



University of Connecticut

Hiring an Employee: Special Payroll Employees

Overview

The Department Processors are responsible for initiating a Smart HR hire for Special Payroll Teaching, Special Payroll Non-Teaching and Gratis employees. Once the template is complete, the hire is submitted for approval and then finalized centrally at the Payroll Department.

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

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

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

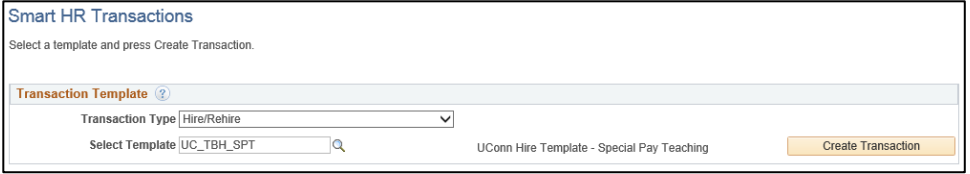
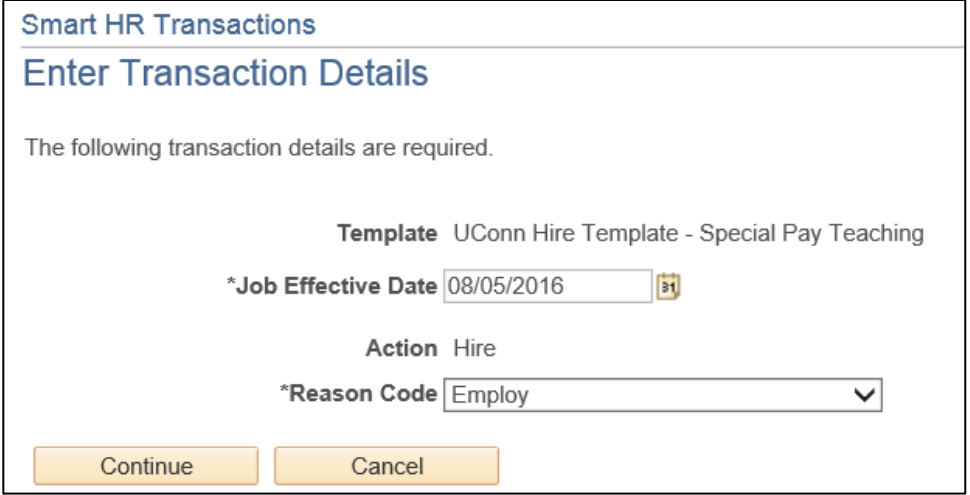
**Gratis hire template is not displayed in this job aid.*

