NC STATE UNIVERSITY

User Guide for Processing Scholarly Reassignment Actions

HRIM-Dept
4/21/2015
9.1 PS Version

This user guide covers the fundamentals processing a scholarly reassignment change and completing the Absence and Vacation panel in PeopleSoft.

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Introduction

Before processing the scholarly reassignment action, please ensure that approvals have been received from the appropriate individuals. For more information regarding the Scholarly Reassignment, please see the Scholarly Reassignment for Faculty Reg 05.20.24.

Job Data Navigation Ref: (HR Systems>Organizational Development> Position Management>Maintain Position/Budgets > Add/Update Position Info)

Absence and Vacation Navigation Ref: (HR Systems>Workforce Administration>Absence and Vacation>Track Absence History>Create/Update Absence)

Scholarly Reassignment Scenarios

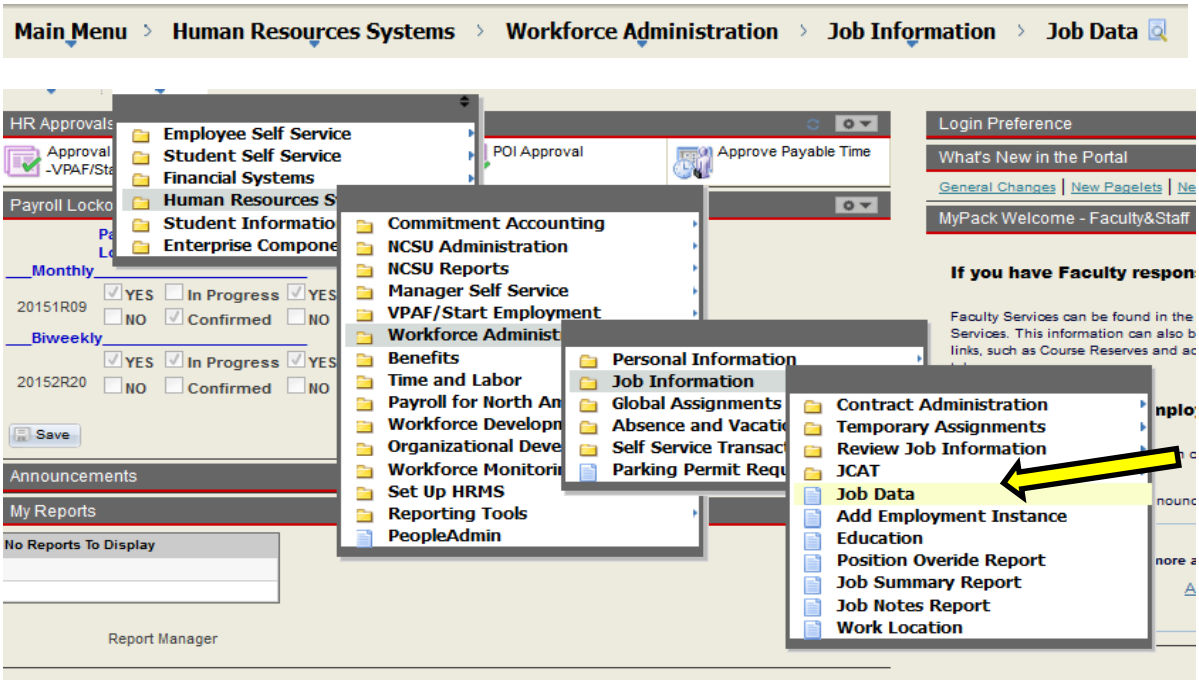
In Scenario One we will process a scholarly reassignment action to place a 9-month tenured faculty member on full pay leave and also return them at the end of the approved time frame. We will demonstrate how to complete the Absence and Vacation screen in PeopleSoft.

In Scenario Two we will process a scholarly reassignment action to place a 12-month tenured faculty member on partial pay leave also return them at the end of the approved time frame. We will demonstrate how to complete the Absence and Vacation screen in PeopleSoft.

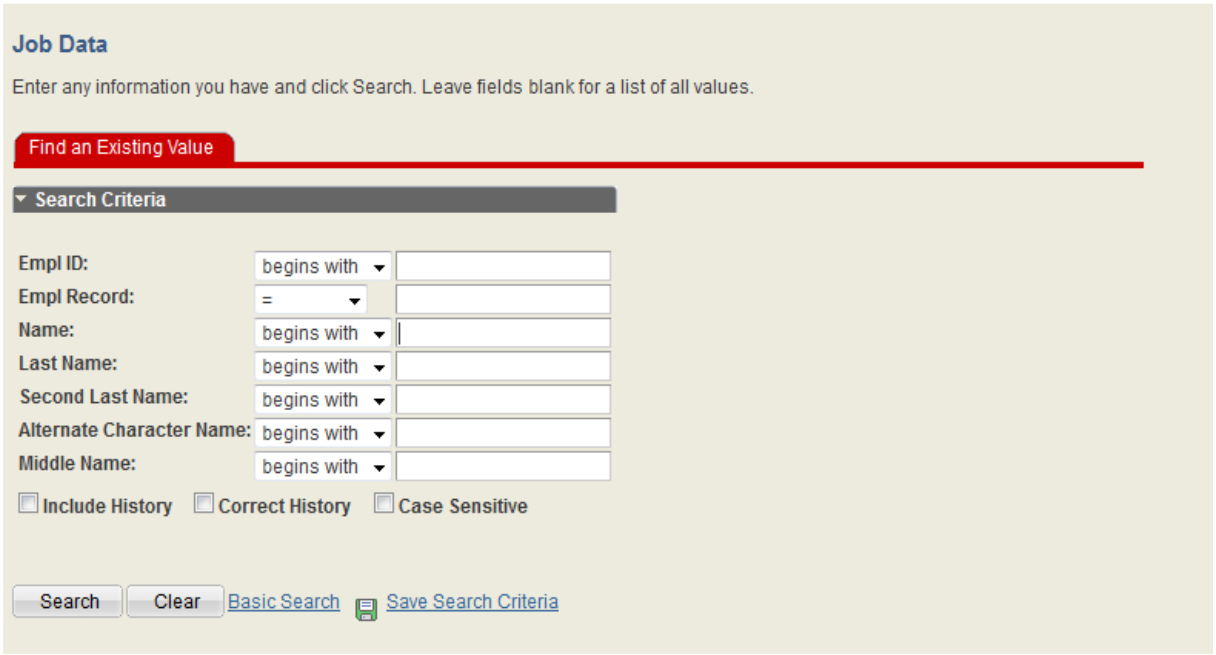
Scenario One (Full Pay)

Job Data

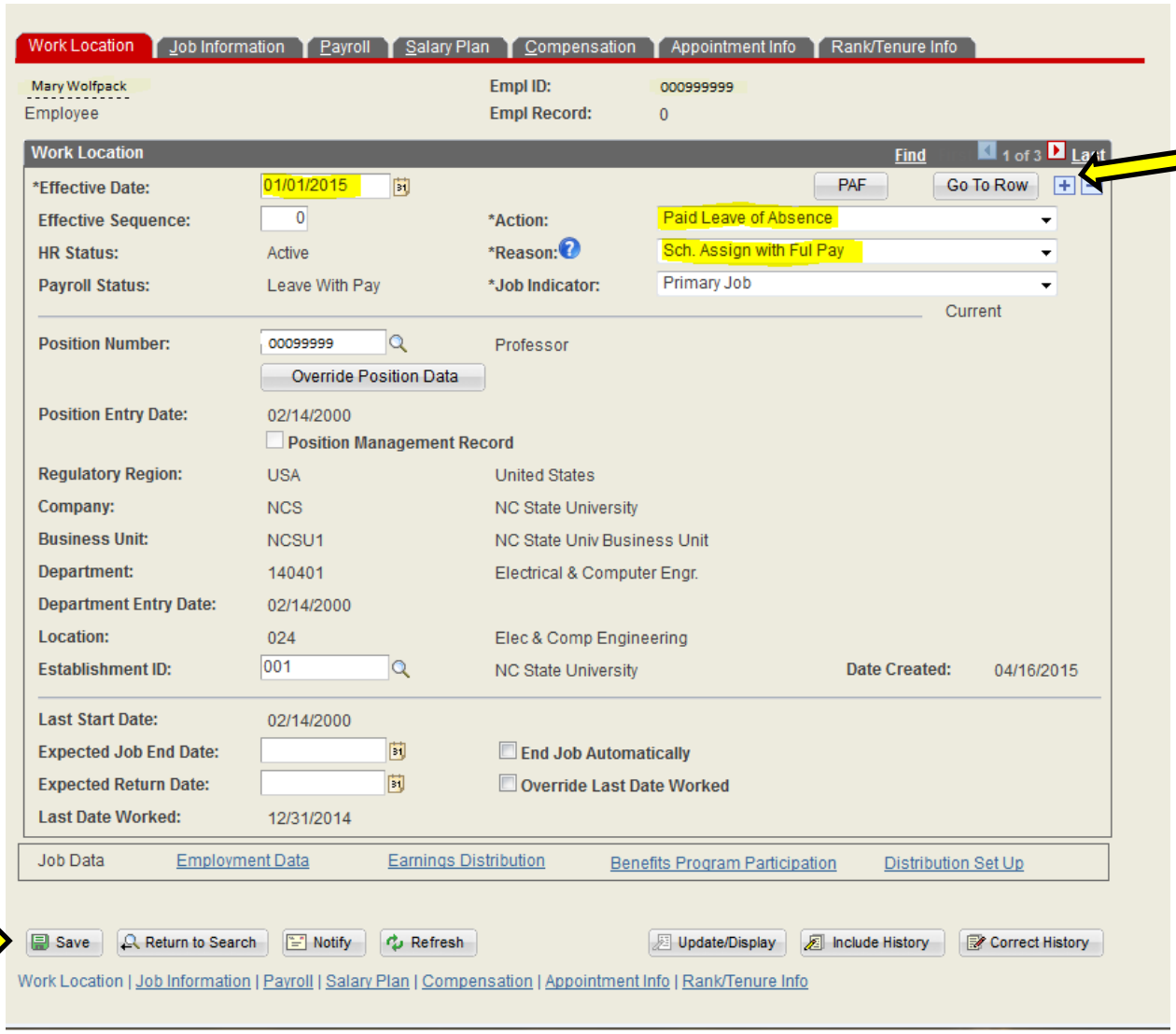
First step in processing the Scholarly Reassignment action is to navigate to Job Data:



