

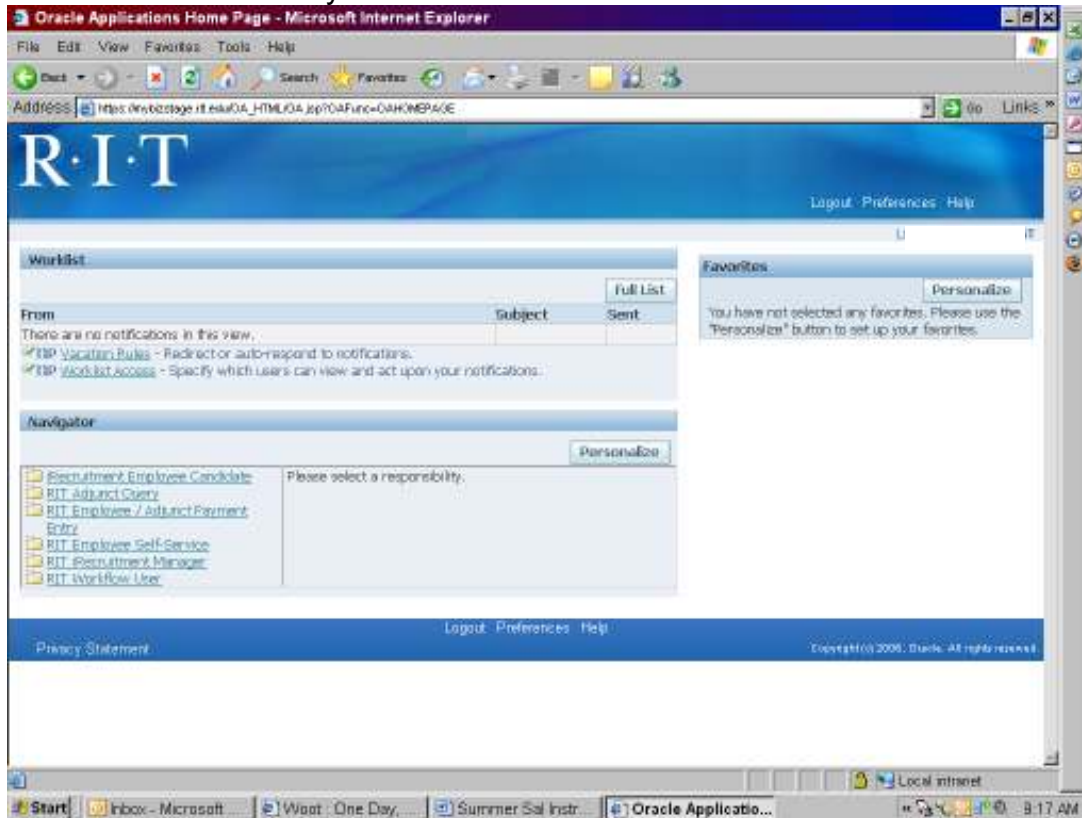
# **Online Summer Salary Entry**

## **Instructions**

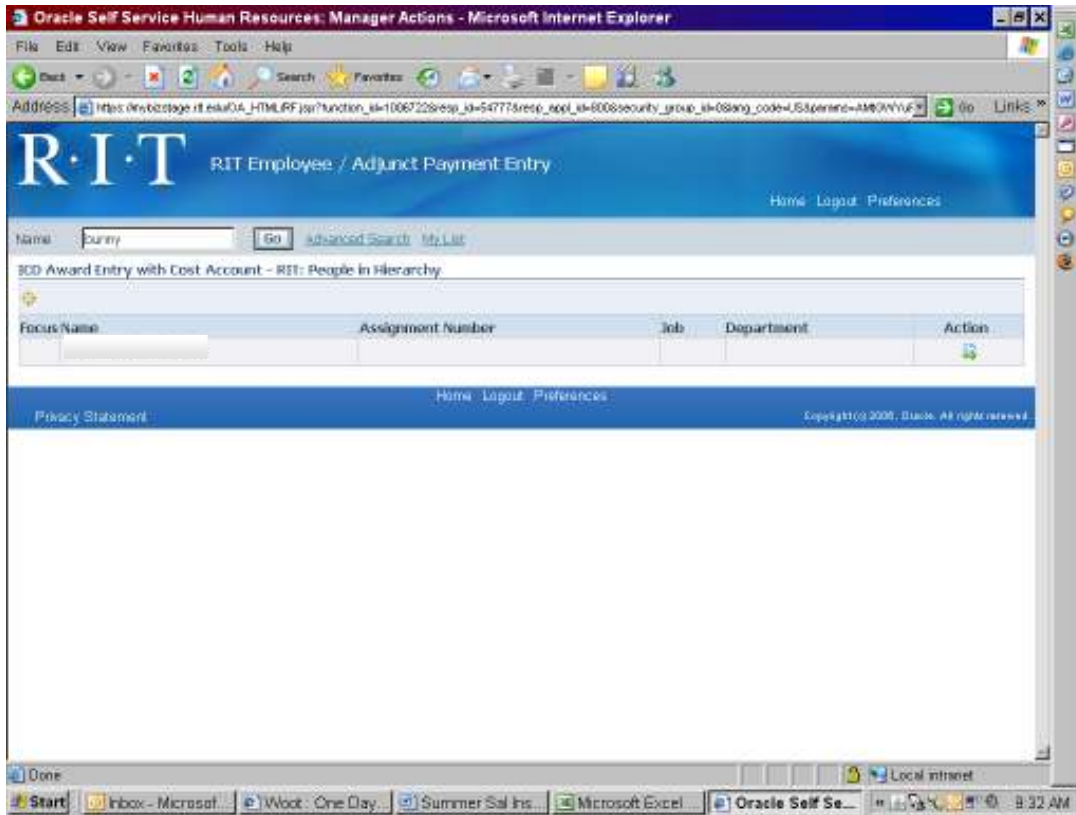
<http://finweb.rit.edu/customersupport/managerselfserve.html>

