

# HRPC & PAYROLL PROCESSING FAQ – 11/22/2004

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# USING MANAGER SELF SERVICE

## A. Accessing the Application

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### ▶ **Manager Self Service ID and Password**

- To *place a new access request* or to *request access for additional departments*, please submit the PAC Security web form at <https://www.ais.columbia.edu/sws/psoft/index.html>. Please contact [pac-security@columbia.edu](mailto:pac-security@columbia.edu) with questions about your access or to check the status of a new access request. *Security is managed by AIS, new requests take about five days to process.*
- Once you have been approved to access Manager Self Service you login with your UNI ID and Password. *You do not need a different ID, only your UNI ID.*

### ▶ **Access to Faculty & Staff Self Service for Zero Salary Appointments**

People who have a zero salary appointment at Columbia do have access to Faculty & Staff Self Service.

## B. Viewing Faculty & Staff

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### ▶ **Restricted from Accessing Your Own Job Record**

You are not allowed to view your own job information in Manager Self Service; your supervisor must generate any PAF's that are required for your position.

### ▶ **View Short-Term Temporary (Casual) Staff**

You are now able to view Short-Term Temporary in your department. Please use the PAF to make changes to their personal (except for addresses or phone number changes) or position information (including terminations), submit the PAF using your current approval process for these types of employees.

### ▶ **View Non-Active Faculty & Staff**

On the Employee List, only active Faculty & Staff are displayed because otherwise over time there would be thousands of people listed for each department and it would take a significant amount of time for you to find anyone. **To view Faculty & Staff that are not active** (e.g. on a Leave of Absence, Terminated, etc.):

1. Go to the Employee List on the first page of Manager Self Service
2. Change the date to **one day before** the non-active status went into effect (e.g. *Mary went on a Leave of Absence on 10/15/2004 so you would enter 10/14/2004*)
3. Press the Go button, the Employee List will refresh, displaying the active employees as of that date
4. Click on the employee's name and her information page will display (where you can generate a PAF)

### ▶ **View Employee Pay for an Employee with Multiple Positions in Different Departments**

Faculty & Staff with multiple positions in different departments receive a single check with their total pay from all departments. Only the DA that administers the employee's primary position will be able to see the check in the check register.

Thus, if you believe that someone might have been overpaid, please check with the HRPC Help Desk to verify that they do not have a position in another department.

# PROCESSING TRANSACTIONS

## A. Deadlines

### ▶ What is the status of my Paperwork?

#### ○ Mail Closing Date

*Your Final Approver must get your **paperwork to the HRPC at 330 5<sup>th</sup> Ave., by the Mail Closing Date** or it will be processed in the following on-cycle payroll.*

#### Pay Calendar for November 2004

Type	PR #	Period Covered	Mail Closing	View on Web Date	Check Date
Weekly	WKL-04-046	11/01/2004 - 11/07/2004	Monday 11/08/2004	11/10/2004	11/12/2004
Weekly	BWK-04-047	11/08/2004 - 11/14/2004	Monday 11/15/2004	11/17/2004	11/19/2004
Biweekly		11/01/2004 - 11/14/2004			
Weekly	WKL-04-048	11/15/2004 - 11/21/2004	Thursday 11/18/2004	11/20/2004	11/24/2004
Monthly	MTH-04-011	11/01/2004 - 11/30/2004	Monday 11/15/2004	11/24/2004	11/30/2004
Stipend / Retiree	STR-04-012	12/01/2004 - 12/31/2004			12/1/2004
Weekly	BWK-04-049	11/22/2004 - 11/28/2004	Monday 11/29/2004	12/01/2004	12/3/2004
Biweekly		11/15/2004 - 11/28/2004			