Once you click on the Job Data Link, the screen below will appear. Type in the employee's ID number or name and click Search

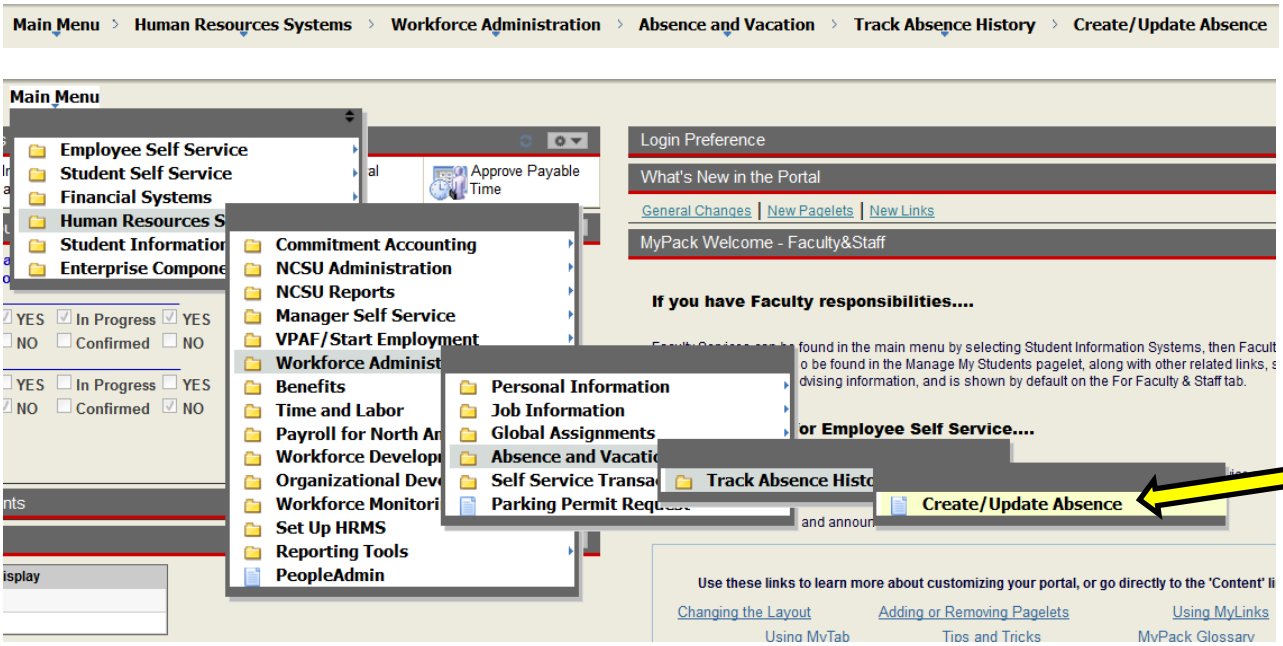


To process the action, click on the plus sign in the right hand corner of the Work Location screen to add a row. Update the Effective Date, Action, and Reason. When completed, click Save in the bottom left hand corner of the screen.

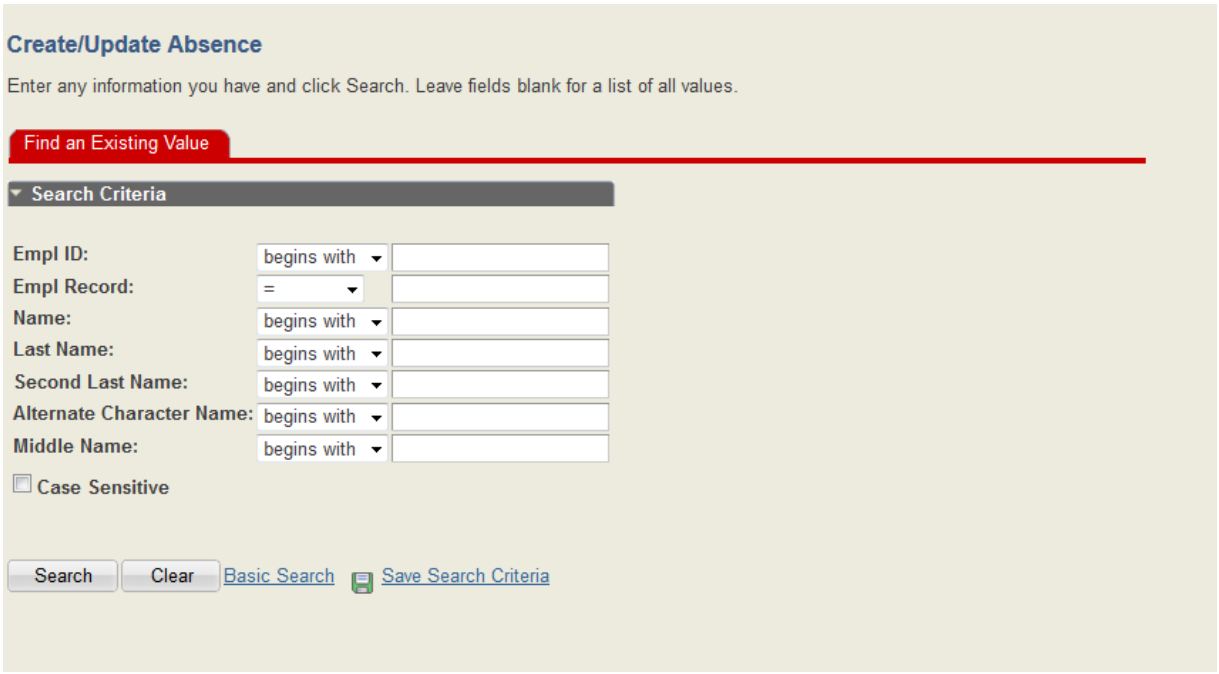


Absence and Vacation Panel

The next step is to complete the Absence and Vacation panel with the details of the scholarly reassignment. The navigation path to this panel is below.

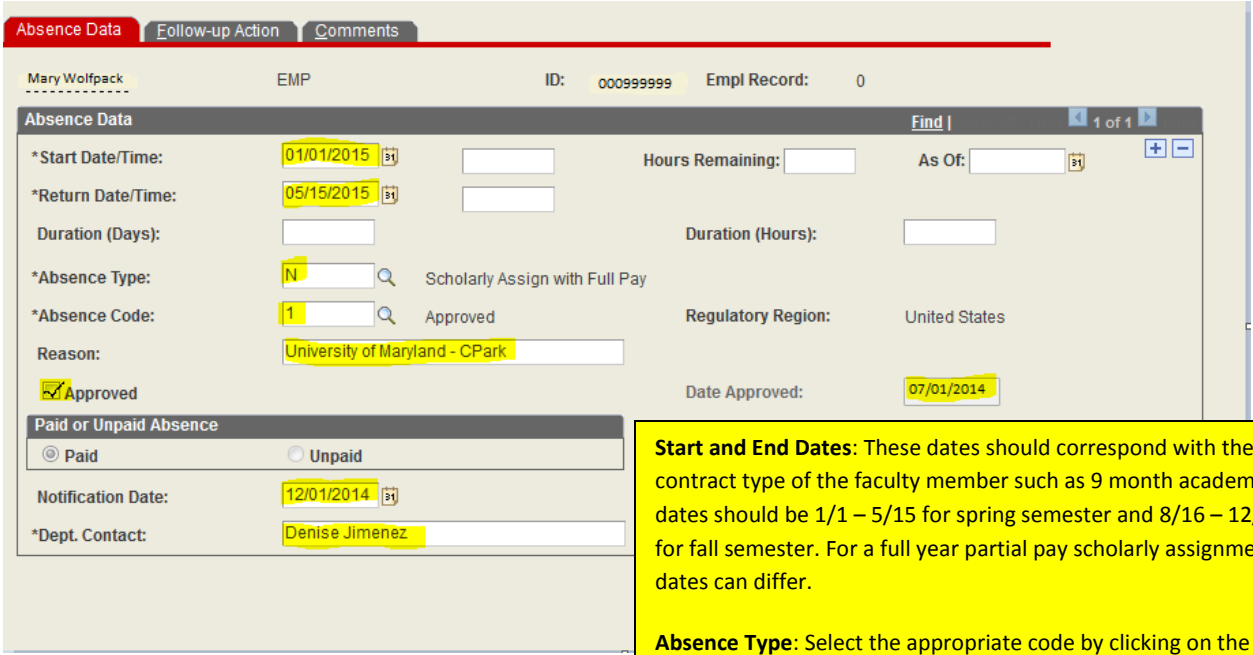


Once you click on the navigation link, the screen below will appear. Type in the employee's ID number or name and click Search



