

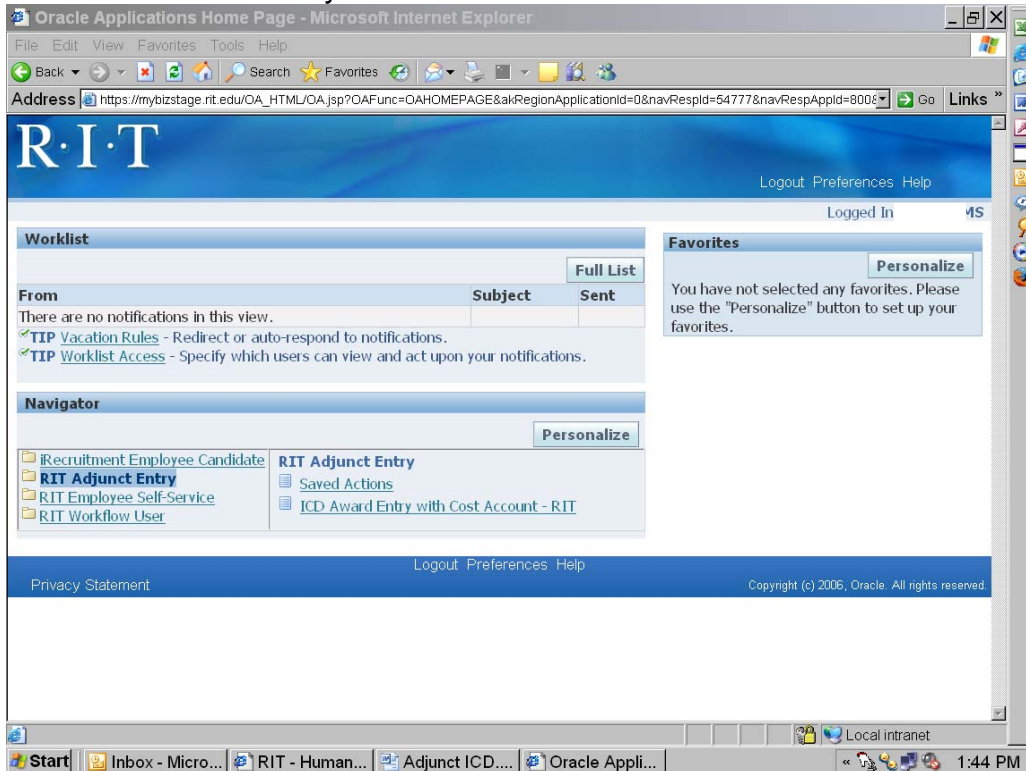
Online Adjunct Entry Instructions

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

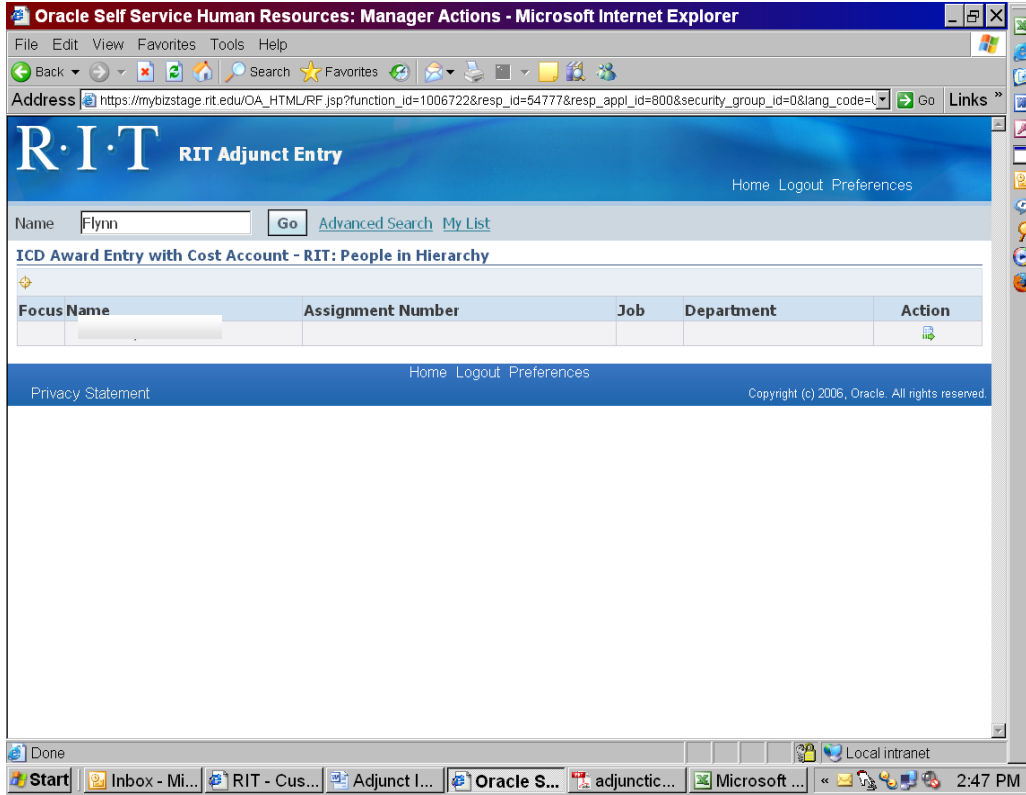
1. Log into Oracle Manager Self Serve
<https://mybiz.rit.edu>

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.

The screenshot shows the Oracle Self Service Human Resources: Simple Search interface. The browser title is "Oracle Self Service Human Resources: Simple Search - Microsoft Internet Explorer". The address bar shows the URL: https://mybizstage.rit.edu/OA_HTML/OA.jsp?page=/oracle/apps/per/selfservice/search/webui/BasicSearchPG&pDestination=HR_ACTIONS. The page header includes the RIT logo and "RIT Adjunct Entry". The search results are for "flynn" and are titled "ICD Award Entry with Cost Account - RIT: People". A "Select Person" dropdown menu is open, showing "Add To My List" as an option. Below this is a table of employee details.

Select Name	Assignment Number	Job	Department	Action
<input type="checkbox"/> Flynn, Daniel		Student Worker	Student Employment	
<input type="checkbox"/> Flynn, Donald		Adjunct Faculty	Adjunct Faculty Org	
<input type="checkbox"/> Flynn, Jason		Student Worker	Student Employment	
<input type="checkbox"/> Flynn, Kristina		Student Worker	Student Employment	
<input type="checkbox"/> Flynn, Nathaniel		Student Worker	Student Employment	
<input type="checkbox"/> Flynn, Stephanie		Student Worker	Student Employment	