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

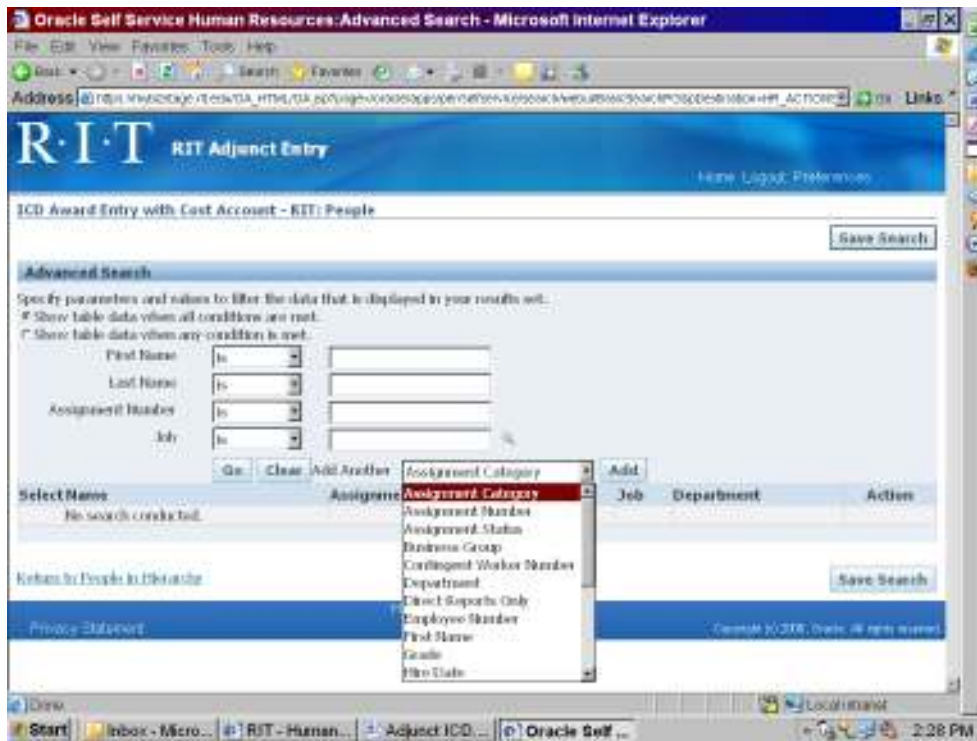


3. Search for the Person for the transaction. Enter the last name of the person in the Search field. Click on Go

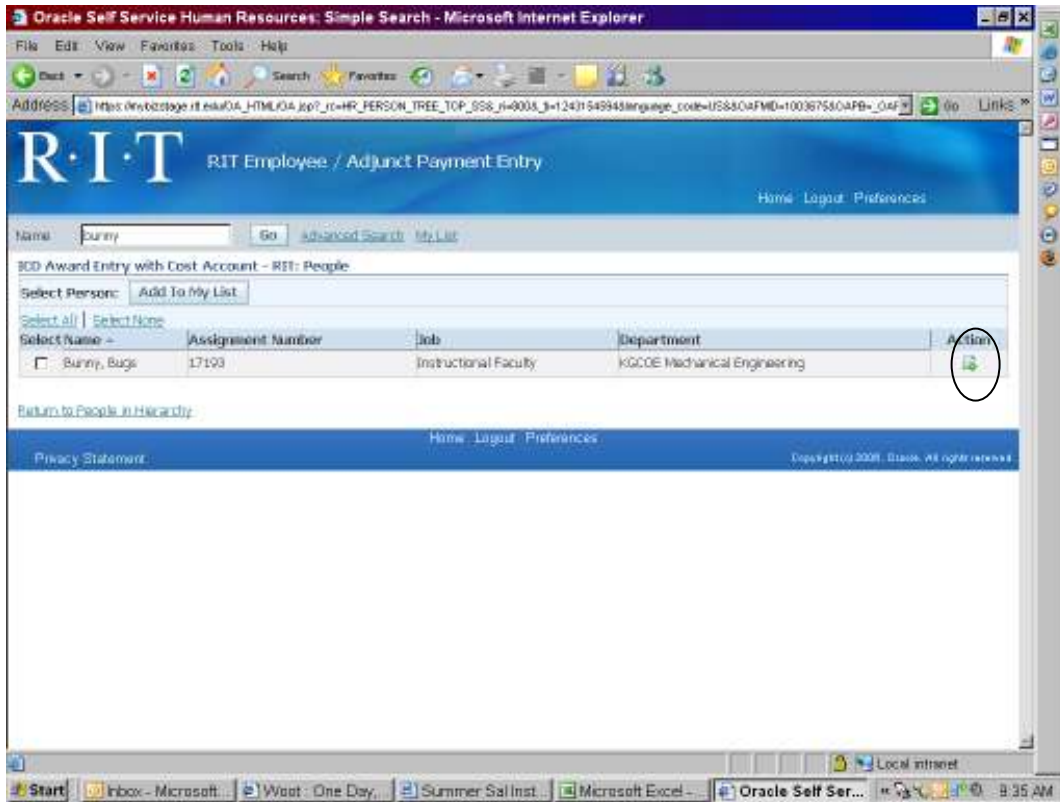




4. Advanced Search can be used to refine a search.



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 15<sup>th</sup> 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.

ICD Award Entry with Cost Account - RIT: Compensation Type - Microsoft Internet Explorer

