



# PeopleSync Newsletter: Issue 12

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- All Compensation Overview in Employee Profile
- Retired-Active employees and important note on ending jobs
- PeopleSync access date for terminated employees
- Ticket Spotlight: Compensation step in Edit Position transaction for Administrative Professional (Fixed Term) and Faculty (Fixed Term)

## Action Icon in PeopleSync

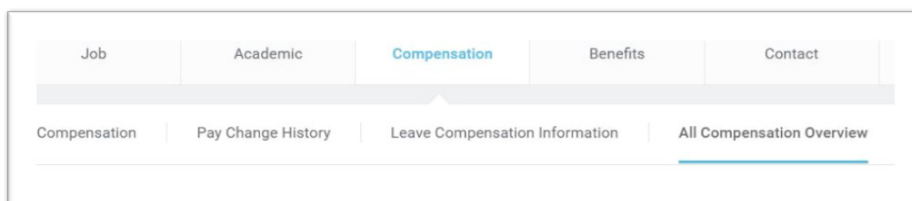
The most recent version of workday released in March includes a visual redesign of the **Related Actions** icon.



In key areas this has been replaced with the **Actions** icon. Functionality remains the same – when you click the icon you will see a menu of Actions.

## All Compensation Overview (US only)

We have added a new tab to the employee profile page: All Compensation Overview. This provides a list of the employee’s current positions or jobs and their respective salary/activity pay for positions/jobs you have access to view. (Note: Activity Pay/Additional Compensation will only display amounts entered to be paid in the current FY).



## Retired – Active Employees – Ending Job/Position (US only)

When a retired employee is rehired into the University, the record is flagged as “Retired – Active”. An example is:

**Doe, Paula (Retired Active)**

Adjunct Professor

- When the **adjunct or part time** job or position ends simply amend the ‘End Date’ of the Job. (Process an ‘Edit Job’ and edit the End Date field if needed).
- *You should not process a termination as this will impact benefits eligibility and terminate the retiree benefits.*



## Deactivation of Access for Terminated Employee

Please note that when an employee is terminated, he or she will have access to PeopleSync up to 11:59 pm of the last day of work.

### Ticket Spotlight

#### Compensation Step in Edit Position Transaction for Administrative Professional (Fixed Term) and Faculty (Fixed Term)

*"I submitted a transaction to extend the date and adjust the work hours of an employee but now the compensation is not correct"*

When submitting an Edit Position transaction to extend the end date or change the work hours of an Administrative Professional (Fixed Term) or Faculty (Fixed Term) you will be brought to the Compensation Page. The salary amount defaults to the compensation based on the seat. Please make sure to update the compensation to match the seated incumbent's current salary or if applicable enter in an adjusted amount.