



PeopleSync Newsletter: Issue 25

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Coming Soon: PeopleSync Is Replacing myTime (US Only)

In early 2020, NYU will begin using PeopleSync for time tracking and absence management. Transitioning from myTime to PeopleSync will provide employees with updated technology, including access to the PeopleSync mobile app for select time and absence tasks, and reduce the number of systems you are required to use.

You can learn more about this upcoming change by visiting nyu.edu/timeandabsence or by [joining a webinar](#) to learn about what is changing and see a demo of the new system. We encourage you to share this information with employees in your school/unit.

Upcoming Audit: Timesheet & Time Off Approver Assignments (US Only)

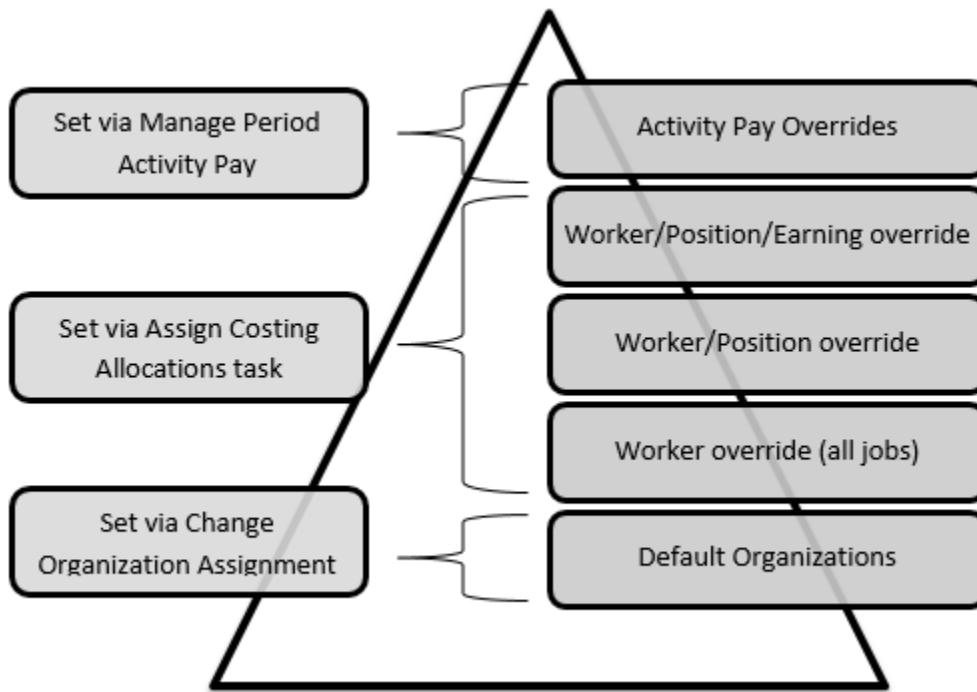
PeopleSync Time Tracking will use the same myTime Timesheet Approvers and Time Off Approvers (TSA & TOA) assigned to positions/jobs PeopleSync. In order to support this transition, we will be requesting HROs review this data and make updates as necessary prior to us transitioning to PeopleSync Time Tracking.

We are planning to send instructions and additional details on how to complete this audit in early January (subject to change) with the expectation for audits to be completed by the end of January. Local teams will be able to make the needed updates.

If a sufficiently large number of records need to be fixed, the ESM team may be able to assist loading transactions via EIB. *Please be on the lookout for more details from the ESM team as we reach closer to our planned launch in early 2020.*



Costing in PeopleSync: Review of Default, Position/Worker, Override, and Activity (US Only)



We were recently asked to provide a refresher on how costing allocations and chartfields are applied in PeopleSync.

To your left, this graph provides a brief overview.

If you have questions, contact PeopleLink.

There are three areas where the costing allocation may be entered.

It is important to know the underlying transactions (listed on the left of the image).

An employee can have multiple “Chartfields” at one time, but the chartfield(s) the system will charge against is chosen in a hierarchical fashion.

Wages and Encumbrances will be applied to the first applicable chartfield that has been set. If the position has an Activity Pay Override this is applied first. (Remember only certain types of employee’s are paid through activity pay, i.e. Adjuncts, Post Doc Fellows, Student-related positions, such as RAs, TAs.). Worker/Position overrides are used next, followed by the Default Costing:

Activity Pay Overrides – These are Chartfield(s) specifically assigned for payments related to an activity payment, and are set when the payment is first entered. This is the highest priority Override, however it is only applicable to payments related to that activity pay, and will not affect any other positions/wages.

Assign Costing Allocation task – When setting costing allocations, there are three levels at which to set an override: on the Worker, on the Worker/Position, or on the Worker/Position/Earning. It is strongly recommended that you only use the **Worker/Position override**. In addition to defining the Chartfield(s), you also must set a Start Date and an End Date for which that allocation will be effective (retroactive changes will NOT affect already liquidated encumbrances or posted actuals).

Default Organizations – This represents an employee’s base Chartfield when no other overrides exist, and are set upon hire/adding a job to an employee. These will default in upon hire based on the **Supervisory Organization (department) Default Organizations** for where the position sits, but can be changed during the hire. It can also be changed at any time with the **Change Organization Assignments** task.



How to Request Supervisory Organization (Sup Org) Changes

For the following types of sup org requests, submit a ticket to AskServiceLink@nyu.edu and include the following information. (Note: if you are completing a mass department restructure of sup orgs and employees/positions submit a ticket; ESM Team will advise on format.)