#### Pay Calendar for December 2004

Type	PR #	Period Covered	Mail Closing	View on Web Date	Check Date
Weekly	WKL-04-050	11/29/2004 - 12/05/2004	Monday 12/06/2004	12/08/2004	12/10/2004
Weekly	BWK-04-051	12/06/2004 - 12/12/2004	Monday 12/13/2004	12/15/2004	12/17/2004
Biweekly		11/29/2004 - 12/12/2004			
Weekly	WKL-04-052	12/13/2004 - 12/19/2004	Thursday 12/16/2004	12/18/2004	12/22/2004
Monthly	MTH-04-012	12/01/2004 - 12/31/2004	Tuesday 12/14/2004	12/21/2004	12/29/2004
Stipend / Retiree	STR-05-001	01/01/2005 - 01/31/2005			1/1/2005
Weekly	BWK-04-053	12/20/2004 - 12/26/2004	Monday 12/20/2004	12/22/2004	12/29/2004
Biweekly		12/13/2004 - 12/26/2004			

#### ○ Final Approvers

Before contacting the HRPC Help Desk, please contact your Final Approver to obtain the date that they signed the paperwork. The final approvers for each campus are listed below.

- **Morningside, Lamont, and Nevis Campuses**
  - Academic Appointments: Pearl Spiro
  - Administrative Positions: HR Service Mgrs.
  - Casual Positions: Send directly to the HRPC
- **Medical Center Campus**
  - Academic Appointments and Administrative Positions: CUMC Business Office
  - 0 Salary Appointments: Carolyn Merten

## B. PAF & Nomination

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Using the New Hire PAF and Nomination Forms

**1. Download PAF and Nomination Forms**

The new PAF and Nomination forms are available on the Administration Tab in the Portal at: <https://my.columbia.edu> , under *Forms*, then *Human Resources Form Library*. The PAF and Nomination Glossary is also available on the Portal Administration Tab, under *Reference*, then *PAF Glossary*.

**2. View Forms with Adobe Reader 6.0**

We recommend that you use Adobe Acrobat Reader 6.0 to use the forms. It is available free of charge from the AcIS Internet Software page at: <http://www.columbia.edu/acis/software/inet/> , under *PDF Viewer*. Please let us know if you have any problems either viewing or printing the forms after downloading Acrobat Reader 6.0. *Important Note: If you would like to save the information you enter on the form you must purchase Adobe Acrobat Professional 6.0. It is available at educational pricing at: <http://www.journeyed.com/itemDetail.asp?T1=42551033> .*

**3. Enter Information Directly on the Form**

After you open the form in Adobe Acrobat Reader 6.0, you can *enter directly on the form* page and use the drop down boxes. Please do not handwrite the information.

**4. Verify Form is Complete**

Please take a minute to proof your form by verifying that the information is correct and that all of the appropriate fields have been completed.

**5. Print and Sign the Form**

Once the form is complete, print and sign it then route it to the appropriate office.

Using the Turnaround PAF Form

As of 10/4/2004, generate your turnaround PAF's from PeopleSoft (*non-PeopleSoft turnaround PAFs will not be processed, they will be returned to you*).

**1. Print Turnaround PAF Form**

In Manager Self Service, after you select a specific Faculty & Staff member, her Employee Information page will appear and the Generate a PAF link is on the bottom right side of the page. When the PAF appears, click on the icon of a printer in the top right corner of the web browser tool bar. (*Note: you should have Adobe Acrobat Reader 6.0 installed to print the form properly.*)

**2. Print/Type Information Directly on the Form**

After you print the turnaround PAF, you should cross out the information you are changing using a single line through the text (this way the original information is still legible for the reviewer/approver), then print/type changes directly on the form.

**3. Verify Form is Complete**

Please take a minute to proof your form by verifying that the information is correct and that all of the appropriate fields have been completed.

**4. Print and Sign the Form**

Once the changes are complete, sign the PAF, then route it to the appropriate office for approval.

