

TOPIC: PeopleSoft Custom Bolt-on Student Worker Contract - Submitter



Student Worker/Graduate Assistant Contract Submitter Instructions



A Custom Bolt-on PeopleSoft Application

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Student Worker Submission Process Search and Entry

Student Worker Submission Entry Search Page “Find an Existing Value” Tab

- Navigate to SU Custom > Employment Contract Processing > Student Worker Contract > Student Worker Contract.

1. Use this search page to search for students that already have a GullNet record (contract) started, cancelled or completed.

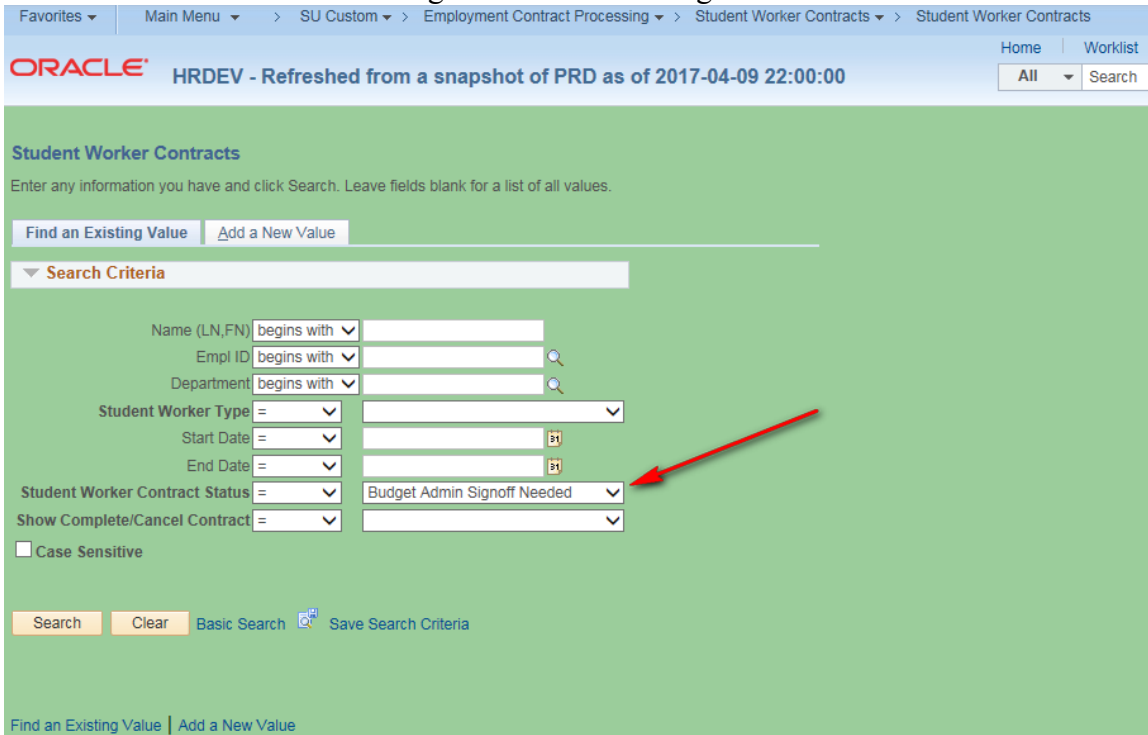
The screenshot shows the Oracle HRDEV interface for the Student Worker Contracts search page. The breadcrumb trail is: Favorites > Main Menu > SU Custom > Employment Contract Processing > Student Worker Contracts > Student Worker Contracts. The page title is "ORACLE HRDEV - Refreshed from a snapshot of PRD as of 2017-04-09 22:00:00". The search page has two tabs: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Below the tabs is a "Search Criteria" section with the following fields:

- Name (LN, FN) begins with [text input]
- Empl ID begins with [text input]
- Department begins with [text input]
- Student Worker Type = [dropdown]
- Start Date = [date input]
- End Date = [date input]
- Student Worker Contract Status = [dropdown]
- Show Complete/Cancel Contract = [dropdown]

There is also a checkbox for "Case Sensitive". At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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2. You can search by Name, Empl ID, Department, Student Worker Type, Dates of the Contract and/or any combination thereof. Also, you can use this to search the list by Student Worker Contract Status. The submission statuses (in normal processing order) are as follows: Not Submitted; Budget Admin Signoff Needed; Student Signoff Needed; HR Signoff Needed; HR Data Input Needed; Commitment Acct Needed; Completed; or Cancelled. Below is what you would choose to search for all students who need the Budget Administrator's signoff.



