


Pay Additional Assignment Webform

- Log into Webforms, www.udel.edu/webforms
- Click on the BLANK tab and scroll down to [Pay Additional Assignment](#)
- Use your Pay Additional Assignment Job Aide to complete this form

Pay Additional Assignment Webform

a. Enter the UD ID# of the employee. If you do not know the UD ID#, use the search feature 

b. Click Next Step to advance to the next page

[Menu](#) [Help](#)

Additional Assignments

Use this form to manage job assignments for student and miscellaneous wage employees who may be working for multiple departments, or working multiple jobs within a department. If you have any questions, contact Payroll at (302) 831-8677 or email ud-time@udel.edu.


Symbol key: * Required information, ! Error


Form originator

Originated by: Albertson, Amanda Richele (700456773)
Payroll (4720)
3028318677

Lookup employee

If you have entered the wrong UD ID, please exit this form and originate a new Pay Additional Assignment form with the correct UD ID. If you have questions or concerns, please contact Payroll at ud-time@udel.edu.

Employee: *  a.

b.Save & exitExit without savingNext Step 

Editing an Existing Assignment

The screenshot displays a user interface for editing an existing assignment. At the top left, there is a button labeled "Lookup employee". Below this, the employee's details are listed:

- Employee:** Doe, Jane (702321771)
- Primary job:** Student Worker Class I (4I1006)
Geological Sciences (02544)
- HR Liaison:** Albertson, Amanda
ASNUFFER@UDEL.EDU
- Sal Admin Plan:** UD Student, FICA Free (260)

Below the employee details, there are two assignment links, each in a grey box with a blue arrow icon:

- ▶ [Student Worker Class I \(4I1006\) | DE Geological Survey \(07501\)](#)
- ▶ [Student Worker Class I \(4I1006\) | DE Geological Survey \(07501\)](#)

An orange arrow points from a box containing the letter "a." to the first assignment link.

To edit an existing assignment:

- a. Click on the assignment to open up the current information

Editing an Existing Assignment

▼ Student Worker Class I (4I1006) | DE Geological Survey (07501)

Effective date: * Start date End date
05/05/2017

Department description: * Provide an identifier for the employee to distinguish multiple jobs within a department.

Supervisor code: * D'Amato,Karen L(212) 🔍

Hourly rate: * \$

Estimated Work Hours: *

Earnings code: *

Funding: * **SpeedType:** 🔍 **Class:** 🔍 **UserField:**

- Once you have opened the assignment you can update any of those open fields

-End Date

-Hourly Rate

-Speed Type

-Department Description

-Estimated Work Hours

-Class

-Supervisor Code

-Earnings Code

-UserField

Editing an Existing Assignment

- Click on the Next Step button, if you need to update the Account Code and/or Project ID. This will take you to the next page to appropriately make those changes.

Student Worker Class I (411006) | DE Geological Survey (07501)

Funding:

SpeedType: PAYR110000	Account: <input type="text" value="126000"/>	Class: 000	UserField:
Fund: OPBAS	Program: ADALL	Dept: Payroll (04720) (04720)	
Purpose: PAYROLL (PAYR110000)			
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"/>	

Editing an Existing Assignment

- Choosing Next Step will take you to the final page of the form.
- Here you would review the assignment to make sure everything looks correct.
- If something is incorrect, click the previous step button to return to prior pages to make changes.
- If everything looks good, scroll to the bottom of the page to the comments and routing section.

Employee

Employee: Doe, Jane (702321771)

Primary job: Student Worker Class I (4I1006)
Geological Sciences (02544)

HR Liaison: Amanda Albertson
ASNUFFER@UDEL.EDU

Sal Admin Plan: UD Student, FICA Free (260)

Student Worker Class I (4I1006) | DE Geological Survey (07501)

Effective date: Start date End date
05/05/2017

Department field: StateMap

Supervisor code: D'Amato,Karen L(212)

