



## **PROCESS GUIDE 2008/2009 GRADUATE SUMMER/WINTER HIRE**

A Guide for hiring Graduates for a Summer/Winter job.

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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:

	Job Scenario	Position Option	Additional Pay	Online Renewal	(MSS) AD Hoc	eHire to create New or Additional Job
<b>Winter Session</b>	<b>Graduate</b> (receiving Academic pay concurrently with winter pay)	Option 1 or 2	X			
	<b>Graduate on SWB</b> (Not receiving Academic pay concurrently with winter pay )	Option 1		X		
	<b>Graduate Active</b> (Not receiving Academic pay concurrently with winter pay )	Option 1			X	X
	<b>Graduate Active with Department A receiving winter pay from Department B</b>	Option 2	X			
	<b>Graduate New Hire</b>	Option 1				X
<b>Summer Session</b>	<b>Graduate working SWB in Department A working summer session in Department A</b>	Option 1		X		
	<b>Graduate working Active in Department A working summer session in Department A</b>	Option 1			X	X
	<b>Graduate working Active in Department A working summer session in Department B</b>	Option 2				X
	<b>Graduate New Hire</b>	Option 1				X

## 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

Human Capital Management (HR) - Position Management (PM)

<input type="checkbox"/> <a href="#">ESO Redistribution</a>	<input type="checkbox"/> <a href="#">OHR Position Mgt General User</a>
<input type="checkbox"/> <a href="#">HCM Dept Financial Mgr</a>	<input type="checkbox"/> <a href="#">OHR Position Mgt Super User</a>
<input type="checkbox"/> <a href="#">HCM Dept Position Manager</a>	<input type="checkbox"/> <a href="#">OHR Position Mgt View</a>
<input type="checkbox"/> <a href="#">HCM Dept Position View</a>	

### 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

Human Capital Management (HR) - Payroll (PY)

<input type="checkbox"/> <a href="#">HCM Dept Pay Manager</a>	<input type="checkbox"/> <a href="#">OHR Payroll NRA</a>
<input type="checkbox"/> <a href="#">OHR Payroll General User</a>	<input type="checkbox"/> <a href="#">OHR Payroll Set Up</a>
<input type="checkbox"/> <a href="#">OHR Mandated Deductions</a>	<input type="checkbox"/> <a href="#">OHR Payroll Super User</a>
<input type="checkbox"/> <a href="#">OHR Payroll Accountant</a>	<input type="checkbox"/> <a href="#">OHR Payroll View</a>
<input type="checkbox"/> <a href="#">OHR Payroll Administrator WF</a>	<input type="checkbox"/> <a href="#">OHR Time Labor Configuration</a>

## Online Renewal

Human Capital Management (HR) - HR Personnel (HR)

<input type="checkbox"/> <a href="#">ASU Renewal Approval</a> <input type="checkbox"/> <a href="#">ASU Renewal Submission</a> <input type="checkbox"/> <a href="#">Component Interface HCM role</a> <input type="checkbox"/> <a href="#">HCM Department View</a> <input type="checkbox"/> <a href="#">HCM Dept Mgr Approval Proxy</a> <input type="checkbox"/> <a href="#">HCM Dept Tenure Manager</a> <input type="checkbox"/> <a href="#">HCM Dept Tenure View</a> <input type="checkbox"/> <a href="#">HCM Job Data View</a> <input type="checkbox"/> <a href="#">HCM ORSPA Redist Approval</a> <input type="checkbox"/> <a href="#">HCM ORSPA View 1</a> <input type="checkbox"/> <a href="#">HCM ORSPA View 2</a> <input type="checkbox"/> <a href="#">HCM Registrar View</a>	<input type="checkbox"/> <a href="#">HCM Student Employ Mgr</a> <input type="checkbox"/> <a href="#">HCM/HR Interface Support</a> <input type="checkbox"/> <a href="#">HR Set Up HRMS</a> <input type="checkbox"/> <a href="#">OHR HR Administrator WF</a> <input type="checkbox"/> <a href="#">OHR Payroll Configuration</a> <input type="checkbox"/> <a href="#">OHR Personnel Configuration</a> <input type="checkbox"/> <a href="#">OHR Personnel General User</a> <input type="checkbox"/> <a href="#">OHR Personnel View</a> <input type="checkbox"/> <a href="#">OHR Query Create and Run</a> <input type="checkbox"/> <a href="#">OHR Query Run-Only</a> <input type="checkbox"/> <a href="#">OHR Tree Manager Updt</a> <input type="checkbox"/> <a href="#">Provost Tenure Data</a>
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## 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.

