Summer Teaching and Research Appointments
(Includes May Sessions) – 2017

Reference Manual

Office of Human Resources
humanresources.umn.edu
SUMMER TEACHING AND RESEARCH APPOINTMENTS

Reference Manual

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Introduction

This document contains information necessary to enter appointments for May Session and Summer Session/Term that are teaching and research in nature. It also includes additional information for frequently asked questions.

For assistance with May Session and Summer Session/Term appointments (aka summer appointments), call the Contact Center at 612-624-8647 or email ohr@umn.edu.

Resources referenced in this packet can be found at hrms.umn.edu.
Definition

A summer appointment is defined as an appointment that falls within the dates of one or more of the May or Summer Sessions/Terms (dates may vary by campus), is temporary in nature, and is used to pay for teaching and research during the summer months. See Appendix A for 2017 appointment dates. Examples:

- May Session: Three weeks in length; for May session course delivery only.
- Summer Session: Up to ten weeks in length (although the teaching modules may vary in length within the ten weeks) and for summer session course delivery only.
- 13-Week Special Session: Thirteen weeks in length for session course delivery only.
- Summer Term: Thirteen-week term which bridges Spring and Fall terms. Most appointments are administrative or research in nature. Course development can be done during the summer term, but NO course delivery.

Important!

If an appointment does not fall into the definitions of a teaching or research appointment for May or Summer Session/Term, it may not be a summer appointment but a short-term appointment that happens to occur in the summer. Therefore, follow the rules like that of any other short-term, temporary appointment. See the “Part-Time/Short-Term Hourly Summer Appointments” job aid.

*Teaching and Research Appointments include the following job codes: 9XXX. For a complete listing of the 9XXX job codes, titles, and job families, see the Compensation and Classification website under the Office of Human Resources at humanresources.umn.edu/supervising-u/compensation-classification.
Position Management

A position number and position description are required for summer appointments. Positions used for summer of 2016 can be reused for 2017 appointments once they are updated.

- A position number must exist for a summer appointment. It cannot be the same as the main appointment position number.
- If the position number already exists, make appropriate updates (standard hours, reports to) and use it for this year. Otherwise, create a new position number.
- Do not use inactive positions.
- The Reg/Temp field must be coded as “Temporary.”
- Existing summer positions require position descriptions. If the position does not have a description, submit an update to the position record. Updates to position descriptions will require Compensation review. Allow time for Compensation review.
- If appropriate, update the Reports To field. This allows the person with the summer appointment to approve time and absence requests.
- The Standard Hours MUST accurately reflect the hours (quarter-hour increments) being worked at any given time. Hours can be averaged across a single pay period only.
- Summer position numbers must have an FTE of “0.”
- The Adds to FTE checkbox must be UNCHECKED in Position Management.
- Remember to inactivate any summer positions that will no longer be used.

Run the “Position Management Vacant Positions List” report to view existing appointments in your unit. See Appendix B for more information.
Reports To

Review the *Reports To* for the summer position. Appointments on a Short Work Break CANNOT remain a *Reports To* for time and absence approvals because that is not an active status. The options are:

1. For the summer, let the approvals default to the unit time and/or absence administrator (does not require any delegation action).
2. Delegate to an active employee to approve.
3. Change the *Reports To* assignment in Position Management for the summer (could be the same person but under a different position/appointment that is active).

The unit can choose which option to use.

Run the “Employees/Positions who report to vacant position query” within the Reporting Center. See Appendix B for more information.
Standard Hours

Review the standard hours for the position. Standard hours are reported for the Affordable Care Act (ACA) and/or effort certification reporting. It is critical to capture the accurate number of hours.

- Make changes to standard hours in Position Management.
- Standard hours can be averaged within a pay period.
- If standard hours need to be changed for a pay period, the Position Update needs to occur within the same pay period.
- Summer position numbers must have an FTE of “0.”
- The Adds to FTE Actual Count checkbox must be UNCHECKED.
Position Description

All positions in HRMS should have a position description. A position description is a detailed description of the work the position is expected to perform. Follow the suggested protocol as outlined in the “Writing a Position Description” document.

SUMMER RESEARCH POSITION DESCRIPTION EXAMPLE

REQUIRED QUALIFICATIONS:
A doctoral degree in a relevant field; one academic year of experience teaching at the university/college level (teaching assistantship experience is acceptable); excellent written communication skills; experience working with a diverse student body; and an established research agenda/program in a relevant field.

PREFERRED QUALIFICATIONS:
Excellent oral communication skills; one academic year in a faculty or postdoctoral position; experience conducting research in their area of expertise.

DUTIES:
Research: Responsible for carrying out their research program in an accurate and timely manner, while adhering to policies regarding conducting research at the University of Minnesota Duluth and following the sponsors guidelines.
Typically summer teaching and research appointments are given to existing employees who are on 9 over 9 appointments or 10 over 10 appointments. Separate appointments are required outside of their primary jobs. It is not necessary to recruit for these summer appointments if existing employees can be hired.

