



UNIVERSITY *of* DELAWARE

UNIVERSITY OF
DELAWARE.

HUMAN RESOURCES

Grad Student Labor Hourly Conversion
JED

June, 2014



HRMS: Manage Workforce

UNIVERSITY OF DELAWARE

Req ID: 2055535

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 with an Action of Pay Rate Change

Employee ID: * (lookup)
 Effective date: * (use format mm/dd/yyyy)
 Action: *
 Employee group: *
 Pay group: *

Click next step

In the future when a Graduate Student is going off contract, the Action/Reason would be Data Change/Title Change to change them to Grad Stu Labor. If they will not be working on campus (you have verified this) but you do not want to terminate them or change them to Grad Stu Labor, you can put them on Leave Of Absence/Leave Without Pay.



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

Browser tabs: Most Visited, Getting Started, Latest Headlines, Outlook Web App

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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: *
 Position/job: * Either a position number or a job code is required.
 Position number
 Job Code
 Job code: * Graduate Student Labor (4K1001) (lookup)

Action reason for this conversion is Adjustment



Click next step



Navigation bar:



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

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Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Position Information

Job title: Graduate Student Labor (4K1001)

Check delivery: 0610 Records Management (lookup)

Supervisor: * 1115 Amanda Snuffer (700456773) (lookup)

HR liaison: * 999 Mary Walters (45970) (lookup)

EM group: G0420 HUMAN DVLPMT & FAMILY STUDIES (lookup)

Directory indicator: No Entry

Works in Wilmington?: No

Room:

Location: * NED8 413 Academy Street (lookup)

Department: * 00635 Records Management (lookup)

Estimated hours: * 15

Salary admin. plan: * Graduate Student Labor (264)

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)

Please enter the Estimated Hours the employee is expected to be working for this assignment. If they are not working you can enter "1"



Click next step





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Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Contract Information

FICA status:

Tenure status:

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

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

Contract type:

Contract terms:

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)
<input type="button" value="Add line"/>	

← Click next step



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HRMS: Manage workforce

UNIVERSITY OF DELAWARE

Req ID: 2055535 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)

Compensation Information

Compensation frequency: * **Choose Hourly**

Compensation rate: * **Enter Hourly Rate (must meet minimum wage of \$7.75)**

Earnings distribution type: **Choose Hourly**

Funding end date: * **Enter Funding End Date** **Enter Hourly Rate**

Not required for Non-university employees
(use format mm/dd/yyyy)

LAM distribution

Comp Rate will not be included in the LAM.

Earnings code	SpeedType	Class	User field	Amount
<input type="text" value="Undergrad Student Hourly Pay (STH)"/> Earn Code STH	<input type="text" value="HRS110000"/> Enter Speed Type	<input type="text" value="000"/> Class is 000	<input type="text"/>	<input type="text" value="\$7.75"/>

Click Add Line

Wages in Kind



Job Data (JED)

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

Symbol Key: * Required Information

Employee: Whatta Day (702279094)

Compensation Information

Compensation frequency: *

Compensation rate: *

Earnings distribution type:

Funding end date: * (use format mm/dd/yyyy)

LAM distribution

Comp Rate will not be included in the LAM.

Account Code is 126900

Earnings code	Chart of accounts				Amount	
1 Undergrad Student Hourly Pay (STH)	Speedtype: HRSA110000	Account: 126900 (lookup)	Class: 000 (lookup)	User field: (lookup)	\$7.75	(100.000%) <input type="button" value="delete"/>
	Fund: OPBAS	Program: ADALL	Dept: Records Management (00635)			
	Purpose: RECORDS MANAGEMENT (HRSA110000)					
	Project ID/grant: (lookup)	Source: (lookup)				
	Resource type: (lookup)	Resource category:	Resource subcategory:			

Earnings code		Add a Line			Chart of accounts	Amount
Choose one	SpeedType	Class	User field		\$	
<input type="text" value="Choose one"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	



General Guidance

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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: 126900 (lookup)	Class: 000 (lookup)	User field: (lookup)	\$7.75	(100.000%) <input type="button" value="delete"/>
	Fund: OPBAS	Program: ADALL	Dept: Records Management (00635)			
	Purpose: RECORDS MANAGEMENT (HRSA110000)					
	Project ID/grant: (lookup)	Source: (lookup)				
	Resource type: (lookup)	Resource category:	Resource subcategory:			

Add a Line

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

Wages in Kind

Add a Line

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

← Click next step



Future Action Items

Employee: Whatta Day (702279094)

Routing and Authorization

Form Originator	Role	Snuffler, Amanda Richele	Email address	Completed on
Supervisor		Snuffler, 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		Snuffler, Amanda Richele		
Copy		Mary Walters		
Copy		Day, Whatta		
Copy		Graduate Office		
Copy		HR PS		

Approver's Action

Comments:

[Previous step](#) [Exit without saving](#) [Save & exit \(not submitted\)](#) [Finish & submit](#) ← Click Finish & submit