

### **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 Time Reporter and Special Payroll Non-Teaching Stipend payment hires that have been approved in PageUp. Once the template is complete, the hire is submitted for approval and then finalized centrally at the Payroll Department.

An integration has been developed auto-populate Smart HR template fields with data from PageUp.

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

- UC\_PG\_SPT: Special Payroll Teaching Hire PageUp
- UC\_PG\_SPNT: Special Payroll Time Reporter Hire PageUp
- UC\_PG\_SPNTS: Special Payroll Non-Teaching Stipend Hire PageUp

#### **Business Process**



#### Process Steps: Special Payroll Teaching

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_PG_SPT Click Create Transaction.	Smart HR Transactions         Select a template and press Create Transaction.         Transaction Template ?         Transaction Type All         Select Template UC_P3_SPT         Q         Special Payroll Teaching Hire PageUp         Create Transaction
3	On the Enter Transaction         Details page, enter the         following:         • Net ID: Select the correct Net         ID and Application ID for this         job.         • Job Effective Date: Auto-         populated from PageUp.         • Action: This will default to         Hire.         • Reason Code: Select a reason         for the hire action. In this         example, select Employ.         Click Continue.	

The information on the       Smart HR Transactions         Personal Info tab will auto-       Enter Transaction Information         populate from PageUp.       Enter the following Employee or Contingent Worker information.         Business phone number may       Personal Info         be added.       First Name John         Middle Name       Widdle Name	Step	Action	Screenshot		
4       When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.       Bith Information Effect on the tab information is entered on the tab, move to the Job Info tab to enter the job-related information.       Bith Information Effect on the tab information is entered on the tab, move to the Job Info tab to enter the job-related information.         4       When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.       Bith Information Effect on the tab information is entered on the tab information.         4       When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.       Bith Information Effect on the Information is entered on the information.         4       When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.       Person Address Personalize [ Find ] View All [2] I First (1.5 of 5 Last Regulatory Region Ethnic Group*	4	Personal Info tab will auto- populate from PageUp. Business phone number may be added. When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related	Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Funding Info Course Info Payroll Use Employee Information Primary Name - English *First Name John Middle Name *Last Name Johnson Birth Information Date of Birth 02/24/1998 Person Gender Gender Male *Rational ID United States *Rational ID United States *Rational ID United States *Address 11- United States *Address 11- United States *Address Line 1 W Watters Avenue Address Line 2 City Tolland State CT Postal Code 06269 Person Phone Number 01 *Phone Extension Diversity - United States Phone Extension Diversity - United States Phone Extension Diversity - United States *Phone Extension Diversity - United States *Phone Extension Diversity - United States Person Address I Find   View All [2] First 1.5 of 5 Last Regulatory Region Ethnic Group * Primary Indicator for Multiple 1 USA USA HISPA SUSA HISPA		

Step	Action	Screenshot
	On the <b>Job Info</b> tab, information auto-populates from PageUp.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Course Info         Personal Info       Job Info         Funding Info       Course Info         Personal Info       Funding Info         Course Info       Payroll Use         Employee Information       Work Location - Job Fields
	<b>Note:</b> Compensation Rate will not populate until the	Department         UOC01055         Location         Code         UOC000075           Description         Human         Resources         Description         DEPOT         RROWN-HUMAN         RESOL
	template has been submitted. Calculated compensation will	Job Information - Job Code *Job Code 5004UP Q Description ADJUNCT FACULTY
5	appear at the bottom of the	Job Information - Reporting Information           Supervisor ID 047863         Name Brandon Murray
	page upon clicking Save and Calculate.	Job Information - Employee Classification         Employee Classification SA - Opecial Appointment His *         *Denefit Program Date None         Job Compensation - Pay Components
	When all of the required	Compensation Rate UConn Dates
	information is entered, move	Date Code UOC Funding Date   End Date 03/31/2020  Other Job Data
	to the <b>Funding Info</b> tab.	R\$ Job Opening ID 493407.000000 R\$ Position Number 855 Work Dept/Non- UOC01351 Academic
		Comments

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Step	Action	Screenshot		
	KFS account 9999999 defaults from PageUp. Department Processors are required to update funding information on the <b>Funding Info</b> tab.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Course Info         Payroll Use         Employee Information         UConn Payroll Distribution         Personalize   Find   View All   [2]   First (1) 1 of 1 (2) Last		
6	Click the <b>plus sign (+)</b> to add more than one funding account. Total Distribution Percentage should be 100. When the funding information is entered, move to the <b>Course</b> <b>Info</b> tab.	Account Number Sub Account Number   1 9999999   1 100.000000		
7	On the <b>Course Info</b> tab, enter the required course information. Enter the course(s) the employee is teaching, as well as the credit and stipends receiving. Use the <b>magnifying</b> <b>glass</b> to search for the specific course, if unknown. <b>Note:</b> When using the course lookup, it is recommended to enter the <b>Course</b> or <b>Subject</b> if the <b>Course ID</b> 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. Click the <b>plus sign (+)</b> to add additional courses. When the applicable course	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Course Info         Personal Info       Job Info         Funding Info       Course Info         VConn Stipend Information       Imployee Information         UConn Course Info       Personalize [ Find ] View All [ Imployee Information         UConn Course Info       Personalize [ Find ] View All [ Imployee Information         Course       Actual Credit         1       Imployee Information         Comments       Imployee Information         Course Info       Personalize [ Find ] View All [ Imployee Amount         1       Imployee         Comments       Imployee         Course [Degins with V]       Imployee         Subj [ begins with V]       Imployee         Subj [ begins with V]       Imployee         Sets [ begins with V]       Imployee         Stom [ begins with V]       Imployee         Stom [ begins with V]       Imployee         Imployee       Imployee         Imployee       Imployee         Imployee       Imployee         Imployee       Imploye		
	information is entered, move to the <b>Payroll Use</b> tab.			