Recruitment is typically not required. In rare cases where it is, follow the instructions outlined in the “Post & Recruit for Hiring Managers and Recruiters” online course.
The appointment record for a summer appointment will be an Academic Temp/Casual appointment (with the exception of Graduate Assistants and Hourly Appointments) which means it is separate from the primary academic year appointment and has an FTE of 0.

- Many summer appointments were terminated last year. Build on terminated records instead of creating new records (unless it is a different company, e.g., appointment was UMP but is now UMN).
- Only graduate assistants and individuals with sponsored project funding may have multiple summer job records.
- Confirm that fields in the Position Management record feed correctly into the appointment. If not, review the position record and update as needed.
- **Job Data** – *Pay Group* must be “PLH.” If other pay groups are being used, then this is not a summer appointment.
- *Contracts* are NOT needed for summer appointments.
- Rates of pay follow specific guidelines. Consult your local HR representative for additional information.
Action/Reason Codes

This section covers when to use specific Action/Reason codes to begin and end summer appointments.

- Use “Hire/Summer Appointment,” not “Hire/Hire” or “Rehire/Rehire” codes (these can be used for academic year appointments).
- Use “Rehire/Summer Appointment” if the employee held the same summer position previously.
  - Not available for use until 4/24/17.
  - A background check may be triggered, but Talent Acquisition (formerly Job Center) will verify that the check was completed within the last year.
- Use “Transfer/Transfer” if there is no break in service. One day qualifies as a break in service. Examples:
  - Last day worked is Wednesday, termination row entered on Thursday, and starts again on Friday is a break in service.
  - Weekends do not count as a break in service, i.e., appointment ends Friday and new appointment starts on Monday.

At the end of the May session or Summer session/term:

- Use “Termination/End of Appointment.”
  - This may cause the I-9 to terminate if there are no other active appointment records. In addition to the I-9 termination, other access may be removed such as direct deposit, building access, etc.
  - A new I-9 is not needed if it was completed within the last three years; this is a federal law. If the original I-9 has been verified within the last three years, Payroll Services will change the status to “Compliance Verified.”

Job Data Action/Reason Examples:
Note: See the step by step section at the end of this document for detailed instructions.

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year Appt on Short Work Break</td>
<td>New Employment Instance, Hire/Summer Appointment + Additional Pay</td>
</tr>
<tr>
<td>Academic Year Appt on Short Work Break + Existing Summer Appointment that is: Status: Terminated</td>
<td>Rehire/Summer Appointment + Additional Pay Enter summer earnings in Additional Pay</td>
</tr>
<tr>
<td>Status: Active</td>
<td></td>
</tr>
<tr>
<td>Summer appointment is the only appointment that is: Status: Terminated</td>
<td>Rehire/Summer Appointment + Additional Pay Enter summer earnings in Additional Pay</td>
</tr>
<tr>
<td>Status: Active</td>
<td></td>
</tr>
<tr>
<td>No appointments exist</td>
<td>Add a Person, Hire/Summer Appointment + Additional Pay</td>
</tr>
</tbody>
</table>
Expected Job End Date

Dates for summer appointments should follow the academic May/Summer Session/Term dates. See the definition of types of May/Summer Sessions at the beginning of this document. Determine what type of session the appointment falls into and then consult your campus academic calendar to determine start and end dates for the appointment.

• At the beginning of the session/term, the Effective Date in Job Data is the first day of the session/term.
• The Expected Job End Date in Job Data is the anticipated last day worked.
• The Effective Date for the termination row is the day after the last day worked.
• If dates between May or Summer Session/Term overlap, use effective dating and/or sequence numbers in Additional Pay to manage the payments.

See Appendix A for 2017 appointment dates.
Eligible Appointment Types

Review the following appointment types for eligibility for holding a May/summer appointment.

ELIGIBLE APPOINTMENT TYPES

- **9 over 9 Appointment**
- **10 over 10 Appointment**
  - Follow the process to set up a separate summer position number and corresponding academic temp/casual appointment.
  - Use Additional Pay to enter summer earnings for the appointment.
  - Academic appointments in their first year of employment are not eligible for a 9 over 12 appointment.
- **9 over 12 Appointment**
- **10 over 12 Appointment**
  - Summer earnings cannot be paid on an active 9 over 12 or 10 over 12 appointment. The summer appointment should be handled as if the academic year appointment is a regular 9-month (or 10-month) appointment on short work break, with a separate summer appointment.
  - Follow the process to set up a separate summer position number and corresponding academic temp/casual appointment.
  - Use Additional Pay to enter summer earnings for the appointment.

