

Questions and Answers from Release 2 HR Personnel Administration Sessions (May 7-8, 2007)

1. Will temporary social security numbers still be used? If so, how will business offices obtain the numbers?

The answer to this question is forthcoming.

2. Will business offices be allowed to submit spreadsheets for student new hires, transfers, terminations, etc.

Still under consideration.

3. How will cost distribution be managed when a fellowship receives both fellowship funds as well as a departmental supplement?

The Cost Distribution Administrator may divide the costs between the fellowship accounts and the supplement accounts on the Fellow's Infotype 0027, Cost Distribution.

4. Should we begin using the new faculty contract immediately?

The answer to this question is forthcoming.

5. How will employees learn new attendance codes?

The most commonly used new time cards have the attendance codes listed for ease of employee use.

6. Since A/P contracts will no longer be required in OnePurdue, when should business areas discontinue use?

A/P contracts will no longer be used Effective July 1, 2007.

7. Should business areas use the new form 19 for all non renewals?

Yes, per policy, the form 19 should be used for all non renewals. The effective date for this is under consideration.

8. Is there a URL for all the time administrator codes?

A crosswalk is stored at the following URL:

http://www.purdue.edu/onepurdue/contribute_pdf/r2_valid_time_admin_codes.xls

9. For an employee with an employee subgroup of 9 Mo AY Exempt, how is the period pay calculated?

The annual rate should be divided by 9. This is different than the current practice of dividing by 10.

10. Is it possible to add calculations to the new PA form? For instance, automatically calculate the period pay or the annual pay?

Because this form is used for both exempt and non exempt staff and because the calculations depend upon the # of months worked, the CUL, and the type of employee, it was deemed too complex to attempt calculations on the current form. Possibly a future enhancement!

11. If an employee is rehired, do we need to collect a new I-9, tax forms, direct deposit, etc?

Yes, the employee will need a new I-9. The employee should be instructed to update their tax, direct deposit, and personal information through Employee Self Service.

12. How will we correct an employee's pay if the employee was set up with a hire date in the new system that was actually earlier than the real start date for the employee? Frequently, we have situations where faculty can't start work on their originally planned start date.

Business offices will need to submit a **revised** PA form with the new hire date. If payroll has not yet processed, the SSC will revise the original transaction to reflect the new hire date. The employee will receive pay based on the revised hire date.

If payroll has already processed for the employee, the SSC will revise the original transaction to reflect the new hire date. The overpayment will reduce the amount of the employee's next paycheck.

13. When separating a concurrently employed individual, is it critical that the main assignment be processed as Separations while the non main assignment(s) be

processed as End Additional Appointments?

It is critical that the Appointment Specialists in the SSC process end additional appointment actions for the non main assignments, and then process a separation action for the main assignment. The SSC strongly encourages business offices to determine the main assignment, and then process the PA forms using the appropriate action for each assignment.

14. When will biweekly salary changes go into effect?

The salary change will go into effect with the effective date of the change in pay action.

15. Could faculty positions get established in advance of processes the PA form if we know they are being filled?

No. Faculty position request forms should be attached to the PA form.

16. Will the Shared Service Center be set up for areas to work with a specific people in the SSC?

The answer to this question is forthcoming.

17. Will the PA form replace the yellow time slips?

Yes, yellow time slips will no longer be used with the OnePurdue system.

18. Can the SSN be hand written on the forms?

Yes, as long as it is legible.

19. Can a report be ran on End Dates?

Yes. More detail will be available later.

20. If a contract and legacy payroll change has been sent to Payroll for an August start date, will a new PA form be needed?

Yes, a new PA form will be needed; the current contract can be used. [Check with Wiki](#)

21. Will the routing of the FA form change from the routing of the legacy form 10F?

Yes, the form 90 will continue to be used and routed through the graduate school and SPS, but the FA form with the approved form 90 will go directly to the SCC/Freh. See the B@P process <https://www2.itap.purdue.edu/bs/BPP/index.cfm> for more detailed information.

22. Will leaves be converted?

Yes, and HR will review closely to see if any clean up is needed.

23. Will students that are new hires need to complete a form 13?

Yes, all new hires will need to complete a form 13.

24. Will pay slips be printed for employees?

The answer to this question will be forthcoming.

25. What is included in the HR Data Collection?

The answer to this question is forthcoming.

26. Will the I-9 be inactive when an employee separates?

The answer to this question is forthcoming.

27. If an employee completes an I-9 and doesn't turn in any time for **X** amount of pay periods will the I-9 become inactive or delimited?

The answer to this question is forthcoming.

28. If an employee is in the system without an I-9 can time be entered on them?

Yes, but not check will be written.

29. Can a benefits packet be sent to an off campus address for those individuals that do not have a campus address?

The answer to this question is forthcoming.

30. When will legacy processing be discontinued?

Biweekly - all documents effective on or after 6/11/07 will be processed ONLY in SAP.

Monthly - all documents effective on or after 7/1/07 will be processed ONLY in SAP.

Summer Session - all documents effective on or after 7/1/07 will be processed ONLY in SAP.

Documents include: tax forms, direct deposit, I-9, form 13, benefit enrollments, personnel administration actions, special pay requests, etc.

31. When will PA forms be due to the SSC?.

TBD. Will be posted at: <http://www.purdue.edu/payroll/xls/OnePurdue2007-08.xls>

32. Do students need a full 80 hours accounted for on their time cards?

No. Only regular staff need all of their normal working hours accounted for on the time card.

33. Will OnePurdue offer training on time cards for the employees?

The answer to this question is forthcoming.

34. During Release 1, business areas are not submitting PA forms for students. Will this change after May 14, 2007.

Yes. After May 14, 2007 noon, all student hires, transfers, terminations, etc. will require the Release 2 PA forms.

35. Will the building codes stored in SAP ensure mail delivery to the appropriate location? Even for employees who do not work at one of the four campuses?

The answer to this question is forthcoming.

36. Will faxed copies of approved documents be accepted from regional campuses?

The answer to this question is forthcoming.

37. Will the SSC accept I-9's prior to receiving the PA forms?

If you have the I-9 at the time you submit the PA form, please submit them together. If the PA form was submitted without the I-9, please send the I-9 form to the SSC as soon as possible.

38. Is it appropriate to send PA forms in advance of the actual effective date? For example, could a business office submit both the hire transaction and the separation action at the same time when an employee works for a limited amount of time?

Yes, it is possible to submit both forms at the same time. However, the SSC will not enter transactions more than 30 days in advance. At initial go live, the SSC would prefer that the business areas keep the future dated actions in their possession until 30 days prior to the effective date of the transaction.

39. Is there an automatic process to update employees to a new salary if they fall below a minimum wage?

The system gives a warning if a wage/salary is entered above or below the min/max but that can be overridden. We are not aware of any "automatic" process to deal with that. The Salary Report has a query that identifies those situations so they can be addressed as is done today.

40. How is terminal vacation and sick leave paid out in the new system?

The answer to this question is forthcoming.