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 Non-Teaching and Gratis employees. Once the template is complete, the hire is submitted for approval and then finalized centrally at the Payroll Department.

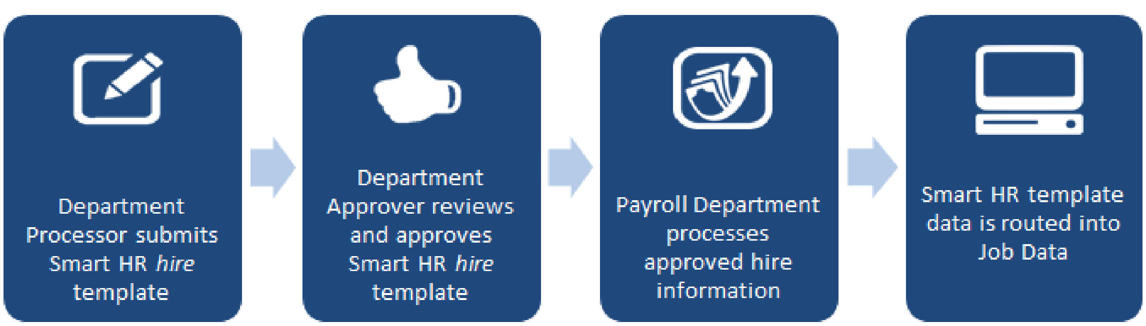
Special Payroll hires do not integrate with SPAR. Department processor will need to collect and data enter all biographical, demographical and employment details. No information for Special Payroll employees will auto-populate on the templates. Therefore, Department Processors must ensure to gather all the required information before processing the Smart HR hire transaction.

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

- UC_TBH_SPT: Special Payroll Teaching hire
- UC_TBH_SPNT: Special Payroll Non-Teaching hire
- UC_TBH_GRAT: Special Payroll Gratis hire*

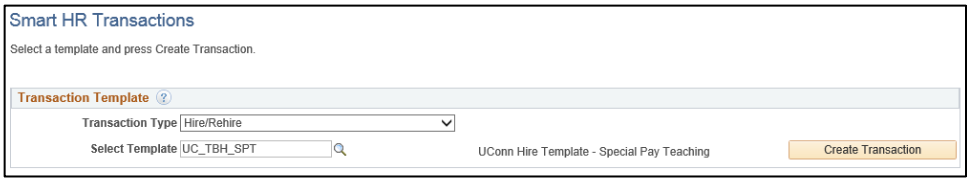
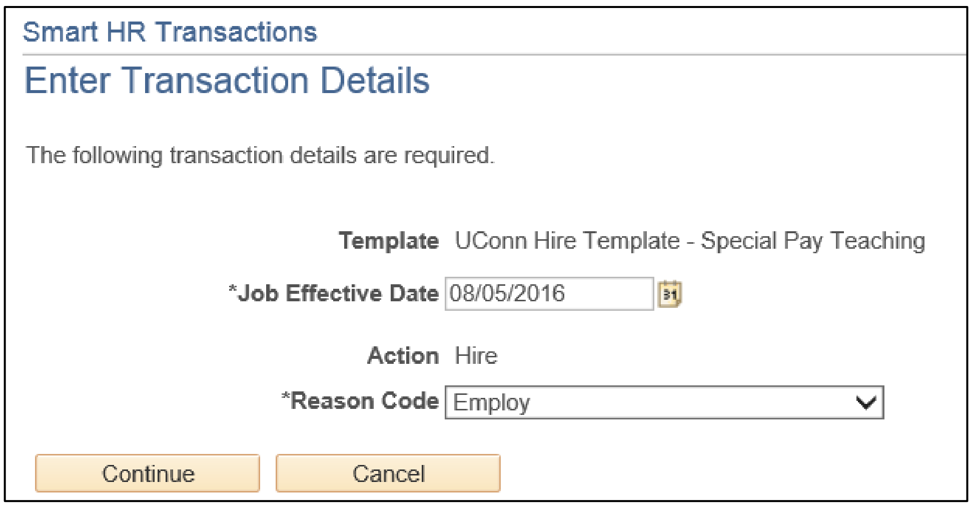
**Gratis hire template is not displayed in this job aid.*

