



## **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:

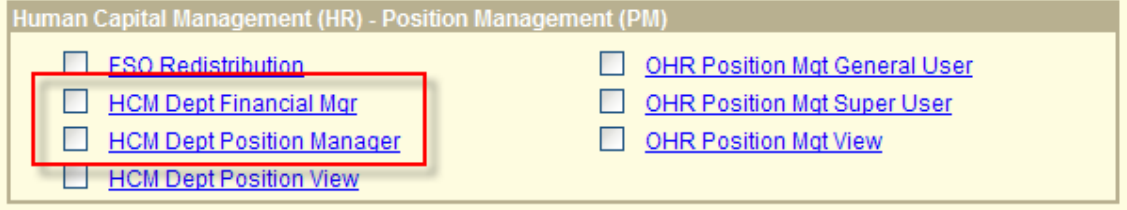
Job Scenario	Online Renewal	eHire to create FSW job
Faculty, Academic Prof, & Post Doctoral Scholar (FSW Job in SWB in Department A working Summer/Winter with Department A)	X	
Faculty, Academic Prof, & Post Doctoral Scholar (FSW Job in SWB in Department A, working Summer/Winter with Department B)		X
Faculty, Academic Prof, & Post Doctoral Scholar (No FSW Job)		X
Faculty, Academic Prof or Post Doctoral Scholar Summer/Winter (New Hire)		X

## 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.

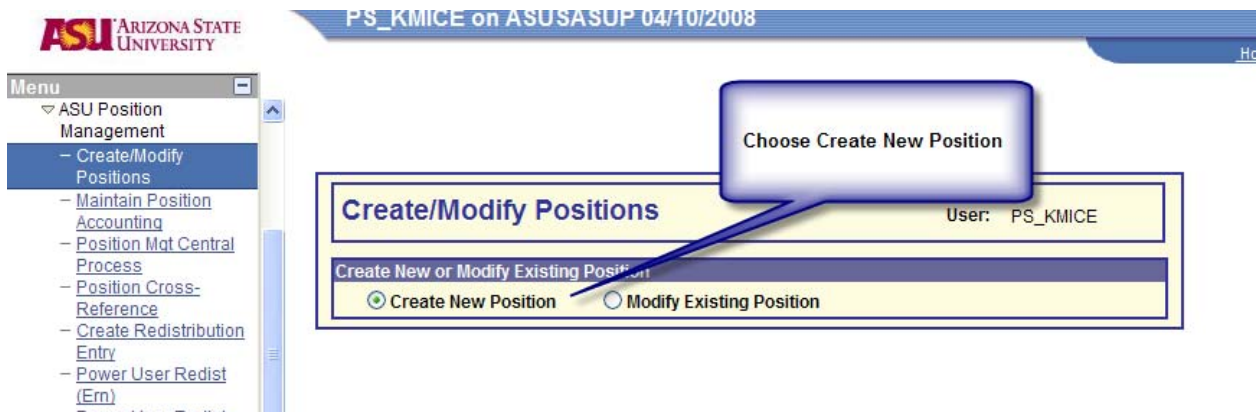
<b>Summer/Winter Job Codes</b>	
<b>SUM/WTR Faculty</b>	Teaching (897900)
<b>SUM/WTR Faculty</b>	Research (897901)
<b>SUM/WTR Faculty</b>	Other (897902)
<b>SUM/WTR AP</b>	Teaching (894900)
<b>SUM/WTR AP</b>	Research (894901)
<b>SUM/WTR AP</b>	Other (894902)

## 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**.

- Menu
- ASU Position Management
  - Create/Modify Positions
  - Maintain Position Accounting
  - Position Mgt Central Process
  - Position Cross-Reference
  - Create Redistribution Entry
  - Power User Redist (Em)
  - Power User Redist (Ded)
  - Power User Redist (Tax)
  - Redistribution

User: PS\_KMICE

**Create/Modify Positions**

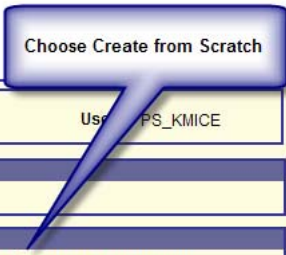
Create New or Modify Existing Position

Create New Position   
  Modify Existing Position

Clone Existing Position or Create from Scratch

Clone from Existing Position   
  Create from Scratch

Cancel / Reset



You will see the following message once this part is completed.

