How to Hire Graduates for the Summer or Winter Session
Business Process Guide
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This guide is a step by step process on how to setup employees for Summer and Winter pay. You will need to be familiar with HR systems, including PeopleSoft, eHire, Online Renewal and Position Management in order to complete the processes covered in this guide. This guide is not intended to be a training guide for any of these systems. For more detailed information and training on these systems, please refer to the following training materials:

*Please note more detailed instructions for the Online Renewal, Position Management and Hiring (eHire) processes are located on the HR Business Center.

**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 for Graduates (RA’s, TA’s, etc) who are working over the summer or winter session. Please use the following guide to help you determine how to set up your Summer or Winter session hires in PeopleSoft.

Below is a table that will help you determine which course of action to take and which system you will need to use in order to process your transaction:

<table>
<thead>
<tr>
<th>Job Scenario</th>
<th>Position Option</th>
<th>Additional Pay</th>
<th>Online Renewal</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>
</tr>
<tr>
<td>Graduate working concurrently for Department A for (Spring and Winter Session)</td>
<td>Scenario 1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate currently Active or on SWB (Not working concurrently for Department A for Spring and Winter Session)</td>
<td>Scenario 2</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Graduate Active with Department A receiving winter pay from Department B</td>
<td>Scenario 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate working winter session for Department A as both Research and Teaching (vice versa) concurrently</td>
<td>Scenario 3</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Graduate New Hire</td>
<td>Scenario 3</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate currently Active or on SWB in Department A &amp; working Summer Session in Department A</td>
<td>Scenario 2</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Graduate currently working in Department A &amp; working Summer Session in Department B</td>
<td>Scenario 3</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Graduate working Summer Session for Department A as both Research and Teaching (vice versa) concurrently</td>
<td>Scenario 3</td>
<td></td>
<td>*X</td>
<td>*X</td>
</tr>
<tr>
<td>Graduate New Hire</td>
<td>Scenario 3</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*If your department has a graduate that is doing both Research and Teaching online renewal, eHire or a combination of the two processes may be used to hire your graduate for the summer.
session. **Online Renewal** will be used if your graduate has a Research or Teaching job record currently with your department and **eHire** will be used if you need to rehire an existing or create a new job record for your graduates teaching or research position.

**Each position scenario 1-3 is outline in detail later on in the guide.**

**Preparation:**

**Security Roles that you will need**
Each procedure (Position Management and Online Renewal) requires specific roles in order to complete the necessary transactions.

To check what roles you currently have, you can go to [ASU HCM Custom > ASU Security > My Security Access Roles](http://asu.edu/oasis/support/Access.html)

**How to apply for these roles**
The security roles should be requested and granted according to the department’s internal business processes. Some users may have several security access roles, while others within the department may have less.

Here are the roles that you or someone within your department will need in order to start the process. To check what roles you currently have, you can go to [ASU HCM Custom > ASU Security > My Security Access Roles](http://asu.edu/oasis/support/Access.html)

To request a role, go to: [http://asu.edu/oasis/support/Access.html](http://asu.edu/oasis/support/Access.html)

**Access these roles will provide**

**Position Management Security Roles**

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Position Management (PM)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ HCM Dept Financial Mgr</td>
<td>☐ OHR Position Mgr General User</td>
</tr>
<tr>
<td>☐ HCM Dept Position Manager</td>
<td>☐ OHR Position Mgr Super User</td>
</tr>
<tr>
<td>☐ HCM Dept Position View</td>
<td>☐ OHR Position Mgr View</td>
</tr>
</tbody>
</table>

**HCM Dept Financial Mgr:** Provides you with the ability to update the funding that is associated with a position number.

**HCM Dept Position Manager:** Provides you with the ability to review and create a new position number or modify a currently active position number.
**Add/Update Courtesy**: Provides you with the ability to search for existing Employee ID (previous known as the Affiliate ID numbers), create person data and an Employee ID number for your employee if a current ID number does not already exist, and to obtain early onboard access to ASU email, blackboard, sun card etc. Although Courtesy Affiliate is not part of eHire, in order to process an eHire you or someone within your department will need to have access to the Courtesy Affiliate process. You must attend a Courtesy Affiliate training class before requesting this role.

