

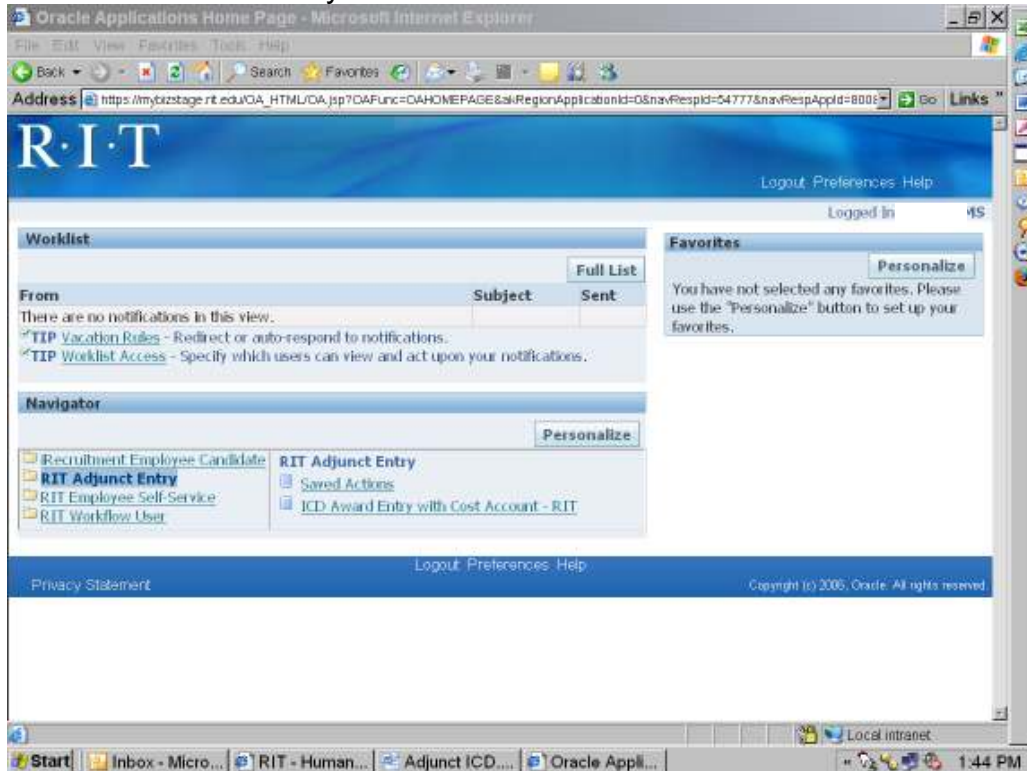
Online Adjunct Entry Instructions

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

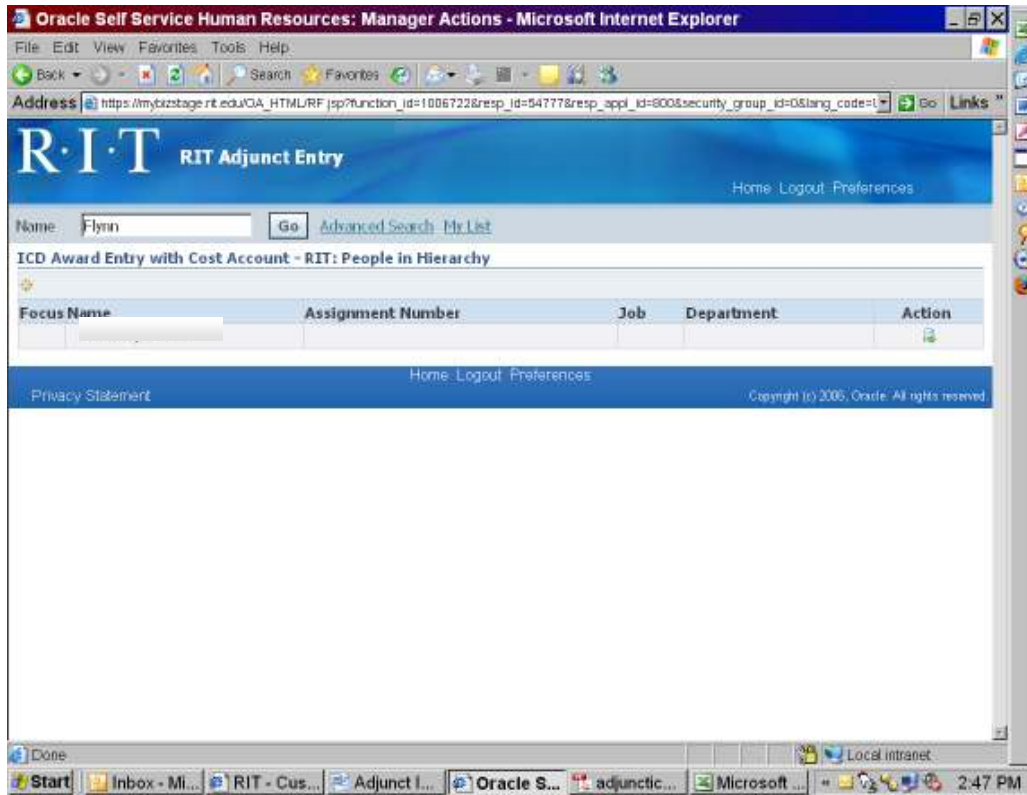
1. Log into Oracle Manager Self Serve
<https://mybiz.rit.edu>

