



***RIAS PHASE III –
Human Capital Management
HCM/Payroll***

***Hiring (Online Templates) and
Employee Transactions (Manager Self
Service)***

Preparer Role

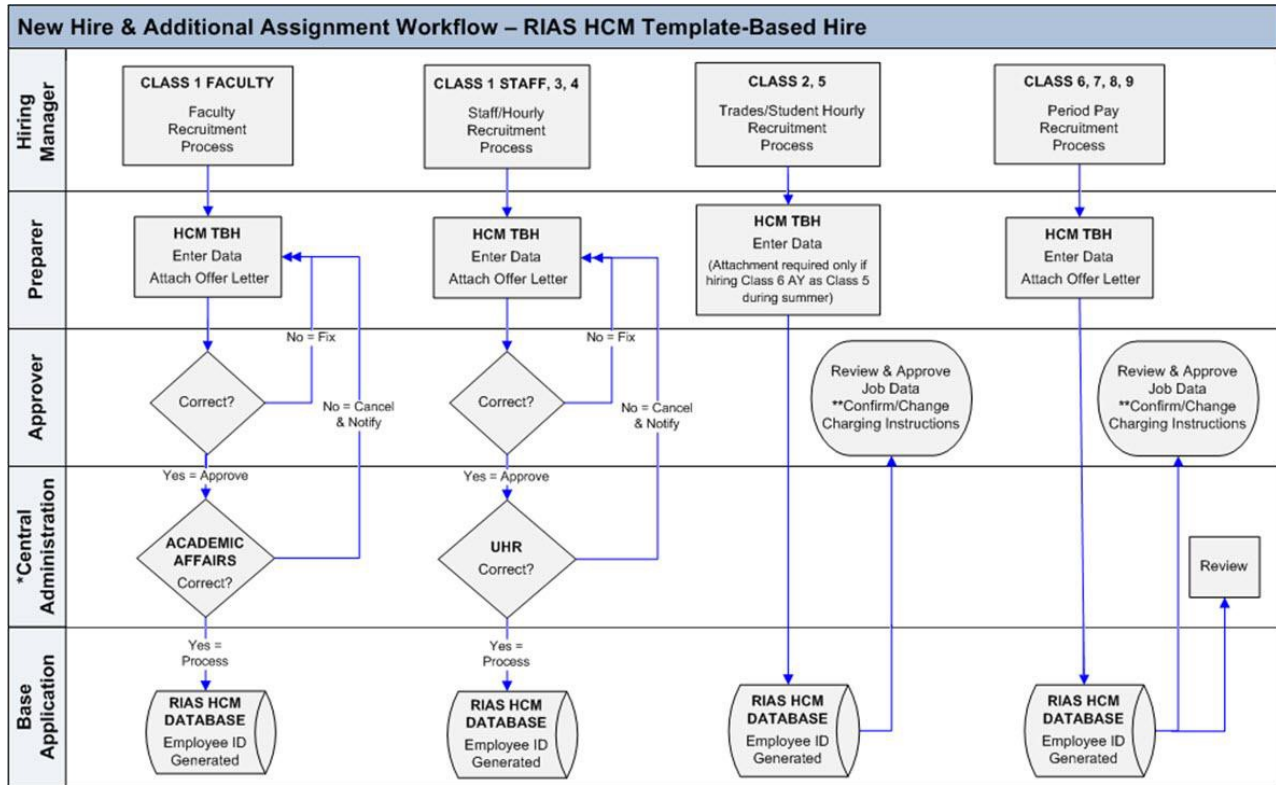
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The New Hire and Additional Assignments Workflow

New hire and additional assignment data is entered into the RIAS HCM and Payroll application by department HR Preparers through a process called Template-Based Hire. Below is the Workflow for New Hires and Additional Assignments using Template-Based Hire.



*Central Administration: Class 1 Faculty positions are processed by Academic Affair; Class 1, 3, and 4 Staff positions are processed by University Human Resources (UHR).

**Confirm/Change Charging Instructions: Please see the RIAS Commitment Accounting User Guide for instructions on how to review and change these.

NOTE: If you submit a TBH for someone who already exists in the HCM Database, the system automatically routes the TBH to UHR for review and processing.

1. **Period Pay New Hire and additional job assignments: Employee Classes 6-Teaching & Graduate Assistants, 7-Part Time Lecturers, 8-Coadjutants, and 9-PostDoc Fellows**
 - Online template is completed and offer letter/supporting documentation is attached by the Preparer. Upon “Save and Submit” an employee ID is generated for new hires and University Human Resources matches employees when additional job assignments need to be created for existing employees.
 - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, attaching a PeopleSoft contract and confirming or changing charging instructions (account distribution). Note: a PeopleSoft contract must be added by the Approver for the employee to get paid
2. **Hourly New Hire: Employee Classes 2-trades people, 4-hourly casual and 5-student hourly**
 - Online template is completed and any offer letter/supporting documentation is attached by the Preparer. Upon “Save and Submit” employee ID is generated for new hires
 - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions (account distribution).
3. **Faculty New Hire: Employee Class 1 in union 003-AAUP, 013-Other faculty (AAUP Ineligible, 014-Visiting Faculty, or 023-PostDoc Associates**
 - New Hire information will be entered by department with offer letter attached
 - Information entered will be **reviewed by Academic Affairs before it is loaded into the application**

- Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions
- Any corrections to job data or if a person was hired in error, Approver will contact HR to correct the error

4. **Staff New Hire: Employee Class 1-Regular Salaried or 3-Temporary**

- New Hire information will be entered by department with offer letter attached
- Information entered will be ***reviewed by Human Resources before it is loaded into the application***
- Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions
- Any corrections to job data or if a person was hired in error, Approver will contact HR to correct the error

New Terminology

Terms	Definition
Action	The code given for a personnel action such a new hire or promotion or any updates to an employee's record.
Action Reason	The reason an employee's job or employment information is updated, such as a salary change or leave of absence.
Compensation	Regular annual salary regardless of part-time percent or 10-month status.
Compensation Rate	Regular annual salary for Salary employees and hourly rate for Hourly employees.
Department Code/ID (Organization Code)	Refers to the department at the university in which the employee works. Same as the Organization Code (ID) in the General Ledger and Internet Procurement.
Effective Date	Date on which information takes effect. The Effective Date defaults to the system's current date unless overridden by user. The information is in effect until a new entry is made with a more current effective date.
Effective Sequence	The order in which multiple actions to an employee's record with the same effective date are processed.
Employee Class (formerly Employee Type)	A code to indicate the general category of the appointment which the employee holds. <ul style="list-style-type: none"> • 1 – Regular Faculty, Staff, and PostDoc Associates • 2 – Trades People • 3 – Short-term Temporary • 4 – Casual/Seasonal • 5 – Student Hourlies • 6 – Teaching/Graduate Assistants & Residence Counselors • 7 – Part Time Lecturers • 8 – Coadjutants (incl. Faculty Summer Research) • 9 –Fellows (stipend pay)
Employee ID (EmplID)	The 8-digit number assigned to every Rutgers University employee. It is used in place of the social security number to identify each employee and is used to search for information and records for the individual.
Employee Record (Empl Record)	Indicates the number of assignments an employee has. Empl Record 0 indicates the employee's primary assignment. Empl Record 1 indicates the secondary assignment.
Employee Transactions (Manager Self Service)	The online forms accessed via Manager Self Service menu item are used to process transactions to existing employees (academic reappointments, supervisor changes, location changes, change in terms of appointment, and leaves). These online forms replace the Personnel Data Record (PDR).
FTE	Fulltime equivalent, calculation based on the standard hours entered for a job code or based on the number of credits taught for Part Time Lectures.