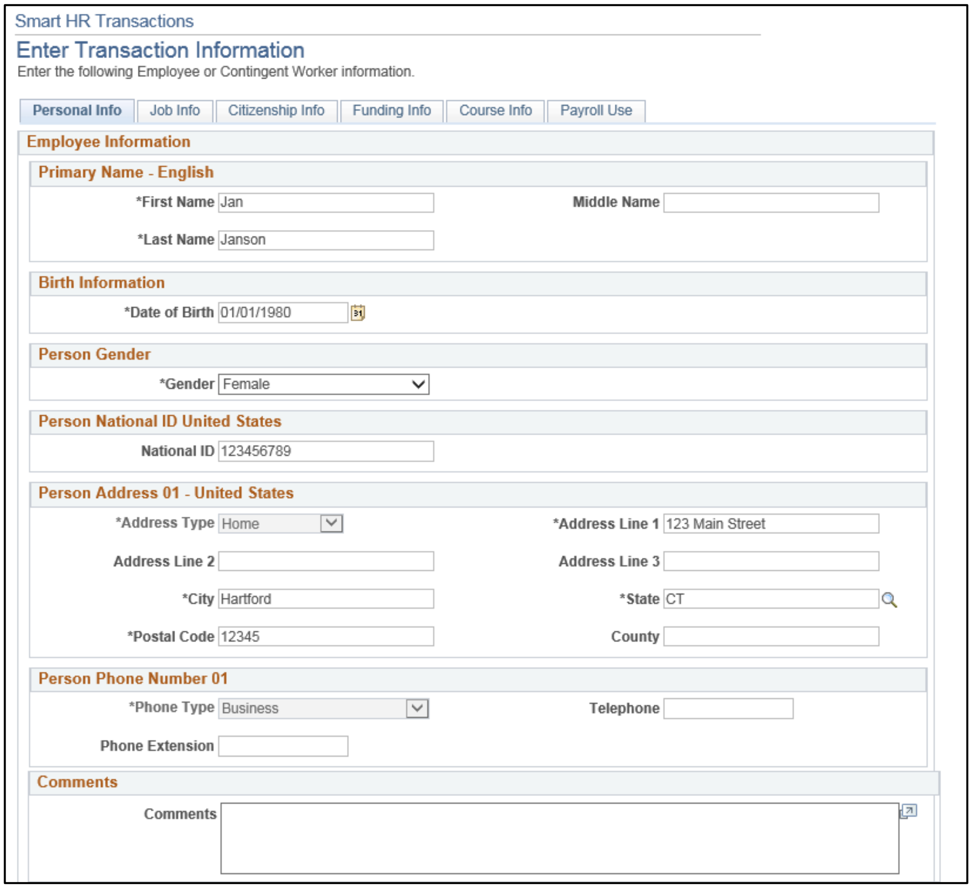
Business Process



Process Steps: Special Payroll Teaching

Scenario: In this example, Jan Janson is being hired to the Dramatic Arts department to be an Instructor.

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: • **Transaction Type**: All • **Select Template**: UC_TBH_SPT Click **Create Transaction.**	
3	On the **Enter Transaction Details** page, enter the following: • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* Click **Continue.** **Note:** There is no field to enter Social Security Number or NetID. Special Payroll templates do not integrate with other systems, so all special payroll hire templates will be blank.	

Step	Action	Screenshot
4	The information on the **Personal Info** tab will be blank. Enter all required information (highlighted in yellow): • **First Name** • **Last Name** • **Date of Birth** • **Gender** • **National ID** • **Address Line 1** • **City** • **State** • **Postal Code** **Note:** You will not be able to move to the next tab until all required information is entered on this tab. **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

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<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>5</td><td>

On the **Job Info** tab, the **Employee Classification** will default due to the template that was selected.

Ensure the remaining required fields are complete:

- **Department**
- **Location Code**
- **Job Code**

When all of the required information is entered, move to the **Citizenship Info** tab.