**eHire Security Roles**

**eHire Role**: Provides you with the ability to submit hire requests using the eHire application. e-Hire training is required for this role. *This role is not currently available for request through PeopleSoft. The role will be automatically be assigned to you once you have attended the training.*

You can sign up for training by visiting our [Learning Management Services website](#). Click on Search and enroll in training and sign in using your ASURITE and password. You can search for the class by typing in E-HIRE.

**Online Renewal Security Roles**
**ASU Renewal Submission:** Provides you with the ability to submit and review (not approve) online renewal requests for employees in the GRD, ACD and FSW pay groups who are currently on Short Work Break or have an expected job end date within the current academic session. The ASU Renewal Submitter is the only role that will have the ability to update the renewal data.

**ASU Renewal Approval:** Provides you with the ability to approve or return submitted renewal requests. The ASU Renewal Approval role no longer has the ability to update the submitted data. All changes are now made by the ASU Renewal Submitter. The ASU Renewal Approver will have view-only access to the ASU Renewal Submission pages.

Each department will need to have at least one person assigned with the **ASU Renewal Submission** role and another assigned with the **ASU Renewal Approver** role in order to process the renewal requests. It is recommended that you have both a back up Submitter and Approver for each area.

**In the last renewal session, you were only allowed to have either the submitter or approver role. You can now have both roles because the system has been modified to prevent any one person from being both the submitter and approver on a given transaction.**

**Payroll Security Roles**

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Payroll (PY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ FSQ Paycheck View</td>
</tr>
<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 WF</td>
</tr>
<tr>
<td>☐ OHR Payroll Mgr Super User</td>
</tr>
<tr>
<td>☐ OHR Payroll NRA</td>
</tr>
<tr>
<td>☐ OHR Payroll SetUp</td>
</tr>
<tr>
<td>☐ OHR Payroll Super User</td>
</tr>
<tr>
<td>☐ OHR Payroll YR End Super User</td>
</tr>
<tr>
<td>☐ OHR Time Labor Configuration</td>
</tr>
<tr>
<td>☐ Payroll Correction Approver</td>
</tr>
<tr>
<td>☐ Payroll Correction Submitter</td>
</tr>
<tr>
<td>☐ View Access to Payroll Calndr</td>
</tr>
</tbody>
</table>

**Payroll Correction Approver:** Provides you with the ability to create, submit, deny, approve and save a payroll correction request.

**Payroll Correction Submitter:** Provides you with the ability to create, submit and a payroll correction request.

**Notice if you have the HCM Dept Pay Manager you will be dynamically assigned the Payroll Correction security role. You would not need to request the Payroll Correction Approver or Payroll Correction Submitter roles.**
Before You Start:

**Department Procedures**
This training guide has been created to instruct departments on how to process actions after they have completed all of the preliminary work within their department. Departments should follow their current internal business processes to obtain internal approvals and to determine an appropriate recruiting method. Typically, this may include coordinating with the Primary Business Officer within your Dean’s office.

**University Required Approvals / Documentation**
All documentation can be Faxed to Data Management at 480-993-0005 or emailed to DataManagement@asu.edu

Please send all original documentation (i.e. *New Employee Payroll Packet*, Resume, signed Offer Letter, I-9, etc.) to the Employee Service Center.

**Approval Guidelines**
**NO APPROVAL REQUIRED**
Approval will not be required for the following Summer/Winter hires or position changes:

- ALL Graduate Hires, Renewals or Position Modifications.

**Required Documentation**

*Summer/Winter New Hires*
Once an offer has been made to the employee he/she must fill out the *New Employee Payroll Packet*. This packet provides the department and Data Management with the necessary demographic, contact and tax information that is required to hire and pay an employee. The employee’s I-9 must be certified no later than 3 business days of the employee’s start date.

Fax a copy of the *New Employee Payroll Packet* including a copy of the certified I-9, the employee’s signed *Offer Letter* and the appropriate approval documentation to the Data Management eFax 480-993-0005. Please send all original documentation (i.e. *New Employee Payroll Packet*, Resume, signed Offer Letter, I-9, etc.) to the Employee Service Center.