NOT ELIGIBLE APPOINTMENT TYPES

- **12 over 12 Appointment**
  - Employees on a 12-month appointment would not have any type of summer appointment. They cannot be paid using earn codes “SSS” or “SMR.” They are working 12 months doing their regular duties for 12 months.
  - Summer appointments are held by non-12-month employees.

Note: If a 12 over 12 faculty member performs work over and above their normal duties of instruction, research, or service, they would be compensated in Additional Pay using the earning codes “OME.”
Graduate Assistants

For the tuition benefit calculation to run properly, graduate assistants* must have separate summer appointments and should NOT be paid through Additional Pay.

- If the graduate assistant holds more than one summer appointment and they are concurrent, each appointment should be a separate employment record.
- The Expected Job End Date in Job Data is required and is the last day worked.
- Do not suspend graduate assistant summer appointments; terminate them for consistency across all summer appointments. Only academic year appointments can be suspended for graduate assistants.

Graduate Assistant Job Data Action/Reason Examples:

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year Appt is the only appt and is suspended (only if 9 month) or 12 month.</td>
<td>New Employment Instance, Hire/Summer Appointment Employee Type: “E” or “H” (H must complete a timesheet in MyU). If there are multiple summer appointments: New Employment Instance, Hire/Summer Appointment Employee Type: “E” or “H” (H must complete a timesheet in MyU).</td>
</tr>
<tr>
<td>Academic Year Appt and existing Summer Appt that is: Status: Terminated Status: Suspended</td>
<td>Rehire/Summer Appointment Recall from Suspension/Layoff - Suspend/End. Terminate the appointment when summer is over</td>
</tr>
</tbody>
</table>
### Graduate Assistants (cont.)

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only a summer appointment that is: Status: Terminated</td>
<td>Rehire/Summer Appointment</td>
</tr>
<tr>
<td>If the individual will have an academic year appointment and there is a break in service (more than 1 day):</td>
<td>Terminate, then Rehire as an academic year appointment. Example: Summer appointment ends 7/30/16 Summer appointment is terminated effective 7/31/16. There is a break in service before the Fall appointment begins – a Rehire/Rehire within 30 days row effective 8/29/16 is entered.</td>
</tr>
<tr>
<td>If the individual will have an academic year appointment and there is NO break in service (more than 1 day):</td>
<td>Transfer Example: Summer appointment is active through the start date of Fall Semester - 8/29/16 - no break in service between appointments, enter a Transfer/Transfer row.</td>
</tr>
</tbody>
</table>

**Multiple summer appointments:**

| Concurrent/Dates Overlapping - no summer appt(s) exist | New Employment Instance Hire/Summer Appointment |
| Concurrent/Dates Overlapping - summer appt(s) exist Status: Terminated | Rehire/Summer Appointment |
| Status: Suspended | Recall from Suspension/Layoff; Suspend/End |
| Transition from Summer to academic year appointment. | Terminate summer appointment(s) and Recall academic year appointment. |

*Refer to the policy website for detailed information on Graduate Assistant (GA) employment: https://policy.umn.edu/hr/gradstudentemployment*

The summer graduate assistant classification was designed to save hiring units tuition fringe costs as there is no registration requirement during summer to hold a GA appointment.

**Summer GA Job Codes**

- 9571 - Summer Term Teaching Assistant (w/o Tuition Benefits)
- 9572 - Summer Term Resident Assistant (w/o Tuition Benefits)
- 9573 - Summer Term Administration Fellow (w/o Tuition Benefits)
- 9574 - Summer Term Teaching Assistant (with Tuition Benefits)
- 9575 - Summer Session Teaching Assistant (w/o Tuition Benefits)

Units are not required to offer tuition benefits, but if they wish to, they would use the GA classifications used during the academic year (i.e., 9511, 9521, etc.).

⚠️ Do NOT use Action code “Suspension” for Graduate Assistants in summer appointments.
Ending Summer Appointments

Terminate all summer appointments at the end of the session/term. Do not suspend.

- Action/Reason code to use when terminating a summer appointment: “Terminate/End of Appointment.”
- Never use Action code “Suspension.”
Two summer earnings codes can be used to pay for summer appointments: SSS “Summer Session - Instruction” and SMR “Summer Session - Research.”

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSS</td>
<td>Summer Session/Instruction</td>
<td>Payment to 9-month or 10-month academic personnel for work outside base appointment dates related to instruction of summer session or intersession courses.</td>
</tr>
<tr>
<td>SMR</td>
<td>Summer Session/Research</td>
<td>Payment to 9-month or 10-month academic personnel for work outside base appointment dates providing summer research during summer session or intersession courses.</td>
</tr>
</tbody>
</table>

Important things to note:

- There are **no other earnings codes** for summer appointments.
- Whenever possible, start and end the additional pay using the **start** and end dates of the pay periods.
  - Exception: Summer appointment hire effective dates may not match the beginning of a pay period. If this is the case, use the **Job Data** effective date as the effective date of the additional pay. **Additional Pay** will still prorate accordingly.
  - Follow the instructions on the “Understanding Additional Pay Prorating” job aid for additional pay that starts or stops mid pay period.
- **Additional Pay** records must have an **End Date**; do not use **Goal Amount**.
  - Use effective dating to change the pay rate, hours, or amount paid per pay period as needed. If the payments are concurrent (within the same session/term), use sequencing to manage the payments.
  - Refer to the “Additional Pay Instructions” job aid for more information.
- Position override can be used to indicate a different funding source. Refer to the “Job Data (Position) Overrides in Additional Pay and Distribution Entry” job aid for instructions.