Terms	Definition
Full/Part	Classifies an employee as full time or part time. This field does not change the standard hours.
Grade	The grade/range of the job code.
Job Code (Job Class Code)	The number indicating the type of position held by an employee.
Job Record (formerly Assignment Number)	A Job Record is identified by an Employment Record Number within the Job Data page group. Searching for an Employee by their Empl ID will return their unique Job Record(s).
On Line Templates	On Line Template-Based Hires, replaces the Payroll Authorization Form (PAF).
Pay Group (replaces Pay Code)	Indicates the method of payment for payroll purposes. <ul style="list-style-type: none"> • S00 – Empl Class 1 Faculty Paid AY salary over 12 months (Academic year appointment) • S01 - Empl Class 1 & 3 Staff & Faculty Paid CY salary over 12 months (Calendar year appointment) • S03 - Empl Class 1 & 3 Staff Paid 10-month salary over 10 months • HLY – Hourly, Empl Classes 4, & 5 • TRD -Trades People, Empl Class 2 • P00 - Period Pay (employee classes 6, 7, 8) • P09 – Stipend Pay (employee class 9 – PostDoc Fellows) • P11 – Stipend Pay to Non-resident Aliens (employee class 9 – PostDoc Fellows)
Period Pay	Used is to calculate pay for Classes 6 Teaching/Graduate Assistants & Residence Counselors, 7 Part Time Lecturers, 8 Coadjutants (incl. Faculty Summer Research) and 9 Post Doc Fellows (stipend pay). The employee will be paid over the number of days in the semester (similar to the legacy T code).
Salary Admin Plan	Represents the salary schedule that is the basis for grade/step employees annual salary; it must be selected on the online template-based hire in order for the salary to default upon “save and submit”.
Short Work Break	Replaces expired status for ten month staff and other employees with appointment end dates. Note, 10-month staff (Pay Group S03) no longer require an appointment end date. SWB allows employees to remain active without pay during the summer months, or shortly following the end of their assignment.
Standard Hours	Employee's actual work week which is equal to the job's standard hours if full-time, or is reduced proportionate to an employee's part time percent if part-time. Please note, you will include a different measure for those employee groups without a true standard workweek. Credit Hours will be used in place of Standard Hours for Empl Class 7-PTL's, and a default of 1.0 will be used for Empl Classes 8 – Coadjutants and 9 – PostDoc Fellows.
Supervisor ID	This field contains the Empl ID (employee id) of the individual Supervisor ID for an employee.
Union Code (same as Unit Code)	Designates the employee group to which a job is assigned, for union employees it represents their bargaining unit.

Navigation Icons

Asterisk

(*) Any field that has an asterisk is a required field.

Error

 If a required field is not populated with information or if information entered is incorrect, the field will become red and an error message will display.

Drop Down Menu



Used to populate a field from a listing of menu options.

Calendar Icon



Can enter a date directly in a field or use the calendar.

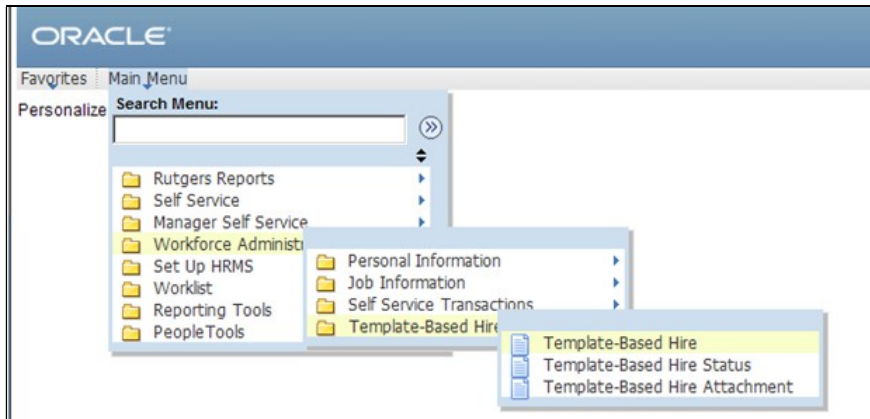
Search Icon



Used to do a search.

Template-Based Hire

Template-Based Hires are replacing Payroll Authorization Forms (PAFs). Each employee class has its own template. To navigate to Template-Based Hires select **Workforce Administration>Temple-Based Hire>Temple-Based Hire** from the main menu.



Note: This section of the guide is being revised to incorporate recent changes to system functionality. In the meantime, please refer to the “Instructional Materials for HCM System Users” section of the HCM System Users Blog for detailed Template-Based Hire instructions.

<http://hcmblog.rutgers.edu>

Teaching Responsibilities

Any time you hire an Employee Class 7 – Part Time Lecturer, teaching responsibilities must be entered to track course load and the associated salary for each course.

Navigate from the **Main Menu>Workforce Development>Faculty Events>Track Events>Teaching Responsibilities.**

Search for the Part Time Lecturer by EMPL ID or Last Name.

Teaching Responsibilities

James Water

Empl ID: 00025380

Tenure/Home Dept: 10460

FASN-English

Academic Rank:

Tenure Status:

Teaching Responsibilities		Find View All	First	1 of 1	Last
*Course ID:	9933355555	+ -			
Title:	Introduction to RIAS III;3000				
Course Type:	<input type="text"/>	Units:	3		
Term:	9	Year:	2010	<input type="checkbox"/> Team Taught	Percent: <input type="text"/>
Enrollment Information		Find View All	First	1 of 1	Last
Enrollment Type	<input type="text"/>	Number Enrolled	<input type="text"/>		

Save Return to Search Notify

Enter the following information:

- **Course ID** – first 2 digits are the school code, next three digits are the subject number and the last 5 digits are the course number
- **Title** – Enter the Title of the course followed about the salary for teaching that course
- **Term:**
 - 0 = Winter Session
 - 1 = Spring Semester
 - 7 = Summer Session
 - 9 = Fall Semester
- **Year** – class will be taught