▶ ***Important Note – The online PAF reflects the information from the prior day.***

*In other words, if you change an employee's address online or if we enter a correction on his/her record, you will not see it until the next morning. This is because the table that provides the information to the PAF report only updated once each day in the nightly batch process.*

## PAF Form Fields

- ▶ **Used by PeopleSoft** (*DA's Do Not Fill-in these Fields*): Primary E-Mail, all fields in the Overall Status box, Job Code.
- ▶ **Input Only:** Ann'l Shift Amount, Term Vac Pay Days, Severance Pay Month/Week/% of Weeks, Leave End Date, Actual Return.
- ▶ **Position Numbers on the PAF and Nomination Forms**  
*Do not enter the JAC Requisition Number in this field, they are not the same. Contact your HR Service Manager/Administrator or the HR Process Center for more information on administrative Position Numbers. You do not need to supply position numbers for academic appointments. The HRPC will add them before processing the form.*

## Nomination Form Fields

- ▶ **Highest Degree Institution** – Only the most recent Degree Institution will be entered into PeopleSoft at this time. Eventually all degree information will be entered and stored.

## Personal Data Changes

- ▶ **Faculty & Staff Address – Paycheck Distribution**
  - On the PAF you must enter a CU Office Address for every Faculty & Staff member. That address should consist of the Department Name, Building, and Mail Code. If you do not have a Mail Code enter the Box Number or Room Number instead. *If campus mail delivers to the CU Office Address that you enter, then do not include the City, State, Zip. **Important Note: The CU Office Address is used by the HRPC to determine the appropriate Check Address.***
  - If a check is delivered incorrectly to your office, please send it to 1901 Interchurch on the Morningside Campus and to the Business Office on the Medical Center Campus so that it can be redistributed to the correct department.
- ▶ **Faculty & Staff Address – Change to/from Out of State**  
When an Faculty & Staff member moves out of state she can change her address online but she must also send the HRPC an updated State Tax Form.
- ▶ **Faculty & Staff Address Changes and AP/CAR**  
When an Faculty & Staff member changes her address on the web in PeopleSoft, the updated address is not available in AP/CAR because AP/CAR holds address information independently of other applications. *Note: To ensure that the employee's reimbursement check is sent to the correct address, please have the employee complete the address information fields on the top of the Travel and Business Expense Form.*
- ▶ **Replacement of a Temporary Columbia ID Number with a Valid Number**  
When an employee with a dummy social security number receives a real social security number, please attach a photocopy of the new social security card to the PAF and send it to the HRPC.
- ▶ **Directory Listing**  
These types of employees are not listed in the Columbia Directory: Honorariums, Work Study, and Stipend.

## Job Data Changes

### ▶ **Annual Increase Roster Process**

The Roster process will remain the same for Zero Salary, Annual Recertification and Off-Cycle Rosters. Union Rosters will not exist. Departments/Schools will receive a communication noting the labor agreement increase amount and effective date.

### ▶ **Transfers**

There is only one date entered in the system to reflect the change in status from one position to another for an employee who is transferring. If the transferring employee's last day in the old position is Friday, October 22<sup>nd</sup>, then her end date would be Sunday, October 24<sup>th</sup> and her first work day in the new position which is the ***Effective Date of the Transfer*** would be Monday, October 25<sup>th</sup> since *transferring Faculty & Staff no longer have termination dates.*

- ***Paperwork Process:*** *The department that the employee is transferring from completes a PAF for the Transfer and sends it to the department that the employee is transferring to. The department that the employee is transferring to completes a PAF for the Rehire and sends both the Transfer AND Rehire PAFs to the appropriate final approver when then sends them to the HRPC.*

### ▶ **Termination Date**

The last day an employee works is not their termination date, it is the next day as that is the first day that the position will be vacant.