If your employee will be turning their packet in to the Employee Service Center (ESC), the ESC will eFax the employee’s packet to Data Management. However, a copy of the signed *Offer Letter* and approval documentation will still need to be eFaxed or emailed to Data Management before the hire can be processed.

In order to process a New Hire in the eHire application the 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 presently turning in the *New Employee Payroll Packet* to your department. 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 documentation to OHR. If your department does not perform the I-9 certification a copy of the *ASU Personal Data Form* will need to be obtained from the employee before they bring their
New Employee Payroll Packet to the ESC for processing. You will need to keep the copy on file until you have completed the eHire process.

Non-Resident Aliens
All Non Resident Aliens must bring their New Employee Payroll Packet to the Employee Service Center so that a NRA Payroll Specialist can verify the employee’s I-9 and process the employee’s Glacier Paperwork.

All Other Summer/Winter Hires/Renewals
In order to keep the employee files up to date the Office of Human Resources will require that a signed copy of the employee’s Offer Letter/Memorandum/Notice of Appointment and the appropriate Approval Documentation be forwarded to Data Management before the employee’s hiring paperwork can be processed.

For Rehires – For employee’s that do not have any active job records in the system, the employee will be required to complete a new I-9 form. Please Fax a copy of the newly certified I-9 documentation to Data Management at 480-993-0005 or send your employee to ESC to turn in their new I-9 form.

**All rehires for Non Resident Aliens must bring their New Employee Payroll Packet and I-9 documentation to the Employee Service Center.

Earnings Codes
The earnings code plays a key role in getting your hire paid correctly over the summer and winter pay periods since graduates are on the same pay group for both the academic, summer and winter sessions. It is necessary to distinguish between the summer and winter pay by setting a different earnings code on either the position or additional pay.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Short Desc</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTR</td>
<td>Winter Sal</td>
<td>Winter Instruction/Research Salary</td>
</tr>
<tr>
<td>GRD</td>
<td>Graduate Earnings</td>
<td>Summer Instruction/Research Salary</td>
</tr>
</tbody>
</table>

Graduate Summer/Winter Position Set Up and Scenarios
Before you can create your summer or winter job/pay data you will first need to either modify or create a position number for your employee. Outlined below are the different position set up scenarios as they pertain to the Summer and Winter Hiring Sessions. Choose the scenario below based on the where your graduate falls in the Job Scenario table listed on page 3 of this guide.

For the Winter Session there are three different scenarios and for the Summer Session there are two different scenarios on how the employee’s position will be set up. It will depend on whether the employee is working for the same or a different department during the Summer or Winter Session as well what the employee’s appointment period will be for each session.
Scenario 1

- Graduate working for Department A for both Spring and Winter Sessions with concurrent appointment periods.

**This scenario only applies to Winter Session Only.**

If your graduate will be working with the same department during both Winter and Spring Session no additional position number is required. You will simply use the same position number that the graduate is currently on and modify the position funding to include an Optional Earnings Code for Winter Session. Since the employee will be paid on the same position number concurrently, an Optional Earnings Code is necessary so that the system knows what account(s) to pay the employee from during both his/her Winter and Spring Session appointments.

Navigating to Position Management Maintain Position Accounting

Go to ASU Customizations/ASU HCM Custom/ASU Position Management/ Maintain Position Accounting

Step 1: in Maintain Position Accounting, enter the employee’s current Position number 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 2: Enter the funding **Effective Date**. The effective date should match your employee’s Winter Start Date. In this example the winter start date was **12/27/2010**. Click **Continue**.

Adding an Optional Earnings Code in Maintain Position Accounting

**Step 4:** Under **Optional: Earnings-Specific Distribution**, enter **WTR** in the **Earnings Code** field and tab out of the field. See screen shot on the next page.
**Step 5**: Enter the Winter Account Number(s) for the WTR Earnings Code and enter the account distribution percentage *Dist %. Click **Save and Submit** once you are finished updating the Optional Earnings Code.

