Online Adjunct Entry

Instructions

http://finweb.rit.edu/customersupport/managerselfserve.html
1. Log into Oracle Manager Self Serve
   https://mybiz.rit.edu

2. From the Responsibilities List (Navigation Window) – select:
   
   Adjunct Entry
   ICD Award Entry with Cost Account – RIT
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. Click on the Select box next to the employee’s name. Click on “Add To My List” to avoid having to use the search function in the future. Once added to My List, these employees can be accessed from the My List link on the search screen.
4. Advanced Search can be used to refine a search.

5. From People list, select Action next to person’s name – this may take a moment for the next screen to be returned.
6. Select Compensation Type – then Next button (bottom of screen).
Each quarter the corresponding Adjunct Compensation Type will display. This will be available to enter approximately one month before the start of the quarter.
- As you process entries you may notice various notations in the Status column on the Compensation Type page.
  - **Pending approval** – An entry has been submitted but has not been approved.
  - **Processed** – An entry has been submitted and approved either for this quarter or for the same quarter in a prior year. You may select a type with this status if the entry was made in a prior year.
- If you select a type with a Status of Processed and the next page is “Compensation Update Mode”, please **STOP** and contact your Human Resources Assistant for assistance. Changes to current quarter adjunct entries must be made through Human Resources.
7. On the Compensation Details screen Enter Contract Amount in Coverage Field - then Next button. The Justification box is for comments or notes; this is not a required field. This will appear on the approval notification.
8. Enter Accounting Cost Code and Course Number. The default numbers are displayed with the ability to change them. The system will validate the account number combination.

Click on Update to enter Cost Account Information.
All information has been defaulted with the exception of the department number. Entity, Expense and Project numbers may be over-written as needed. Click on Apply – this will take you back to enter the Course Number.
Click on Add to enter Course Number. Each payment entry must correspond to a single Course Number. The Course Number is validated against the Master List from the Registrar. This list is updated on a daily basis.

You may also select the Course Number from the list of values by clicking on the Magnifying Glass icon. This will return the entire list, you can limit the list by entering a portion of the number and % (ex 4003% will return all Course Numbers beginning with 4003).

From time to time, there may be circumstances where a course number is not applicable such as when a payment is made for course preparation for a new course scheduled to begin in a subsequent quarter. For those situations there will be a “Not Applicable” value that can be selected. Use of this option will be monitored and departments may be required to provide detailed explanations.

Click on Apply. This will take you back to the Cost Account and Course Number screen.

Click on Next to continue.
9. Review entry for correctness and submit for approval. Print this page if necessary.
10. Additional people can be added as approvers prior to the approver in the hierarchy. Additional people can also be notified and not be part of the approval chain. Select the + next to Add Adhoc Approver.
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.
11. Confirmation
E-mail notifications will be sent to the person submitting upon entry and upon approval.
Manager Self Serve Reports

Manager Self Serve reports for Adjunct information are available. There are two reports that provide data for all colleges and there are two reports that provide data that is college specific.

The reports with information for all colleges are accessed through the RIT Adjunct Query link:

- Current Adjuncts Report – This shows any adjunct currently getting paid
- Adjuncts Beginning with a Certain Date – This asks for a start date parameter and will display all Adjuncts set up to be paid >= to the date specified (this date can be in the past or in the future).

The reports with information that is college specific can only be accessed through the individual RIT Manager Self Service link (eg RIT MSS COB Dean Manager Self Service). Both of these reports include the total amount to be paid and the per pay period amount:

- Current Quarter Adjuncts – This shows any adjunct currently getting paid
- Adjuncts Per a Certain Period – This asks for a start date parameter and will display all Adjuncts set up to be paid >= to the date specified (this date can be in the past or in the future).