

# PAF- Scheduled Hours Change

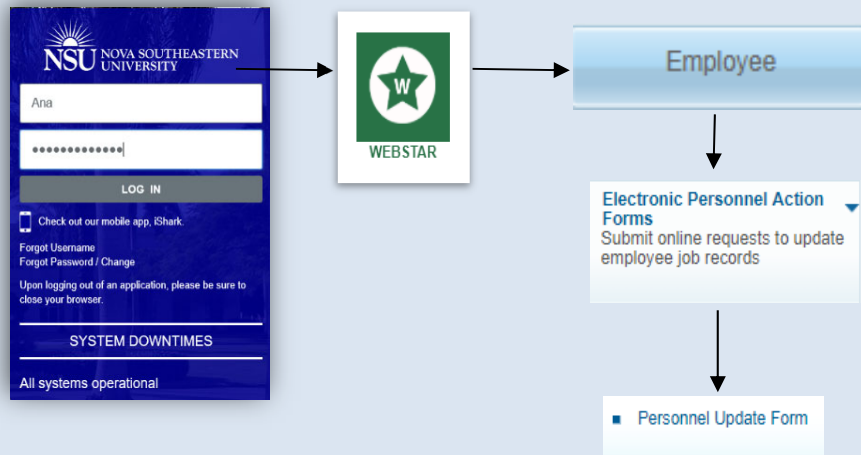
## for Student Jobs

### Quick reference Guide

#### 1. Personnel Update Form access

The electronic version of the Personnel Update form is intended to streamline updates to **active** employee records by use of Banner Workflow/EPAF automation for regular employees, student employees, and temporary employees, and to provide status notifications to the originator from begin to end of the transaction.

**Note: Google Chrome is the required browser for this form**



#### Personnel Update Form Access:

- 1- Open Google Chrome
- 2- Go to <http://SharkLink.nova.edu>.
- 3- Type Username, Password and click the Log In button
- 4- Click on WEBSTAR
- 5- Click on the Employee button → Electronic Personnel Action Forms → Personnel Update Form:
  - a. Type the Employee NSU ID
  - b. Verify the employee name is correct
  - c. Select the Job (the employee can have more than one job) and verify the Type, Position, Suffix, Title, TS Organization Department, Start Date, End Date, Last Paid Date, Status TB, and Grade are correct
  - d. Review the Current Labor Distribution (Banner NBAJOBS)
  - e. Select Scheduled Hours Change in the Proposed Action section

## 2. Fill out Scheduled Hours Change

Scheduled hours are the default hours employees are expected to work on a pay period basis.

The Proposed Changes to Scheduled Hours Change dynamic section is displayed when the originator checks this box in the Proposed Action(s) section. After entering a New Effective Date, this section is to be populated with the new weekly hours value.

**Note:** Scheduled Hours and Pay Rate changes cannot be submitted simultaneously

### Scheduled Hours Change

**Proposed Changes to Scheduled Hours**

Current Number of Pays:

Enter Proposed Changes below:

New Weekly Hours:  37.5  Other:

New Bi-Weekly Scheduled Hours:

Current Hourly Rate:       New Annual Salary\*:

\*Based on current pay rate only

### a) Proposed Changes to Scheduled Hours for student jobs:

The following fields are prepopulated from Banner (NBAJOBS):

- Current Number of Pays (read only)
- Current Hourly Rate (read only)
- Selecting 37.5 will automatically calculate the **New Bi-Weekly Scheduled Hours** and the **New Annual Salary**
- Selecting **Other** allows you to type any value for the **New Weekly Hours**. The form will calculate automatically the **New Bi-Weekly Scheduled Hours** and the **New Annual Salary**

Tip: **New Annual Salary** = New Weekly Hour x 2 x Current Hourly Rate x Current Number of Pays

Please note that student jobs are usually setup by academic term, so these calculations are only for reference purposes and they do not replace the normal rehire practice by academic term as determined by Student Employment.

## 3. Attachments

Attachments are not required for student jobs.

## 4. Completing the Retroactive Changes (Details)

This is a Dynamic grid, and only displays when the user (originator) enters a retroactive New Effective Date (new effective date is on or before the employee's Last Paid Date).

