PROCESS GUIDE
2008/2009 GRADUATE SUMMER/WINTER HIRE

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Set up Employees on Summer/Winter Pay
There are several situations that determine how Summer/Winter Pay is set up in PeopleSoft by Departments. The following guide will help you determine how to set up your winter session hires in the PeopleSoft System.

This table will help you determine which course of action to take and which system in PeopleSoft you will need to use:

<table>
<thead>
<tr>
<th>Job Scenario</th>
<th>Position Option</th>
<th>Addition Pay</th>
<th>Online Renewal</th>
<th>(MSS) AD Hoc</th>
<th>eHire to create New or Additional Job</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate (receiving Academic pay concurrently with winter pay)</td>
<td>Option 1 or 2</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate on SWB (Not receiving Academic pay concurrently with winter pay)</td>
<td>Option 1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Active (Not receiving Academic pay concurrently with winter pay)</td>
<td>Option 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Graduate Active with Department A receiving winter pay from Department B</td>
<td>Option 2</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate New Hire</td>
<td>Option 1</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate working SWB in Department A working summer session in Department A</td>
<td>Option 1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate working Active in Department A working summer session in Department A</td>
<td>Option 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Graduate working Active in Department A working summer session in Department B</td>
<td>Option 2</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Graduate New Hire</td>
<td>Option 1</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Security Roles
Each System (Position Management, eHire, Online Renewal and Additional Pay) requires specific roles 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

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Position Management (PN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ESO Redistribution</td>
</tr>
<tr>
<td>☐ HCII Dept Financial Mgr</td>
</tr>
<tr>
<td>☐ HCII Dept Position Manager</td>
</tr>
<tr>
<td>☐ HCII Dept Position View</td>
</tr>
</tbody>
</table>

eHire
You cannot request an eHire security role through PeopleSoft. You must attend—and complete—the eHire training sessions to request access. Data Management then will manually add the role so you have access.

Additional Pay

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Payroll (PY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ HCM Dept Pay Manager</td>
</tr>
<tr>
<td>☐ OHR Payroll General User</td>
</tr>
<tr>
<td>☐ OHR Mandated Deductions</td>
</tr>
<tr>
<td>☐ OHR Payroll Accountant</td>
</tr>
<tr>
<td>☐ OHR Payroll Administrator IWF</td>
</tr>
</tbody>
</table>
Earnings Codes and Paygroups

Earnings codes and Paygroups are the key to getting your hire paid correctly. Please reference these tables as you are modifying or creating the position.

<table>
<thead>
<tr>
<th>Paygroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A12</td>
<td>Academic 12 Month Pay</td>
</tr>
<tr>
<td>ACD</td>
<td>Academic 9 Month Pay</td>
</tr>
<tr>
<td>GRD</td>
<td>Graduate</td>
</tr>
<tr>
<td>HRY</td>
<td>Hourly</td>
</tr>
<tr>
<td>SAL</td>
<td>Salaried</td>
</tr>
<tr>
<td>STU</td>
<td>Student Hourly</td>
</tr>
</tbody>
</table>

In addition, specify earnings code if different from default earnings codes in Paygroup:

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Short Desc</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUP*</td>
<td>Supplement</td>
<td>Supplemental Pay, use for what was considered AUX pay as well as SUP pay.</td>
</tr>
<tr>
<td>WTR</td>
<td>Winter Sal</td>
<td>Winter Instruction Salary</td>
</tr>
<tr>
<td>Sum</td>
<td>Summer Sal</td>
<td>Summer Instruction Salary</td>
</tr>
</tbody>
</table>

**Note:** Payroll is moving away from AUX as an Earnings Code. It is still available as a value in the system, please use SUP instead.
GRADUATE WINTER HIRES
Graduate Winter hires will be unique from summer hires in that the winter session can pay concurrently with the Spring Semester or it may start prior to the employee’s spring contract. Since winter pay is for such a short period of time (two pay periods) it does not need to exist on a job record and can be paid from an Additional Pay instead of setting up a job record for that pay.

Please follow the guide to determine the appropriate position set up and winter hire option for your graduate.

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.

For Winter Hires, there are two different processes that are specific to the type of hire you make.

Option 1: Active Graduate in department A, who will be working winter session in department A.

Step 1: Go to ASU Customizations/ASU HCM Custom/ASU Position Management/ Maintain Position Accounting
Step 2: Enter the position number tied to the employee working the winter session and hit continue. *If the employee has multiple jobs, please be sure you are using the right position number tied to the appropriate active job in your department.

Step 3: Enter the effective date, which must be the beginning of a pay period. For this winter session, the pay period is 12.29.08. Click continue.
**Step 4:** Under **Optional: Earnings-Specific Distribution**, you can either type in WTR or hit the hour glass and search for the earnings code **Winter Instruction Salary**

**Step 5:** If you click the hour glass to search for the Earnings code, you get this screen and you want to look for WTR or Winter Instruction Salary, click the hyper link and the field will automatically populate.
Select Winter Instruction Salary "WTR" from the menu.
Step 6: Next, enter the appropriate Account number to tie this earnings code to. Please note the Distribution % should always be 100% regardless of the FTE %. Click Save & Submit.
Step 7: Once you have entered the necessary information, hit Save and Submit and this screen will appear. Click Return.

