

Online Special Assignment Payment Entry

Instructions

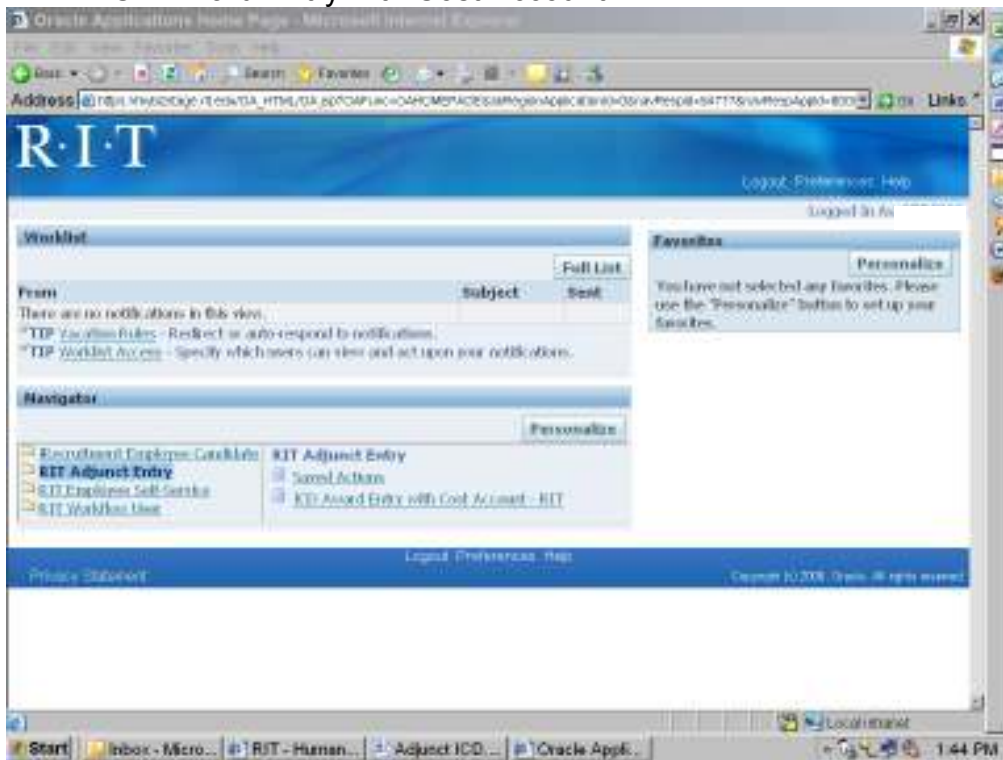
Overview:

From time to time employees perform work that is considered over and above their normal workload. Payments for this “extra service” are generally termed as Special Assignment payments. Entries can now be made online on a per pay period or quarterly basis.

