

Online Employee/Adjunct Entry

Additional Compensation and Special Assignment Payments

Instructions

Overview: Payments to RIT regular exempt employees and adjunct faculty can be made online through Oracle Self-Serve.

1. Log into Oracle

https://mybiz.rit.edu

2. From the Responsibilities List (Navigation Window) – select:

RIT Employee / Adjunct Payment Entry » Payment Entry

3. Search for the Person for the transaction. Enter the last name of the person in the Search field. Results are returned to the bottom of the screen.

Note: The following information for My List and Advanced Search functionality can be used in all Self-Serve transactions. It is not required to complete the online payment.

My List: This can be used to create a list of employees and to avoid using the search function in the future. Click on the Select box next to the employee's name. Click on "Add To My List". Once added to My List, these employees can be accessed from the My List link on the search screen.

Advanced Search can be used to refine a search.

4. From the list of people returned, click on the Action icon in the column to the right of the correct employee's name – this may take a moment for the next screen to be returned.

5. From the Overview Screen, click on *Award New Compensation*

- Any future or ongoing payments will be listed. For information on any payments listed please contact your HR Assistant.

6. Select *Type* and then select *Option*.

- Additional Compensation (Add Pay) should be used to make a one-time payment using one of the following payment types.
 - Commission – used for previously approved compensation plan
 - Intellectual Property (IP) Release – used for previously approved compensation plan
 - Royalty – used for previously approved compensation plan
 - Honorarium – used for a payment in recognition of professional services such as acting as a guest speaker
 - Award/Recognition – used for Spot Award, Mentor Recognition, Extra Effort Recognition, Eisenhart Award, Presidential Outstanding Staff Award.
- Special Assignment – used to pay for additional workload that is interim in nature over a period of time, generally not longer than the academic year.

7. Enter the payment details and click Apply

Additional Compensation – Commission, Royalty, IP Release, Honorarium, Award Recognition

- *Amount* – enter amount of payment
- *Award Type* – select the type of award (for Award Recognition Only)
- *Begin Date* – enter the start date of the time period of the award/recognition
- *End Date* – enter the end date of the time period of the award/recognition

Special Assignment

- *Amount* – enter total amount of the payment (for entire period)
- *Work Type* – select the type of work performed (refer to table in step 6)
- *Begin Date* – enter the start date of the time period of the work performed
- *End Date* – enter the end date of the time period of the work performed

Additional Compensation and Special Assignment

- *Cost Allocation* – enter the cost account number
 - The format is XX.XXXXX.7XXXX.XX.XXXXX.XXXXX

Once all the details have been entered Click *Next*.

8. At this point you will be returned to the Overview screen.

- You may add additional payments at this time for the same person; you must select a different option for each payment.
- Please note – you cannot update an existing payment with any status other than “New”. Contact your HR Assistant if you need to change an existing payment.

9. Once all the payments for the individual have been entered, click on Next.

10. On the Review page each payment entered will be listed for verification before submitting for approval.

11. Approvers

The approval hierarchy for online payment transactions utilizes the signatory authority hierarchy maintained by the Controller’s Office. It is based on the department and project number in the account code combination for the transaction.

The approval hierarchy will be created using the following rules:

- If the account code combination of the payment has a grant or contract (the project number in the account combination starts with a 3 or any letter), the first approver will be the Principal Investigator (PI).
- The next approver will be the person with the lowest signatory authority for the department / project listed in the account combination for the payment regardless of the payment amount. This will allow that approver to reject the transaction or approve it. If they select approve and do not have sufficient authority for the payment amount, the request will go to the person with the next level of authority.

