



University of Connecticut

Hiring an Employee: Special Payroll Employees

Overview

The Department Processors are responsible for initiating a Smart HR hire for Special Payroll Teaching, Special Payroll Time Reporter and Special Payroll Non-Teaching Stipend payment hires that have been approved in PageUp. Once the template is complete, the hire is submitted for approval and then finalized centrally at the Payroll Department.

An integration has been developed auto-populate Smart HR template fields with data from PageUp.

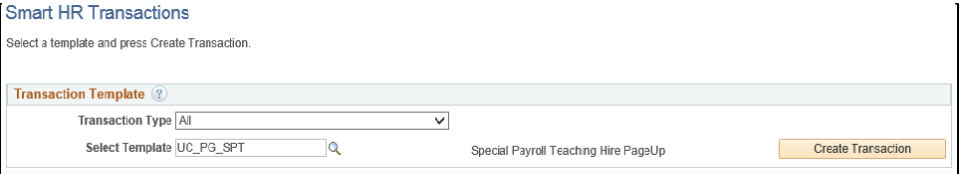
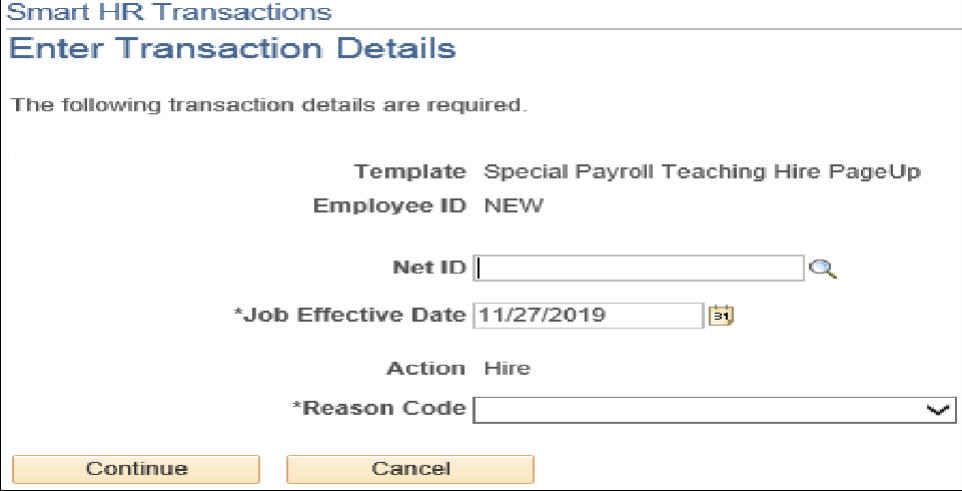
There are three Smart HR hire templates for hiring special payroll employees:

- UC_PG_SPT: Special Payroll Teaching Hire PageUp
- UC_PG_SPNT: Special Payroll Time Reporter Hire PageUp
- UC_PG_SPNTS: Special Payroll Non-Teaching Stipend Hire PageUp