**Please note the account distribution should always add up to 100%.**
Scenario 2

- Graduate working for Department A (Spring and Winter Session) with Non-concurrent appointment periods.
- Graduate currently Active or on SWB in Department A & working Summer Session in Department A.

If your graduate will be working with the same department during both (Winter and Spring Session) or Summer Session no additional position number is required. You will simply use the same position number that is on your graduate’s current job record. You will need to modify the position funding to change the account number(s) for the Winter or Summer Session and then back again for upcoming session (i.e. Spring or Fall Session). Since the employee will be paid on the same position number but for different periods of time an Optional Earnings Code is not necessary since the Default Accounts can be changed to reflect each hiring period’s account information.

Please note: If you have submitted a position modification after renewing the employee, you will not be able to make changes to the account in maintain position accounting, until the position modification has been processed. It is recommended that you renew the employee, make the position modification and accounting changes at the same time or make the accounting changes, renew the employee, and then make the position modification.

Updating Funding Information

ASU Customizations/ASU HCM Custom/ASU Position Management/ Maintain Position Accounting

Step 1: In Maintain Position Accounting, enter the Position number that the employee has on their current job record 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 2:** Enter the funding **Effective Date**. The effective date should match your employee’s Winter or Summer Start Date. In this example, the winter start date was **12/27/2010**. Click **Continue**. See screen shot on the next page.

**Step 3:** Enter the Winter or Summer Session account number(s) in the *Acct* field. You may click the + sign to add another account line if needed. The Funding Distribution Dist% must add up to 100% if you are setting up multiple account numbers. Click the **Save and Submit** button once you have updated your account information.
Please note: In the case of hiring a Graduate for Winter and then Spring session you can enter both the Winter and Spring Session funding all at once. Maintain Position Accounting is driven by effective dates so you may enter both sets of account number(s) and the system will pay based on the effective dates of the account number(s) you have entered.

Below is a screen shot of what Fiscal Year Distribution would look like when you enter more than one set of Default Earnings:
Scenario 3

- Graduate currently working for Department A (Spring Session) and working for Department B for the Winter Session.
- Graduate working the Winter or Summer Session for Department A as both Research and Teaching concurrently, but only has one position currently in the system and will need an additional position for the second title/jobcode.
- Graduate currently work for Department A & will be obtaining a Summer Session job with Department B.
- Graduate Summer or Winter New Hire.

If your Graduate currently has an appointment with another department and will be obtaining a Winter/Summer Session appointment with your department you will need to create a new position number for your graduate to be paid on during the Winter/Summer Session. Also if your Graduate currently has a job record with your department and will also be obtaining an additional Summer or Winter Session Appointment (i.e. Teaching and Research) with your department you will need to create a new position for that appointment. The **Default**
**Distribution Account** on the new position number that you will create will be set up with the Winter or Summer Session funding information. An Optional Earnings Code would not need to be set up on the position number as the Default Distribution Account would already be pointing to the Winter or Summer Session account(s).

**Creating a New Position for your Graduate**

Position Management is the key to setting up a job record successfully. Be sure that the position attributes are set up correctly. If you are currently using a group position number for your Graduate employees, all employees on the group position number must share the same position attributes. If any of the incumbents on a group position number will be changing their attributes (i.e. FTE, Job Code, Funding, etc) he/she will need to be moved to a new position number.

To create a position, log into PeopleSoft and navigate to **ASU Customizations/ASU HCM Custom/ASU Position Management/Create/Modify Positions**

**Step 1:** Click on **Create New Position**.

**Step 2:** Click **Create from Scratch**

**Step 3:** Click **Return** on the message that appears:
Step 4: A new screen will appear upon clicking Return. Select Graduate Assistant/Associate from the Empl Class (BOR) drop down menu.

**Make sure that you choose the right employee classification (i.e: Graduate Assistant/Associate). If you do not, the Jobcode you are looking for will not appear in the lookup. The drop down menu only shows Jobcodes associated with the chosen Employee Classification.**

Step 5: Enter an appropriate Job Code. (Ex: below uses 989002). 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. After you have selected your job code enter an Effective Date for the transaction and click Continue.
*Make sure that the position is effective on or before the date you want to hire the employee. If the position effective date is after the date of hire, the position will not be effective and therefore neither can the employee. Payroll cannot process an additional pay and Data Management cannot enter a job record if the position effective date is after the date in which you need to hire the employee.