Absence Data Tab

Complete the highlighted sections of the Absence Data tab. To select the Absence Type and Absence Code you can click on the magnifying glass next to each text box for help.



Start and End Dates: These dates should correspond with the contract type of the faculty member such as 9 month academic dates should be 1/1 – 5/15 for spring semester and 8/16 – 12/31 for fall semester. For a full year partial pay scholarly assignment the dates can differ.

Absence Type: Select the appropriate code by clicking on the magnifying glass. The drop down choices are below.

Absence Code: Select the appropriate code by clicking on the magnifying glass. The drop down choices are below.

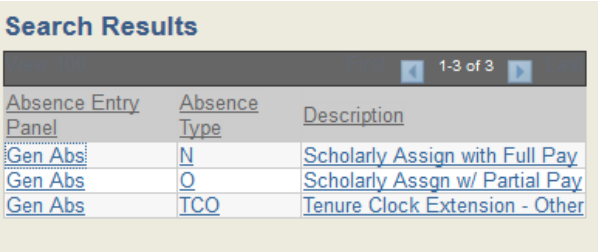
Reason: Type in the specific location of where the faculty member will be during this scholarly reassignment.

Check the Approved box and fill in the date the request was approved by the Dean of your college/division.

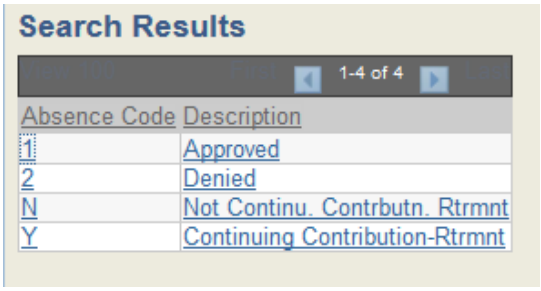
Notification Date: This is the date in which you are entering this into this panel. The scholarly reassignments should be entered into PeopleSoft at least 30 days in advance to allow time for processing.

Dept Contact: The name of the person entering this scholarly reassignment into PeopleSoft.

Absence Type drop down choices:



Absence Code drop down choices:



Follow-Up Action Tab

There is nothing on this tab to be completed for the scholarly reassignment.

Comments Tab

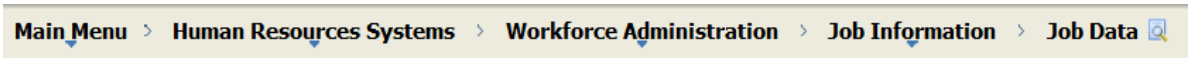
On this tab you will need to insert the comment date which is the date you are entering in the comment. In the comment box please provide a brief description with details of the scholarly reassignment. Once this is complete, click Save in the bottom left hand corner of the screen.

At this time the action has been saved and is active in PeopleSoft. Please forward the signed and approved Scholarly Reassignment Request form paperwork to your designated HRIM Specialist.

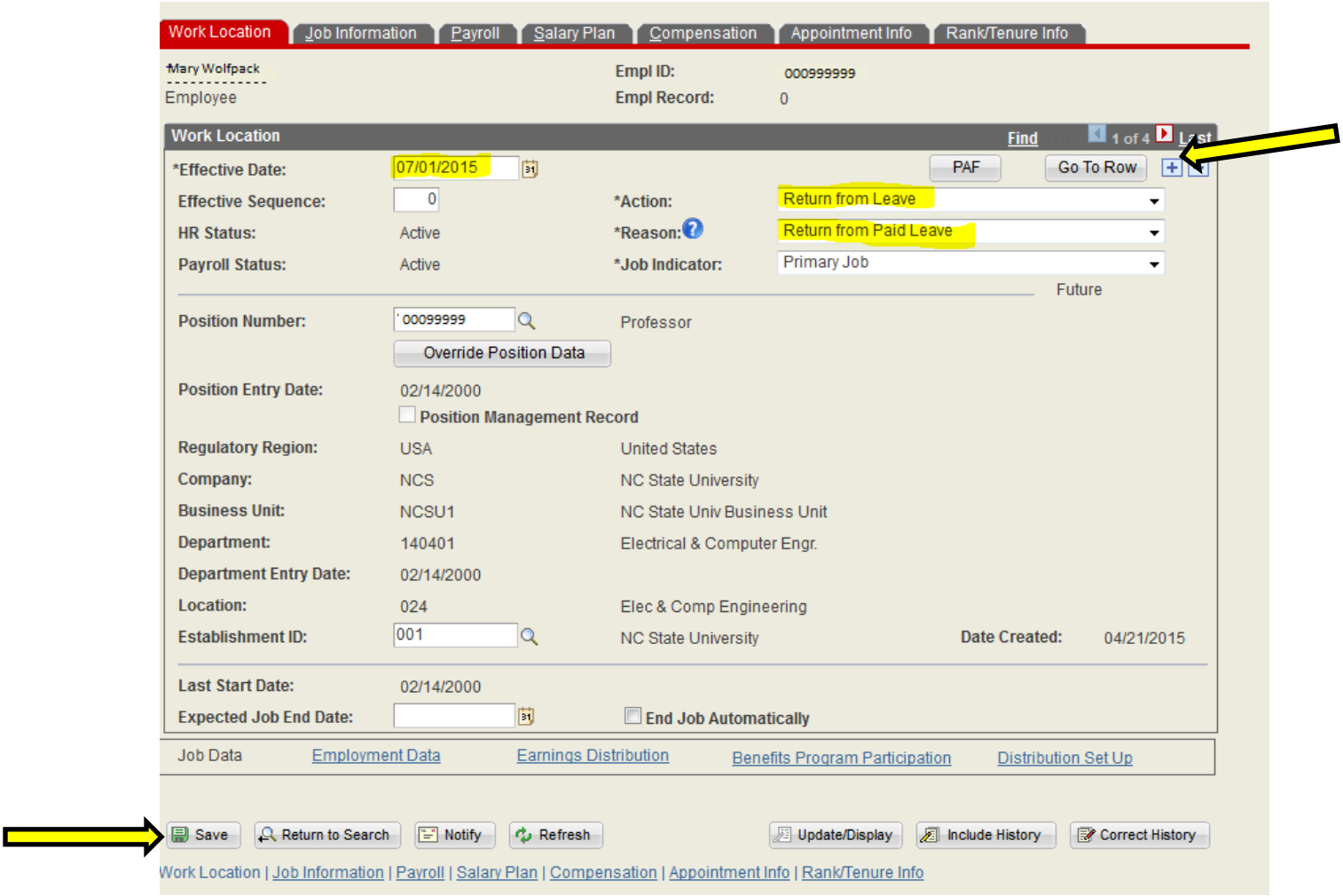
Returning Faculty Member from Scholarly Reassignment

Job Data

First step in processing the Scholarly Reassignment action is to navigate to Job Data:



To process the action, click on the plus sign in the right hand corner of the Work Location screen to add a row. Update the Effective Date, Action, and Reason. When completed, click Save in the bottom left hand corner of the screen.