⚠️ If summer earnings codes have already been used in **Additional Pay** for an employee, be cautious! When adding new dates, historic action dates are pulled forward as NEW records. Always review the number of additional pay records and delete records not needed prior to savings. See Step 5 for additional information.
Salary Distribution (Payroll Accounting)

Summer earnings codes “SSS” (Summer Session Instructions) and/or “SMR” (Summer Session Research) must be set up in Additional Pay. Unit level human resource personnel or financial accountants should verify distributions for these payments and set up the appropriate distribution housed in UM Distribution Entry.

- If 100% of the “SSS” or “SMR” earnings will be distributed to one specific ChartField string, the combo code override feature in Additional Pay can be used to distribute the salary.
- If salary distribution is split across multiple ChartField strings for the “SSS” or “SMR” earnings codes, modify the distribution panels in UM Distribution Entry directly.
A summer appointment is set up for teaching or research during the summer months only. Use these instructions to determine the proper steps for summer appointment set up and pay. All summer appointments must be set up on a separate appointment record. Note: Only graduate assistants and individuals with sponsored project funding may have multiple summer job records.

Follow the steps outlined when working with summer teaching and research appointments.

<table>
<thead>
<tr>
<th>Prior to HRMS Entry</th>
<th>Entry into HRMS</th>
<th>Reporting Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Add/Update)</td>
<td>4. Appointment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Add/Update)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Additional Pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Add/Update)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Distribution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Add/Update)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Validate Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Add/Update)</td>
</tr>
</tbody>
</table>

**STEP 1: GETTING STARTED**

Make certain answers to the following questions for the summer or May appointments have been answered prior to performing work in HRMS.

- Collect the course titles, dates, and times for instruction or research project requiring employment.
- Determine the standard number of hours the employee will work each week.
- Determine the rate of pay for the work.
  
  Note: Rates of pay follow specific guidelines. Consult your local HR representative for additional information.
- Determine whether an existing employee can perform the work or whether recruiting is warranted.
- Determine the appointment dates for the work being performed.
- Determine the ChartField string or combo code that will pay for the work.
Step By Step Instructions (cont.)

STEP 2: POSITION MANAGEMENT

Position Data (Add/Review/Update)

If an existing position number can be used, follow these steps to review and or update position data. Follow the instructions outlined in the “Creating New Positions” online course.

Navigate to: Organizational Development > Position Management > Maintain Positions/ Budgets > Add/Update Position Info

1. Search for existing summer positions by available search fields such as: Job Code, DeptID, Status, or if known the specific position number.

2. Select the appropriate Reason code for the update action.

3. Verify the following fields:
   a. Position Status = Approved
   b. Status = Active
   c. Reg/Temp = Temporary
   d. Job Code = 9XXX (reflecting a teaching or research job code)
   e. Detailed Position Description Link = pop-up window displays a position description applicable to the work being performed during the summer months.
   f. Reports To = reflects a position number of an active supervisor working during the summer months.
   g. FTE = “0”
   h. Adds to FTE Actual Count = is unchecked.

Once the position has been verified and updated, notify the Appointment Entry representative in your unit.

STEP 3: RECRUITMENT

Recruitment is typically not required. In rare cases where it is, follow the instructions outlined in the “Post & Recruit for Hiring Managers and Recruiters” online course.
**STEP 4: APPOINTMENT ENTRY**

Review the following scenarios and follow the appropriate steps based on the given scenario.

A. Salaried Summer Appointments—Building on a Terminated Record
B. Create a New Summer Appointment
C. Active Summer Appointment
D. Graduate Assistants—Build on Terminated Record
E. Recall a Suspended Graduate Assistant Summer Appointment
F. Create a New Graduate Assistant Summer Appointment

**A. Salaried Summer Appointments—Building on a Terminated Record**

See Appendix A for a list of appointment dates for 2017.