Business Process

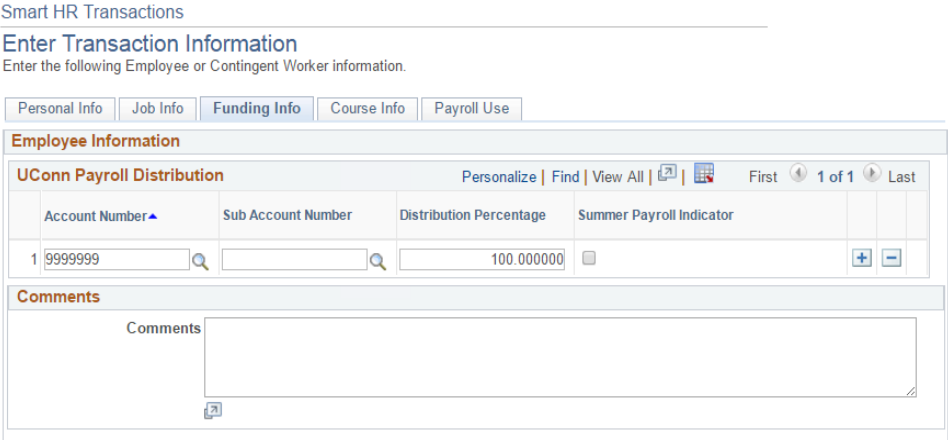
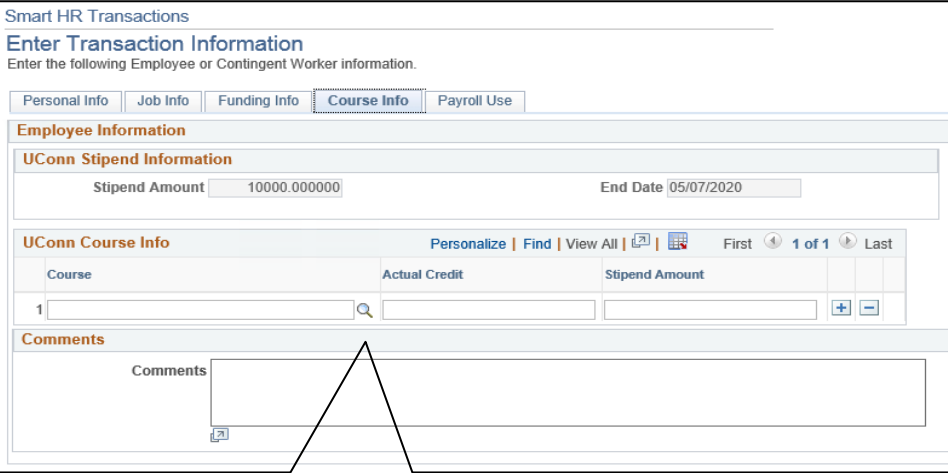


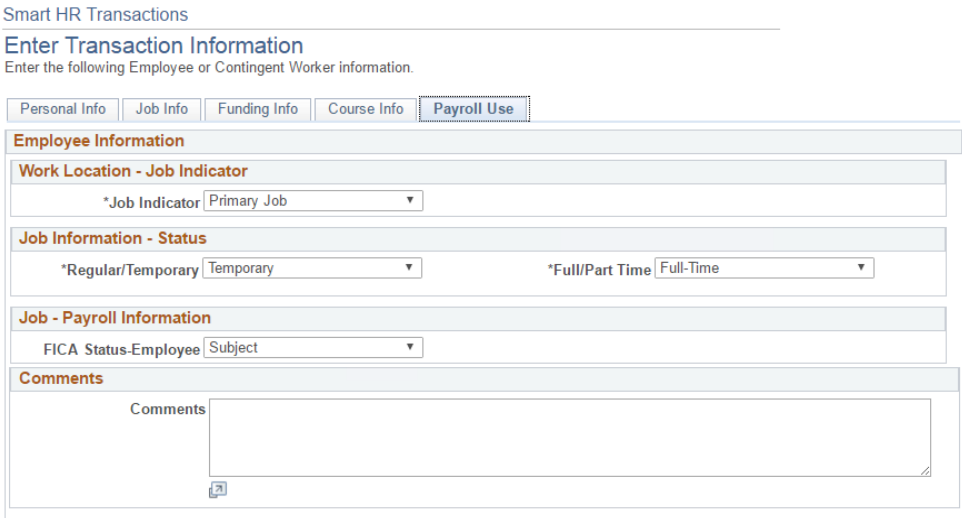
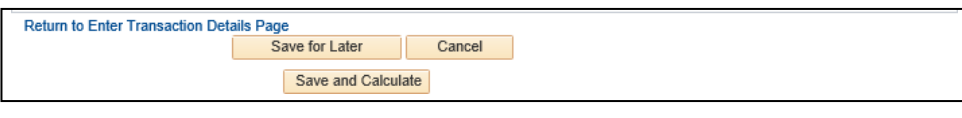
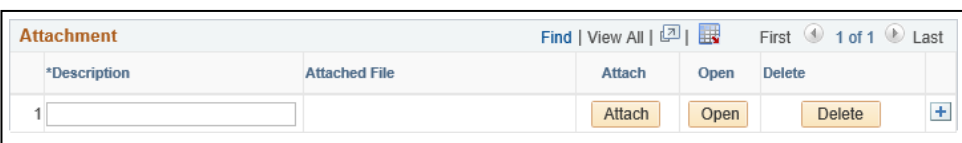

