How to Hire Faculty/Acad Prof/Post Docs 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**

If a Faculty, Academic Professional or Post Doctoral Scholar obtains a position to teach, research or perform combined duties during the summer or winter session an additional job record is set up to pay the employee for that job. These positions are considered as short term, additional jobs and do not add to the employee’s benefit eligibility. These positions are separate from the employee’s academic appointment.

There are several situations that will dictate how Summer/Winter Pay is set up in PeopleSoft. Please use the following guide to help you determine how to set up your Faculty, Academic Professional or Post Doctoral Scholar summer or winter session hire in PeopleSoft.

Below is a table that indicates which course of action to take and which application you will need to use:

<table>
<thead>
<tr>
<th>Job Scenario</th>
<th>Online Renewal</th>
<th>eHire (Create New or Additional SUM/WTR Job Record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee currently has an FSW Job w/ Department A &amp; will be working Summer/Winter session with Department A</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Employee currently has an FSW Job w/ Department A, but will be working Summer/Winter session with Department B</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Employee currently has an FSW Job w/ Department A, but Department A needs to add an additional FSW job (i.e. Teaching and Research).</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Employee <strong>does not</strong> currently have an FSW Job (active or on SWB with Department wishing to hire)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Summer/Winter (New Hire)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

The hiring process will begin once your candidate has accepted the job offer.
Preparation:

Security Roles that you will need
Each System (Position Management, eHire 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

How to apply for these roles
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.

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

Access these roles will provide
Here are the roles that you or someone within your department will need in order to start the process.

Position Management Security Roles

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

HCM Dept Financial Mgr: Provides you with the ability to update the funding that is tied to a position number.
**HCM Dept Position Manager:** Provides you with the ability to create or modify a position number.

**Courtesy Affiliate Security Role**

<table>
<thead>
<tr>
<th>Student and Administration (SA) - Campus Community (CC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Add/Update Courtesy Affiliate</td>
</tr>
<tr>
<td>[ ] Add/Update Sevis data</td>
</tr>
<tr>
<td>[ ] Add/Update/Correct Sevis Data</td>
</tr>
<tr>
<td>[ ] CC Bio Demo Data Update</td>
</tr>
<tr>
<td>[ ] CC Bio Demo Data View</td>
</tr>
<tr>
<td>[ ] CC Message Catalog</td>
</tr>
<tr>
<td>[ ] CC Query Manager</td>
</tr>
<tr>
<td>[ ] CC Row Security Setup</td>
</tr>
</tbody>
</table>

**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 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 & review (not approve) 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 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 only have view access to the ASU Renewal Submission pages.

Each area 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.**

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 can include notifying/working 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**

Approval will be required from the department VP or Dean for the following:

For all other Hires/Renewals, please see:

- Employment Action Approvals for Business and Finance VP areas and the Office of the President
- Employment Action Approvals for Academic areas reporting up to the Provost’s Office should refer to the “Guidelines for Hiring, etc.” email sent from the Provost’s Office dated October 6, 2009.

All approvals emails sent from President, Provost or CFO to OHR and will be matched up with hiring the appropriate hiring documents.

*NOTE: Offer letters signed by the appropriate approval level would also act as approval documentation. An approval email would not be necessary in this scenario.*

**Required Documentation**

*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 at 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 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 eFax a copy of the newly certified I-9 documentation to Data Management 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.

How to Set up Summer/Winter Hires Position Data
Summer/Winter Hires for Non-Staff Positions (ie: Faculty, Academic Professionals and Post Docs) will require a new position with a Summer/Winter Jobcode. Summer/Winter jobs are classified as ST Temp. These jobs are considered as Additional Jobs and are non-benefits eligible. Summer/Winter jobs are not part of the employee’s Academic Appointment job record.

You will not need to create a SUM/WTR position number if your employee currently has a SUM/WTR job record in short work break within your department. It is always advised though that you review your employee’s SUM/WTR position number and make any necessary adjustments to that position number (i.e. FTE, funding, Job Code, etc) pertinent to the current hiring session. Position changes cannot be made until your employee has been returned from short work break. Although, if your employee is currently on a group SUM/WTR position number and that employee’s position attributes will be changing it may be necessary to create a new position number for that employee.