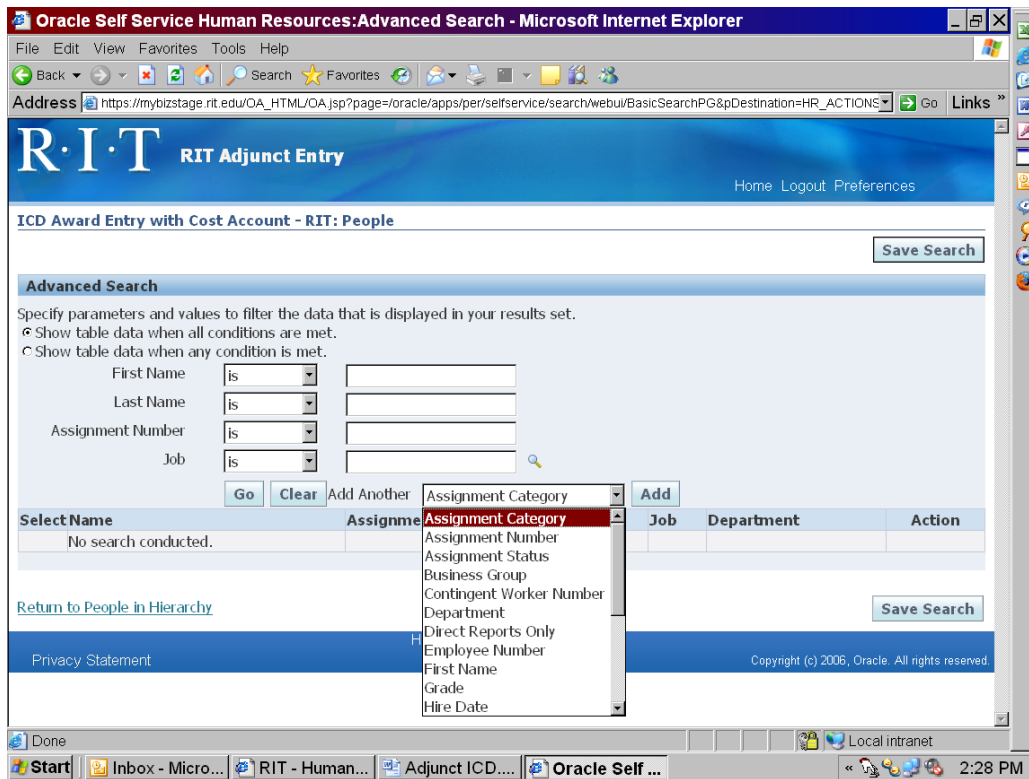
Return to People in Hierarchy

Home Logout Preferences

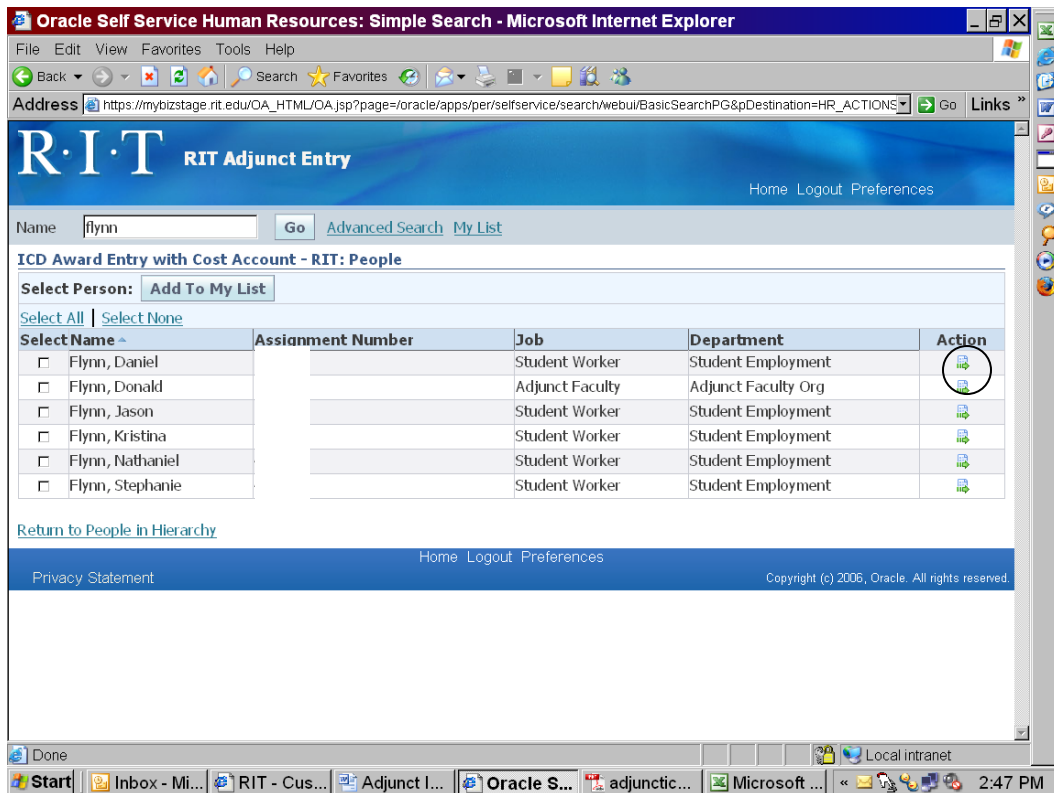
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4. Advanced Search can be used to refine a search.