Process Steps: Special Payroll Teaching

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_PG_SPT <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Net ID: Select the correct Net ID and Application ID for this job. • Job Effective Date: Auto-populated from PageUp. • Action: This will default to <i>Hire</i>. • Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>. <p>Click Continue.</p>	

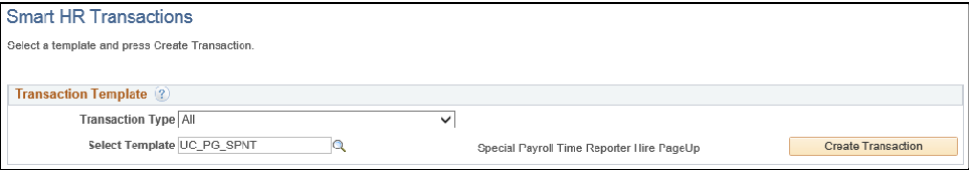
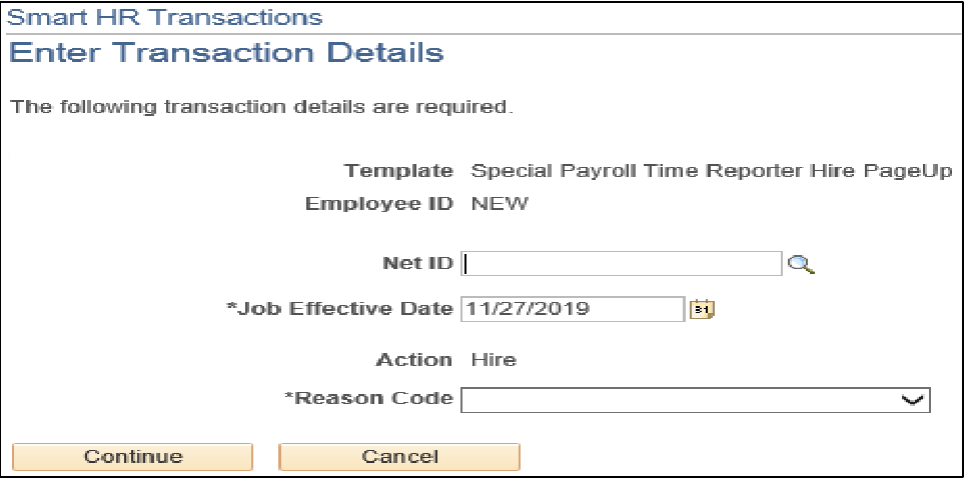
Step	Action	Screenshot												
4	<p>The information on the Personal Info tab will auto-populate from PageUp. Business phone number may be added.</p> <p>When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.</p>	<p>Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information.</p> <p>Personal Info Job Info Funding Info Course Info Payroll Use</p> <p>Employee Information</p> <p>Primary Name - English</p> <p>*First Name: John Middle Name: <input type="text"/> *Last Name: Johnson</p> <p>Birth Information</p> <p>Date of Birth: 02/24/1998</p> <p>Person Gender</p> <p>Gender: Male</p> <p>Person National ID - United States</p> <p>*National ID: 012345678</p> <p>Person Address 01 - United States</p> <p>*Address Type: Home Address Line 1: 9 Walters Avenue Address Line 2: <input type="text"/> City: Tolland State: CT Postal Code: 06269</p> <p>Person Phone Number 01</p> <p>*Phone Type: Business Telephone: <input type="text"/> Phone Extension: <input type="text"/></p> <p>Diversity - United States Personalize Find View All <input type="button"/> <input type="button"/> First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Regulatory Region</th> <th>Ethnic Group</th> <th>Primary Indicator for Multiple</th> </tr> </thead> <tbody> <tr> <td>1. USA</td> <td>WHITE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. USA</td> <td>PACIF</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. USA</td> <td>HISPA</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Comments</p> <p>Comments: <input type="text"/></p>	Regulatory Region	Ethnic Group	Primary Indicator for Multiple	1. USA	WHITE	<input type="checkbox"/>	2. USA	PACIF	<input type="checkbox"/>	3. USA	HISPA	<input type="checkbox"/>
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3. USA	HISPA	<input type="checkbox"/>												

