PeopleSync Newsletter: December 2015

With the Season of giving upon us, the ESS and PeopleLink Teams are pleased to share with you our first "PeopleSync Tips Newsletter". The newsletter will be distributed on a monthly basis and will be based on specific transaction questions or issues from recent tickets.

We hope it will be a helpful tool. If you have suggestions for future topics or any comments please email them to: nyu174@nyu.edu.

Thank you and Happy Holidays!
ESS and PeopleLink Teams

December PeopleSync Tips

How to Rehire a Terminated Employee

If you are rehiring a terminated employee, submit the rehire transaction from the supervisory organization, not the employee record. (The common error is to select the employee's record example: Doe, Jane (Terminated) and try to rehire from there. However you will not find a "Hire" option in the related actions bar.)

Steps:

- o Select the supervisory organization where the position or job will be located
- o From related actions off of the supervisory organization bar select Hire > Hire Employee
- o Choose Existing Applicant.
- o If you do not see the Applicant record or see more than one, please contact PeopleLink.

Hiring a Graduate Student - Who gets a Grad Pool Job (STNT04)? Who is eligible to be appointed into a GSOC job profile?

Below are some helpful tips and reminders:

All active graduate students regardless of whether they are eligible for the Graduate Student Union Local 2110 have a Graduate Pool Job with STNT04 as the Job Profile. So don't mistake the existence of a Graduate Pool Job as meaning that the student is immediately eligible for Local 2110.

To determine if the graduate student should be appointed using a job profile that can be used for bargaining unit eligible graduate employees, review the custom flag in the Personal Tab > IDs section. If there is a "SIS_GSOC_BUE" row that indicates "Y" for the semester (e.g. Fall 2015) in which you are appointing the student, then it means the student is both a Grad Student, and, for that semester, eligible to be part of the Union. (You can see a list of job profiles for bargaining unit eligible Graduate Employees in the "Hire Graduate Employee" tip sheet on iLearn. (Course is HRS 000/ HRS 509).

- o **Graduate Adjuncts and Activity Pay**
  Bargaining unit eligible graduate students should be appointed as Graduate Adjuncts in profile STNT07. For Activity Type choose a *teaching* related activity from the list of Adjunct activities (Refer to the adjunct section of the "Activity Pay Map" on iLearn. (Course is HRS 000/ Chapter 1). Example: A1: Lecture. Graduate Adjuncts cannot be appointed using non-teaching or non-BUE activities, so do not use activities H or X.

Fixed Term Employees vs. Regular

When you hire or add a job, you have to complete "Employee Type". There are two choices: Fixed Term and Regular. Fixed Term employees have end dates. Regular employees have no end date. Please note that starting with Spring 2016, Adjuncts should be categorized as "Fixed Term".