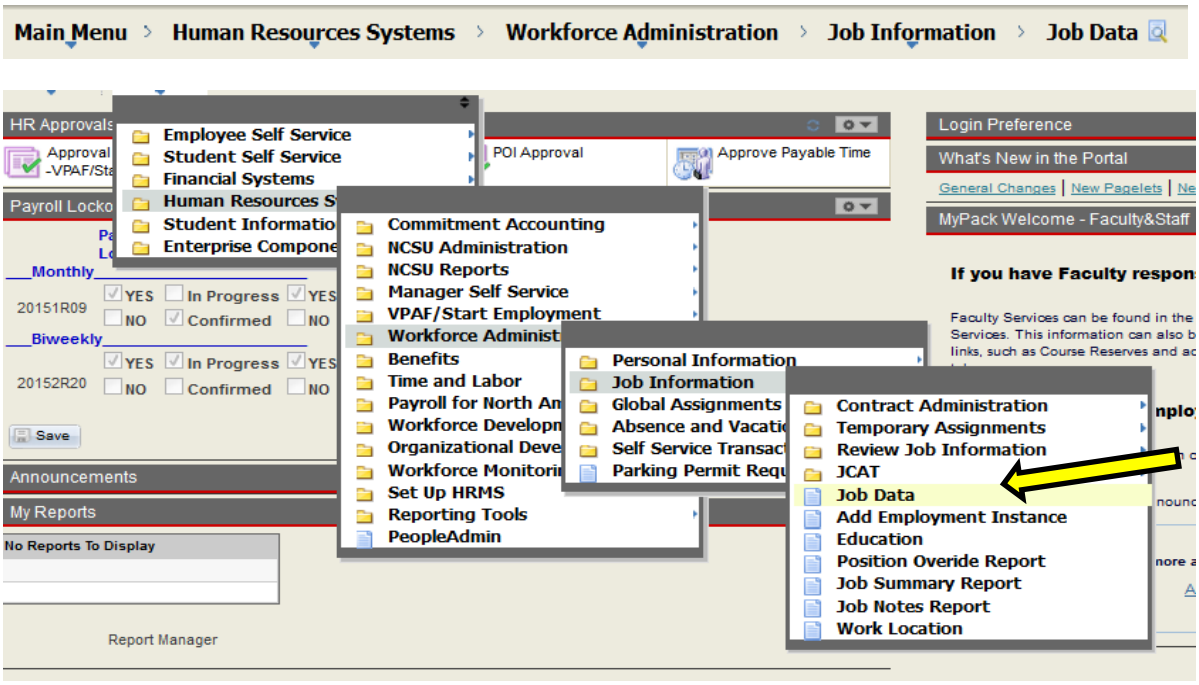
At this time the action has been saved and is active in PeopleSoft.

Scenario Two (Partial Pay)

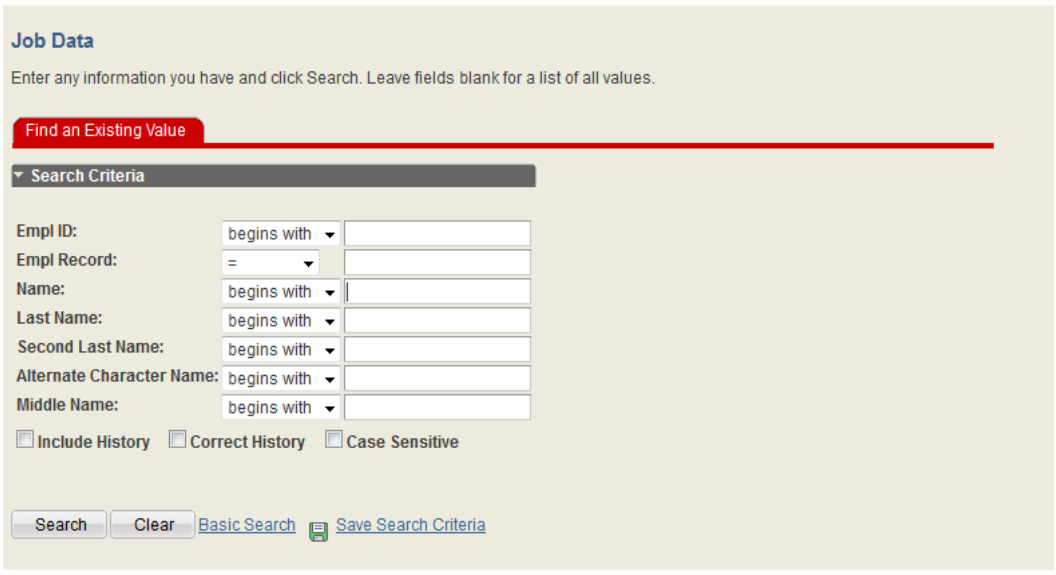
In this we will process a scholarly reassignment action to place a 12-month tenured faculty member on partial pay leave and also return them at the end of the approved time frame. We will demonstrate how to complete the Absence and Vacation screen in PeopleSoft.

Job Data

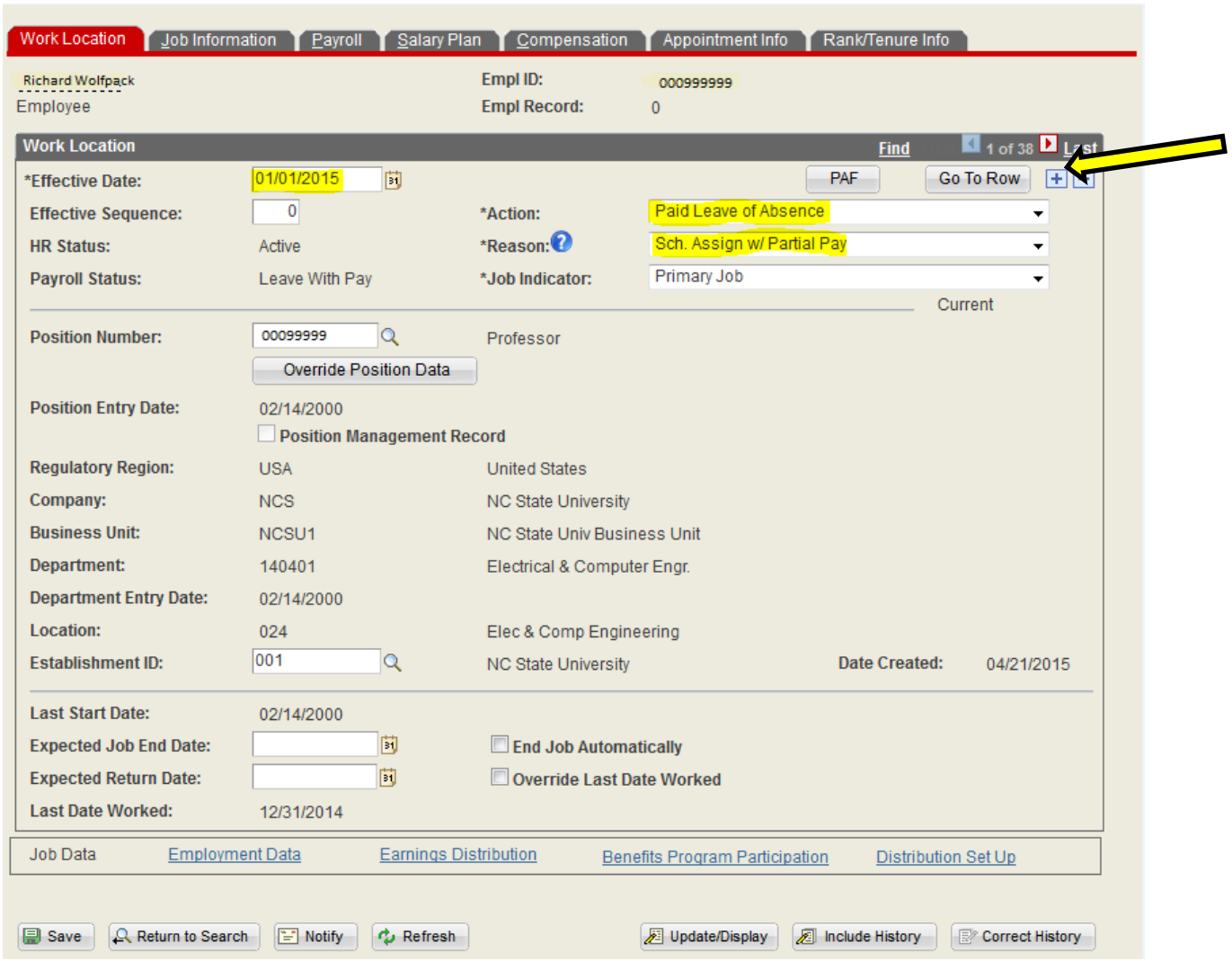
First step in processing the Scholarly Reassignment action is to navigate to Job Data:



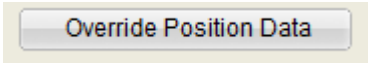
Once you click on the Job Data Link, the screen below will appear. Type in the employee's ID number or name and click Search