File Edit View Favorites Tools Help

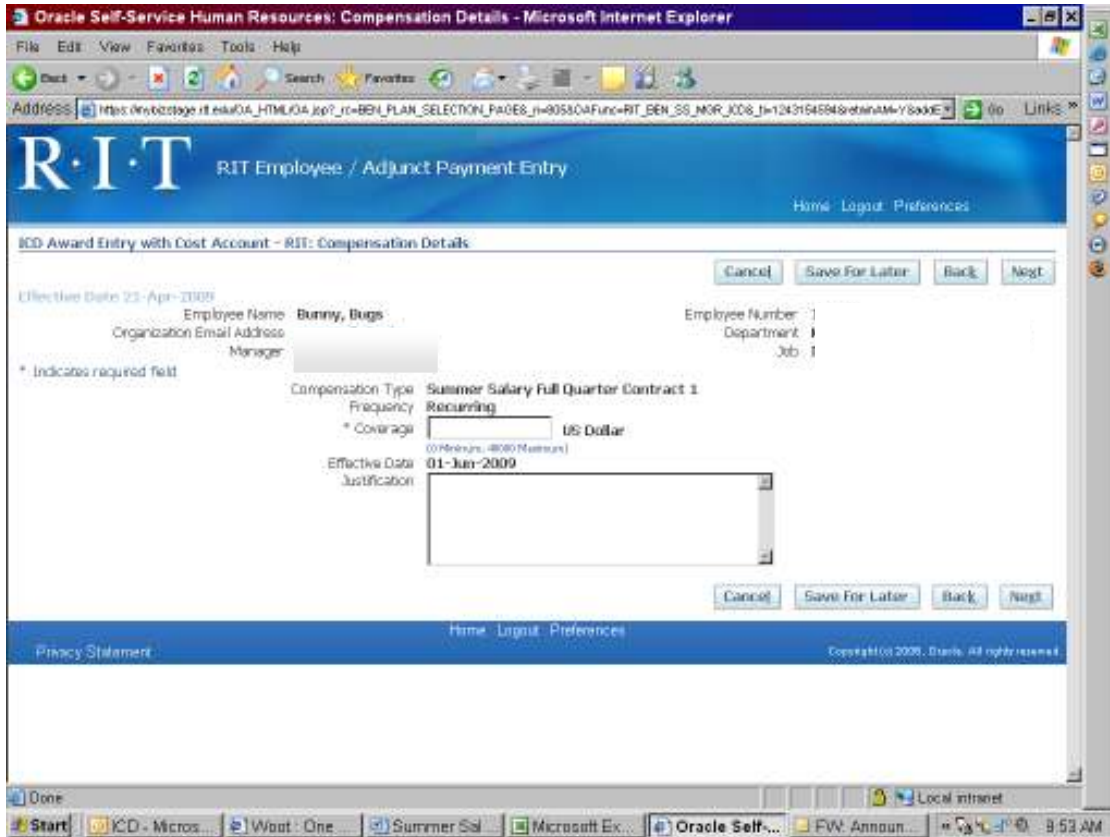
Address [https://web202.rgo.rti.edu/OA\\_HTML/OA.jsp?page=oracle/epos/epos/ret/services/search/webui/ExecSearchF033pDestination=HR\\_ACTIONS\\_SSP&clearFrom=8...](https://web202.rgo.rti.edu/OA_HTML/OA.jsp?page=oracle/epos/epos/ret/services/search/webui/ExecSearchF033pDestination=HR_ACTIONS_SSP&clearFrom=8...)

Select Compensation Type	Frequency	Status
<input type="checkbox"/> Adjunct Spring Course 1	Recurring	
<input type="checkbox"/> Adjunct Spring Course 2	Recurring	
<input type="checkbox"/> Adjunct Spring Course 3	Recurring	
<input type="checkbox"/> Adjunct Spring Course 4	Recurring	
<input type="checkbox"/> Overload Spring Course 1	Recurring	
<input type="checkbox"/> Overload Spring Course 2	Recurring	
<input type="checkbox"/> Special Assignment Spring Quarter Faculty	Recurring	
<input type="checkbox"/> Special Assignment One Payment Faculty	Once	
<input type="checkbox"/> Summer Salary Full Quarter Contract 1	Recurring	
<input type="checkbox"/> Summer Salary Full Quarter Contract 2	Recurring	
<input type="checkbox"/> Summer Salary Full Quarter Contract 3	Recurring	
<input type="checkbox"/> Summer Salary Full Quarter Contract 4	Recurring	
<input type="checkbox"/> Summer Salary June Contract 1	Recurring	
<input type="checkbox"/> Summer Salary June Contract 2	Recurring	
<input type="checkbox"/> Summer Salary June Contract 3	Recurring	
<input type="checkbox"/> Summer Salary June Contract 4	Recurring	
<input type="checkbox"/> Summer Salary July Contract 1	Recurring	
<input type="checkbox"/> Summer Salary July Contract 2	Recurring	
<input type="checkbox"/> Summer Salary July Contract 3	Recurring	
<input type="checkbox"/> Summer Salary July Contract 4	Recurring	
<input type="checkbox"/> Summer Salary August Contract 1	Recurring	
<input type="checkbox"/> Summer Salary August Contract 2	Recurring	
<input type="checkbox"/> Summer Salary August Contract 3	Recurring	
<input type="checkbox"/> Summer Salary August Contract 4	Recurring	

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Start | Inbox - Microsoft... | West - One Day... | Summer Sal Inst... | Microsoft Excel... | ICD Award Entr... | 9:44 AM

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

Oracle Self-Service Human Resources: Extra Information Type - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://nvs02stage.it.edu/OA\_HTML/OA.jsp?\_ic=HR\_PROCESS\_MY\_SUSPENDS\_TOP\_SS&n=0003\_b=4444296243&language\_code=US&OAFMD=1003675&O...

RIT Employee / Adjunct Payment Entry

Home Logout Preferences

RIT Self Service Individual Distribution-Internal use: Extra Information

Employee Name: Bunny, Bugs Employee Number: [ ]

Organization Email Address: [ ]

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

**ICD Cost Allocation**

Select Object: Update

Select Status	Entity	Department	Object	Expense	Project	Program
<input checked="" type="checkbox"/>	01	RIT	70550	30	0000	0000
			FACULTY SUMMER - SALARIES	INSTRUCTION	NONE	NONE

**ICD Course or Additional Information**

Add

Select Status	Course Number or Additional Information	Extra Information
No results found.		

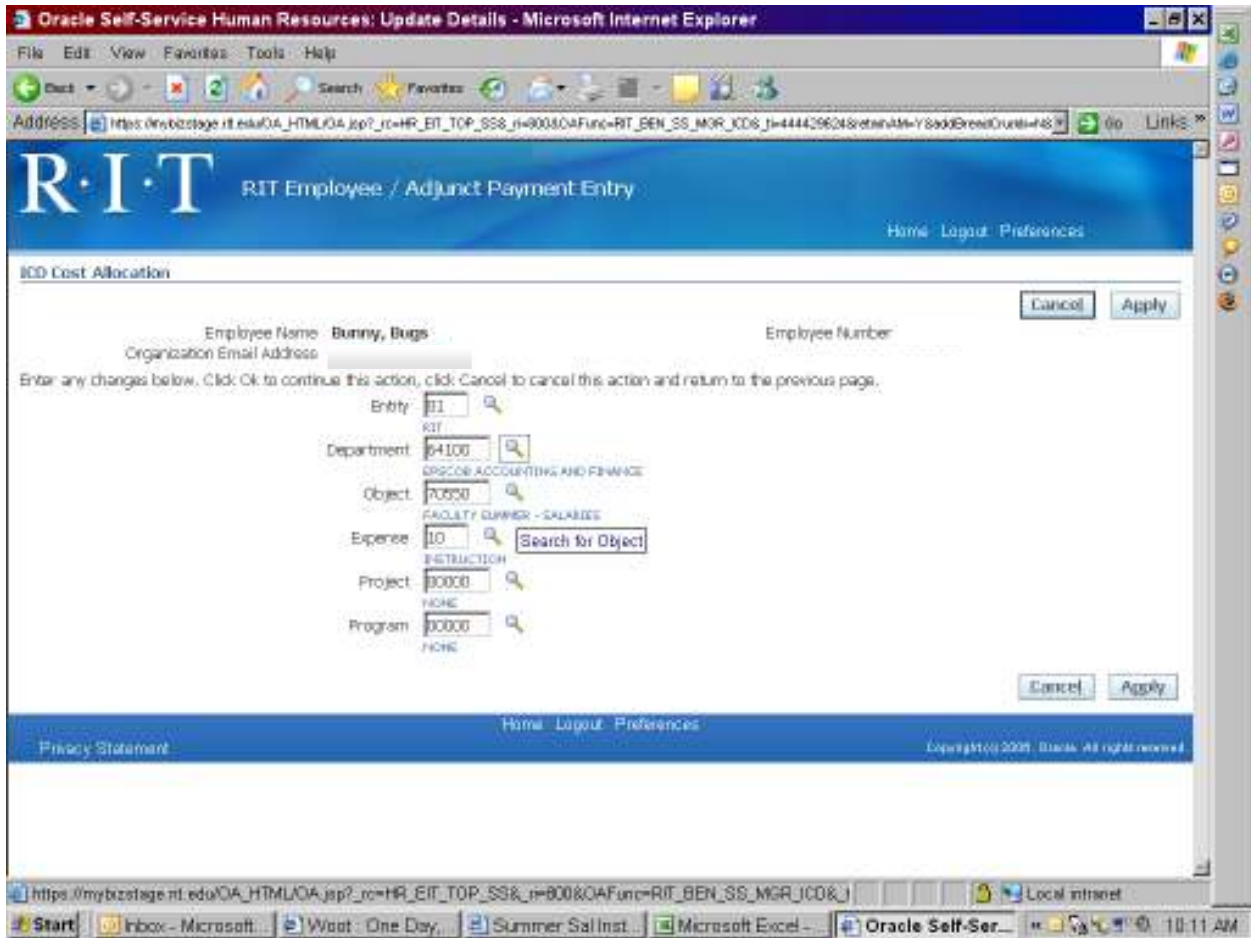
Home Logout Preferences

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**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.