Topic	Required Information for Ticket and Sample Data	
Request a New Sup Org	Name of new sup org	English Department (FT Faculty)
	Manager name, N#, position #	Smith, Kate, N12345678, 5432112
	Name of superior org & code	Academic Programs PL1000
	Staffing model*	Position Management
Move Worker to a Different Sup Org	Employee Name, N# and Position #	Brown, Sally, N88888888, 6543211
	Move to sup org (name and code)	French Studies (Staff) PL2222
Assign Superior Org	Name of sup org & Code	Endowments & Gifts (Student Workers) PL4444
	New superior Org	Provost Office (Administration) PL1000

*Staffing Model: Indicate one of the following based on the type of employee/position that the sup org will contain: Job Management: Professional Researchers, Adjuncts (Includes Grad Student Adjuncts), Students, Casual, Agency Temps, and Additional Compensation OR Position Management: Full Time Faculty, Administrative/Professional, Staff.

Note the following:

- To change the Manager of a sup org, you do not need to submit a ticket. Contact your Security Partner. The Security Partner can assign the Manager role to the employee; this task will route to the ESM Team for approval. (Not sure who the Security Partner is for your school? Navigate to the sup org and select the Roles Tab. Search for the role Security Partner.)
- Effective Date of Change:
 - For new sup orgs, the effective date is always 1/1/1900. This is a general effective date for new sup orgs in the system.
 - You may include an effective date for Moving Worker/Positions or Assigning the Superior Org but it is not required. If it is not included, we will use the ticket submission date or the most recent available effective date. (For example, a new employee cannot be assigned to Manager of a sup org until the hire date.)



PeopleSync Error Alerts: Compensation Page Alerts (US Only)

Salaries for Unions (such as Local 3882) are listed in that Union's contract (available on the NYU Web site) and are updated in PeopleSync. When you submit a Compensation Change for these populations the system checks the rate entered in the transaction against the minimum hourly rates. If the rates fall below you will see the following alert:

The hourly rate you submitted is below the Union Hire Rate (under the Guidelines section). Please adjust the hourly rate to be at least the Hire Rate. Contact the Compensation Team if there is an exception.

To correct follow the instructions listed, i.e. adjust the hourly rate and be sure to contact the Compensation Team for exceptions.

To view the minimums by Job Profile you can run the following report: *Local 3882 Salary Grade Minimums*. (to view other Unions just change the Union Name). Make sure to enter the correct effective date. This report may be run by HR Partner, HR Analyst, HR Reporting Analyst and Talent Partner.



PeopleSync Tips: Reassign Task

If you receive a task in your PeopleSync Inbox which should be assigned to another member of your team you can request that the task is **reassigned**.

Example: Clark Kent is a Finance Executive for WS0000; he receives a Review Hire task for new employee, Jimmy Olsen. However, this hire transaction should be reviewed by Lois Lane. Clark requests that the task to reassigned to Lois Lane.

Note the following:

- 1) Submit the request via a ticket. Provide the details on the specific task and the name of the recipient. Example: "Reassign the New Hire review task for Jimmy Olsen to Lois Lane."
- 2) The new recipient of the task must have the same role or one with similar review/approval functions in order to receive the task. In the example above, Lois Lane is a Finance Partner therefore she can receive the task. However if her role was I-9 Partner, we would not be able to assign the task to her. You can review the roles [here](#).
- 3) *Before making the request*, you can review the worker history to see who else in your organization has received the task. Go to the employee's record. Select Job > Worker History. Select the transaction in the Business Process column. Next select Process Tab. Scroll down to view the approval process. You will be able to see all the recipients of the task.
- 4) Lastly, consider contacting your Security Partner if you need to make more permanent changes to who receives tasks so that you do not need to make this request in the future.



Ticket Spotlight (US Only)

Q: *I submitted a role enhancement for an Administrative/Professional employee how will the employee record get updated?*

Below is the process for Role Enhancement, Grade Changes and Title Changes for Administrative/Professionals.

1. HR at the School or Unit initiates the Role Enhancement, Grade Change or Title Change in JDX. This is approved by Compensation and sent to PeopleSync.
2. For Role Enhancement or Grade Change HR at the School or Unit completes the additional steps in the Edit Position Restrictions Transaction in PeopleSync. This routes through the usual approvals – Compensation, HR Partner and Finance Partner.

(Note: the effective date in the PeopleSync transaction defaults to today's date and cannot be changed. HR Transactions will use the effective date approved by Compensation in JDX for the title, salary, and/or job profile change associated with the Role Enhancement or Grade Change transaction. There is no need to add an effective date to the comments field.)

Once approved, a Task is sent to HR Transactions in UHR. This team then updates the necessary fields such as the salary, et cetera, in the Employee's Record in PeopleSync. You can see the completed transaction in the Job > Worker History. It will appear as an "Edit Position" transaction. The reason in the transaction will be Role Enhancement or Grade Change.

3. Tip: You should check the information entered. To view the compensation, select the Compensation Tab. To view the Title and the Job Profile, select the Job Tab. To verify/review the Band or Grade, select the Compensation Tab.
4. If you do not see the changes in the employee record, contact PeopleLink.
5. If a [Title Change](#) is submitted the process is automated. Instead of the transaction routing to UHR, an automatic process runs which executes an Edit Position > Title Change on the employee record. (You can view this transaction in the Job > Worker History section or the employee record.)