

## SUPERVISOR TRAINING FOR STUDENT EMPLOYMENT

January 2017



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## 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

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## 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

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### CURRENT PROCESS

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

The diagram shows a sequence of four server icons representing databases. Above the first icon is 'AABC Entry' with an arrow pointing down. Between the first and second icons is 'Overnight Process' with an arrow pointing right. Above the second icon is 'Banner'. Between the second and third icons is 'Overnight Process' with an arrow pointing right. Above the third icon is 'AABC & Supervisor Entry' with an arrow pointing down. Between the third and fourth icons is 'Overnight Process' with an arrow pointing right. Above the fourth icon is 'EmpCenter'.

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### NEW PROCESS

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

The diagram shows two server icons. Above the first icon is 'AABC Entry' with an arrow pointing down. Between the two icons is 'Overnight Process' with an arrow pointing right. Above the second icon is 'EmpCenter'.

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### 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

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### 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"

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### TIMELINES ...

- 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

View Past Assignments

Please enter a date as of which you wish to view the assignments.

As Of Date:

←

View

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

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### 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

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## CORE IN ACTION

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



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## NAVIGATING TO THE REPORT

Click on "uReports"



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## FIND DESIRED REPORT



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. Try searching for "Termination" or "Adjustment" or "Supervisor"

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## 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](mailto:AABC.StudentEmployment@oregonstate.edu)



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## 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](mailto:AABC.StudentEmployment@oregonstate.edu)

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## TERMINATION WORKSHEET

**CORE Test Student Employee Termination Worksheet** Rev'd: 10/20/16

Supervisor: Report User Name: supervisor here

ID	NAME	POSITION	JOB TITLE	EMPLOYMENT TYPE	CORE Student Info				Business Center Use Only	
					1st Last Name	First Name	Mid Initial	SSN (Last 4)	Original Date	Primary Dept
11	Student 1	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
12	Student 2	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
13	Student 3	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
14	Student 4	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
15	Student 5	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
16	Student 6	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
17	Student 7	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y
18	Student 8	Student	AABC Reporting Rep	Student	11/20/2016	201702	Y			Y

Fill in this column to terminate a student.  
Then email the worksheet to:  
[AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)

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## WAGE ADJUSTMENTS

- Supervisor runs CORE report (HRS0068)
  - Used for one or many students
- Due to AABC by 10<sup>th</sup> of month
  - Effective – 1<sup>st</sup> 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](mailto:AABC.StudentEmployment@oregonstate.edu)

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## WAGE ADJUSTMENT WORKSHEET

Fill in these columns to adjust a student's rate of pay. Then email the worksheet to: [AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)

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## 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 students employment record.
- Email this form to [AABC.studentemployment@oregonstate.edu](mailto:AABC.studentemployment@oregonstate.edu)
- February 1: Use New SERF forms

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## 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.

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## SUPERVISOR UPDATES

- Supervisor or Department can run CORE HRS0011
- Effective Date: 1<sup>st</sup> of next month
- Send to [AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)

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## SUPERVISOR UPDATE WORKSHEET

CORE Test Supervisor Update

Fill in these columns to update the supervisor. Then email the worksheet to: [AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)

ID	Name	EClass	Position	Job	Job Title	New Supervisor Name	New Supervisor ID	New Supervisor Position	Effective Date
11	80000001 Student 1	SA Student Employees	C31225	300	Lab Assistant				
12	80000002 Student 2	SA Student Employees	C31225	300	Lab Assistant				
13	80000003 Student 3	SA Student Employees	C31225	300	Lab Assistant				
14	80000004 Student 4	SA Student Employees	C31225	300	Lab Assistant				
15	80000005 Student 5	SA Student Employees	C31225	300	Lab Assistant				
16	80000006 Student 6	SA Student Employees	C31225	300	Lab Assistant				
17	80000007 Student 7	SA Student Employees	C31225	300	Lab Assistant				
18	80000008 Student 8	SA Student Employees	C31225	300	Lab Assistant				
19	80000009 Student 9	SA Student Employees	C31225	300	Lab Assistant				
20	80000010 Student 10	SA Student Employees	C31225	300	Lab Assistant				
21	80000011 Student 11	SA Student Employees	C31225	300	Lab Assistant				

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### 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

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### 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](mailto: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!

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### 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

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## QUESTIONS

Thank you

**Contact Information**

AABC-HR: [AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)

AABC-Payroll [AABC.Payroll@oregonstate.edu](mailto:AABC.Payroll@oregonstate.edu)

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