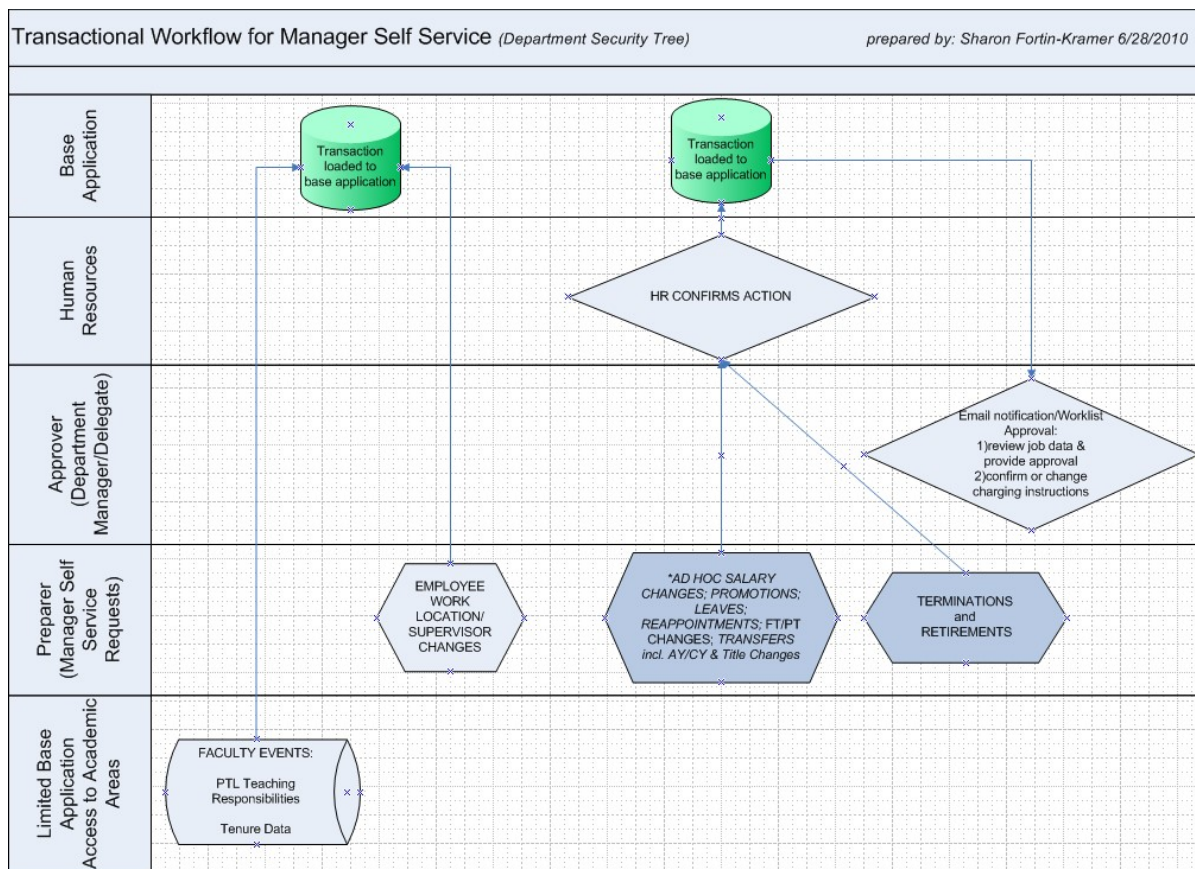
If the Part Time Lecturer is teaching more than one course, select the plus sign and enter the information above for the next class.

The Transactional Workflow for Employee Transactions (Manager Self Service)

Employee job data changes are submitted by a Preparer in Manager Self Service and will follow various pre-approved workflow paths. While certain events such as Supervisor Changes require no workflow and will be immediately updated in the application, other events such as reappointments would be routed to HR for review and require an approval from an Approver. Note that reappointments for employee class 6-TA/GA & Residence Counselors, class 7-PTL's, class 8-Coadjutants, and class 9-PostDoc Fellows require the HR Approver to attach a new contract once the action is approved.

All workflows are routed automatically after the transaction has been submitted by a Preparer. When approval is needed, notifications are sent to an Approver as a reminder that specific transactions must be approved. In addition for those transactions routed to Human Resources for confirmation, an email will be sent as well as a notification to the Approver.

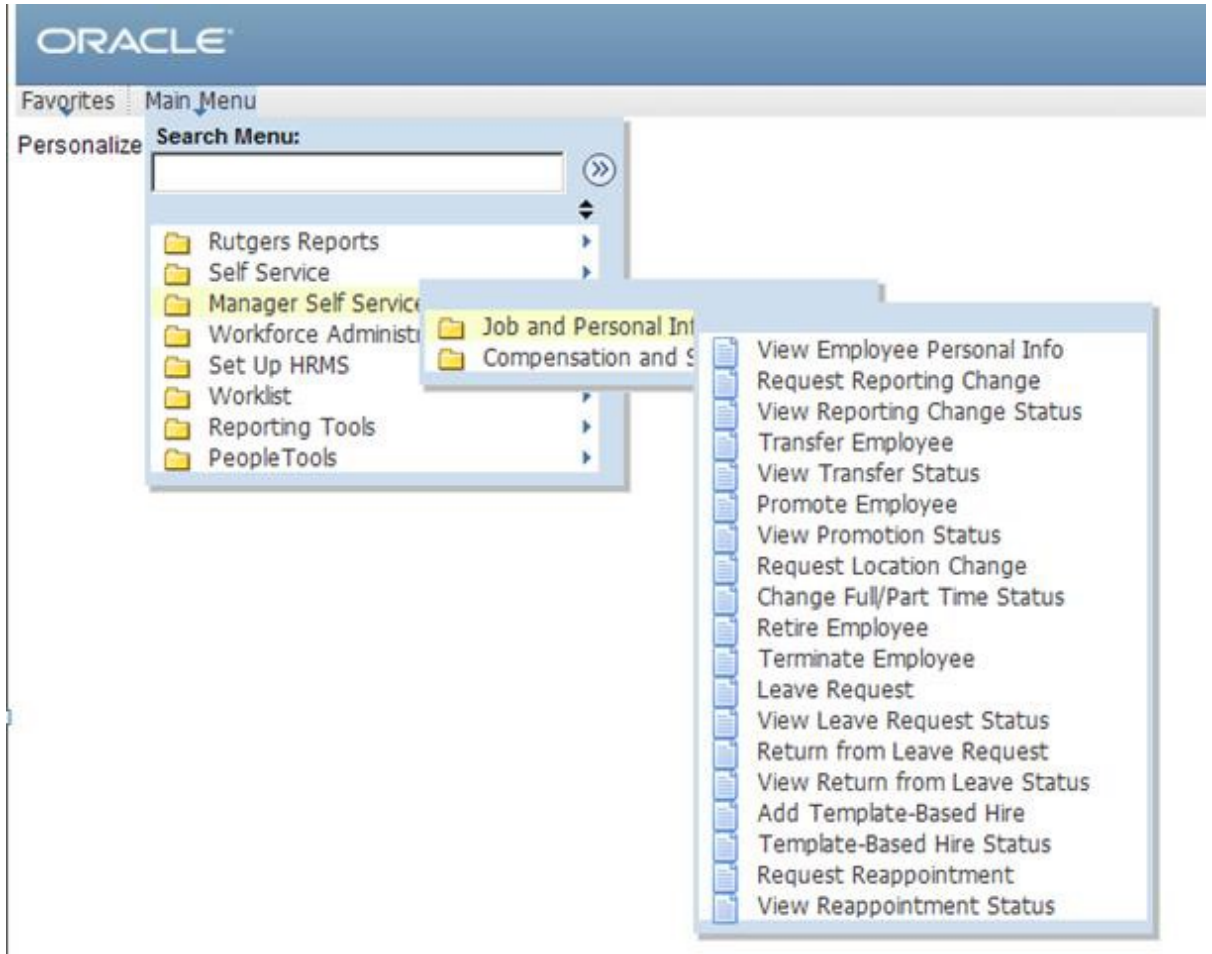
Below is the Workflow for the Manager Self Service transactions.