The Summer/Winter jobcodes are:
- SUM/WTR Faculty - Teaching (897900)
- SUM/WTR Faculty - Research (897901)
- SUM/WTR Faculty - Other (897902)
- SUM/WTR AP - Teaching (894900)
- SUM/WTR AP - Research (894901)
Creating A Position
To create a position, log into PeopleSoft and navigate to **ASU Customizations > ASU HCM Custom > ASU Position Management**:

**Step 1:** Click on **Create/Modify Positions** and select **Create New Position**.

**Step 2:** Select **Create from Scratch**.

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

**Position Management Information**

*Information Message*

**Topic: New Position Number**

- A new position number will be assigned on save.
- A window like this will be displayed with the new number.
The Position data page will open up for you to select the following: **Empl Class (BOR), Job Code** and **Effective Date**. You must choose the correct Empl Class in order to see the jobcode you are looking to find. The Empl Class drives which jobcodes you will see in the Job Code drop down menu.

**Step 3: Choose your Empl Class (BOR).**

**Step 4: Select the appropriate SUM/WTR Job Code and enter the Effective Date.**

You must select the appropriate SUM/WTR jobcode for a summer hire position.

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

**Make sure that you choose the right employee classification (i.e. Faculty, Academic Professional or Post Doctoral Scholar). If you do not, the Jobcode will not appear in the drop down. The drop down menu only shows Jobcodes associated with the chosen Employee Classification.**
*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 the eHire will fail to process.

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 5:** Select the attributes for the position data. Click **Save and Submit** when you are finished. See the next screen shot.
Select Appointment Type

Standard Hours should be set appropriately. Follow departmental rules to establish standard hours.

Enter Department Code

Enter Reports To Posn number

Select appropriate Full/Part Time status

Make sure to leave Reg/Temp status set at ST Temp
After you **Save and Submit**, you will be given your Position Number. Write this down so that you can reference it in the future. Click the **Return** button.

---

**Position Management Information**

---

**Adding the Position Funding**

**Step 6:** After clicking the submit button you will be brought back to the previous page. You can add the funding information at this point.

*All positions must be funded otherwise they will not be approved.*

Click on **Create Distribution Funding**. See the next screen shot.
**Create/Modify Positions**

**Create New or Modify Existing Position**
- Create New Position
- Modify Existing Position
- Return to Work-In-Progress

**Proposed Position Data**
- **Position Number:** 157289
- **Status:** Submitted
- **Empl Class (BOR):** Faculty
- **Job Code:** Grad/Faculty Teaching
- **Appointment Type:** Faculty Non-Tenure Track AY
- **Effective Date:** 05/17/2010
- **Effective Status:** Active
- **Action Reason:**
- **Position Title:** SUM/WTR Faculty Teaching
- **Position Only Attributes**
  - **Standard Hours:** 20.00
  - **FTE per Head:** 0.50000
  - **Budgeted Position?**
  - **Max Head Count:** 1
  - **Budgeted FTE:** 0.00
  - **Fingerprint required?**
- **EEO Job Group:** 299
- **Workers' Comp Code:** 8868
- **Low Exposure
- **Academic Rank:**

**Position Attributes Affecting Job (No Job Data Overrides)**
- **Company:** ASU
- **Pay Group:** FSW
- **Business Unit:** B0101
- **Department:** B1707
- **Sal Admin Plan:** FOCLT
- **FLSA Status:** Exempted
- **Reports-To Posn:** 117249

**Position Attributes Affecting Job (May Override on Job Data)**
- **Full/Part Time:** Part-Time
- **Reg/Temp:** ST Temp
- **Location Code:** TEMPE

**Funding/Distribution Links**
- **Clear / Reset**
  - **Fiscal Year Distribution**
  - Create Distribution Funding

- **Click on the Create Distribution Funding link below**
Step 7: After clicking on **Create Distribution Funding** it automatically defaults to the **Position Accounting Distribution** screen. Click **Continue**.

Step 8: The system will default the **Fiscal Year** and **Effective Date** to match the effective date on Position. Click **Continue**.

Step 9: The **Position Accounting Distribution** page will open up for you to add **Account** and **Distribution percentage**. The distribution percentage must equal 100% but can be from multiple accounts. To add another account, you will click on the + sign under **Required: Typical Distribution**.

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 Office to determine if 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 OHR for processing and you will receive an email notification once your request has been processed. At that time, you can continue to create an eHire for your Summer or Winter hire.

**Creating an Academic Summer/Winter Job Record Using eHire**

ALL employees in the Faculty, Academic Professional & Post Doctoral employment classes will require a secondary job record containing a SUM/WTR job code in order to pay your employee
over the summer/winter sessions. If your employee does not currently have a second SUM/WTR job record with your department, if you are hiring your employee from a different department or you need to create an additional SUM/WTR job record you will use eHire to create a new SUM/WTR job record.