**Retroactive Change(s) Details**

Based on the Effective Date you entered, a retroactive change is required.

Enter comments for Payroll:\*

For Retroactive Labor Redistribution(s) only:

Attach redistribution spread instructions for Payroll (include all affected pay periods):

**\*\*IMPORTANT\*\*** Enter end date only if the proposed changes to labor distribution end before the current pay period. If no end date is entered, the proposed changes affect the current and future payrolls.

Labor Redistribution End Date:

All retroactive distributions are manually handled by the Payroll Department.

**Enter comments for Payroll field:**

- 1- This is a mandatory field that should include special instructions needed for Payroll to process the request correctly including pay #s, org #s along with corresponding percentages, etc.

**5. Completing the Changes to Home and/or Check Distribution Org/s**

- 1- **The Employee's Home Org** controls the employee's location in PageUp
- 2- **The Employee's Check Distribution Org** controls the employee's location in SharkTime
- 3- **The Employee's Job Location** indicates the physical work location of the employee

**Remember:** avoid using orgs that start with a 3\* in this section as they often expire.

**Changes to Home and/or Check Distribution Org(s)**

Note: The Home Org controls the employee's location in SharkTalent and the Check Distribution Org Controls the employee's location in SharkTime. Please avoid using orgs that start with a 3\* as they often expire.

Item	Current value	New Value
Employee's Home Org (SharkTalent)	<input type="text" value="113406"/>	<input type="text"/>
Employee's Check Distribution Org (SharkTime)	<input type="text" value="113406"/>	<input type="text"/>
Employee's Job Location	<input type="text" value="02TOWE-Tower Bldg"/>	<input type="text"/>

The **Current Value** in Banner is displayed for all three fields. To update this information, please enter/select from a drop-down the updated information in the **New Value** column:

- 1- Enter new value for Employee's Home Org (PageUp)
- 2- Enter new value for Employee's Check Distribution Org (SharkTime)

Select Employee's Job Location

**6. Position Funds Transfer (PFT) Approval Information**

This dynamic section is displayed for any personnel updates unless the current and proposed changes to labor distribution are 100% funded by orgs that start with the number 3.

**A PFT form is not required for student jobs but the section must still be completed.**

Position Funds Transfer (PFT) Approval Information

Was a PFT submitted? No ▾

A PFT was not submitted so this request will be routed to the Budget Office for their review.  
Please enter a comment: \*

Initially, the user is asked whether a PFT was submitted: **Was a PFT submitted? Y/N**

For student jobs, the user (Originator) should **ALWAYS** select **No** and enter "Student Job" in the field that says the request will be routed to the Budget Office for their approval:

**The form will bypass the Budget Office and be routed directly to Student Employment for their approval**

## 7. Office of Sponsored Programs Policy Attestation



This dynamic section is displayed in the form, when any Sponsored Program orgs are involved in the request (orgs have "CAG" in their Location field in Banner).

### Office of Sponsored Programs Policy Attestation.

This change affects a Sponsored Program. Per the Office of Sponsored Programs Policy: "It is the responsibility of the College/Center to obtain and maintain documentation of Principal Investigator/Project Director review and approval prior to forwarding to the Office of Human Resources".

\* I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity.

- 1- Check the attestation Check box **"I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity."**

## 8. Submit and Cancel button



**Remember:** If you submit the form before selecting options or checking the sponsored programs attestation box the system will display a warning pop-up and not allow you to submit the Personnel Update form

## 9. Informational/Task Notification Emails



The Personnel Update form/workflow sends **informational emails** along the process to the **originator** every time the request is approved or denied, and once the process is completed. All emails contain all the information supplied in the Personnel Update form by the originator.

The emails contain the following subject lines:

- 1- **Submitted:** PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #
- 2- **Update:** PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #
- 3- **Processed:** PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #

The Personnel Update form/workflow will also send **task notification emails** to each **approver** requesting their review and approval.

The emails contain the following subject line:

- 1- **Action Required:** PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #

**Remember:** if a task is denied by error, the request will be terminated, and the originator will need to submit a new Personnel Update Form to start the process again