



# University of Connecticut

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## Employee Data Changes: Stipend Changes

### Overview

Department Processors are responsible for initiating stipend changes for Special Payroll employees in Core-CT. Once submitted, the Smart HR template is routed to the Department Approver for approval, and then sent to Payroll to finalize in Job.

There are **two** Smart HR templates Department Processors or the HR Department will use to submit a stipend change:

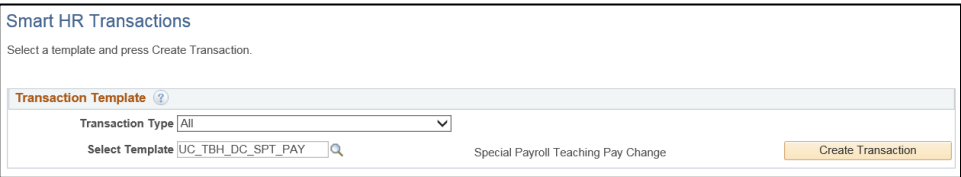
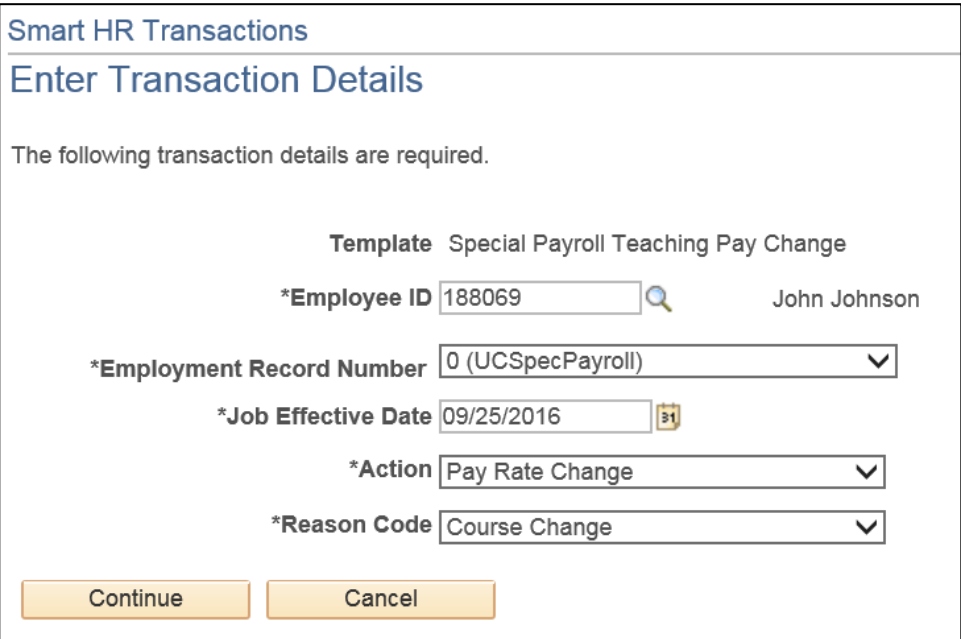
Template ID	Description	Who Uses It
UC_TBH_DC_SPNT_PAY	Special Payroll Non-Teaching Pay Change	Department Processor
UC_TBH_DC_SPT_PAY	Special Payroll Teaching Pay Change	Department Processor

This job aid walks through the steps to complete the following stipend change:



- Special Payroll Teaching Stipend Change

**Process Steps: Special Payroll Teaching Stipend Change**

Scenario: A special payroll teaching employee is going to teach five credit hours instead of the original three that were submitted in the Smart HR hire template. The Department Processor must add the new credit hours and update the employee’s stipend accordingly..

Step	Action	Screenshot
1	Navigation: <b>Main Menu &gt; Core-CT HRMS &gt; Workforce Administration &gt; Smart HR Template &gt; Smart HR Transactions</b>	
2	On the <b>Smart HR Transactions</b> page, select the following: <ul style="list-style-type: none"> <li>• <b>Transaction Type:</b> All</li> <li>• <b>Select Template:</b> UC_TBH_DC_SPT_PAY</li> </ul> Click <b>Create Transaction</b> .	
3	On the <b>Enter Transaction Details</b> page, enter the following: <ul style="list-style-type: none"> <li>• <b>Employee ID:</b> Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee.</li> <li>• <b>Employment Record Number:</b> If the employee has multiple jobs, ensure the correct employee record number is selected.</li> <li>• <b>Job Effective Date:</b> This will auto-populate to the current date. Update if necessary.</li> <li>• <b>Action:</b> This will auto-populate to <i>Data Change</i>. Change to <i>Pay Rate Change</i>.</li> <li>• <b>Reason Code:</b> Select a reason code. In this example, select <i>Course</i>.</li> </ul> Click <b>Continue</b> .	

