

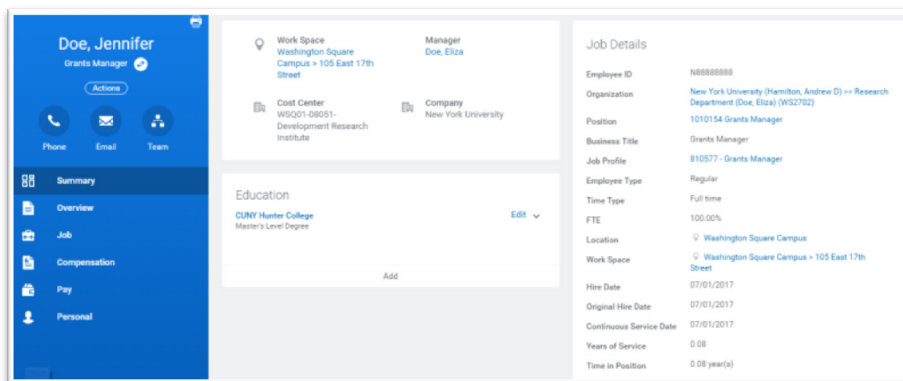


PeopleSync Newsletter: Issue 15

This issue includes:

- New Worker Profile released 9/9/2017
- New I-9 Form released 9/9/2017 - Complete pending I-9s by 9/15/2017 (US Only)
- Actual End Date Field Required for Fixed Term Employees (US Only)
- AMI Reminders- FY18 Performance Ratings Upload (US Only)
- Interfolio/ PeopleSync Integration Update (US Only)
- Reminders: Deadlines for Student Hiring and Updating Contact Hours in SIS for Adjunct Benefit Eligibility (US Only)
- Tips for Using PeopleSync – Search My InBox, Search Settings, Gear Icon
- Ticket Spotlight- Updating Contact Info

New Worker Profile



Starting on Sept 9th, a new employee profile with changes to layout, menu and icons is available. A [worker profile guide](#) is available and the link has been posted on the PeopleSync homepage as well as in the course HRS 000 in iLearn.

New I-9 Form released on 9/9 - Complete pending I-9s by 9/15 (US Only)

USCIS has issued a new I-9 form which was made available in PeopleSync starting **Sept 9th**. In preparation for the retirement of the old form, please complete I-9s that are currently pending and initiated before **Sept 9th** that require your review/approval by **Friday, Sept. 15th**. You can run a report to view a list of the in-progress I-9s. ([The I-9 tip sheet](#) provides a list of these reports).

In-progress I-9s that are not approved by Friday, Sept 15th will be cancelled. On Tuesday, Sept 19th we will send each School/Unit a list of I-9s that have been cancelled. These employees will need to be reviewed to determine if they must complete a new I-9.



Actual End Date field required for Fixed Term Employees (US Only)

Effective Sept 1, the **Actual End Date field in the Compensation Step of transactions for Fixed –Term employees* is a required field**. Requiring this field enables us to leverage PeopleSync functionality allowing budget validations based on the Start Date and Actual End Date of the Compensation.

The Actual End Date field will appear in the Compensation Step of the following transactions: Hire, Add Job, Job Change, Request Compensation Change, and Edit Position or Job (Reason: Extend Fixed Term Job, Work Hours Change, and Reduced Month – Schedule Change).

The Actual End Date field is completed by clicking on "Additional Details" in either the Salary or Hourly box immediately below the 'Frequency' field. Automated system alerts have been added to prompt you to complete this field. In addition, refer to the help text on the transaction page.

*Fixed-term employee categories impacted are: Full Time Faculty, Full/part-time Professional Researchers (this excludes Post Doc Fellows), Full/part-time Administrative/Staff, and Casual Employees.

If you have questions, contact PeopleLink at 212-992-LINK (5465) or askpeoplelink@nyu.edu.

AMI Reminders: FY18 Performance Ratings Upload (US Only)

Please submit performance ratings for AMI-eligible employees who were removed from the merit process due to a job or compensation change. You can use the "Merit & Bonus Detail and Summary-To Date" report in PeopleSync and filter on 'Employee Removed from Process = Yes' to identify employees who you need to provide performance ratings.

- Submit an Excel spreadsheet with employee name (Last name, First name), NID, and FY18 rating to PeopleLink (askpeoplelink@nyu.edu) by September 15 for upload
- The HR Apps team will combine all ratings and upload to PeopleSync
- We will confirm when all uploads are completed.

You may check the related action of the worker under "Talent: View Employee Reviews" to confirm appropriate ratings upload. Final ratings will also display on the "Active Primary & Non-Primary Jobs" report. If you have any questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

Interfolio / PeopleSync Integration Update (US Only)

The following enhancement to the faculty recruiting and hiring process was made in Interfolio and PeopleSync as of August 7. This update prevents duplicate data entry by creating an applicant record in PeopleSync based on the applicant data entered in Interfolio.

