



UNIVERSITY *of* DELAWARE

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DELAWARE.

HUMAN RESOURCES

Supplemental Professional Hourly Conversion
JED

June, 2014



7/1/14 ALL Supplemental Professionals need to be converted to Misc Wage

Browser address bar: https://webqa.mis.udel.edu/webforms/embtform?wf_id=6677&wf_ty=blank

HRMS: Manage Workforce
UNIVERSITY OF DELAWARE

Req ID: 2055536 Menu Help

Job Data (JED)

If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email hrsystemsadmin@udel.edu.

Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Identify Employee

- For the initial conversion the effective date should be 7/1/14
- Action is Data Change
- Pay Group needs to be changed to BOT

Employee ID: * 702279094 (lookup)

Effective date: * 07/01/2014 (use format mm/dd/yyyy)

Action: * Data Change (DTA)

Employee group: * Salaried

Pay group: * Biweekly Other (BOT)

Leave as Salaried to show all fields on the JED to be able to update/remove information

Exit without saving Save & exit (not submitted) Next step

Click next step



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Navigation: Most Visited, Getting Started, Latest Headlines, Outlook Web App

HRMS: Manage workforce

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Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Verify Employee

	I-9:	Yes
	I-9 date:	06/17/2014
	Working papers:	No
Action reason for this conversion is Title Change	Action reason: *	Title Change - Permanent
	Position/job: *	Either a position number or a job code is required.
	<input type="radio"/> Position number	
	<input checked="" type="radio"/> Job Code	
Update Job Code to a Misc Wage Job Code	Job code: *	411002 Misc Wage Non-Family (lookup)

Click next step



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Please review the Additional Assignment view to verify the Employee's information; if an Additional Assignment needs to be modified, please complete an Additional Assignment web form.

Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Position Information

Job title: Misc Wage Non-Family (411002)

Check delivery: 0610 (lookup)

Supervisor: * 1115 Rechsteiner, Cynthia Grace(367) (lookup)

HR liaison: * 999 Cynthia Rechsteiner (701365844) (lookup)

EM group: (lookup)

Directory indicator: No Entry ← Update this to No Entry

Works in Wilmington?: No

Room:

Location: * NE08 Townsend Hall (NS01) (lookup)

Department: * 00635 Plant & Soil Science (02170) (lookup)

Estimated hours: 5 →

Salary admin. plan: * Misc Wage, Part Time Student (252) →

Salary grade: (lookup)

FTE: (between 0 and 1.0)
0

Union code: N/A

Union title: N/A

Bargaining unit: None

Union seniority date: (use format mm/dd/yyyy)

Previous step Exit without saving Save & exit (not submitted) Next step → Click next step

- Please enter the Estimated Hours the employee is expected to be working for this assignment. If they are not currently working you can enter "1".
- Salary Admin Plan needs to be 252



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HRMS: Manage Workforce

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Req ID: 2055536 Menu Help

Job Data (JED)

If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email hrsystemsadmin@udel.edu.
Please review the Additional Assignment View to verify the employee's information. If an Additional Assignment needs to be modified, please complete an Additional Assignment web form.

Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Contract Information

FICA status: Subject (N)

Tenure status: S Contract Status Only

Tenure track start date: 06/01/2014 (use format mm/dd/yyyy)

Tenure granted date: (use format mm/dd/yyyy)

Contract type: Choose one **Remove contract type** →

Contract terms: Choose one

Contract period: (Enter a period between .5 and 12)

Contract begin date: (use format mm/dd/yyyy)

Contract end date: (use format mm/dd/yyyy)

Additional jobs:

Add a Line	
Job code	Department
<input type="text"/>	<input type="text"/>
(lookup)	(lookup)

← Previous step Next step → **Click next step**



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Job Data (JED)
 If you have any questions, please contact Payroll & Systems Administration at (302) 831-8877 or email hrsystemsadmin@udel.edu.
 Please review the Additional Assignment View to verify the employee's information. If an Additional Assignment needs to be modified, please complete an Additional Assignment web form.

Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Compensation Information

Compensation frequency: * Hourly (H) ← Choose Hourly
 Compensation rate: * \$7.75 ← Enter Hourly Rate (must meet minimum wage of \$7.75)
 Full time annual rate: * \$0
 Earnings distribution type: * By Hours ← Choose By Hours
 Funding end date: * 06/30/2015 ← Enter Funding End Date (use format mm/dd/yyyy)

LAM distribution

Comp Rate will not be included in the LAM.