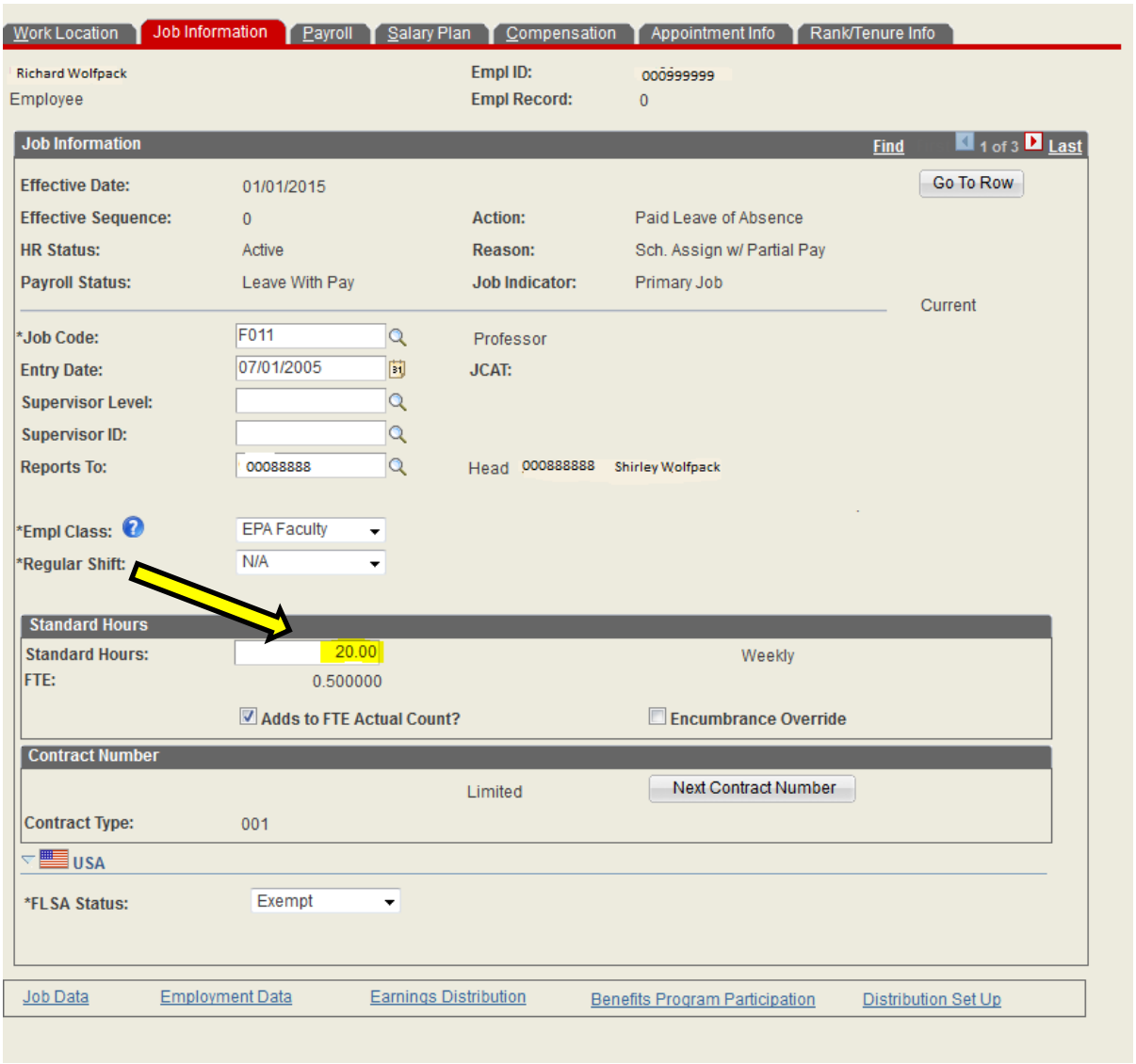
To process the action, click on the plus sign in the right hand corner of the Work Location screen to add a row. Update the Effective Date, Action, and Reason. The FTE will need to be reduced by half on the Job Information tab. The Compensation Rate tab will also need to be updated to reflect the reduced pay.



Job Information Panel

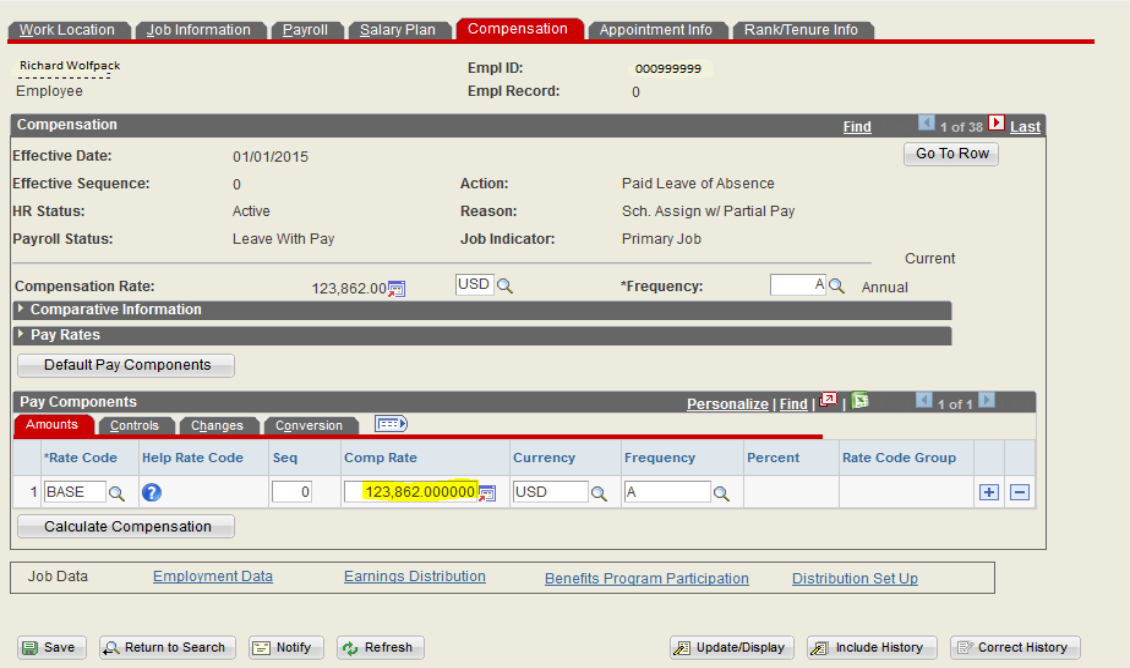
To process the reduction in FTE and standard hours, click on 

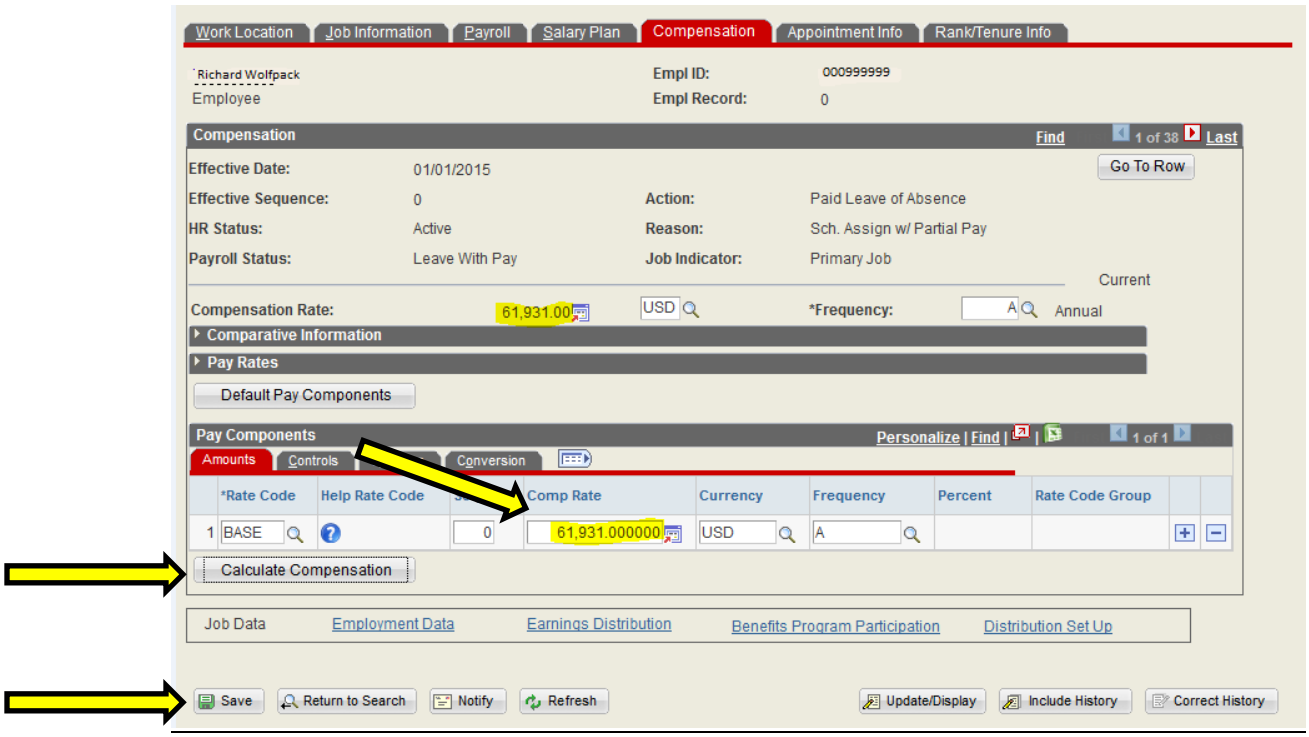
on the work Location panel, which is located directly under the position number**.** Once you click this button, the data fields will open up and then you can click on the Job Information tab. In the Standard Hours field, change the standard hours to 20.00 which will update the FTE to .50.