**Position Management Information**

**i 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.

<b>SUM/WTR Faculty</b>	Teaching (897900)
<b>SUM/WTR Faculty</b>	Research (897901)
<b>SUM/WTR Faculty</b>	Other (897902)
<b>SUM/WTR AP</b>	Teaching (894900)
<b>SUM/WTR AP</b>	Research (894901)
<b>SUM/WTR AP</b>	Other (894902)



**Step 4:** Select the attributes for the position data.  
Click **Save and Submit** when you are finished.

**Create/Modify Positions**
User: PS\_KMICE

**Create New or Modify Existing Position**

Create New Position   
  Modify Existing Position

**Clone Existing Position or Create from Scratch**

Clone from Existing Position   
  Create from Scratch

**Proposed Position Data**

Position Number: **NEW**

Empl Class (BOR): Faculty

Job Code:  SUMWTR Faculty Teaching

---

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

Effective Status:

Action Reason: New Position

Detailed Title:  (254 char) Standard Hrs should be set appropriately. They will default onto Job Data.

**Position-Only Attributes**

Standard Hours:     FTE per Head: 0.500000     Budgeted Position?

Max Head Count:     Budgeted FTE:      Fingerprint required?

EEO Job Group: 299    Misc Faculty - Not On Track

Workers' Comp Code:  Enter your Dept Number    Low Exposure

Class Indc: No Classification    A

Academic Rank:

**Position Attributes Affecting Job (No Job Data Overrides)**

Company: ASU    Arizona State University

Pay Group: FSW    Faculty Summer Winter Instruct

Business Unit: B0101    B - Provost Tempe

Department:  Enter Reports-To Posn    Fulton School of Engineering

Sal Admin Plan: FCLT    Faculty

FLSA Status: Exempted

Reports-To Posn:  Choose appropriate Full/Part Time    Professor

**Position Attributes Affecting Job (May Override on Job Data)**

Full/Part Time:     Reg/Temp:  Make sure to choose ST Temp

Location Code:  Campus: Tempe

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



The screenshot shows a yellow information message box with a blue border. At the top left is an information icon (a lowercase 'i' in a circle). To its right is the text 'Information Message' in blue. Below this is the text 'Topic: New Position Number' in blue. Underneath are two bullet points: 'A position number has been assigned.' and 'The new number is: 141383'. The second bullet point is enclosed in a red rectangular box. At the bottom center of the box is a yellow button with the text 'Return'.

### 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**.

**Position Accounting Distribution**

Enter Position

Position   SUMWTR Faculty Teaching

**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**.

**Position Accounting Distribution**

Enter Position

Position 141383 SUMWTR Faculty Teaching

Position Accounting

Fiscal Year: 2008 [View Distribution Across Fiscal Year](#) [View Distribution History](#)

Effective Date:

**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.

**Position Accounting Distribution**
User: PS\_KMICE

**Enter Position**

<b>Position</b>	141383	SUMWTR Faculty Teaching
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**Position Accounting**

Fiscal Year: 2008    [View Distribution Across Fiscal Year](#)    [View Distribution History](#)  
 Effective Date: 04/10/2008

	Date	Deptid	Title
Position Data as of Above Date:	04/10/2008	B1301	SUMWTR Faculty Teaching
Submitted Data as of Above Date:		n/a	

**Replace Distribution Starting on the above Effdt with:**

*i* The following input grids are seeded with current values if they exist. Add, delete, or modify as appropriate. <Save> to save the changes or <Cancel> to discard them. <Save> will totally replace any existing distributions for the effective date.

