

HR Front End Transaction – Adding a Summer Academic Job (9/12 Service Basis Employees)

Do not follow this process if the employee is a new hire

NOTE: Use the ADD JOB transaction **ONLY** if this is the first time the academic will hold a summer job in this unit

Overview

Transaction Type: Add a job

Routing: Org/Dept Initiate, Org Review, College Review, Campus Apply

- Documents to attach: Request for exception to limit on summer appointment - if exceeds 2 months of full time service (# of months x FTE >2) equivalent and exceeding compensation of 2/9ths of full time equivalent rate per month <http://www.ahr.illinois.edu/forms/AcadSummerExceptionForm.pdf>.
- Written permission from ISSS or program sponsor for employees holding a J-1 visa (requires a new letter for each job)

Additional Document Needed:

I-9 (via Tracker) – if employee is international and their work authorization needs to be extended, or the employee is changing from unpaid to a salaried job. NOTE: Home Org will need to add an Employee Data Change component in HRFE to reflect the extended Employment Eligibility date.

HR Front End Detailed Steps

1. Search for employee and open **Employee Record View**.
2. If you do not have access to this employee, you will need to **REQUEST ACCESS** to add a job.
 - a. If you have had to request access, you will need to click the **Add Change** button
3. Select **Transactions» Add a Job**.
4. Select **Employee Group M – Summer**. **OR** Enter the position number in the **I have a position number** field
5. Click **Continue**.
6. Enter Job Begin and Job End Dates (should be somewhere between 5/16/YY and 8/15/YY). Summer jobs cannot begin prior to 5/16 or end after 8/15.
7. Click **Continue**.
8. Type a position number, or search for a position by chart and org and highlight the desired position. You should have a pooled summer position already established.
9. Click **Continue**. (If you entered a position number in Step 3, skip this step)
10. **Position Data** is not editable in the Add a Job transaction. All summer positions have **Type P-Pooled**.
11. Click **Continue**.
12. On the **Job Data** screen
 - a. Edit the **Suffix** to be S0 (using capital S and the number zero). NOTE: if the S0 job has already calc'd and you need make a correction for a job that has not yet ended, will need to process an ERC. If the job has already ended and calc'd and you need to make a change or you need to add a job with a retro start date, add the job using S1, S2, etc.
 - b. Title defaults to SUMMER. Must change **Job Title** to reflect the appropriate title representing services performed for this job.
 - c. **Factor** defaults to 1. If the employee is being appointed for more than one month, edit the factors to match the number of pay periods (# of checks the employee will receive during the summer period).

- d. Enter the **Job FTE** using decimal value from 0.01 to 1.00
- e. Enter the job's **MONTHLY salary** (must be at or above the campus minimum and be proportionate to the academic year salary using Institutional Base Salary calculation (i.e., Regular FTE salary plus Endowed Chair or Professorship stipend. Cannot include administrative stipends, lump sum or service in excess payments.)); ANNUAL salary will automatically calculate (will be monthly salary x factors)

NOTE: If you have a 9/12 administrative stipend for which summer pay is required due to pre-approved service, once you have completed these instructions to add the original summer job, use these instructions with the same summer position number. Use suffix SB, FTE 0.0, amount will be 1/9th of the annual stipend. (Note: If the faculty summer salary is one month at 50%, the stipend will be half of 1/9th of the annual stipend.)

- f. Verify **Timesheet Org** (defaulted from Position Budget Org); change if needed

- g. Verify the **Job Labor Distribution**:

Note: Per new campus policy on [Effort and Compensation on Sponsored Projects](#), a tenure system faculty member cannot devote more than 95% of his/her University Effort to Sponsored Projects during any appointment period. Therefore, for a tenure system faculty member appointed at 1.0 FTE, labor distribution cannot be 100% sponsored project funds; a minimum of 5% of the labor distribution must be a non-sponsored project fund source. College HRFE review stops: Monitor this information for compliance purposes (AHR does not monitor labor distributions per normal practices).

- i. If a change is needed to existing values click on that field, overwrite the numbers, and click **Update** to the right of the LD row. Note: You must click **Update** next to each LD row for which you change values.

- ii. If an additional line is needed, use vertical blank fields below the LD row(s) to enter data, click **Add LD**.

- h. Type a **Job Comment**. If rate is other than 1/9th per month please show calculation. Also include contact email & phone number, and click **Add Comment**. Note: Once the comment is added you cannot change or remove it.

- i. Click **Continue**.

13. You are now at the Employee Record View (ERV).

14. If necessary, add attachment(s) as follows:

- a. Click **Attachments** tab

- b. Click **Add Attachment**

- c. Click **Browse**, select document to attach (either on your hard drive or network drive).

- d. Click **Open**

- e. Click **Add**

- f. Select **Document Type**, and type a **Description**.

- g. Repeat as necessary for additional documents. Once all are listed, click **Upload**. Check the message at the top of the screen to ensure that no error occurred.

- h. Click **Done**.

- i. You may change the **Doc Type** in **Employee Record View** by using the drop down box. You can also edit the **Description**. Then click **Save Attachment**.

15. Routing

- a. Review all changes and **Route**. Should get message Success routing to Org Review stop.

- b. If initiator also has Org Review permissions, click the **Take Ownership** button in the Employee Record View. Otherwise, the transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message success routing to COLLEGE Review stop. (If reviewer is not the Home Org transaction routes to the Home Org before going to the college stop.)

- c. Transaction appears in college reviewer **Group Inbox**. College reviewer must **Take Ownership**, review, and **Route**. Should get message success routing to CAMPUS Apply stop. (If reviewer is not the home college transaction routes to the home college before going to the campus Apply stop.)

- d. Transaction appears in Academic HR **Group Inbox**. Academic HR must **Take Ownership**.
 - i. Verify that all required documents are attached.
 - ii. Review remainder of transaction and **Apply**.

Revised 4/10/15