Compensation Panel

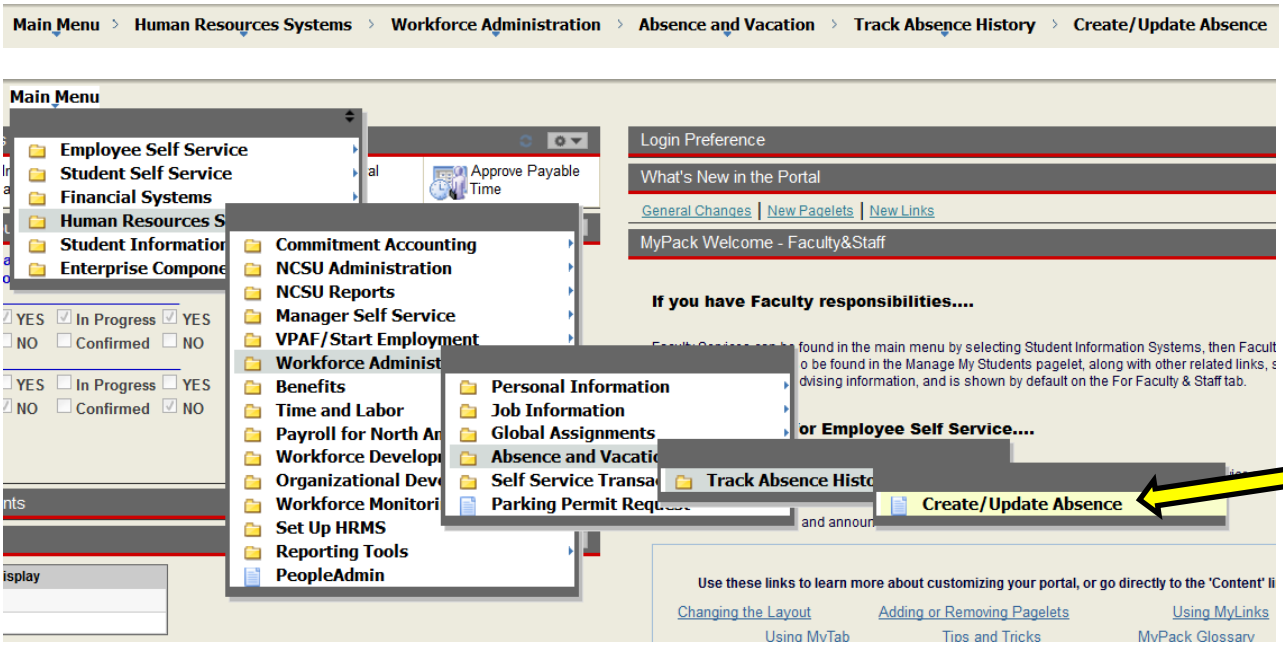
Because this faculty member will be going on a partial pay scholarly reassignment, the annualized salary will need to be reduced by half (50%). To make this change, fill in the annualized salary on the BASE line then click Calculate Compensation so the salary appears in both the Compensation Rate line and BASE. Once completed, click SAVE. At this time, the action has been saved and is active in PeopleSoft.



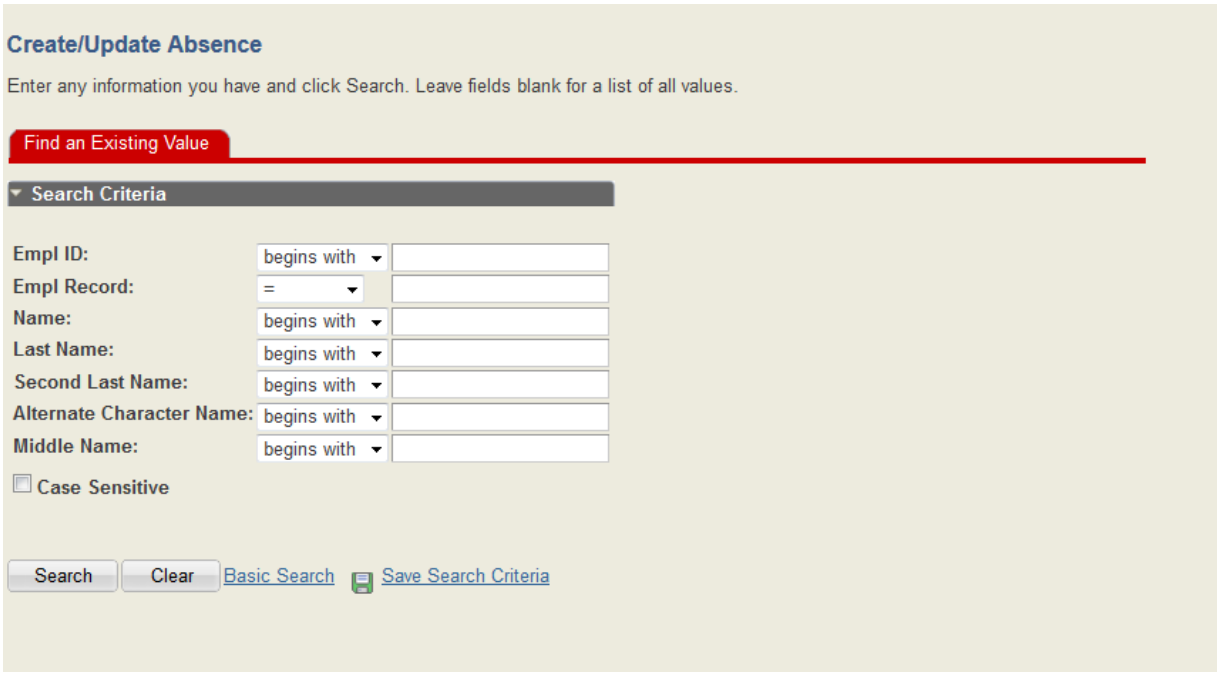


Absence and Vacation Panel

The next step is to complete the Absence and Vacation panel with the details of the scholarly reassignment. The navigation path to this panel is below.

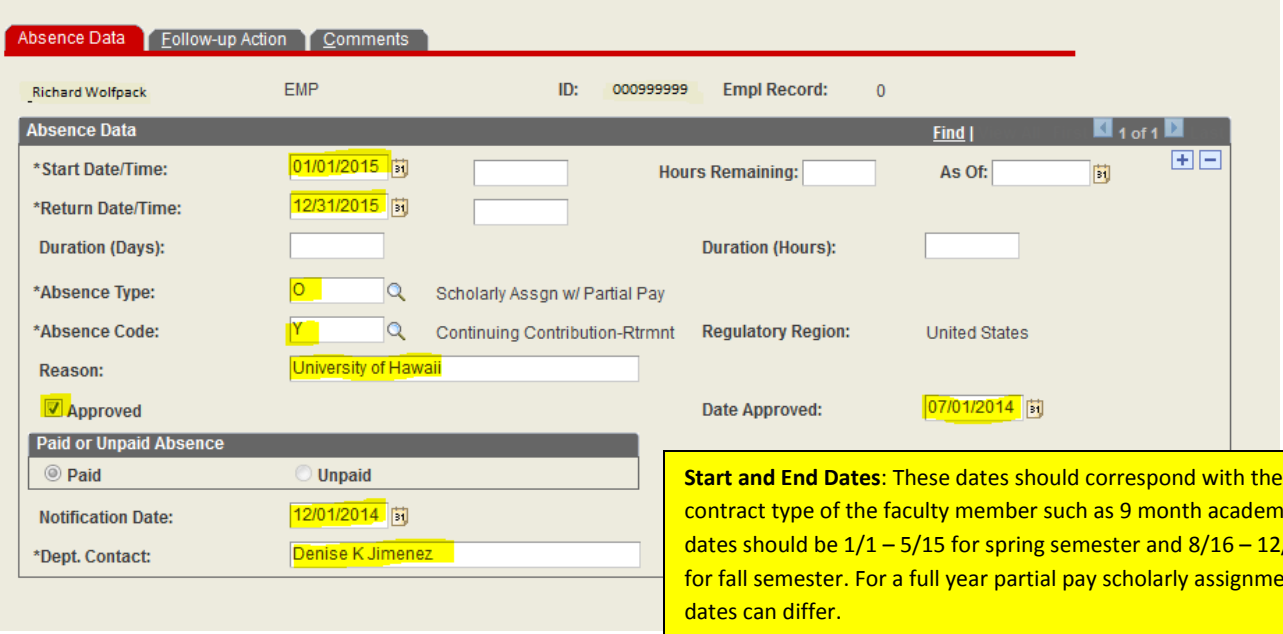


Once you click on the navigation link, the screen below will appear. Type in the employee's ID number or name and click Search



Absence Data Tab

Complete the highlighted sections of the Absence Data tab. To select the Absence Type and Absence Code you can click on the magnifying glass next to each text box for help.