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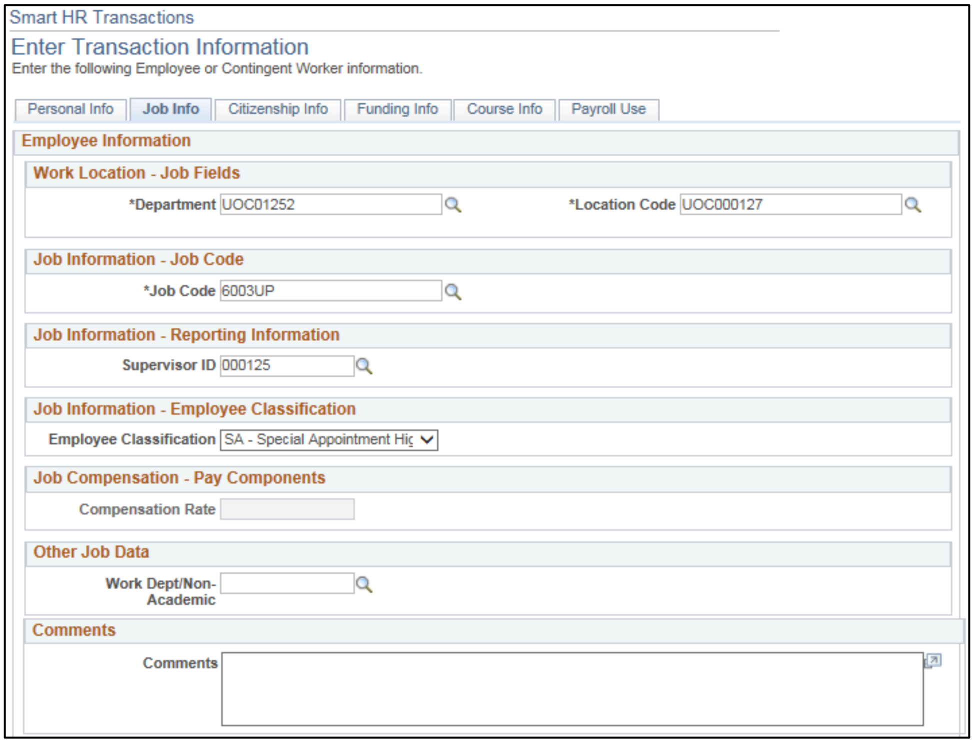

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The information on the **Citizenship Info** tab will be completed by the Payroll Department.

Department Processors do not need to enter any information on this tab.

Move to the **Funding Info** tab.

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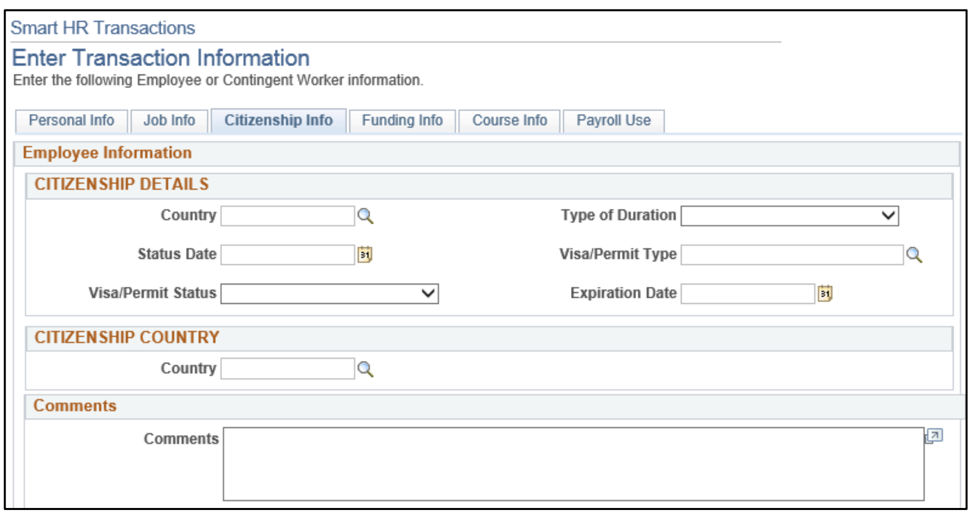