Business Process



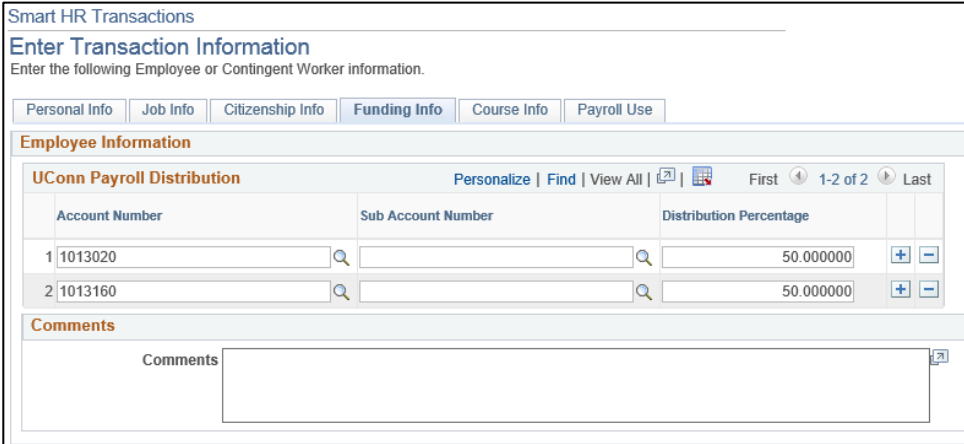
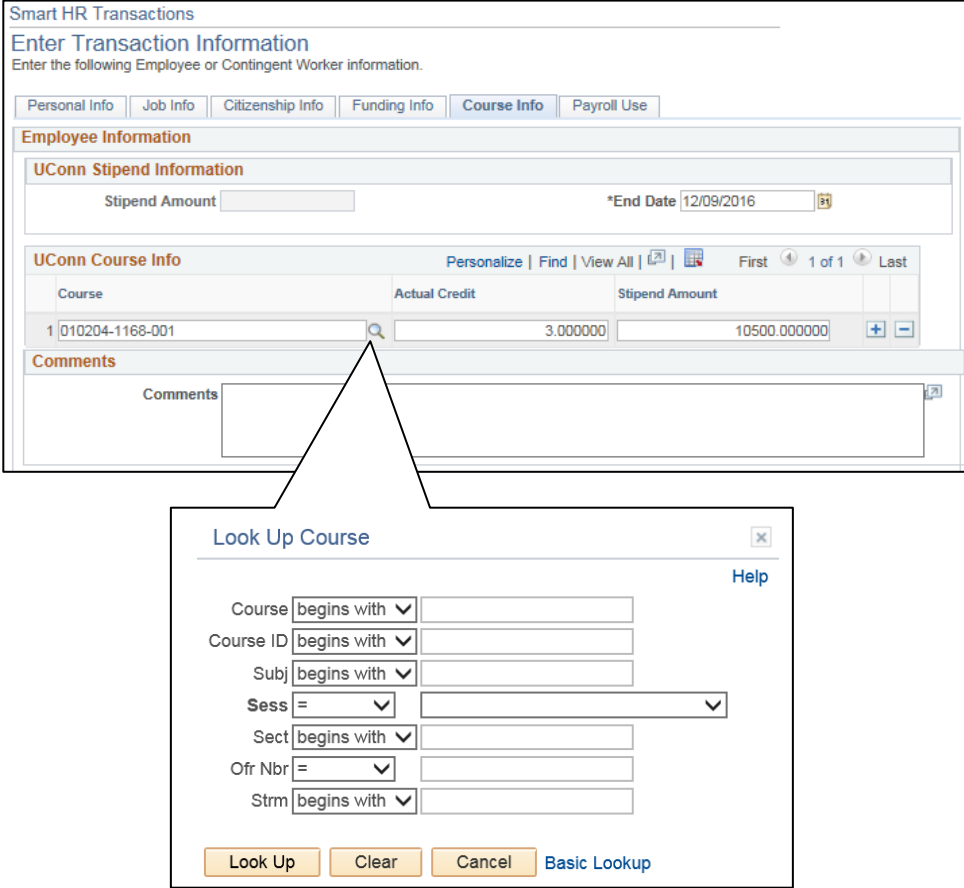
Process Steps: Special Payroll Teaching

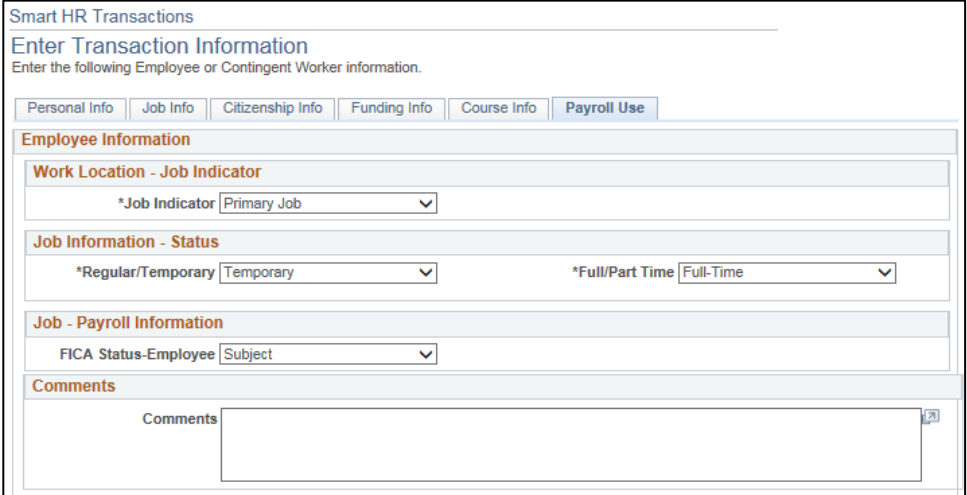
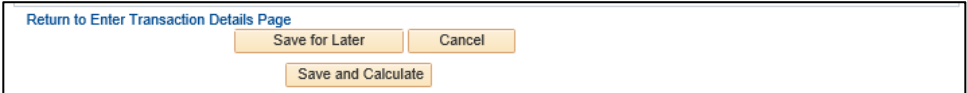
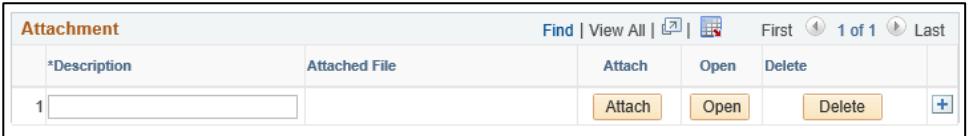

