HR Topic: Managing Student Actions

ConnectCarolina User Group

February 25, 2015
Welcome

Anita Collins

ConnectCarolina
Change Management Lead
Deep dive topic for today:

**Student Actions**
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
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<tbody>
<tr>
<td>Welcome</td>
<td>Anita Collins</td>
<td>5 min</td>
</tr>
<tr>
<td>HR Overview</td>
<td>Kelleigh Huggins</td>
<td>15 min</td>
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<tr>
<td>Working with Positions for Students</td>
<td>Adam Beck</td>
<td>5 min</td>
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<tr>
<td>Hiring, Reappointing, and Terminating Students</td>
<td>Corrie Mimms</td>
<td>15 min</td>
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<tr>
<td>Short Work Break for Grad Students</td>
<td>Vicki Bradley</td>
<td>5 min</td>
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<tr>
<td>Understanding FTE for Students</td>
<td>Adam Beck</td>
<td>5 min</td>
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<tr>
<td>Questions</td>
<td>All</td>
<td>10 min</td>
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What are the user group meetings?

- “Deep dives” into hot topics
- A chance to ask questions
- Open to anyone who uses ConnectCarolina
- Find topics, dates and times on ccinfo.unc.edu, User Groups tab
- Please encourage your coworkers to come
Remember: Getting Help

• The Help Desk is the best way to ensure your question or issue doesn’t get lost
• Include specific examples and screenshots if possible
• It’s okay to put in a help ticket to ask, “How do I....”
• It’s a way to request enhancements
• Two key ways:
  – 919-962-HELP
  – help.unc.edu
HR Overview

Kelleigh Huggins

ConnectCarolina

Change Management Training

Specialist
Let’s start by looking at the big picture...
To begin working in ConnectCarolina, it’s important to understand how you will work with the person and the work they do.
ConnectCarolina stores information about the person separately from the work they do.
When someone begins a relationship with the University, the first step is to get them into ConnectCarolina as a person.
About the Person

• UNC students
  – Already in ConnectCarolina and assigned a PID.

• Students that do not go to UNC
  – The Background Check Office sets up students from outside UNC when completing their background check.
Okay, let’s talk about how ConnectCarolina manages information about the work students do
There are three key ConnectCarolina concepts to understand when talking about the work students do:

2. 
- Job Code (which is the job classification)
- Position
- Job Data Record
About the Work

- **Job Code**
  - For example, Student Assistant or Graduate Teaching Fellow

- **Position**
  - A particular job in a department

- **Job (or Job Record)**
  - A person’s specific job

Everyone, SPA and EPA students
For SPA and EPA students, the same job classifications you use now are referred to as **job codes** in ConnectCarolina

- Examples: Work Study, SPA Student Assistant, Graduate Teaching Assistant, Fellow Trainee
- You can look them up in ConnectCarolina
Understanding Positions

• **Position** describes a particular job in a particular department. There’s no person associated with it.

• A position is like an empty chair.

• You assign a set of attributes to the chair, like a title and a location—any person who occupies the chair inherits them.

• Advantage: you can define jobs in your department without having people in them.

• If a person leaves, the position stays and can be refilled.
• In ConnectCarolina, **position** includes information like:
  – Which department the work is done for
  – The location the work will be done in
  – FTE
  – The funding sources (based on the max of the salary range for the position)

• Positions are required for all SPA students
• Positions are not recommended for EPA students
• Schools and divisions chose if they wanted to use positions for EPA students
A **job (or job record)** is a specific employment assignment—it’s specific to a person.

- Joe Smith, SPA Student Assistant in the Chemistry Department
- Jane Doe, Graduate Research Assistant, Arts & Sciences

It is unique to a person, and specifies information such as:

- Compensation rate
- Hire dates
- Job actions such as transfers
• If someone has more than one **concurrent** job, they have a job record for each job
  – For example, a student who is working both as a Graduate Assistant in one department and a Graduate Research Assistant in a different department, would have two separate job records

  - **Graduate Assistant**
    - Compensation rate
    - Hire dates
    - Job actions

  - **Graduate Research Assistant**
    - Compensation rate
    - Hire dates
    - Job actions
So for example, if you hire someone:

The **person** gets created in the system (person = bio/demo and PID)

They get hired into a job, which creates a **job record**

If a **position** is associated with the job, much of the information about the job comes from the position

The **job code** specifies the competencies. The job code comes from the position (if there is one), or is added right into the job record
So let’s talk about the tools we have for working with that information in the system: the ePAR forms
Working with Positions for Students

Adam Beck

Senior Class & Comp Consultant,
Office of Human Resources
Working with Positions for Students

- Positions are:
  - not recommended for EPA students
  - used for all SPA students, both regular and work-study

- Only one SPA employee can be in a position.

- Multiple SPA student jobs means multiple positions.
  - Student chooses the correct position number in TIM to work against

- Positions can be reused for the same student or a different student.

- Can only do one ePAR per effective date on a position, but you can do multiple actions on a single ePAR.

