MEETING OVERVIEW
• Welcome
• Overview of the conversion and timelines
• February 15/16/17 timesheet submission/approval
• Using CORE reports to replace MA functionality
• Terminations
• Wage Adjustments
• Hiring Students
• Supervisor Updates
• Updating Student Records
• Unit Pay
• EmpCenter
• Questions

OVERVIEW
• MA Functionality will be moved to Banner
  • Replace three systems (OSCAR, MA) with one system (Banner)
  • Eliminates two home-grown systems

• Supervisor Actions currently available in MA
  • Terminate Multiple Assignment records
  • Change Rate of Pay
  • Add Additional Assignments

• Benefits of one system (Banner)
  • Less data entry means less chance for error
  • CORE reporting available to see employee records
  • Supervisor names are visible in Banner
CURRENT PROCESS

- Job / Assignment entry and terminations are entered into OSCAR and MA

NEW PROCESS

- Job / Assignment entry and terminations are entered directly into Banner

NEW PROCESSES

- Student Supervisors are now responsible for generating CORE reports to communicate changes in student records to the AABC HR team
- Supervisor Spreadsheets will allow you to:
  - Terminate student jobs
  - Change rate of pay for student jobs
  - Update supervisor names
- AABC will enter all job records directly into Banner
TIMELINES

- Feb 1 - New SERF forms will be online
- Feb 1 – Stop using Multiple Assignments
  - Contact AABC for changes
- Feb 6-10 (approx.) – Email to students & supervisors
- Feb 15 – Last day using old position numbers
  - Physical time clocks won’t allow for clocking in
  - Use web time clock instead
  - May need to click “View Past Assignments”

- Feb 16 – First day using new position numbers
  - Titles may be slightly longer, less abbreviated
- Feb 16 - Students submit February timecard
  - The timecard they are submitting is terminated
  - Click “View Past Assignments” to select Feb 14 timesheet

- Feb 16 - CORE Reports will be usable (live)

CORE WORKSHEETS

CORE = Cooperative Open Reporting Environment

- Replacement for BI Query canned reports and the existing data warehouse.
- Web based system
  - No software to load
  - Can use anywhere / any device
- OSU employees can access reports based on employee profile (HR Level 1)
  - Exception: Students don’t have access to HR CORE reports
CORE IN ACTION

- Recommended browsers: Chrome, Firefox
- Go to: core.oregonstate.edu
- Login using ONID login and password

NAVIGATING TO THE REPORT

Click on “uReports”

FIND DESIRED REPORT

Click on
1. My Reports
2. Admin/General
3. Find your report
   A. Student Termination (HRS0066)
   B. Wage Adjustment (HRS0068)
   C. Supervisor Update (HRS0011)
4. You can also use the search box
   5. By searching for “Termination” or “Adjustment” or “Supervisor”
EXPORTING REPORT TO EXCEL

- When the report has displayed on your screen
  - Click Export to Excel
  - Save it in a secure location
  - Fill in cells, as appropriate
  - Save it again
  - Email it to AABC.StudentEmployment@oregonstate.edu

TERMINATIONS

- Supervisor runs CORE report monthly (HRS0066)
  - Used for one or many students
  - To keep records clean
  - Reminders will be emailed by AABC
- For-Cause Terminations
  - No change in process
  - Employee initiated termination
  - Quit
  - Want paycheck asap, etc
  - Send to AABC.StudentEmployment@oregonstate.edu

TERMINATION WORKSHEET

- Fill in this column to terminate a student
- Then email the worksheet to AABC.StudentEmployment@oregonstate.edu
WAGE ADJUSTMENTS

- Supervisor runs CORE report (HRS0068)
  - Used for one or many students
- Due to AABC by 10th of month
  - Effective – 1st of next month
  - This process does not support retroactive adjustments
- July 1, 2017 – Minimum wage increases
  - Banner will automatically increase those below the new min.

Send to AABC.StudentEmployment@oregonstate.edu

WAGE ADJUSTMENT WORKSHEET

- Fill in above section to adjust a student’s rate of pay
- Then email the worksheet to AABC.StudentEmployment@oregonstate.edu

HIRING STUDENTS

- Retrieve new forms from AABC website
  - Due to constant change, always go to website
  - This form is used to begin the student hiring process.
  - Students may not work until the supervisor receives an email notification that they are cleared to work.
  - This form will become a part of the student’s employment record.

- Email this form to AABC.studentemployment@oregonstate.edu
- February 1: Use New SERF forms
HIRING STUDENTS …

- Student Employment Request Form Review (SERF)
  - Complete these sections: Student Employee Information, Job Information and Approvals
  - Page 2 of this form must be completed.
  - Each assignment will now have its own position number.
    - a. If the student is going to be working in more than one assignment you can select each position.
    - b. If you are adding a new assignment to a current student worker you will need to complete a new SERF.

- Work Study
  - Bulk Hire Spreadsheet still being developed.

SUPERVISOR UPDATES

- Supervisor or Department can run CORE HRS0011
- Effective Date: 1st of next month
- Send to AABC.StudentEmployment@oregonstate.edu

SUPERVISOR UPDATE WORKSHEET
UPDATING STUDENT RECORDS …

• Job Title Change
  - Somewhat rare
  - Job duties changed?
  - New form coming

• Requesting a new Position
  - Web form on AABC website

• Index Changes (Labor Distributions)
  - Update default value on position record
  - Update one individual job record
  - Additional info see AABC payroll website

UNIT PAY

• Submission Deadlines:
  - Unit pay Worksheet
  - Submit via Email by 5:00pm
  - Submit Signed hard copy by 5:00pm
  - January through December 2017
    - 16th of the Month
    - 17th of the Month

Each Month please email aabc_payroll@oregonstate.edu by the due dates. Please note that this request does not eliminate the need for the signed hard copy to be submitted to AABC Payroll (SEC, Suite 350). It is imperative that ALL the information on the worksheet is accurate!

EMPCENTER

• Delegations in EmpCenter vs. Supervisor updates
• Amending past timesheets
  - Paper timesheets
  - Adjust sick leave with EmpCenter
• Sick Leave
  - Managed through EmpCenter not Banner
• Zero hour timesheets
• Supervisor can approve without student submissions
• Red errors (past student deadlines, Supervisor to fix)
• Deadlines
QUESTIONS

Thank you

Contact Information
AABC-HR: AABC.StudentEmployment@oregonstate.edu
AABC-Payroll: AABC.Payroll@oregonstate.edu