1. **Faculty Events - PTL Teaching Responsibilities and Tenure Data**
 - Information will be entered by Academic Affairs and loaded directly into the application
2. **Employee Work Location and Supervisor Changes**
 - Changes will be entered by the department and loaded directly into the application
3. **Ad Hoc Salary Changes, Promotions, Leaves Terminations, Retirements, Reappointments, FT/PT Changes and Transfers**
 - Changes will be entered by the department
 - Information entered will be *reviewed by Human Resources before it is loaded into the application*
 - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or changing charging instructions.
HR Approver must attach a new contract to reappointments in employee classes 6, 7, 8, or 9.
 - Any corrections to job data , an Approver will contact HR to correct the error

Employee Transactions (Manager Self Service)

Manager Self Service will be used to make all changes to an employee's job record. To navigate to Manager Self Service **Manager Self Service>Job and Personal Information** from the main menu.



Request Reporting Change (used for both Staff and Academic Employees)

To assign an employee to a new supervisor, select **Manager Self Service>Job and Personal Information>Request Reporting Change**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Reporting Change

Initiate a reporting change for one or more of your employees.

Instructions

Follow this 3-step process to assign one or more employees to a new supervisor:

1. Enter the date this reporting change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employees to be assigned to the new supervisor.
3. Enter the name of the new supervisor and submit the change.

Enter the as of date

Enter the date this change is effective.

09/25/2010

Continue

Step 2 - Select the Employee(s)

Select the employee(s) that require the change and click the **Continue** button.

[Return to Previous Page](#) [View Selected Employees](#)

Select Employees

Reports To: **Jane Deal** As Of: 09/25/2010

Continue

Select Employees [Customize](#) | [Find](#) | [First](#) | 1-153 of 153 | [Last](#)

Select	Name	Empl ID	Job	Pay Status	HR Status
<input type="checkbox"/>	James Crown	00014107	0	Active	Active
<input type="checkbox"/>	Pam Brown	00016267	0	Active	Active
<input checked="" type="checkbox"/>	Rosie Avocadon	00010413	0	Active	Active

[Select All](#) [Deselect All](#)

Continue

Step 3 – Enter the Supervisor Name


Type the **Supervisor's Name** or use the search icon and click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Reporting Change

Below is a list of the employees you selected for the reporting change. Select Submit once you have entered the reporting change information.

Selected Employees			
Empl ID	Last Name	First Name	Job Title
00010413	Avocadon	Rosie	CUSTODIAN

Reporting Change Details	
Reporting Change Date:	09/25/2010
*Supervisor:	<input type="text" value="Jane Smith"/>  (example: Firstname Lastname)

* Required Field

Step 4 – View Reporting Request

The Reporting Change page will display showing your request. This change will be loaded directly into the application. Click the [Return to Select Employees](#) link to process another transaction.

Reporting Change

The following information has been submitted.

Selected Employees			
Empl ID	Last Name	First Name	Job Title
00010413	Avocadon	Rosie	CUSTODIAN

Reporting Change Details	
Reporting Change Date:	09/25/2010
Supervisor:	Jane Smith

Request Change Status

To view the status of a Reporting Change, select **Manager Self Service>Job and Personal Information>View Reporting Change Status**.

Reporting Change Status

Select a Reporting Change Request

The list below contains reporting change requests requiring your approval. Select a transaction number to view details.

Reporting Change Requests		
Transaction Number	Reporting Change Date	Workflow Status
3	09/25/2010	Administrator is Processing
4	09/25/2010	Administrator is Processing

Select a **transaction number** to view details of your request. You can select [Return to Select a Reporting Change Request](#) link to view other reporting changes.

Reporting Change Status

Reporting Change Details

Selected Employees			
Empl ID	Last Name	First Name	Job Title
00010413	Avocadon	Rosie	CUSTODIAN

Reporting Change Details	
Reporting Change Date:	09/25/2010
Supervisor:	Jane Smith
Transaction Number:	3
Requester:	Antoinette Pensa

[Return to Select a Reporting Change Request](#)

Location Change (used for both Staff and Academic Employees)

To change an employee's job location, select **Manager Self Service>Job and Personal Information>Location Change**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Location Change

Initiate a request to change the location for one or more employees.

Instructions

Follow this 3-step process to assign one or more employees to a new location:

1. Enter the date this location change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employees to be moved to the new location.
3. Enter the new location and submit the change.

Enter the as of date

Enter the date this change is effective.

10/28/2010

Continue

Step 2 - Select the Employee(s)

Select the employee(s) that requires the change and click the **Continue** button.

Location Change

Select the employees to move to the new location.

Instructions

Select the employees to move to a new location. You will be able to process only those employees that report to you as of the date entered on the first page.

Once you have finished select *Continue* to enter the new location.

[Return to Previous Page](#)

[View Selected Employees](#)

Select Employees

Reports To: **Brenda Zucish**

As Of: 10/28/2010

Continue

Select Employees

Customize | Find | First 1-127 of 127 Last

Select	Name	Empl ID	Job	Pay Status	HR Status	Job Code	Dept ID	Location Description
<input checked="" type="checkbox"/>	Diane Cws1	00001056	0	Active	Active	05200	10715	Admin Svcs Bldg Annex I

Step 3 - Enter the Location

Change the **Location**. You can search for the location or enter it directly. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Change Location

Below is the list of employees you selected for a location change. Select Submit once you have entered the location change information.

Selected Employees			
Name	Job Title	Empl ID	Current Location
Diane Cws1	STUDENT CWS	00001056	Admin Svcs Bldg Annex I

New Location

Date Change Will Take Effect: 10/28/2010

*Location:

Queens Building

Submit

* Required Field

[Return to Select Employees](#)

Step 4 - View the Location Change

The Location will display showing the information you submitted. This change will be loaded directly into the application. Click the [Return to Select Employees](#) link to process another transaction.

