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.
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
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.
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.
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.
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.