- *Example 1 – If an employee's last work day is on Friday, October 22<sup>nd</sup>, then the Termination Date would be Saturday, October 23<sup>rd</sup>.*
- *Example 2 – If an employee's Appointment/Base Salary End Date is Friday, December 31<sup>st</sup>, then the Termination Date would be Saturday, January 1<sup>st</sup>.*
- *Example 3 – If an employee resigns effective Friday, November 19<sup>th</sup>, then s/he needs to submit paperwork showing the Termination Date as effective Saturday, November 20<sup>th</sup>.*

### ▶ **Terminating 10 or More Casuals at one Time**

If you need to terminate 10 or more casuals at one time, please ***print the Department Time Entry Form*** from Manager Self Service and ***enter "Terminate"*** and the ***termination date*** next to each employee as appropriate. Then, sign and mail the form to the HRPC.

### ▶ **Termination Due to Death**

The terminating department must send a copy of the termination PAF to the Benefits department and the original termination to the HRPC.

### ▶ **Tax Forms**

Tax forms must be attached to the hire paperwork and sent to the HRPC at 330 5<sup>th</sup> Avenue.

## Resolved Issues Regarding Turnaround PAF Forms

### 1. **Foreigners Listed as US Citizens**

The US Citizen field on the turnaround PAF no longer defaults to "Y" for non-US citizens.

### 2. **Tenure Effective Date for Non-tenured Faculty**

The Tenure Effective Date field on the turnaround PAF is no longer defaulting in for non-tenured faculty, this issue has been resolved.

### 3. **25 Year Club**

The Highest Degree field no longer displays the 25 Year Club as a value.

#### 4. Hire Date

The Hire Date field displays the earliest date of hire at the University. In some cases, this date may have come from the Payroll system if the date was earlier than in PIS.

#### 5. Base Salary Effective Date

The Base Salary Effective Date field will be the effective date of an employee's most recent compensation rate change. Currently, most people do not have a compensation rate change so the date is defaulting to the Hire Date; please do not submit a PAF to fix this field alone.

***Important Note:*** Only when a pay rate transactions for an employee is processed in PeopleSoft, will the new **Base Salary Effective Date will be reflected on PAF.** Do not send down a PAF just to change the Base Salary Effective Date as the change can not be made.

### Known Issues Regarding Turnaround PAF Forms

#### 1. Race/Ethnicity – Native Hawaiian

In some cases, the Race/Ethnicity Code 7 is displaying as Native Hawaiian when it should be East Indian/Indian Subcont.

#### 2. Visa Type – PI Converted as EA

The visa type of PI (Pending Immigration) in PIS is displaying as EA.

#### 3. Track Start Date

The PAF displays a dummy value of 9/28/2004 in this field which is fine as Columbia does not use the Track State Date field.

## C. Short-Term Casual/Temporary Employment

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A Casual Hire Form must be submitted for each casual employee or their pay will not be processed. Be sure to plan proactively with your new hires so that you can **submit their paperwork by the Mail Closing Date** of the new employee's first pay period. *Important Note: You cannot submit a Time Entry Form for a terminated casual employee.*

▶ **New Casual Employment Form**

A new Casual Employment Form is available on the HR Forms web page at: <http://www.hr.columbia.edu/dat/forms/casual-empl-form/pdf-ver.pdf>. The information below on casual hires is also available on the Casual Employment Form.

▶ **Required Casual Employment Documentation**

The documents listed below must be submitted in order for a casual/temporary employee to work at Columbia University. After the individual has been hired s/he will be eligible to be paid in FFE or on an ZT (Time Card Entry Form).

**For All New Employees:** Casual Employment Form, Casual Agreement Form, W-4; I-9, Tax Form IT 2104 or IT 2104E

**For Aliens:** All of the above AND a visa designation and, if appropriate, Tax Treaty Claim Form 8233 and Statement.

▶ **Send All Documentation To**

Human Resources Process Center at 330 5<sup>th</sup> Avenue, 11<sup>th</sup> floor, Mail Code 3202 (*must be received within 72 hours of employment*).

