agenda

• **System & Process Updates/Review**
  – New Person – citizenship entry field update
  – Non-residents and multiple assignments

• **HCM Operations**
  – Preparing for Semester End
  – Retro Costing and Expired Projects

• **Announcements**

• **Breakouts**
Updates:
New Person Citizenship Entry
Updates:
Non-residents & Multiple Assignments
HCM Operations:
Preparing for Semester End
Student Employment
**Federal Work Study: Last Days to Work**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>TODAY</td>
<td>20</td>
</tr>
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<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>May 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</table>

**April 2019**

- **Last day: monthly FWS** on April 30th
- **Last day: biweekly FWS** on May 3rd

**TODAY** is April 18th.
Important Dates

• Any bi-weekly paid FWS student assignments will need to end or be switched to institutional by May 4th.

• Any monthly paid FWS student assignments will need to end or be switched to institutional by April 30th.

• Any student who is graduating, their assignment will need to end if paid by FWS by the dates above OR if paid institutional by May 4th.

• If you have any institutionally paid student worker who plans to work full time during the summer you will need to update the assignment/position effective May 4th.
Current Students: Status

Part Time to Full Time Threshold = 29.5 hours

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>PART TIME</th>
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</table>
| • 30 hours or higher is full time  
  ○ Complete a position change to revise the position to this number or more | • 29.5 hours or fewer is part time  
  ○ May have a working hours change to revise hours within this threshold |
|   ○ Full time employment has benefits implications at greater than 3 months |   |

Students who graduate may not remain in student positions. Can move to VTS – remember a background check is required.
Use Caution Processing Transfers

1. HR manages TALEO transfers
2. Transfer actions are available for certain types of changes
3. Remember to update the employee’s **Payroll Relationship** when it is different
Use Caution Processing Terminations

1. One Cards should be deactivated **two weeks prior** to departure
2. Remember that **Terminate** ends **ALL** assignments (not just yours)
3. Selecting **Immediate vs. Deferred**
Faculty
**Summer Pay**

**Summer Pay = Award Compensation** (i.e., element)

<table>
<thead>
<tr>
<th>Set Up Options</th>
<th>Considerations</th>
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</thead>
<tbody>
<tr>
<td>Individual months (i.e., May, June, etc)</td>
<td>Best for differing amounts each month</td>
</tr>
<tr>
<td>Recurring option</td>
<td>Best when amounts are the same over each period</td>
</tr>
</tbody>
</table>

Remember to create, update and end costing timely.
Adjunct Faculty should be terminated over the summer:

(1) Complete termination

(2) Rehire via Create Work Relationship
HCM Operations:
Retro Costing & Expired Projects
## Overview

<table>
<thead>
<tr>
<th>Retro Costing Overview</th>
<th>Data</th>
<th>Trends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Cause</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiring Projects with current / future labor charges</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Downstream impacts</th>
<th>What &amp; Who is Affected?</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Unprocessed costs in PPM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required efforts by OCGA and Payroll for clean-up</td>
<td></td>
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<tr>
<td>Delays in accurate reporting (e.g., BvA)</td>
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<thead>
<tr>
<th>Process Improvements</th>
<th>What we are doing about it</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and Procedure development</td>
<td></td>
<td></td>
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<tr>
<td>Emphasis and refinement of tools</td>
<td></td>
<td></td>
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<tr>
<td>Constraints on current use?</td>
<td></td>
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</tbody>
</table>
Overview & Downstream Impacts
Retro Costing Requests:
A GROWING ISSUE (7/–12/2018)
Labor Costing to Expired/Expiring Projects

- 182 School of Medicine: Basic Sciences
- 150 School of Engineering
- 125 Science
- 210 Peabody College
- 190 School of Nursing
- 185 School of Medicine: Health Sciences Education
- 124 Social Sciences
- 270 Office of Research
- 170 Vanderbilt University Law School
- 122 Humanities
- 160 Graduate School
By Project End Date

Humanities: 122
Social Sciences: 124
Science: 125
School of Engineering: 150
Graduate School: 160
Vanderbilt University Law School: 170
School of Medicine: Basic Sciences: 182
School of Medicine: Health Sciences Education: 185
School of Nursing: 190
Peabody College: 210
Office of Research: 270
Existing Tools
Retros: Costing Changes
# Editing Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Use this to...</th>
<th>Effective Date for Search in Person Mgmt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Update</strong></td>
<td>Specify a different costing to begin as of the selected effective date</td>
<td>First day of the pay period that the costing is to be effective</td>
</tr>
<tr>
<td><strong>Correct</strong></td>
<td>Revise an existing costing for the selected effective date range</td>
<td>First day of the pay period that the costing should be (or should have been) effective</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>End the existing costing as of the selected effective date</td>
<td>Last day of the pay period for which the selected costing is to be effective</td>
</tr>
<tr>
<td><strong>Delete Record</strong></td>
<td>Remove the existing costing completely</td>
<td>First day of the pay period that the costing should be removed</td>
</tr>
</tbody>
</table>

Enter costing as it should be applied during the entire pay period. No lines need to be entered with a zero percent (i.e., 0%).
Retros: Ending Assignments
Process Improvements
Policy Development
with procedural guides
Announcements
Breakouts