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

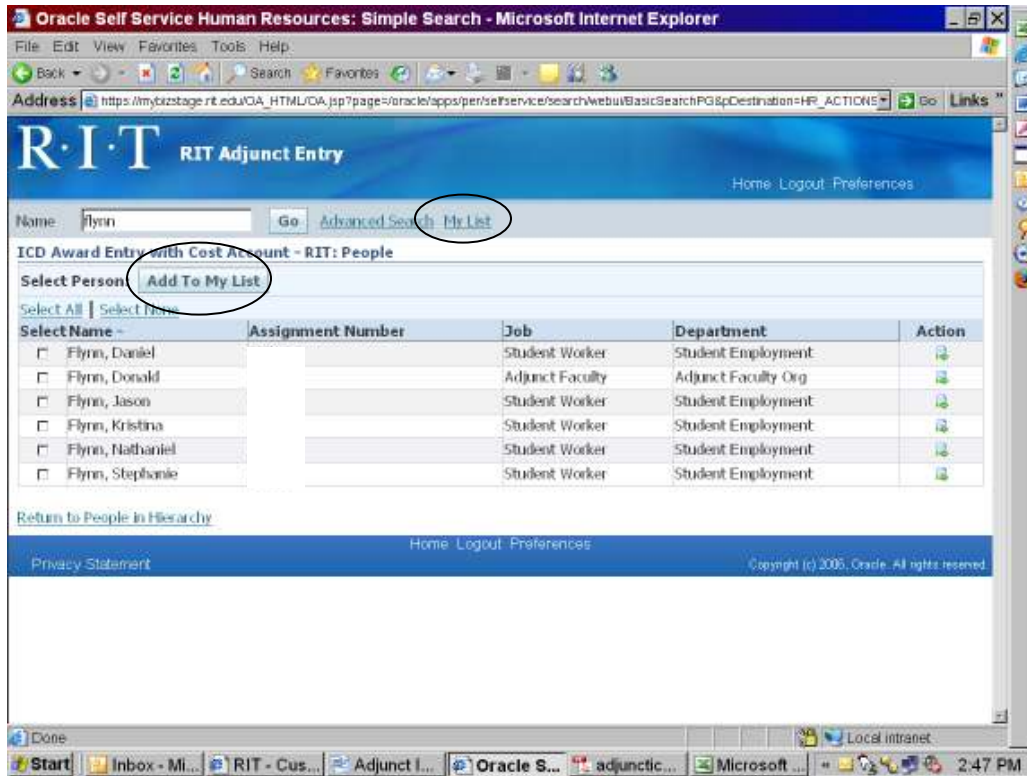
Adjunct Entry
ICD Award Entry with Cost Account – RIT