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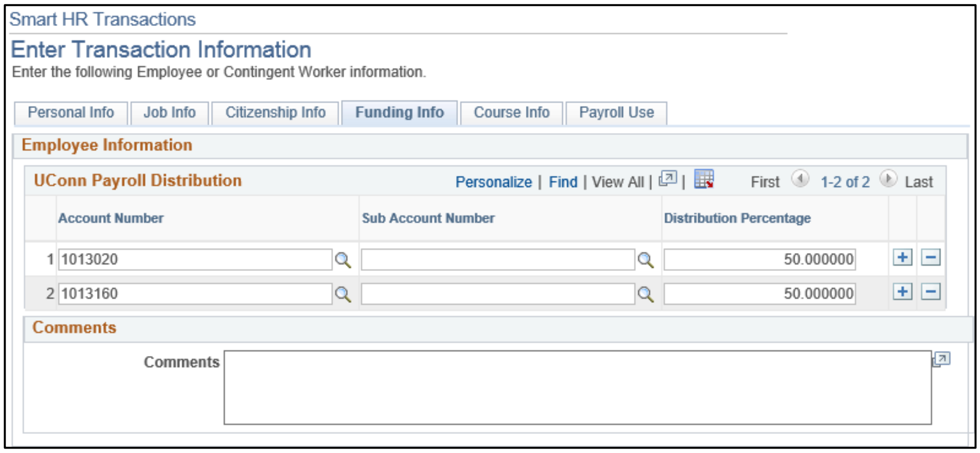
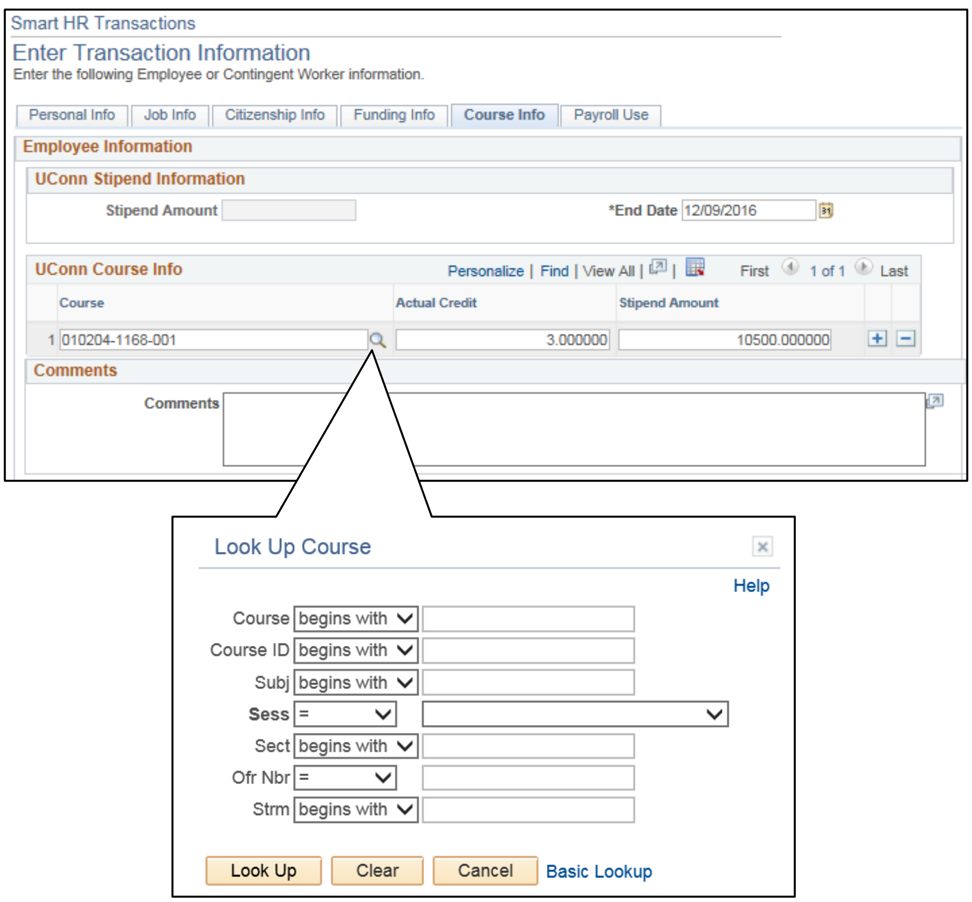
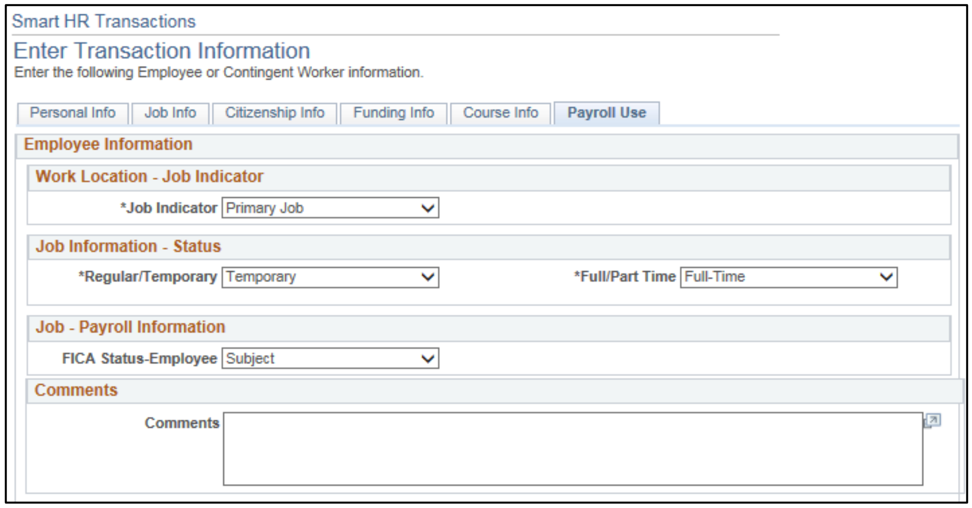
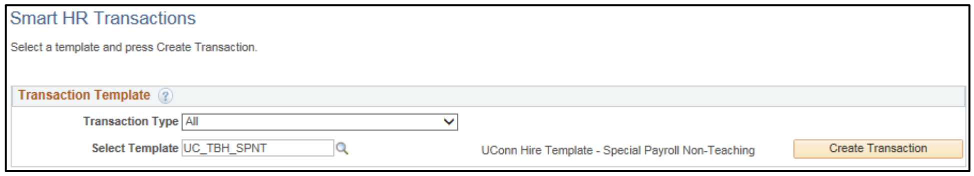
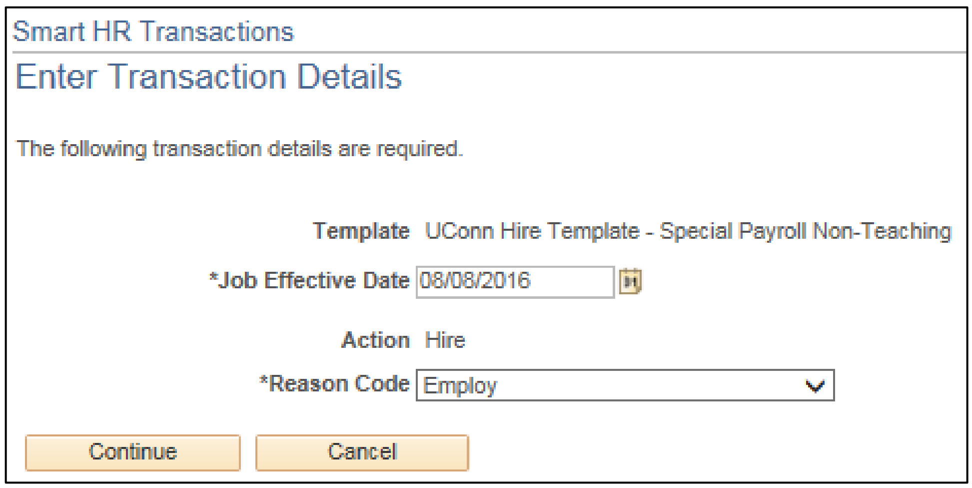
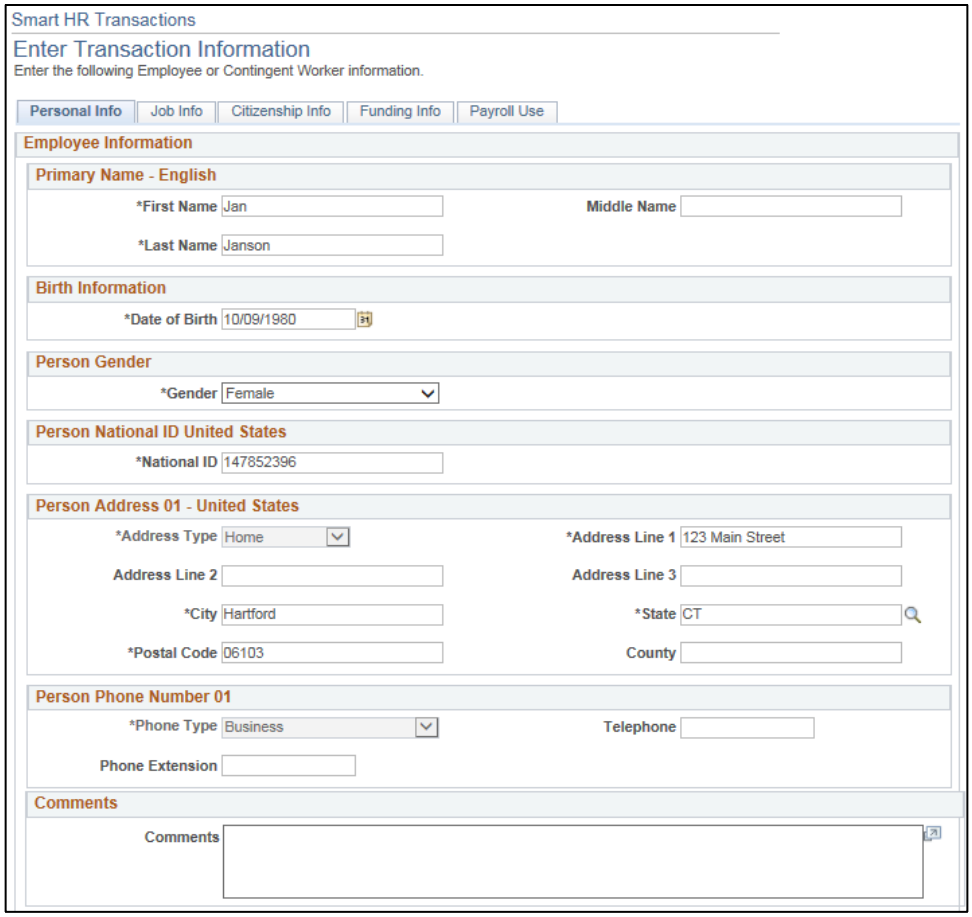
Step	Action	Screenshot
7	Department Processors are required to enter funding information on the **Funding Info** tab. Click the **plus sign (+)** to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the **Course Info** tab.	
8	On the **Course Info** tab, enter the required course information. 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. **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. Click the **plus sign (+)** to add additional courses. When the applicable course information is entered, move to the **Payroll Use** tab.	