1. If a terminated summer appointment exists, build on this record by following these steps:
   a. Navigate to: **Workforce Administration > Job Information > Job Data** to verify which record to build on.
   b. Once in the appropriate record (e.g., Rec 1), click the plus sign to insert a new row.
   d. Enter the Position number for summer that follows the guidelines as listed above.
   e. *Expected Job End Date:* Required. Enter the anticipated last day worked.
   f. On the **Job Information** tab, update or verify the following fields:
      - *Empl Class:* Make a selection appropriate to the appointment.
      - *Standard Hours:* Verify that the field accurately reflects the hours worked during the summer.
   g. On the **Payroll** tab, update or verify the following fields:
      - *Absence System:* “Other” (Academic Temp/Casual appointments are NOT eligible for Absence Management.)
      - *Pay Group:* “PLH.”
      - *Employee Type:* “Salaried” (Academic employee types are always paid salaried.)
   h. On the **Compensation** tab, update or verify the following fields:
      - *Frequency:* “B-Bi-weekly”
      - *Rate Code:* “ASGN”
      - *Comp Rate:* Leave blank. Earnings will be paid from the **Additional Pay** page.
      - *Frequency:* Leave at “A.”
   i. Save the record.
   j. Proceed to Step 5: Additional Pay.
B. Create a New Summer Appointment

If a main appointment already exists (which should be on short work break) and there is no terminated record to build on for summer, follow these steps to create a summer appointment record. See Appendix A for a list of appointment dates for 2017.

a. Navigate to: Workforce Administration > Job Information > Add Employment Instance.

b. Enter the Empl ID in the Empl ID field.

c. Click <Add Relationship>. The Job Data page appears.

d. On the Work Location tab, update or verify the following fields:
   - Action: “Hire”
   - Reason: “Summer Appointment”
   - Job Indicator: “Secondary Job”
   - Position Number: Use an approved summer position number.
   - Expected Job End Date: Required. Enter the anticipated last day worked.

e. On the Job Information tab, update or verify the following fields:
   - Empl Class: Make a selection appropriate to the appointment.
   - Standard Hours: Verify that the field accurately reflects the hours worked during the summer.

f. On the Payroll tab, update or verify the following fields:
   - Absence System: “Other” (Academic Temp/Casual appointments are NOT eligible for Absence Management.)
   - Pay Group: “PLH.”
   - Employee Type: “Salaried” (Academic employee types are always paid salaried.)

g. On the Compensation tab, update or verify the following fields:
   - Frequency: “B-Bi-weekly”
   - Rate Code: “ASGN”
   - Comp Rate: Leave blank. Earnings will be paid from the Additional Pay page.
   - Frequency: Leave at “A.”

h. Save the record.

i. Proceed to Step 5: Additional Pay.
Step By Step Instructions (cont.)

C. Active Summer Appointment

If an Academic Temp/Casual appointment (ASGN) already exists and is not terminated, locate the “SSS” or “SMR” earnings code in Additional Pay and add new effective dated rows to capture the summer pay.

⚠️ No appointment changes are necessary. Proceed to Step 5: Additional Pay.

D. Graduate Assistants–Build on a Terminated Record

Graduate assistants should NOT be paid through Additional Pay because the tuition benefit calculation will NOT run. See Appendix A for a list of appointment dates for 2017.

1. Set up a separate summer appointment for graduate assistants. Note: Only graduate assistants are allowed to have multiple summer appointments.
2. If a summer position number does not exist, create a new position. See the Position Management online course for more information.

If a terminated summer appointment exists, build on this record by following these steps:

a. Navigate to: Workforce Administration > Job Information > Job Data to verify which record to build on.

b. Once in the appropriate record (e.g., Rec 1), click the plus sign to insert a new row.


d. Work Location tab:
   - Enter summer position number.
   - Required: Enter Expected Job End Date as the anticipated last day worked.
   - Note: Summer and May Session appointment termination dates are the day following the last day worked.

e. Job Information tab:
   - Empl Class: “Graduate Assistants.”

f. Payroll tab:
   - Pay Group: “PLH.”
   - Employee Type: “E” Exception Hourly or “H” Hourly. If “H,” employees MUST report time worked MyU > My Time to receive pay.

g. Compensation tab:
   - Frequency: “H-Hourly”
   - Rate Code: “HRLY”
   - Enter the hourly compensation rate.

⚠️ No Additional Pay will be created. Graduate Assistants are not paid in Additional Pay.
E. Recall a Suspended Graduate Assistant Summer Appointment

See Appendix A for a list of appointment dates for 2017. Graduate Assistant summer appointment records from 2016 might be in a suspended status. However, going forward these appointments MUST be terminated at the end of the summer. Recall the appointment by following these steps:

a. Navigate to: Workforce Administration > Job Information > Job Data to verify which record is suspended.

b. Once in the appropriate record (e.g., Rec 1), click the plus sign to insert a new row.

c. Use Action/Reason: “Recall from Suspension/Layoff; Suspend/End.”

d. Work Location tab:
   • Enter summer position number.
   • Required: Enter Expected Job End Date as the anticipated last day worked.
     Note: Summer and May Session appointment termination dates are the day following the last day worked.

e. Job Information tab:
   • Empl Class: “Graduate Assistants.”

f. Payroll tab:
   • Pay Group: “PLH.”
   • Employee Type: “E” Exception Hourly or “H” Hourly. If “H,” employees MUST report time worked MyU > My Time to receive pay.

g. Compensation tab:
   • Frequency: “H-Hourly”
   • Rate Code: “HRLY”
   • Enter the hourly compensation rate.