The screenshot shows the Oracle PeopleSoft interface for 'Student Worker Contracts'. The breadcrumb trail is: Favorites > Main Menu > SU Custom > Employment Contract Processing > Student Worker Contracts > Student Worker Contracts. The page title is 'ORACLE HRDEV - Refreshed from a snapshot of PRD as of 2017-04-09 22:00:00'. The main heading is 'Student Worker Contracts' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several dropdown menus: 'Name (LN, FN) begins with', 'Empl ID begins with', 'Department begins with', 'Student Worker Type =', 'Start Date =', 'End Date =', 'Student Worker Contract Status = Budget Admin Signoff Needed', and 'Show Complete/Cancel Contract ='. A red arrow points to the 'Student Worker Contract Status' dropdown. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria', along with another set of 'Find an Existing Value' and 'Add a New Value' buttons.

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3. Also, you can search for all Completed or Cancelled Contracts by selecting as in the example below. Alternatively, choose “Contracts Waiting Action” for all contracts in process.

The screenshot shows the Oracle HRDEV interface for searching Student Worker Contracts. The breadcrumb trail is: Favorites > Main Menu > SU Custom > Employment Contract Processing > Student Worker Contracts > Student Worker Contracts. The page title is "ORACLE HRDEV - Refreshed from a snapshot of PRD as of 2017-04-09 22:00:00".

The main heading is "Student Worker Contracts". Below it, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value".

The search criteria section is expanded, showing the following fields:

- Name (LN, FN): begins with []
- Empl ID: begins with []
- Department: begins with []
- Student Worker Type: = []
- Start Date: = []
- End Date: = []
- Student Worker Contract Status: = []
- Show Complete/Cancel Contract: = Completed/Canceled Contracts

A red arrow points to the "Show Complete/Cancel Contract" dropdown menu, which is currently set to "Completed/Canceled Contracts". There is also a "Case Sensitive" checkbox which is unchecked.

At the bottom of the search criteria section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

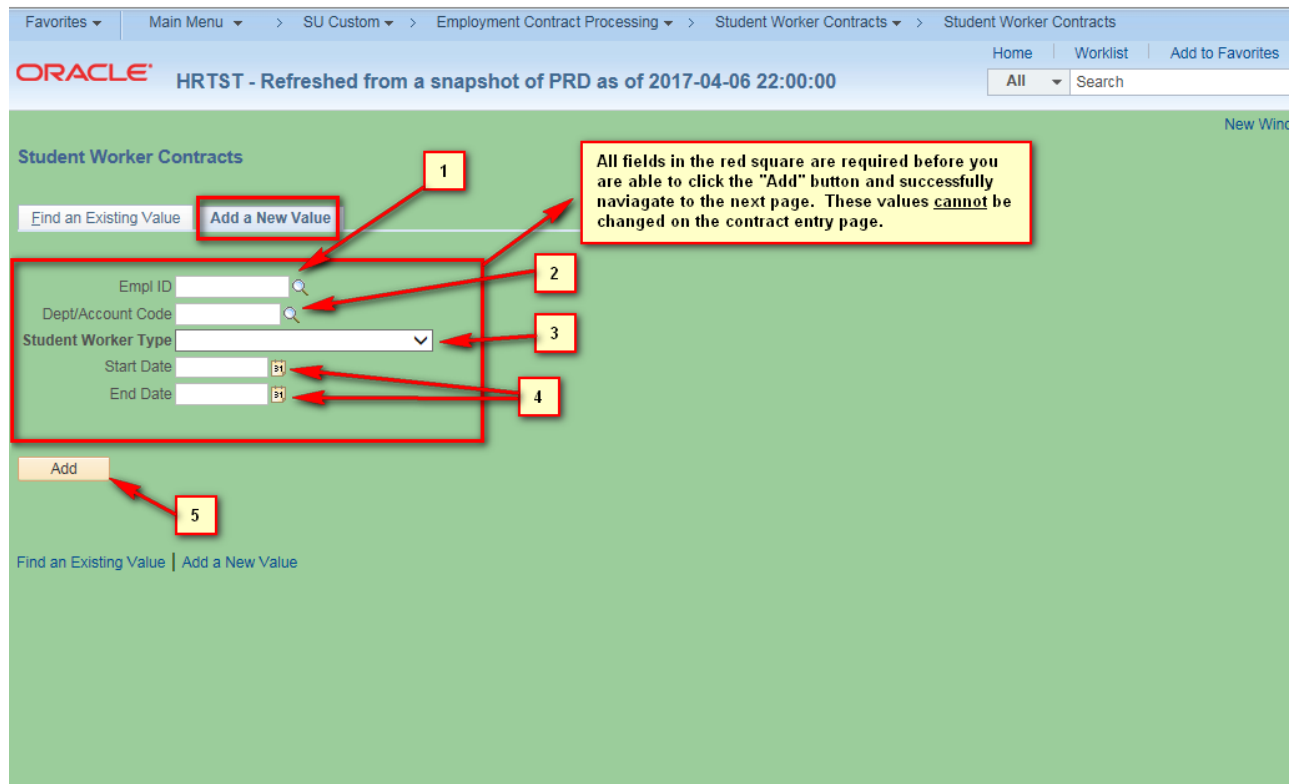
At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