Hourly rate: \$11.00

Estimated Work Hours: 20

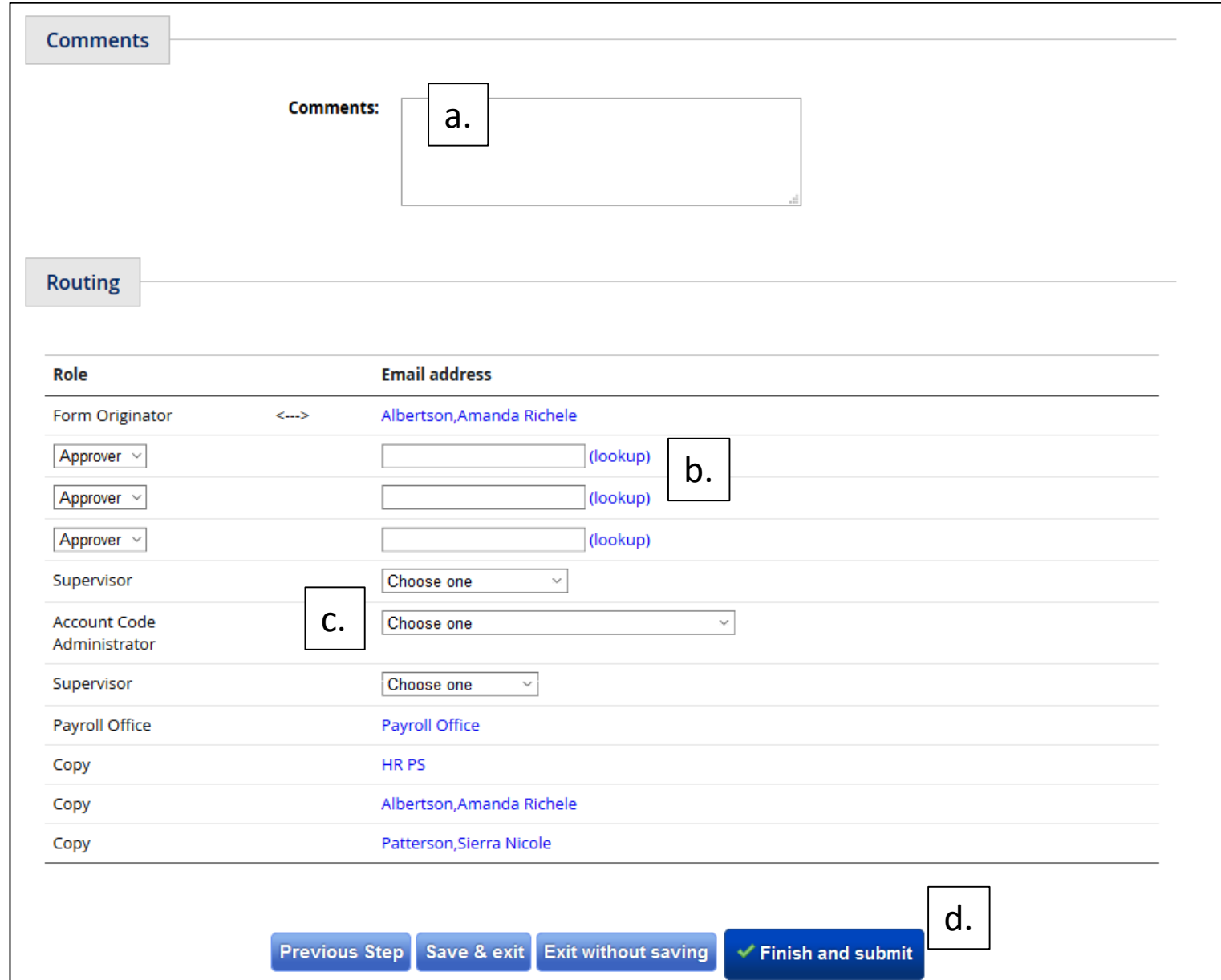
Earnings code: StuHrly Py (STH)

Funding:

SpeedType:	Account:	Class:	UserField:
PAYR110000	126000	000	
Fund:	Program:	Dept:	
OPBAS	ADALL	Payroll (04720) (04720)	
Purpose: PAYROLL (PAYR110000)			
Project ID/Grant:		Source:	
Resource type:	Resource category:	Resource subcategory:	
HR account code: DGSY372154126000000B79710			

Editing an Existing Assignment

- a. Enter any necessary comments (comments for those in the routing and/or comments noting the changes you made).
- b. You can manually add any Approvers or Copies you would like.
- c. Use the drop downs to choose the appropriate Supervisors and Account Code Administrators. The additional assignment will route to the home departments supervisor so they are aware the employee is working elsewhere on campus.
- d. Click Finish and Submit to submit this form.