Start and End Dates: These dates should correspond with the contract type of the faculty member such as 9 month academic dates should be 1/1 – 5/15 for spring semester and 8/16 – 12/31 for fall semester. For a full year partial pay scholarly assignment the dates can differ.

Absence Type: Select the appropriate code by clicking on the magnifying glass. The drop down choices are below.

Absence Code: Select the appropriate code by clicking on the magnifying glass. The drop down choices are below.

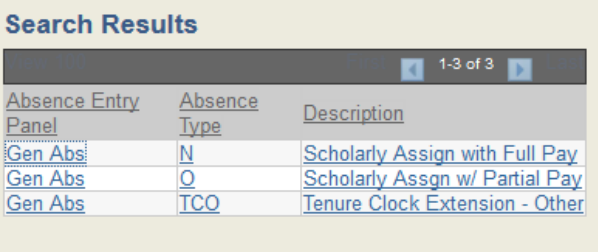
Reason: Type in the specific location of where the faculty member will be during this scholarly reassignment.

Check the Approved box and fill in the date the request was approved by the Dean of your college/division.

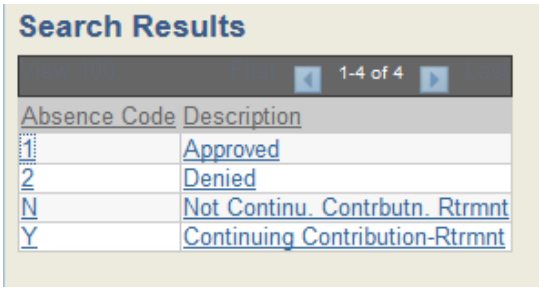
Notification Date: This is the date in which you are entering this into this panel. The scholarly reassignments should be entered into PeopleSoft at least 30 days in advance to allow time for processing.

Dept Contact: The name of the person entering this scholarly reassignment into PeopleSoft.

Absence Type drop down choices:



Absence Code drop down choices:

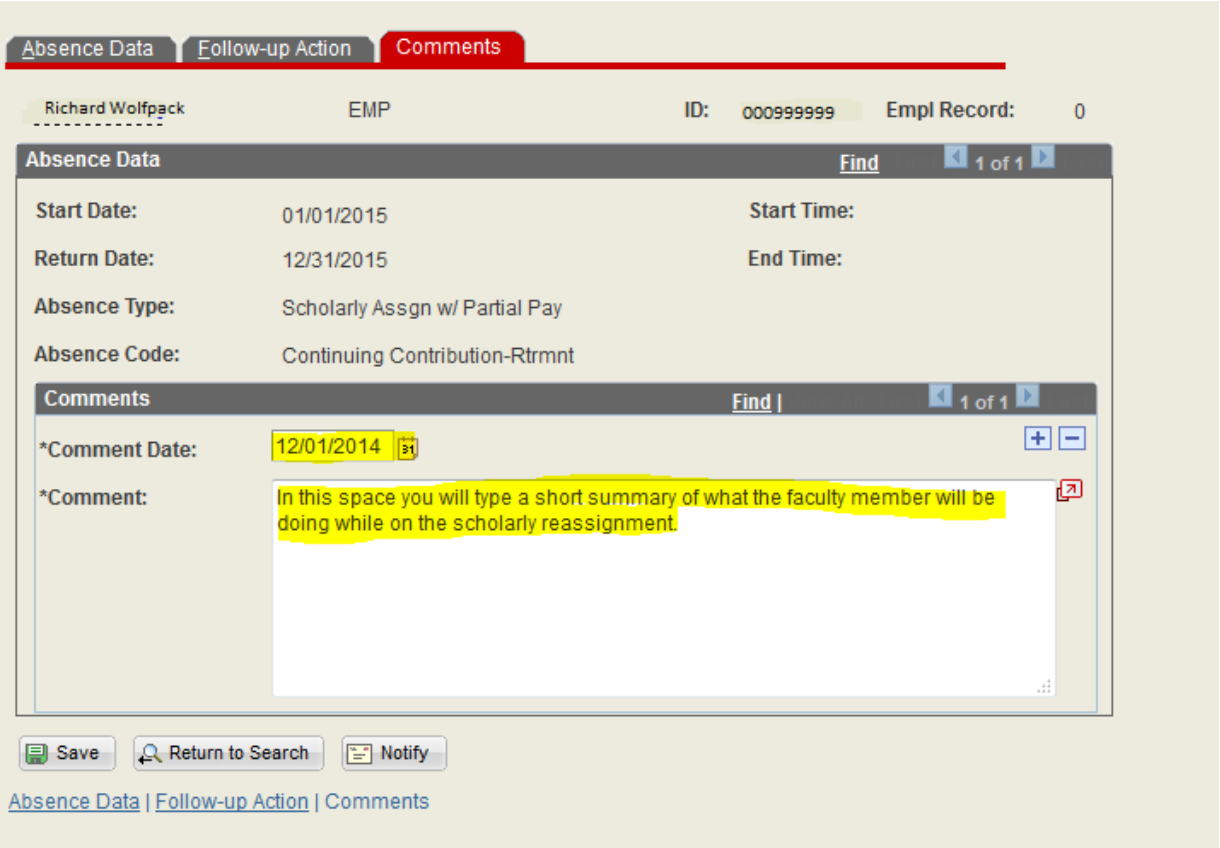


Follow-Up Action Tab

There is nothing on this tab to be completed for the scholarly reassignment.

Comments Tab

On this tab you will need to insert the comment date which is the date you are entering in the comment. In the comment box please provide a brief description with details of the scholarly reassignment. Once this is complete, click Save in the bottom left hand corner of the screen.



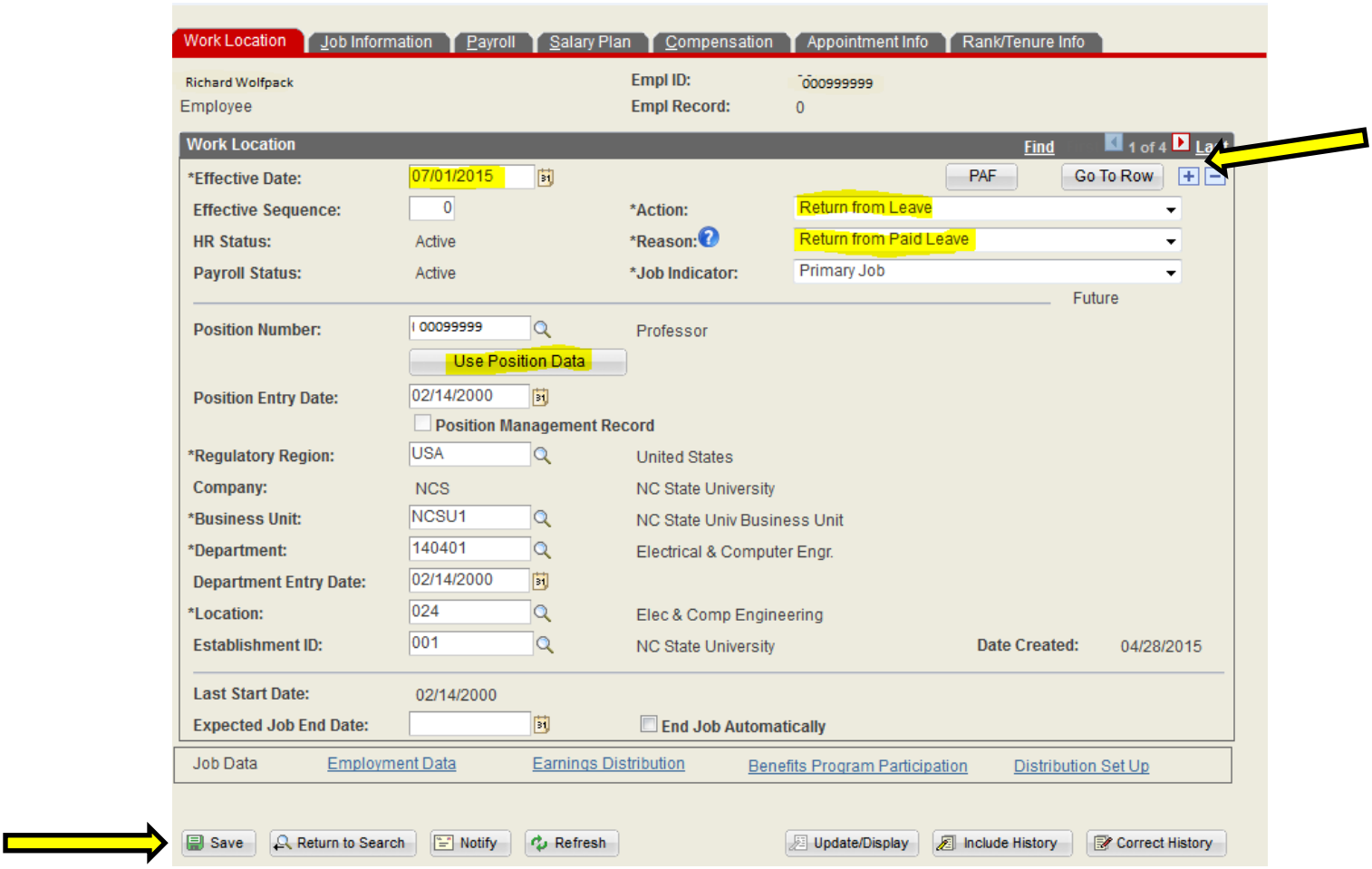
At this time, the action has been saved and is active in PeopleSoft. Please forward the signed and approved Scholarly Reassignment Request form paperwork to your designated HRIM Specialist.

