Summer Hire Process for Returning Graduates

Introduction

The process below requires that the Graduate is currently in a Spring Job. If the Graduate is not currently in a Job, the Online HPR process should be used.

How will I hire my Graduate into their summer job?

Graduates that will be working in the summer will remain in their current Position (Process 1) or will be placed into a new Position if the attributes of their current Position are different from their summer Position (Process 2). If FTE is changing and they are on a 1:1 position number, you can also submit a position change request, and then follow Process 1.

Graduates working in their current Position for summer will use the Manager Self-Service (MSS) Ad-Hoc Salary Adjustment transaction to update the graduate job for the summer. The transaction will define the Start Date (effective date), the number of paychecks (Compensation Frequency) and End date of the summer work.

Graduates that are working in a different Position for summer will require a multiple step process as follows (Process 2):

1. Create Position
2. Submit MSS Promotion
3. Approve Promotion*
4. Submit Adhoc
5. Approve Adhoc*
6. Review Job

Note: Any MSS Ad-hoc Salary Adjustment and MSS Promotion transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to Deny the transaction and the Submitter will need to re-submit the transaction. Payroll begins the Thursday before the pay end date.
What happens to the Spring Contract?

Spring contracts typically end on 05/18/08 and the Summer Job begins on 5/19/2008 OR 06/02/08. Graduates will be updated with an expected end date if they are continuing through the summer.

If the grad is not continuing through the summer or their job data has not been updated for the summer period, their expected end date will be set to the pay period end date following their contract end date. In most cases, this will be on 5/18/2008 (ACD) and 6/29/2008 (A12).

There is an automated process that will set the Job Data to a Hold status called Short Work Break. See next page for more information.
When the expected end date is reached, the job will be placed on **Short Work Break** by another system process that adds a row to Job with an effective date that is one day after the expected end date. The **Expected Job End Date** and the **End Job Automatically** checkbox are set to blank.

The system may be updated with the graduate employee’s summer job prior to the end of the spring contract as long as the effective date of the summer job begins on a pay period start date, i.e. 5/19/2008 or 06/02/2008.

If the graduate employee is not hired, they can remain in short work break status until the fall term.
Process 1 (Phase 2) – Graduate is in the same Position for Summer

This discussion assumes that the reader is familiar with the MSS Promotion and Ad-Hoc Salary transactions. For more detailed explanation of these transactions, see http://www.asu.edu/oasis/support/JobAids.html#ManagerSelfService

Process Diagram

The Submitter of the MSS Ad-Hoc Salary Adjustment is the Employee’s Reports-To manager in Job Data. This may be different from the department’s actual reporting structure. The first page of the MSS Ad-Hoc Salary Adjustment requires selection of the effective date of the Salary Adjustment. This date must be a Pay Period Begin Date. This is the date the employee’s pay begins.

Pay Period Begin/End Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Comp Frequency*</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>04/07/08</td>
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<tr>
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</table>

*Comp frequency based on the Summer Contract going through the end of both Summer Sessions (through 8/10).
Entering the MSS Ad-hoc Salary Adjustment

Navigate to Manager Self Service > Compensation > Request Ad Hoc Salary Change

The Pay Period Begin Date for the first pay period in the Summer Session is 5/19/2008 of 06/02/2008. If the graduate will be working straight through from their spring contract into summer, you will want to use 5/19/2008 as their start date. You can select one or many employees by clicking in the Select Box.

Tip: You can sort all of the Graduates together by clicking on the Job Title or the Paygroup column heading.
1. Select the Action Reason **Graduate Lateral S/W Hire** from the Drop Down.
2. Enter the **Change Percent** or **Change Amount** to adjust the Employee’s salary
3. Select the New **Comp Freq** from the drop down list. Typically ASU05 or ASU06 if they will be active for both summer sessions.
4. Click the **Calculate New Total** to see the adjusted Salary
5. Enter **Comment**
6. Click **Submit**

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**Ad Hoc Salary Change**

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

- **Salary Change Date:** 06/02/2008
- **Employee ID:** 1000706856
- **FTE:** 0.500000
- **Pay Group:** CRD
- **Standard Hours:** 20.00

**Component**  | **Current Amount**  | **Change Percent**  | **Change Amount**  | **New Amount**
---|---|---|---|---
Default/Annual | 18527.000000 | 55.00 | 10,180.850000 | 28716.850000 USD

**Termination Date**

- **Current Comp Freq:** Contract
- **Current Total:** $18,527.000000 USD
- **Current Annual Rate:** $18,527.000 USD

**Action / Reason**

- **New Comp Freq:** ASU05
- **Calculate New Total**

- **New Total:** $28,716.850000 USD
- **New Annual Rate:** $28,716.850 USD

**Comment:** Grd Summer Hire

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- [Return To Manager Self Service](#)
- [Return to Select Employees](#)
- [Return to Compensation and Stock](#)
There are no changes to the Approval step.