Step	Action	Screenshot
	The information on the <b>Payroll</b> <b>Use</b> tab will be completed by the Payroll Department.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Course Info         Personal Info       Job Info         Funding Info       Course Info
8	Department Processors do not need to enter any information on this tab.	Employee Information Work Location - Job Indicator *Job Indicator Primary Job   Job Information - Status *Regular/Temporary Temporary  Full/Part Time Full-Time
	<b>Note:</b> Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Job - Payroll Information         FICA Status-Employee Subject         Comments         Comments         Image: Comments
9	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
	At the bottom of the template, an <b>Attachment</b> section will open.	Attachment     Find   View All   2   3 First (1 of 1 ) Last       *Description     Attached File       1     Attach       Open     Delete       1     Delete
10	Offer letters are no longer required to be attached to hires with integration from PageUp.	
	Click the <b>plus sign (+)</b> to add additional attachments.	
11	When all information on the template is complete, click <b>Submit</b> to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit

#### Process Steps: Special Payroll Time Reporter

Step	Action	Screenshot	
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_PG_SPNT Click Create Transaction.	Smart HR Transactions         Select a template and press Create Transaction.         Transaction Template @         Transaction Type [All          Select Template UC_PG_SPNT         Special Payroll Time Reporter Hire PageUp          Create Transaction	
3	<ul> <li>On the Enter Transaction</li> <li>Details page, enter the following:</li> <li>Net ID: Select the correct Net ID and Application ID for this job.</li> <li>Job Effective Date: Autopopulated from PageUp.</li> <li>Action: This will default to Hire.</li> <li>Reason Code: Select a reason for the hire action. In this example, select Employ.</li> <li>Click Continue.</li> </ul>	Smart HR Transaction Details         The following transaction details are required.         Template       Special Payroll Time Reporter Hire PageUp         Employee ID       NEW         Net ID       Q         *Job Effective Date       11/27/2019         Action       Hire         *Reason Code       V	

4       When all the applicable         Smart HR Transactions         Charter Transaction Information         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info tab will auto- populate from PageUp.         Business phone number may be added.         Primary Name - English         Person Mational Info         Date of Birth Information         Person Address 01 - United States         *National ID 0:12345578	Step	Action	Screenshot		
information is entered on the tab, move to the Job Info tab to enter the job-related information.	4	Personal Info tab will auto- populate from PageUp. Business phone number may be added. When all the applicable information is entered on the tab, move to the <b>Job Info</b> tab to enter the job-related	Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Funding Info Payroll Use Employee Information Primary Name - English *First Name (Mailiyn Niiddle Name ''. Birth Information Date of Birth (06/19/1996 Person Gender *Gender Male V Person National ID United States *Address 11 - United States *Address Unit 2 City Stors State OT Postal Code (06269 Person Phone Number 01 *Phone Type Business V Telephone Phone Extension Diversity - United States Phone Extension Diversity - United States *Define Type Business V Telephone Phone Extension Diversity - United States *Define Type Business V Telephone Phone Extension Diversity - United States *Define Type Business V Telephone Phone Extension Diversity - United States *Define Type Business V Primary Indicator for Multiple 1 USA ASIAN 2 USA 3 USA Comments Comments		

Step	Action	Screenshot			
5	On the <b>Job Info</b> tab, information auto-populates from PageUp. When all of the required information is entered, move	Streetistict Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal infoJob Info			
	to the <b>Funding Info</b> tab.	Comments			

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Step	Action	Screenshot		
6	KFS account 9999999 defaults from PageUp. Department Processors are required to update funding information on the <b>Funding Info</b> tab. Click the plus sign (+) to add more than one funding account. Total Distribution Percentage should be 100. When the funding information is entered, move to the <b>Payroll</b> <b>Use</b>	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Payroll Use         Employee Information         UConn Payroll Distribution       Personalize   Find   View All   🖓   🔜 First () 1 of 1 () Last         Account Number       Sub Account Number         1 9999999       () 100.000000         () Comments       () 2		
7	The information on the <b>Payroll Info</b> tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. <b>Note:</b> Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions   Enter Transaction Information   Enter the following Employee or Contingent Worker information.   Personal Info   Job Info   Funding Info   Payroll Use   Employee Information   Work Location - Job Indicator   *Job Indicator Primary Job   * Job Information - Status   *Regular/Temporary Temporary   * Full/Part Time Full-Time   Job - Payroll Information   FICA Status-Employee Subject   Comments		
8	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate		
9	At the bottom of the template, an <b>Attachment</b> section will open. Offer letters are no longer required to be attached to hires with integration from PageUp. Click the <b>plus</b> sign (+) to add	Attachment       Find       View All       Image: Constraint of the state of		

additional attachments.		