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 Adjunct Compensation Type corresponding to that quarter will be enabled. There are 4 options for each quarter as well as a single payment option that is available at all times. The quarterly options will be available to enter approximately one month before the start of the quarter.

Use the quarterly course options to spread the payments across the entire quarter. Use the single payment option for a one-time payment in one pay period (for example, to pay a guest lecturer) or when a payment amount varies from pay period to pay period.

- Please note that only one single payment option can be awarded per person per pay period. Multiple payments within one pay period should be combined into one amount.

- 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.

Personalize "Compensation Type"

Personalize "Compensation Type Table"

Select Compensation Type	Frequency	Status
<input type="radio"/> Adjunct Single Payment	Once	
<input type="radio"/> Adjunct Spring Course 1	Recurring	
<input type="radio"/> Adjunct Spring Course 2	Recurring	
<input type="radio"/> Adjunct Spring Course 3	Recurring	
<input type="radio"/> Adjunct Spring Course 4	Recurring	

TIP Distributions that are Pending Approval may not be changed.
 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.

Cancel Save For Later Back Next

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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.

Oracle Self-Service Human Resources: Compensation Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=BEN_PLAN_SELECTION_PAGE&_i=805&_j=269565524&retainAM=Y&addBreadCrumb=N&oapc=17&oas=6gf Go Links

RIT

 RIT Adjunct Entry [Home](#) [Logout](#) [Preferences](#)

ICD Award Entry with Cost Account - RIT: Compensation Details

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)

Effective Date 03-Feb-2009

Employee Name
Organization Email Address
Manager

Employee Number
Department
Job

* Indicates required field

Compensation Type **Adjunct Winter Course 4**
Frequency **Recurring**
* Coverage **US Dollar**
(0 Minimum, 10000 Maximum)

Effective Date **16-Dec-2008**
Distribution Start Date **16-Dec-2008**
Justification

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)

[Home](#) [Logout](#) [Preferences](#)

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Done Local intranet

Start Sent Items 2... RIT - Human... Oracle Busi... Oracle Self-... Adjunct ICD... RE: Spring ... 9:44 AM

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.

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

File Edit View Favorites Tools Help

Address: https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=BEN_COMP_DETAILS_PAGE&_ri=805&OAFunc=RIT_BEN_SS_MGR_JCD&_Ii=269585524&retainAM=Y&addBrea

RIT Adjunct Entry

Home Logout Preferences

ICD Award Entry with Cost Account - RIT: Extra Information

Effective Date 03-Feb-2009

Employee Name: _____ Employee Number: _____
Organization Email Address: _____ Department: _____
Manager: _____ Job: _____

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:

Select Status	Entity	Department	Object	Expense	Project	Program
<input checked="" type="radio"/>	01 RIT		70400 ADJUNCT FACULTY - SALARIES	10 INSTRUCTION	00000 NONE	00000 NONE

ICD Course Information

Select Status	Course Number
No results found.	

Cancel Save For Later Back Next

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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.