Note: Any MSS transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to **Deny** the transaction and *the Submitter will need to re-submit the transaction*. Payroll begins the Thursday before the pay end date.

After the transaction is approved, you should review the Employee’s **Job Data**. The **Expected End Date** and **End Job Automatically** checkbox on the Job Work Location tab will be updated based on the **Effective Date** and **Compensation Frequency** that you entered. The Compensation tab will be updated with the new Compensation rate and compensation frequency entered.
Process 2 – Graduate is in new Position for Summer

This discussion assumes that the reader is familiar with the MSS Promotion and Ad-Hoc Salary transactions. For more detailed explanation of these transactions, see http://www.asu.edu/oasis/support/JobAids.html#ManagerSelfService

Navigate to Manager Self Service > Job and Personal Information > Promote Employee

The Process is as follows:

1. Create Position
2. Submit MSS Promotion
3. Approve Promotion
4. Submit Adhoc
5. Approve Adhoc
6. Review Job

This guide picks up from Step 2 in the diagram.

Step 2 – MSS Promotion

The Submitter of the MSS Promotion is the Employee’s Reports-To manager on Job Data. The first page of the MSS Promotion transaction requires selection of the effective date of the promotion. This date must be a Pay Period Begin Date.
The effective date of the Promotion is a pay period begin date that the employee’s pay begins for the Summer session.

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*Comp frequency based on the Summer Contract going through the end of both Summer Sessions (through 8/10).
On the MSS Promotion Submit Screen page 2, the employee’s status is displayed. If the date you are entering the MSS Promotion is after the end of the Spring Term, the employee will appear in a Short Work Break status. If the date you are entering the MSS Promotion is before the end of the Spring Term, the employee will appear in their current job status, typically Active.

The page has been enhanced to display the Paygroup to assist in the selection process. The MSS functionality currently does not allow for promoting an employee with a Comp Freq of C. This functionality has been modified to allow for selecting an employee with a Comp Freq of C and Paygroup = GRD.

If you are promoting from a position with a Comp Freq C (contract) into a new position with another Comp Freq, the system will update the employee compensation appropriately. If current FTE on the employee’s current position number is different from the FTE on the employees new position, the compensation will be adjusted +/- based on the change in FTE. However, the employee pay will typically change between their Spring and Summer jobs. If this is the case with your employee, you must process an Ad-Hoc Salary Adjustment after the MSS Promotion is completed and approved to ensure that the employee’s pay will be correct.

Tip: Please refer to handout MSS Promotion Changes to Job document for further examples of how promotions may effect compensation.
Once the employee is selected, they will appear on MSS Promotion page 3 as any other employee.

Select Graduate Lateral S/W Hire from the Reason for Promotion drop down. Click the Lookup under New Info to select the position you are promoting into.
Once the new summer position is selected from the position lookup, the **Comp Freq** drop down will be available for selection.

- Click on the appropriate **Compensation Frequency**
- Enter **Comments**
- Click **Submit**
Examples:

The employee is working both summer sessions and starting early on 05/19/2008, their Comp Freq would be ASU06. The expected end date on the Employee’s Job will be set to 08/10/08.

The employee is working Summer Session 1 and 2 and starting on 06/02/2008 and their Comp Freq would be ASU05. The expected end date on the Employee’s Job will be set to 08/10/08.

The employee is starting early on 05/19/2008 and working Summer Session 1, their Comp Freq would be ASU03. The expected end date on the Employee’s Job will be set to 06/29/08.

The employee is only working Summer Session 2, their start date would be 06/30/2008 and their Comp Freq would be ASU03. The expected end date on the Employee’s Job will be set to 08/10/08.

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*Comp frequency based on the Summer Contract going through the end of both Summer Sessions (through 8/10).
The MSS promotion approval process has not been changed.

Note: Any MSS transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to Deny the transaction and the Submitter will need to re-submit the transaction. Payroll begins the Thursday before the pay end date.

Once the promotion is approved, the Job row will be updated with the Action Promotion and the Reason Lateral S/W Grd Hire. The Expected End date and End Job Automatically checkbox will be set based on the Comp Freq entered. In this example, the Effective Date of the promotion was 06/02/08 and the Comp Freq ASU05; the Expected End Date was set to 08/10/2008. This is the Pay Period End Date after 5 pay periods.
The Annual Comp Rate of $8,678.00 is divided by the 5 (Comp Freq ASU05) to arrive at the per pay period amount of $1,735.60.
Step 4 – Submit Ad Hoc Request

After the MSS Promotion Transaction has added the Job row, it is necessary to process an MSS Ad-Hoc Salary Adjustment transaction if the Employee Comp Rate has changed. In most cases, this amount will change.

