Pay Additional Assignment Webform

• Log into Webforms, [www.udel.edu/webforms](http://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.
To edit an existing assignment:

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

**Editing an Existing Assignment**

- **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) | DE Geological Survey (07501)**

- **Effective date:** Start date: 05/05/2017
- **Department field:** StateMap
- **Supervisor code:** D’Amato, Karen L (212)
- **Hourly rate:** $11.00
- **Estimated Work Hours:** 20
- **Earnings code:** StuHy Py (G10)

**Funding:**
- **SpeedType:** PAYR10000
  **Account:** 120000
  **Class:** 000
- **Fund:** CPBAS
  **Program:** ADALL
  **Dept:** Payroll (04720) 04720
- **Purpose:** PAYROLL (PAYR1 10000)
- **Project ID/Grant:** Source:
- **Resource type:** Resource category: Resource subcategory:
- **HR account code:** DGSY37215412600000879710
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.
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

- 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.
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
• 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.