

Compensation Transactions & Position Control

Last update: 9/15/2017

Description of Transaction / Payment Recipient	Transaction Type / Procedures to Reference	Payment Type	Budget Transfer	Budget on Position Code	Position Detail Page / Costing	Self Service	Batch via ImageNow	Comments
New hire or Rehire from a terminated status - Faculty or Staff	New hire process; Confirmation of Offer; http://www.marquette.edu/hr/hiring	Salary or Hourly Rate	Budget Office to do as needed.	Budget Office to do as needed.	Budget Office to do as needed.	Yes: MU Manager Self Service or MU Department Self Service	No	New faculty hires in Summer must also follow the Confirmation of Offer process; do not include in Summer Teaching Pay batch.
New hire - Graduate Assistant	http://www.marquette.edu/hr/documents/NewGradAssistHire.pdf	Biweekly Rate on Students payroll	As needed	Required	Required	Yes: MU New Graduate Assistant Hire	No	Use budgeted position code for new hire. If person is former student employee a paper salary authorization is needed for the transfer
New hire - Hourly Student Employee	http://www.marquette.edu/mucentral/financialaid/ses_index.shtml	Hourly Rate	No	No	No	No	No	See Marquette Central - Student Employment Services; hire via JobConnection; use EmpCenter Timekeeping
Reactivate Limited Term Faculty or Graduate Assistant; standard academic term (AY, Fall, Spring, Summer)	http://www.marquette.edu/hr/documents/ReactivationofGraduateAssistantsLimitedTermFaculty.pdf	Salary or Biweekly Rate	As needed	Required	Required	Yes: MU Department Self Service / Manager Actions /	Budget Only batch upload (recommended)	Use the <i>Reactivate Limited Term Faculty</i> or <i>Reactivate Graduate Assistant</i> function, as applicable.
Reactive Limited Term Faculty or Graduate Assistant; non-standard dates; usually grant-funded	http://www.marquette.edu/hr/documents/AssignmentContinuationGradAssistantsLimitedTermFacultyandStaff.pdf	Salary or Biweekly Rate	As needed	Required	Required	Yes: MU Department Self Service / Manager Actions /	Budget Only batch upload (recommended)	Use the <i>Assignment Continuation</i> function.
Paying lump sums to <u>multiple or individual</u> Faculty or Staff on Monthly or Jesuit payrolls for teaching summer course(s) - batch process	http://www.marquette.edu/hr/documents/SummerTeachingPay.pdf	Lump sum; non-recurring	Automatic via Batch process	Automatic via Batch process	No	No	Summer Teaching Pay batch upload	
Paying lump sums to Graduate Assistants for teaching summer course(s)	See the Reactivation or Assignment Continuation procedures for Grads (above)	Biweekly Rate on Students payroll	As needed	Required	Required	Yes: MU Department Self Service / Manager Actions /	No	
Paying lump sums to Faculty or Staff on Monthly or Jesuit payrolls for summer research	http://www.marquette.edu/hr/documents/MiscellaneousPayTransactions_UAT.2.pdf	Lump sum; recurring; controlled by pay effective start and end dates	As needed	Required	No	Yes: MU Dept Miscellaneous Pay	No	See also the Prorated Pay Calculator: http://www.marquette.edu/hr/documents/FYBudgetandProratedPaymentsCalculator.xlsx
Paying lump sums to Graduate Assistants for summer research	See the Reactivation or Assignment Continuation procedures for Grads (above)	Biweekly Rate on Students payroll	As needed	Required	Required	Yes: MU Department Self Service / Manager Actions /	No	See also the Prorated Pay Calculator: http://www.marquette.edu/hr/documents/FYBudgetandProratedPaymentsCalculator.xlsx

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Additional Administrative Support Pay for Monthly or Jesuit payrolls	http://www.marquette.edu/hr/documents/MiscellaneousPayTransactions_UAT.2.pdf	Lump sum; recurring; controlled by pay effective start and end dates	As needed	Required	No	Yes: MU Dept Miscellaneous Pay	No	See also the Prorated Pay Calculator: http://www.marquette.edu/hr/documents/FYBudgetandProratedPaymentsCalculator.xlsx
Account number change <u>only</u> for <u>base</u> salary	Position Detail page on budget system	No resulting payment; accounting change only.	As needed	Required	Required	No	No	Account number changes for miscellaneous and Summer payments must be submitted on a paper salary authorization.

Please note: A change in only a job title, reporting structure, or a modification to a current position should be emailed to the [Director of Compensation](#).

Academic Units must submit a paper salary authorization for the following transactions, until further notice.

Superseding authorization for base pay change.

Superseding authorization for pay and account number change

Superseding authorization for decreasing pay on a Miscellaneous Pay (6010, 6005, 6007)

Superseding costing change on a Miscellaneous Pay (6010, 6005, 6007)

Retroactive Transactions - dates for pay completely in past

Changes to Hours, Months, or Credits Worked: full time to part time, working 12 months to working 9 months, 20 hours/week to 30 hours/week, etc.

Job change: Faculty to Staff, Graduate Assistant to Faculty, Undergrad Student Employee to Graduate Assistant

Department change

Classification change (moving from exempt (salaried) to non-exempt (hourly), or vice-versa).

Faculty Contract Pay Election Change (paid over 12 months to paid over 9 months, or vice-versa)

Promotion or Demotion

Note: All promotions must be reviewed in advance by HR to ensure compliance with applicable policies, rules and laws such as Affirmative Action.

<http://www.marquette.edu/hr/AdministrativeCompensationGuidelinesNon-Faculty.shtml>

Off Cycle Base Pay Change (salary or hourly rate change that is NOT during the standard pay increase date for the position)

Hire to a Second Job/Assignment (position that is NOT in employee's primary department)

Overlapping Graduate Assistant assignments (ex: if a grant ends after the academic year cycle begins)

Grad Assistant Hires when student enrolled late

Miscellaneous Pay

Additional Administrative Support Pay to non-exempt (biweekly hourly) Staff employees (requires HR review)(*automation pending*)

To Graduate Assistants (for work outside assistantship)

To an employee whose primary department is not within your unit(*automation pending*)