Navigate to Manager Self Service > Compensation > Request Ad Hoc Salary Change

Select the same effective date for the Ad-Hoc Salary Adjustment that you did for the MSS Promotion.

The employee will appear on the list under their old position number because this is a list of employees and positions as of the system date and NOT the effective date. You will need a report or list of employee to work from to process the transactions. You may process more than one Ad-Hoc Salary Adjustment at one time by checking the box under the Select column.
Select the Action Reason **Lateral S/W Grd Hire**. Enter the new salary, comments, and Submit. Once the **MSS Promotion** is processed, you will see the new **FTE, Standard Hours, Comp Rate, and Compensation Frequency** for the new Summer Position. The Submitter of the **MSS Ad-Hoc Salary** Adjustment is the Employee’s **Reports-To** manager on Job Data. The first page of the MSS Ad-Hoc Salary Adjustment requires selection of the effective date of the Salary Adjustment. This date must be a Pay Period Begin Date. This is the date the employee pay begins.

The **Pay Period Begin Date** for the first pay period in the Summer is either 5/19/2008 or 06/02/2008. You can select one or many employee by clicking in the Select Box. Tip: You can sort all of the Graduates together by clicking on the Job Title or the Paygroup column heading.

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Ad Hoc Salary Change

**Select Employees**

Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue.

**Transaction Effective Date:** 05/02/2008

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<table>
<thead>
<tr>
<th>Direct Reports For Theresa Shin</th>
<th>EmplID</th>
<th>Empl Rd Nbr</th>
<th>Job Title</th>
<th>Position Number</th>
<th>Pay Group</th>
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</table>
1. Select the Action Reason **Graduate Lateral S/W Hire** from the drop down.
2. Enter the **Change Percent** or **Change Amount** to adjust the Employee’s salary. For Graduates, the change percent is not limited to +/- 50%.
3. Select the New **Comp Freq** from the drop down list. Typically ASU05 or ASU06 for the Summer. *The Comp Freq entered here will override what was entered on the MSS Promotion.*
4. Click the **Calculate New Total** to see the adjusted Salary
5. Enter **Comment**
6. Click **Submit**

Note: The Ad-Hoc Salary Change page has been enhanced to display the employee’s Empl Red Nbr to assist you in selecting the appropriate Job record to adjust.

The Job information displayed in the boxed area on the left side of the page is the Employee’s **maximum job row**. This may be a future dated row as shown in the example below.
Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 06/02/2008

The Action Reason Help link provides additional explanation for the Action Reasons.
### Action Reason help

<table>
<thead>
<tr>
<th>Action Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Load Adjustment</td>
<td>Change in number of courses taught during defined semester.</td>
</tr>
<tr>
<td>Data Correction</td>
<td>To correct prior rate due to error in data entry.</td>
</tr>
<tr>
<td>Graduate Lateral S/W Hire</td>
<td>For Graduates only, salary adjustment and compensation frequency change for the Graduate Summer or Winter job.</td>
</tr>
<tr>
<td>Equity Adjustment</td>
<td>As a result of an internal analysis of similar jobs within the area or across the university to more closely equalize pay.</td>
</tr>
<tr>
<td>Market Adjustment</td>
<td>As a result of an external analysis of prevailing wage rates necessary to maintain the defined competitive relationship.</td>
</tr>
<tr>
<td>Performance Based</td>
<td>Change directly related to demonstrated performance and contribution. Associated with receipt of Performance Evaluation.</td>
</tr>
<tr>
<td>FTE Adjustment</td>
<td>Change due to increase/decrease in total hours worked per week for exempt staff.</td>
</tr>
<tr>
<td>Skill / Competency Based</td>
<td>Change directly related to and to recognize demonstrated increased skills, abilities, knowledge and competency within current job.</td>
</tr>
<tr>
<td>Temporary Interim Assignment</td>
<td>Supplemental compensation for taking on additional duties above and beyond regular job, with a set begin and end date.</td>
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</tbody>
</table>
There are no changes to the Approval step.

Note: the Job information displayed on the Approver’s page is different from what the Submitter sees. The Approver sees the Job Info (in the red box below) that is the current job row (NOT maximum job row). The Submitter sees the maximum job row.

The employee information (Current Amount) in the center of the page (in the blue box below) is the Employee’s Compensation based on the maximum job row.

**Note:** Any MSS transaction *needs to be approved before* the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be
required to **Deny** the transaction and the Submitter will need to re-submit the transaction. Payroll begins the Thursday before the pay end date.

After the transaction is approved, you should review the Employee’s Job Data. The **Expected End Date** and **End Job Automatically** checkbox on the Job Work Location tab will be updated based on the **Effective Date** and **Compensation Frequency** that you entered. The Compensation tab will be updated with the new Compensation rate and compensation frequency entered.