Use Deptid:   Fulton School of Engineering

**Required: Typical (Default) Distribution**

*Acct	*Dist %		
<input type="text" value="AC11001"/> <input type="button" value="🔍"/>	<input type="text" value="100.000"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Optional: Earnings-Specific Distribution**

*Earnings Code	Description	*Acct
<input type="text"/> <input type="button" value="🔍"/>		<input type="text"/> <input type="button" value="🔍"/>

**Enter Dept Number**

**Enter SUMWTR account number**

**Distribution MUST be 100%. If using multiple accounts, it will need to add up to 100%**

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

### Scenario 1

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.

### Scenario 2

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.

### Scenario 3

Employee is a Summer/Winter hire and is a New Hire.

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](http://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

The screenshot shows the myASU interface for user Kristen Micetic. The top navigation bar includes links for ASU Home, ASU A-Z Index, My ASU, Colleges & Schools, Directory, and Map. The user's name and a 'SIGN OUT' button are visible. Below the navigation bar, there are tabs for 'My Info' and 'My Stuff'. The main content area is divided into several sections:

- Teaching & Student Support Tools:** Faculty Tools (Faculty Center, Grading Information and Resources, Blackboard, Course Request, Sakai Course Management System, Classroom Directory, ASUonline Faculty Course Support, Request Instructor Volumes, Faculty Activity Report), Advising and Student Support (Student Administration, Degree Audit System), Catalogs (Schedule of Classes / Course Catalog, Academic Catalog), and Calendars (Academic Calendar, Dec 6 - Spring Open Enrollment Begins, Dec 9 - Fall Complete Withdrawal Deadline).
- Human Resources Info:** Personal (Self-Service powered by PeopleSoft) including Time and Leave Reporting, Paycheck and Payroll Information, Benefits Information, Personal Information, Update Home/Dept. Address, and Job Openings; Department (Manager Self-Service powered by PeopleSoft) including Human Resource Information System (HRIS), Compensation, Job and Personal Information, Time Management, and eHire (highlighted with a red box and a blue callout box); and Help (Ask HR or Report a Problem (CRM), Request or Manage Access to PeopleSoft).
- Research Tools**
- My Tools:** E-mail, My Files, My Docs, and Blogs & Wikis.

**Step 3:** Click on **Create New Job**.

We welcome your feedback.

**WELCOME TO EHIRE!**

**Candidate Quick Search:**

[Create New Job](#)

[View My Requests](#)

**This is where you can:**

Submit job data to the Human Resources Department for payroll set-up. The Human Resources team will review and validate that all existing processes have been followed before approving your submission to be processed into PeopleSoft.

This eHire form should be used for the following Hire Types and Methods:

- **Administrative Staff**
- **Classified Staff**
- **Service Professionals**
- **Faculty, Graduates, & Academic Professionals**
- **TAM/Competitive Hire**
- **Focused Recruitments**
- **Emergency Hire**
- **Renewals**

*(additional employee types and hire methods will be available in the near future)*

Check your hire's status. The eHire tool provides you real-time information on the status of your HPR through the **View My Requests** status page.

**To use this service, your hire must already have PeopleSoft Person data.** If your person is new to the university, you will need to use the Early Onboard process to enter personal information and create their affiliate ID.

For more information on the **Early Onboard Process**, visit: [Early Onboard Process](#)

You will use the **Affiliate/Employee ID** (1000/1200-) to search for the person and pull their data into the ehire form.

If you're ready to start, click on the **Create New Job** link on the left sidebar.

**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.

We welcome your feedback.