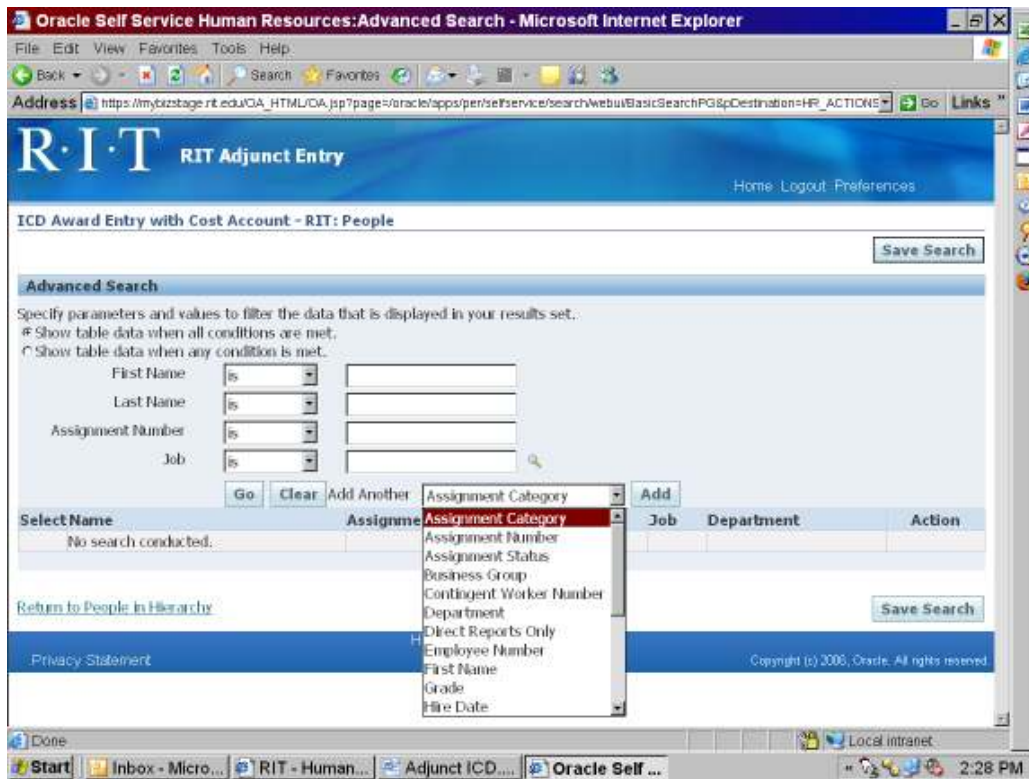
3. Search for the Person for the transaction. Enter the last name of the person in the Search field.



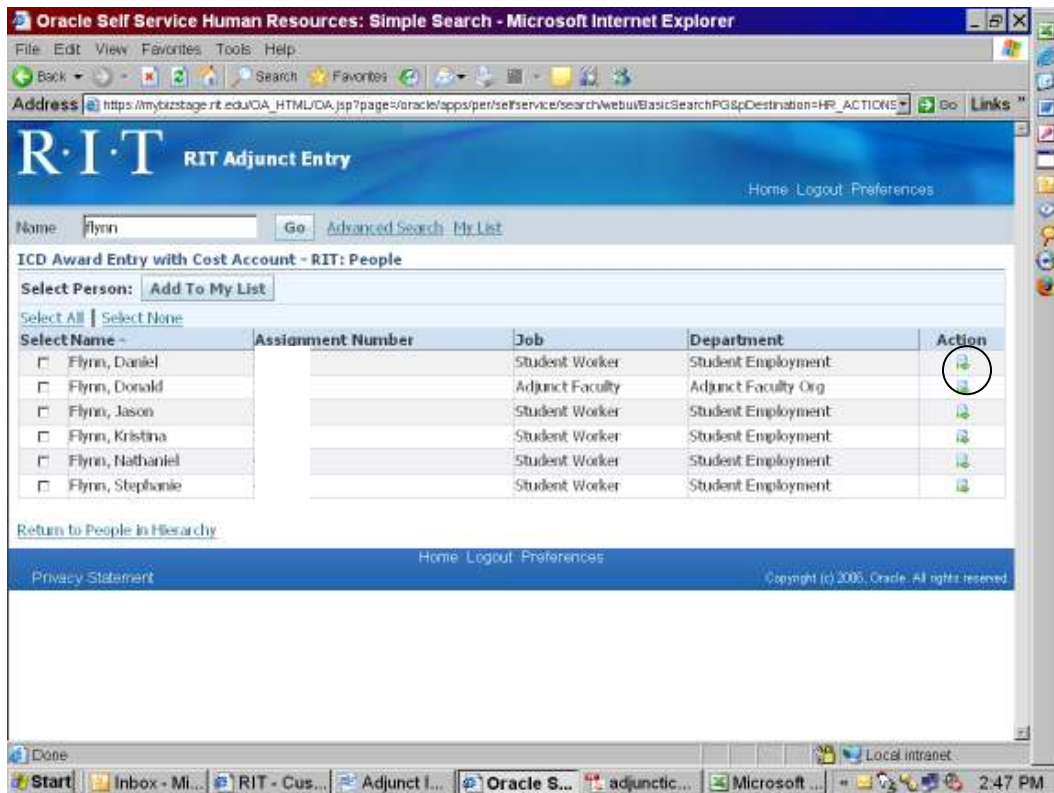
Results are returned to the bottom of the screen. Click on the Select box next to the employee's name. Click on "Add To My List" to avoid having to use the search function in the future. Once added to My List, these employees can be accessed from the My List link on the search screen.