- After a final applicant is selected for the position, change the status of the applicant to "Finalist - Hired" in Interfolio.



- Once the status is changed in Interfolio, the applicant record will be created in PeopleSync by 8am of the following day.
- When completing the Hire transaction in PeopleSync, select “Existing Applicant” and search for the applicant by name.

The screenshot shows a web form with a dropdown menu for 'Supervisory Organization' and two radio buttons below it: 'Existing Applicant' (which is selected) and 'Create a New Applicant'.

- If the applicant record cannot be found, please contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

FY18 Non-Union, Student Hourly Rate Minimum (US Only)

NYU non-union, student hourly rate minimum for FY18 commencing on September 1, 2017 will be increased to \$13.50/hour. PeopleSync will require this minimum hourly rate for new students appointed effective September 1, 2017 or later.

Please note that if you recently hired student employees below \$13.50/hour, you will need to submit a compensation change to increase their rate to \$13.50 effective September 1, 2017.

Reminders

Below are recent notices from Wasserman and the Benefits Team

Important Deadlines: Fall Student Hiring (US Only)

Thank you to all who attended the student employee hiring training sessions. We appreciate your help in ensuring that student employees are hired and paid on time. As a final reminder, please keep in mind the following important deadlines as your school/unit hires student employees for the fall semester.

For an hourly student employee to receive their **first paycheck on 9/15** (pay period 8/21 - 9/3), the student appointment must already be submitted, processed and approved, and:

- **By 9/3:** Student employee submits hours in myTime
- **By 9/4:** Hiring managers approve hours in myTime

For hourly student employee to receive their **first paycheck on 9/29** (pay period 9/4 - 9/17):

- **1-2 Weeks Prior to Start Date:** Student employee and hiring manager complete hiring paperwork and submit student appointment
- **By Start Date:** Wasserman, PeopleLink/school HR and Finance Executives process and approve student appointment
- **By 9/17:** Student employee submits hours in myTime
- **By 9/18:** Hiring managers approve hours in myTime

For more information, please visit the [Wasserman Center website](#) or contact us at oncampusemployment@nyu.edu or [212-998-4758](tel:212-998-4758).

Adjunct Benefits Enrollment Information Request – Updating Contact Hours in SIS by Wednesday 9/20 (US Only)

We sent the following email notice Sept 11th. We understand the process of updating contact hours and instructor assignments in SIS may be coordinated across various departments. Please ensure the appropriate parties are involved as needed.



All contact hours for adjunct courses taught in the 2016 - 2017 academic year must be entered in SIS by Wednesday September 20th to prepare for the Benefits Annual Enrollment beginning on Oct 23, 2017 and to determine eligibility for 2017 Adjunct Retirement plan.


Since adjunct benefits eligibility is determined based on contact hours, incorrect hours could prevent adjunct faculty from being able to enroll in their healthcare benefits for the 2018 plan year and their eligibility for a 2017 NYU Adjunct Retirement plan contribution.

If you would like assistance in verifying the contact hours for your school, please contact Laurie Giannisis at clg7@nyu.edu or [\(212\) 998-4877](tel:2129984877).

Tips for Using PeopleSync

Search My InBox. Type “Search My InBox” to find a task which allows you to search your InBox content by transaction type or subject.

Search Settings. To change your search settings select the cloud icon in the upper right corner of PeopleSync. Next click My Account > Change Preferences. Select a Search Category under Search Preferences. We have recommended selecting “All of Workday”. (When you submit a search term the system will search under all categories).

Gear Icon. If you submit or approve transaction familiarize yourself with the Gear icon  located on the upper right corner of a task or to-do that is in your InBox. From here, depending on the transaction, you can Delegate, Reassign, Cancel, and/ or Skip This Task.

Ticket Spotlight: How to Update Contact Information

Below are guidelines on updating employee contact information.

How to update employee contact information

Employees in PeopleSync. Employees can submit changes to Home contact information through PeopleSync. Refer employees to the self-service tip sheets on the [PeopleSync website](#). HR can submit changes to both Home and Work contact information; off of related actions, select Personal Data > Change Contact Information.

Students. Students should update Home contact information through Albert/SIS. We routinely receive tickets requesting that central HR update these fields however a daily integration updates PeopleSync with the contact info in SIS.

Please note in the past there have been instances where students with stipends have updated their contact information in SIS however the change is not reflected in PeopleSync. Please continue to contact PeopleLink for these cases.

Employees in the Affiliate Management System. Many employees do not exist in PeopleSync; the record is maintained in the Affiliate Management System. To change the Work contact information of an employee in the Affiliate Management System, the record is updated by the sponsor of the affiliate using the Affiliate Management web site. If you are a sponsor please refer to the [ServiceLink article](#).