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.

**Step 6:** Enter Job Information and click **Save and Submit.** **IMPORTANT:** The standard hours are based on course load. Follow your internal business protocols to determine standard hours for your graduate. See screen shot on the next page.
Step 7: Upon clicking **Save and Submit** a message will appear containing your new position number. Write down the **Position Number** and click **Return**.

Funding Your New Position Number

Step 8: After confirming, click on **Create Distribution Funding** at the bottom of the page.

All positions must be funded otherwise they will not be approved. The funding effective date must be equal to the position effective date in order to have your position processed into the system.

Step 9: After clicking on **Create Distribution Funding** it automatically defaults into the **Position Accounting Distribution** screen, click **Continue**.
Step 10: The Position Accounting Distribution page will open up for you to add the Account(s) and Distribution percentage(s). 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.

Make sure that you choose your Summer or Winter account. If you cannot find your Summer or Winter account, you will want to work with the Summer Sessions department to verify whether your account has been submitted and approved or to determine if the summer or winter budgets have been loaded.
Once you have finished entering your account details, click on **Save and Submit**.

Your position data will be sent to Data Management for processing and you will receive an email notification once your request has been processed.

**GRADUATE SUMMER/WINTER JOB & PAY DATA**

The hiring process will be different depending on whether your Graduate currently has a job record with your department, the hiring session you are hiring for and with multiple appointments whether those appointments run concurrently or not. Please refer to the **Job Scenario** table on Page 3 of guide for directions on which process to use to set up your graduate’s job and pay data.

Graduate Winter hires will be unique from Summer hires in that the Winter session can pay concurrently with the Spring Session or it may start prior to the employee’s Spring appointment. Since Winter Pay is for such a short period of time (2 pay periods) it does not need to exist on a job record and therefore can be paid from an Additional Pay instead of setting up an additional job record for the Winter Session.
Graduate Summer hires will require that an employee be set up on a job record in order to pay that employee for the Summer Session. If your graduate will be working for the same department over the Summer Session you will use the Online Renewal process to renew the graduate’s current job record for the Summer Session. If the graduate has a job record with a different department and will be obtaining a Summer Session Appointment with your department, you will need to use eHire to create a new job record for your graduate’s Summer Session Appointment.

All new hires (no job records in PeopleSoft or all job records are terminated) for both Winter and Summer Session will need a job record created in order to pay the employee. The eHire process will be used to create a new job record.

Winter Graduate Additional Pay Process
(Pertains to Winter Session Only)

- Graduate currently working for Department A (Spring Session) and working for Department B for the Winter Session.
- Graduate currently working for Department A (Spring Session) and will be working for Department A for the Winter Session Concurrently.
- Graduate working Winter Session for Department A as both Research and Teaching (vice versa) concurrently.

If your graduate is obtaining a new Winter Session appointment with your department you will use Additional Pay to pay him/her over the Winter Session. Since the appointment is for only 1-2 pay periods it is not necessary to create a job record for your graduate’s Winter Appointment. Instead, the earnings will be paid from an Additional Pay. Once your new position number has been created and/or any modifications you have made have been approved you can proceed with creating an Additional Pay to pay your employee for the Winter Session. In order to create an Additional Pay you must submit a Payroll Correction form to your payroll representative and your payroll representative will create an additional pay for your employee.

Processing your Additional Pay:

Graduate working for a different department - Since you will not have access to your employee in the Online Payroll Correction process you will need to submit a paper Payroll Correction form to request an Additional Pay for your employee using GRD as the Earnings Code and the new position number you created. The Payroll Correction form will need to be sent to your payroll representative to process the additional pay.

Same department with 2 winter appointments (i.e. Teaching and Research) - Submit an Online Payroll Correction form for the additional Winter Appointment (i.e. either teaching or research) using GRD as the earnings code and the new position number you created with the correct title/jobcode to match the winter session pay.
**Same department with a concurrent Spring and Winter appointments** - Submit an Online Payroll Correction form using **WTR** as the earnings code and their current position number.