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

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

Cancel Apply

Home Logout Preferences

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Done. Local intranet

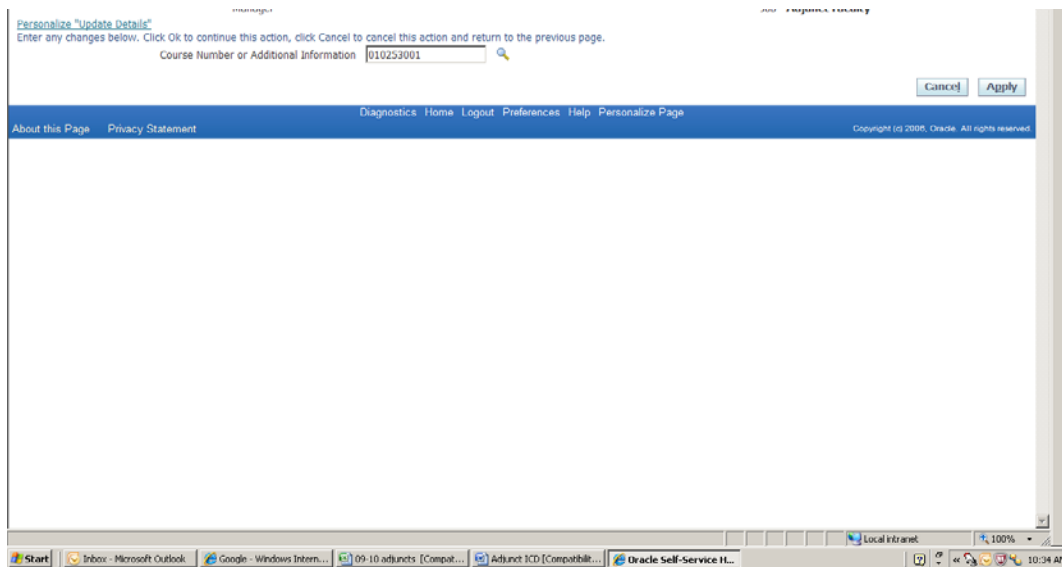
Start Sent Items 2... RIT - Human... Oracle Busi... Oracle Self... Adjunct ICD... RE: Spring ... 9:47 AM

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.

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

File Edit View Favorites Tools Help

Address https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=HR_EIT_TOP_SS&_ri=800&OAFunc=RIT_BEN_SS_MGR_ICD&_ti=269585524&retainAM=Y&addBreadCrumb=N& Go Links >>

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

Review your changes and, if needed, attach supporting documents.
 • Indicates 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	16-Dec-2008
Distribution Start Date	16-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