Step	Action	Screenshot
10	When all information on the template is complete, click <b>Submit</b> to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit

UConn/Core CT Job Aid: Hiring an Employee: Special Payroll Version 1.0 Process Steps Special Payroll Non-Teaching Stipend

Step	Action	Screenshot	
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_PG_SPNTS Click Create Transaction.	Select a template and press Create Transaction.  Transaction Template  Transaction Type All For Select Template UC_FG_SPNTS Select Template UC_FG_SPNTS Create Transaction	
Details page, enter the following:		Smart HR Transaction Details   Enter Transaction Details   The following transaction details are required. Template Special Payroll Non-Teaching Stipend Hire PageUp Employee ID NEW Net ID *Job Effective Date 12/02/2019 *Job Effective Date 12/02/2019 Reason Code *Continue Cancel	

Step	Action	Screenshot
4	The information on the Personal Info tab will auto- populate from PageUp. Business phone number may be added. When all the applicable information is entered on the tab, move to the <b>Job Info</b> tab to enter the job-related information.	Personal Info       Job Info       Funding Info       Payroll Use         Employee Information <ul> <li>'First Name / English</li> <li>'First Name / Mail</li> <li>'Last Name / National</li> </ul> Birth Information <ul> <li>'Last Name / Maile</li> <li>'Bast Aname / Maile</li> </ul> Person Gender <ul> <li>Gender / Maile</li> <li>'Person National ID United States</li> <li>'National ID @24681012</li> </ul> Person Address IJ - United States <ul> <li>'National ID @24681012</li> <li>Person Address I - United States</li> <li>'Address Line 1 / 31 Chardomay Drive</li> <li>Address Line 2</li> <li>City Willington</li> <li>State WA</li> <li>Postal Code 98011</li> </ul> Person Phone Number 01 <ul> <li>'Phone Type Business ▼</li> <li>Telephone</li> <li>Phone Extension</li> </ul> Diversity - United States       Personalize[ Find   View All [ I] ] ] ] ] First ● 15 of 5 © Last         Regulatory Region       Ethnic Group P Primary Indicator for Multiple         I USA       HISPA         I USA       AMIND         I USA </td

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Step	Action	Screenshot
5	On the <b>Job Info</b> tab, information auto-populates from PageUp.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Payroll Use         Employee Information         Work Location - Job Fields
	Note: Compensation Rate will not populate until the template has been submitted. Calculated compensation will appear at the bottom of the page upon clicking Save and	Department UOC01055     Location Code UOC000075       Description Human Resources     Description DEPOT BROWN-HUMAN RESO       Job Information - Job Code     Information - Job Code
		*Job Code 6001UP Q Description ACADEMIC SPEC Job Information - Reporting Information Supervisor ID 047863 Name Brandon Murray
	Calculate. When all of the required information is entered, move to the <b>Funding Info</b> tab.	Job Information - Employee Classification         Employee Classification SA - Special Appointment Hig
		Job Compensation - Pay Components Compensation Rate UConn Stipend Information
		Stipend Amount         18250.000000         End Date         02/29/2020           Other Job Data         Image: Comparison of the state of th
		RS Job Opening ID 493421.000000 RS Position Number 953 Work Dept/Non-Academic
		Comments

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Step	Action	Screenshot
6	KFS account 9999999 defaults from PageUp. Department Processors are required to update funding information on the <b>Funding Info</b> tab. Click the plus sign (+) to add more than one funding account. Total Distribution Percentage should be 100. When the funding information is entered, move to the <b>Payroll</b> <b>Use</b>	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Payroll Use         Employee Information         UConn Payroll Distribution       Personalize   Find   View All   🗇   🔜 First () 1 of 1 () Last         Account Number       Sub Account Number         1 9999999       () 100.000000         () Comments       () 2
7	The information on the <b>Payroll</b> <b>Info</b> tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. <b>Note:</b> Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Payroll Use         Employee Information         Work Location - Job Indicator         *Job Indicator Primary Job         * Auguar/Temporary Temporary         * Full/Part Time Full-Time         Job - Payroll Information         FICA Status-Employee Subject         Comments         @
8	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
9	At the bottom of the template, an <b>Attachment</b> section will open. Offer letters are no longer required to be attached to hires with integration from PageUp. Click the <b>plus</b> sign (+) to add additional attachments.	Attachment       Find   View All   2   E       First ④ 1 of 1 ④ Last         *Description       Attached File       Attach       Open       Delete         1       Attach       Open       Delete

Step	Action	Screenshot
10	When all information on the template is complete, click <b>Submit</b> to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit