Online Summer Salary Entry

Instructions

http://finweb.rit.edu/customersupport/managerselfserve.html
1. Log into Oracle Manager Self Serve
   https://mybiz.rit.edu

2. From the Responsibilities List (Navigation Window) – select:

   RIT Employee / Adjunct Payment Entry
   ICD Award Entry with Cost Account – RIT
3. Search for the Person for the transaction. Enter the last name of the person in the Search field. Click on Go
Results are returned to the bottom of the screen. Click on the Select box next to the employee’s name. Click on “Add To My List” to avoid having to use the search function in the future. Once added to My List, these employees can be accessed from the My List link on the search screen.
4. Advanced Search can be used to refine a search.
5. To begin a transaction, from People list select Action next to person’s name – this may take a moment for the next screen to be returned.
6. Select **Compensation Type** – after selecting the Compensation Type click on the *Next* button (bottom of screen).

Usually around the beginning of May, the summer salary Compensation Types will display. Only one Compensation Type can be selected at a time. Each Compensation Type will have a corresponding amount and account number. An employee can have several different Compensation Types to accommodate various grants and time frames, however each one must be entered and approved separately.

- The Compensation Types options
  - **Full Quarter** – The contract amount is for the full quarter and divided into 6 equal payments beginning 6/15 and ending 8/31.
  - **Monthly** – The contract amount is divided into 2 equal payments paid on the 15th and the end of the month (June, July, August).

- As you process entries you may notice various notations in the Status column on the Compensation Type page.
  - **Pending approval** – An entry has been submitted but has not been approved.
  - **Processed** – An entry has been submitted and approved either for this year or for the same type in a prior year. You may select a type with this status if the entry was made in a prior year. Please refer to the MSS report *Summer Salary per a Certain Period* for this information.

- If you select a type with a Status of Processed and the next page is “Compensation Update Mode”, please **STOP** and contact your Human Resources Assistant for assistance. Changes to entries must be made through Human Resources.
7. On the **Compensation Details** screen, enter the total Contract Amount in the **Coverage Field** – then click on the **Next** button. The system will calculate the appropriate per pay period amount. The Justification box is for comments or notes; this is not a required field. This will appear on the approval notification.
8. Enter **Accounting Cost Code** and **Course Number or Additional Information**.

The default account number segments are displayed with the ability to change them. The system will validate the account number combination when moving to the next screen (Review and Submit). **Note:** The ICD Course or Additional Information field must have an entry.

Click on *Update* to enter Cost Account Information.
Click on *Add* to enter the Course Number or Additional Information.
**ICD Cost Allocation.** All information has been defaulted with the exception of the department number. Entity, Expense and Project numbers may be over-written as needed. Click on *Apply* – this will take you back to enter the Course Number.
**ICD Course or Additional Information.** Click on *Add* to enter Course Number. Each payment entry must correspond to a *single* Course Number. The Course Number is validated against the Master List from the Registrar. This list is updated on a daily basis.

You may also select the Course Number from the list of values by clicking on the Magnifying Glass icon. This will return the entire list, you can limit the list by entering a portion of the number and % (ex 4003% will return all Course Numbers beginning with 4003).

From time to time, there may be circumstances where a course number is not applicable such as when a payment is made for Research only. For those situations there will be a “Not Applicable” value that can be selected. Use of this option will be monitored and departments may be required to provide detailed explanations.

Click on *Apply*. This will take you back to the Cost Account and Course Number screen.

Once you are back on the combined Account Number and Course Information screen, click on *Next* to continue. At this point the system will validate the Account Number Combination and will also validate the calculation of the total Summer Salary contracts that have been submitted online and via paper to ensure that the employee does not exceed the percentage allowed on his/her base salary.
9. **ICD with Cost Account – Review.** Review the entry for correctness and submit for approval. Print this page if necessary. The Approver(s) will be listed at the bottom of the page. The Supervisor of the person doing the entry is listed as the first approver. The appropriate SPA rep will be listed as the final approver if the entry has a Grant or Contract project number in the account number.
10. Additional people can be added as approvers prior to any approver in the hierarchy. **Note:** If the PI is not listed as an approver, they **must** be added at this time. Select the + next to Add Adhoc Approver.
To add people to either list, enter Last Name in the Approver field and click on the Flashlight icon. Select the person from the results listing.

**Approver Type** – HR People  
**Category** – Approver is added to the approval chain designated at some point before the final approver, *For Your Notification* provides information only and the person has no approval authority.  
**Insertion Point** – The add hoc approver will be added to the list *before* the name selected
11. **Confirmation**  
E-mail notifications will be sent to the person submitting upon entry and upon approval for each transaction.
Manager Self Serve Report

There is a Manager Self Serve Report for Summer Salary entries. The name of the report is Summer Salary per a Certain Period. The report is accessed through the Manager Self Serve access by each college. This access may be at the department level or at the Dean or VP level.