

HR/Payroll Quick Reference Cards (QRC)

■ Funding

- [Fund Swaps](#)
- [Chartfield Structure](#)
- [Lump Sum Payments](#)
- [Lump Sum Payments - Effective Dates](#)

■ Employees

- [Viewing an Employee's Job Data](#)
- [Online Position Descriptions](#)
- [Online Position Descriptions – Sample Tasks and Functions](#)
- [Online Position Descriptions – Support Tools](#)

■ People Admin

- [PeopleAdmin Saved Searches](#)

■ Students

- [13 Tips for Working with Students](#)
- [Student Processing Tips & Reminders](#)
- [Helpful Links for Student Originators](#)
- [SHRA Student Summer Employment](#)