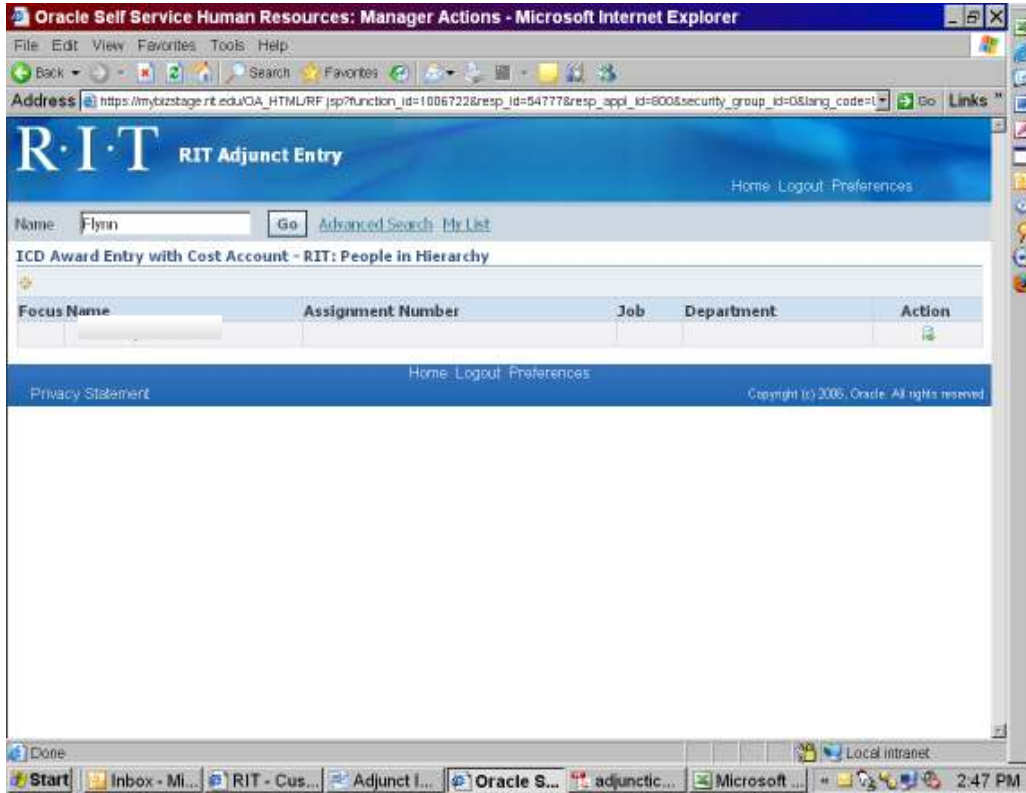
1. Log into Oracle Manager Self Serve
<https://mybiz.rit.edu>

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

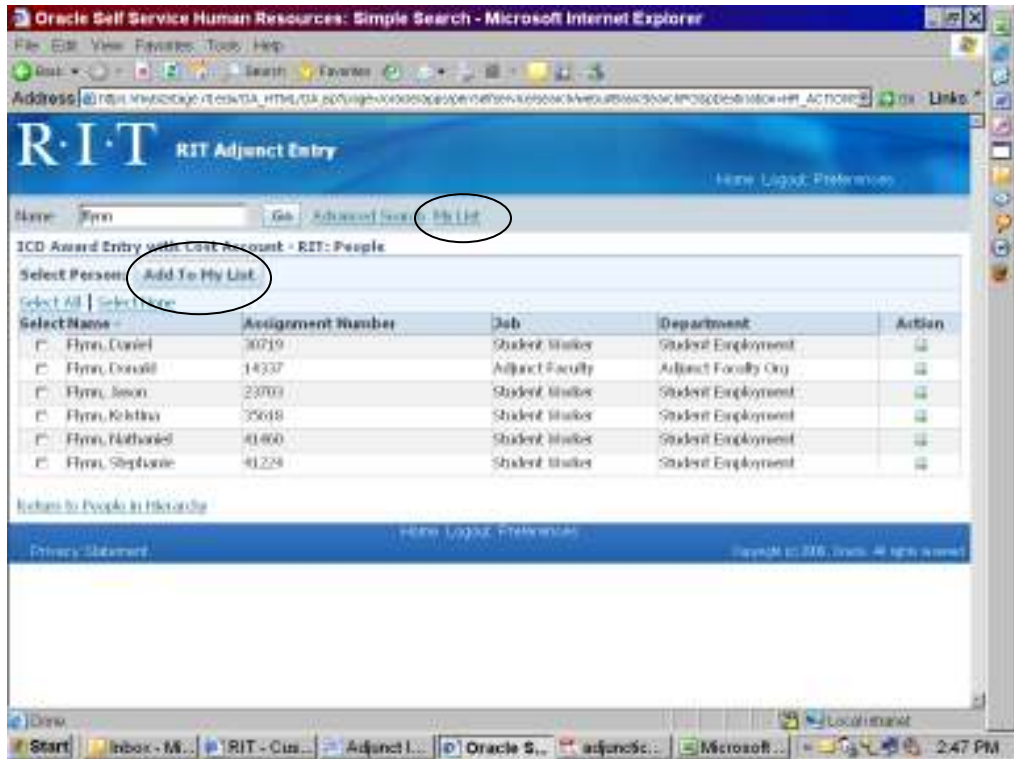
Adjunct Entry
ICD Award Entry with Cost Account – RIT