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



5. 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 – then *Next* button (bottom of screen).

Each quarter the corresponding Adjunct Compensation Type will display. This will be available to enter approximately one month before the start of the quarter.

- 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 quarter **or** for the same quarter in a prior year. You may select a type with this status if the entry was made in a prior year.
- 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 current quarter adjunct 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://mybizstage.rit.edu/OA_HTML/OA.jsp?page=/oracle/apps/per/se/#service/search/webui/BasicSearchPG&Destination=HR_ACTIONONE

RIT Adjunct Entry

Home Logout Preferences

ICD Award Entry with Cost Account - RIT: Compensation Type

Effective Date 02-Feb-2009

Employee Name
Organization Email Address
Manager

Employee Number
Department
Job

Select Compensation Type	Frequency	Status
<input type="radio"/> Adjunct Winter Course 1	Recurring	Processed
<input type="radio"/> Adjunct Winter Course 2	Recurring	Processed
<input type="radio"/> Adjunct Winter Course 3	Recurring	Processed
<input type="radio"/> Adjunct Winter Course 4	Recurring	Processed

TIP Distributions that are Pending Approval may not be changed.

Cancel Save For Later Back Next

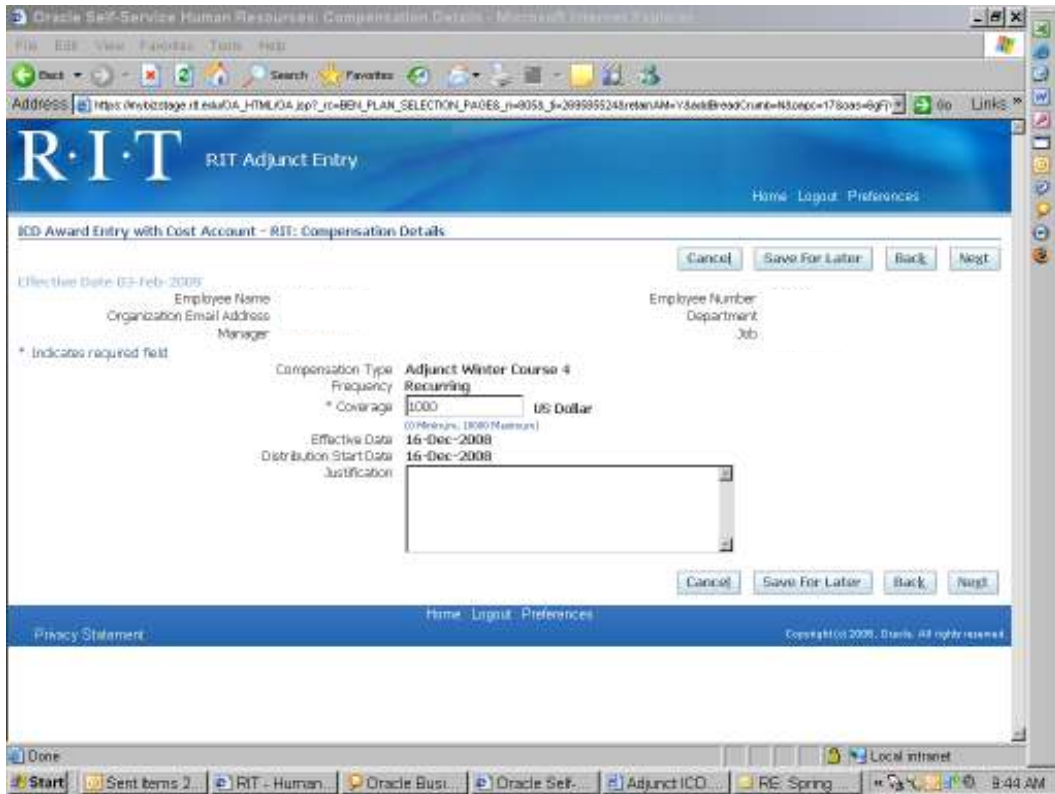
Home Logout Preferences

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Done Local intranet

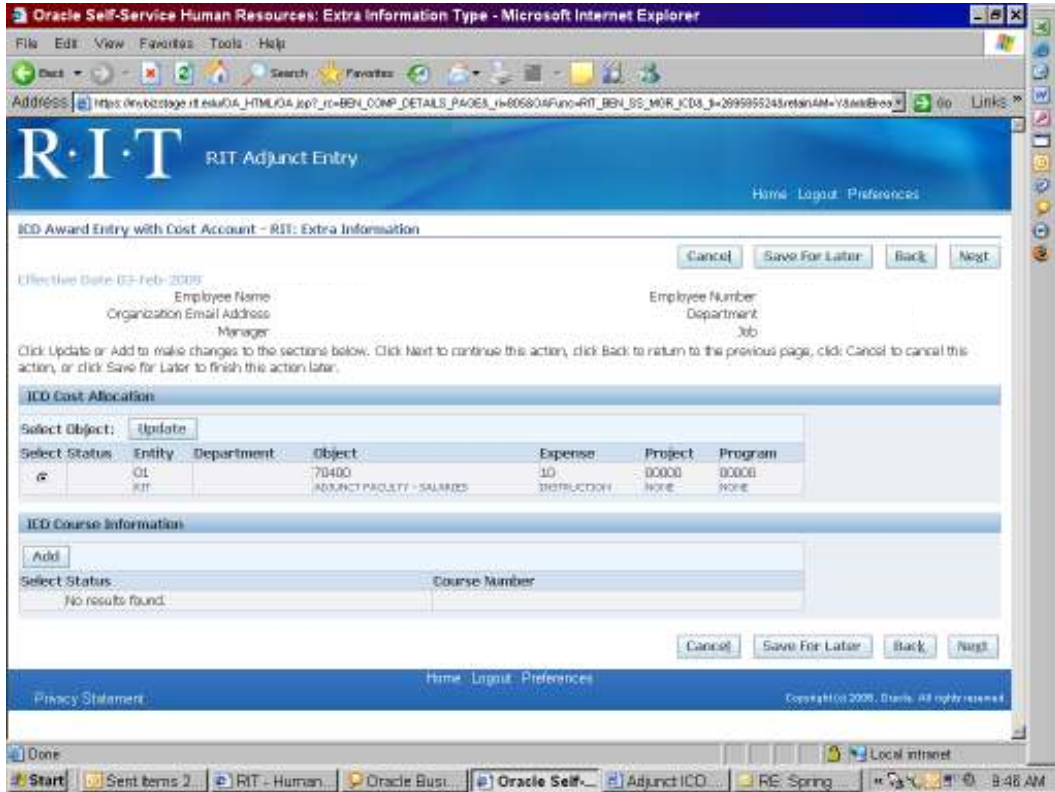
Start Inbox - Mi... RIT - Cus... Adjunct I... ICD Awa... adjunctic... Microsoft ... 3:36 PM

7. On the Compensation Details screen Enter Contract Amount in Coverage Field - then *Next* button. 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.
 The default numbers are displayed with the ability to change them. The system will validate the account number combination.

Click on *Update* to enter Cost Account Information.