Step	Action	Screenshot
8	The information on the **Payroll Use** tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. **Note:** Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	
9	Once all information on the Hire template is complete, click **Save and Calculate.**	
10	At the bottom of the template, an **Attachment** section will open. If applicable, search for and attach an attachment to include with the hire. Click the **plus sign (+)** to add additional attachments.	
11	When all information on the template is complete, click **Submit** to route the Hire template to the Department Approver for approval.	

Process Steps: Special Payroll Non-Teaching

Scenario: In this example, Jan Janson is being hired to the Dramatic Arts department to be a Performance Technician.

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: • **Transaction Type**: All • **Select Template**: UC_TBH_SPNT Click **Create Transaction.**	
3	On the **Enter Transaction Details** page, enter the following: • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* Click **Continue.** **Note:** There is no field to enter Social Security Number or NetID. Special Payroll templates do not integrate with other systems, so all special payroll hire templates will be blank.	

Step	Action	Screenshot
4	The information on the **Personal Info** tab will be blank. Enter all required information: • **First Name** • **Last Name** • **Date of Birth** • **Gender** • **National ID** • **Address Line 1** • **City** • **State** • **Postal Code** **Note:** You will not be able to move to the next tab until all required information is entered on this tab. **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

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On the **Job Info** tab, the **Job Information – Status** section will auto-populate due to the template that was selected. Update, if necessary.

Ensure the remaining fields are complete:

- **Department**
- **Location Code**
- **Job Code**
- **Supervisor ID**
- **Employee Classification**
- **Standard Hours**
- **Compensation Rate**
- **Stipend Amount**
- **End Date**

When all of the required information is entered, move to the **Citizenship Info** tab.

