



PeopleSync Newsletter: Issue 26

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Retirement Transactions in PeopleSync (New Tip Sheet) (US Only)

A [new tip sheet](#) is now available in iLearn (course HRS 000) which reviews transactions for retirees in PeopleSync. This includes: retiring an employee, rehiring a retired employee and ending the job or position of a Retired-Active employee. This guide provides answers to common questions on how the retirement flag is added to the employee's record, definitions for termination vs retirement dates and how benefit eligibility is maintained for separating retired-active employees.

How Pay Groups Are Assigned in PeopleSync (US Only)

An employee's Pay Group (weekly, biweekly, semi-monthly student, semi-monthly regular, and monthly) is dependent upon a number of criteria including: employee category, salary and/or exempt status. **Review the [Assign Pay Group tip sheet](#) for a list of the *Pay Group Selection Guidelines*.**

During the **Hire, Add Job*** and **Change Job** transaction, the **Pay Group** is automatically assigned by PeopleSync.

*(*Select Edit Position/Edit Jobs also include an automatic pay group assignment if warranted by a change in job profile or salary.)*

For example, when hiring a Local 3882 employee, the position is assigned to a biweekly Pay Group; when hiring a FT faculty member, the position is assigned to a monthly Pay Group.

You can view this assignment step by selecting the completed **Hire Transaction in Job > Job Details > Worker History**. Select the **Hire Transaction** and then the **Process Tab**. You



will see an **Assign Pay Group** step and next to this, “automatically assigned”. To view the Pay Group for an employee/position, select **Pay Tab > Pay Group**.

- **Regular FT employees with more than one position.** For regular, non-student Full Time employees with more than one position, the non-primary position or job must have the same Pay Group as the primary job.

Here are two examples:

- Wilma Flintstone is an FT Professor. She is on the monthly pay schedule. She is given an add compensation job for summer pay. This add comp job is assigned to the monthly pay schedule. In this way Wilma will receive one paycheck each month that includes both her primary and non-primary job’s payment.
- Elizabeth Bennet is Director of Writing Center, a FT Administrative/Professional position, paid at \$85,000. This position is paid on a monthly basis. She is also working as Adjunct Lecturer for the Spring semester. The adjunct lecturer job will be assigned to the monthly pay group.
- **Multiple Pay Groups** Given the above, can an employee have more than one Pay Group? Yes. *PT regular employee* and *students* may hold jobs simultaneously which are paid out on different schedules. For example, Pebbles Flintstone is a PT Researcher and an adjunct. Her PT Researcher job is non-exempt and paid on a biweekly basis; her adjunct job is paid on a semi-monthly regular basis.
- **If the Pay Group does not default**, the user will be prompted to submit the Pay Group on the Assign Pay Group Page. 1) Refer to the [Assign Pay Group tip sheet](#) to select the Pay Group. 2) This may be an indication of a data entry error on the transaction as the system was unable to assign the Pay Group. Review the transaction for any data entry errors. Please contact PeopleLink for assistance.



Reports Corner: Employee Gross Pay (US Only)

We’re adding a new column to highlight specific reports in PeopleSync. For this issue, we review **Employee Gross Pay**. To access the report, simply type the report name in the PeopleSync search field. (Note: you can access a full list of reports available from the homepage through the **Reports Catalog** worklet.)

- **Description:** Displays gross pay of an employee including payment period and payment date. You will be prompted to enter in the employee’s name or N#.
 - Note: This is total gross pay for all positions that they employee may have; data is not listed by position #.
- **Who can run:** *Finance Executive, HR Analyst, HR Partner, HR Reporting Analyst, Student Employment Partner*



PeopleSync Error Alerts: Activity Type in Manage Period Activity Pay (US Only)

There are validation rules in the Manage Period Activity transaction to prevent incorrect Activity Type and employee category assignments. Here are two of the alerts that you may encounter:

- *Student Related Positions should use RST activity only.*

For student related positions, (e.g. teaching assistant, teaching fellow, research assistant etc.), you can only assign RST activity type. The alert above appears if the user enters any other types, for example, A1 Lecture or SUM for summer pay.

- *Graduate Employee Adjuncts can be assigned Teaching activity types (A - I) ONLY., X Duty and TRN2110. Please select an appropriate Activity type.*

Graduate Adjuncts, i.e. STNT07, may only be assigned to teaching-related activities (e.g. A1 Lecture etc), X Duty and TRN2110. (TRN2110 is a new activity type; see [this article](#) for more info.) This alert appears if you try to assign activities other than these.

If you encounter these alerts, change the activity type accordingly. If you believe the activity type is correct, be sure to review the job profile selected. The employee may be assigned to wrong profile.



PeopleSync Tips: Managing Your Inbox - Cancelling Outdated in Progress Transactions

If you are a frequent initiator of transactions in PeopleSync (i.e. an HR Analyst) it is recommended that you review overdue/outdated transactions in your PeopleSync Inbox.

- In progress transactions awaiting your review or action are in the **ACTIONS Tab**.
- Each transaction lists the # of days since the transaction was submitted.
 - Example: 30 day(s) ago.
- For old transactions, select the transaction and review and action on the step as needed.
- If you need to cancel the transaction select the gear icon located on the upper right corner and select the Cancel action.
- You will need to include a comment.

Keep in mind that all Saved for Later transactions remain in your inbox until submitted or canceled.



Ticket Spotlight

Q: *I am trying to end a job on a specific date, but PeopleSync is displaying an alert: “The effective date can’t be before the “last staffing **organization change**”. What does this mean?*

When you submit a transaction, PeopleSync will highlight any conflict in **Effective Date**. Here are examples:

- An employee is hired on 10/1/2019. You try to submit a **Request Compensation Change** effective 9/15/2019. The system will prevent you from using this date because this is before the employee’s hire date.
- Other conflicts are less obvious, such as conflicts with a **Change Organization Assignment transaction**. (This transactions allows edits to organization assignments, such as default costing, time sheet approver, etc.)
 - For example, a student’s time sheet approver has been changed effective 2/2/2020. The school tries to end the job, effective 1/31/2020. The following alert appears: *“Select an Effective Date is after 2/1/2020. Effective Date can’t be on or before the last completed staffing organization change.”*
 - In this case, you should review your Effective Date – are you entering in the correct date? If this is correct, than you can request that this organization change is removed by submitting a ticket to PeopleLink.