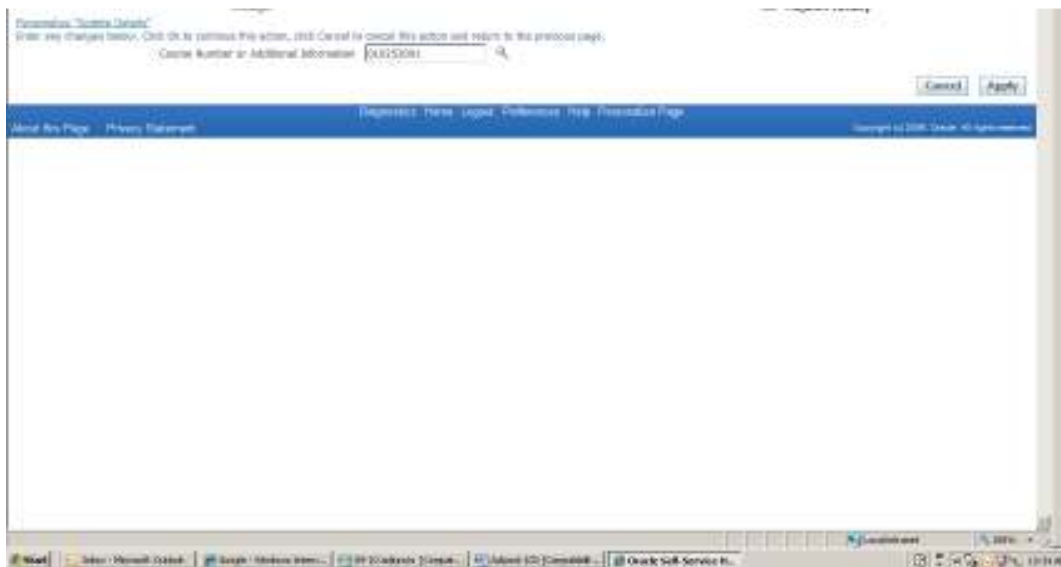


**ICD Course or Additional Information.** Click on *Add* to enter Course Number. Each payment entry must correspond to a *single* Course Number. The Course Number is validated against the Master List from the Registrar. This list is updated on a daily basis.

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.

The screenshot shows a Microsoft Internet Explorer window titled "RIT Self Service Individual Distribution-Internal Use: Review". The address bar contains a URL starting with "https://www.rit.edu/...". The main content area displays the following information:

No exchange rate has been defined for the selected currency.

**Proposed**

Compensation Type: Summer Salary Full Quarter Contract 1  
 Frequency: Recurring - Quarterly  
 Coverage: 5,000.00 US Dollar  
 Effective Date: 01-Jun-2009

**Extra Information Type:**

**ICD Cost Allocation**

Current	Proposed
Entity: 01	01
Department	64100 @
Object: 70500	70500
Expense: 10	10
Project: 00000	00000
Program: 00000	00000