**CREATE NEW JOB**

**Step 1: Check for Candidate in Existing Records**

**Candidate Quick Search:**

[Create New Job](#)

[View My Requests](#)

Search to find an existing employee or student. You can search by using the following fields:

- **Affiliate ID/Employee ID**
- **First Name**
- **Last Name**
- **Date of Birth**

If you do not have the **Affiliate ID / Employee ID** and PeopleSoft is available, you may search by **First Name** and **Last Name** (exactly as they appear on the candidate's Social Security Card) with **Birth Date**. All three search fields are required when searching by this method. **Campus ID** is optional, but will provide more accurate results.

**Note :** Searching by Affiliate ID number will ensure the most accurate results.

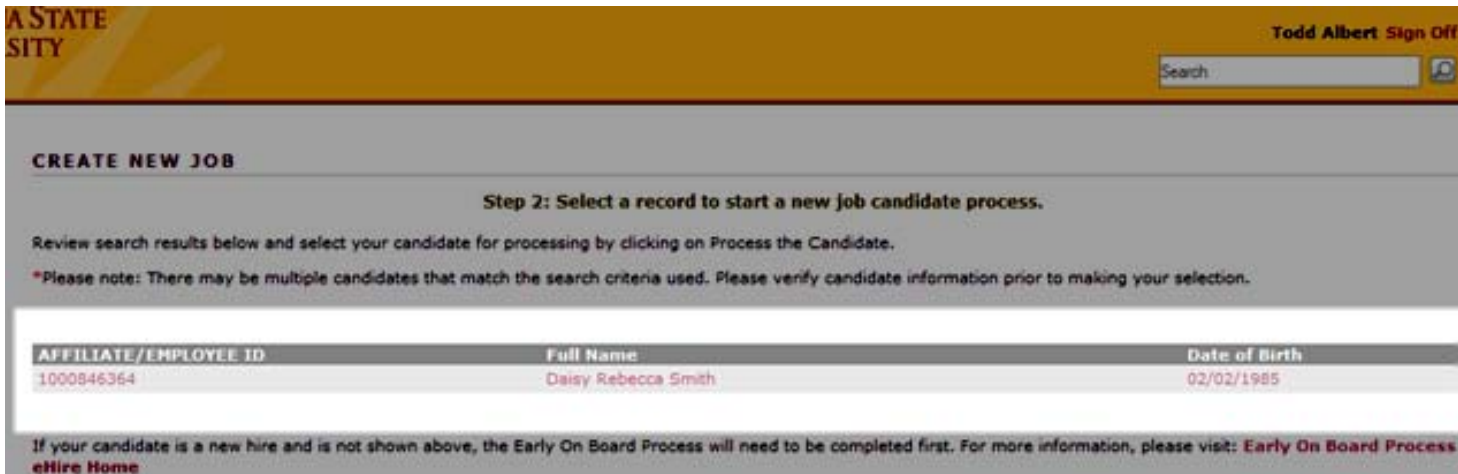
Enter Affiliate/Employee ID number and click Search Candidate

*Affiliate/Employee ID:	<input type="text" value="1000017961"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Date of Birth:	<input type="text"/> (MM/DD/YYYY)
Campus ID:	<input type="text"/>
	<input type="button" value="Search Candidate"/>

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.



The screenshot shows the 'CREATE NEW JOB' interface. At the top left is the logo 'A STATE CITY'. At the top right is the user name 'Todd Albert Sign Off' and a search box. Below the header, the main heading is 'CREATE NEW JOB'. Underneath, it says 'Step 2: Select a record to start a new job candidate process.' followed by instructions to review search results and select a candidate. A note states: '\*Please note: There may be multiple candidates that match the search criteria used. Please verify candidate information prior to making your selection.' Below this is a table with the following data:

AFFILIATE/EMPLOYEE ID	Full Name	Date of Birth
1000846364	Daisy Rebecca Smith	02/02/1985

At the bottom, there is a note: 'If your candidate is a new hire and is not shown above, the Early On Board Process will need to be completed first. For more information, please visit: [Early On Board Process](#) [eHire Home](#)'

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



This screenshot is identical to the one above but includes annotations. A blue callout box with a white border contains the text: 'Click on candidate's Full Name, DOB or Affiliate/Employee ID to select the employee for processing'. Three red arrows point from this box to the 'Full Name', 'Date of Birth', and 'Affiliate/Employee ID' columns of the table. The table data is the same as in the previous screenshot.