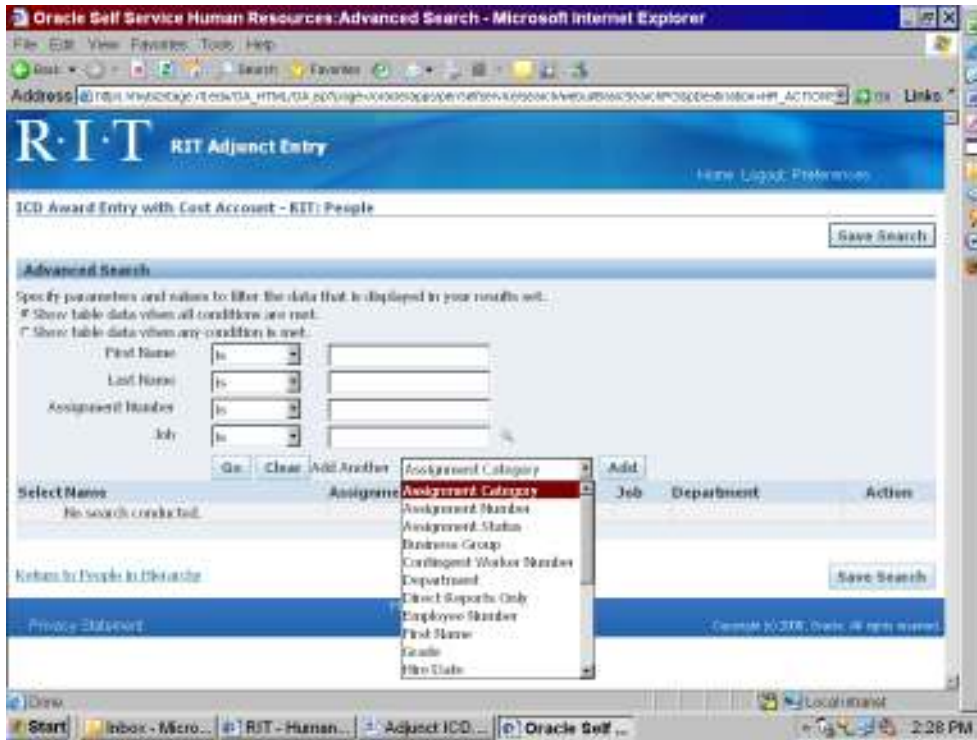
3. Search for the Person for the transaction. Enter the last name of the person in the Search field.