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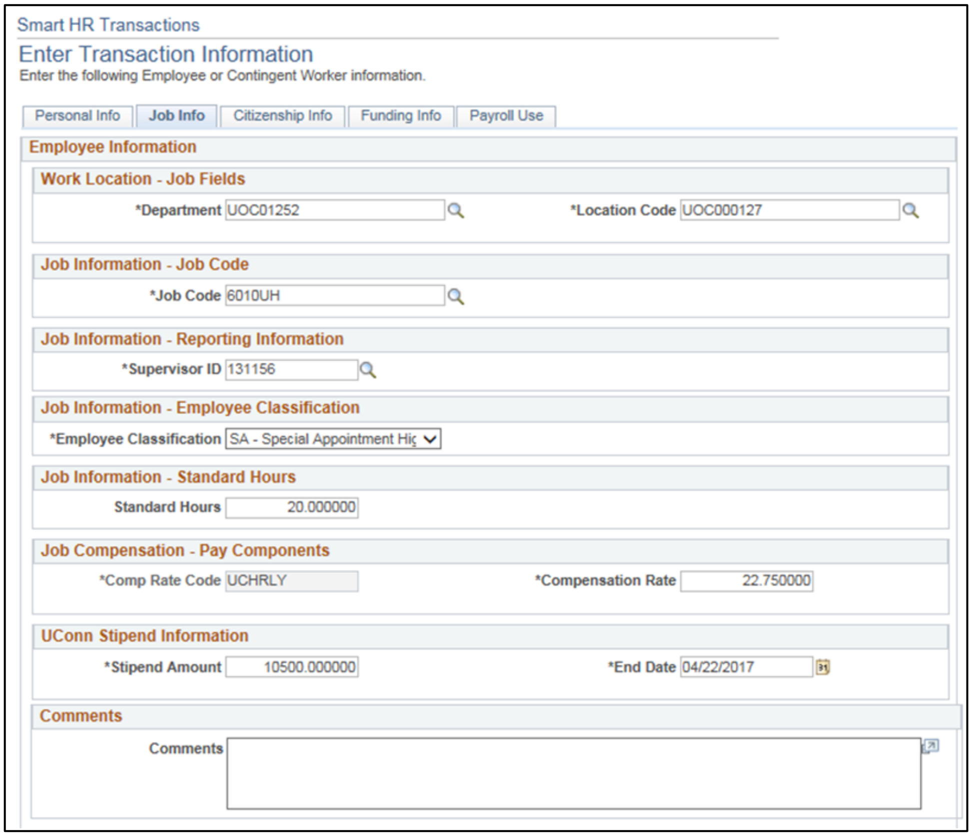

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The information on the **Citizenship Info** tab will be completed by the Payroll Department.

Department Processors do not need to enter any information on this tab.

Move to the **Funding Info** tab.

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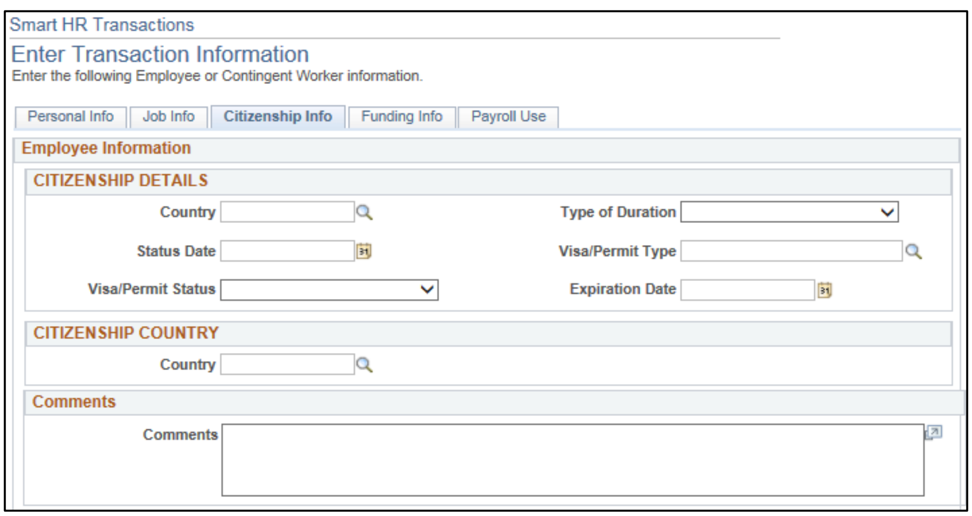

