UW - MADISON

JEMS SUMMER HIRE

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

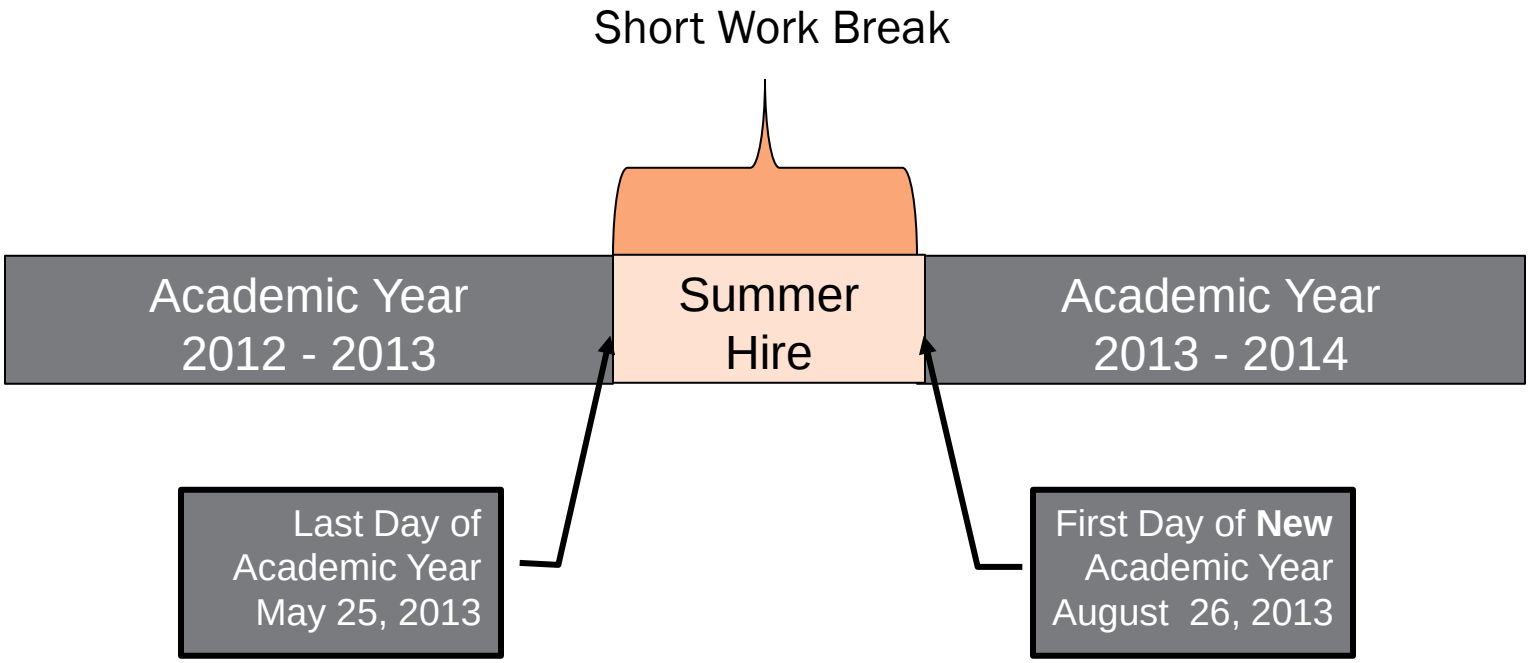
Note: Employees can have 2 "Summer Hire" jobs

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.

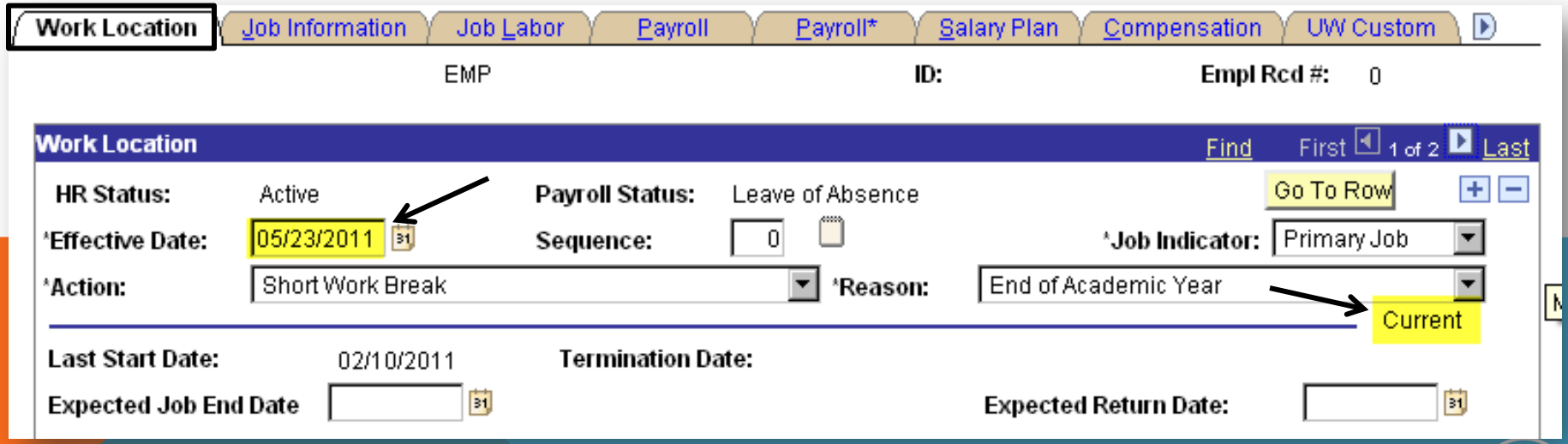
WHAT IS A SHORT WORK BREAK?



HRS SHORT WORK BREAK

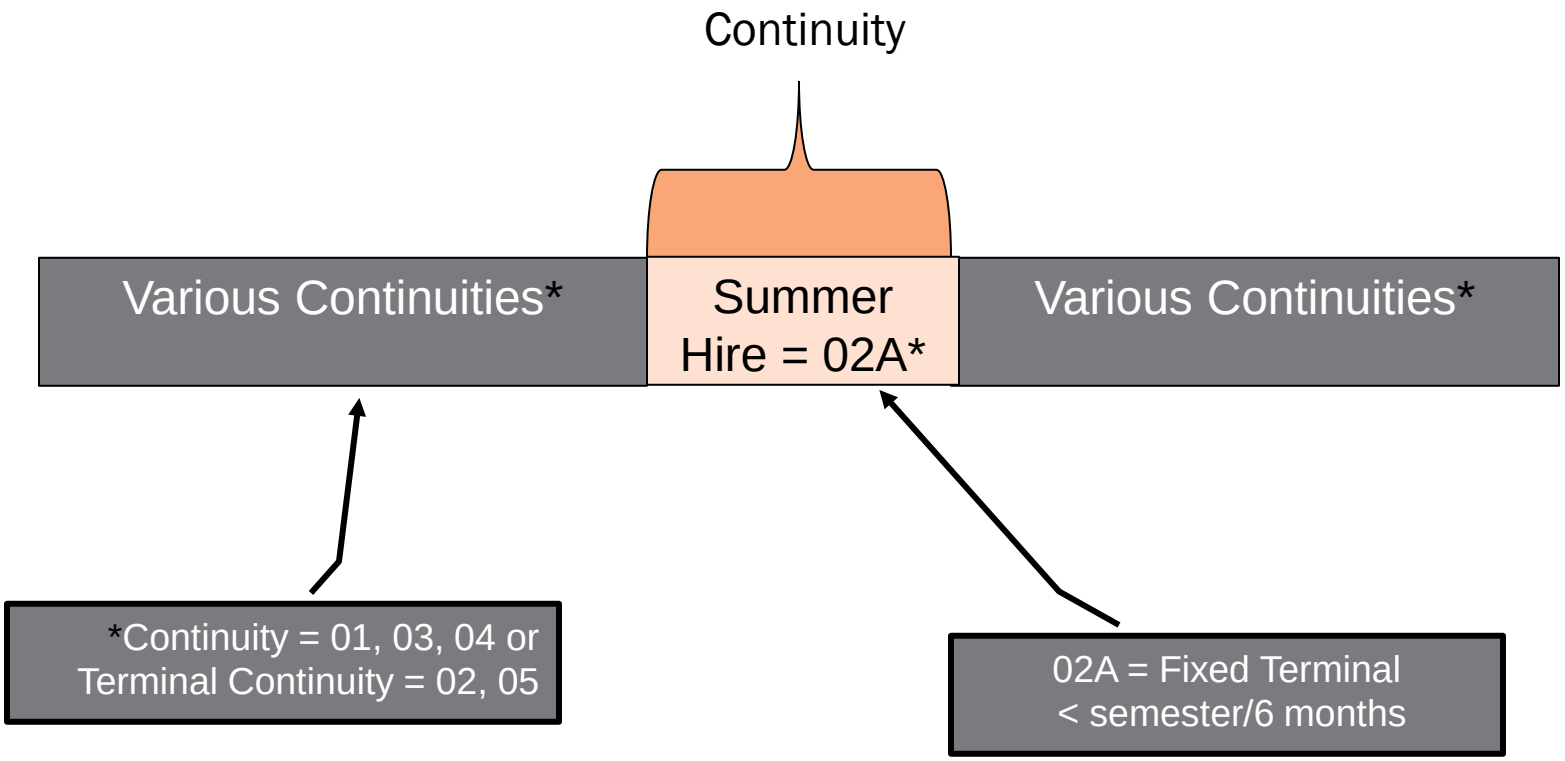
For academic year employees (paid on a 9 month contract) there is an automatic process to place them on a Short Work Break at the end of the academic year. It will make their payroll status "Leave of Absence."

HRS Screen Shot



SUMMER HIRE CONTINUITY

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

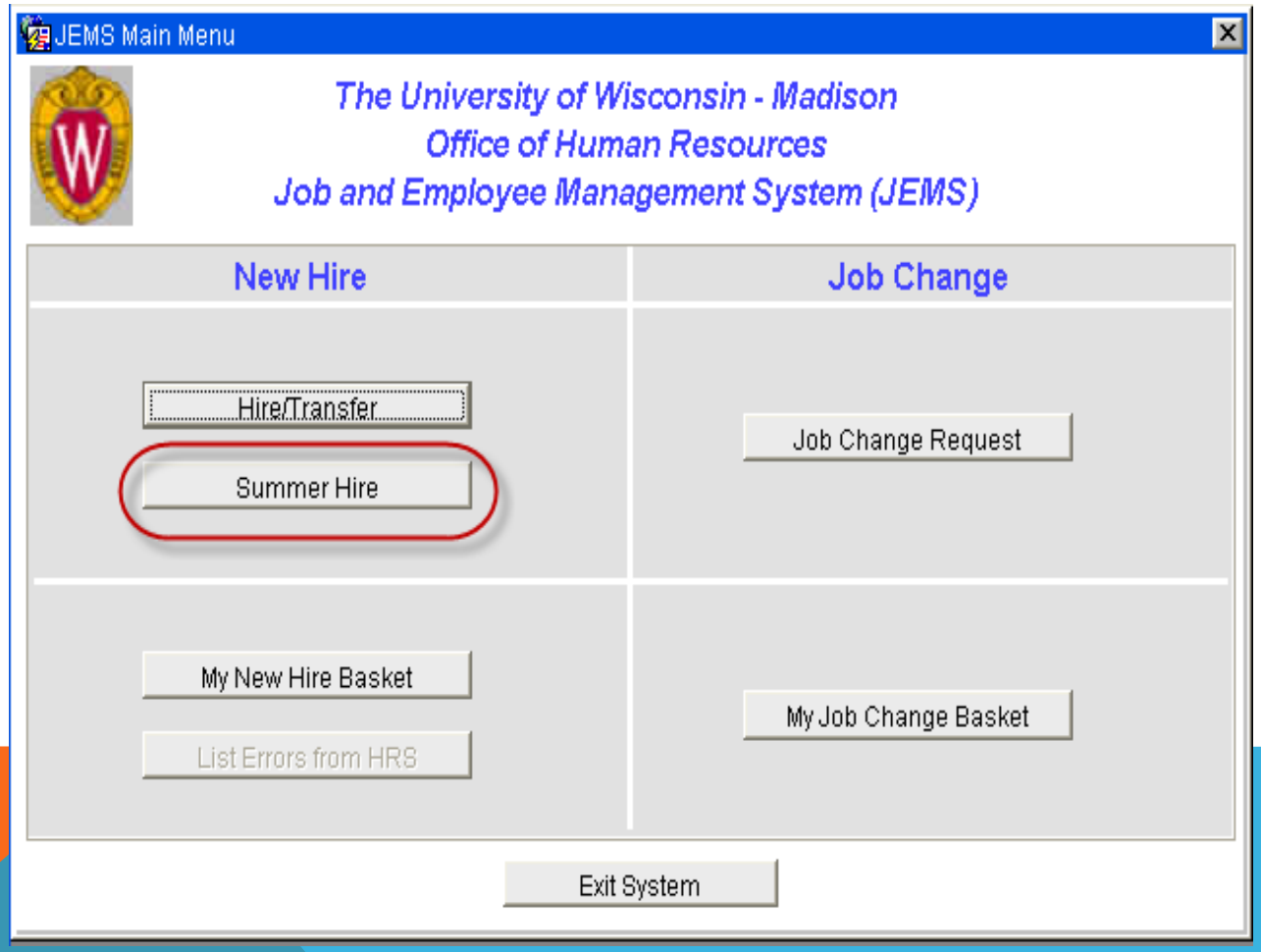


Continuity KB doc 21642

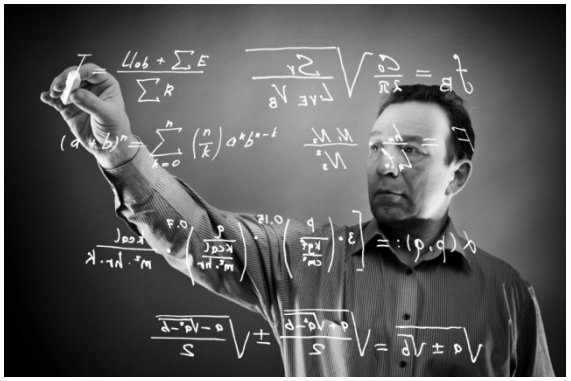
JEMS SUMMER HIRE

JEMS SUMMER HIRE PROCESS FLOW

JEMS HOMEPAGE



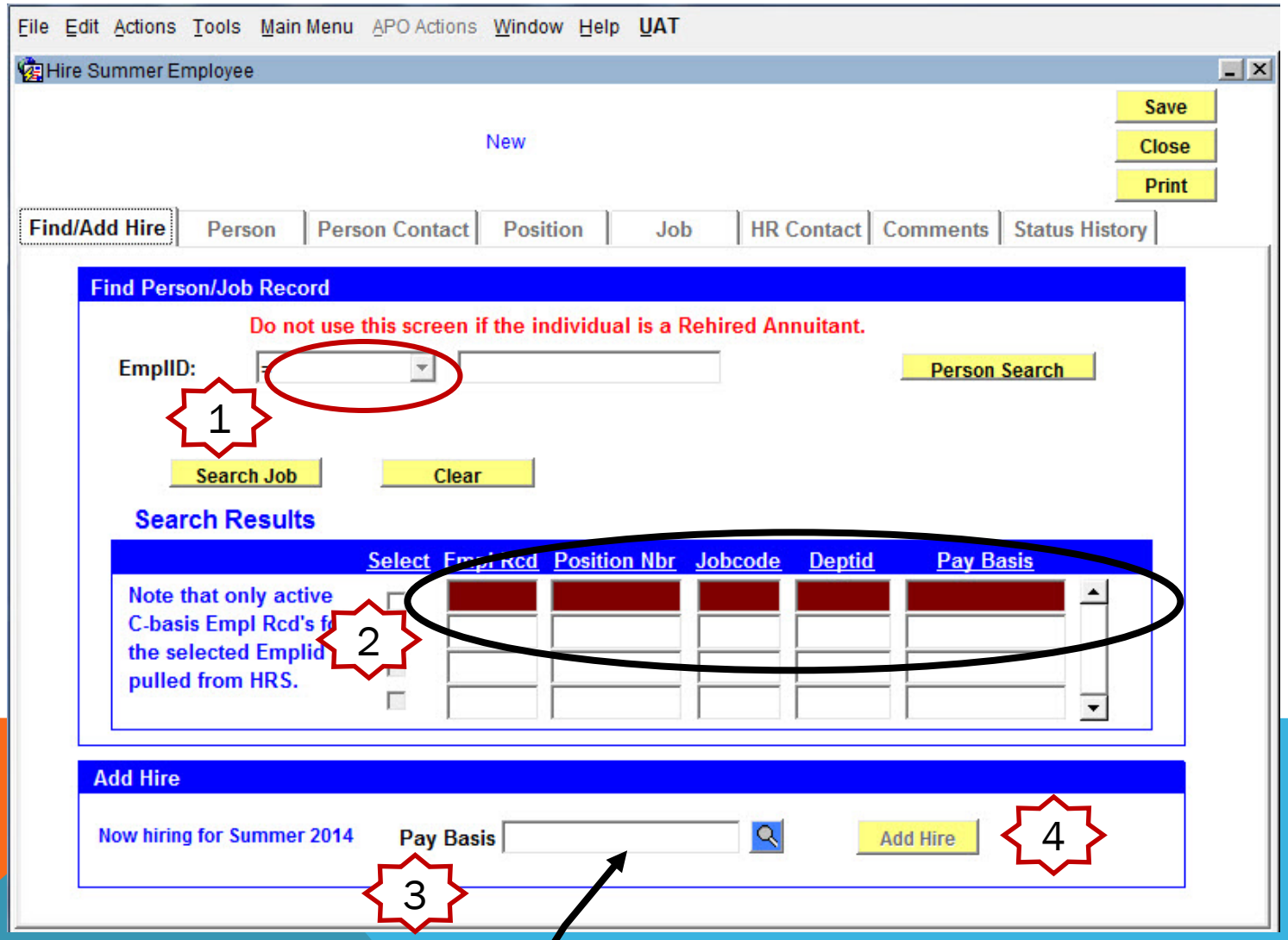
SCENARIO #1



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.

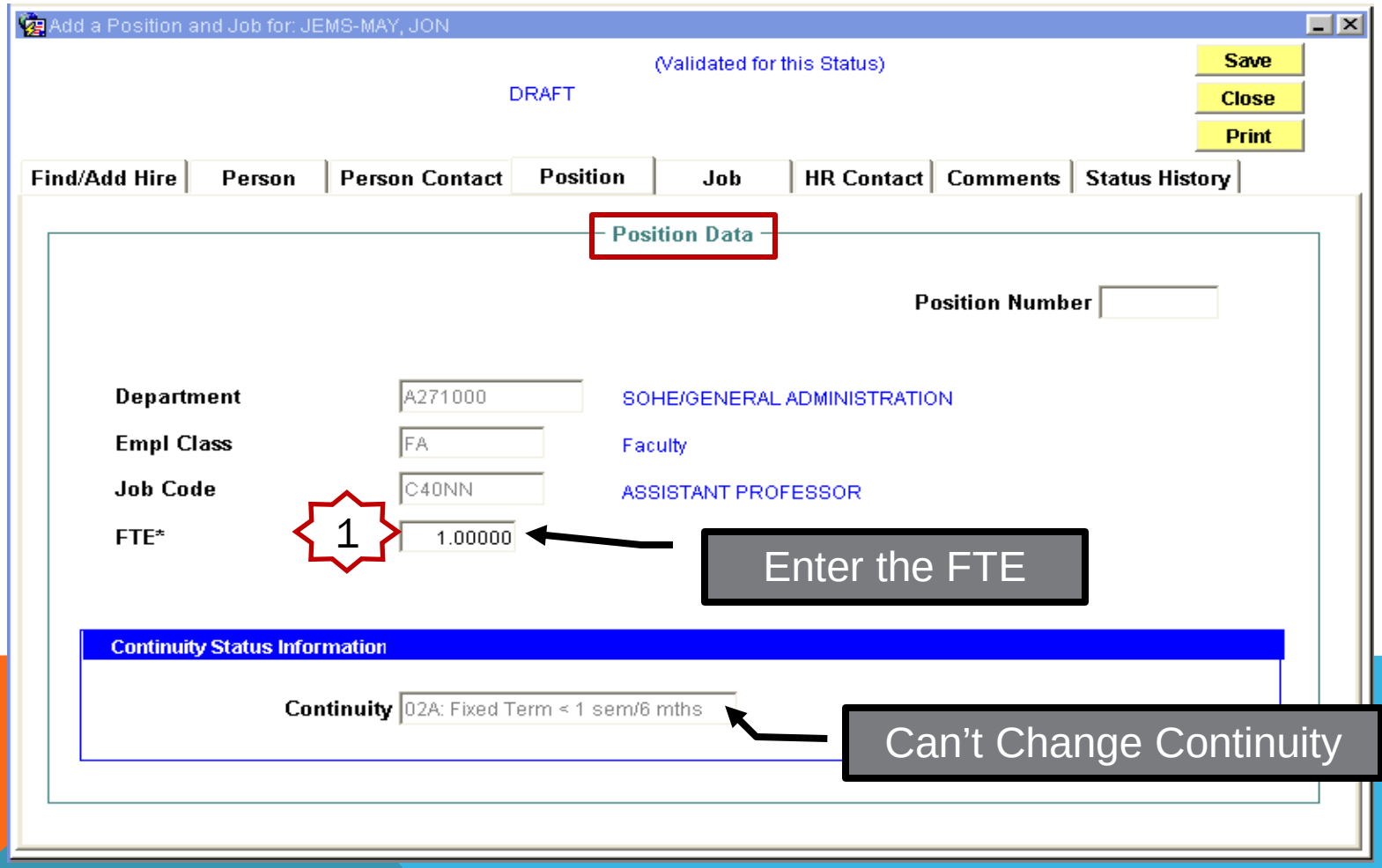
What needs to be done to complete Peter's hire into the summer teaching position?

