MyJob Electronic Salary Authorizations

Reactivation of Graduate Assistants & Limited Term Faculty

Version 2.1

Introduction

This manual illustrates the Reactivation functions 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 Reactivate Limited Term Faculty function to authorize payments for faculty members being hired on less-than-full-time appointments during any standard academic term (Fall, Spring, or Academic Year (AY)), and who have been employed as faculty in the past regardless of budget funding source. Typically these are recurring adjunct professors ...

Use the Reactivate Graduate Assistant function to authorize payments to graduate assistants hired for any standard academic term (Fall, Spring, Summer or Academic Year (AY)), and who have been employed as graduate assistants in the past regardless of budget funding source.

For any limited term faculty and graduate assistants being hired for a non-standard pay cycle, outside of the predefined academic terms, please see Assignment Continuation procedures.
1. Fund the faculty or Graduate Assistant 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.

5. From the menu options, select Reactivate Limited Term Faculty or Reactivate Graduate Assistant and click the [Start] button.

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

7. Complete the information required for limited term faculty or grad assistant. See screen shots and explanations on following page.
Limited Term Faculty and Graduate Assistant
Reactivation Fall, Spring, Summer or Academic Year

1. Pay Cycle = Fac-AY-9, Fac-Fall, Fac-Spring
   Pay Cycle = Grad-AY, Grad-Fall, Grad-Spring, Grad-Summer

2. **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.

3. **Hours Worked Per Week** is required for graduate assistants. A full GA, TA, RA = 20 hours per week. A half GA, TA, RA = 10 hours per week.

4. **Total Salary paid over the Duration of AY or Term** is a total Dollar amount (no cents).

5. **Academic Term** – fast enter = 2015 (appropriate term will default based on pay cycle)

8. Click [Apply] to continue.
9. After clicking [Apply] you should receive the following soft warning. Click [Continue].

![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.

10. If the transaction **fails funds check**, you will be re-directed back to the reactivation details page.
   a. Check your rate and term information for accuracy.
   b. Return to the Position Details page to check information for accuracy. See Position Control Procedures.
   c. Contact Budget if all information is accurate and you are still not able to proceed.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Hours Worked Per Week</th>
<th>Pay Cycle</th>
<th>Source</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fac-Spring</td>
<td>2014-09-01</td>
<td>2014-12-31</td>
<td>Fall</td>
<td>20</td>
<td>33.50</td>
<td>Grad-Spring</td>
<td>HR</td>
</tr>
<tr>
<td>Fac-Fall</td>
<td>2014-09-01</td>
<td>2014-12-31</td>
<td>Fall</td>
<td>20</td>
<td>33.50</td>
<td>Grad-Spring</td>
<td>HR</td>
</tr>
</tbody>
</table>

12. *(OPTIONAL)* If you plan to add two simultaneous records (e.g. Fac-Fall and Fac-Spring) for the same employee click on [Add] to enter the reactivation details for the second record. (see step 7)

13. Review your entry or entries, then click [Submit]

   a. HR will not be listed as ‘Approvers’ for Grad-Fall, Grad-Spring, Grad-Summer and Grad-AY
   b. But if retro pay is required (missed the payroll deadline for the pay period), you’ll see the payroll manager (Julie Laubenstein) as an ‘Approver’ to release the transaction into the system.

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