- Each ePAR must have a Reason Code selected.
Working with Positions for Students

• Salary grades for work-study positions are set according to the hourly rate in the posting:
  – S1: $7.25 - $8.30
  – S2: $8.30 - $10.05
  – S3: $10.05 - $11.80
  – S4: $11.80 - $13.55

• Note: Lump sum payments for EPA students for ad hoc work are no longer allowed. We recommend that you create an SPA position and hire the student into the job.
Result:

- Produces a list of positions that match the criteria you entered using the filter.
- You can click on a position # to see a detailed page for the position.
## InfoPorte: HR/Payroll

### Position #0

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Position #</td>
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<tr>
<td>Description</td>
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<tr>
<td>Incumbent Employee</td>
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<tr>
<td>Manager Name</td>
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<td>Job Code</td>
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<td>Location</td>
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<td>Incumbent PID</td>
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<td>Manager PID</td>
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<td>Position Status</td>
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<td>Rate Percent</td>
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<td>Business Unit</td>
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<td>Status Date</td>
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<td>Reg / Temp</td>
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<td>Shift</td>
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### Funding

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Dept ID</th>
<th>Account</th>
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<th>Amount</th>
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<tr>
<td>Base Rate</td>
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<tr>
<td>Supp Rate</td>
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Hiring, Reappointing, and Terminating Students

Corrie Mimms

Lead Employment Consultant,
Office of Human Resources
Demo

Key points related to:

• Employee Inquiry Option
• Hires
  • Secondary appointments
  • Transfers
• Reappointments
• Terminations
Looking up information about student employees:

• Check **UNC Employee Information** link in HR Work Center for appointment information:

• When searching for candidates on the Hire an Employee form, check the **i** icon for additional information:
Working with Hires for Students

• Hire an Employee ePAR
  – **Hire**: New hire / initial appointment
  – **Rehire**: Someone who previously worked at UNC returns to a new job/position
  – **Transfer**: Active employee moves from their current job to another job/position

• Be sure to choose the right person
  – Search by Empl ID
    • Confirm Name, DOB, last 4-digits of SSN
Working with Hires for Students

• Non-compensation job checkbox on Hire form
  – Checked = bypass compensation page; Compensation = 0
  – Unchecked = compensation is required

• Edit Existing Job? checkbox on Hire form
  – Checked = Transfer (*requires selecting the job transferring from*)
  – Unchecked = Add Secondary job

• Removed flag to change Primary and Secondary job status. If you need to change this for a job, call the Help Desk.
Working with Job Data for Students

- Edit Existing Job ePAR

- Managing Student Job Data
  - EPA Students: Job Code, FTE, Supervisor ID, Pay Rate
  - SPA Students: TIM Approver, Supervisor ID (if applicable), Pay Rate

- Changing expected job end dates
  - EPA: Job Change or Reappointment
  - SPA: Data Change or Expected End Date Change

- Non-compensation job? checkbox
  - Replaced with: “I do not wish to update compensation/funding on this action.”
  - Select when there is no change to compensation and funding
Working with Terminations for Students

• SPA students are automatically terminated based on the expected job end date.
• You need to terminate EPA students or place them on a short work break, or pay continues.
• Termination Dates:
  – Effective date = the first day the student is no longer on payroll.
  – Last Day Worked defaults to the day before.
  – Effective date and Last Day Worked cannot equal each other.
• For students with multiple jobs:
  – Each job must be terminated.
  – Be sure to select the correct Empl Rec.
• To move a student from one job to another without a break in service, the receiving department submits a transfer (via the Hire an Employee form), not a termination.
Menu Path: Enterprise Reporting < InfoPorte < Login < HR < Employees tab
<table>
<thead>
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<th>Name</th>
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### SPA Details

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<th>Pay Cycle</th>
<th>Appoint End Date</th>
<th>TSSD</th>
<th>Action Reason</th>
<th>Probationary End Date</th>
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### Demographic

<table>
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<th>Gender</th>
<th>Citizenship</th>
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<tr>
<th>UNC-CH Student</th>
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<th>Fund Code</th>
<th>Dept ID</th>
<th>Account</th>
<th>Source</th>
<th>Program</th>
<th>Project</th>
<th>Cost Code 1</th>
<th>Cost Code 2</th>
<th>Cost Code 3</th>
<th>Amount</th>
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Short Work Breaks for Graduate Students

Vicki Bradley

Sr. Director, Office of Human Resources
Graduate Students: Points of Confusion

• Remember: you have to actively stop pay for grad students for work breaks.

• Challenges with:
  – getting the termination day right
  – remembering to stop and restart pay correctly
  – Reminder: the termination date is the first day the student is no longer working, not the last date that they work.

• Working on a better way to manage this process.

• In the meantime, two reports will help:
  – We will send you a report listing your students who have incorrect comp rates.
  – You can use the Expected Job End Date Report in InfoPorte to see a report of all your students and their expected end dates.
  – Expected End Date is a required field for students.
Managing Short Work Breaks

- Remember: you have to actively stop pay for grad students.
- Be sure to consider the work break when calculating pay.
  - Some departments calculated compensation based on a required work break but didn’t put students on break, resulting in students being overpaid.
- Be sure to use the Return from Work Break action, not Reappointment.
  - Students put on a work break in December and then reappointed were not paid in January.
- Be sure to use a Return from Work Break action
  - Some users didn’t process the Return from Work Break before the January payroll, resulting in these students were not paid in January.
Understanding FTE for Students

Adam Beck

Senior Class & Comp Consultant,
Office of Human Resources
• Your handout lists student type and FTE by job code.

• Guidelines for working with FTE:
  – FTE should be more of an average—shouldn’t have to change it often.
  – You may need to follow up with other departments when hiring students into a second job.

• Recommended FTE by type of student:
  – Work Study office asks you to set FTE to .5 for work study positions
  – Graduate School asks that you not go over .25 FTE for RAs and TAs
  – Total FTE for students in non-resident alien status cannot exceed .5
  – EPA student jobs are now required to have FTE. You can no longer pay people with lump sums.
FTE for Students

- Implications to FTE for the Affordable Care Act:
  - At FTE of .75, student may be eligible for employer-sponsored health insurance.
  - Pulling reports for ACA from TIM (SPA students)—actual hours worked.
Questions?