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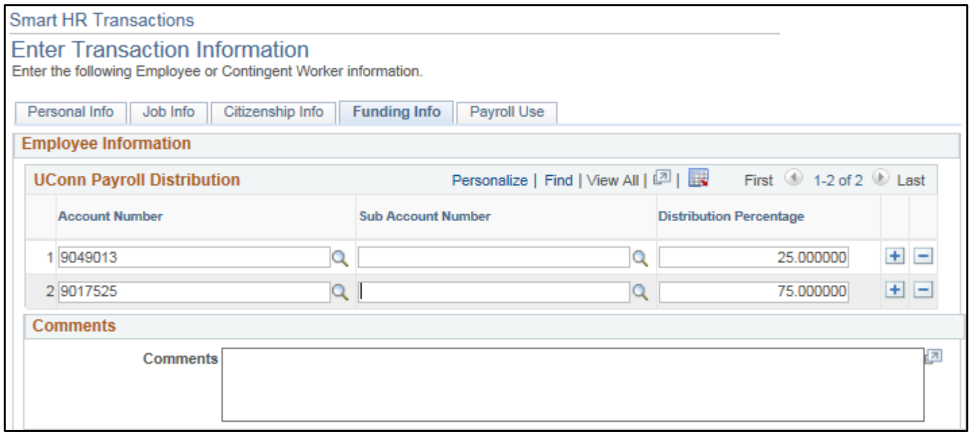
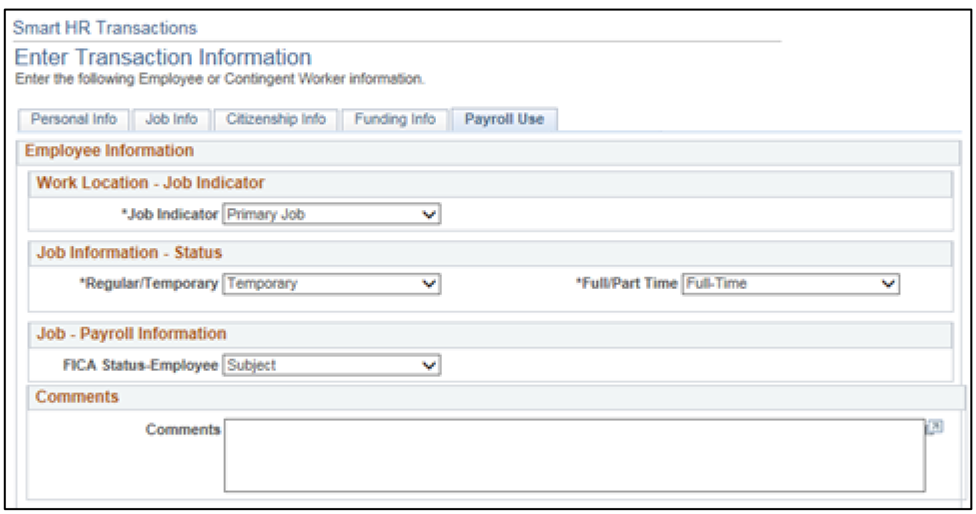
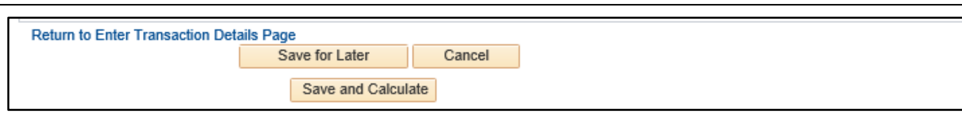
Step	Action	Screenshot
7	Department Processors are required to enter funding information on the **Funding Info** tab. Click the **plus sign (+)** to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the **Payroll Use**	
8	The information on the **Payroll Info** tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. **Note:** Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	
9	Once all information on the Hire template is complete, click **Save and Calculate.**	
10	At the bottom of the template, an **Attachment** section will open. If applicable, search for and attach an attachment to include with the hire. Click the **plus sign (+)** to add additional attachments.	

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