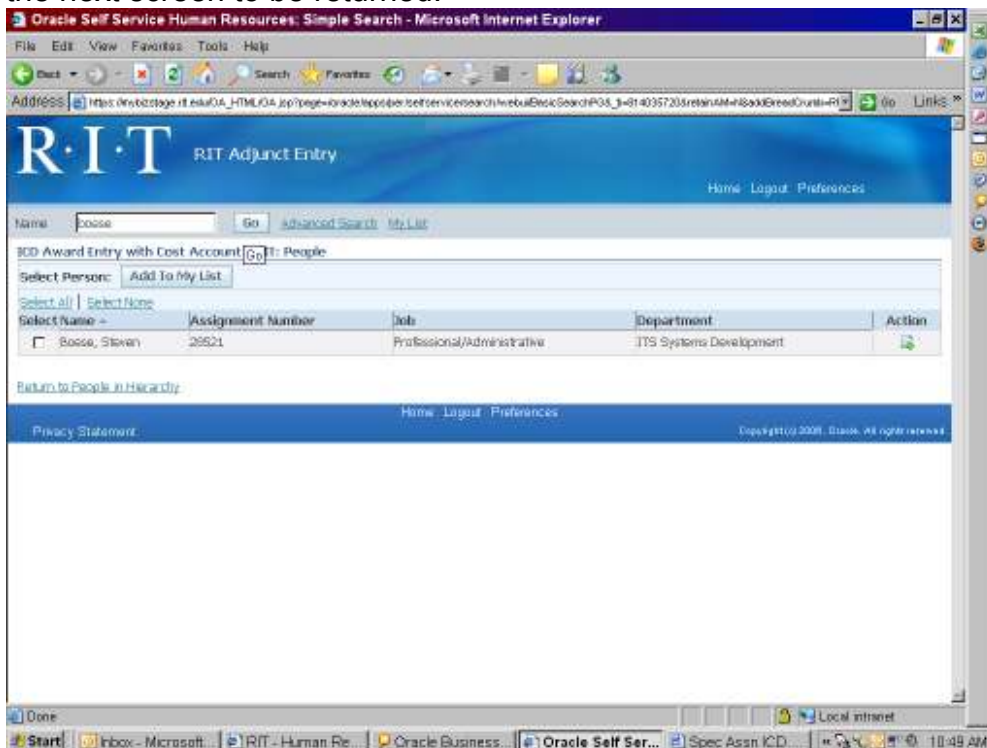
Results are returned to the bottom of the screen. Click on the Select box next to the employee's name. Click on "Add To My List" to avoid having to use the search function in the future. Once added to My List, these employees can be accessed from the My List link on the search screen.



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.

- Special Assignment Quarter Faculty – Payment based on Academic Quarter and paid in 6 equal installments on a semi monthly basis.
- Special Assignment Quarter Staff – Payment based on Academic Quarter and paid in 6 equal installments on a semi monthly basis.
- Special Assignment One Payment Faculty – One time payment, total is paid in one installment for the current pay period.
- Special Assignment One Payment Staff – One time payment, total is paid in one installment for the current pay period.

ICD Award Entry with Cost Account - RIT: Compensation Type

Personalize Table Layouts
Personalize "Summary Region"
Effective Date: 23-Dec-2008

Employee Name
Organization Email Address
Manager

Employee Number: 1
Department: 5
Job: 1

Personalize "Compensation Type"

Select Compensation Type	Frequency	Status
<input type="checkbox"/> Adjunct Winter Course 1	Recurring	
<input type="checkbox"/> Adjunct Winter Course 2	Recurring	
<input type="checkbox"/> Adjunct Winter Course 3	Recurring	
<input type="checkbox"/> Adjunct Winter Course 4	Recurring	
<input type="checkbox"/> Overload Winter Course 1	Recurring	
<input type="checkbox"/> Overload Winter Course 2	Recurring	
<input type="checkbox"/> Special Assignment Winter Quarter Faculty	Recurring	
<input checked="" type="checkbox"/> Special Assignment One Payment Faculty	Once	

*TF Distributions that are Pending Approval may not be changed.

ICD Award Entry with Cost Account - RIT: Compensation Type

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7. Enter amount to be paid.
 - Quarterly entries – enter the Total Amount to be paid over the quarter.
 - One Payment – enter the Total Amount to be paid

Oracle Self-Service Human Resources: Compensation Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ny01dest.rit.edu/oa_HTML/oa.jsp?_rc=HR_BT_TOP_SS&_rc=60080&Func=RT_BEN_SS_MOR_ICD&_j=1683639999&retentM=Y&adBreadCrumb=N&...