Scenario: In this example, Jan Janson is being hired to the Dramatic Arts department to be an Instructor.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_TBH_SPT <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Job Effective Date: This auto-populates to the current date. Update if necessary. • Action: This will default to <i>Hire</i>. • Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>. <p>Click Continue.</p> <p>Note: There is no field to enter Social Security Number or NetID. Special Payroll templates do <u>not</u> integrate with other systems, so all special payroll hire templates will be blank.</p>	

Step	Action	Screenshot
4	<p>The information on the Personal Info tab will be blank. Enter all required information (highlighted in yellow):</p> <ul style="list-style-type: none"> • First Name • Last Name • Date of Birth • Gender • National ID • Address Line 1 • City • State • Postal Code <p>Note: You will not be able to move to the next tab until all required information is entered on this tab.</p> <p>Note: Fields marked with an asterisk (*) are required.</p> <p>When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.</p>	

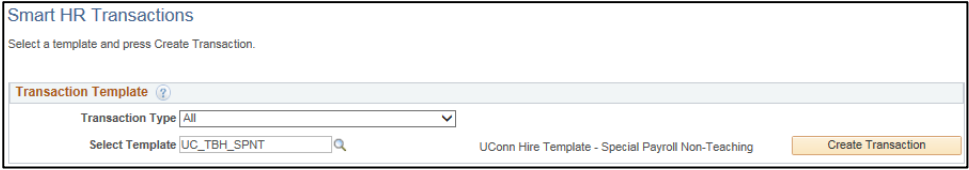
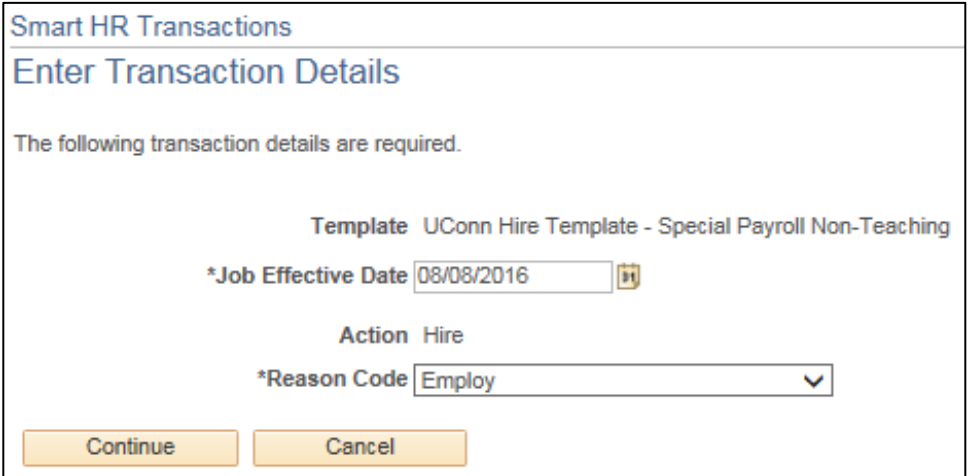
Step	Action	Screenshot
5	<p>On the Job Info tab, the Employee Classification will default due to the template that was selected.</p> <p>Ensure the remaining required fields are complete:</p> <ul style="list-style-type: none"> • Department • Location Code • Job Code <p>When all of the required information is entered, move to the Citizenship Info tab.</p>	
6	<p>The information on the Citizenship Info tab will be completed by the Payroll Department.</p> <p>Department Processors do not need to enter any information on this tab.</p> <p>Move to the Funding Info tab.</p>	

Step	Action	Screenshot
7	<p>Department Processors are required to enter funding information on the Funding Info tab.</p> <p>Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee.</p> <p>When the funding information is entered, move to the Course Info tab.</p>	
8	<p>On the Course Info tab, enter the required course information.</p> <p>Enter the course(s) the employee is teaching, as well as the credit and stipends receiving. Use the magnifying glass to search for the specific course, if unknown.</p> <p>Note: When using the course lookup, it is recommended to enter the Course or Subject if the Course ID is unknown. If the Department Processor does not know what the course begins with, he/she can search by if it contains specific words in the advanced lookup.</p> <p>Click the plus sign (+) to add additional courses.</p> <p>When the applicable course information is entered, move to the Payroll Use tab.</p>	

