

From: Colleen Crooker [mailto:cc297@columbia.edu]
Sent: Tuesday, October 26, 2004 4:39 PM
To: DAList@columbia.edu
Subject: PAC Update III

Dear Colleagues,

This past Friday evening, Payroll successfully executed the Monthly Payroll Cycle for 12,550 employees (10,213 Direct Deposits and 2,337 Checks) using the new People@Columbia system. The system also executed the Monthly Retiree/Stipend Payroll for 442 Stipend employees and 4,231 Retirees. Pay advice documents are now available online for all monthly employees. As you know, Payroll Register and Earnings Register reports are available for each department and allow administrators to validate payrolls for their employees. If you or one of your employees has identified any problems with a paycheck or the payroll, please contact the HRPC Help Desk via e-mail at hrpc@columbia.edu, or at 212-851-2888.

This is the first monthly payroll run by People@Columbia and there are two changes in the system that we anticipate will generate service inquiries and issues for school and departmental administrators, as well as the HRPC and Payroll staff:

First, with this payroll, there is no longer direct deposit pay advice printed up and distributed to faculty and staff who are paid on a monthly basis. The pay advice statement can be obtained through People@Columbia self-service, and those statements will stay online for 3 fiscal years. Previous mailings have explained how to access self-service and the format of the new statement.

The second change is a more detailed pay statement. Faculty and staff now have a more detailed, comprehensive, and better organized pay statement. A previous mailing has also explained the enhanced pay statement.

We anticipate that there will be a significant number of questions from faculty and staff regarding these changes-even with the previous communications-particularly this first time with the new process. We ask for your assistance in serving as the first tier of response for inquiries and concerns that faculty and staff bring to you.

Your assistance in responding to basic informational questions will help prevent the Help Desk from being overwhelmed over the next week, and allow us to focus on more complicated problems and inquiries.

For easy reference, we have attached an information sheet on accessing self-service.

To assist with basic inquiries on earnings and deduction codes, we are providing links to the Faculty & Staff Self Service Training Guide and the Managerial Self Service Training Guide:

Employee Self Service (earnings and deduction code information:
pp. 32-43; Appendix B, pp. 48-50; Appendix C, pp. 51-58)
<http://www.hr.columbia.edu/hr/documents/employeeseelfserve/pdf-ver.pdf>

Employee Self Service - Spanish Version (earnings and deduction code information:
pp. 32-43; Appendix B, pp. 48-50; Appendix C, pp. 51-58)
<http://www.hr.columbia.edu/hr/documents/employeeseelfserveSP/pdf-ver.pdf>

Manager Self Service (earnings and deduction code information: pp. 47-57)
<http://www.hr.columbia.edu/dat/documents/pacmanagerselvservice/pdf-ver.pdf>

Certainly if any questions or problems arise that you don't feel you can address, please contact the HRPC Help Desk, or Faculty & Staff Services if the question is benefits-related.

Thank you for working with us and for your assistance. We really appreciate it.

Sincerely,

Colleen Crooker
Vice President for Human Resources

Gail Hoffman
Interim Treasurer & Controller

To Help You to Assist Your Staff with using People@Columbia Self Service:

To help your staff view their online payroll statement and to access their other services:

- View Benefits Information
- View Pay Statement
- View and Update U.S. Federal W-4 Tax Exemptions
- Update Address & Phone Information
- Review the People@Columbia Guide to Self Service

Please follow the directions below.

To help your staff access their personal, benefits, and pay information:

1. Open their web browser (e.g., Internet Explorer, Netscape). In the Address Bar, enter <https://my.columbia.edu>. Press the Enter key.
2. Click on the link "Log in with your Columbia UNI". The Portal Log In page will appear. Instruct the Faculty or Staff member to enter their UNI and their UNI Password, and then have them press the Login button. They will be logged into myColumbia, a user interface that brings together access to key information and services into one common place.
3. Click on the "Faculty & Staff" Tab.
4. In the lower left corner of the page, under Tools, is a link to People@Columbia - Self Service. To help them understand the new self service features, we recommend that you have them click on the link to the People@Columbia Guide to Self Service, print and read it **before** using the online self services. For instance, the descriptions of their pay statement earning codes and deduction codes are included in this Guide to Self Service on pages 47-58.
5. When they are ready to access the new self services, have them click on the appropriate link to view their personal, benefits, and pay information, e.g., view Pay Statement.
6. **Their online pay statements will be available a couple of days prior to their pay date, for example, by October 27th prior to the October 29th pay date for the month of October, 2004 for monthly-paid faculty and staff.**
7. To print the Pay Statement, we recommend that you have them minimize the "Menu" box on the left by clicking on the dash in its upper right corner, and then have them click the Printer icon on their browser toolbar to print the Pay Statement.

8. When they are finished with accessing self services, in order to make sure their personal information remains private, instruct them to log out of People@Columbia by clicking the “**Sign Out**” link in the upper right corner of the page.
9. When they are finished with accessing myColumbia, in order to make sure their work information remains private, instruct them to log out of myColumbia by having them click the “**Log Out**” link in the upper right corner of the myColumbia page.
10. If they are accessing People@Columbia from a public access terminal, e.g., campus kiosk, please be sure to also close the browser, and relaunch the browser, to help them make sure that their personal information cannot be viewed by others who may follow them at the public access terminal.
11. Instruct them to only access People@Columbia only from locations with which they are familiar. **Avoid internet cafes, conference kiosks, etc.**
12. **System availability is 9am-5pm ET Monday – Saturday, and 9pm-5am ET Monday – Friday.**

If they need assistance with People@Columbia, please contact one of the following:

Personal Information, Employment Information, Payroll

Please contact your Supervisor, Manager, HR Representative or Departmental Administrator for assistance. If you need further assistance, please contact:

Human Resources Process Center Help Desk:

Phone: 212-851-2888 Email: hrpc@columbia.edu

Hours of Operation: 9am – 5pm Monday –Friday

Benefits

Morningside, Lamont & Nevis Campuses — Faculty & Staff Services

Phone: 212-870-3074 Email: hrfss@columbia.edu

Web: <http://www.hr.columbia.edu/hr/> Click “Benefits”

Medical Center Campus — Human Resources

Phone: 212-305-3819

Web: <http://www.cumc.columbia.edu/hs/hr/>

UNI ID/Password

Morningside, Lamont & Nevis Campuses — University Computing Help Desk

Phone: 212-854-1919 Email: <http://www.columbia.edu/acis/support/>

Web: **Account ID Self-Support** www.columbia.edu/acis/tools/

Medical Center Campus — CUMC Help Desk

Phone: 212-305-4357 Email: 5-help@columbia.edu

Web: <http://www.cubhis.org/5help.html>

Security Policy

<http://www.columbia.edu/acis/security/>