<u>Paygroup</u>	<u>Description</u>
A12	Academic 12 Month Pay
ACD	Academic 9 Month Pay
GRD	Graduate
HRY	Hourly
SAL	Salaried
STU	Student Hourly

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

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

**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

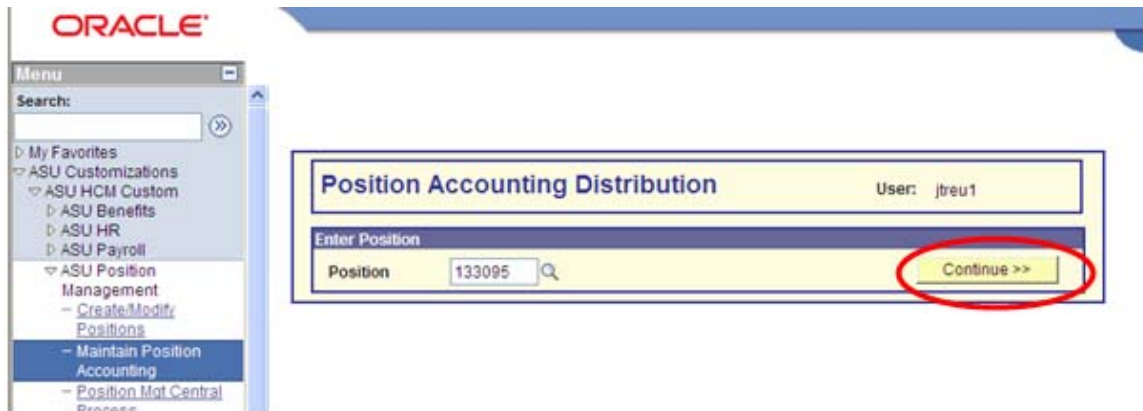
Position Management is the key to doing many transactions successfully. You should work within your college/department's business process when working with the position.

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

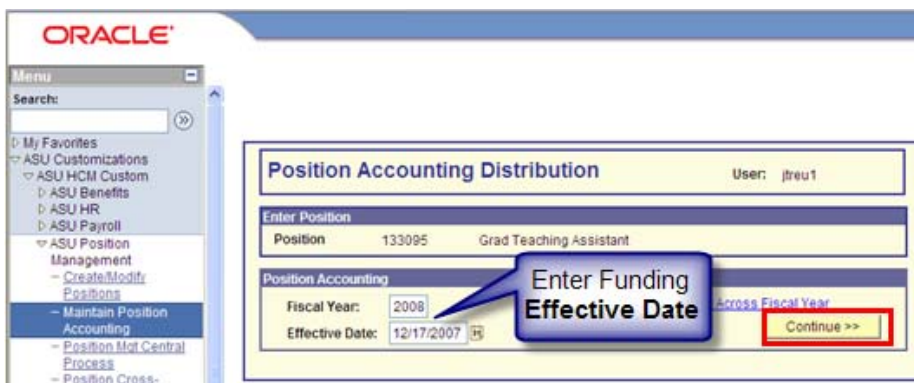
**Option 1: Active Graduate in department A, who will be working winter session in department A.**

**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**

**Position Accounting Distribution** User: jtreu1

**Enter Position**  
 Position 133095 Grad Teaching Assistant

**Position Accounting**  
 Fiscal Year: 2008 [View Distribution Across Fiscal Year](#)  
 Effective Date: 12/17/2007

	Date	Deptid	Title
Position Data as of Above Date:	06/25/2007	B1407	Grad Teaching Assistant
Submitted Data as of Above Date:		n/a	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: B1407 Curriculum & Instruction

**Required: Typical (Default) Distribution**

*Acct	*Dist %		
AX41307	100.000	+	-

**Optional: Earnings-Specific Distribution**

*Earnings Code	Description	*Acct	*Dist %		
				+	-

Click on magnifying glass to add **Earnings Code**

Save and Cancel

**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.

Menu

Search:

- My Favorites
  - [Create Additional Pay](#)
  - [Create/Modify Positions](#)
  - [Earnings](#)
  - [Job Data](#)
  - **Maintain Position Accounting**
  - [New Employment Instance](#)
  - [Position Cross-Reference](#)
  - [Position Mgt Central Process](#)
  - [Review Paycheck](#)
  - [Update Contract Pay NA](#)
  - [Update Payroll Options](#)
  - [Add to Favorites](#)
  - [Edit Favorites](#)
- ASU Customizations
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Pension
- Campus Community
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- Careers
- My System Profile

K18	<a href="#">Regular - NRA Teaching</a>
R19	<a href="#">Regular - NRA Study and Train</a>
R50	<a href="#">Regular - NRA Other</a>
REG	<a href="#">Regular</a>
RET	<a href="#">Retention Subsidy</a>
ROL	<a href="#">Royalties</a>
RTH	<a href="#">Retroactive Pay Hourly</a>
RTO	<a href="#">Retroactive Pay</a>
SA1	<a href="#">One Semester Sabbatical</a>
SAB	<a href="#">Two Semester Sabbatical 60%</a>
SAD	<a href="#">Sick Hours Adjustment</a>
SCK	<a href="#">Sick Leave</a>
SCP	<a href="#">Sick Leave Hourly</a>
SF1	<a href="#">Student Financial Use Only</a>
SIP	<a href="#">Salary Increase Program</a>
STB	<a href="#">Standby Pay</a>
STH	<a href="#">Student Hourly Regular Wages</a>
STI	<a href="#">Stipend</a>
SUM	<a href="#">Summer Session</a>
SUP	<a href="#">Supplemental Pay</a>
TEC	<a href="#">Technical Subsidy</a>
TFB	<a href="#">Taxable Fringe Benefit</a>
TPS	<a href="#">Temporary / Interim Supply</a>
TRE	<a href="#">Travel Excluded</a>
TRI	<a href="#">Travel Included</a>
TUW	<a href="#">Tuition Waiver</a>
TWE	<a href="#">Tuition Waiver Employee Only</a>
UNI	<a href="#">Uniform Allowance</a>
VAC	<a href="#">Vacation</a>
VAD	<a href="#">Vacation Hours Adjustment</a>
VAH	<a href="#">Vacation Hourly</a>
VPO	<a href="#">Vacation Pay Off</a>
WDA	<a href="#">Work Day Adjustment</a>
<b>WTR</b>	<b><a href="#">Winter Instruction Salary</a></b>
Z1A	<a href="#">Retro for 1st Pay in July 7110</a>
Z1B	<a href="#">Retro for 2nd Pay in July 7110</a>
Z1C	<a href="#">Retro for 1st Pay in Aug 7110</a>

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**.

## Position Accounting Distribution

User: jtreu1

**Enter Position**

Position      133095      Grad Teaching Assistant

**Position Accounting**

Fiscal Year:    2008      [View Distribution Across Fiscal Year](#)  
 Effective Date: 12/17/2007

	Date	Deptid	Title
Position Data as of Above Date:	06/25/2007	B1407	Grad Teaching Assistant
Submitted Data as of Above Date:		n/a	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:  Curriculum & Instruction

**Required: Typical (Default) Distribution**

*Acct	*Dist %	
<input type="text" value="AX41307"/>	<input type="text" value="100.000"/>	+

**Optional: Earnings-Specific Distribution**

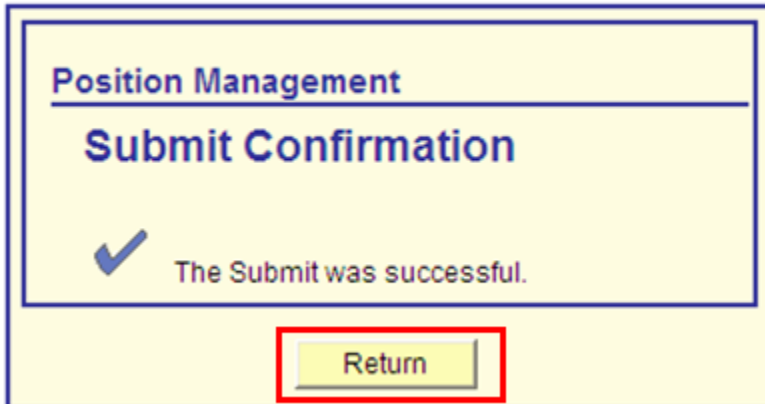
*Earnings Code	Description	*Acct	*Dist %		
<input type="text" value="WTR"/>	Winter Instruction Salary		<input type="text" value="100"/>	+	-