Option 2: Active Graduate Working in Department A (Spring session and working in Department B for Winter session).

Create New Position
Step 1: Go to ASU Customizations/ASU HCM Custom/ASU Position Management/Create/Modify Positions

Step 2: Click on Create New Position.
Step 3: Click **Create from Scratch**

![Create/Modify Positions](image)

Step 4: Click **Return**, which appears when you click the **Create from Scratch** radial. A new screen will appear. Select **Faculty** from the drop-down that will open up under **Empl Class (BOR)**.

![Create/Modify Positions](image)

Step 5: Enter appropriate **Job Code**. (Ex: below uses 894800). If you don’t know the job code, you can click on the hour glass and search for the appropriate title and corresponding job code number.

Step 6: Enter Job Information. **IMPORTANT**: Effective date needs to be the **beginning of pay period** if using date different from **12/29**. For standard hours, if anything less than 40 hours, it will be part time and not always a standard 20hrs. Standard hours are based on course load. Follow internal business protocols to determine standard hours.
**Step 7:** Click **Save and Submit.** Write down **Position Number.**
Click return to get the confirmation screen.
Fund Position

**Step 8:** After confirming, click on Create Distribution Funding.

**Step 9:** Verify that it is the correct **Position Number** and click **Continue**.

Make sure that **Fiscal Year = 2008**.

Enter **Effective Date** as **12/17/2007**.

**Step 10:** Enter Funding Details. Click **Save and Submit**. OHR will process and approve.

**Online Renewal (Process 1)**

**Scenario:** If your Graduate will be ending the Fall Session and working winter session in between the spring session (*i.e. Fall appointment ends 12.28.08, Winter Session begins 12.29.08, and spring session begins 1.26.09*) you will use the online renewal program to renew your graduate for winter session.

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

**Step 2**: Select the Department within the **GRD** pay group and **Winter** 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>SetID:</th>
<th>begins with ASU00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>begins with B1705</td>
</tr>
<tr>
<td>Pay Group:</td>
<td>begins with B1705</td>
</tr>
<tr>
<td>Year:</td>
<td>begins with</td>
</tr>
<tr>
<td>Term:</td>
<td>Winter</td>
</tr>
<tr>
<td>Description:</td>
<td>begins with</td>
</tr>
<tr>
<td>Short Description:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

[Search] [Clear] [Basic Search] [Save Search Criteria]
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.
**Additional Pay (Process 2)**

**Scenario:** If your Graduate will be ending the Fall Session and working winter session concurrently with the spring session (i.e. Fall appointment ends 12.28.08, Winter Session begins 12.29.08, and spring session begins 1.26.09) you will create an Additional Pay to pay your graduate during the winter session.

Also if you have a Graduate who will be working in a different department over the winter session you will create an Additional Pay (following Option 2 for the position set up) to pay that graduate over the winter session. An example of this would be a Graduate who works for Department A during the Academic Year and acquires a Winter Session appointment with Department B.

**Please note if the graduate will be working for a different department during the Winter session you will need to work with your payroll representative to set up the Additional Pay on Department A’s additional pay page.**

**Entering Additional Pay Records**

**Payroll for North America> Employee Pay Data> Create Additional Pay**

This is the Additional Pay Data page where the data for each type of reoccurring pay is entered.

There are three levels to the Additional Pay Page, each marked by a box or frame. The first level is the earnings code level. Each time the earnings code changes you must add another row by using the plus sign.

**EXAMPLE:** If you want to process a Stipend, you would enter STI in the earning code. For winter session, we are using WTR earnings code.

The next level is the effective date. Each Additional Pay earning code will process only based on the most current effective date.

**EXAMPLE:** If you want to pay the stipend beginning on 8.13.2007, you would use this as the effective date. For winter session, please use the beginning of a pay period, i.e. 12.29.
The next level is the payment details. This determines how the additional payment will be paid out.

Step-by-Step Procedures for Setting Up Additional Pay
The following step-by-step procedures are listed to provide the steps for each of the different types of earnings.