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<p>4</p> <p>Most of the information on the <b>Enter Transaction Information</b> page will auto-populate.</p> <p>Most of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed-out are ready only and cannot be edited.</p> <p>In this example, the employee is teaching an additional 2.0 credit hours, and his stipend must be updated accordingly.</p> <p>Under the <b>UConn Course Info</b> section, update the following fields on the second row:</p> <ul style="list-style-type: none"> <li>• <b>Course:</b> Use the look up to search for the additional course the employee is teaching.</li> <li>• <b>Actual Credit:</b> Enter the number of credits the course is.</li> <li>• <b>Stipend Amount:</b> Enter the stipend amount the employee will receiving for teaching this course.</li> </ul> <p>Under the <b>UConn Stipend Information</b> section, update the following field:</p> <ul style="list-style-type: none"> <li>• <b>Stipend Amount:</b> Update the stipend amount to reflect the next course/credits.</li> <li>• <b>End Date:</b> Ensure the end date is the end of the teaching semester.</li> </ul> <p>If your department’s business process requires it, enter additional information in the form of comments in the <b>Comments</b> section.</p>		<p>The screenshot shows the 'Enter Transaction Information' form. Key sections include:</p> <ul style="list-style-type: none"> <li><b>Work Location - Job Fields:</b> Department: UOC67000, Location Code: UOC078999</li> <li><b>Job Information - Reporting Information:</b> Supervisor ID: [Searchable]</li> <li><b>Job Labor - Bargaining Unit and Labor Agreement:</b> Bargaining Unit: USPT</li> <li><b>Job Compensation - Pay Components:</b> Comp Rate Code: UCHRLY, Compensation Rate: 1.000000, Currency Code: USD, Compensation Frequency: H</li> <li><b>UConn Payroll Distribution Table:</b> <table border="1"> <thead> <tr> <th>Account Number</th> <th>Sub Account Number</th> <th>Distribution Percentage</th> <th>Summer Payroll Indicator</th> </tr> </thead> <tbody> <tr> <td>1 1011162</td> <td></td> <td>100.000000</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </li> <li><b>UConn Stipend Information:</b> Stipend Amount: 7780.000000, Balance Expenditure Amount: 0, End Date: 12/21/2016</li> <li><b>UConn Course Info Table:</b> <table border="1"> <thead> <tr> <th>Course</th> <th>Actual Credit</th> <th>Stipend Amount</th> </tr> </thead> <tbody> <tr> <td>1 001001-1168-001</td> <td>3.000000</td> <td>4668.000000</td> </tr> <tr> <td>2 001001-1168-002</td> <td>2.000000</td> <td>3112.000000</td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table> </li> <li><b>Comments:</b> [Text Area]</li> </ul>	Account Number	Sub Account Number	Distribution Percentage	Summer Payroll Indicator	1 1011162		100.000000	<input type="checkbox"/>	2			<input type="checkbox"/>	3			<input type="checkbox"/>	Course	Actual Credit	Stipend Amount	1 001001-1168-001	3.000000	4668.000000	2 001001-1168-002	2.000000	3112.000000	3		
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5	When all information is entered and accurate, click <b>Save and Calculate</b> at the bottom of the template.	 <p>Return to Enter Transaction Details Page</p> <p>Save for Later Cancel</p> <p>Save and Calculate</p>										
6	<p>At the bottom of the template, an <b>Attachment</b> section will open.</p> <p>If applicable, search for and attach an attachment to include with the data change.</p> <p>Click the <b>plus sign (+)</b> to add additional attachments.</p>	 <p>Attachment Find   View All   [grid icon]   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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7	When all information on the template is complete, click <b>Submit</b> to route the pay change template to the department's Smart HR Approver for approval.											