Entering UNS Appointments

HRMS AREAS TO CONSIDER

A

ABOUT UNIVERSITY NON-SERVICE (UNS)

Company UNS is used to pay non-service fellowship awards to recipients of a fellowship funding under the National Research Service Award (NRSA) program sponsored by the National Institute of Health (NIH), the National Health Service Corps Scholarship Program, or the Armed Forces Health Professions Scholarship. The data originates in Campus Solutions and is processed in HRMS, and paid through payroll. In order to receive a payment, a record must exist, even if the recipient is not an employee.

POSITION

Verify the following fields in Position Management for UNS appointments.

Navigate to: Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

1. Description tab
   a. Job Code – Only the following job codes can be used for UNS appointments: 9560-9562, 9564-9569, 9582-9584.
   b. Reg/Temp – Regular
   c. Company – UNS University of Minnesota UNS
   d. Standard Hours – .25 hours

2. Specific Information tab, expand the Education and Government section
   a. FTE – 0.00
   b. Adds to FTE Actual Count – Checkbox should be deselected.

RECRUITING

UNS appointments are not recruited through Recruiting Solutions.

SEARCH/MATCH

Before entering a UNS appointment, a Search/Match process must be completed to avoid duplicate entries. Follow the process from the Search/Match course.
Entering UNS Appointments (cont.)

PERSON OF INTEREST (POI) – OTHER PAYEE

If the person already has an appointment, follow these steps:

Navigate to: Workforce Administration > Job Information > Other Payee

1. Enter the EmplID.
2. EmplID Record will automatically populate the next sequential record number. Do not change.
3. Select Person of Interest Type - “Other Payee.”
4. Click <Add Relationship>.
5. Go to “Job Data” section.

If the person does not have an appointment, follow these steps:

Navigate to: Workforce Administration > Personal Information > Biographical > Add a Person

1. Click <Add Person>.
2. Biographical Details tab – complete the following fields:
   a. Effective Date – Enter the date the Person of Interest (POI) relationship starts (must equal the effective date in Job Data pages).
   b. Display Name – Enter the POI’s legal name.
   c. Date of Birth
   d. Gender
   e. National ID – Enter the POI’s Social Security Number.
3. Contact Information tab – complete the following field:
   a. Add Address Detail – Enter the POI’s home address.
4. Regional tab – complete the following fields:
   a. Ethnic Group – Select the POI’s ethnic group, if known.
   b. Military Status – Fill out if indicated by POI.
5. Organizational Relationships tab – complete the following steps:
   a. Select the Person of Interest checkbox.
   b. Select “Other Payee” from the Person of Interest drop-down menu.
Entering UNS Appointments (cont.)

c. Click <Add Relationship>.

**Job Data** displays to add the relationship. An Other Payee must have a Job Data record in order to receive a payment, even though they are not an employee.

**JOB DATA**

Adding a UNS appointment:

1. **Work Location** tab – complete the following information:
   a. *Effective Date* – Enter the date the POI relationship starts. Ideally use the beginning of a payroll period if at all possible. This will lessen the job data effective date impact to the **Additional Pay** pages.
   b. *Action* – Select “Add a Person of Interest“ from the drop-down menu
   c. *Reason* – Select “Add a Person of Interest” from the drop-down menu.
   d. *Job Indicator* – Leave at default.
   e. *Position Number* – Enter the position number associated with the Other Payee POI.
   f. *Expected Job End Date* – Required.

2. **Job Information** tab
   a. *Empl Class* – Select “Non-EE” from the drop-down menu.

3. **Payroll** tab
   b. *Empl Type* – “Salaried”.

4. **Compensation** tab
   a. *Frequency* (top) – “B - Biweekly.”
   b. *Rate Code* – “ASGN.”
   c. *Comp Rate* – Leave blank.
   d. *Frequency* (bottom) – “B.”

5. Click <OK> to save the information.

Once job data is created the **Additional Pay** page must then be created. See Additional Pay below.
Entering UNS Appointments (cont.)

ADDITIONAL PAY

Earnings for UNS appointments are set up in Additional Pay. Use “FSR” earning codes for any UNS appointment.

Navigate to: Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay.