Change Location

The following information has been saved.

Selected Employees			
Name	Job Title	Empl ID	Current Location
Diane Cws1	STUDENT CWS	00001056	Admin Svcs Bldg Annex I

New Location

Date Change Will Take Effect: 10/28/2010

*Location: Queens Building

[Return to Select Employees](#)

Retire Employee (used for both Staff and Academic Employees)

To retire an employee, select **Manager Self Service>Job and Personal Information>Retire Employee**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. Click the **Continue** button. Please note the effective date is the day after the last day worked. For someone whose last day worked is January 31, you should input February 1 as effective date of termination.

Retire Employee

Initiate a request to retire an employee.

Instructions

Follow this 3-step process to retire an employee:

1. Enter the date the retirement will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be retired.
3. Select the retirement reason and submit the retirement.

Enter the as of date

Enter the effective date for this retirement.




10/08/2010 

Step 2 - Select the Employee(s)

Select the employee(s) that require the change and click the **Continue** button.

Select Employees

Reports To: **Jane Smith** As Of: 10/08/2010

Select Employee Customize | Find |  First  51-100 of 153  Last

	Name▲	Empl ID▼	Empl Record	Pay Status	HR Status
<input type="radio"/>	James Carpenter	00025222	0	Active	Active
<input type="radio"/>	James Water	00025380	0	Active	Active
<input checked="" type="radio"/>	James Watermelon	00025379	0	Active	Active

Step 3 – Enter the Reason for Retirement

Select the **Reason for Retirement** from the drop down list. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Retire Employee

James Watermelon

The Retirement Date is the first day the employee is no longer employed at the company.
Select Submit once you have entered the retirement information.

Empl ID:	00025379
Job Title:	CUSTODIAN
Retirement Date:	10/08/2010
*Reason for Retirement:	Normal Retirement

* Required Field

[Return to Select Employees](#)

Step 4 – View Retirement Change

The Retirement Change will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click the [Return to Select Employees](#) link to process another transaction.

Retire Employee

James Watermelon

The following information has been submitted.

Empl ID:	00025379
Job Title:	CUSTODIAN
Retirement Date:	10/08/2010
Reason for Retirement:	Normal Retirement

[Return to Select Employees](#)

Terminate Employee (used for both Staff and Academic Employees)

To terminate an employee, select **Manager Self Service>Job and Personal Information>Terminate Employee**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. Click the **Continue** button. Please note the effective date is the day after the last day worked. For someone whose last day worked is January 31, you should input February 1 as effective date of termination.

Terminate Employee

Initiate a request to retire an employee.

Instructions

Follow this 3-step process to retire an employee:

1. Enter the date the retirement will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be retired.
3. Select the retirement reason and submit the retirement.

Enter the as of date

Enter the effective date for this retirement.




10/08/2010 

Step 2 - Select the Employee(s)

Select the employee(s) that require the termination and click the **Continue** button.

Select Employees

Reports To: **Jane Smith** As Of: 10/08/2010

Select Employee Customize | Find |  First  51-100 of 153  Last

	Name▲	Empl ID▼	Empl Record	Pay Status	HR Status
<input type="radio"/>	James Carpenter	00025222	0	Active	Active
<input type="radio"/>	James Water	00025380	0	Active	Active
<input checked="" type="radio"/>	James Watermelon	00025379	0	Active	Active

Step 3 – Enter the Reason for Termination

Select the **Reason for Termination** from the drop down list. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Terminate Employee

James Watermelon

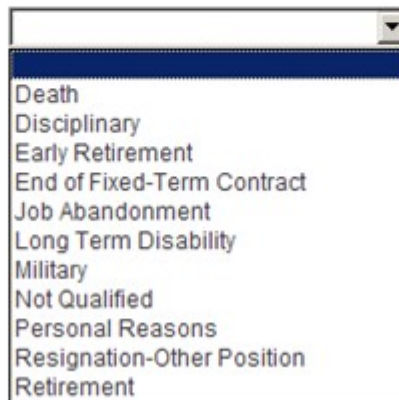
The Termination Date is the first day the employee is no longer employed at the company.
Select Submit once you have entered the termination information.

Empl ID: 00025379
Job Title: PART TIME LECTURER
Termination Date: 10/08/2010

*Reason for Termination:

* Required Field

[Return to Select Employees](#)



- Death
- Disciplinary
- Early Retirement
- End of Fixed-Term Contract
- Job Abandonment
- Long Term Disability
- Military
- Not Qualified
- Personal Reasons
- Resignation-Other Position
- Retirement

Step 4 – View Termination

The Termination details will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click the [Return to Select Employees](#) link to process another transaction.

Terminate Employee

James Watermelon

The following information has been submitted.

Empl ID: 00025379
Job Title: PART TIME LECTURER
Termination Date: 10/08/2010
Reason for Termination: Death

[Return to Select Employees](#)

Change Full / Part Time Status (used for both Staff and Academic Employees whose workweek will change from/to Part-time/Fulltime)

To change an employee's full or part time status of any employee, select **Manager Self Service>Job and Personal Information>Change Full/Part Time Status**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Change Full/Part Time Status

Initiate a request to change an employee's full time or part time status.


Instructions

Follow this 3-step process to change an employees full time or part time status:

1. Enter the date the full time or part time status change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be changed.
3. Select the new status and submit the change.

Enter the as of date

Enter the effective date for this status change.

10/06/2010 

Continue

Step 2 - Select the Employee(s)

Select the employee(s) that require the change and click the **Continue** button.

[Return to Previous Page](#) [View Selected Employees](#)

Select Employees

Reports To: **Jane Deal** As Of: 09/25/2010

Continue

Select Employees [Customize](#) | [Find](#) | [First](#) | 1-153 of 153 | [Last](#)

Select	Name	Empl ID	Job	Pay Status	HR Status
<input type="checkbox"/>	James Crown	00014107	0	Active	Active
<input type="checkbox"/>	Pam Brown	00016267	0	Active	Active
<input checked="" type="checkbox"/>	Rosie Avocadon	00010413	0	Active	Active

[Select All](#) [Deselect All](#)

Continue

Step 3 – Enter the Supervisor Name

Change the **Status** and enter the new **Standard Hours**. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Full/Part Time Status Change

Rosa Avocadon

Select Submit once you have entered the new status change information.

Current Status

Contact the Human Resources Department if any of this information is incorrect.

Empl ID:	00009701	Annual Salary:	47,791.000
Status:	Full-Time	Hourly Salary:	22.888410
Standard Hours/Week:	40.00	Currency:	US Dollar

New Status

*Date Change Will Take Effect: 10/06/2010

*Status:

*New Standard Hours/Week

* Required Field

[Return to Select Employees](#)

Step 4 – View Full/Part Time Status Change

The Full/Part Time Status Change will display showing the information you submitted. This change will be loaded directly into the application. Click the [Return to Select Employees](#) link to process another transaction.