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Student Worker Submission Search Page “Add A New Value” Tab

Note: This is where you select students who are employed or have never been employed and enter information in order to process their student worker contracts.

Click on the “Add a New Value” tab to select an student so you can proceed to enter a new contract.



- The page shown above contains numbered field and controls (numbered for reference purposes for this document only as they do not appear on the page). They are:
 1. Empl ID: If you know the emplid of the student you can enter it here or click on the magnifying glass to see a list of students. Clicking on the magnifying glass will allow you to search for the student by name. NOTE: Be very cautious and make sure you have the correct student emplid. This list includes all students past and present so it will be a very lengthy list.
 2. Dept/Account Code: Enter the department code you wish to use to fund the position. If you do not see the code you wish to use, please contact HR so they can set it up.

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3. Student Worker Type: Can be either “Regular Student Worker” or “Graduate Assistant”. The Student Worker Contract Submission page is built differently depending on the Student Worker Type you choose.
4. Start Date and End Date: These are the dates of the contract.
5. Clicking the yellow “Add” button in the screenshot above will take you to the Student Worker Contract Submission page. Note: If Graduate Assistant skip to page 10.

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Student Worker Contract Submission Page – Regular Student Worker

- The page shown above contains numbered field and controls (numbered for reference purposes for this document only as they do not appear on the page). They are:

1. The “Check Job Record” button allows you to see the job records of the student employee if available. They are based on the Empl Record of the student and include active as well as non-active jobs. The “Future Jobs” button shows contracts entered in HR that have not started yet. These are for informational purposes only.

Job Information For Each Empl Record

Empl ID	Empl Record	Payroll Status	Job Code	Description	Job Indicator	Effective Date	Action	Action Date	Reason Code	Department	Pay Group	Employee Classification	Standard Hours	FTE
1		Active	8200	Regular Student	Primary	05/31/2017	DTA	06/01/2017	CRN	112105	014	J	20.00	0.500000

Return

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- Multiple Dept Codes?: Only check this when you will be allocating the contract salary among more than one department code. It opens a small data entry window where you must enter at least two department codes. The percentages must add up to 100. Contact HR if you do not see your department codes when you select the department magnifying glass.

Empl ID: 1139238 SSN: 000-00-2222

Multiple Dept Codes?

9/2017

Must Equal 100 %			
	*Department	Percentage	
1	110185	60	+ -
2	111425	40	+ -

- Submission Status: This is a read-only field and is set to “Not Submitted” until the contract has been submitted.
- Two checkboxes which you would check if the student is swiping a time clock and/or taking summer classes.
- Three required fields for Hourly Rate (must be at least minimum wage), Maximum Salary and Hours Worked Per Week.
- Address Changed: This checkbox is not editable and only is checked if you change any address information. When the page is loaded the home address of the student is loaded. If you modify any of the fields (Address Line 1 or 2, City, State, or Postal Code) this box will be checked when the address is changed. This will alert the HR Office to send the student the proper paperwork needed to formally change the home address.
- Supervisor Emplid and Budget Admin Emplid: The supervisor must be chosen from a list of current employees. The Budget Administrator will normally only have one value selectable from the search magnifying glass. This value is tied to the Department in which the student will be working. When selected, the email addresses below the emplid will automatically be populated. If there are no values when you click the magnifying glass contact HR.
- Additional Requirements and Notes: These are additional documents required or notes that you can enter that the student will have to provide based on their job information (contact HR for further clarification). Please leave as “None” if no additional documents are required or if you have no notes to make.