1. Search for the Other Payee using their EmplID or Name.
2. Click on the correct Empl Record if more than one record exists.
3. Complete the following fields:
   a. Earnings Code – Enter “FSR.”
      • If another type of additional pay exists, click the plus sign in the Additional Pay section then add “FSR” in the Earnings Code field.
      • If additional pay exists for “FSR,” click the plus sign in the Effective Date section below that earnings code.
   b. Effective Date – Enter start date of the additional pay (can only be current or future date). Best practice is to use the beginning of a payroll period to prevent pro-rating.
   c. Addl Seq Number – Enter the additional sequence number. If this is the first time the earnings code is used, the sequence number is “1”; if not, increase value by one.
   d. End Date – Enter the date the additional payment is to end. Use a payroll period end date to prevent pro-rating.
   e. Earnings – Enter the total amount of the earnings to be paid.
   f. Goal Amount – Do not use this field. Reserved for Central use only.
   g. OK to Pay - This checkbox should be selected in order for the earnings to pay out. If this is not selected, contact Payroll Services.
   h. Applies to Pay Periods section: First, Second, Third, Fourth – These checkboxes will automatically be selected based on the effective date and effective end date entered. These checkboxes refer to the period of the month the earnings code is set to pay (e.g., first week of the month, second week of the month).
   i. Expand the Job Information section:
      • Default Job Data – the FSR earnings will distribute based on what is set up in UM Distribution Entry pages for the position number.
Entering UNS Appointments (cont.)

- **Job Data Override** – If entering a position number in this section, the FSR earnings will distribute based on what is set up in UM Distribution Entry pages for the position number. Best practice is to use position override if the earnings are being paid by another DeptID other than the Other Payee’s primary DeptID.

  j. Click <Save>.

View UM Payroll Accounting to verify the ChartField string/comination code that has been set up to pay the FSR earnings.

**PAYROLL ACCOUNTING**

Verify the distribution information for the FSR Funding.

Navigate to: UM Payroll Accounting > UM Distribution Entry > UM Distribution Entry

1. Search by department by selecting By Department Funding checkbox. Alternately, search by employee by selecting By Employee Job Summary.

2. Enter the department value in the department search field. Alternately, enter the employee ID value in the EmplID field.

3. Click <Search>.

4. Select the Show Vacant Positions checkbox.

5. Click <View All> to view all positions.

6. Locate the position number on the page.

7. Click on the Funded by links (Appointment, Position, Pool, Department ) to view distributions.

   a. To view department level funding click <View/Edit Department Level Funding> at the top of the page.

   b. NEVER modify the department level funding. If this funding is not accurate, a new funding level must be added. To add a new funding level, follow the instructions on the “Setting Up Distributions for Payroll Earnings” job aid.

8. If displayed distributions are accurate for paying “FSR” earnings, leave as is and skip to step 15.

   a. UM Distribution Entry requires one blank Earnings Code field. If the Earnings Code field is vacant, the “FSR” earnings will be captured and pay on the distribution row(s) listed.

   b. If displayed distributions are inaccurate, click the plus sign in the Effective Date field.
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9. Add the effective date of the new distribution.
   a. Date will default to current date. Date should be today, future, or within current unprocessed payroll period only.
   b. This date should mirror the effective date used for Additional Pay.

10. The existing distributions for the vacant earnings code should remain untouched.

11. Click the plus sign in the Earnings Code section.


13. Enter the combo code/ChartField string for the “FSR” funding.

14. Enter the percentage of distribution in the Dist Pct field. Every earnings code section listed in UM Distribution Entry should have a total distribution equal to 100%.

15. Click <Save>.

**BENEFITS**

UNS Other Payees are not benefits eligible.

**REPORTING**

The following reports and/or queries are available in the Reporting Center or within HRMS Query Viewer for UNS appointments.

Navigate to: Main Menu > Reporting Tools > Query > Query Viewer

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Potential User</th>
<th>Query Purpose</th>
<th>Query Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNS EE Addl Pay</td>
<td>Central Departments</td>
<td>The query will list empl ID, empl record, earn code, effective date and sequence # of additional pay for UNS appointees.</td>
<td>UM_PY_UNS_ADDL_PAY</td>
</tr>
</tbody>
</table>