



PeopleSync Newsletter: Issue 9

This issue includes:

- An update on the upcoming I-9 form
- A new, optional step in Create Proposed Position
- A new report on compensation
- Helpful tools for hiring students including a checklist and guide to the paycheck pick up locations and regions
- A way to pre-populate fields in hiring transactions using sup org hiring restrictions
- A new PeopleSync role, Costing Allocation Partner
- An update to the one-time payment form

We're also pleased to announce new functionality in PeopleSync. You can now search the Inbox by transaction type or subject keyword. Additionally, we've added Reporting Dashboards that show metrics on an aggregate or summary level.

I-9 Forms are changing in January (US Only)

USCIS has issued a new I-9 form which we will be available in PeopleSync starting Jan. 13, 2017.

In preparation please complete I-9s that are currently pending and require your review/approval. The [I-9 tip sheet](#) provides a list of reports that show in progress I-9s. *If these I-9s are not approved by Jan. 20th, please note that the employee will need to initiate a new I-9 using the new form.*

We will provide further updates on the I-9 form in January as well as provide an updated tip sheet in iLearn.

New Way to Track Proposed "Other Than Base Salary"

Propose Additional Compensation Create Position: Test

Custom Object: Proposed Additional Compensation

Instructions

Enter an estimated amount of additional compensation which would be offered to the employee hired into this position. The amount will be used as part of the budget plan for the upcoming fiscal year.

Proposed Additional Compensation

Proposed Other than Base Pay 0

The Create Proposed Position Process for Academic positions has a new, optional step to allow users to enter a "Proposed Other than Base Salary" amount. The purpose of this step is to provide a means for tracking proposed additional compensation when creating proposed positions for faculty.

This step includes a text field where users can enter an dollar amount of proposed additional compensation for the position. The amount entered in this field is visible on the Proposed Position report and for informational purposes only. Using this field does not impact default compensation or position budget.



New Report: *Employee's Compensation by Position and Comp Type*

A new report in PeopleSync, called Employee's Compensation by Position and Comp Type, provides a view into all compensation for an individual employee (i.e. base salary, additional compensation, additional titled jobs, activity pay, etc.)

Reporting Dashboards (US Only)

Dashboards are interactive charts and tables that show metrics at a summary or aggregate level. The dashboards have drill down functionality and users have the ability to transact directly from the reports. The following dashboards are now available to users with the HR Partner role.

- Form I-9 Compliance Dashboard
- Staffing Transactions Dashboard

To add the dashboards to your Home page, click on the gear icon at the upper right corner of the Home page and search for the two dashboards listed above.

Click on the dashboard icons to view the reports which will display School or Division level metrics.

Student Employee Checklists (US Only)

The following checklists have been created to provide student employees and student employee supervisors with instructions for all actions that need to be completed before a student begins working at NYU.

Please use these checklists, also available on the [Wasserman Center website](#), when hiring student employees and also share them with student employees and student employee supervisors.

- [Hourly Student Employee Checklist](#) - for student employees being hired into an hourly-paid job.
- [Semi-Monthly Student Employee Checklist](#) - for student employees being hired into a semi-monthly paid job.
- [Student Employee Supervisor Checklist](#) - for supervisors or department administrators hiring student employees.

New Student Employee Paycheck Locations and Region Codes (US Only)

Starting in January 2017, student employees and stipend recipients may only be assigned one the five new **Regions** in PeopleSync. [Please follow this guide](#) (which will also be available in the Change Organization Assignment help text in PeopleSync) to select the correct Region.

Hiring Restrictions for Supervisory Orgs (US Only)

As announced during the December HRO meeting we can preset values for the fields: *Location*, *Time Type* and *Worker Type* for Student and Adjunct supervisory orgs. This means the system will automatically prepopulate these fields when you Hire or Add a new employee/job. We are circulating lists of sup orgs so that you may select those to include in this project.



Search My Inbox

New functionality is available in PeopleSync which allows you to search the Inbox. Type “Search My Inbox” in the search field.

- You can search by Business Process or subject header keyword.

Spring Courses Available in PeopleSync (US Only)

Spring 2017 Courses are available in PeopleSync for creating period activity pay.

Update on One Time Payment form

The One Time Payment form previously required that you enter in the Fund under the Worktags section. Please note this has been removed and is no longer needed.

Archive of PeopleSync Newsletter

Past newsletters are available [here](#). These issues include how-tos on transactions, answers to common tickets, and additional resources and reminders and reminders.