Below are the scenarios that would determine whether your employee would need a new job record created for his/her Summer/Winter job:

| Scenario 1: | Employee working in Department A during academic year, obtaining a Summer/Winter job with Department A and does not currently have a SUM/WTR job record with Department A. |
| Scenario 2: | Employee working in Department A during academic year, obtaining a Summer/Winter job with Department B and does not currently have a SUM/WTR job record with Department B. |
| Scenario 3: | Employee currently has a SUM/WTR position but will be returning for the upcoming hiring session and transferring to a new department. |
| Scenario 4: | Employee currently has a SUM/WTR position with your department but will be obtaining an additional SUM/WTR job concurrently (i.e. Teaching and Research). |
| Scenario 5: | Employee currently has a SUM/WTR job record that is terminated in the system. |
| Scenario 6: | Employee is a Summer/Winter hire and is a New Hire to ASU. |

*Please note more detailed instructions for the Hiring (eHire) process is located on the HR Business Center.*

**Signing on to eHire**

**Step 1:** Go to myASU and sign in using your ASURITE and Password
Step 2: Under the **My Employment** menu click on the **Manager** tab.

Step 3: Under the **Manager** tab click on the **eHire** link.

**Creating a New eHire**

Step 4: Click on Create New eHire (HPR).
Step 5: Search for your candidate. In order to obtain the most accurate search result search using your candidate’s **Affiliate/Employee ID** number. Enter the Employee (1000 or 1200) ID number in the **Affiliate/Employee ID** field.

If you do not know your candidate’s Affiliate/Employee ID number you may search for your candidate using **First Name**, **Last Name** and **Date of Birth**. **All 3 fields are required** when searching by name. **Campus ID** may also be included for a more accurate search.

Selecting a Record to Process
After the search has been performed your candidate or a list of candidates who meet the search criteria will appear in the list below.

Step 6: Select your candidate for processing by clicking on the candidate.
It is crucial that the candidate you select to process has the same **Affiliate/Employee ID, Full Name & Date of Birth** as your employee in order to avoid processing the wrong candidate. If there are any discrepancies you will want to check your search criteria and verify your employee’s **Affiliate/Employee ID, Full Name & Date of Birth** prior to processing the candidate for hire.

**Completing the Hiring Process**

**Step 7:** For Summer/Winter new hires, use the **ASU Personal Data Form** to complete all of the required fields in the **personal, contact & biographic information** sections if blank. The required fields have a red asterisk next to them.

For Summer/Winter additional job records all **personal, contact & biographic information** sections will have already been completed at the time of new hire.
**Step 8: Select Recruiting Type.** This will be the method in which you recruited for the position.

<table>
<thead>
<tr>
<th>Recruiting Type</th>
<th>Applicable to</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focused</strong></td>
<td>Faculty, Graduates, Academic Professionals and Post Doctoral Scholars</td>
<td>An exception to the advertised competitive recruitment policy. Used to hire individuals who</td>
</tr>
<tr>
<td>Recruitment –</td>
<td></td>
<td>have specific and unique skills, knowledge or education essential to the success of the job,</td>
</tr>
<tr>
<td>Faculty, Grad,</td>
<td></td>
<td>would bring particular distinction to and serve the best interests of the University.</td>
</tr>
<tr>
<td>Acad Prof, Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Focused</strong></td>
<td>Faculty, Graduates, Academic Professionals and Post Doctoral Scholars</td>
<td>A short-term temporary hire to fill an immediate job need in a vacant position. Job duration</td>
</tr>
<tr>
<td>Recruitment –</td>
<td></td>
<td>not to exceed 120 calendar days. If anticipated job need extends beyond 120 days, an</td>
</tr>
<tr>
<td>Temporary</td>
<td></td>
<td>advertised competitive recruitment should be conducted during this time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer/Winter</strong></td>
<td>Faculty, Academic Professionals and Post Doctoral Scholars</td>
<td>A short-term temporary additional job to hire a faculty, academic professional or post doctoral</td>
</tr>
<tr>
<td>– (Additional</td>
<td></td>
<td>scholar for one or more of the summer or winter session(s).</td>
</tr>
<tr>
<td>Jobs Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Competitive</strong></td>
<td>Faculty, Graduates &amp; Academic Professionals</td>
<td>An advertised competitive recruitment with a specific application deadline to fill a vacant</td>
</tr>
<tr>
<td>Hire</td>
<td></td>
<td>Faculty, Academic Professional or Graduate position.</td>
</tr>
</tbody>
</table>

*For Summer/Winter Hires the **Job Opening ID** and **Applicant ID** numbers are not required.*
Step 9: You must click on the magnifying glass to access the position lookup table. **(If you type directly into the text box, you will get no returned results)**

Step 10: In the position lookup table you may search by either **Department Code** or **Position number**. Click on the appropriate SUM/WTR position number for processing.