▶ **Individuals Not Eligible for Casual Employment**

(For further information, contact the office of your dean or vice president)

- Students holding an appointment as a student officer.
- Individuals who will be appointed as faculty or officers of research.
- Individuals doing research (*they must be appointed as an Officer of Research – use the Nomination Form*).

## D. Time Entry, FFE & SAF

### FFE & Web SAF – **Electronic Submission Required**

In order for the information in the application to be as accurate as possible, you can not use the paper Time Entry Form or the paper SAF, instead you must use FFE or WebSAF. There are three exceptions to this policy:

▶ **You can use the paper Time Entry Form or SAF if the**

- Faculty & Staff member is a new hire and is not yet in either system but you need to enter time for a current pay period or past pay period.
- Faculty & Staff member is in the Arts and Sciences department and you need to enter additional compensation (SAF Only). (Through Early January)
- Faculty & Staff member is administered by a different department so you are not allowed to submit time for them in either system.

▶ **Important Note:** *The Time Entry Form must never be submitted for individuals who will receive a Faculty Appointment or an appointment as an Officer of Research or an Officer of the Libraries.*

### Time Entry Form – **New Form**

The Time Entry Form is now available in Adobe Acrobat Reader format which allows you to enter the data onto the form on your computer and then print it out. The form is on the Treasurer & Controller’s Forms web page at: <http://www.columbia.edu/cu/controller/forms/forms.html> . Use this new form when needed per the exception rules listed above. **Note: It can not be used for any Exempt staff.**

### SAF – **New Required Fields**

If you need to submit a **paper SAF** per the exception rules listed above, then you must include the following information in the Comments Box: **Employee ID, Empl Rec #, and Position Title.**

You must also include the appropriate **Earnings Codes** per the chart below. Paper SAF’s submitted without this information will be returned to the department without processing.

▶ **M01 Pay Group Earnings Codes**

<i>Addl Pay Rec</i>	<i>NB = No Benefits</i>		<i>BR = Benefits Eligible</i>		<i>PR = Private Practice</i>
1 <sup>st</sup>	004	Continuous	007	Continuous	005
2 <sup>nd</sup>	008	One-Time	010	Continuous	----
3 <sup>rd</sup>	009	Continuous	----		----
Lump Sum /Flat Tax	011		006		----

▶ **Pay Group** – Determines how often and what time of the month an employee’s pay is processed.

Company	Pay Group	Description	Employee Type	Frequency
CU1	M01	Academic and Administrative Officers	Salaried	M
CU2	M02	Stipend Employees	Salaried	M
CU1	M03	NRA Employees	Salaried	M
CU1	BW1	Support Staff – 2110, NUSS, SSA,	Exception Hourly	B
CU1	BW2	Casual & Work Study	Hourly	B
CU1	WK1	Support Staff – Facilities, Security & IRE	Exception Hourly	W
CU2	WK2	Foreign Students	Hourly	W
RET	RET	Retirees	Salaried	M

*Note: For Multiple Positions there are a few unacceptable combinations including: BW2 – M01, WK1 – WK2, WK1 or WK2 and M01, M02, M03.*

## E. Direct Deposit

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- ▶ **New Direct Deposit Form** – is available from the Treasurer & Controller’s web site at [http://www.columbia.edu/cu/controller/pdf/pr\\_directdeposit.pdf](http://www.columbia.edu/cu/controller/pdf/pr_directdeposit.pdf). Please use this form to create, change or cancel your Direct Deposit.
- ▶ **Identify Faculty & Staff on Direct Deposit**  
The Payroll Register column called FormID will display two different values. If the employee received
  - a direct deposit the value will be CUDDA.
  - a check the value will be CUCHK.