Full/Part Time Status Change

Rosa Avocadon

The following information has been submitted.

Current Status

Contact the Human Resources Department if any of this information is incorrect.

Empl ID:	00009701	Annual Salary:	47,791.000
Status:	Full-Time	Hourly Salary:	22.888410
Standard Hours/Week:	40.00	Currency:	US Dollar

New Status

*Date Change Will Take Effect: 10/06/2010

*Status: Part-Time

*New Standard Hours/Week 20.00

[Return to Select Employees](#)

Leave Request (used for both Staff and Academic Employees)

To request a leave for an employee, select **Manager Self Service>Job and Personal Information>Leave Request**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Leave Request

Initiate a leave request for an employee.

Instructions

Follow this 3-step process to request Leave for an employee:

1. Enter the date the Leave will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to process a Leave request.
3. Enter the Leave details and submit the change.

Enter the as of date

Enter the date this leave request takes effect.

10/08/2010

Continue

Step 2 - Select the Employee(s)

Select the employee(s) that require the change and click the **Continue** button.

Select Employees					
Reports To:		Jane Smith		As Of: 10/08/2010	
<input type="button" value="Continue"/>					
Select Employee					
Customize Find First 51-100 of 153 Last					
	Name ▲	Empl ID ▼	Empl Record	Pay Status	HR Status
<input type="radio"/>	James Carpenter	00025222	0	Active	Active
<input type="radio"/>	James Water	00025380	0	Active	Active
<input checked="" type="radio"/>	James Watermelon	00025379	0	Active	Active

Step 3 - Enter the Type of Leave and Reason

Enter the **Type of Leave** and the **Reason for the Leave** from the drop down list. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Leave Request

Leave Details

James Watermelon

Enter Leave details for the employee below

Leave Details

Leave Date: 10/08/2010

*Type of Leave:	Leave of Absence
*Reason for Leave:	Personal

Current Info

*Business Unit:	Rutgers	UNIV
*Department:	Facilities Maintenance Service	10460
*Location:	Svc Bldg Fac Maint&Oper	8328
*Job Title:	CUSTODIAN	10812
Full/Part Time:	Full-Time	
Standard Hours:	40.00	
Supervisor:	Christine Sick	00014008

Comment:

Submit

If this is a partial paid leave, indicate the percentage to be paid.

If this is a partial paid leave (i.e, Sabbatical 80%) please record the percentage to pay below

Regular Salary:

Comment:

Step 3A - Paid Leave of Absence

If you had entered a **Paid Leave of Absence**, you need to record the percentage of pay. The example below shows a faculty member who is going on an 80% paid sabbatical. Click the **Submit** button.

A confirmation message appears, Click the **OK** button.

Leave Request Leave Details

Aaron Water

Enter Leave details for the employee below

Leave Details

Leave Date: 10/28/2010

*Type of Leave: Paid Leave of Absence

*Reason for Leave: Sabbatical @ 80%

Current Info

*Business Unit:	Rutgers	UNIV
*Department:	Demonstration Department 1	10715
*Location:	Admin Svcs Bldg Annex I	3855
*Job Title:	ASSOC PROFESSOR ACD YR	87000
Full/Part Time:	Full-Time	
Standard Hours:	37.50	
Supervisor:	Chris Sales	00001001

If this is a partial paid leave (i.e, Sabbatical 80%) please record the percentage to pay below

Regular Salary: 80

Comment:

Submit

Step 4 - View Leave Details

The Leave Details will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click the [Return to Select Employees](#) link to process another transaction.

Leave Status

To view an employee's leave status, select **Manager Self Service>Job and Personal Information>Leave Status**.

Leave Status gives a list of employees in your department that requested a leave. To view details about the leave request, select the employee's name.

Leave Status

Select a Transaction

The list below contains leave requests. Select an employee to view details.

Employee Leave Requests				
Name	Leave Date	Effective Sequence	Workflow Status	Reason for Leave
Glenn Bor	09/09/2010	1	Administrator is Processing	Personal
Levi Faioy	07/02/2010	1	Administrator is Processing	Federal FMLA
Felicia Dur	09/09/2010	1	Administrator is Processing	Personal
Robert Joy	09/13/2010	1	Administrator is Processing	Federal FMLA
James Watermelon	10/08/2010	1	Administrator is Processing	Personal

Return From Leave Request

To return an employee from a leave, select **Manager Self Service>Job and Personal Information>Return From Leave Request**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Return from Leave Request

Initiate a Return from leave request for an employee.

Instructions

Follow this 3-step process to request Return from Leave for an employee:

1. Enter the date the Return from Leave will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to process a Return from Leave request.
3. Enter the Return from Leave details and submit the change.

Enter the as of date

Enter the date this Return from leave request takes effect. → 10/08/2010

Continue

Step 2 - Select the Employee(s)

Select the employee(s) that returned from leave. Click the **Continue** button.

Select Employees

Reports To: **Jane Smith** As Of: 10/08/2010

Continue

Select Employee Customize | Find | First 51-100 of 153 Last

	Name▲	Empl ID▼	Empl Record	Pay Status	HR Status
<input type="radio"/>	James Carpenter	00025222	0	Active	Active
<input type="radio"/>	James Water	00025380	0	Active	Active
<input checked="" type="radio"/>	James Watermelon	00025379	0	Active	Active

Step 3 - Enter the Type of Leave and Reason

Enter the details for the return in the comments field. Click the **Submit** button.

Return From Leave Request

Return From Leave Details

James Watermelon

Enter Return From Leave details for the employee below

Return from Leave Information

Return Date: 10/08/2010
Type of Leave: Return from Leave
Reason: Return From Leave

Current Info

*Business Unit: Rutgers UNIV
*Department: Facilities Maintenance Service 10460
*Location: Svc Bldg Fac Maint&Oper 8328
*Job Title: CUSTODIAN 10812
Full/Part Time: Full-Time
Standard Hours: 40.00

Comment:

Enter details

* Required Field

A confirmation message appears, Click the **OK** button.

Step 4 - View Leave Details

The Return From Leave Details will display showing the information you submitted. This request has been sent to the Approver for review and approval. Click

[Return to Select Employees](#) link to process another transaction.

Return From Leave Request

Return From Leave Details

James Watermelon

The following information has been submitted.

Return from Leave Information

Return Date: 10/08/2010
Type of Leave: Return from Leave
Reason: Return From Leave

Current Info

***Business Unit:** Rutgers UNIV
***Department:** Facilities Maintenance Service 10460
***Location:** Svc Bldg Fac Maint&Oper 8328
***Job Title:** CUSTODIAN 10812
Full/Part Time: Full-Time
Standard Hours: 40.00

Comment:

Enter details

[Return to Select Employees](#)

Return From Leave Status

To view the status of employees in your department that have returned from leaves, select **Manager Self Service>Job and Personal Information>Return From Leave Status**.

Return From Leave Status gives a list of employees in your department that have returned from a leave. To view details, select the employee's name.