Step	Action	Screenshot
5	<p>On the Job Info tab, information auto-populates from PageUp.</p> <p>Note: Compensation Rate will not populate until the template has been submitted. Calculated compensation will appear at the bottom of the page upon clicking Save and Calculate.</p> <p>When all of the required information is entered, move to the Funding Info tab.</p>	<p>The screenshot shows the 'Enter Transaction Information' form with the following data:</p> <ul style="list-style-type: none"> Work Location - Job Fields: Department: UOC01055, Location Code: UOC0000/5, Description: Human Resources, Description: DEPOT BROWN-HIIMAN RESOU Job Information - Job Code: *Job Code: 5004UP, Description: ADJUNCT FACULTY Job Information - Reporting Information: Supervisor ID: 047863, Name: Brandon Murray Job Information - Employee Classification: Employee Classification: SA - Special Appointment I liq, *Benefit Program Date: None Job Compensation - Pay Components: Compensation Rate: (empty) UConn Dates: Date Code: UOC Funding Date, End Date: 03/31/2020 Other Job Data: RS Job Opening ID: 493407 000000, RS Position Number: 855, Work Dept/Non-Academic: UOC01351 Comments: (empty text area)

Step	Action	Screenshot
6	<p>KFS account 9999999 defaults from PageUp. Department Processors are required to update funding information on the Funding Info tab.</p> <p>Click the plus sign (+) to add more than one funding account. Total Distribution Percentage should be 100.</p> <p>When the funding information is entered, move to the Course Info tab.</p>	
7	<p>On the Course Info tab, enter the required course information.</p> <p>Enter the course(s) the employee is teaching, as well as the credit and stipends receiving. Use the magnifying glass to search for the specific course, if unknown.</p> <p>Note: When using the course lookup, it is recommended to enter the Course or Subject if the Course ID is unknown. If the Department Processor does not know what the course begins with, he/she can search by if it contains specific words in the advanced lookup.</p> <p>Click the plus sign (+) to add additional courses.</p> <p>When the applicable course information is entered, move to the Payroll Use tab.</p>	

