not appear in the drop down. The drop down menu only shows Job codes associated with the chosen Employee Classification.

**Creating a SUM/WTR (FSW) Job Record Using EHIRE**

<table>
<thead>
<tr>
<th>Scenario 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee working in Department A during academic year, obtaining a Summer/Winter job with Department A and does not currently have Summer/Winter job record with Department A.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee working in Department A during academic year, obtaining a Summer/Winter job with Department B and does not currently have a Summer/Winter job record with Department B.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee is a Summer/Winter hire and is a New Hire.</td>
</tr>
</tbody>
</table>

ALL employees in the Faculty, Academic Professionals & Post Doc employment classes will require a secondary job record created
using a SUM/WTR job code to pay them over the summer/winter sessions.

If your employee does not currently have a second SUM/WTR job record or if you are hiring your employee from a different department you will use eHire to create your SUM/WTR job.

*Please note more detailed instructions on the eHire process are located on the HR Data Management web page under Resources: www.asu.edu/hr/datamanagement/index.html

Submit an eHire form for a SUM/WTR Job

Step 1: Go to myASU and sign in using your ASURITE and Password

Step 2: Under the Department menu click on the eHire link

Step 3: Click on Create New Job.
Step 4: Search for your candidate. To obtain the most accurate search result search using your candidate’s **Affiliate ID** number. Enter the Affiliate (1000 or 1200) ID number in the Affiliate/Employee ID field.

If you do not know your candidate’s Affiliate/Employee ID number you may search for your candidate using **First Name, Last Name** and **Date of Birth**. ALL three fields are required when searching by name. **Campus ID** may also be included for a more accurate search.
Select a Record to Process
After the search has been performed your candidate or a list of candidates who meet the search criteria will appear in the list below.

Step 5: Select your candidate for processing by clicking the candidate.

Complete the Hiring Process

Step 6: For Summer/Winter new hires, use the ASU Personal Data Form complete all of the required fields in the personal, contact & biographic information sections. The required fields have a red asterisk next to them.

For Summer/Winter additional job records all personal, contact and biographical information sections will have already been completed at the time of new hire.
Step 7: Select **Recruiting Type**. This will be the method in which you recruited for the position.

**For Summer/Winter Additional Jobs select Summer/Winter Hire as the recruiting type.** If you have recruited for the summer or winter job through a Focused Recruitment or Competitive Search, be sure to select that as the recruiting type.

**NOTE:** For Summer/Winter Hires a **Job Opening ID** and **Applicant ID** numbers are not required.
**Step 8:** You must click on the **magnifying glass** to access the position lookup table. *(If you type directly into the text box, you will get no results).*

![Position Information](https://example.com)

**Step 9:** In the position lookup table you may search by either **Department Code** or **Position number**. Click on the appropriate **SUM/WTR** position number for processing.

![Hiring Process Query - Windows Internet Explorer](https://example.com)

**NOTE:** If you cannot locate an appropriate SUM/WTR position number for you hire you will need to create a new or modify a current SUM/WTR position number.

To do this **Save HPR and Continue Later** then go into Position Management in PeopleSoft to create or modify a position number. Once the position number has been approved in position management you can return to your eHire application and continue processing your summer or winter hire.
Step 10: Complete the **Job and Compensation Information** section:

Sample Winter Hire

**Action** - Hire  
**Action Reason** – Additional Job  
**Start Date** – 12.29.08 or 1.29.08  
Please visit the Academic Pay Schedule for available winter session start dates: [www.asu.edu/hr/payroll/paycalendar.html](http://www.asu.edu/hr/payroll/paycalendar.html)

**Pay Frequency** – ASU01-ASU02  
**Annual Compensation** – Winter Session Salary
Sample Summer Hire

Action - Hire
Action Reason – Additional Job
Start Date – 05.18.08, etc.
Please visit the Academic Pay Schedule for available winter session start dates: www.asu.edu/hr/payroll/paycalendar.html

Pay Frequency – ASU01-ASU06
Annual Compensation – Summer Session Salary

Step 11: Enter HPR Contact Information and click Save and Submit HPR.

Online Renewal (Process 2)

Scenario 4: Employee has a SUM/WTR job record with your department that is currently is in short work break.
*Please note more detailed instructions on the renewal process are located on the HR Data Management web page under the Resources section: www.asu.edu/hr/datamanagement/index.html

Entering an Online Renewal
This process is the front end renewal process for Faculty/Academic Professionals in the ACD (9 over 9 month) pay group, FSW Faculty/Academic Professional SUM/WTR jobs and Graduates who are currently in a Short Work Break status. An ACD, FSW or GRD will have an end date on their job record indicating when that academic appointment will end. This is the Expected Job End Date. When the Expected Job End Date is reached an automatic process will run to place the employee on Short Work Break.

The renewal process will be available for use if your employee meets ALL THREE of these requirements:
1. Current Employee – on Short Work Break
2. Working in the same department
3. Pay Group – ACD, GRD or FSW

ASU Customizations > ASU HCM Custom > ASU HR > ASU Employee Renewal

Step 1: In the search menu, select the current hiring term (Winter or Summer) from the drop down menu.