RIT

RIT Adjunct Entry

Diagnostics Home Logout Preferences Personalize Page

ICD Award Entry with Cost Account - RIT: Compensation Details

Cancel Save For Later Back Next

[Personalize Table Layout](#)
[Personalize "Summary Region"](#)
Effective Date: 23-Dec-2008

Employee Name
Organization Email Address
Manager

Employee Number
Department
Job

[Personalize Stack Layout: \(CompDetails\)](#)
* Indicates required field

Compensation Type: Special Assignment One Payment Facility
Frequency: Once
* Coverage: \$500 US Dollar
(No Minimum, 499.99 Maximum)
Effective Date: 01-Dec-2008
* Distribution Date: 01-Dec-2008
(Example: 23-Dec-2008)

Justification

Cancel Save For Later Back Next

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Done

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8. Enter Accounting Cost Code and Additional Information.

The default numbers are displayed with the ability to change them. The system will validate the account number combination.

ICD Cost Allocation

Personalize "Extra Information"
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Select Object:

Select Status	Entity	Department	Object	Expense	Project	Program
<input checked="" type="checkbox"/>	01	ALT	70900	NONE	0000	0000
			REG PROF STAFF - SPEC ASSGN - SALARIES			

ICD Course or Additional Information

Personalize "Extra Information"

Select Status: Course Number or Additional Information:

No results found.

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Click on *Update* to enter Cost Account Information.

All information has been defaulted with the exception of the department number and the expense number. Entity and Project numbers may be over-written as needed. Click on *Apply* – this will take you back to enter Additional Information.

Personalize "Update Details"
Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Entity: 01
Department: [empty]
Object: 70000
Expense: [empty]
Project: 00000
Program: 00000

RFD PROP STAFF - SPEC ASSGN - SALARIES

Cancel Apply

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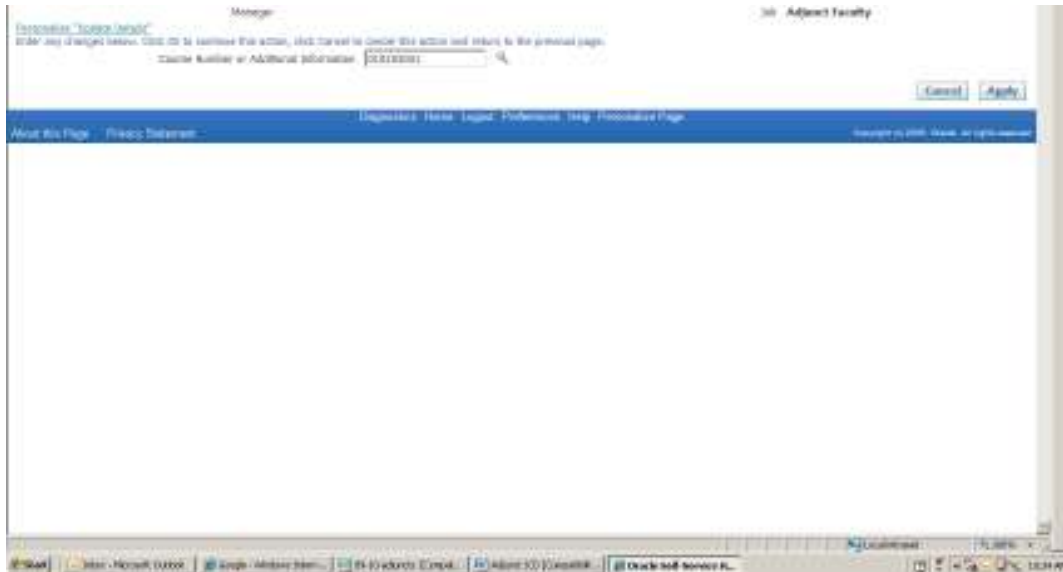
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Click on *Add* to enter Not Applicable in the Course Number – Additional Information screen.

In the Course Number or Additional Information field enter Not Applicable. This is the only value that will be valid.