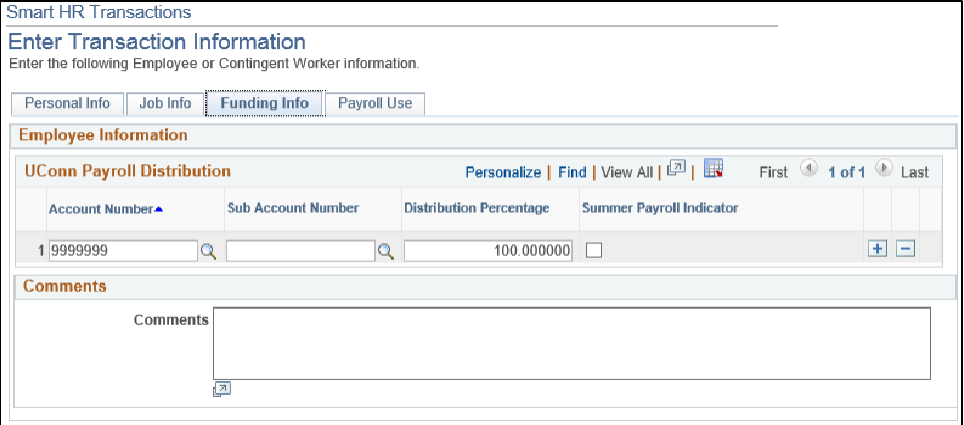
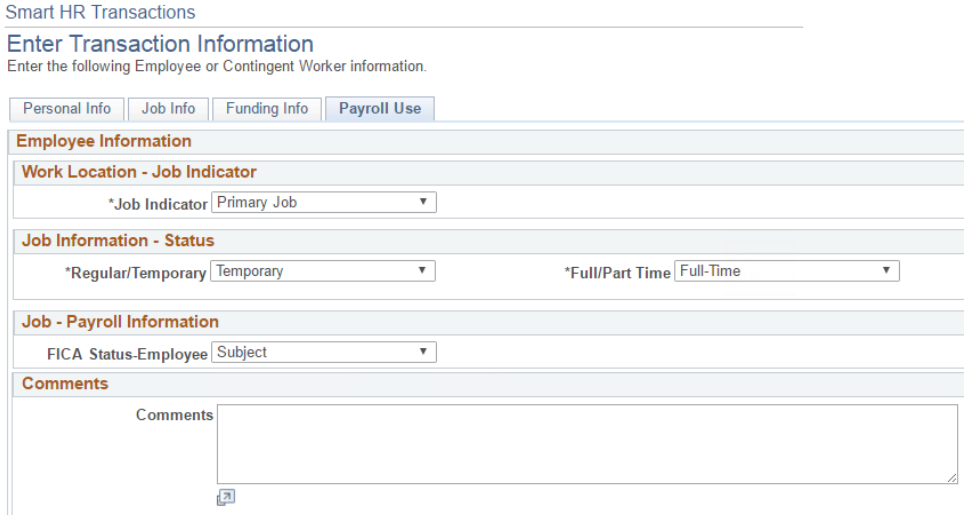

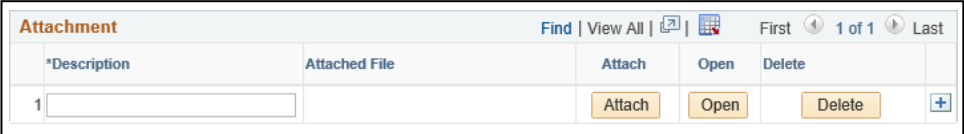
Step	Action	Screenshot										
8	<p>The information on the Payroll Use tab will be completed by the Payroll Department.</p> <p>Department Processors do not need to enter any information on this tab.</p> <p>Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.</p>	 <p>Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information.</p> <p>Personal Info Job Info Funding Info Course Info Payroll Use</p> <p>Employee Information</p> <p>Work Location - Job Indicator *Job Indicator Primary Job</p> <p>Job Information - Status *Regular/Temporary Temporary *Full/Part Time Full-Time</p> <p>Job - Payroll Information FICA Status-Employee Subject</p> <p>Comments Comments</p>										
9	<p>Once all information on the Hire template is complete, click Save and Calculate.</p>	 <p>Return to Enter Transaction Details Page</p> <p>Save for Later Cancel</p> <p>Save and Calculate</p>										
10	<p>At the bottom of the template, an Attachment section will open.</p> <p>Offer letters are no longer required to be attached to hires with integration from PageUp.</p> <p>Click the plus sign (+) to add additional attachments.</p>	 <p>Attachment Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Description</th> <th>Attached File</th> <th>Attach</th> <th>Open</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Attach</td> <td>Open</td> <td>Delete</td> </tr> </tbody> </table> <p>+</p>	*Description	Attached File	Attach	Open	Delete	1		Attach	Open	Delete
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11	<p>When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.</p>	 <p>Return to Enter Transaction Details Page</p> <p>Cancel</p> <p>Save and Calculate Submit</p>										