Comments

Comments:

Routing

Role	Email address
Form Originator	<---> Albertson,Amanda Richele
Approver	<input type="text"/> (lookup) b.
Approver	<input type="text"/> (lookup)
Approver	<input type="text"/> (lookup)
Supervisor	Choose one
Account Code Administrator	Choose one c.
Supervisor	Choose one
Payroll Office	Payroll Office
Copy	HR PS
Copy	Albertson,Amanda Richele
Copy	Patterson,Sierra Nicole

Previous Step **Save & exit** **Exit without saving** **Finish and submit** **d.**

Creating a New Assignment

The screenshot shows a web form titled "Add assignment" in a grey button at the top left. Below the title, there are several input fields: "Job code:" with a text box and a magnifying glass icon, "Department:" with a dropdown menu showing "Geological Sciences (02544)", and "Effective date:" with two sub-fields for "Start date" and "End date". At the bottom center is a green button with a plus sign and the text "Add assignment". Five white boxes with black borders and letters "a." through "e." are placed over the form: "a." is over the Job code input, "b." is over the Department dropdown, "c." is over the Start date input, "d." is over the End date input, and "e." is over the Add assignment button.

- a. Enter the appropriate Job Code (these can be found on the HR webpage)
- b. Choose the department the additional assignment is for
- c. Enter the Start Date of the assignment which is the day they started working for this assignment
- d. The End Date is optional, only enter an end date if you truly know when the assignment ends
- e. Click on Add Assignment to create this new assignment (You will not be able to edit the job code, department or start date once you click this button)

Creating a New Assignment

▼ Student Worker Class I (4I1006) | Payroll (04720)

Effective date: * Start date End date
07/01/2017

Department description: * Provide an identifier for the employee to distinguish multiple jobs within a department.

Supervisor code: *

Hourly rate: * \$

Estimated Work Hours: *

Earnings code: * Choose one

Funding: *
SpeedType: Class: UserField:

- Use your Pay Additional Assignment job aide to complete this section
- The only optional fields are the End Date and the UserField
- Supervisor Codes can be found on the HR webpage if you are unsure which code to use
- Click the next step button to move to the next page.

Creating a New Assignment

- a. Enter the appropriate Account Code (126000, 125200, or 126900)
- b. This is an optional field, if you have a Project you would enter that here
- c. Click Next Step to go to the final page

Student Worker Class I (411006) | Payroll (04720)

Funding:

SpeedType: PAYR110000	Account: <input type="text"/>	Class: 000	UserField:
Fund: OPBAS	Program: ADALL	Dept: Payroll (04720) (04720)	
Purpose: PAYROLL (PAYR110000)			
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"/>	
HR account code: <input type="text"/>			

Previous Step **Save & exit** **Exit without saving** **Next Step ▶**

Creating a New Assignment

Employee

Employee: Doe, Jane (702321771)

Primary job: Student Worker Class I (411006)
Geological Sciences (02544)

HR Liaison: Amanda Albertson
ASNUFFER@UDEL.EDU

Sal Admin Plan: UD Student, FICA Free (260)

Student Worker Class I (411006) | Payroll (04720)

Effective date: Start date End date
07/01/2017

Department field: Office Assistant

Supervisor code: Bloch,Anna M(1909)

Hourly rate: \$10.50

Estimated Work Hours: 15

Earnings code: StuHrly Py (STH)

Funding:

SpeedType:	Account:	Class:	UserField:
PAYR110000	126000	000	
Fund:	Program:	Dept:	
OPBAS	ADALL	Payroll (04720) (04720)	
Purpose: PAYROLL (PAYR110000)			
Project ID/Grant:		Source:	
Resource type:	Resource category:	Resource subcategory:	
HR account code:			

- Here you would review the assignment to make sure everything looks correct.
- If something is incorrect, click the previous step button to return to prior pages to make changes.
- If everything looks good, scroll to the bottom of the page to the comments and routing section.

Creating a New Assignment

- a. Enter any necessary comments (comments for those in the routing and/or comments noting the changes you made).
- b. You can manually add any Approvers or Copies you would like.
- c. Use the drop downs to choose the appropriate Supervisors and Account Code Administrators. The additional assignment will route to the home departments supervisor so they are aware the employee is working elsewhere on campus.
- d. Click Finish and Submit to submit this form.

The screenshot shows a web form with the following sections:

- Comments:** A text area with a label 'Comments:' and a box labeled 'a.' indicating the input field.
- Routing:** A table with columns 'Role' and 'Email address'.

Role	Email address
Form Originator	Albertson,Amanda Richele
Approver	(lookup)
Approver	(lookup)
Approver	(lookup)
Supervisor	Choose one
Account Code Administrator	Choose one
Supervisor	Choose one
Payroll Office	Payroll Office
Copy	HR PS
Copy	Albertson,Amanda Richele
Copy	Patterson,Sierra Nicole
- Buttons:** A row of buttons at the bottom: 'Previous Step', 'Save & exit', 'Exit without saving', and 'Finish and submit' (highlighted in dark blue). A box labeled 'd.' is positioned over the 'Finish and submit' button.