PeopleSync Newsletter: Issue 11

This issue includes:

- Preparing for AMI
- Tip sheets for hiring casual employees and agency temps into PeopleSync.
- New training video on Hiring Adjuncts
- Ticket spotlight – changing the title of an Administrative Professional and uploading an I-9 document

FY2018 AMI Prep: Primary Data Audits (US only)

The following email announcement on preparing for this year's AMI was distributed on Feb 6th:

> "In preparation for the 2018 Annual Merit Increase (AMI) process, there are several primary audits that need to be completed prior to launch. These audits allow for accurate pool calculation and appropriate manager approvals. We are starting earlier this year to provide ample time and staggering the audits to facilitate your review process."

As the audits differ by employee population, click below for employee-specific instructions posted on HR Community (*NYUHome login required, access restricted to HR Community*):

- Administrative/Professional and Non-Exempt, Non-Union Staff
- Faculty and Professional Researchers

New Guidelines for Hiring Casual Employees and Agency Temps into PeopleSync (US only)

- Job profile **210000 - Casual Employee** should be used when hiring fixed term, non-student, temporary employees who are hired and paid through NYU. A new tip sheet on Hiring Casual Employees provides guidelines on the hire transaction.
- New job profile **220000 – Agency Temp** should be used when hiring fixed term, non-student employees who are paid through an outside agency (e.g. Global Employment Solutions). Note that the agency temp is hired into PeopleSync **only if the employee requires access to an HR or Finance administration system** (such as iCIMs, Payroll, PeopleSync) **in order to perform his or her job.** ***You should not hire a temp into PeopleSync if access is not needed.*** Refer to the new Hiring Temporary Employees tip sheet for guidelines on the hire transaction.

Note**:** In the past few weeks we have contacted Schools and Units to end or extend agency temps who are currently in PeopleSync. We have converted current agency temps to the new profile through an EIB.

New Training Video on Adjuncts - HRS 302: Hiring Adjuncts Concepts (US only)

A new video Hiring Adjuncts Concepts is available in iLearn. This video provides a comparison of graduate student adjuncts and regular adjuncts, as well as the workflow between Albert and PeopleSync. In the coming weeks we will publish a companion video which demonstrates the hire transactions.

Ticket Spotlight

In each issue, we address commonly asked questions that we receive via PeopleLink tickets.

How to Change the Title of an Administrative Professional

To change the title of an Administrative Professional submit an *Edit Position Restrictions* transaction.

- **Correct Transaction:** Navigate to the employee's record. On the Job tab, select related actions off of the position. Choose Position > Edit Position Restrictions. In the Position Change Reason field select "Modify Incumbent > Title Change". Enter the new title in the Job Posting Title field. In the comments be sure to include the effective date of this change and any additional notes. The transaction will route to Compensation for review and approval. PeopleLink will then make the change in the employee's record.
- **Incorrect Transaction**: If you try to submit an Edit Position > Modify Incumbent > Title Change you will receive an alert prevent you from submitting the transaction. This is to prevent title changes from occurring without review.

How do I Upload an I-9 Document? (US only)

- **I-9 Transaction**
  You can upload attachments (such as copies of identification) during the I-9 transaction. If you used this method you can view the attachment by navigating to employee's record, select related actions > Personal Data > View Form I-9. The documents are located at the bottom of screen.
- **Maintain Worker Documents**
  You can also upload documents by searching for the task "Maintain Worker Documents" and selecting the employee or you can navigate to the employee's record, select Related Actions > Worker History > Maintain Worker Documents.
    - Refer to the I-9 tip sheet for more information on the I-9 process and transaction