

Summer Hire FAQ

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DATA MANAGEMENT CONTACT INFO

Process and Data-related questions

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New Hire Paperwork questions

(Did you receive my documents?

Why can't I find my new employee in the system?)

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eFax number for New Hire paperwork

480.993.0005

IMPORTANT NOTE: Please be sure to send all hard copies of New Hire paperwork to OHR through your normal process.

Pay Period Begin/End Dates for Summer Sessions

Summer Session 1 begins (6.2): 2 pay periods (ASU02)

Summer Session 2 begins (7.1): 3 pay periods (ASU03)

Both Summer Sessions (6.2-8.10): 5 pay periods (ASU05)

If pay starts on 5.19 and the job is for the whole summer (ASU06)

Summer Sessions	Last Date to Submit Transaction for Pay Period Begin Date*	Pay Period Begin Date (Effective Date of Transaction)	Pay Period End Date	Comp Frequency **
	04.14.08	04.07.08	04.20.08	
	04.28.08	04.21.08	05.04.08	
Spring Ends	05.12.08	05.05.08	05.18.08	
Summer Pay Begins	05.26.08	05.19.08	06.01.08	ASU06
Summer Session 1 Begins	06.09.08	06.02.08	06.15.08	ASU05
1	06.23.08	06.16.08	06.29.08	ASU04
Summer Session 2 Begins	07.07.08	06.30.08	07.13.08	ASU03
2	07.21.08	07.14.08	07.27.08	ASU02
2	08.04.08	07.28.08	08.10.08	ASU01
First Day of Fall Contracts	08.18.08	08.11.08	08.24.08	
Fall Starts	09.01.08	08.25.08	09.07.08	

Comp frequency based on the Summer Contract going through the end of both Summer Sessions (through 8.10). The comp frequency number is the **number of pay periods that you want to have the person paid through (i.e.: ASU06 = 6 pay periods).

Fall End Dates for 2009 Academic Year

The Academic year is determined by the Provost office. Please contact the Provost Office for the Fall semester end dates. The dates may vary by college, depending on what your school's internal process is. The payroll end date for Fall will be the pay period end date in which the Fall semester end date occurs. There will be formal information and training on Fall available later this summer.

Allow Time for Approvals (Position.Adhoc.Promotion)

***Allow 2 Business Days for the Ad-Hoc.MSS Promotion Approval step.**

If you want to submit the Ad-Hoc Salary Adjustment effective 05.19.08, for example, complete your submission by 05.26.08, the Reports-to Approver then has 05.27.08 and 05.28.08 to approve the transaction before Payroll begins processing on 05.29.08. The transaction may be submitted any time before 05.26.08 that is not during a current payroll processing cycle. (See dates above or look at the payroll calendar posted on the HRIS website: hris.asu.edu/biweekly_payroll_calendars.)

Position Data still must be approved by central OHR, so please allow for a 48-hour turnaround.

Position Data Information

IMPORTANT NOTE:

You must wait for OHR to process the Position before you can create the job.

- Make sure the position is effective on or before the date you want to hire the person. If it is after the date of hire, the position will not be effective and Data Management will not be able to process the new hire.
- 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 the position becomes effective.
- Make sure that you choose the right employee classification (i.e.: Faculty, Academic Professional, Graduate). If you do not, the Jobcode will not appear in the drop-down menu. The drop-down menu only shows Jobcodes associated with the chosen Employee Classification.

Short Work Break. Contract End Dates in the Middle of a Pay Period

If expected end date falls in the middle of a pay period, the program will set SWB to start on the first day of the following pay period so the employee will get their full compensation.

NOTE: You can end a contract during the middle of a pay period. If you do this intentionally, please provide a comment in the Offer section of the Faculty Online HPR.

Extending Contracts for Faculty.GRDS

You can use the AdHoc Salary to extend any faculty, AP or GRD job over the summer. Go into Adhoc, select the Pay period start date (effdt), and choose the person with the correct empl record.

EXAMPLE

An employee has been set up to be paid until 6.29.08, but needs to be paid through 8.10.08. Use the AdHoc process to change the compensation amount, effective date (pay period start, 6.30.08), and comp frequency (ASU03).

The comp frequency is then based on the remaining pay periods the employee will be employed. It is important to make this transaction BEFORE the pay period dates in the table on page 1. You cannot retroactively make an Adhoc request.

Grads that are both TA and RA during the Summer

The process you use depends on how you are paying your GRD during the summer. If they are working for the first session as a TA and then will be an RA for the second session (or vice versa), you would change the funding source on the position before the pay period in which the other work begins. If the Grad is working simultaneously on both jobs, you can do an adhoc for one of the jobs and then submit an online HPR (TAM) to set up the other job.

When to use which process

	Position Data	Online HPR (TAM)	MSS Promotion	MSS ADHOC Salary
Change Funding Account	X			
Enter New Hire		X		
Enter Summer Faculty Job		X		
Extend Job Dates				X
Change Compensation for a Person				X
Change End date for a person				X
Change Comp Frequency for a Person				X
Move a person to a new position			X	
Change Position Attributes (STD Hrs, Full, Part-time, Regular Temp, FTE)	X			
Move person from Group position to 1:1			X	
Move GRD from Spring to Summer Job				X
Create new Job Data. Submit HPR		X		

Benefit Deductions for Summer Jobs

Mandatory benefit deductions such as retirement will be taken from the summer jobs. Health, Dental, Vision, etc. that has been pre-collected will not be taken out during the summer jobs. This is one of the key reasons you create a separate job for Summer with the FSW paygroup. The Summer jobcodes for Faculty are short-term temp positions with the FSW paygroup and, as such, are not benefit eligible.

Who can do Manager Self-Service Transactions

The Reports-to person can see all the position numbers (vacant and filled) that report to them that have a status of either Active, Leave, Paid Leave, or Short Work Break. If the employee is in any other status, you will not see that employee on your list of employees.

The Reports-to person is the ONLY person who can do a MSS Promotion transaction because they are the only one who can see the vacant positions that report up through to them. You also can process employees that report to an employee that reports to you. In this case, the approver of these transactions will be the person you report to, not you. The process works in a hierarchical manner, where the Reports-to at the top of the hierarchy may see and process any employee within their reporting structure.

Additional Pays on current Primary Jobs

When the Fall.Spring job is put onto Short Work Break, Additional Pays extending past the end date will not continue to pay out.

MSS Promotion and Position Data

MSS Promotion moves a person from one filled position into a vacant position number. If you fill a position, it will not appear as a choice in the selection menu. If you promote multiple people into a Group Position, you must do them all for that particular position prior to the effective date being reached on any one of the employees. OHR always recommends you use a 1:1 position to job ratio because it is the easiest to control and clean up if there are any errors.

MSS Promotion and AdHoc

You MUST wait for the Reports-To manager to approve the Promotion before submitting an AdHoc to update the compensation associated with the promotion. If you do not, you will be entering the adhoc on the current job row and not on the promoted job instance.

Compensation Changes when a Class does not take

It is best to set up your GRD when you know the information, even if you do not know how many classes that they will be teaching. Set them up before the pay period and you can use the AdHoc salary to change the compensation.

If the person ends up NOT teaching or having a research position but you've already set them up with the new job data, work with Data Management to ensure the person is not working for another department and is terminated completely in PeopleSoft.