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.

The screenshot shows a web-based form for entering employee information. The form fields are as follows:

Entity	01
Department	70400 CAST-CIVIL ENGINEERING TECHNOLOGY
Object	70400 ADJUNCT FACULTY - SALARIES
Expense	10 INSTRUCTION
Project	00000
Program	NONE

Buttons: Cancel, Apply

Footer: Home Logout Preferences, Copyright (c) 2009, Oracle. All rights reserved.

Taskbar: Start, Sent Items 2..., RIT - Human..., Oracle Busi..., Oracle Self..., Adjunct ICD..., RE: Spring..., 9:47 AM

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 course preparation for a new course scheduled to begin in a subsequent quarter. 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.



Click on *Next* to continue.

9. Review entry for correctness and submit for approval. Print this page if necessary.

Organization Email Address: ajfca@rit.edu Department: Adjunct Faculty Org
 Manager: Adjunct Faculty Job: Adjunct Faculty

Review your changes and, if needed, attach supporting documents.
 Indicate Changed Items.

Compensation Distribution

*TIP To view this amount in a different currency, set a preferred currency in Preferences.
 No exchange rate has been defined for the selected currency.

Proposed

Compensation Type: Adjunct Winter Course 4
 Frequency: Recurring - Quarterly
 Coverage: 1,000.00 US Dollar
 Effective Date: 10-Dec-2008
 Distribution Start Date: 10-Dec-2008

Extra Information Type

ICD Cost Allocation

	Current	Proposed
Entity 01		01
Department		70400
Object 70400		70400
Expense 10		10
Project 00000		00000
Program 00000		00000

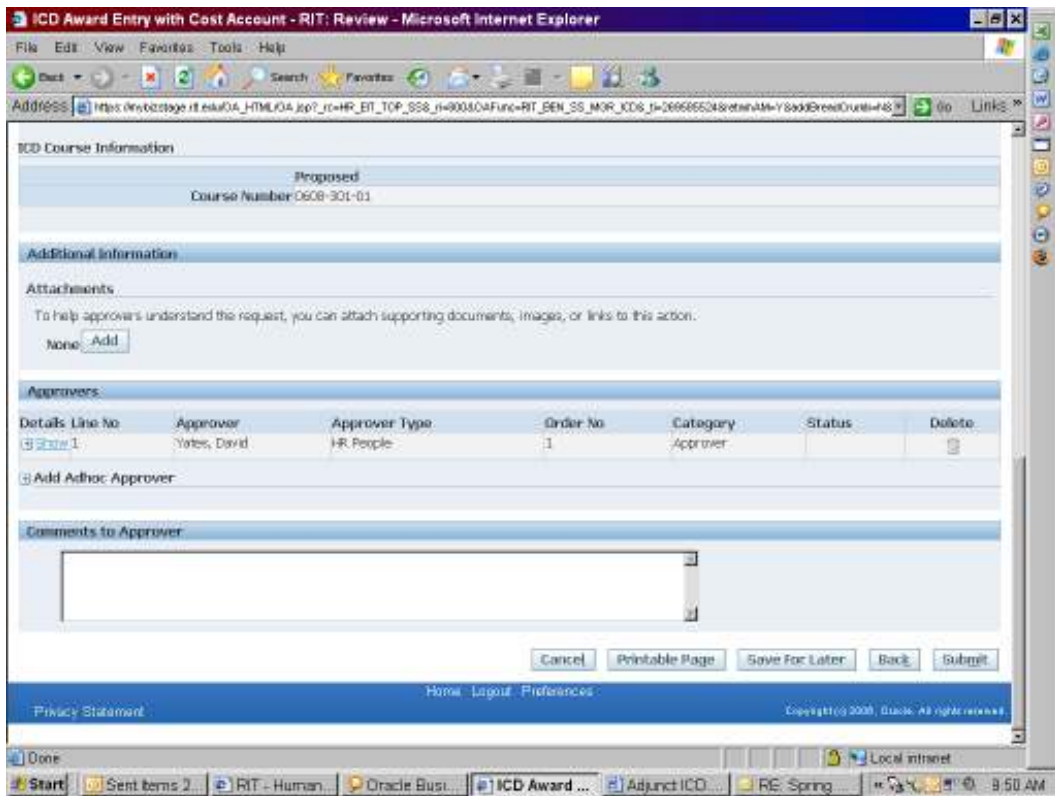
ICD Course Information

Proposed

Course Number: 0608-301-01

Taskbar: Start | Sent terms 2 | RIT - Human... | Oracle Bust... | ICD Award ... | Adjunct ICD... | RE - Spring | 9:50 AM

10. Additional people can be added as approvers prior to the approver in the hierarchy. Additional people can also be notified and not be part of the approval chain. Select the + next to Add Adhoc Approver.