## 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 3: Complete Hiring Process

Please enter any of the following information for this job candidate that is not already filled in below.

**Note:** The following fields can not be updated: Employee Name fields, Address fields, SSN, Birth Date, Gender, Marital Status, Highest Education and Ethnicity.

This information is from the HRMS database and cannot be changed in this application. If any of this information is not current, please contact HR.

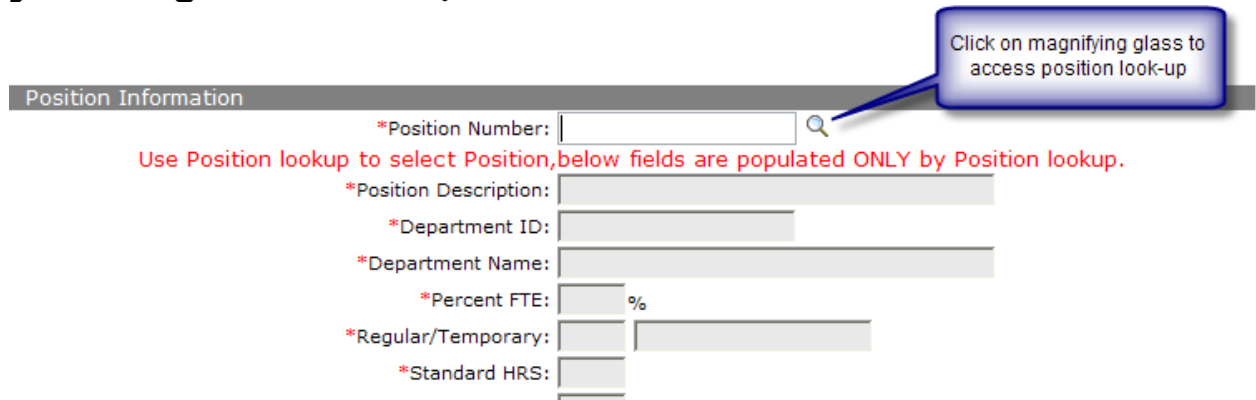
<b>Employee ID:</b>	1000846364	<b>Campus ID:</b>	163725373
<b>Personal Information</b>			
*First Name:	Daisy	(Legal name as on SSN)	
Middle Name:	Rebecca	(if none, leave blank)	
*Last Name:	Smith	(Enter "no lastname" if not known)	
Name Suffix:		(i.e. Jr., Sr., etc.)	
<b>Contact Information</b>			
*Local Home Address:	1717 S. Dorsey Ln #2061		
Address Line 2:			
*City:	Tempe		
*State:	AZ		
*Zip Code:	85281		
*Country:	USA		
*Primary Phone:	480/445-9907		
*Email Address:	PSNoMail@asu.edu	(no email, input user email)	
<b>Biographic Information</b>			
*SSN:	XXX-XX-5373		
*Date of Birth:	2/2/1985	(MM/DD/YYYY)	
*Gender:	F-Female		
*Marital Status:	Unknown		
*Highest Education:	A-Not Indicated		
*Ethnicity:	W-White		
Country of Citizenship:		(non US resident only)	

**Step 7: Select Recruiting Type.** This will be the method in which you recruited for the position.


<b>Recruiting Information</b>	
Select <b>Recruiting Type</b> from the drop down menu	*Recruiting Type: ----- Job Opening ID: ----- Applicant ID: -----
<b>Position Information</b>	
*Position Number:	
<b>Use Position lookup to select Position,</b>	
*Position Description:	TAM / Competitive Hire Emergency/Temporary Hire - Classified Focused Recruitment-Classified/Service Prof Focused Recruitment-Faculty, Grad, Acad Prof Focused Recruitment-Temporary Summer/Winter Hire Competitive Hire-Faculty, Grad, Acad Prof

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

\*Position Number:  

Use Position lookup to select Position, below fields are populated ONLY by Position lookup.