You can limit your search to a specific Department within the Winter or Summer term or you may also limit the search by the
FSW pay group and Winter or Summer term to pull up all renewal pages within the FSW pay group and the term that you have access to renew:

Step 2: Select the Department within the FSW pay group and Winter or Summer term that you wish to renew.

ASU Renewal Data Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SetID:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Pay Group:</td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td>Term:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Short Description:</td>
</tr>
</tbody>
</table>

Search | Clear | Basic Search | Save Search Criteria

Select the FSW Winter or Summer renewal link

Search Results
View All | First | Prev | 1-5 of 5 | Next | Last
<table>
<thead>
<tr>
<th>Department</th>
<th>Pay Group</th>
<th>Year</th>
<th>Term</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1702</td>
<td>FSW</td>
<td>2008</td>
<td>Winter</td>
<td>Winter School Of Earth &amp; Space Explor</td>
<td>85287-1404</td>
</tr>
<tr>
<td>B1702</td>
<td>GRD</td>
<td>2008</td>
<td>Winter</td>
<td>Winter School Of Earth &amp; Space Explor</td>
<td>85287-1404</td>
</tr>
<tr>
<td>B1702001</td>
<td>FSW</td>
<td>2008</td>
<td>Winter</td>
<td>Winter Mars Space Flight Facility</td>
<td>85287-6305</td>
</tr>
<tr>
<td>B1702001</td>
<td>GRD</td>
<td>2008</td>
<td>Winter</td>
<td>Winter Mars Space Flight Facility</td>
<td>85287-6305</td>
</tr>
<tr>
<td>B1702002</td>
<td>GRD</td>
<td>2008</td>
<td>Winter</td>
<td>Lunar Recon Orbiter Sci Ops Cn</td>
<td>85287-3603</td>
</tr>
</tbody>
</table>
Step 3: Select the employees you want to renew by checking the Select boxes next to the employee. Select the Renewal Date (start date) from the look up table.

Review pay frequency and New Salary and update if appropriate. Once the selected renewal data has been updated, click the Submit button.

Step 4: Review the renewal data, select the employees to be approved by checking the Select box next to the employee you wish to approve, click the Approval button and click OK.

Payroll Processing Deadlines

While payroll is processing, an eHire application/form cannot be processed into the PeopleSoft system. Data Management will be able to process eHires in to the system until 5pm the last Friday
of the pay cycle (i.e. the Friday before payday). Once payroll has
started processing you may continue to submit eHires but they
will not be approved or processed until the following Wednesday
(i.e. the Wednesday before payday).

To get your employee entered into the system for the
current pay period you must have their eHire and all other
appropriate hiring documents (i.e. New Employee Payroll
Packet & I-9 certification) submitted to Data Management
the Monday before your employee’s start date.

Hires will be processed in the order they are received. During
non-peak hiring periods, turnaround times will be 3 business
days and during peak hiring periods, turnaround times will be up
to 5 business days.

Online Renewals must be submitted and approved at
5:00pm the Wednesday before payday.
The Online Renewal process cannot run once payroll has started
calculating and therefore the Renewal & Return from Work break
process will not run during the payroll processing timeframe
(Thursday – Tuesday before payday). Online Renewals can
continue to be submitted on the renewal pages but will not be
processed again until Wednesday.

New Hire Process
To process a New Hire in the eHire application your department
will need to have a copy of the employee’s ASU Personal Data
Form located in the New Employee Payroll Packet.

If your department performs the I-9 certification, your employee is
turning in the New Employee Payroll Packet to your department. Once the I-9 has been certified,
please eFax a copy of the New Employee Payroll Packet to Data Management. You will need to keep a copy of the ASU Personal
Data Form to be used in the Courtesy Affiliate and eHire process
prior to sending the original copies to the Employee Service
Center (ESC). All original New Employee Payroll Packets must
also be sent to payroll for the employee’s file.
If your department does not perform the I-9 certification, you must obtain a copy of the ASU Personal Data Form from the employee before they bring their New Employee Payroll Packet to the ESC for processing. You must keep the copy on file until you have completed the eHire process.

**Late New Hires**

New Hires who have not signed their I-9 within 3 business days of their start date will be entered into the system with an appropriate start date that is within 3 business days of the I-9 certification date (i.e. I-9 certification date 1.1.09, Start Date changed from 12.29.08 to 1.12.09). When submitting an eHire form for an employee who has signed their I-9 late, please enter the Job and Compensation data with the ORIGINAL start date, pay frequency and annual compensation.

Data Management will review the I-9 and adjust the start date, but maintain the original frequency and annual compensation amount so that pay corrections can be done for the missed pay periods. If an employee worked during a period of time, the employee must be compensated within a timely matter. Adjusting the start date and frequency is no longer an option. **NOTE: Pay corrections must be processed for all missed pay periods.**