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



9. Review entry for correctness and submit for approval.

ICD Award Entry with Cost Account - RIT: Review - Microsoft Internet Explorer

Address: https://webtest.rit.edu/OA_HTML/OA.jsp?_co=HR_BT_TOP_SS4_r=60082AFunc=RT_BGN_BSC_MOR_KDA_b=1693639993&retanUM=Y3adBreedCrumb=NS...

Proposed

Compensation Type: Special Assignment One Payment Faculty
Frequency: Once
Coverage: 500.00 US Dollar
Effective Date: 01-Dec-2009
Distribution Start Date: 01-Dec-2009

Extra Information Type

Personalize "Extra Information Type"

ICD Cost Allocation

	Current	Proposed
Entity	01	01
Department		70400 @
Object	70025	70025
Expense		10 @
Project	0000	0000
Program	0000	0000

ICD Additional or Course Information

Proposed
Course Number: extra effort

Additional Information

Personalize "Additional Information"

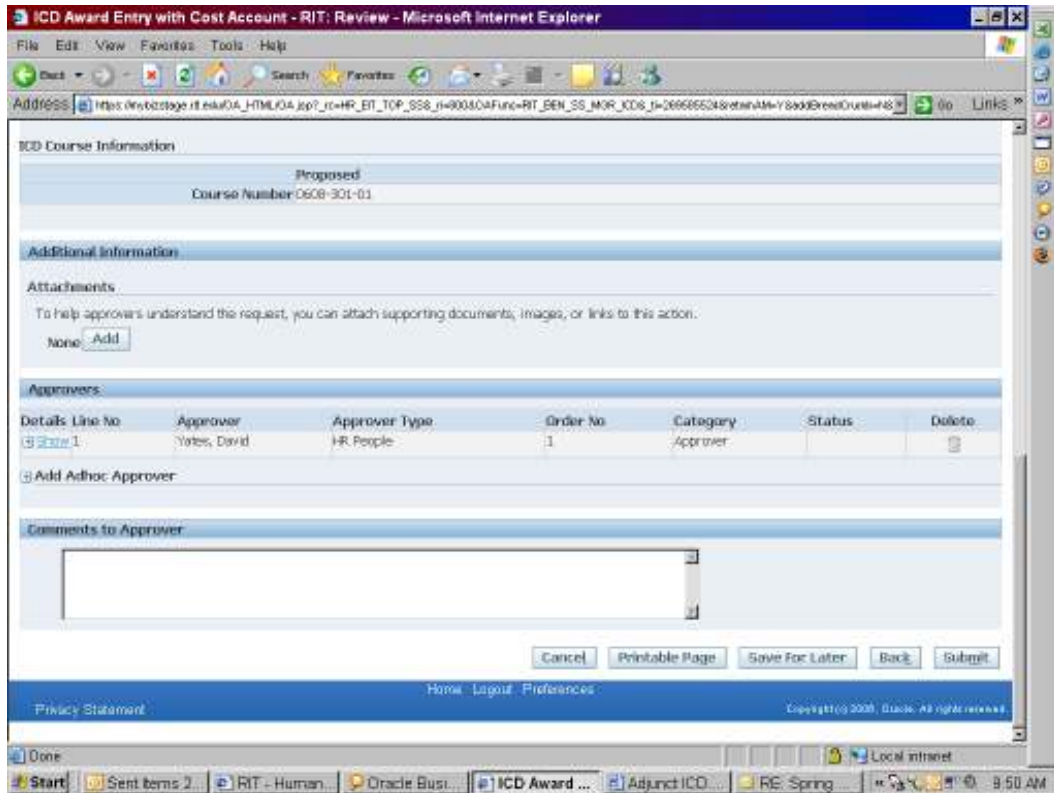
Attachments

Personalize "Attachments"