Step	Action	Screenshot										
8	<p>The information on the Payroll Use tab will be completed by the Payroll Department.</p> <p>Department Processors do not need to enter any information on this tab.</p> <p>Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.</p>	 <p>Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information.</p> <p>Personal Info Job Info Citizenship Info Funding Info Course Info Payroll Use</p> <p>Employee Information</p> <p>Work Location - Job Indicator *Job Indicator Primary Job</p> <p>Job Information - Status *Regular/Temporary Temporary *Full/Part Time Full-Time</p> <p>Job - Payroll Information FICA Status-Employee Subject</p> <p>Comments Comments</p>										
9	<p>Once all information on the Hire template is complete, click Save and Calculate.</p>	 <p>Return to Enter Transaction Details Page</p> <p>Save for Later Cancel</p> <p>Save and Calculate</p>										
10	<p>At the bottom of the template, an Attachment section will open.</p> <p>If applicable, search for and attach an attachment to include with the hire.</p> <p>Click the plus sign (+) to add additional attachments.</p>	 <p>Attachment Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Description</th> <th>Attached File</th> <th>Attach</th> <th>Open</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Attach</td> <td>Open</td> <td>Delete</td> </tr> </tbody> </table> <p>+</p>	*Description	Attached File	Attach	Open	Delete	1		Attach	Open	Delete
*Description	Attached File	Attach	Open	Delete								
1		Attach	Open	Delete								
11	<p>When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.</p>	 <p>Return to Enter Transaction Details Page</p> <p>Cancel</p> <p>Save and Calculate Submit</p>										

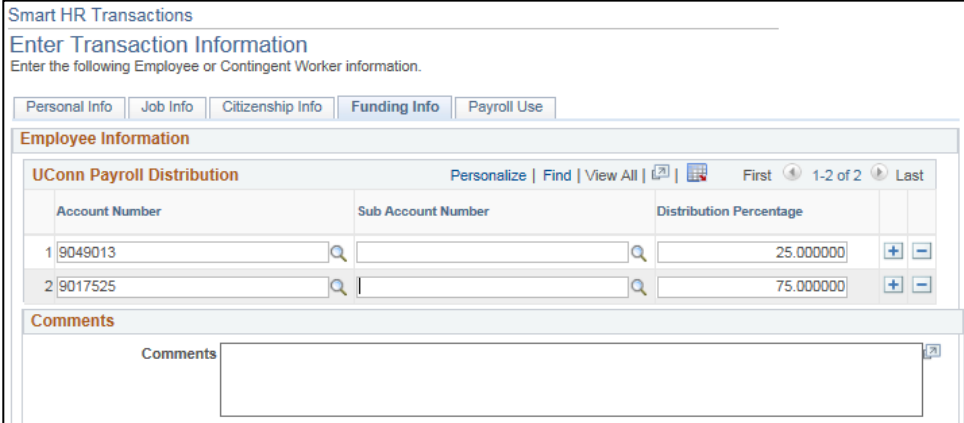
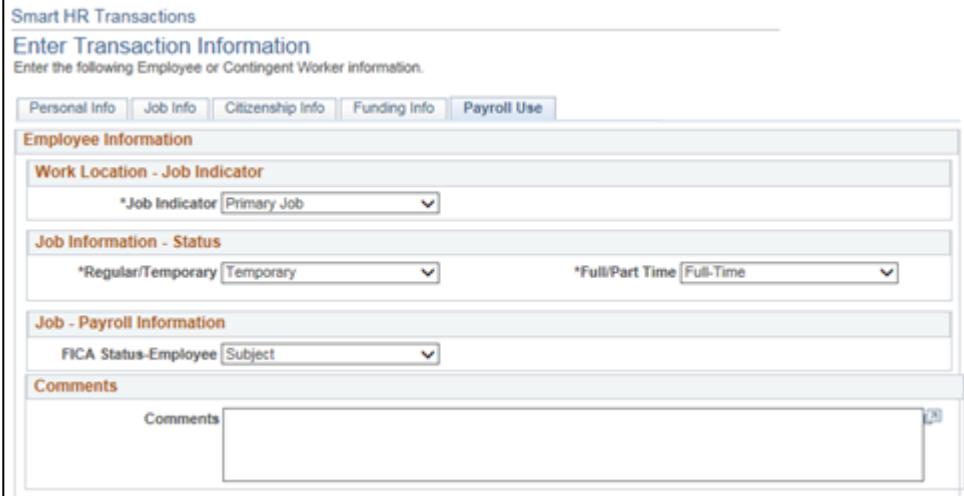
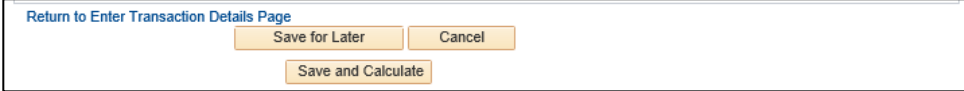
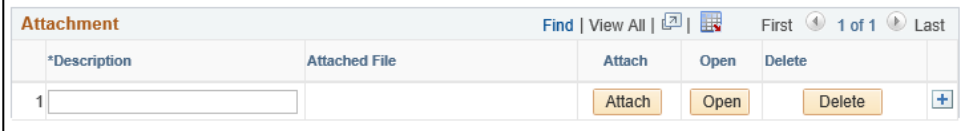
Process Steps: Special Payroll Non-Teaching