SEARCHING IN JEMS SUMMER HIRE

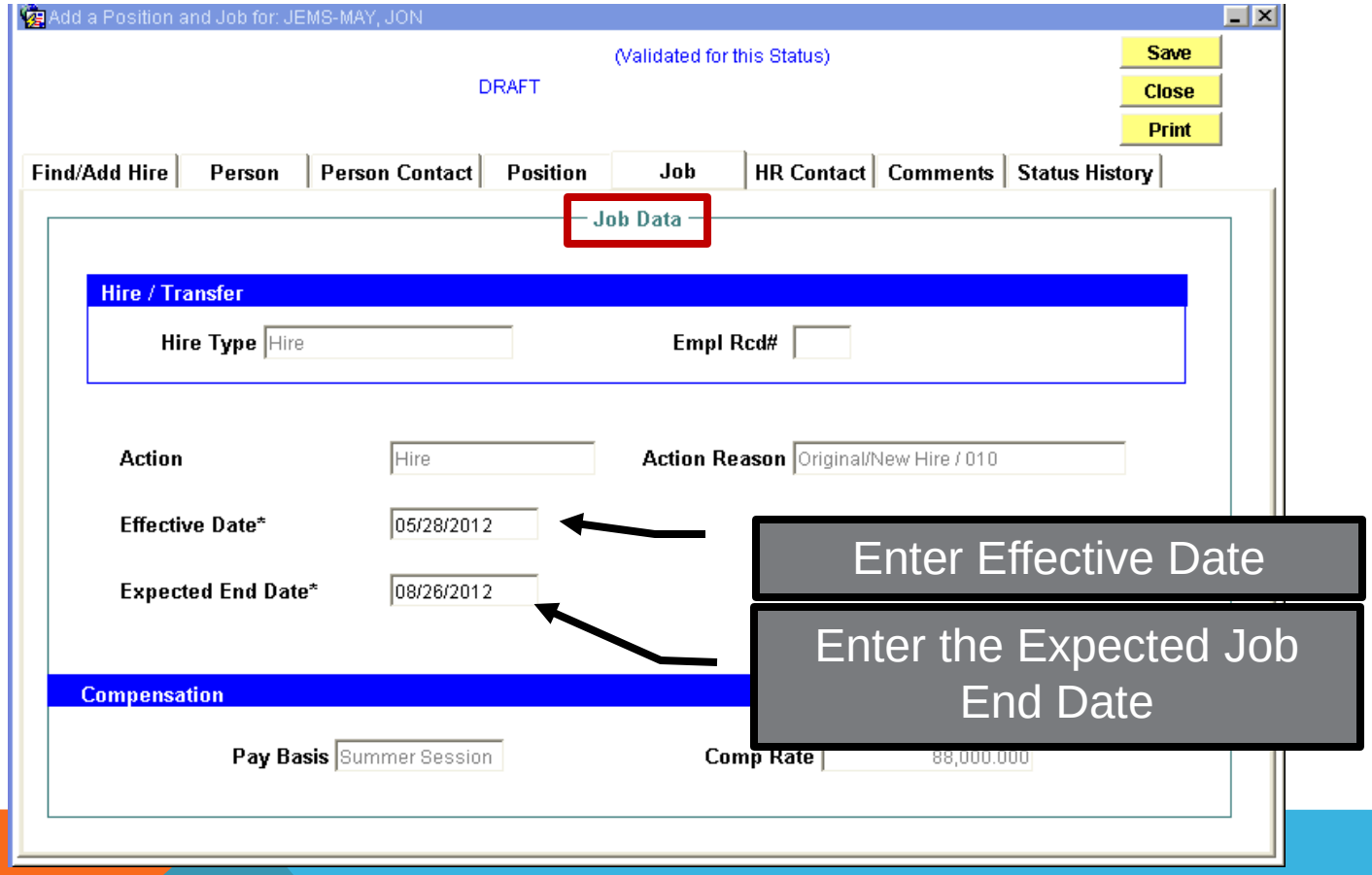


Option: Division Choice

JEMS SUMMER HIRE-POSITION TAB

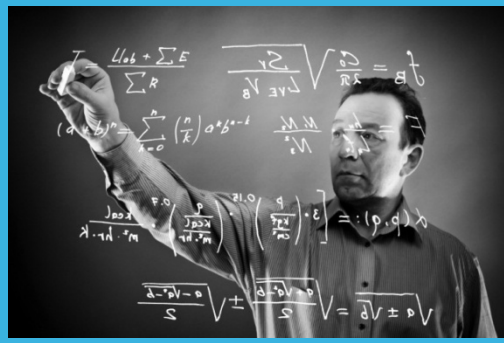


JEMS SUMMER HIRE JOB TAB



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 **HRS**.	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:

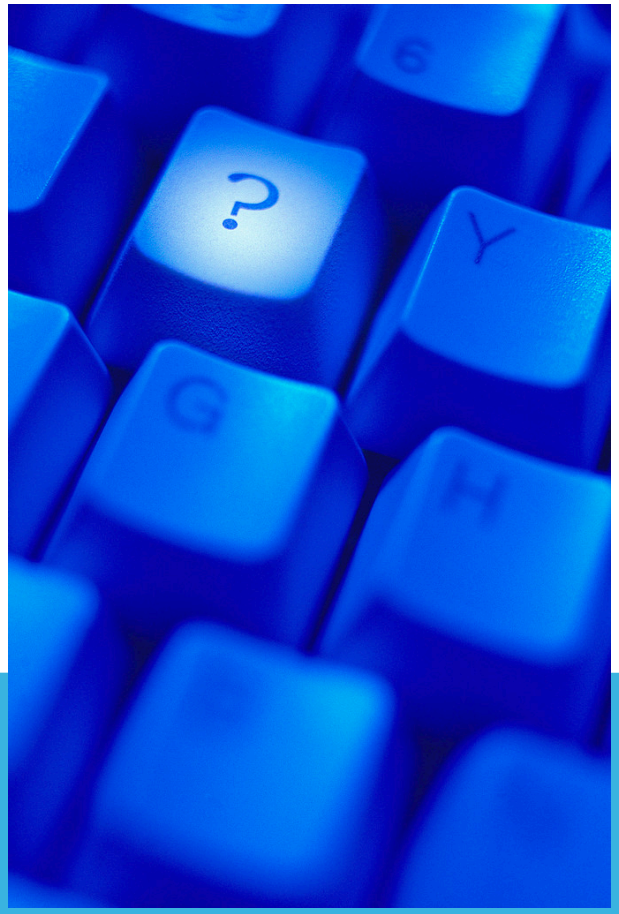
- Person holds an active C-basis appointment
- Continuity is renewable (01, 03, 04) or the continuity is terminal (02, 05) and the Expected Job End Date is after the end of the current academic year
- The terms of the academic year job (title, rate, department) do not need to change for the summer job.

TRAINING RESOURCES

JEMS Training Toolkit

- 2013 Training Handout
- 2013 PowerPoint Handout

KnowledgeBase Document

- KB # 17300

QUESTIONS??