*If you cannot locate an appropriate SUM/WTR position number for your employee you will need to create a new position number or modify a current SUM/WTR position number. To do this **Save HPR and Continue Later** then go to Position Management in PeopleSoft to create or modify a position number. Once the position number has been approved in position management you can return to your eHire application and continue processing your summer or winter hire.*
Step 11: Complete the Job and Compensation Information section:

**Sample Winter Hire:**

<table>
<thead>
<tr>
<th>Job and Compensation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Hire</td>
</tr>
<tr>
<td><strong>Action Reason:</strong> Additional Job</td>
</tr>
<tr>
<td><strong>Start Date:</strong> 12/28/2009</td>
</tr>
<tr>
<td><strong>End Date:</strong> 1/24/2010</td>
</tr>
<tr>
<td><strong>Pay Frequency:</strong> ASU02</td>
</tr>
<tr>
<td><strong>Annual Compensation:</strong> 3750.00</td>
</tr>
<tr>
<td><strong>Per Pay Period:</strong> 1875.00</td>
</tr>
</tbody>
</table>

*Action - Hire
Action Reason – Additional Job
Start Date – 12/28/2009 or 1/11/2010
Pay Frequency – ASU01-ASU02
End Date – This will auto-populate based on the Start Date and Frequency selected.
*If the End Date appears to be incorrect review the Start Date and Pay Frequency fields and adjust as appropriate.

Annual Compensation – Winter Session Salary
Per Pay Period Amount – This will calculate based on the Pay Frequency and Annual Compensation entered.
*If the Per Pay Period Amount appears to be incorrect review the Pay Frequency and Annual Compensation fields and adjust as appropriate.

**Sample Summer Hire:**

<table>
<thead>
<tr>
<th>Job and Compensation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Hire</td>
</tr>
<tr>
<td><strong>Action Reason:</strong> Additional Job</td>
</tr>
<tr>
<td><strong>Start Date:</strong> 05/17/2010</td>
</tr>
<tr>
<td><strong>End Date:</strong> 8/8/2010</td>
</tr>
<tr>
<td><strong>Pay Frequency:</strong> ASU06</td>
</tr>
<tr>
<td><strong>Annual Compensation:</strong> 6240.00</td>
</tr>
<tr>
<td><strong>Per Pay Period:</strong> 1040.00</td>
</tr>
</tbody>
</table>

Action - Hire
Action Reason – Additional Job
Start Date – 05/17/2010, etc
Pay Frequency – ASU01-ASU06
End Date – This will auto-populate based on the Start Date and Frequency selected.
*If the End Date appears to be incorrect review the Start Date and Pay Frequency fields and adjust as appropriate.

Annual Compensation – Summer Session Salary
Per Pay Period Amount – This will calculate based on the Pay Frequency and Annual Compensation entered.
If the **Per Pay Period Amount** appears to be incorrect review the **Pay Frequency** and **Annual Compensation** fields and adjust as appropriate.

**Please visit the Academic Pay Schedule for current & future summer session start dates.**

**Saving an eHire**

**Step 12:** Enter **HPR Contact Information** and click **Save and Submit HPR.**

Summer/Winter Academic Online Renewal Process

If your employee currently has a secondary SUM/WTR job record with your department you will use the Online Renewal Process to renew the SUM/WTR job record for the current hiring 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 – FSW

If your Faculty, Academic Professional or Post Doctoral Scholar does not currently have a SUM/WTR job record with your department or if you need to create an additional SUM/WTR job record for your employee than you will use the eHire process to create the job record.

Below are the scenarios in which you would use the Online Renewal Process to update your employee’s current SUM/WTR job record for the current Summer or Winter hiring session:

**Scenario 7:** Employee has a SUM/WTR job record with your department and will be renewed for the entire summer session.

**Scenario 8:** Employee has a SUM/WTR job record with your department and will be renewed for first and second summer session (non-concurrent appointment).

**Scenario 9:** Employee will be renewed off and on throughout the summer session (i.e. as funding is obtained and approved).

*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.

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

Navigating to the Renewal Submission Page
ASU Customizations> ASU HCM Custom> ASU HR> ASU HR Renewal > ASU Renewal Submission

Submitting an Online Renewal
Step 1: In the search menu enter at least the first letter of your department code in the Department field and select the current hiring term (Winter or Summer) from the drop down menu. This will locate all of the renewal pages for the departments you have access to and the term you have selected.