Additional Requirements and Notes							
	*Forms and Documents Required	Submitted Date	Submitted By	Submitter Notes	Received By HR	Received By	HR Comments
1	Direct Deposit Form	01/19/2017	mlambert				
2	Form I-9	01/19/2017	mlambert				
3	W-4 Tax Withholdin	01/19/2017	mlambert				
4	General Note	01/19/2017	mlambert	This is a general note			

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9. Submitted Oprid and Submitted Date: These read only fields are populated when you submit the contract.
10. The “Save Before Submitting” button can be pressed to save all your data without submitting the contract process through DocuSign. The “Submit For Budget Admin Approval” button actually starts the DocuSign workflow process.

Student Worker Contract Submission Page – Graduate Assistant Worker

Student Worker Contract Submission

Student Worker Contract For: **Susan Student** (3)

Empl ID: 1508078 SSN: 000-00-9877

Department: 111310 Biology

Contract Start Date: 01/22/2018 Contract End Date: 05/18/2018

*Submission Status: Not Submitted

Student Worker Type: GA

TA - Teaching Assistant (4) RA - Research Assistant GA - Administrative

*Semester: Spring *Stipend: 4,000.00 F/T (20 Hrs) P/T (10 Hrs)

Email Address: HRDEV@salisbury.edu

Address Line 1: 1101 Camden Avenue Address Changed (6)

Address Line 2: Apt 1106

City: Salisbury State: MD Zip Code: 21801

*Supervisor Emplid: 1038139 Gehrich, Stephen C. (7)

*Budget Admin Emplid: 1040294 Erickson, Floyd L. (7)

Budget Admin Email: HRDEV@salisbury.edu

Dean's Emplid (Required for Academic Dept): 1039394 Scott, Michael S. (9)

Dean's Email: HRDEV@salisbury.edu

*Job Duties: (8)
Student will be taking part in fish cell research as well as support advising efforts for new students in the health sciences.

*Forms and Documents Required	Submitted Date	Submitted Update Oprid	Submitter Notes	Received By HR	Received By	HR Con
1 FERPA Agreement	04/12/2018	shrmses				
2 Tuition Remission F	04/12/2018	shrmses				

Submitted Update Oprid: (10) Submitted To DocuSign:

Envelope ID: (11)

Save Before Submitting Submit Contract To Student

- The page shown above contains numbered field and controls (numbered for reference purposes for this document only as they do not appear on the page). They are:
 1. The “Check Job Record” and “Future Jobs” buttons allow you to see the job records of the student employee if available. They are based on the Empl Record of the student and include active as well as non-active jobs.

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The “Future Jobs” button shows contracts entered in HR that have not started yet. These are for informational purposes only.

Job Information For Each Empl Record

Empl ID	Empl Record	Payroll Status	Job Code	Description	Job Indicator	Effective Date	Action	Action Date	Reason Code	Department	Pay Group	Employee Classification	Standard Hours	FTE
1		Active	8200	Regular Student	Primary	05/31/2017	DTA	06/01/2017	CRN	112105	014	J	20.00	0.500000

Return

- Multiple Dept Codes?: Only check this when you will be allocating the contract salary among more than one department code. It opens a small data entry window where you must enter at least two department codes. The percentages must add up to 100. Contact HR if you do not see your department codes when you select the department magnifying glass.

Empl ID: 1139238 SSN: 000-00-2222

Multiple Dept Codes?