# RESOURCES FOR HELP & INFORMATION

## A. HRPC Help Desk

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### ▶ Payroll Questions – *Earnings, Deductions and Taxes*

When you contact the HR Process Center Help Desk regarding a payroll question/issue, please provide the following information:

1. Employee ID
2. Empl Rec #
3. Status – *Active, LOA, Terminated, Retired*
4. Employee Type – *Officer, Support Staff, Work Study, Casual, Stipend*
5. Pay Group – *MO1, MO2, MO3, BW1, BW2, WK1, WK2*
6. Pay Type – *Base Pay, Additional Compensation, Overtime, Deduction, Taxes*
7. Submission Method – *Electronic or Paper*
8. Error Type – *Underpayment, Overpayment, Missing Payment*
9. Pay Period – *Prior, Current*
10. Pay Period Date
11. Estimate of Amount
12. Brief Description of Question/Issue

### ▶ Tracking

- When your issue is logged, be sure to ask for your Issue Number.
- An issue will be closed if no response is received after three email attempts to reach the person who logged an issue.

## B. Benefits

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- ▶ For Benefits related questions you and/or the employee need to contact Faculty & Staff Services in the HR Department.

# COMMUNICATIONS & DOCUMENTATION

## A. Communications

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We are archiving dalist communications at <http://www.columbia.edu/cu/pac/communications.htm> .

- ▶ **10/12/2004 – PAC Update I**
- ▶ **10/15/2004 – PAC Update II**
- ▶ **10/26/2004 – PAC Update III**
- ▶ **11/4/2004 – Pay Distribution**

## B. Documentation

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### Guides

- ▶ **HRPC & Payroll Processing FAQ – 11/22/2004**  
<http://www.columbia.edu/cu/pac/communications.htm>
- ▶ **Nomination PAF Forms Glossary**  
<https://my.columbia.edu> , *Administration Tab > Reference > PAF Glossary*
- ▶ **Manager Self Service Guide**  
<https://my.columbia.edu> , *Administration Tab > Tools > People@Columbia – Self Service*
  - **Action / Reason Codes**  
*In the Manager Self Service Guide, Appendix D.*
  - **Earnings & Deduction Codes**  
*In the Manager Self Service Guide, Appendix B, C.*

### Forms

- ▶ **Manager Self Service Security Access / Change Form**  
<https://www.ais.columbia.edu/sws/psoft/index.html>
- ▶ **Nomination Form – New Hires Only**  
<https://my.columbia.edu> , *Administration Tab > Forms > Human Resources Form Library*
- ▶ **PAF Form – New Hires Only**  
<https://my.columbia.edu> , *Administration Tab > Forms > Human Resources Form Library*
- ▶ **Short-Term Temporary/Casual Employment Form**  
<http://www.hr.columbia.edu/dat/forms/casual-empl-form/pdf-ver.pdf>
- ▶ **Time Entry Form**  
<http://www.columbia.edu/cu/controller/forms/forms.html>
- ▶ **Direct Deposit Form**  
<https://my.columbia.edu> , *Faculty & Staff Tab > Forms > Financial Quick Links*

# PAPER FORM VERIFICATION CHECKLIST

## A. PAF & Nomination Forms

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Before paperwork leaves your department please verify it, please pay special attention to the items below.

- ▶ **Employee ID**  
The Employee ID number must be entered in the Employee ID field (top left corner).
- ▶ **CU Office Address**  
The address should include Department Name, Building, Mail Code or Box #.
- ▶ **Home Address**  
The employee's home address should be the same on the hire form, W-4, and I-9 (with some exceptions).
- ▶ **Social Security Number**  
The social security number or Temporary Columbia ID number **must** be the same on the hire form, I-9, and W-4.
- ▶ **Appointment End Date**  
The employee's Appointment End Date **must** be on or before the Visa Expiration Date.

## B. SAF Form

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- ▶ **Earnings Code**

Also, be sure to add the following field information on the SAF form:

- ▶ **Employee ID**
- ▶ **Empl Rec #**
- ▶ **Position Title**