**ICD Course or Additional Information**

**Proposed**

Course number or Additional Information: Lecture on Chasing Rabbits

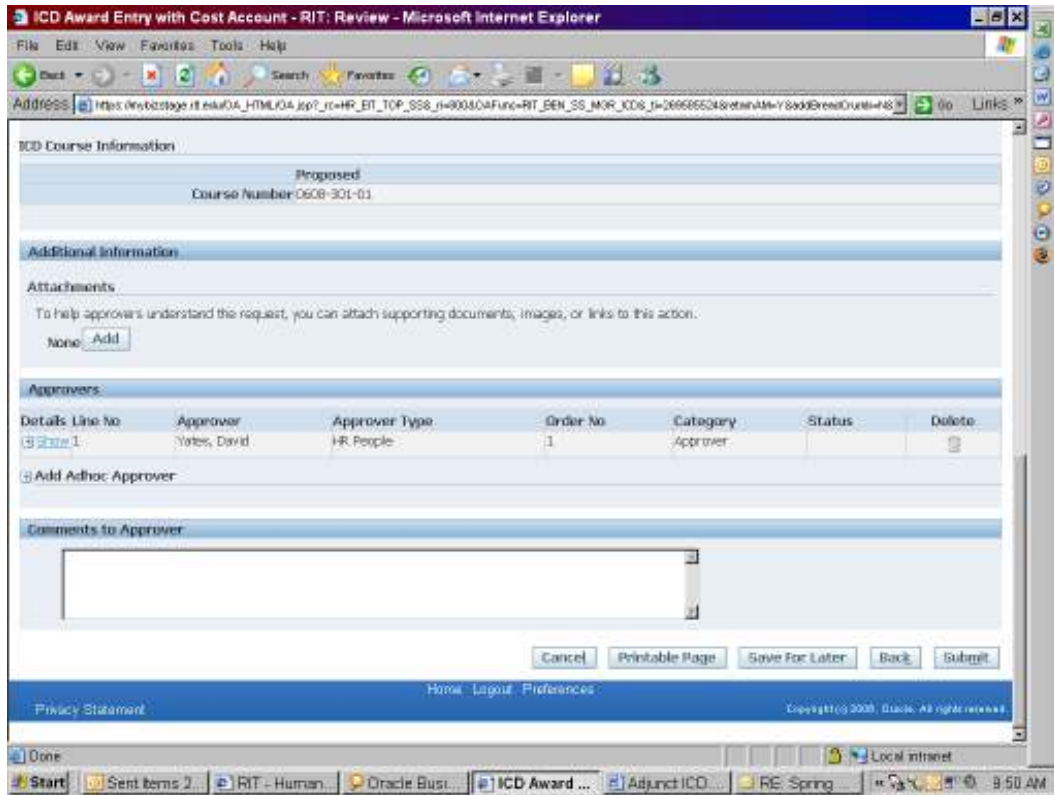
**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

The taskbar at the bottom shows the Start button, an open Outlook inbox, a browser window for "http://www.rit.edu...", a Microsoft Excel window for "Summer Sal Inst...", and the active RIT Self Service window. The system clock shows 10:21 AM.

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.