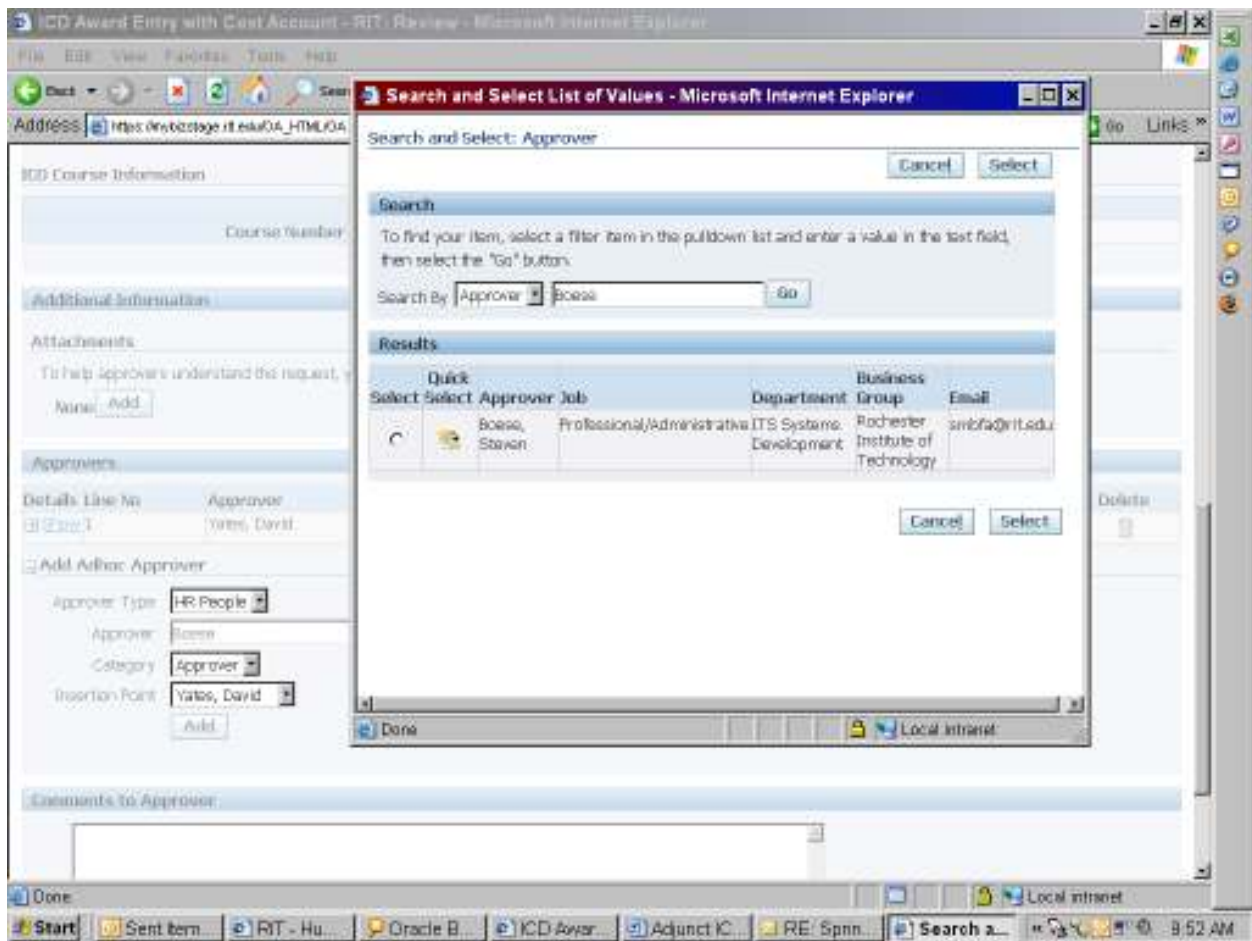


To add people to either list, enter Last Name in the Approver field and click on the Flashlight icon. Select the person from the results listing.