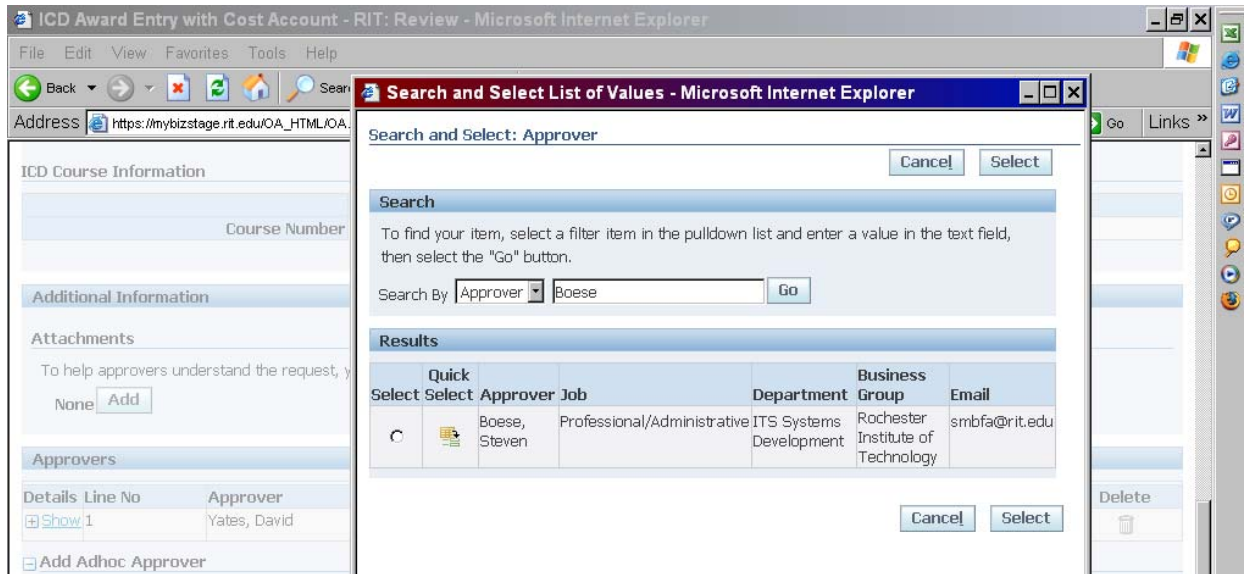
- i. Additional approver(s) with a higher level authority can be manually inserted into the approval chain prior to the person with the lowest signatory authority. In this way the approval notification will not go to the originally listed approver. The approval workflow will route through all additional approvers added even if the first approver added has sufficient authority to approve the transaction. Please refer to the section on adding Adhoc approvers.
- For payments charged to grants or contracts, the designated SPA representative for that G/L project number will be listed as the approver after the department level approvers.
 - For payments \$1000 or greater, the HR Services Manager designated for the College or Division will be the final approver.
 - Supervisors of regular employees receiving payments will now receive an email notification upon final approval of the transaction. This includes Adjunct, Overload, Summer Salary, Additional Compensation or Special Assignment payments.

Additional approvers can be added to the approval hierarchy. To add people to either list, enter Last Name in the Approver field and click on the Flashlight icon. Select the person from the results listing.

Approver Type – HR People

Category – *Approver* is added to the approval chain designated at some point before the final approver, *For Your Notification* provides information only and the person has no approval authority.

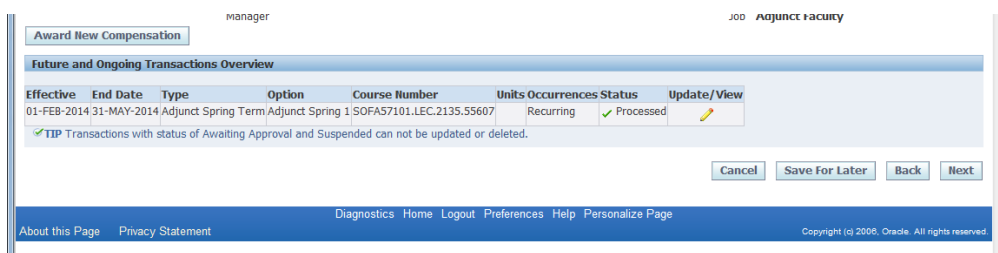
Insertion Point – The add hoc approver will be added to the list *before* the name selected



Further Information:

Future and Ongoing Transactions Overview

This screen will list all online payments with an end date after the current date. Entries with a Status of “New” can be updated. For changes to other entries please contact your HR Assistant.



Error Handling:

Error notifications will be generated when moving from the Overview Screen to the Review and Submit screen.

- The account number will be validated
- The start date will be validated to ensure it is not prior to the start of the current Fiscal Year
- Only transactions with a status of “new” can be updated.

When an error message is received, please click on *Cancel* and then confirm the cancellation.

You will be taken to the screen below. You must DELETE the transaction before you can re-enter a new transaction.

Selected Action

Click Update to finish the saved action. Click Start Over to delete all information associated with this action and start a new action.

Select Action:

Select Action	Awaiting Approval Of Others
<input checked="" type="radio"/> Individual Compensation Distributions	∞

Actions Awaiting Your Attention

Subject	Sent	Name	Department	Job	Effective Date	Status	Update	Delete
Self Service Individual Compensation Distributions-Internal	02-Apr-2014	Keefe, Richard	Adjunct Faculty Org	Adjunct Faculty	02-Apr-2014	Work in Progress		

Transactions listed in Actions Awaiting Attention due to an error **MUST** be deleted and re-entered