



# MyJob Electronic Salary Authorizations

## Assignment Continuation - Grad Assistants & Limited Term Faculty and Staff

### Version 2.1

#### Introduction

This manual illustrates the Assignment Continuation function in MyJob Department Self Service. The intended audience is employees responsible for submitting electronic salary/payroll authorizations as authorized per internal departmental procedures. This MyJob role will only be assigned to those who have submitted a completed Confidentiality Agreement to the Department of Human Resources.

Use the **Assignment Continuation** function to authorize payments for any of the following employee situations:

- Reactivation of graduate assistants who work any off-cycle assignment dates and do not fit the standard Grad-AY, Grad-Fall, Grad-Spring, or Grad-Summer pay cycles. Typically these are grant-funded positions, but not always.
- Full-time or Part-time Limited Term Faculty (not on MBS load). These are typically faculty on grants or with other off-cycle assignments (e.g., post-docs, research faculty, Dental faculty).
- Full-time or Part-time Limited Term Staff (not on MBS load). These are typically staff positions on grants or with other off-cycle assignments (e.g., research/project assistants).

For limited term faculty and graduate assistants being hired for a standard pay cycle, within the predefined academic terms, please see Reactivation procedures.

For any limited term faculty and graduate assistants being hired for a standard pay cycle, within the predefined academic terms, please see Reactivation procedures.

# Assignment Continuation Procedures

## Procedures

1. Fund the employee position code line. See the procedures for “Assignment of Costing to a Position” in the *Budget System User Guide*.
2. Log into **MyJob > MU Department Self Service > Manager Actions**
3. Search for employee by last name –Click **[Go]**.
4. Select the employee by clicking the **[Action]** icon.

Name   [Advanced Search](#) [My List...](#)

Manager Actions: People in Hierarchy >  
Manager Actions: People

Select Person:

[Select All](#) | [Select None](#)

Select Name ^	Assignment Number	Job	Department	Action
<input type="checkbox"/> Janes, Jered	25303	Part-time.Instruction	Philosophy	

5. From the menu options, select Assignment Continuation and click the **[Start]** button.

Assignment Continuation

Select Action:

6. Click the **[Add]** button to enter a new record.

**MU Assignment Continuation**

Select Status	Start Date	End Date	Number of Credit Hours	Hours Worked Per Week	Total Salary to be Paid Over Duration	Hourly Rate
<input checked="" type="radio"/>	01-Jul-2014	04-May-2015		20		17.00

7. Complete the information required. Click **[Apply]** to continue.

**MU Assignment Continuation**

Employee Name **Linker, Adenia**  
Organization Email Address [adenia.linker@marquette.edu](mailto:adenia.linker@marquette.edu)

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

\* Start Date

\* End Date

Number of Credit Hours

\* Hours Worked Per Week

Total Salary to be Paid Over Duration

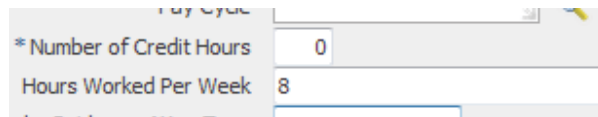
Hourly Rate

- a. **Start Date** and **End Date** should be actual work start and work end dates.

## Assignment Continuation Procedures


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- b. **Number of Credit Hours** is required for faculty. If the faculty member is not teaching by credit, but by the number of hours worked, place a 0 in the Number of Credit Hours field AND you must enter the Hours Worked per Week.



A screenshot of a web form with two input fields. The first field is labeled '\* Number of Credit Hours' and contains the value '0'. The second field is labeled 'Hours Worked Per Week' and contains the value '8'. The form has a light gray background and a blue border.

- c. **Hours Worked Per Week** is required for all employees.
- If faculty teaching credits, enter 0.
  - For Graduate Assistants, non-credit paid Faculty, and Staff enter Hours Worked Per Week.
  - **FOR FACULTY AND STAFF ONLY: If the number of Hours Worked Per Week is different than the previous assignment, you MUST submit a paper transaction (Salary Authorization Form) to TRANSFER the employee to a different number of hours worked. (benefits & accruals effected)**
- d. **Total Salary to be Paid Over Duration** - for Faculty, Grad Assistants, and Exempt Staff, enter a total Dollar amount (no cents). If the employee is paid hourly, DO NOT enter a total duration salary. The Duration is defined by the Start and End Date.
- e. **Hourly Rate** – for Non-Exempt Staff, enter hourly rate.
8. After clicking **[Apply]** you may receive the following soft warnings. Click **[Continue]**.

 **Warning**  
The Effective date of this transaction is not at the beginning of a payroll period.

 **Warning**  
This change and associated retros if any, will be included in the 26-Jul-2014 payroll.

This warning tells when you should expect this payment authorization to be paid, along with any retro pay needed. It will be included on the paycheck date displayed in the message.

9. If the transaction **fails funds check**, you will be re-directed back to the reactivation details page.
- a. Check your information for accuracy.
  - b. Return to the Position Details page to check information for accuracy. (See *Budget System User Guide* for procedures.)

## Assignment Continuation Procedures

- c. Contact the Budget Office if all information is accurate and you are still not able to proceed.

10. If the transaction **passes funds check**, you can review your new record. Click **[Next]**.

MU Assignment Continuation							
<input type="button" value="Add"/>							
Select Status	Start Date	End Date	Number of Credit Hours	Hours Worked Per Week	Total Salary to be Paid Over Duration	Hourly Rate	
<input checked="" type="radio"/>	15-Jul-2014	05-Feb-2015		37.5		23.00	

11. Review your entry, then click **[Submit]**.

MU Assignment Continuation							
Proposed							
Start Date 01-Oct-2014							
End Date 30-Jun-2015							
Hours Worked Per Week 3							
Total Salary to be Paid Over Duration 1500.00							
Approvers							
Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<input type="button" value="Show"/>	1	Mork, Chad	HR People	1	Approver		<input type="button" value="Delete"/>
<input type="button" value="Add Adhoc Approver"/>							
<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Submit"/>							

12. You should get a confirmation page stating “your changes have been submitted for approval”. Click **[Home]** to go back to MyJob’s home page.