Detailed process on next page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Menu/Field/Page</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Main Menu</td>
<td>Navigate to the Additional Pay Data page: <strong>Payroll for North America</strong> &gt; <strong>Employee Pay Data</strong> &gt; <strong>Create Additional Pay</strong></td>
</tr>
</tbody>
</table>
| 2.0  | Search Dialog Page | Select the Employee  
Enter **Empl. ID** – Ten digit # if known or **Name** – (Last Name) Click **SEARCH**.  
Click on the hyperlink for the employee.  
The Additional Pay Data page appears. |
| 3.0  | Earnings Code   | **Click** the **Earnings Code** lookup icon - 📑. **Select** the **earnings code** needed from the list. Listed below are commonly used codes. The lookup icon will display all earnings. In this case we want to use earnings code **WTR**. |
|      | Effective Date  | **ENTER** the **Effective Date** as MM/DD/YYYY.  
The Default date is the Current Date. All manually entered start dates should be the begin date of the current pay cycle and in this case it should be **12.17.2007**. |
|      | Addl. Seq.#     | Every additional pay entry that you set up requires an additional sequence number.  
The system uses this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data that you set up that have the same earnings code. For example, if you have WTR earnings code from a previous year and you are entering a new WTR code for this year, you will need to use Seq 2. |
|      | End Date        | **Enter** the **pay period end date (MM/DD/YYYY)** of the last day of the pay period the earnings should no longer be paid. Specify an earnings end date for each additional pay. For example, if you know that the employee will be working winter session from 12/17/07 to 1/6/08 or 1/20/08, you can enter those dates in the Effective Date and End Date fields, respectively. |
|      | Goal Amount     | Enter a goal amount. It will be the **total amount** of the Winter Session pay. This causes the system to stop the additional pay after the amount has been reached. |
|      | Reason          | Indicate why the employee is receiving additional pay.  
Although this field is not used for payroll processing, the system generates a new Pay Earnings record for each additional pay earnings code where you have defined a different reason.  
For Winter Session, use **Add Class** |
|      | Earnings        | Enter the flat amount to be **paid per paycheck**.  
Note when you tab out of this field you will see the amount extended.  
**Example:** 6500.00 or 6500. would appear as $6,500.00 |
|      | Hours           | Leave Blank |
|      | Sep Chk # (separate check number) | Leave Blank |
|      | Disable Direct Deposit | Leave Blank |
|      | Prorate Additional Pay | Do not Check |
|      | OK to PAY       | **Click** on the **OK to Pay** box |
|      | Applies to Pay Periods | For Biweekly paid employees Click the **First** and **Second** and **Third** boxes. |
| 4.0  | Save            | Click **SAVE** at the bottom of the page to save your entry. |
| 5.0  | File Completed Request | |
GRADUATE SUMMER HIRES

Graduate summer hires must have a job record to be paid over the summer. If the graduate will be working for the same department over the summer session you will use the Online Renewal process to renew their current job record for the summer session.

NOTE: More detailed instructions on the renewal process are on the HR Data Management web page under the Resources section: www.asu.edu/hr/datamanagement/index.html

Entering a Summer Online Renewal

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

Step 1: In the search menu select Summer from the Term drop down menu.

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

You can limit your search to a specific Department within the Summer term or you may also limit the search by the GRD pay group and Summer term to pull up all renewal pages within the GRD pay group and Winter term that you have access to renew:
Step 2: Select the Department within the GRD pay group and Summer term that you wish to renew.

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. When 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**.

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**Payroll Processing Deadlines**

While payroll is processing, an eHire form cannot be processed into the PeopleSoft system. Data Management will be able to process eHires into the system until 5:00pm 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 time will be three business days; during peak hiring periods, turnaround time will be up to five business days.

**Online Renewals must be submitted and approved at 5pm 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.

**Enter a Summer or Winter session New Hires and Additional Job Records**

For graduate new hires or graduates obtaining an additional job record for the summer or winter sessions follow the eHire process to create the new job record.

For summer session graduates, Additional Pay cannot be used to pay a graduate who may be working for another department. If your graduate currently has an active job record or a job record that is on Short Work Break with another department and will be obtaining a job with your department, you must create a new job record for your department for the summer session.

**MORE INFO ON THE eHIRE PROCESS**
[www.asu.edu/hr/datamanagement/index.html](http://www.asu.edu/hr/datamanagement/index.html)

**New Hire Process**

To process a New Hire in the eHire application your department must 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 presently turning in the New Employee Payroll Packet to your department. When the I-9 has been
certified, please eFax a copy of the New Employee Payroll Packet to Data Management.

Before sending original copies to the Employee Service Center (ESC), keep a copy of the ASU Personal Data Form for use in the Courtesy Affiliate and eHire process. All original New Employee Payroll Packets must still be sent to payroll to be filed in the employee’s file.

If your department does not perform the I-9 certification, get a copy of the ASU Personal Data Form from the employee before they bring their New Employee Payroll Packet to the ESC for processing. Keep a copy on file until the eHire process is done.

Late New Hires

Graduate New Hires who have not signed their I-9 within 3 business days after their start date will be entered in to the system with an appropriate start date within 3 business days of the I-9 certification date (i.e. I-9 certification date 1.1.09, start date changed from 12.29.08-1.12.09). When submitting an eHire 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, adjust the start date but maintain the original frequency and annual compensation amount so pay corrections can be done for 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. Pay corrections must be processed for all missed pay periods.