⚠️ No Additional Pay should be created.
F. Create a New Graduate Assistant Summer Appointment

See Appendix A for a list of appointment dates for 2017.

a. Navigate to: Workforce Administration > Job Information > Add Employment Instance.


c. Work Location tab:
   • Enter summer position number.
   • Required: Enter Expected Job End Date as the anticipated last day worked. Note: Summer and May Session appointment termination dates are the day following the last day worked.

d. Job Information tab:
   • Empl Class: “Graduate Assistants.”

e. Payroll tab:
   • Pay Group: “PLH.”
   • Employee Type: “E” Exception Hourly or “H” Hourly. If “H,” employees MUST report time worked MyU > My Time to receive pay.

f. Compensation tab:
   • Frequency: “H-Hourly”
   • Rate Code: “HRLY”
   • Enter the hourly compensation rate.

⚠️ No Additional Pay should be created.
Step By Step Instructions (cont.)

STEP 5: ADDITIONAL PAY

When entering an Additional Pay record, actions differ slightly when adding a new Earnings Code to the Empl Record versus adding additional earnings to an existing Earnings Code for the Empl Record.

Set Up Additional Pay for “SSS” and/or “SMR”

Navigate to: Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay.

1. Search for the employee using Empl ID or Name. Make sure to select the Include History checkbox.

2. Select the correct appointment record where summer earnings are paid (e.g., Empl Rec 1).

3. Use the back and forward arrows to determine if “SSS” or “SMR” has already been used.
   a. First-time use of an earnings code for Empl Record:
      i. Insert a new earnings code row.
      ii. Enter the earnings code into the Earnings Code field.
      iii. Advance to Step 4.
   b. Earnings code exists for Empl Record:
      i. Click <View All> under payment details.
      ii. Review the last recorded effective dates for the earnings code.
         • Effective Date – Reflects the last entry of the “SSS” earnings code dated 6/13/16.
         • Payment Details – Reflects two sequence numbers for effective date 6/13/16.
Step By Step Instructions (cont.)

Note: While both additional earnings have expired, ending on 8/21/16, when a new effective date is added for this earnings code, both historic rows will be copied forward as NEW additional pay rows. Advance to Step 4.

4. Enter the Effective Date. The best practice is to use the beginning of a pay period. Refer to the “Understanding Additional Pay Prorating” job aid for additional pay that starts or stops mid pay period.
   a. First-time use of an earnings code for Empl Record, advance to Step 5.
   b. Earnings code exists for Empl Record:
      i. Delete extra sequence rows copied forward from previous additional pay record by clicking the <-> icon. Note: Delete bigger sequence numbers first.

Note: If the row is not deleted and the record is saved, it could result in an overpayment for the employee. If record is saved, HRMS data correction will need to be completed to remove additional rows. Advance to Step 6.

5. Enter the Add'l Seq Nbr. Note: If this is the first time the earnings code is used, the sequence number is 1; if not, increase the value by 1.

6. Enter the End Date (pay period end date or summer session/term end date). Do NOT use Goal Amount.

7. Enter amount in the Earnings field.

8. Expand the Job Information caret to verify the information in this section. The DeptID that appears in the Default Job Data section is the department that controls the additional pay and where the funding for the additional pay should be set up in UM Distribution Entry.
Step By Step Instructions (cont.)

9. If the department controlling the additional pay is different than what is listed, use the Job Data Override (Position Override). See the “Position Overrides in Additional Pay and Distribution Entry” job aid for instructions. The DeptID that appears in the Job Data Override section is the department that controls the additional pay and where the funding for the additional pay should be set up in UM Distribution Entry.

10. Click <Save> to complete entry of the additional pay.

11. Once the summer appointment and payment(s) are set up correctly, communicate to your Finance person so the Distribution Entry funding can be updated if needed.

STEP 6: SALARY DISTRIBUTION

Verify and/or Update Funding in UM Distribution Entry for “SSS” or “SMR” Earnings

Navigate to: Main Menu > UM Payroll Accounting > UM Distribution Entry > UM Distribution Entry.

1. Search by department by checking By Department Funding. Alternately, search by employee by checking By Employee Job Summary.

2. Enter the department value in the Department search field. Alternately, enter the EmployeeID value in the EmplID field. Note: If job data override is used in additional pay, enter the DeptID from Job Data Override section.

3. Click <Search>.

4. If viewing by department, select the Show Vacant Positions checkbox.
   a. Click <View All> to view all positions.
   b. Locate the position number on the page.