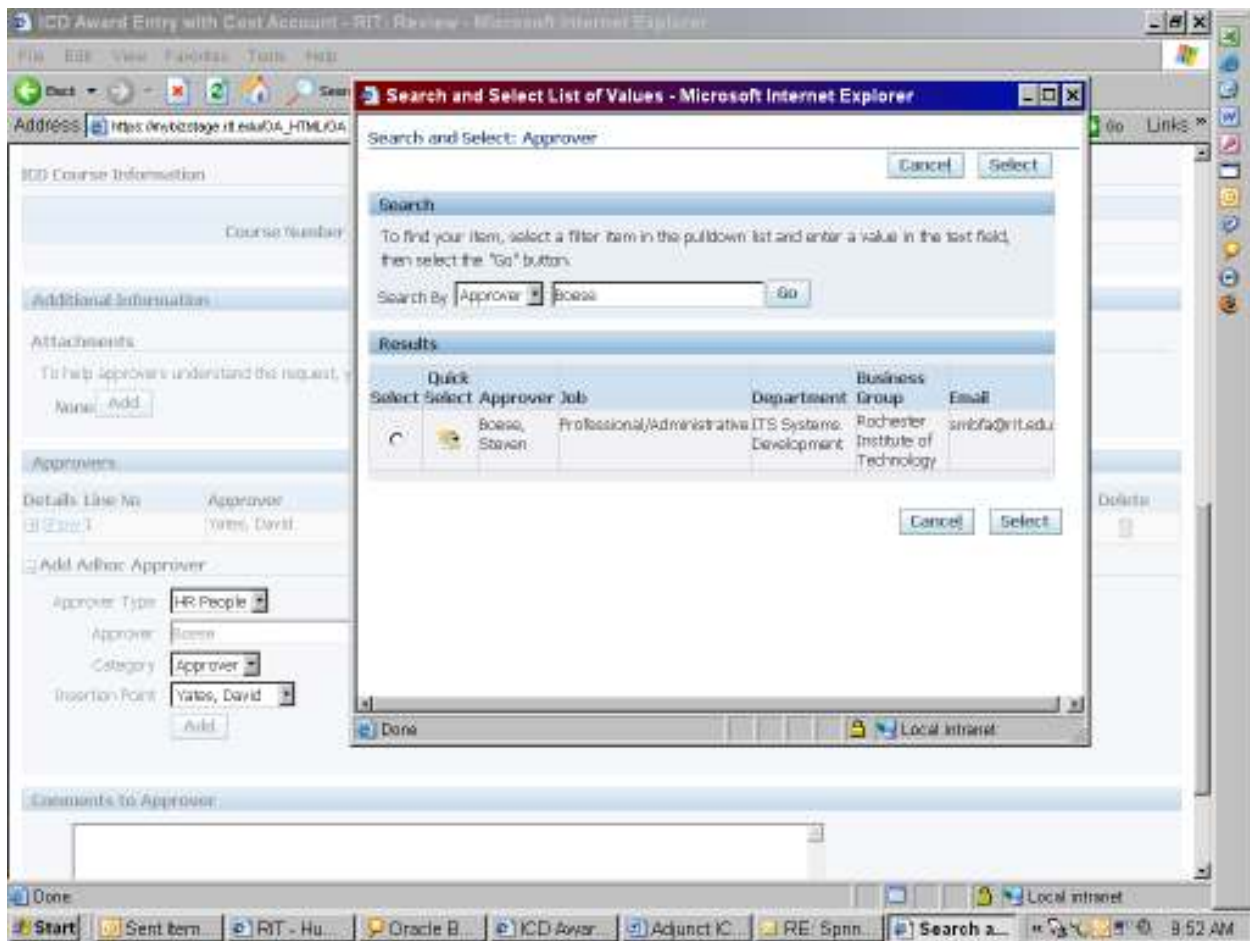


To add people to either list, enter Last Name in the Approver field and click on the Flashlight icon. Select the person from the results listing.

**Approver Type** – HR People

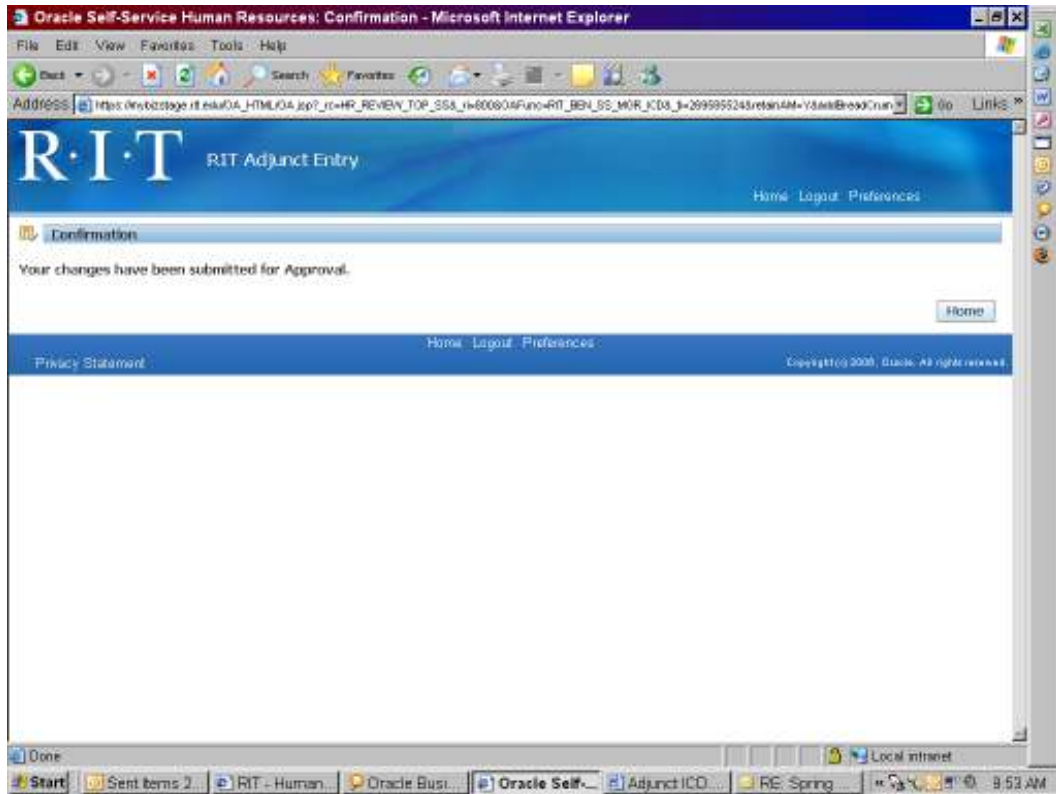
**Category** – *Approver* is added to the approval chain designated at some point before the final approver, *For Your Notification* provides information only and the person has no approval authority.

**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.