\*Position Description:

\*Department ID:

\*Department Name:

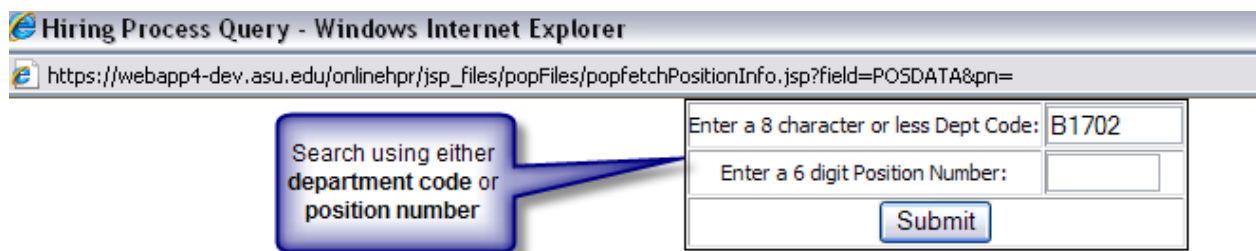
\*Percent FTE:  %

\*Regular/Temporary:

\*Standard HRS:

A callout box points to the magnifying glass icon with the text: "Click on magnifying glass to access position look-up"

**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://webapp4-dev.asu.edu/onlinehpr/jsp\_files/popFiles/popfetchPositionInfo.jsp?field=POSDATA&pn=

Enter a 8 character or less Dept Code:

Enter a 6 digit Position Number:

A callout box points to the search fields with the text: "Search using either department code or position number"

**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.

## Position Information

\*Position Number: 141870

Use Position lookup to select Position, below fields are populated ONLY by Position lookup.

Select an appropriate SUM/WTR position number from position look

\*Position Description: SUM/WTR Faculty Research

\*Department ID: B1702

\*Department Name: School Of Earth & Space Explor

\*Percent FTE: 0.9 %

\*Regular/Temporary: H Short Term Temporary

\*Standard HRS: 36.0

\*Pay Group: FSW

\*Full/Part Time: P Part-Time

\*Pay Status: ASUBW

\*Employee Type: FCLT-Faculty

\*Job Code: 897901

\*Job Title: SUM/WTR Faculty Research

Incumbent: Greeley,Ronald

**Step 10:** Complete the **Job and Compensation Information** section:

## Sample Winter Hire

### Job and Compensation Information

\*Action: Hire

\* Action Reason: Additional Job

\*Start Date: 12/29/2008

\*Pay Frequency: ASU02

End Date: 1/25/2009

\*Annual Compensation: 2000.00

Per Pay Period: 1000.00

Sponsored Project:

**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

**Job and Compensation Information**

\*Action: Hire  
\* Action Reason: Additional Job  
\*Start Date: 05/18/2008  
\*Pay Frequency: ASU06  
End Date: 8/9/2008  
\*Annual Compensation: 10550.00  
Per Pay Period: 1758.33  
Sponsored Project:

**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](http://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.**

Sponsored Project:

**HPR Contact Information**

\*HPR Primary Contact: Kimberly Rohr (if not yourself)  
\*HPR Phone: (480) 965-4805  
\*HPR Email: Kim.Rohr@asu.edu

Notes/Comments from Department users... (max: 250 characters)

Applicant/Employee Job History

Effdt	Empl Rcd	Empl Status	Paygroup	Reg/Temp	Standard Hrs	FTE	Position Number - Description	Dept ID - Descrip
11/3/2008	0	A	SAL	R	40	1	111730-Dir Information Technology Svc	U0103003-CC Help

## Online Renewal (Process 2)

**Scenario 4:** Employee has a SUM/WTR job record with your department that is currently 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](http://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.