5. To view distributions, click the <Funded By> link (Appointment, Position, Pool, Department) to view distributions. Note: To view department level funding, click the <View/Edit Department Level Funding> link at the top of the page. If a new funding level or change to an existing funding level is needed, follow the instructions on the “Setting Up Distributions for Payroll Earnings” job aid.

6. Review distribution setup for funding level.
   a. The UM Distribution Entry requires one blank Earnings Code. If the distribution setup for the blank earnings code is accurate for “SSS” or SMR” pay, no changes are needed. Additional pay will be distributed based on the blank Earnings Code setup.
b. If there are existing distributions setup for “SSS” or “SMR” earnings, verify for accuracy. If no changes needed, skip to step 13.

c. If the existing “SSS” or “SMR” earnings distribution setup is not accurate or does not exist, click the plus sign in the Effective Date section.

7. Add the effective date of the new distribution.
   a. Date will default to current date.
   b. Date should be today, future, or within current unprocessed payroll period only.
   c. This date should mirror the effective date used on the Additional Pay section.

8. The existing distributions for the blank earnings code should remain untouched.

9. Click the plus sign in the Earnings Code section.

10. Enter “SSS” or “SMR” in Earnings Code field.

11. Enter the combo code/ChartField string for the “SSS” or “SMR” funding.

12. Enter the percentage of distribution in the Dist Pct field. Note: Every earnings code section listing in UM Distribution Entry should have a total distribution equal to 100%.

13. Click <Save>. 
Step By Step Instructions (cont.)

UM DISTRIBUTION SETUP EXAMPLES

Appointment Level Funding with blank earnings code distribution

The “SSS” or “SMR” Additional Pay earnings will pay out based on the Distribution Details of the blank Earnings Code.

Additional Pay – Job Information

UM Distribution – Blank Earnings Code

Therefore the “SSS” earning code listed in this example will pay out 100% to the ChartField 1000-10962-20033.
Appointment Level Funding with “SSS” or “SMR” earnings code distribution

The “SSS” or “SMR” Additional Pay earnings will pay out based on the Distribution Details of the “SSS” or “SMR” Earnings Code.

Additional Pay – Job Information

“SSS” Earnings Code #1

“SMR” Earnings Code #2

UM Distribution – By “SSS” and “SMR” Earnings Codes

The Position number used for Additional Pay drives the distribution. Set up or verify the distribution for the Position number in UM Distribution.
UM Distribution – By “SSS” and “SMR” Earnings Codes (cont.)

A. UM Distribution requires one row with a BLANK earnings code. Earnings codes not specified in UM Distribution will pay according to distribution associated with blank earnings code.

B. Therefore the “SSS” earnings code listed in this example will pay out 100% to the 1000-10962-20033 ChartField string.

C. The “SMR” earnings code will pay out 100% to the 1026-10962-23000 ChartField string.
UM Distribution Overridden in Additional Pay – See Job Data Override

The ChartField string was edited directly on the Additional Pay page and overrides the UM Distribution set up for the Position number. The “SSS” or “SMR” earnings will pay accordingly using the ChartField string in Job Data Override.

Therefore the “SSS” or “SMR” earnings code listed in this example will pay out 100% to the combo code 3002110470003970500229643. The ChartField string would be viewable by clicking on the <Edit ChartFields> link.
Step By Step Instructions (cont.)

STEP 7: VALIDATE DATA

After the completion of HRMS entry for summer appointment, it is best practice to review the accuracy of the data entry by running queries or reports available through the Reporting Center. See Appendix B, C, and D for a listing of recommended queries or reports.

⚠️ Data Validation is vital to ensure the data is clean, correct, and useful. Our goal is to assure timely and accurate appointments with accurate pay assigned to the correct ChartField string.
Appendix A: Appointment Dates

Use the dates below as a guide when determining the effective date of the appointment or additional pay.

**SUMMER 2017 DATES**

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Twin Cities/Rochester</th>
<th>Duluth</th>
<th>Crookston</th>
<th>Morris</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First 4-Week Session</strong></td>
<td>6/12/17–7/7/17</td>
<td>6/5/17–6/30/17</td>
<td>6/5/17–6/30/17</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Second 4-Week Session</strong></td>
<td>7/10/17–8/4/17</td>
<td>7/3/17–7/28/17</td>
<td>7/3/17–7/28/17</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>6-Week Session</strong></td>
<td>6/12/17–7/21/17</td>
<td>6/5/17–7/14/17</td>
<td>6/5/17–7/14/17</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>10-Week Session</strong></td>
<td>6/12/17–8/18/17</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>13-Week Session</strong></td>
<td>5/22/17–8/18/17</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* UMM Summer Session I 5/22/17–6/23/17
* UMM Summer Session II 6/26/17–7/28/17
Appendix B: Queries and Reports for Position Management

Queries and reports related to position management are located in the Reporting Center as well as Query Viewer within HRMS. Due to the restrictive nature of position management, access may be limited. Contact your local HR representative for additional information if needed. A listing of the query or report title and a brief explanation on the purpose of running each query or report is provided here.