Earnings code	SpeedType	Class	User field	Amount
Miscellaneous Wage Hourly Pay (MWG) ← Earn Code MWG	HRSA110000 (lookup) ← Enter Speed Type	000 (lookup) ← Class is 000	(lookup)	\$7.75

Click Add Line

Wages in Kind

Earnings code	SpeedType	Class	User field	Amount
Choose one	(lookup)	(lookup)	(lookup)	\$

Previous step Exit without saving Save & exit (not submitted) Next step



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Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Compensation Information

Compensation frequency: * Hourly (H)

Compensation rate: * \$7.75

Full time annual rate: * \$

Earnings distribution type: By Hours

Funding end date: * Not required for Non-university employees
06/30/2015 (use format mm/dd/yyyy)

LAM distribution

Comp Rate will not be included in the LAM.

Earnings code	Chart of accounts	Amount																				
1 Undergrad Student Hourly Pay (STH) <input type="text"/>	<table border="1"> <tr> <td>Speedtype: HRSA110000</td> <td>Account: 125200 </td> <td>Class: 000</td> <td>User field: <input type="text"/></td> </tr> <tr> <td>Fund: OPBAS</td> <td>Program: ADALL</td> <td>Dept: Records Management (00635)</td> <td></td> </tr> <tr> <td>Purpose: RECORDS MANAGEMENT (HRSA110000)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project ID/grant: <input type="text"/></td> <td>Source: <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Resource type: <input type="text"/></td> <td>Resource category: <input type="text"/></td> <td>Resource subcategory: <input type="text"/></td> <td></td> </tr> </table>	Speedtype: HRSA110000	Account: 125200	Class: 000	User field: <input type="text"/>	Fund: OPBAS	Program: ADALL	Dept: Records Management (00635)		Purpose: RECORDS MANAGEMENT (HRSA110000)				Project ID/grant: <input type="text"/>	Source: <input type="text"/>			Resource type: <input type="text"/>	Resource category: <input type="text"/>	Resource subcategory: <input type="text"/>		\$7.75 (100.000%) <input type="button" value="delete"/>
Speedtype: HRSA110000	Account: 125200	Class: 000	User field: <input type="text"/>																			
Fund: OPBAS	Program: ADALL	Dept: Records Management (00635)																				
Purpose: RECORDS MANAGEMENT (HRSA110000)																						
Project ID/grant: <input type="text"/>	Source: <input type="text"/>																					
Resource type: <input type="text"/>	Resource category: <input type="text"/>	Resource subcategory: <input type="text"/>																				

Account Code is 125200

Wages in Kind

Add a Line

Earnings code	Chart of accounts	Amount
---------------	-------------------	--------



https://webqa.mis.udel.edu/webforms/embtform?wf_id=6677&wf_ty=blank

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Compensation rate: * \$7.75
Full time annual rate: * \$
Earnings distribution type: By Hours
Funding end date: * Not required for Non-university employees
 06/30/2015 (use format mm/dd/yyyy)

LAM distribution

Comp Rate will not be included in the LAM.

Earnings code	Chart of accounts				Amount		
1 Undergrad Student Hourly Pay (STH)	Speedtype: HRSA110000	Account: 125200 (lookup)	Class: 000 (lookup)	User field: (lookup)	\$7.75	(100.000%)	delete
	Fund: OPBAS	Program: ADALL	Dept: Records Management (00635)				
	Purpose: RECORDS MANAGEMENT (HRSA110000)						
	Project ID/grant: (lookup)	Source: (lookup)					
	Resource type: (lookup)	Resource category: (lookup)	Resource subcategory: (lookup)				

Wages in Kind

Earnings code	Chart of accounts			Amount
Choose one	SpeedType (lookup)	Class (lookup)	User field (lookup)	\$

[Add line](#)

[Previous step](#)
[Exit without saving](#)
[Save & exit \(not submitted\)](#)
[Next step](#)

Click next step



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Employee: Whatta Day (702279094)

Routing and Authorization

Role	Email address	Completed on
Form Originator	<---> Snuffer,Amanda Richele	
Supervisor	Snuffer,Amanda Richele	
1st Account Code Administrator	Bloch,Anna M (abloch@udel.edu)	
Approver	(lookup)	
Approver	(lookup)	
Approver	(lookup)	
Approver	(lookup)	
Approver	(lookup)	
HR SA	HR SA	
Copy	Snuffer,Amanda Richele	
Copy	Mary Walters	
Copy	Day,Whatta	
Copy	HR PS	

Approver's Action

Comments:

Previous step Exit without saving Save & exit (not submitted) **Finish & submit**

Click Finish & submit