**Please note if you need to backdate the transaction an additional pay will not be necessary if the employee has missed both pay periods within the Winter Session. If this is case you will process an Online Payroll Correction form to create a manual check for the missed payrolls.**

### Summer/Winter Graduate Online Renewal Process

- Graduate currently working for Department A (Spring Session) and working for Department A for the Winter Session (non-concurrent appointments).
- Graduate currently working for Department A (SWB or currently Active) and will be working for Department A for the Summer Session.
- Graduate working Summer Session for Department A as both Research and Teaching, but currently has only one record with either of these titles/jobcodes. Online Renewal will be used to renew the current job record.

Once you have modified your position accounting information you are now ready to renew your employee for the Winter or Summer Session. If your graduate currently has a job record with your department that is either currently active or on Short Work Break you will use Online Renewal to renew that job record for the Winter or Summer Appointment.

*Please note: If you have submitted a position modification after renewing the employee, you will not be able to make changes to the account in maintain position accounting, until the position modification has been processed. It is recommended that you renew the employee, make the position modification and accounting changes at the same time or make the accounting changes, renew the employee, and then make the position modification.*

*As a reminder online renewal process will only be used when the employee will be working for the same department and if the employee has multiple appointments that do not overlap. If your employee has multiple appointments that overlap either the Additional Pay or eHire process will need to be used to set up your employee’s Job and Pay data. Please refer to the sections on eHire and Additional Pay to determine which process should be used for your employee.*

*Please note more detailed instructions for the Online Renewal process is located on the HR Business Center site.*

This process is the front end renewal process for Graduates as it pertains to the Winter or Summer renewal periods. A GRD (graduate job record) will have an end date on the employee’s job record indicating when the current 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. Although most Graduate job records will be active when the winter & summer hiring sessions begin (since the appointment periods are typically
consecutive), if the graduate has an upcoming **Expected Job End Date** within the current hiring session, their job record will be available on the renewal page to renew for the Winter or Summer Session.

The renewal process will be available for use if your employee meets **all three** of these requirements:

1. Current Employee – on Short Work Break or with an **Expected Job End Date** within the current session
2. Working in the same department
3. Pay Group – GRD

**Navigating to the Renewal Submission Page**

ASU Customizations> ASU HCM Custom> ASU HR> ASU HR Renewal > ASU Renewal Submission

**Step 1:** In the search menu enter at least the first letter of your department code in the Department field and select Winter, Summer 1 (first summer session), or Summer 2 (second summer session) from the Term drop down menu. This will locate all of the renewal pages for the departments you have access to and the term you have selected.

**Summer 1:** You will select the Summer 1 term if you will be renewing your employee for either the entire summer session, for the entire first or second summer session or for a period of time within summer session.

**Winter:** You will select the Winter term if you will be renewing your employee for the winter session.

**If your search does not return any results double check your search criteria and verify whether the renewal period for the current hiring session is available. The renewal pages will remain active in PeopleSoft but will return no search results if you are trying to access a renewal page that is not currently available for renewal. If you have selected the correct term, verified the**
renewal period and the departments that you have access to and still are not returning any results please contact Data Management.

You can also narrow your search to a specific Department code and Term.

Step 2: Select the Department within the GRD pay group and the appropriate Term that you wish to renew.
*Notice there may be more than one hiring session available for renewal during the current hiring session. Be sure to review the available pages carefully and select the page with the appropriate Term and Pay Group to process.

**Submitting an Online Renewal for Winter/Summer Session**

**Step 3:** Check the Submit boxes next to the employee(s) that you wish to submit for renewal. Review the employee’s (*Start date), New Freq (new frequency for the hiring session) and New Salary and update if appropriate. Once your renewal data has been updated, click the Submit button.

**Winter Session:** The frequency will be ASU01-ASU02, depending upon the number of pay periods your employee is working.
Summer Session: The Frequency will be ASU01-ASU06, dependent upon the number of the pay periods your employee is working over the summer session.

If the renewal terms have not been set or you do not wish to renew a particular employee for the current hiring session mark the employee as reviewed.