Reporting Center Navigation: MyU > Key Links > Reporting Center

<table>
<thead>
<tr>
<th>Query or Report Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees/Positions who report to Vacant Positions</td>
<td>This query shows the Employees/Positions who report to vacant positions for the selected ZDeptID.</td>
</tr>
<tr>
<td>Employees who report to this Position/EmplID</td>
<td>This query shows the employees who report to the provided EmplID or position number.</td>
</tr>
<tr>
<td>Position Data Last Updated By</td>
<td>This query lists the Operator ID and Update Date of the last change made to the Position record.</td>
</tr>
<tr>
<td>Position Management Position List</td>
<td>This report provides a list of positions for one, many, or all departments within a single ZDeptID, College, companies UNS and UMN, and paygroups. It lists current, active position information and the position’s related incumbent job information in addition to the position's reports to name, title, and position number.</td>
</tr>
<tr>
<td>Position Management Vacant Position List</td>
<td>This report provides you with a list of vacant positions for one, many, or all departments within a single ZDeptID, College, companies UNS and UMN, and paygroups. It lists vacant, active position information and the position’s previous incumbent job information in addition to the position’s reports to name, title, and position number.</td>
</tr>
<tr>
<td>Position and Job Mismatches</td>
<td>This query lists differences between the attributes on Position Data compared to the Job Data.</td>
</tr>
</tbody>
</table>
Appendix C: Queries and Reports for Appointments

Queries and reports related to appointment entry are located in the Reporting Center as well as Query Viewer within HRMS. Due to the restrictive nature of appointment data, access may be limited. Contact your local HR representative for additional information if needed. A listing of the query or report title and a brief explanation on the purpose of running each query or report is provided here.

Reporting Center Navigation: MyU > Key Links > Reporting Center

<table>
<thead>
<tr>
<th>Query or Report Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected End Date Audit</td>
<td>This query audits UMN employees with expected end dates coming up within the next 30 days.</td>
</tr>
<tr>
<td>Job Record Last Updated</td>
<td>This query lists the Operator ID and Update Date of the last change on the job record.</td>
</tr>
<tr>
<td>Grad Assist – No Expected End Date</td>
<td>This lists active Graduate Assistants, Students, and Temp Casual employees who have a blank Expected End Date.</td>
</tr>
<tr>
<td>Employee Job History</td>
<td>This report provides historical and current effective dated job information about an employee in PeopleSoft. It does not display company UNS non-employee data and additional pay earnings where earn code is FSR. The job history report includes employee information such as original hire date, compensation rate, job code, paygroup, employee class, position number, and much more.</td>
</tr>
<tr>
<td>Entry Activity</td>
<td>This report provides a list of employees who have had any action taken on their employment record. It can be used for verification of entries into PeopleSoft. Some additional information is included for each employee on your list, such as action date, action and reason, effective date of appointment, job code and title, etc.</td>
</tr>
<tr>
<td>New Hires and Transfer In</td>
<td>This report provides you a list of new employees due to a hire, recall, rehire, or transfer. Some additional information is included for each employee on your list, such as effective date of hire or transfer, job code and title, probation period, position number, etc.</td>
</tr>
<tr>
<td>Terminations and Transfer Outs</td>
<td>This report provides a list of the employees who have left your unit due to termination, retirement, or layoff from the University or due to transfer to another department. Some additional information is included for each employee on your list, such as effective date of termination or transfer, job code and title, etc.</td>
</tr>
</tbody>
</table>
Appendix D: Queries and Reports for Additional Pay

Queries and reports related to additional pay are located in the Reporting Center as well as Query Viewer within HRMS. Due to the restrictive nature of additional pay data, access may be limited. Contact your local HR representative for additional information if needed. A listing of the query or report title and a brief explanation on the purpose of running each query or report is provided here.

Reporting Center Navigation: MyU > Key Links > Reporting Center

<table>
<thead>
<tr>
<th>Query or Report Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Pay Audit</td>
<td>This query shows the PS Users who have updated the Additional Pay record for a given EmplID.</td>
</tr>
<tr>
<td>Additional Pay for Active Employees</td>
<td>This query lists all active additional pay for active employees in the selected DeptID or ZDeptID.</td>
</tr>
<tr>
<td>Additional Pay on Inactive Job Records</td>
<td>This query lists active additional pay data records that are attached to an inactive job record.</td>
</tr>
<tr>
<td>Employee Job History</td>
<td>This report provides historical and current effective dated job information about an employee in PeopleSoft. It does not display company UNS non-employee data and additional pay earnings where earn code is FSR. The job history report includes employee information such as original hire date, compensation rate, job code, paygroup, employee class, position number, additional pay history, and much more.</td>
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