Approver Type – HR People

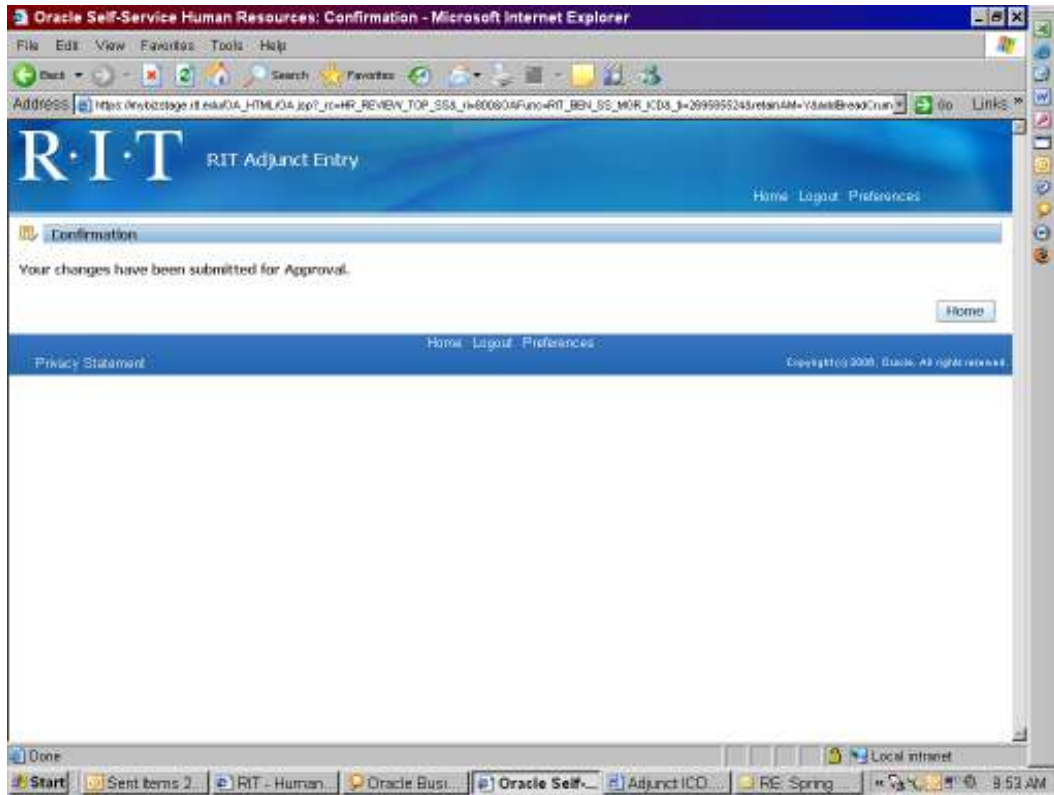
Category – *Approver* is added to the approval chain designated at some point before the final approver, *For Your Notification* provides information only and the person has no approval authority.

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.



Manager Self Serve Reports

Manager Self Serve reports for Adjunct information are available. There are two reports that provide data for all colleges and there are two reports that provide data that is college specific.

The reports with information for all colleges are accessed through the RIT Adjunct Query link:

- Current Adjuncts Report – This shows any adjunct currently getting paid
- Adjuncts Beginning with a Certain Date – This asks for a start date parameter and will display all Adjuncts set up to be paid \geq to the date specified (this date can be in the past or in the future).

The reports with information that is college specific can only be accessed through the individual RIT Manager Self Service link (eg RIT MSS COB Dean Manager Self Service). Both of these reports include the total amount to be paid and the per pay period amount:

- Current Quarter Adjuncts – This shows any adjunct currently getting paid
- Adjuncts Per a Certain Period – This asks for a start date parameter and will display all Adjuncts set up to be paid \geq to the date specified (this date can be in the past or in the future).