Save and Submit
Cancel

Enter Acct  
(account number)  
for the winter  
earning code

**Step 7:** Once you have entered the necessary information, hit **Save and Submit** and this screen will appear. Click **Return**.

### Position Management Information



Position Management

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**Submit Confirmation**

✓ The Submit was successful.

Return

**Option2: 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**.



Create/Modify Positions User: dlmc dona

Create New or Modify Existing Position

Create New Position  Modify Existing Position

### Step 3: Click **Create from Scratch**

The screenshot shows the 'Create/Modify Positions' form. At the top right, it says 'User: dlmcdona'. Below the title bar, there are two main sections. The first section is 'Create New or Modify Existing Position' with two radio buttons: 'Create New Position' (selected) and 'Modify Existing Position'. The second section is 'Clone Existing Position or Create from Scratch' with two radio buttons: 'Clone from Existing Position' and 'Create from Scratch' (selected). A 'Cancel / Reset' button is located at the bottom right of the form.

**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).

The screenshot shows the 'Create/Modify Positions' form with the 'Empl Class (BOR)' dropdown menu open. The form title is 'Create/Modify Positions' and the user is 'dlmcdona'. The 'Create New or Modify Existing Position' section has 'Create New Position' selected. The 'Clone Existing Position or Create from Scratch' section has 'Create from Scratch' selected. The 'Proposed Position Data' section shows 'Position Number: NEW' and 'Status: Not Saved'. The 'Empl Class (BOR)' dropdown menu is open, showing a list of options: 'Academic Prof w/Admin Appt', 'Academic Professional', 'Administrative', 'Classified', 'Faculty' (highlighted), 'Faculty w/Admin Appointment', 'Graduate Assistant/Associate', 'Post Doctoral Scholars', 'Service Professional', and 'Student Worker'. A 'Cancel / Reset' button is visible at the bottom right.

**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.

## Create/Modify Positions

User: dlmcadona

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**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** Status: Not Saved  
 Empl Class (BOR): Faculty  
 Job Code:  Faculty Assoc

**Position-Only Attributes**

Effective Date:  Effdt should be 12/17/2007 Effective Status: Active  
 Action Reason: New Position  
 Detailed Title: Faculty Assoc If full-time position, use 40hrs; if part-time, use 20hrs

---

Standard Hours:   Budgeted Position?  
 Max Head Count:   Fingerprint required?  
 FTE per Head: 1.000000  Adds to FTE Actual?

---

EEO Job Group: 299 Misc Faculty - Not On Track  
 Workers' Comp Code:  Low Exposure  
 Class Indc: Faculty Associate H  
 Academic Rank: Faculty Associate

---

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

Company: ASU Arizona State University  
 Pay Group: ACD Academic Contract Use appropriate Dept  
 Business Unit: B0101 B - Provost Temp  
 Department:  School of Sustainability

---

Sal Admin Plan: FCLT Faculty  
 FLSA Status: Exempted  
 Reports-To Posn:  Systems Analyst Senior Reports-to Posn is the Position # of the person who will be approving time and job details. Found on Job Data.