Process Steps: Special Payroll Time Reporter


Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_PG_SPNT <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Net ID: Select the correct Net ID and Application ID for this job. • Job Effective Date: Auto-populated from PageUp. • Action: This will default to Hire. • Reason Code: Select a reason for the hire action. In this example, select Employ. <p>Click Continue.</p>	

Step	Action	Screenshot												
4	<p>The information on the Personal Info tab will auto-populate from PageUp. Business phone number may be added.</p> <p>When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.</p>	<p>Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information.</p> <p>Personal Info Job Info Funding Info Payroll Use</p> <p>Employee Information</p> <p>Primary Name - English</p> <p>*First Name [Marilyn] Middle Name [] *Last Name [Monroe]</p> <p>Birth Information</p> <p>Date of Birth [06/19/1996]</p> <p>Person Gender</p> <p>*Gender [Male]</p> <p>Person National ID United States</p> <p>*National ID [012345678]</p> <p>Person Address 01 - United States</p> <p>*Address Type [Home] Address Line 1 [2 Road Rd.] Address Line 2 [] City [Storrs] State [CT] Postal Code [06269]</p> <p>Person Phone Number 01</p> <p>*Phone Type [Business] Telephone [] Phone Extension []</p> <p>Diversity - United States Personalize Find View All First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Regulatory Region</th> <th>Ethnic Group</th> <th>Primary Indicator for Multiple</th> </tr> </thead> <tbody> <tr> <td>1 USA</td> <td>ASIAN</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 USA</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 USA</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Comments</p> <p>Comments []</p>	Regulatory Region	Ethnic Group	Primary Indicator for Multiple	1 USA	ASIAN	<input type="checkbox"/>	2 USA		<input type="checkbox"/>	3 USA		<input type="checkbox"/>
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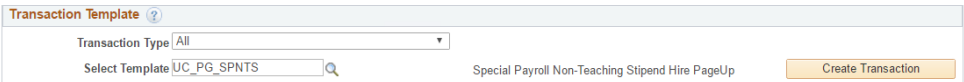
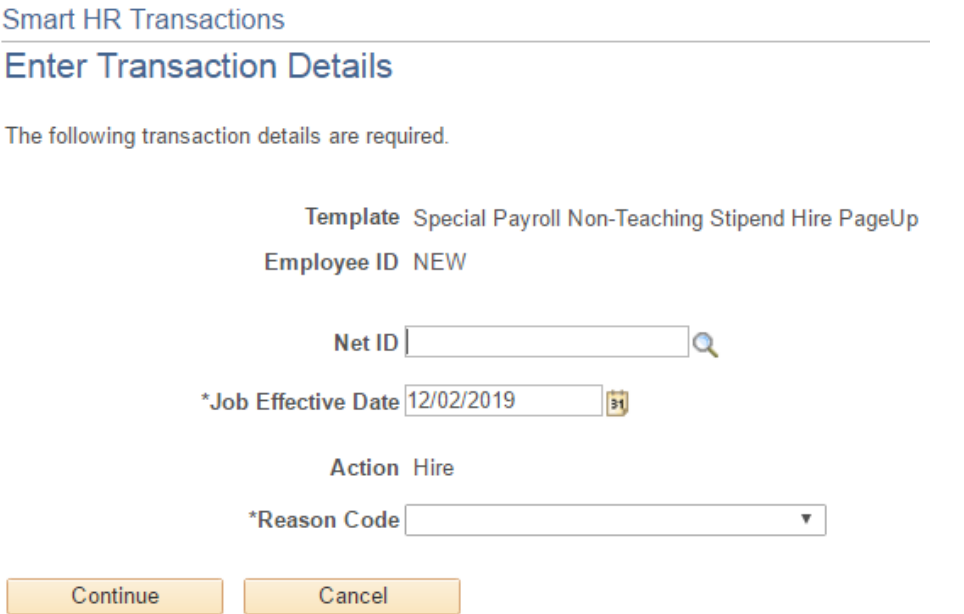
Step	Action	Screenshot
5	<p>On the Job Info tab, information auto-populates from PageUp.</p> <p>When all of the required information is entered, move to the Funding Info tab.</p>	