Returning Faculty Member from Scholarly Reassignment

Job Data

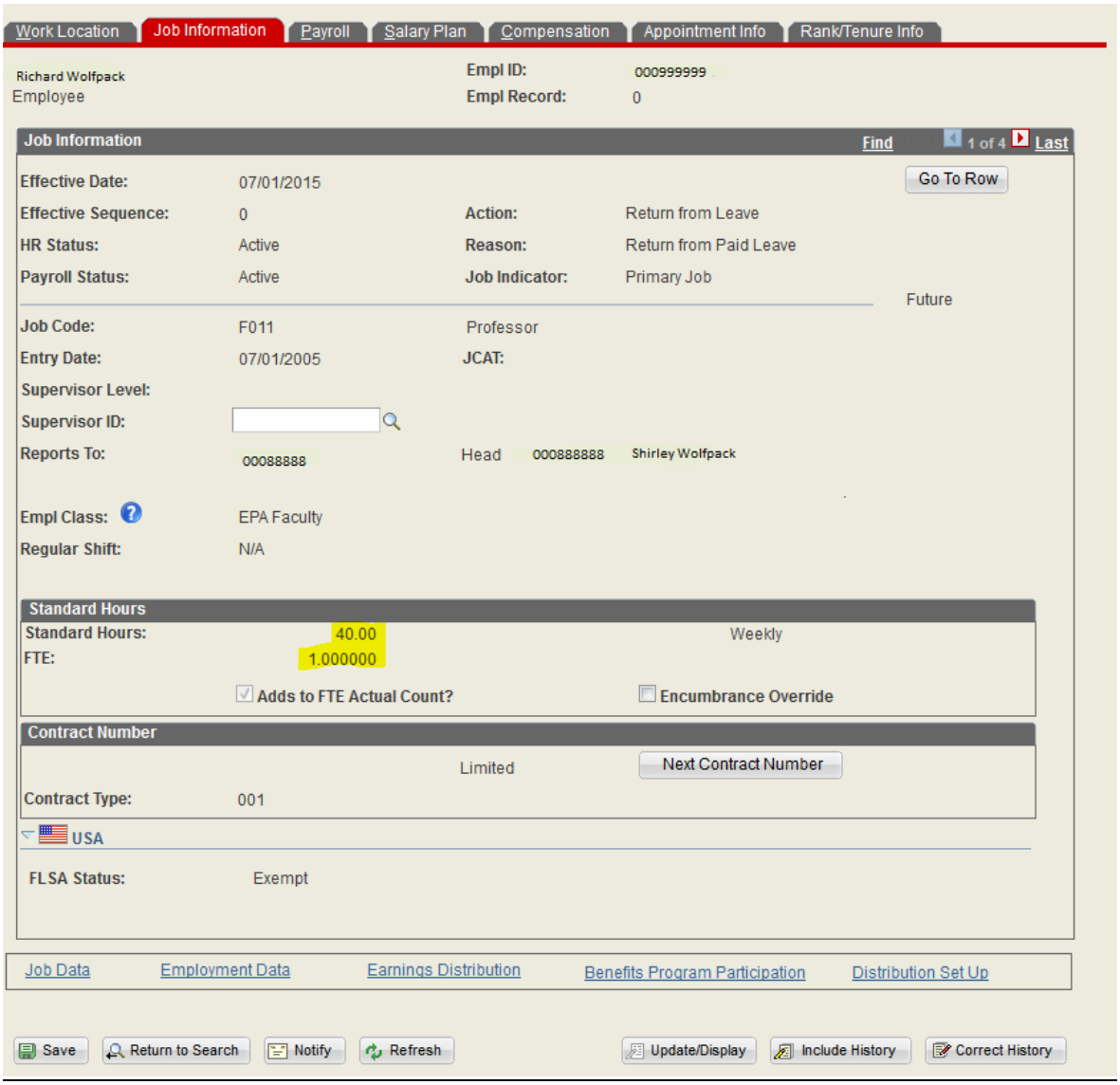
First step in processing the Scholarly Reassignment action is to navigate to Job Data:

To process the action, click on the plus sign in the right hand corner of the Work Location screen to add a row. Update the Effective Date, Action, and Reason. Then click on the Use Position Data button to increase the FTE and standard hours to 1.0 FTE, 40.00 hours. Once this button is clicked. all data fields will close and pull in current position information.



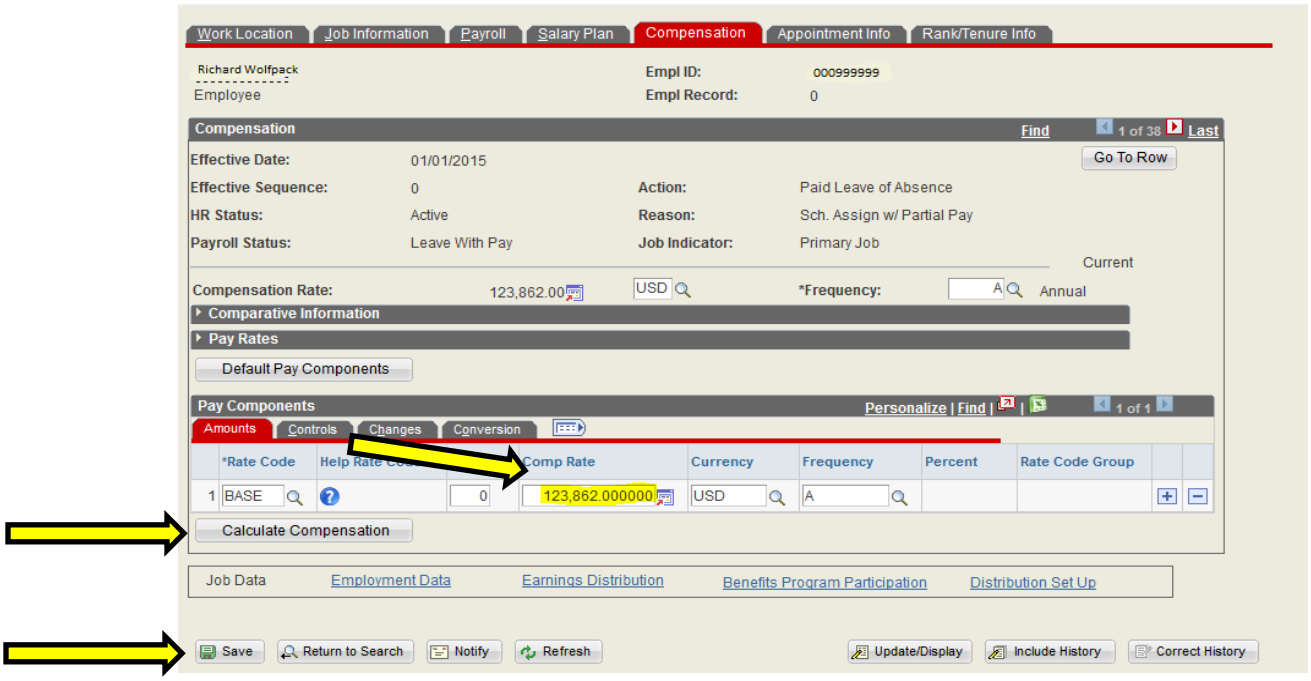
Job Information Panel

No action is necessary on this panel since the Use Position Data button was clicked. Please verify that the correct information appears in FTE and standard hours. If all information is correct then proceed with the Compensation tab.



Compensation Panel

Because this faculty member was on a partial pay scholarly reassignment, the annualized salary will need to be increased to 1.0 FTE (100%). To make this change, fill in the annualized salary on the BASE line then click Calculate Compensation so the salary appears in both the Compensation Rate line and BASE. Once completed, click SAVE. At this time, the action has been saved and is active in PeopleSoft.



*Edited by EM