### ASU Renewal Data Entry

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

Find an Existing Value

SetID:	begins with	ASU00
Department:	begins with	
Pay Group:	begins with	
Year:	begins with	
Term:	=	
Description:	begins with	Fall
Short Description:	begins with	Spring
		Summer
		Winter

Search Clear Basic Search Save Search Criteria

Select **Winter** or **Summer** from the **Term** drop down box

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:

**ASU Renewal Data Entry**

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

Find an Existing Value

SetID: begins with ASU00

Department: begins with B0505

Pay Group: begins with

Year: begins with

Term: = Winter

Description: begins with

Short Description: begins with

Search Clear Basic Search Save Search Criteria

**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.

Find an Existing Value

SetID: begins with ASU00

Department: begins with B1702

Pay Group: begins with

Year: begins with

Term: = Winter

Description: begins with

Short Description: begins with

Search Clear Basic Search Save Search Criteria

Select the **FSW**  
**Winter** or  
**Summer**  
renewal link

**Search Results**

View All

1-5 of 5 Last

Department	Pay Group	Year	Term	Description	Short Description
<a href="#">B1702</a>	<a href="#">FSW</a>	<a href="#">2008</a>	<a href="#">Winter</a>	<a href="#">School Of Earth &amp; Space Explor</a>	<a href="#">85287-1404</a>
<a href="#">B1702</a>	<a href="#">GRD</a>	<a href="#">2008</a>	<a href="#">Winter</a>	<a href="#">School Of Earth &amp; Space Explor</a>	<a href="#">85287-1404</a>
<a href="#">B1702001</a>	<a href="#">FSW</a>	<a href="#">2008</a>	<a href="#">Winter</a>	<a href="#">Mars Space Flight Facility</a>	<a href="#">85287-6305</a>
<a href="#">B1702001</a>	<a href="#">GRD</a>	<a href="#">2008</a>	<a href="#">Winter</a>	<a href="#">Mars Space Flight Facility</a>	<a href="#">85287-6305</a>
<a href="#">B1702002</a>	<a href="#">GRD</a>	<a href="#">2008</a>	<a href="#">Winter</a>	<a href="#">Lunar Recon Orbiter Sci Ops Cn</a>	<a href="#">85287-3603</a>

**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.

#### RENEWALS

Return Employees in Short Work Break status

Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department B1702 School Of Earth & Space Explor Group FSW  
 Year 2008 Term Winter Academic Term Start Date 12/29/2008

Select the Winter or Summer **Start Dt** & **New Freq** and enter the **New Salary** (winter or summer salary)

Select All Deselect All **Submit** Approve

Employee Renewal												
Selected	Submitted	Approved	Name	Cur Freq	Cur Salary	Group	Eff Date	*Start Dt	New Freq	New Salary	End Dt	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anbar,Ariel David	ASU06		FSW	08/11/2008	12/29/2008	ASU02	28,932.660	01/25/2009	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrowsmith,Ramon	ASU03		FSW	08/11/2008	12/29/2008	ASU02		01/25/2009	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarke,Amanda Bachtell	ASU04		FSW	07/28/2008	12/29/2008	ASU02		01/25/2009	

**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**.

#### RENEWALS

Return Employees in Short Work Break status

Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department B1702 School Of Earth & Space Explor Group FSW  
 Year 2008 Term Winter Academic Term Start Date 12/29/2008

Select All Deselect All Submit **Approve**

Employee Renewal												
Selected	Submitted	Approved	Name	Cur Freq	Cur Salary	Group	Eff Date	*Start Dt	New Freq	New Salary	End Dt	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anbar,Ariel David	ASU06	28,932.660	FSW	08/11/2008	12/29/2008	ASU02	28,932.660	01/25/2009	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrowsmith,Ramon	ASU03	13,427.330	FSW	08/11/2008	12/29/2008	ASU02	13,427.330	01/25/2009	

## 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 in to 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.*