Return From Leave Status

Select a Transaction

The list below contains Return From Leave requests. Select an employee to view details.

Employee Return From Leave Requests				
Name	Return Date	Effective Sequence	Workflow Status	Reason for Return
James Watermelon	10/08/2010	1	Administrator is Processing	Return From Leave

Request Reappointment

To request a reappointment, select **Manager Self Service>Job and Personal Information>Request Reappointment**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. This is usually the date the reappointment takes effect. It is normally a future date, unless the request is being submitted late. Click the **Continue** button.

Reappoint Employee

Initiate a request to reappoint an employee.

Instructions

Follow this 3-step process to reappoint an employee:

1. Enter the date this reappointment will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be reappointed.
3. Enter the reappointment details and submit the change.

Enter the as of date

Enter the date this reappointment takes effect.

→ 09/01/2010 

Note: This section of the guide is being revised. In the meantime, please refer to the “Instructional Materials for HCM System Users” section of the HCM System Users Blog for detailed Reappointment instructions.

<http://hcmblog.rutgers.edu>

Promote Employee (for Academic Reappointments with promotion only)

Promote employee through Manager Self Service will normally follow a transaction of reappointment, and will include a transaction of ad hoc salary change. Staff promotions will continue to be handled by Human Resources.

To promote an employee, select **Manager Self Service>Job and Personal Information>Promote Employee**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Promote Employee

Initiate a request to promote an employee.

Instructions

Follow this 3-step process to promote an employee:

1. Enter the date this promotion will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be promoted.
3. Enter the promotion details and submit the change.

Enter the as of date

Enter the date this promotion takes effect.

09/01/2010

Continue

Step 2 - Select the Employee

Select the employee that requires the promotion and click the **Continue** button.

Promote Employee

Select the employee to be promoted.

Instructions

Select the employee to be promoted. You will be able to process only those employees that report to you as of the date entered on the first page.

Once you have finished select *Continue* to enter the promotion details.

[Return to Previous Page](#)

Select Employees

Reports To: As Of: 09/01/2010

Continue


Select Employee Customize | Find | First | 1-2 of 2 | Last

Name	Empl ID	Empl Record	Pay Status	HR Status	Job Code	Dept ID
<input checked="" type="radio"/> Gary James	00001137	0	Active	Active	86002	10715
<input type="radio"/> Greg Werner	00001136	0	Active	Active	99843	10715

Continue

Step 3 – Enter the Reason for the Promotion

Select the **Reason for the Promotion** and the **Promotion Method** from the drop down list of values:

After you select the Promotion Method, new information must be entered for the employee – **Department, Location, and Job Title** You can type the information in directly or use the search icon . When all information is completed select the **Submit** button.













A confirmation message appears, Click the **OK** button.

Promote Employee

Promotion Details

Gary James

Enter the promotion details below for the chosen employee.
You will have an opportunity to change this employee's salary after you submit the transaction.
Select Submit once you have entered the promotion information.

Promotion Details																										
Promotion Date:	09/01/2010																									
*Reason for Promotion:	Other																									
*Promotion Method:	By Department and/or Job Title																									
<table border="1"><thead><tr><th colspan="3">Current Info</th></tr></thead><tbody><tr><td>*Business Unit:</td><td>Rutgers</td><td>UNIV</td></tr><tr><td>*Department:</td><td>Demonstration Department 1</td><td>10715</td></tr><tr><td>*Location:</td><td>Admin Svcs Bldg Annex I</td><td>3855</td></tr><tr><td>*Job Title:</td><td>ASST PROF AY NON TENURE TRACK</td><td>86002</td></tr><tr><td>Full/Part Time:</td><td colspan="2">Full-Time</td></tr><tr><td>Standard Hours:</td><td>37.50</td><td>37.50</td></tr><tr><td>Supervisor:</td><td colspan="2"><input type="text"/></td></tr></tbody></table>			Current Info			*Business Unit:	Rutgers	UNIV	*Department:	Demonstration Department 1	10715	*Location:	Admin Svcs Bldg Annex I	3855	*Job Title:	ASST PROF AY NON TENURE TRACK	86002	Full/Part Time:	Full-Time		Standard Hours:	37.50	37.50	Supervisor:	<input type="text"/>	
Current Info																										
*Business Unit:	Rutgers	UNIV																								
*Department:	Demonstration Department 1	10715																								
*Location:	Admin Svcs Bldg Annex I	3855																								
*Job Title:	ASST PROF AY NON TENURE TRACK	86002																								
Full/Part Time:	Full-Time																									
Standard Hours:	37.50	37.50																								
Supervisor:	<input type="text"/>																									
<table border="1"><thead><tr><th colspan="2">New Info</th></tr></thead><tbody><tr><td><input type="text"/></td><td></td></tr><tr><td><input type="text"/></td><td></td></tr><tr><td><input type="text"/></td><td></td></tr><tr><td><input type="text"/></td><td></td></tr><tr><td colspan="2"><input type="text"/></td></tr></tbody></table>			New Info		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>													
New Info																										
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<input type="text"/>																										
<input type="text"/>																										
<p>(example: Firstname Lastname)</p>																										
<input type="button" value="Submit"/>																										

Step 4 – View Promotion Details

The Promotion Details page will display, showing details of the promotion you submitted. Your request has been sent to the Approver for review and approval.

Next, you need to submit an Ad Hoc Salary request. You can select the [Request Ad Hoc Salary Change](#) link at the bottom of the page. For detailed instructions on processing an Ad Hoc Salary Request, view the Ad Hoc Salary change section in this guide.

Promote Employee

Promotion Details

Gary James

The following information has been submitted.

Promotion Details			
Promotion Date:	09/01/2010		
Reason for Promotion:	Other		
*Promotion Method:	By Department and/or Job Title		
	Current Info		New Info
*Business Unit:	Rutgers	UNIV	Rutgers
*Department:	Demonstration Department 1	10715	Demonstration Department 1
*Location:	Admin Svcs Bldg Annex I	3855	Admin Svcs Bldg Annex I
*Job Title:	ASST PROF AY NON TENURE TRACK	86002	ASSOC PROFESSOR ACD YR
Full/Part Time:	Full-Time		
Standard Hours:	37.50	37.50	
Supervisor:			

[Return to Select Employees](#)

Go To: [Request Ad Hoc Salary Change](#)

Ad Hoc Salary Change (Academic Employees only)

To request an Ad Hoc Salary Change, select **Manager Self Service>Compensation and Stock>Request Ad Hoc Salary Change** or click on the link [Request Ad Hoc Salary Change](#) .if it is displayed on the screen you are using. For example, after you complete a request for transfer, the Ad Hoc Salary Change link becomes available.


Step 1 - Select the Employee

Select the **employee** for the Ad Hoc Salary Change **and change the effective date** to the date the new salary becomes effective. Click the **Continue** button.

