

UW - MADISON

# JEMS SUMMER HIRE



4/30/2013

# AGENDA

- **Short Work Break Process Overview**
- **JEMS Summer Hire**
- **Scenarios – Hands-On Practice**
  - Common Hires
  - Uncommon Hires
- **Question & Answer Period**

# JEMS SUMMER HIRE

- **Concepts & web tool similar to 2012**
- **Number of JEMS Summer Hires**
  - Common: up to 75 employees for some Divisions
  - Some Divisions have 76-199 employees
  - L & S has over 500 employees

# APPLIES ONLY C-BASIS EMPLOYEES

## Set up a Summer Hire without a waiver when...

- ❑ In an active status with a C-Basis appointment
  - Could be on a “Leave of Absence” within HRS
- ❑ Continuity is renewable (01, 02, 04) or terminal (02 or 05); and the Expected Job End Date is after the end of the current academic year
- ❑ C-Basis job has no changes to:
  - Job title
  - Rate of pay
  - Department

*Note: Employees can have 2 “Summer Hire” jobs*

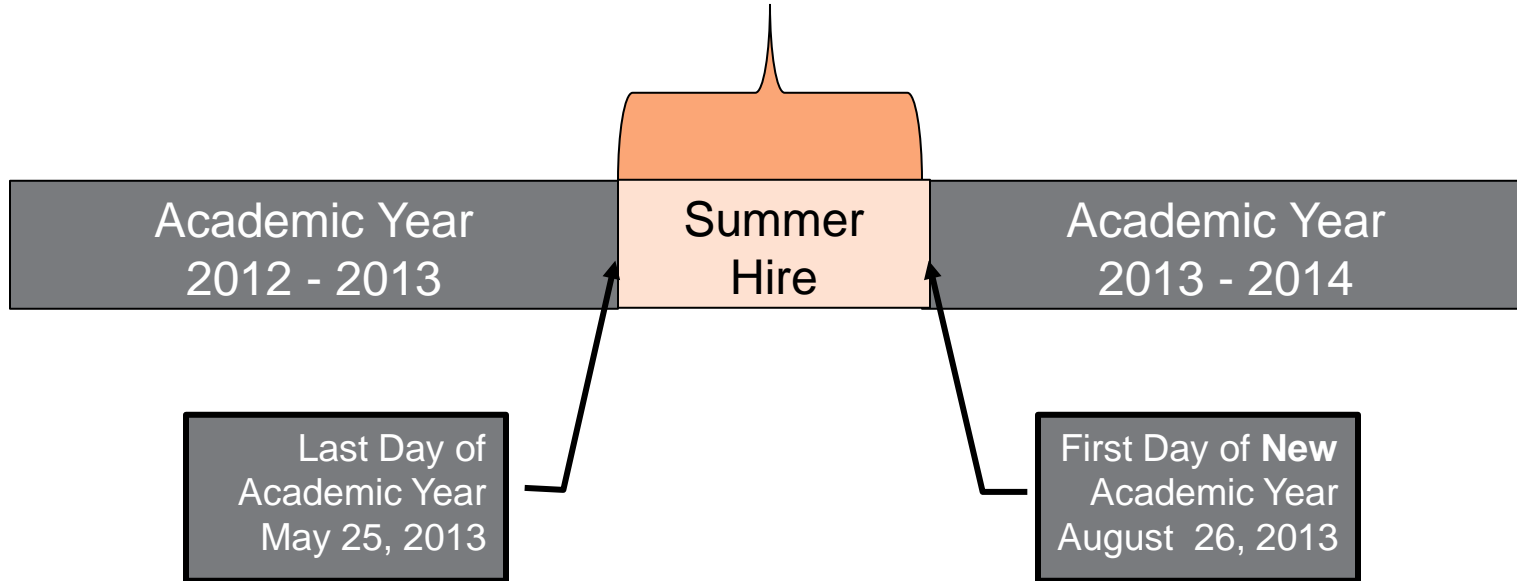
# WAIVERS REQUIRED WHEN...

- Employee **does not** have an “active” C-Basis job in HRS
- Summer job is in a **different** department
- Job code for a summer job is **different**
- Pay rate for a summer job is **different**

*Use JEMS-Hire to hire this type of employee.*

# WHAT IS A SHORT WORK BREAK?

Short Work Break



# HRS SHORT WORK BREAK

For academic year employees (paid on a 9 month contract) there is an **automatic** process to place them on a **Short Work Break** at the end of the academic year. It will make their payroll status “Leave of Absence.”

HRS Screen Shot

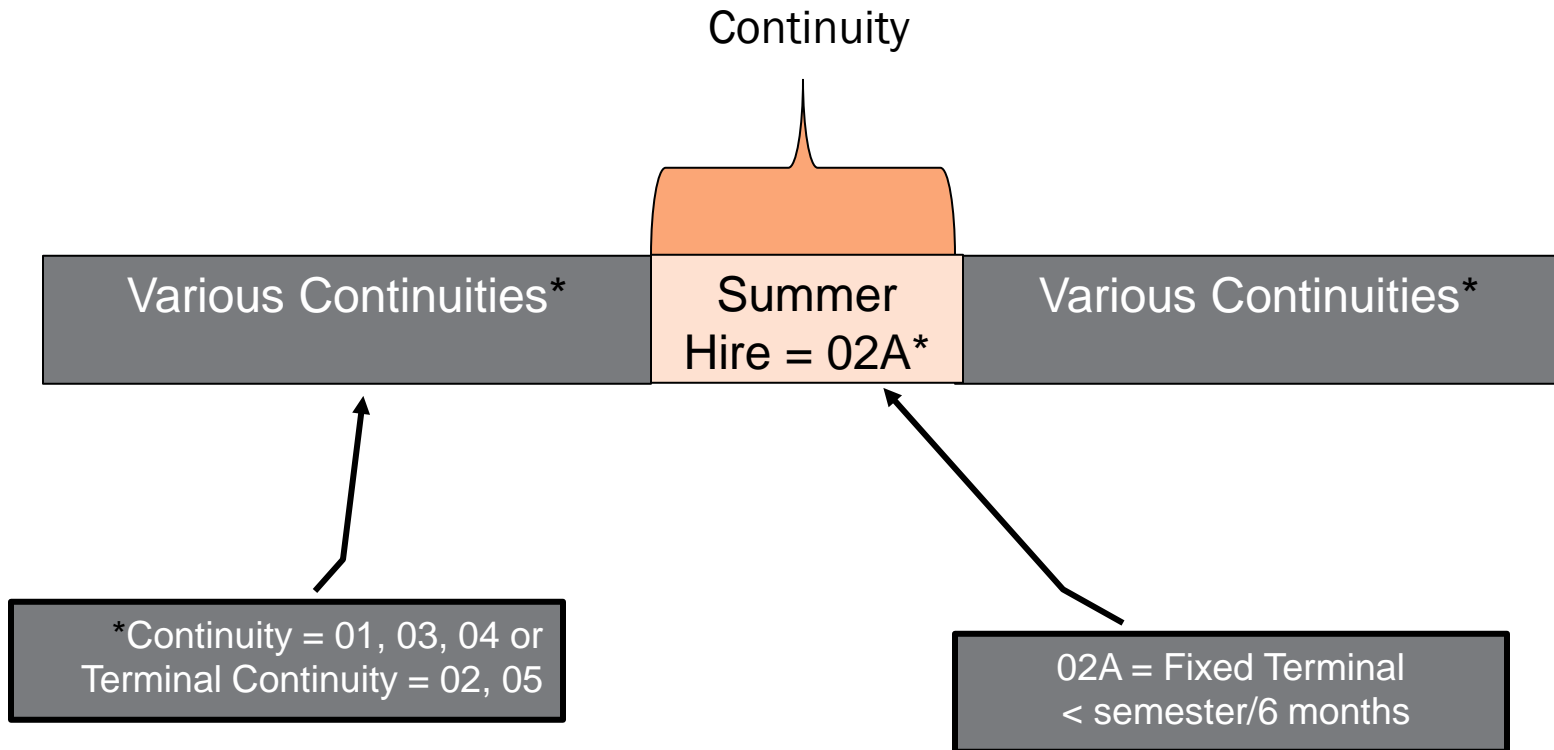
The screenshot displays the 'Work Location' tab in the HRS system. The top navigation bar includes tabs for Work Location, Job Information, Job Labor, Payroll, Payroll\*, Salary Plan, Compensation, and UW Custom. Below the navigation bar, the EMP ID and Empl Rcd # (0) are shown. The main form area contains the following fields:

- HR Status:** Active
- Payroll Status:** Leave of Absence
- Effective Date:** 05/23/2011 (with a calendar icon and an arrow pointing to it)
- Sequence:** 0 (with a calendar icon)
- Job Indicator:** Primary Job (dropdown menu)
- Action:** Short Work Break (dropdown menu)
- Reason:** End of Academic Year (dropdown menu with an arrow pointing to it)
- Last Start Date:** 02/10/2011
- Termination Date:** (empty field)
- Expected Job End Date:** (empty field with a calendar icon)
- Expected Return Date:** (empty field with a calendar icon)

At the bottom right of the form, there is a 'Go To Row' button and a 'Current' label.

# SUMMER HIRE CONTINUITY

*Key Point: FTE, Continuity, and Empl Class drive benefits eligibility in HRS.*

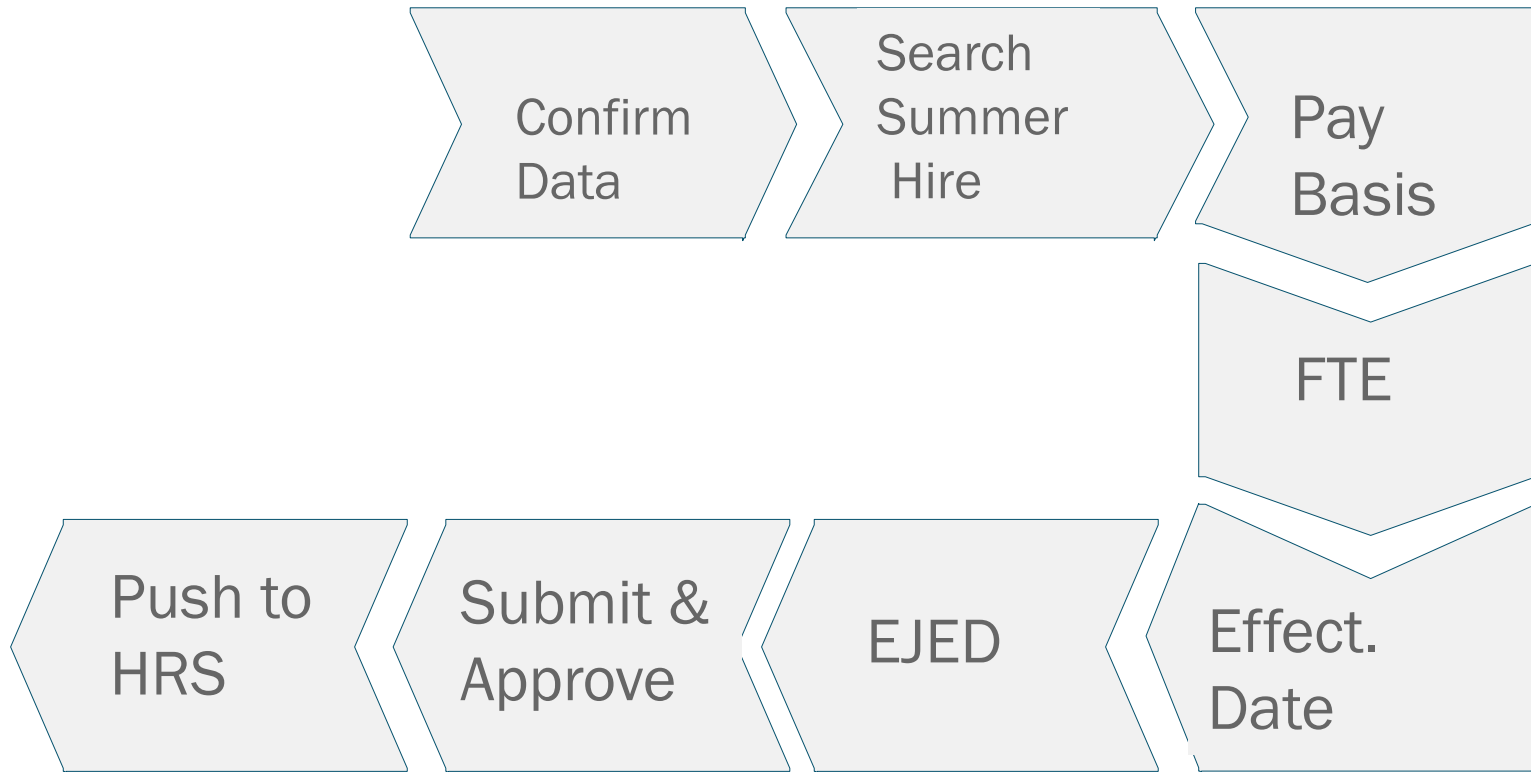


Continuity  
KB doc  
21642




# JEMS SUMMER HIRE

# JEMS SUMMER HIRE PROCESS FLOW



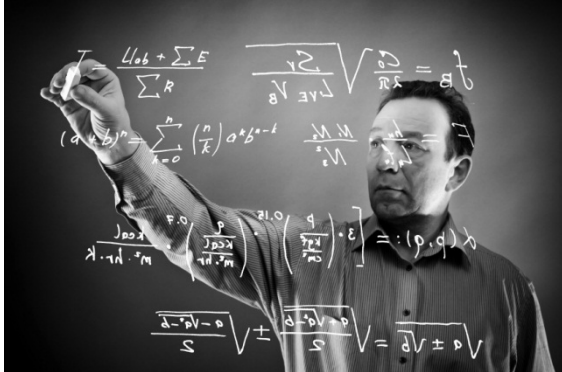
# JEMS HOMEPAGE

JEMS Main Menu

 *The University of Wisconsin - Madison*  
*Office of Human Resources*  
*Job and Employee Management System (JEMS)*

| New Hire   | Job Change  |
|--|---|
| <input type="button" value="Hire/Transfer"/><br><input type="button" value="Summer Hire"/>               | <input type="button" value="Job Change Request"/>   |
| <input type="button" value="My New Hire Basket"/><br><input type="button" value="List Errors from HRS"/> | <input type="button" value="My Job Change Basket"/> |

# SCENARIO #1



**Peter Paul signs a contract to teach this summer. He is in a C-Basis Faculty Position. His position will go on a short work break at the end of the academic calendar.**

*What needs to be done to complete Peter's hire into the summer teaching position?*

# SEARCHING IN JEMS SUMMER HIRE

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire Summer Employee

New

Save  
Close  
Print

Find/Add Hire Person Person Contact Position Job HR Contact Comments Status History

**Find Person/Job Record**

Do not use this screen if the individual is a Rehired Annuitant.

EmplID:

**Search Results**

Note that only active C-basis Empl Rcd's for the selected EmplID are pulled from HRS.

| Select                   | Empl Rcd | Position Nbr | Jobcode | Deptid | Pay Basis |
|--------------------------|----------|--------------|---------|--------|-----------|
| <input type="checkbox"/> |          |              |         |        |           |
| <input type="checkbox"/> |          |              |         |        |           |
| <input type="checkbox"/> |          |              |         |        |           |

**Add Hire**

Now hiring for Summer 2014 Pay Basis

Option: Division Choice

# JEMS SUMMER HIRE-POSITION TAB

Add a Position and Job for: JEMS-MAY, JON

(Validated for this Status)

DRAFT

Save  
Close  
Print

Find/Add Hire | Person | Person Contact | **Position** | Job | HR Contact | Comments | Status History

**Position Data**

Position Number

Department  SOHE/GENERAL ADMINISTRATION

Empl Class  Faculty

Job Code  ASSISTANT PROFESSOR

FTE\*  **1** Enter the FTE

**Continuity Status Information**

Continuity  Can't Change Continuity

# JEMS SUMMER HIRE JOB TAB

Add a Position and Job for: JEMS-MAY, JON

(Validated for this Status)

DRAFT

Save  
Close  
Print

Find/Add Hire | Person | Person Contact | Position | **Job** | HR Contact | Comments | Status History

**Job Data**

**Hire / Transfer**

Hire Type  Empl Rcd#

Action  Action Reason

Effective Date\*  ←

Expected End Date\*  ←

**Compensation**

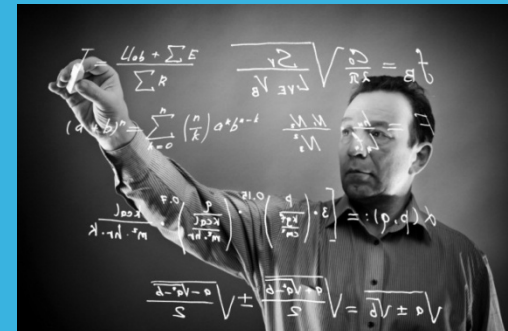
Pay Basis  Comp Rate

Enter Effective Date

Enter the Expected Job End Date

# SCENARIO #1-RESPONSE (COMMON HIRE)

|   | JEMS Summer Hire (C-Basis Employee)                | Tab            |
|---|--|----------------|
| 1 | Find the person (and Empl Rec) in JEMS Summer Hire | Find/Add Hire  |
| 2 | Select the Pay Basis                               | Find/Add Hire  |
| 3 | Click on the “Add Hire” button                     | Find/Add Hire  |
| 4 | Enter the FTE                                      | Position Tab   |
| 5 | Enter the Effective Date of the Job                | Job Tab        |
| 6 | Enter the Expected Job End Date                    | Job Tab        |
| 7 | Enter HR Contact Information                       | HR Contact Tab |
| 8 | Select 1) Submit, 2)Approve & 3) Send to HRS       | Actions Menu   |





## SCENARIO #2

Sallie Mae signs a contract to conduct research during the summer. She is a C-Basis Grad Assistant (Fixed Terminal with an EJED of end of August), so this position will go on a short work break at the end of the academic calendar.