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

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_TBH_SPNT <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Job Effective Date: This auto-populates to the current date. Update if necessary. • Action: This will default to <i>Hire</i>. • Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>. <p>Click Continue.</p> <p>Note: There is no field to enter Social Security Number or NetID. Special Payroll templates do <u>not</u> integrate with other systems, so all special payroll hire templates will be blank.</p>	

Step	Action	Screenshot
4	<p>The information on the Personal Info tab will be blank. Enter all required information:</p> <ul style="list-style-type: none"> • First Name • Last Name • Date of Birth • Gender • National ID • Address Line 1 • City • State • Postal Code <p>Note: You will not be able to move to the next tab until all required information is entered on this tab.</p> <p>Note: Fields marked with an asterisk (*) are required.</p> <p>When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.</p>	<p>Smart HR Transactions</p> <p>Enter Transaction Information Enter the following Employee or Contingent Worker information.</p> <p>Personal Info Job Info Citizenship Info Funding Info Payroll Use</p> <p>Employee Information</p> <p>Primary Name - English</p> <p>*First Name <input type="text" value="Jan"/> Middle Name <input type="text"/></p> <p>*Last Name <input type="text" value="Janson"/></p> <p>Birth Information</p> <p>*Date of Birth <input type="text" value="10/09/1980"/></p> <p>Person Gender</p> <p>*Gender <input type="text" value="Female"/></p> <p>Person National ID United States</p> <p>*National ID <input type="text" value="147852396"/></p> <p>Person Address 01 - United States</p> <p>*Address Type <input type="text" value="Home"/> *Address Line 1 <input type="text" value="123 Main Street"/></p> <p>Address Line 2 <input type="text"/> Address Line 3 <input type="text"/></p> <p>*City <input type="text" value="Hartford"/> *State <input type="text" value="CT"/></p> <p>*Postal Code <input type="text" value="06103"/> County <input type="text"/></p> <p>Person Phone Number 01</p> <p>*Phone Type <input type="text" value="Business"/> Telephone <input type="text"/></p> <p>Phone Extension <input type="text"/></p> <p>Comments</p> <p>Comments <input type="text"/></p>

Step	Action	Screenshot
5	<p>On the Job Info tab, the Job Information – Status section will auto-populate due to the template that was selected. Update, if necessary.</p> <p>Ensure the remaining fields are complete:</p> <ul style="list-style-type: none"> • Department • Location Code • Job Code • Supervisor ID • Employee Classification • Standard Hours • Compensation Rate • Stipend Amount • End Date <p>When all of the required information is entered, move to the Citizenship Info tab.</p>	
6	<p>The information on the Citizenship Info tab will be completed by the Payroll Department.</p> <p>Department Processors do not need to enter any information on this tab.</p> <p>Move to the Funding Info tab.</p>	

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

Step	Action	Screenshot
11	When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.	 <p>The screenshot shows a web interface with a blue header bar. Below the header, there is a white box containing a blue link that says "Return to Enter Transaction Details Page". To the right of the link is a yellow button labeled "Cancel". Below the link and "Cancel" button are two more yellow buttons: "Save and Calculate" on the left and "Submit" on the right.</p>