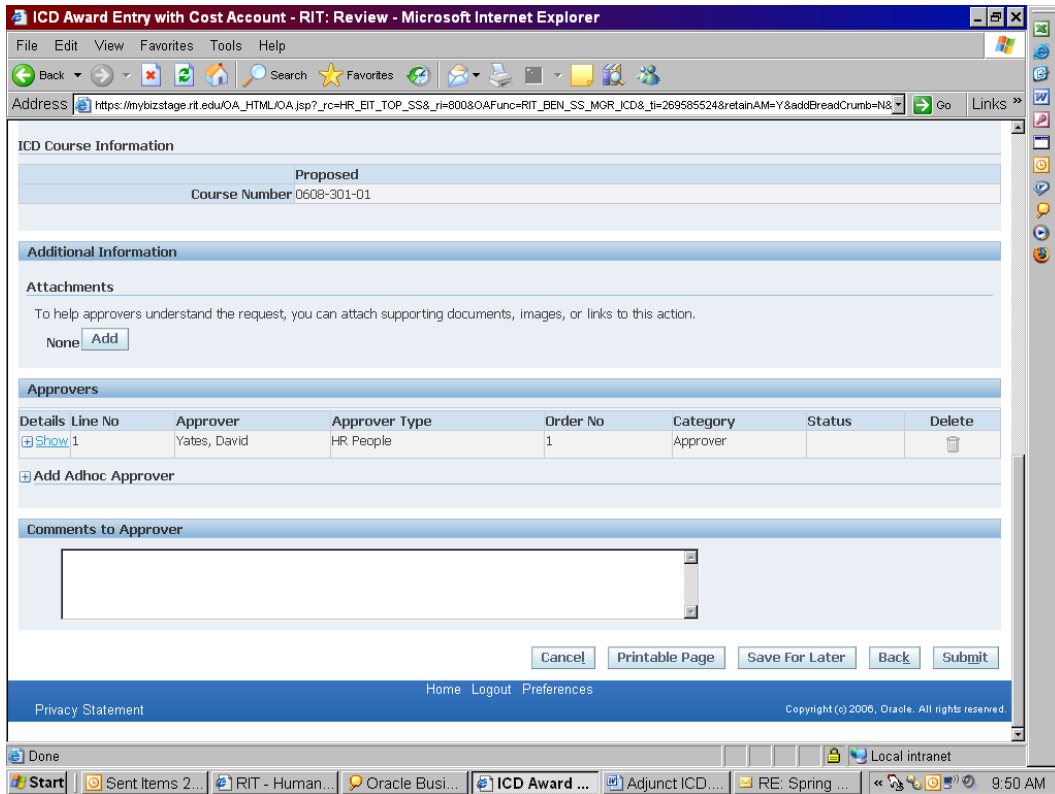
ICD Course Information

Proposed	
Course Number	0608-301-01

Done Local intranet

Start | Sent Items 2... | RIT - Human... | Oracle Busi... | 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.