---

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

Full/Part Time:  Reg/Temp:  Should be Seasonal  
 Location Code:  Campus: Tempe Should correspond with Std Hrs

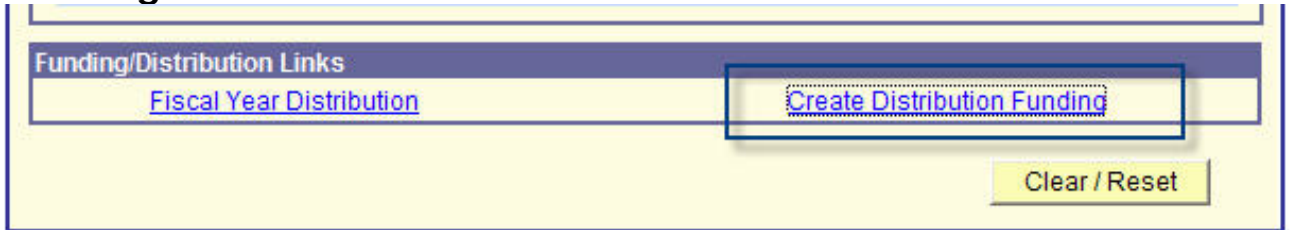
---

Save for Later
Save and Submit
Cancel / Reset

**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**.



Funding/Distribution Links

[Fiscal Year Distribution](#)

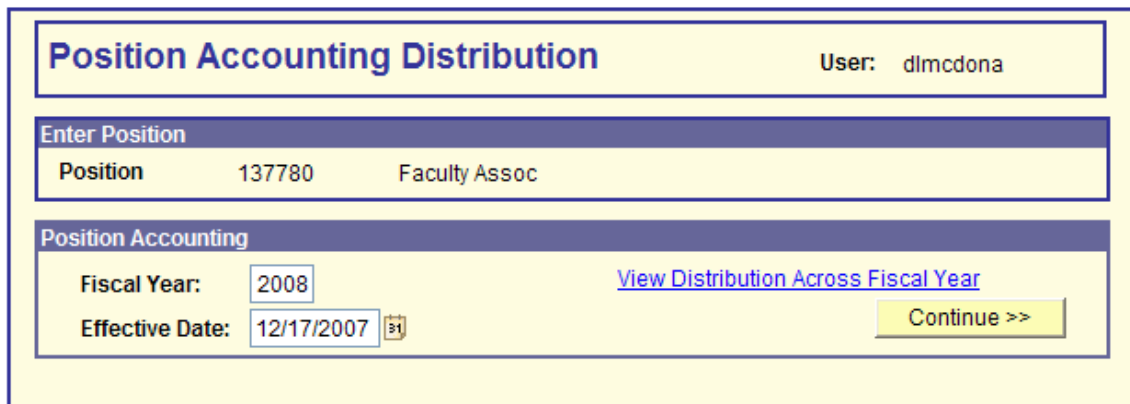
[Create Distribution Funding](#)

Clear / Reset

**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**.



**Position Accounting Distribution** User: dlmcdona

Enter Position

Position 137780 Faculty Assoc

Position Accounting

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

Effective Date: 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.

Find an Existing Value

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

Search Clear Basic Search Save Search Criteria

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

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:

### 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:  ASU00

Department:  B0505

Pay Group:

Year:

Term:  Winter

Description:

Short Description:

[Basic Search](#)

**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.

Find an Existing Value

SetID:  ASU00

Department:  B1705

Pay Group:

Year:

Term:

Description:

Short Description:

[Basic Search](#)

Select the GRD Winter Renewal Link

### Search Results

View All First  1-3 of 3  Last

Department	Pay Group	Year	Term	Description	Short Description
B1705	FSW	2008	Winter	English	85287-0302
B1705	GRD	2008	Winter	English	85287-0302
B1705	GRD	2008	Spring	English	85287-0302

**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 B1705 English Group GRD  
 Year 2008 Term Winter Academic Term Start Date 12/29/2008

Select All Deselect All **Submit** Approve

Select the winter **Start Dt & New Freq** and enter the **New Salary** (winter salary)

Employee Renewal												
Renewal	Position	Reports To										
Selected	Submitted	Approved	Name	Cur Freq	Cur Salary	Group	Eff Date	*Start Dt	New Freq	New Salary	End Dt	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maroney,Stephanie Ruth	ASU06	3,772.500	GRD	08/11/2008	12/29/2008	ASU02	5000.00	01/25/2009	

Select All Deselect All Submit Approve

Return to Search Previous in List Next in List

**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 B1705 English Group GRD  
 Year 2008 Term Winter Academic Term Start Date 12/29/2008