**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 term 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.

ASU Renewal Submission

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Department: begins with B1707
Pay Group: begins with
Year: begins with
Term: begins with
Description: begins with
Short Description: begins with

Search

Select the FSW pay group and either Summer 1 or Winter term.

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 summer session, for the entire second summer session or for a period of time within the summer session.

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

Step 2: If you searched by just the department code multiple pages may appear, select the term and/or pay group that you wish to renew.
*Notice there may be more than one hiring session available for renewal during the current renewal period. Be sure to review the available pages carefully and select the page with the appropriate Term and Pay Group to process.

**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 modify as needed. Once your renewal data has been updated click the **Submit** button.

*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.*
Navigating to the Renewal Approval Page
ASU Customizations> ASU HCM Custom> ASU HR> ASU HR Renewal > ASU Renewal Approval

Approving an Online Renewal
Once a renewal has been submitted it will appear on the Renewal Approval page for your department. In order for a renewal to be processed it must first be approved.

Step 1: In the search menu enter at least the first letter of your department code in the Department field and select the current hiring term (Winter or Summer1) from the drop down menu. This will locate all of the renewal approval pages you have waiting your approval.

*Note 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 be unable to approve it.

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.
*Notice there may be more than one hiring session available for approval during the current renewal period. Be sure to review the pages available for your approval carefully.

**Step 2:** 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 to the submitter. 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.

All SUM/WTR renewals require OHR approval before the employee will be processed into the system. OHR will review the renewal data to determine if approval documentation is required and/or has been received. The renewal will either be approved and processed into the system or returned to the submitter for additional action to be taken.

**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 Transaction**

If you have submitted an eHire or Online Renewal for a backdated start date (i.e. pay period that has 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.

“Guidelines for Hiring etc.” email from the Provost’s Office:

**From:** Elizabeth Capaldi  
**Sent:** Tuesday, October 06, 2009 5:59 PM  
**Subject:** guidelines for hiring etc

As you know, our financial circumstances have been difficult in light of the State of Arizona’s budget. As such, we implemented a hiring freeze to ensure the most appropriate use of our limited financial resources. What follows is a list of hiring with which you may now proceed without going through my office. However, I urge you to be mindful of our financial situation and not to exhaust your resources such that you cannot absorb a reduction should one be necessary.

**Changes in Hiring Procedures**

1. Faculty – once the hiring plan is approved you can proceed with all of the searches identified in that plan. Individual offer letters still need to be co-signed by my office for all tenured, tenure track and multi-year appointments. Remember, that faculty seeking tenure when coming to ASU must go through an expedited tenure review and no offer or commitment of tenure can be made until a final decision on that tenure has been communicated from my office to the dean.

2. All Faculty Associates do not require approval and faculty appointments on one year or less (e.g., instructors, lecturers, clinical faculty, research faculty, etc.) do not require our review and approval unless it is a new position.

3. All grant funded faculty, post doctoral fellows and associated staff do not require our approval.

4. Staff – vacancy replacements may proceed but if you are changing the classification or creating a different position, then this will need my office’s review and approval following any necessary review and approval by Human Resources. Any proposed new positions will require our review and approval and should first be reviewed by Human Resources before submitting to our office.

5. Staff reclassifications and promotions – if within your budget and approved by Human Resources may proceed without our review and approval.

**Salary Adjustments**

Salary Adjustments for retention purposes require the approval of the Provost’s Office irrespective of the source of funding. All such letters extending retention salary adjustments must be reviewed and filed with my office. At this time, I want to reiterate that we are not authorizing merit increases or any other salary adjustments except those associated with promotions in rank.

**Supplemental Pay**

Supplemental Pay requests for faculty members who are on nine month contracts are eligible for supplemental pay under ASU policy for taking on certain assignments (see ACD 510-02, [http://www.asu.edu/aad/manuals/acd/acd510-02.html](http://www.asu.edu/aad/manuals/acd/acd510-02.html)). We will no longer require a review of these payments except if they exceed the limits in the policy manual or if individuals on 12 month fiscal year appointments are being recommended for supplemental pay. With respect to the latter, these are approved only in exceptional circumstances as the underlying principle is that people paid for 12 months are adequately compensated for their work assignment. So, if requesting this, please do so with this in mind. Finally, please note the policy states that those deans who have extensive degree programs offered at locations other than an ASU campus and who plan to provide supplemental pay to the faculty involved in such an initiative may be asked to submit an annual plan to the Office of the Executive Vice President and University Provost for approval. Such a plan should be submitted so we see the entire commitment for the semester or academic year.

I hope these changes streamlines our work. If you have any questions, please contact Mark Searle.