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6	<p>KFS account 9999999 defaults from PageUp. Department Processors are required to update funding information on the Funding Info tab.</p> <p>Click the plus sign (+) to add more than one funding account. Total Distribution Percentage should be 100.</p> <p>When the funding information is entered, move to the Payroll Use</p>	
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8	<p>Once all information on the Hire template is complete, click Save and Calculate.</p>	
9	<p>At the bottom of the template, an Attachment section will open.</p> <p>Offer letters are no longer required to be attached to hires with integration from PageUp.</p> <p>Click the plus sign (+) to add</p>	

	additional attachments.	
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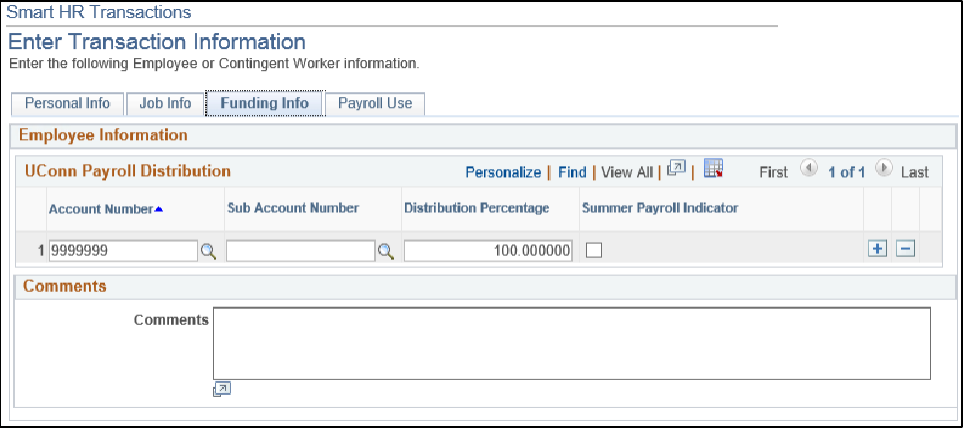
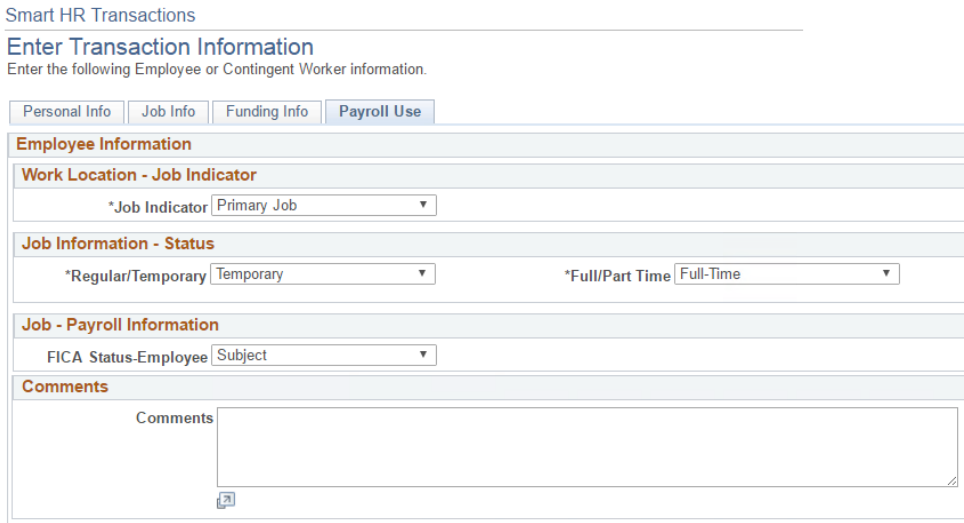
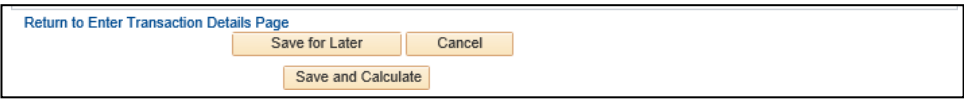

Step	Action	Screenshot
10	When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.	