Select All Deselect All Submit **Approve**

Employee Renewal												
Renewal	Position	Reports To										
Selected	Submitted	Approved	Name	Cur Freq	Cur Salary	Group	Eff Date	*Start Dt	New Freq	New Salary	End Dt	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maroney,Stephanie Ruth	ASU06	3,772.500	GRD	08/11/2008	12/29/2008	ASU02	5,000.000	01/25/2009	

Select All Deselect All Submit Approve

Return to Search Previous in List Next in List

## 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 you 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.

Step	Menu/Field/Page	Action
1.0	Main Menu	Navigate to the Additional Pay Data page: <b>Payroll for North America &gt; Employee Pay Data &gt; Create Additional Pay</b>
2.0	Search Dialog Page	Select the Employee Enter <b>Empl. ID</b> – Ten digit # if known or <b>Name</b> – (Last Name) Click <b>SEARCH</b> . Click on the hyperlink for the employee. <i>The Additional Pay Data page appears.</i>
3.0	Earnings Code	<b>Click</b> the <b>Earnings Code</b> lookup icon -  . <b>Select</b> the <b>earnings code</b> needed from the list. Listed below are commonly used codes. The lookup icon will display <u>all</u> earnings. In this case we want to use earnings code <b>WTR</b> .
	Effective Date	ENTER the <b>Effective Date</b> 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 <b>12.17.2007</b> .
	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	<b>Enter the pay period end date (MM/DD/YYYY) of the last day of the pay period the earnings should no longer be paid.</b> 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 <b>total amount</b> 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 <b>Add Class</b>
	Earnings	Enter the flat amount to be <b>paid per paycheck</b> . Note when you tab out of this field you will see the amount extended. <b>Example:</b> 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	<u>Click</u> on the <b>OK to Pay</b> box
	Applies to Pay Periods	For Biweekly paid employees Click the <b>First</b> and <b>Second</b> and <b>Third</b> 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](http://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.

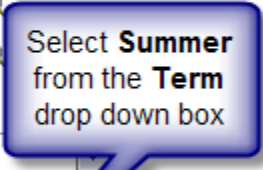
### ASU Renewal Data Entry

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

Find an Existing Value

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

Search Clear Basic Search Save Search Criteria



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:

## 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:  ASU00

Department:  b1702

Pay Group:

Year:

Term:  Summer

Description:

Short Description:

[Basic Search](#)

**Step 2:** Select the Department within the **GRD** pay group and **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:  ASU00

Department:  B1702

Pay Group:

Year:

Term:  Summer

Description:

Short Description:

[Basic Search](#)

**Select a GRD Summer Renewal Link that you wish to process**

**Search Results**

View All 1-3 of 3 Last

Department	Pay Group	Year	Term	Description	Short Description
B1702	GRD	2009	Summer	School Of Earth & Space Explor	85287-1404
B1702001	GRD	2009	Summer	Mars Space Flight Facility	85287-6305
B1702002	GRD	2009	Summer	Lunar Recon Orbiter Sci Ops Cn	85287-3603

**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.

## 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 GRD  
Year 2009 Term Summer Academic Term Start Date 05/19/2008

Select All Deselect All **Submit** Approve

Select the summer **Start Dt & New Freq** and enter the **New Salary** (summer salary)

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"/>	Alexander, Kathryn M	ASU06	5,720.000	GRD	08/11/2008	05/19/2008	ASU06	5,720.000	08/10/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bowles, Zack Rhule	ASU09	5,720.000	GRD	11/03/2008	05/19/2008	ASU06	5,720.000	08/10/2008
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bowles, Zack Rhule	ASU08	5,720.000	GRD	06/30/2008	05/19/2008	ASU06	5,720.000	08/10/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brand, Brittany Dawn	ASU06	5,720.000	GRD	08/11/2008	05/19/2008	ASU06	5,720.000	08/10/2008

**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 B1705 English Group GRD  
Year 2008 Term **Summer** Academic Term Start Date 12/29/2008

Select All Deselect All Submit **Approve**

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"/>	Maroney, Stephanie Ruth	ASU06	3,772.500	GRD	08/11/2008	12/29/2008	ASU02	5,000.000	01/25/2009

Select All Deselect All Submit Approve

Return to Search Previous in List Next in List

## 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 in to 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**

**Data Management eFax**  
480.993.0005

**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.**