*What needs to be done to complete Sallie's hire into the summer research position?*

# SCENARIO #2 - RESPONSE

|   | JEMS Summer Hire (C-Basis Employee)                | Tab            |
|---|--|----------------|
| 1 | Find the person (and Empl Rec) in JEMS Summer Hire | Find/Add Hire  |
| 2 | Select the Pay Basis                               | Find/Add Hire  |
| 3 | Click on the “Add Hire” button                     | Find/Add Hire  |
| 4 | Enter the FTE                                      | Position Tab   |
| 5 | Enter the Effective Date of the Job                | Job Tab        |
| 6 | Enter the Expected Job End Date                    | Job Tab        |
| 7 | Enter HR Contact Information                       | HR Contact Tab |
| 8 | Select 1) Submit, 2)Approve & 3) Send to HRS       | Actions Menu   |



# SCENARIO #3

**Chad Chadwick is hired for an Instructional Staff position for the fall (original hire), however he will also be working in the summer.**

*What needs to be done in this situation?*



# SCENARIO #3 - RESPONSE

|   | Academic New Hire Working in the Summer   | System      |
|---|---|-------------|
| 1 | Check the PVL to make sure the Assured Consideration Date has passed.   | PVL         |
| 2 | Create the C-Basis job in JEMS-Hire first, using the same effective (hire) date as the intended summer position.                            | JEMS-Hire   |
| 3 | Division manually places Chad's C-basis job on a short work break with the same effective date as the hire; use sequence #1 in <u>HRS</u> . | HRS         |
| 4 | Create a PVL waiver for the summer position with the same effective date.   | PVL         |
| 5 | Once APO approved, complete hire in JEMS Summer Hire.   | JEMS-Summer |



## SCENARIO #4



Tom Thompson is hired for an Instructional Staff position for the fall, however you just found out, he will also be working in the summer; after the fall (original) position was already entered in JEMS.

*What needs to be done in this situation?*

# SCENARIO #4 - RESPONSE

|   | Fall Hire Working in the Summer-Already in JEMS   | System |
|---|---|--------|
| 1 | If the C-Basis job was entered before the early start is known, then contact the Service Center to change the start date of the fall job to be the same date as the summer job; they will also create short work break. | HRS    |
| 2 | PVL waiver is required for summer jobs for AS, LI, or FA Empl Classes.  | PVL    |
| 3 | The Service Center will change the start date to match the start date for the summer work. The academic year job will be immediately placed on a short work break with the same effective date, sequence #1.            | HRS    |
| 4 | Complete the hire using JEMS-Hire.  |        |



# SCENARIO # 5

Kayla Kaymen will be working 2 part-time Summer Hire positions.

*What needs to be done in this situation?*



# SCENARIO #5 - RESPONSE

|   | Working 2 Summer Hire Jobs  |
|---|---|
| 1 | If multiple jobs in the summer then create separate (2) Employment records (Empl Recs); one for each job. |
| 2 | If known, always enter the job with the earlier effective date first for ease with JEMS processing        |





# SCENARIO #6



Jonas Star will be working on a project over the summer and your department has decided to pay Jonas using Additional Pay.

*What needs to be done in this situation?*

# SCENARIO #6 - RESPONSE

|   | Uncommon ( Very Rare) Summer Hire   |
|---|---|
| 1 | Summer Hire cannot be used in this scenario. A waiver is not used either because there is no FTE assigned to the job. |
| 2 | The new hire is entered in JEMS-Hire without a PVL/recruitment waiver (such as a TA or PA position).                  |
| 3 | Use JEMS-Hire with a Summer Session or Summer Service pay basis (not Lump Sum).                                       |



# ADDITIONAL PAY REMINDER

- When adding Additional Pay, choose the correct employment record (Not C-Basis empl record!)
- Unclassified Lump earnings code = **LWR (use this when FTE < 1.0)**
- Effective date = beginning of the pay period or if they were hired mid-pay period, use the hire effective date.
- End Date (SS/SV) or Goal Amount.

# JEMS SUMMER HIRE – POLICY SUMMARY

**JEMS Summer Hire** allows summer appointments to be set up without a waiver when the following conditions are true:

- Person holds an active C-basis appointment
- Continuity is renewable (01, 03, 04) or the continuity is terminal (02, 05) and the Expected Job End Date is after the end of the current academic year
- The terms of the academic year job (title, rate, department) do not need to change for the summer job.

# TRAINING RESOURCES

## JEMS Training Toolkit

- 2013 Training Handout
- 2013 PowerPoint Handout

## KnowledgeBase Document

- KB # 17300

# QUESTIONS??