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Approvals

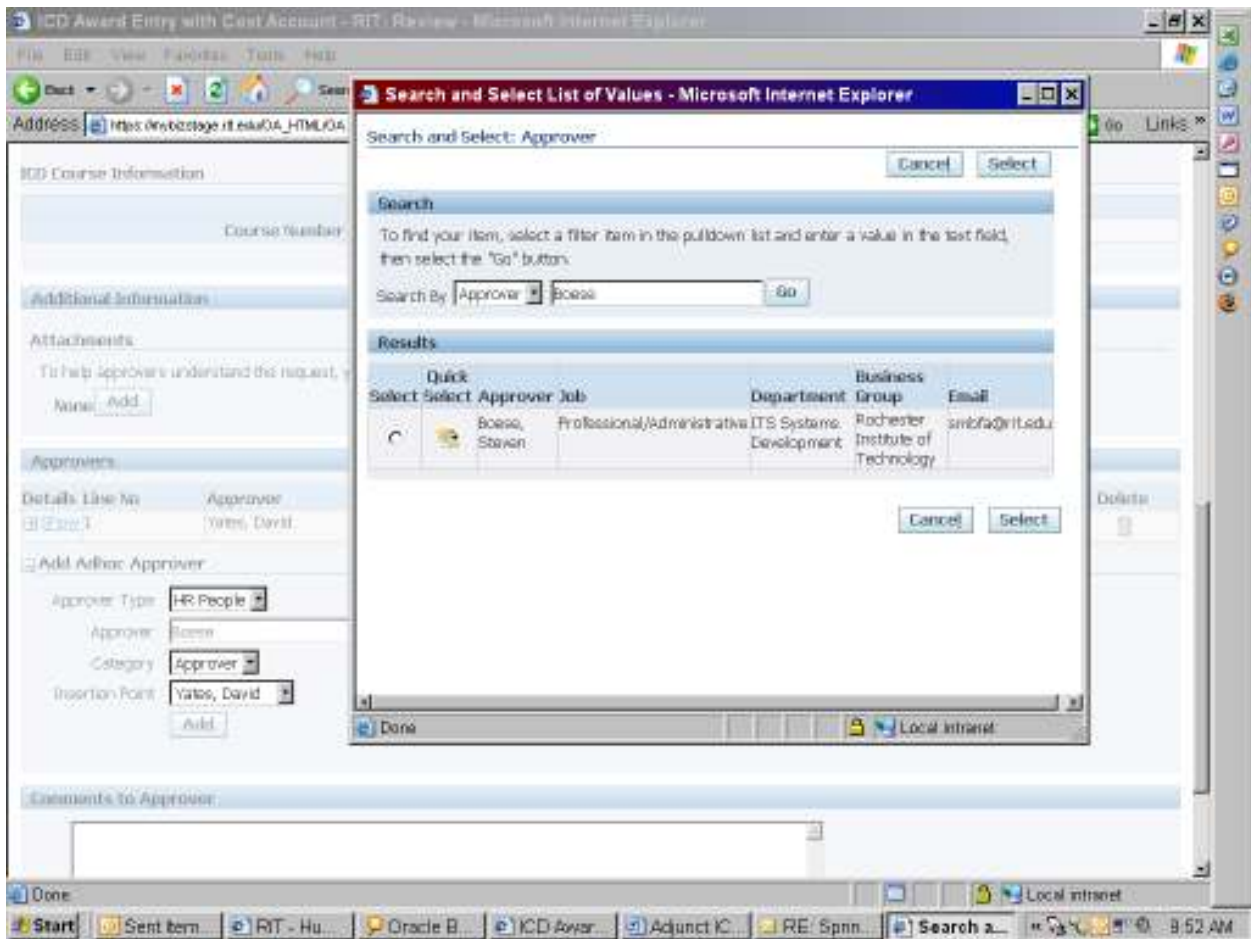
10. Additional people can be added as approvers prior to the approver in the hierarchy. Additional people can also be notified and not be part of the approval chain. Select the + next to Add Adhoc Approver.



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.



11. Confirmation

E-mail notifications will be sent to the person submitting upon entry and upon approval.