UConn/Core CT Job Aid: Hiring an Employee: Special Payroll
Version 1.0
Process Steps Special Payroll Non-Teaching Stipend

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	On the Smart HR Transactions page, select the following: <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_PG_SPNTS Click Create Transaction .	
3	On the Enter Transaction Details page, enter the following: <ul style="list-style-type: none"> • Net ID: Select the correct Net ID and Application ID for this job. • Job Effective Date: Auto-populated from PageUp. • Action: This will default to Hire. • Reason Code: Select a reason for the hire action. In this example, select Employ. Click Continue .	

Step	Action	Screenshot												
4	<p>The information on the Personal Info tab will auto-populate from PageUp. Business phone number may be added.</p> <p>When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.</p>	<p>The screenshot displays the 'Personal Info' tab with the following sections and data:</p> <ul style="list-style-type: none"> Employee Information - Primary Name - English: <ul style="list-style-type: none"> *First Name: Jim Middle Name: [Empty] *Last Name: Nasium Birth Information: <ul style="list-style-type: none"> Date of Birth: 05/18/1972 Person Gender: <ul style="list-style-type: none"> Gender: Male Person National ID United States: <ul style="list-style-type: none"> *National ID: 024681012 Person Address 01 - United States: <ul style="list-style-type: none"> *Address Type: Home Address Line 1: 731 Chardonnay Drive Address Line 2: [Empty] City: Willington State: WA Postal Code: 98011 Person Phone Number 01: <ul style="list-style-type: none"> *Phone Type: Business Telephone: [Empty] Phone Extension: [Empty] Diversity - United States: <table border="1"> <thead> <tr> <th>Regulatory Region</th> <th>Ethnic Group</th> <th>Primary Indicator for Multiple</th> </tr> </thead> <tbody> <tr> <td>1 USA</td> <td>HISPA</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 USA</td> <td>AMIND</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 USA</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> Comments: <ul style="list-style-type: none"> Comments: [Empty text area] 	Regulatory Region	Ethnic Group	Primary Indicator for Multiple	1 USA	HISPA	<input type="checkbox"/>	2 USA	AMIND	<input type="checkbox"/>	3 USA		<input type="checkbox"/>
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5	<p>On the Job Info tab, information auto-populates from PageUp.</p> <p>Note: Compensation Rate will not populate until the template has been submitted. Calculated compensation will appear at the bottom of the page upon clicking Save and Calculate.</p> <p>When all of the required information is entered, move to the Funding Info tab.</p>	

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6	<p>KFS account 9999999 defaults from PageUp. Department Processors are required to update funding information on the Funding Info tab.</p> <p>Click the plus sign (+) to add more than one funding account. Total Distribution Percentage should be 100.</p> <p>When the funding information is entered, move to the Payroll Use</p>	
7	<p>The information on the Payroll Info tab will be completed by the Payroll Department.</p> <p>Department Processors do not need to enter any information on this tab.</p> <p>Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.</p>	
8	<p>Once all information on the Hire template is complete, click Save and Calculate.</p>	
9	<p>At the bottom of the template, an Attachment section will open.</p> <p>Offer letters are no longer required to be attached to hires with integration from PageUp.</p> <p>Click the plus sign (+) to add additional attachments.</p>	

Step	Action	Screenshot
10	When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.	 A screenshot of a web form interface. At the top left, there is a blue link that says "Return to Enter Transaction Details Page". Below this link, there are four buttons arranged in two rows. The top row contains a "Cancel" button. The bottom row contains "Save and Calculate" and "Submit" buttons.