*Note: Once the employee has been marked as reviewed he/she will be removed from the renewal tab upon clicking the Submit button. For more detailed information regarding the Reviewed and Submitted tabs please refer to the Online Renewal training guide.

Approving an Online Renewal for Summer/Winter Session
ASU Customizations> ASU HCM Custom> ASU HR> ASU HR Renewal > ASU Renewal Approval

Step 4: In the search menu enter at least the first letter of your department code in the Department field and select Winter, Summer 1 (first summer session), or Summer 2 (second summer session) from the Term drop down menu. This will locate all of the renewal pages for the departments you have access to and the term you have selected. Screen shot on the next page.

*If your search does not return any results double check your search criteria. If there are not any summer or winter renewals currently submitted for approval your search will return no results. If you have selected the correct term and verified that the renewals you are searching for have been submitted please contact Data Management.

**If you have both the submitter and approver security roles you will only be able to act as either the submitter or approver on a given transaction. Please be sure that you have another individual who can serve as either the Approver or Submitter when processing online renewals. If you submitted the renewal you will not be able to approve it.
***Notice there may be more than one hiring session available for approval during the current hiring session. Be sure to review the pages available for your approval carefully and beware of which Term and Pay Group you are approving.

Step 5: Review the renewal data, check the Approve box(s) next to the employee(s) you wish to approve and click the Approve button.

**Note: You have the option to return a renewal.** Reasons for returning a renewal would be that either the employee will no longer be returning to his/her SUM/WTR position or that the renewal data needs to be changed (i.e. incorrect *Start Date, New Freq or New Salary*). The approver will not have the ability to change the submitted data. If the data needs to be updated you will need to return the renewal. Renewals that are returned will reappear on the Submission page in the Renewal tab and the submitter can make changes at that point. For more information on returning a renewal please see the Online Renewal guide.

Step 6: Once the renewal and return from work break has been processed in to Job Data you can now process your position modifications to correct Job Code/Job Title, FTE, etc.

Summer/Winter Graduate eHire Process

- Graduate currently working in Department A & working Summer Session in Department B.
- Graduate working Summer Session for Department A as both Research and Teaching.
- Graduate working Summer Session for Department A as both Research and Teaching, but has only one record active with either of these titles/jobcodes and a second record needs to be added for the concurrent job.
- Graduate Summer or Winter New Hire.

If your graduate currently has a job record with another department and will be obtaining a summer position with your department, if your graduate is obtaining an additional summer job (i.e. Teaching and Research) or if your graduate will be a new hire to ASU over the Summer or Winter Session, you will
need to create or modify a position number for your graduate and use the Hiring Process (eHire process) to create a new job record for your employee.

For further instructions on the Hiring (eHire) Process please visit the HR Business Center site.

Payroll Processing Deadlines

eHires
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 12:00pm 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). If you have submitted an eHire with a current or previous pay period start date that has not been Processed into PeopleSoft before payroll has started running for the current pay period, your employee will not be paid with the on-cycle payroll. In order to pay your employee for any missed pay periods you will need to submit a Payroll Correction form.

In order to get your employee entered into the system for the current pay period you must have the eHire and all other appropriate hiring documents (i.e. New Employee Payroll Packet, I-9 certification, Approval Documentation and/or Offer letter) submitted to Data Management the Monday before your employee’s start date. Hires will be processed in the order that 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 Renewal
An online renewal for a past or current pay period start date must be submitted and approved at 5:00pm, the last Wednesday in the current pay cycle in order to be Returned from Workbreak in time for payroll processing. Online Renewals can continue to be submitted and approved but will not be processed again until Wednesday (the Wednesday before payday). Online renewals submitted after 5:00pm on Wednesday will be Returned from Workbreak after payroll has finished processing and will require a Payroll Correction form in order to pay the employee for any missed payrolls.

Backdating Transactions
If you have submitted an eHire or Online Renewal for a backdated start date (i.e. pay periods that have already been processed) the employee’s job record will be created or updated with the original start date but you will need to submit a Payroll Correction to pay your employee for any missed pay periods.

Payroll Calendar
Please review the payroll calendar for monthly processing deadlines.