Ad Hoc Salary Change

Select Employees

Select the employee(s) from the list below. If the employee of interest is not displayed, initiate a search using the Search for an Employee pushbutton.

Transaction Effective Date: 

Direct Reports For Brenda Zucish					Customize Find 
Select	Name	Empl ID	Job Title	Department	First  1-2 of 2  Last
<input checked="" type="checkbox"/>	Gary James	00001137	ASST PROF	K25000000	
<input type="checkbox"/>	Greg Werner	00001136	ASST PROFE	K25000000	

Step 2 - Enter the New Salary and Action Reason

Enter the new **Salary** and the **Action Reason**.

Select **Calculate New Total** to view the new Annual Rate. You have the option to add comments in the Comment field. Click the **Submit** button.

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and select Calculate New Total for each person. Select Submit once all salary changes have been entered.

Salary Change Date: 09/01/2010

Gary James

Employee ID: 00001137

Job Information

Data

Enter Salary Change Amounts | View Additional Salary Info

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	
Default NA Annual	48000.000000	<input type="text" value="4.000"/>	1,920.000000	<input type="text" value="49920.000000"/>	USD

Compensation Frequency: Rutgers Biweekly

Action Reason:

Previous Salary: \$1,839.080460 USD New Total: \$1,912.643678 USD

Previous Annual Rate: \$48,000.000 USD New Annual Rate: \$49,920.000 USD

Comment:

A confirmation message appears, Click the **OK** button.

Step 3 – View Ad Hoc Salary Request

The Ad Hoc Salary page displays showing your request. This request has been sent to the Approver for review and approval. Click the Return to Select Employees

[Return to Select Employees](#) to process another transaction

Ad Hoc Salary Change

The salary change information below has been submitted.

Salary Change Date: 09/01/2010

Gary James

Employee ID: 00001137

Job Information

Data

Enter Salary Change Amounts

View Additional Salary Info



Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	
Default NA Annual	48000.000000	4.000	1,920.000000	49920.000000	USD

Compensation Frequency: Rutgers Biweekly Action Reason: Promotion

Previous Salary: \$1,839.080460 USD New Total: \$1,912.643678 USD

Previous Annual Rate: \$48,000.000 USD New Annual Rate: \$49,920.000 USD

Process Detail

Name	Role Name	Process Action	Process Action Date
Brenda Zucish	Originator	Submit	10/30/2010
	Compensation Administrator		
	Compensation Administrator		
	Compensation Administrator		

[Comments](#)

Ad Hoc Salary Change Status

To view the status of an Ad Hoc Salary Change, select Manager **Self Service>Compensation and Stock>View Ad Hoc Salary Change Status**.

View Ad Hoc Salary Change Status

The hyperlinks below indicate groups for which you are a participant in the approval process. Select a hyperlink to see details about the status of each transaction contained in the group

[Ad Hoc Salary Change 2](#)

Submitted By: Brenda Zucish

Submitted Date: 10/30/2010

Data					Customize	Find	1 of 1
Empl ID	Name	Job Title	Last Process Action	Last Processed By			
00001137	Gary James	ASST PROF	Submit	Brenda Zucish			

Select the **Ad Hoc Salary Change** link [Ad Hoc Salary Change 2](#) to view details of your request. Click Return to Approval/Status List to view other Ad Hoc Salary requests.

Transfer Employee (used for both Staff Academic Employees only)

Use transfer employee to change job title (includes Academic Year (AY)/Calendar Year (CY) changes), or to transfer an employee from one department (org id) to another or for lateral moves in your Department. To process a transfer, select **Manager Self Service>Job and Personal Information>Transfer Employee**.

Step 1 - Enter an Effective Date

Enter an **Effective date**. The date can be today's date or a future date. Click the **Continue** button.

Transfer Employee

Initiate a request to transfer an employee.

Instructions

Follow this 3-step process to transfer an employee:

1. Enter the date this transfer will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be transferred.
3. Enter the transfer details and submit the change.

Enter the as of date

Enter the date this transfer takes effect.

09/01/2010

Continue

Step 2 - Select the Employee

Select the employee that requires the transfer and click the **Continue** button.

Transfer Employee

Select the employee to be transferred.

Instructions

Select the employee to be transferred. You will be able to process only those employees that report to you as of the date entered on the first page.

Once you have finished select *Continue* to enter the transfer details.

[Return to Previous Page](#)

Select Employees

Reports To: **Brenda Zucish**

As Of: 09/01/2010

Continue

Select Employee

Customize | Find |

First 1 of 1 Last

	Name	Empl ID	Empl Record	Pay Status	HR Status	Job Code	Dept ID
<input checked="" type="radio"/>	Greg Werner	00001136	0	Active	Active	99843	10715

Continue


Step 3 – Enter the Reason for the Transfer and the Transfer Information

Select the **Reason for the Transfer** from the drop down list of values:

- Internal Recruitment – normally reserved for central HR use only upon internal staff hire
- Promotion – used by central HR for an employee who received a promotion and is being reassigned to another department
- Reorganization – the department has been reorganized and the employee has been moved to another department
- Change Terms of Appointment – the employee’s title has changed include Academic Year (AY)/Calendar Year (CY) changes

Select the **Transfer Method** from the drop down list of values:






- By Department and/or Job Title

After you select the Transfer Method, new transfer information must be entered for the employee – **Department, Location, Job Title**. You can type the information in directly or use the search icon . When all information is completed select the **Submit** button. A confirmation message appears, Click the **OK** button.

Transfer Employee Transfer Details

Greg Werner

Enter the transfer details below for the chosen employee.
You will have an opportunity to change this employee’s salary after you submit the transaction.
Select Submit once you have entered the transfer information.

Transfer Information		
Transfer Date:	09/01/2010	
*Reason for Transfer:	Change in Terms of Appt	
*Transfer Method:	By Department and/or Job Title	
Current Info		New Info
*Business Unit:	Rutgers UNIV	<input type="text" value="Rutgers"/> 
*Department:	Demonstration Department 1 10715	<input type="text" value="Demonstration Department 1"/> 
*Location:	Admin Svcs Bldg Annex I 3855	<input type="text" value="Admin Svcs Bldg Annex I"/> 
*Job Title:	ASST PROFESSOR AY 99843	<input type="text" value="ASST PROFESSOR CY"/> 
Full/Part Time:	Full-Time	
Standard Hours:	37.50	37.50
Supervisor:	<input type="text"/>  (example: Firstname Lastname)	
<input type="button" value="Submit"/>		
* Required Field		
Return to Select Employees		

Step 4 – View Transfer Details

The Transfer Details page will display, showing details of the transfer you submitted. Your request has been sent to your Approver for review and approval.

In the example above, an ad hoc salary request would be processed adjusting the faculty member's salary for the change in terms of his appointment. Select the [Request Ad Hoc Salary Change](#) link at the bottom of the page. For detailed instructions on processing an Ad Hoc Salary Request, view the Ad Hoc Salary change section in this guide.