9/2017

Must Equal 100 %				
	*Department	Percentage		
1	110185	60	+	-
2	111425	40	+	-

- Submission Status: This is a read-only field and is set to “Not Submitted” until the contract has been submitted.
- This radio button defines the type of graduate student worker. You must select one. Also, enter the degree program in which the graduate student is enrolled..
- You must select the semester for which the student is employed as well as enter the amount of their stipend. Also, please pick the amount of hours they are working per week from the F/T and P/T radio buttons. Also, please select whether the graduate student is a new appointment or re-appointment.
- Address Changed: This checkbox is not editable and only is checked if you change any address information. When the page is loaded the home address of the student is loaded. If you modify any of the fields (Address Line 1 or 2, City, State, or Postal Code) this box will be checked when the address is changed. This will alert the HR Office to send the student the proper paperwork needed to formally change the home address.
- Supervisor Emplid and Budget Admin Emplid: The supervisor must be chosen from a list of current employees. The Budget Administrator will normally only have one value selectable from the search magnifying glass.

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This value is tied to the Department in which the student will be working. When selected, the email addresses below the emplid will automatically be populated. If there are no values when you click the magnifying glass contact HR. **The Dean’s emplid is required for all academic departments since approvals will be routed to them before final signoff by the Dean of Graduate Studies.**

8. Please enter a brief description of the graduate worker’s job duties.
9. Additional Requirements and Notes: These are additional documents required or notes that you can enter that the student will have to provide based on their job information (contact HR for further clarification). Please leave as “None” if no additional documents are required or if you have no notes to make. Additionally, graduate workers may need to sign a FERPA agreement as well as submit a tuition remission form.

Additional Requirements and Notes							
	*Forms and Documents Required	Submitted Date	Submitted By	Submitter Notes	Received By HR	Received By	HR Comments
1	Direct Deposit Form	01/19/2017	mlambert				
2	Form I-9	01/19/2017	mlambert				
3	W-4 Tax Withholdin	01/19/2017	mlambert				
4	General Note	01/19/2017	mlambert	This is a general note			

10. Submitted Oprid and Submitted Date: These read only fields are populated when you submit the contract.
11. The “Save Before Submitting” button can be pressed to save all your data without submitting the contract process through DocuSign. The “Submit For Budget Admin Approval” button actually starts the DocuSign workflow process.

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HR Instructions

When the contract “Submission Status:” is “HR Data Input Needed” it is ready for HR submission. The section below is only visible to HR staff.

HR Representative Approval

HR Representative Oprid: _____ HR Rep. Action DTTM: _____

HR Rep Name: _____ SSN: 216452275

Insert and Update Job Record

Empl Record: 0 Eff Dt: _____ Eff Seq: 0 Standard Hours: 20.00

Job Code: 8200 Full/Part Time: Part-Time Standard Work Period: W

*Pay Group: D14 Timekeeper Location: _____ Job Indicator: Primary

VP Area: Admin & Finance

SU Dept Name: N/A - Student Workers

Comp Rate: 9.250000 Comp Freq: H PACs Rate: 9.2500

Contract Start Date Codes

*Action: DTA Data Change

*Reason Code: CRP PACS Cntrt Renew w/payrate Chn

Select Job Record Create JOB Record Create New EMPLRCD Job Job Updated?

- The page shown above contains fields which will be used to populate the Job record of the student when the HR submitter clicks on the “Create JOB Record” or “Create New EMPLRCD Job” button.
- Fields that are in the red squares will be populated from data entered by the contract administrator who started the contract process. HR may still edit these though if they wish. All other fields are defaulted or as in the case of the “Action” and “Reason” code fields are determined by the program or “Select Job Record” button. These are all editable by the HR rep.
- When the HR submitter clicks on the “Select Job Record” they will see a list of all the highest job rows for each EMPL_RCD for that student. Clicking the select button at the end of the row will populate the data for all the fields that are not in red squares if the data is available. These fields are also editable if you wish to use your own values.
- The “Contract Start Date Codes” box and fields are critical since they determine how the job record is created in HR. Please make sure these are correct before

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you submit via the “Create JOB Record” button or the “Create New EMPLRCD Job” button.

- Once the the HR submitter clicks on the “Create JOB Record” button ” or “Create New EMPLRCD Job” button the “Job Updated?” check box will become checked and the submission status will be updated to “Commitment Acct Input Needed”, but if there is an error please contact IT.
- **NOTE:** Please use the “Create New EMPLRCD Job” button for a student who has never had a job record in HR or for one whom you wish to create a new EMPL record.