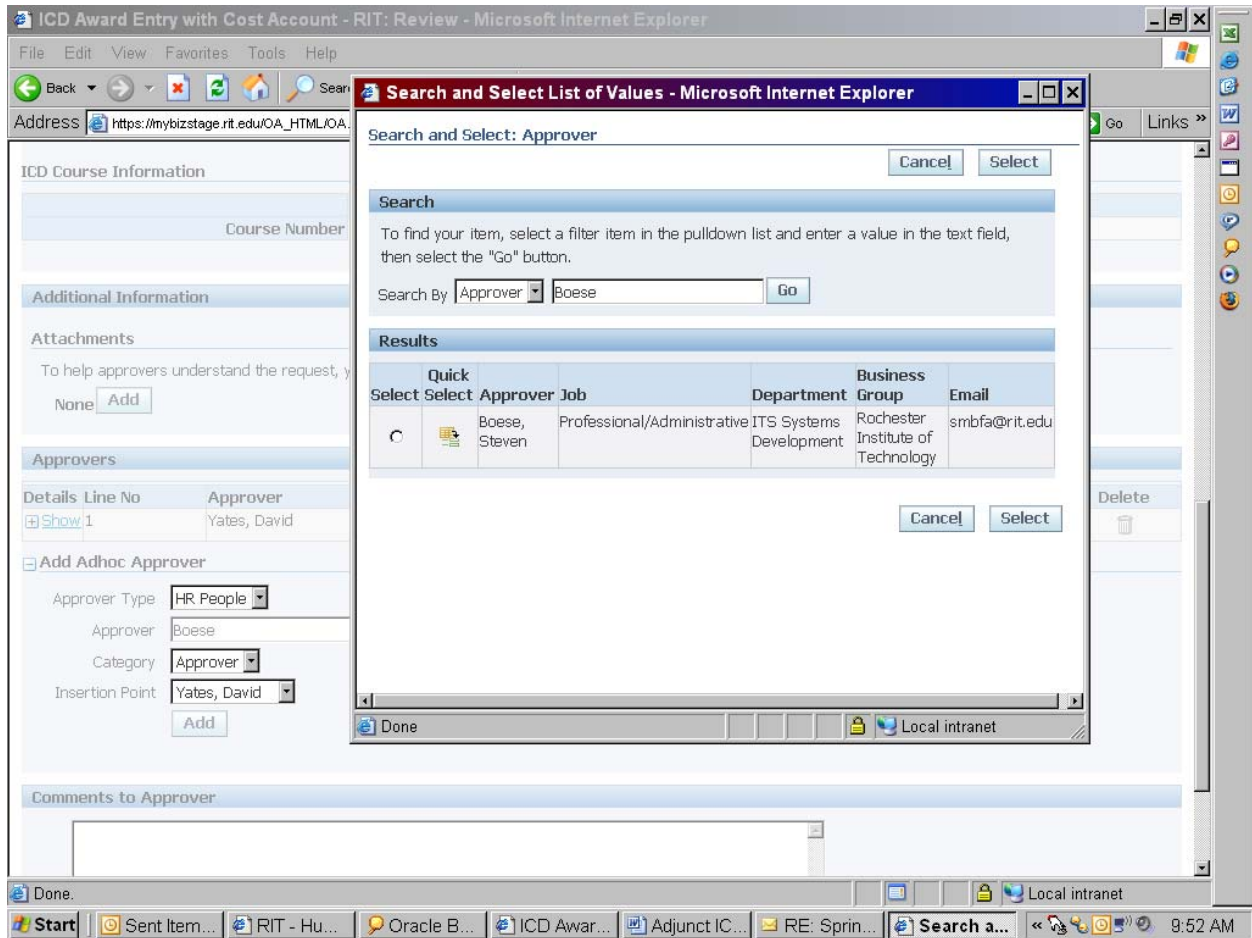


To add people to either list, enter Last Name in the Approver field and click on the Flashlight icon. Select the person from the results listing.

Approver Type – HR People

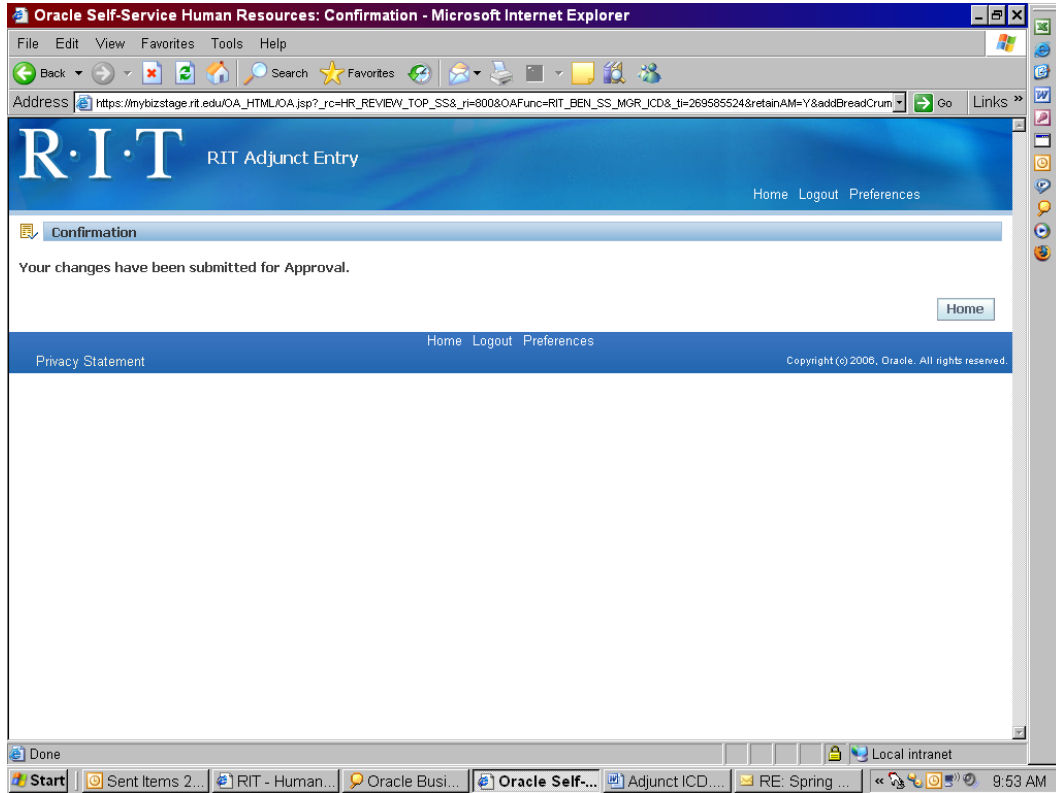
Category – Approver is added to the approval chain designated at some point before the final approver, *For Your Notification* provides information only and the person has no approval authority.

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).