

# **Online Special Assignment Payment Entry**

## **Instructions**

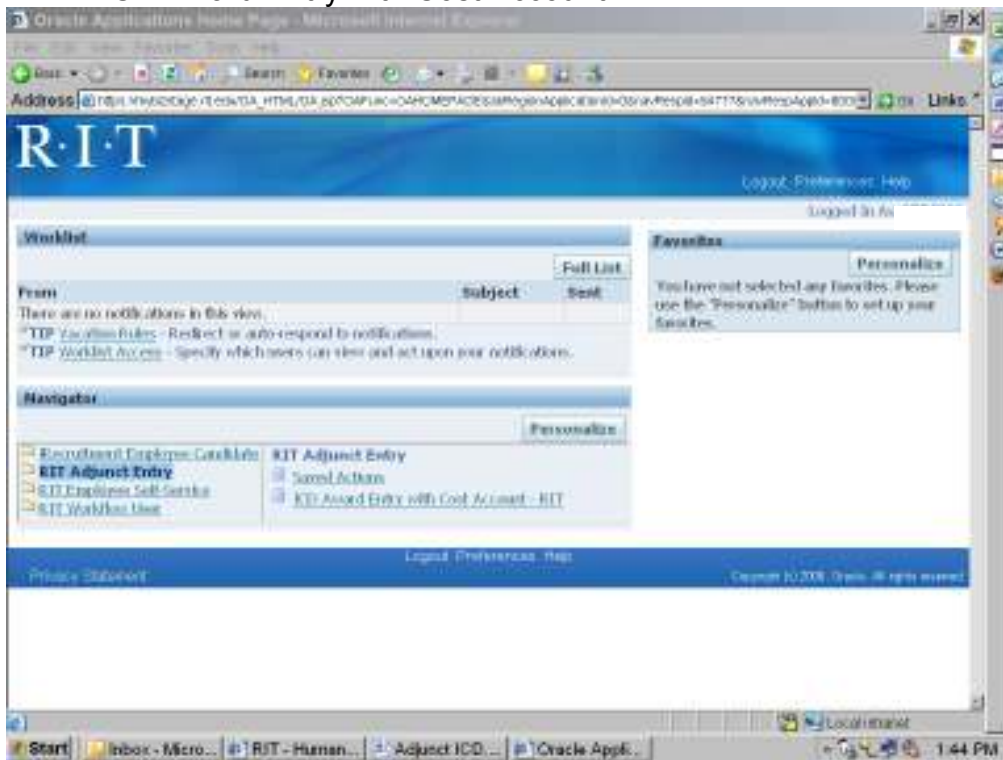
## Overview:

From time to time employees perform work that is considered over and above their normal workload. Payments for this “extra service” are generally termed as Special Assignment payments. Entries can now be made online on a per pay period or quarterly basis.

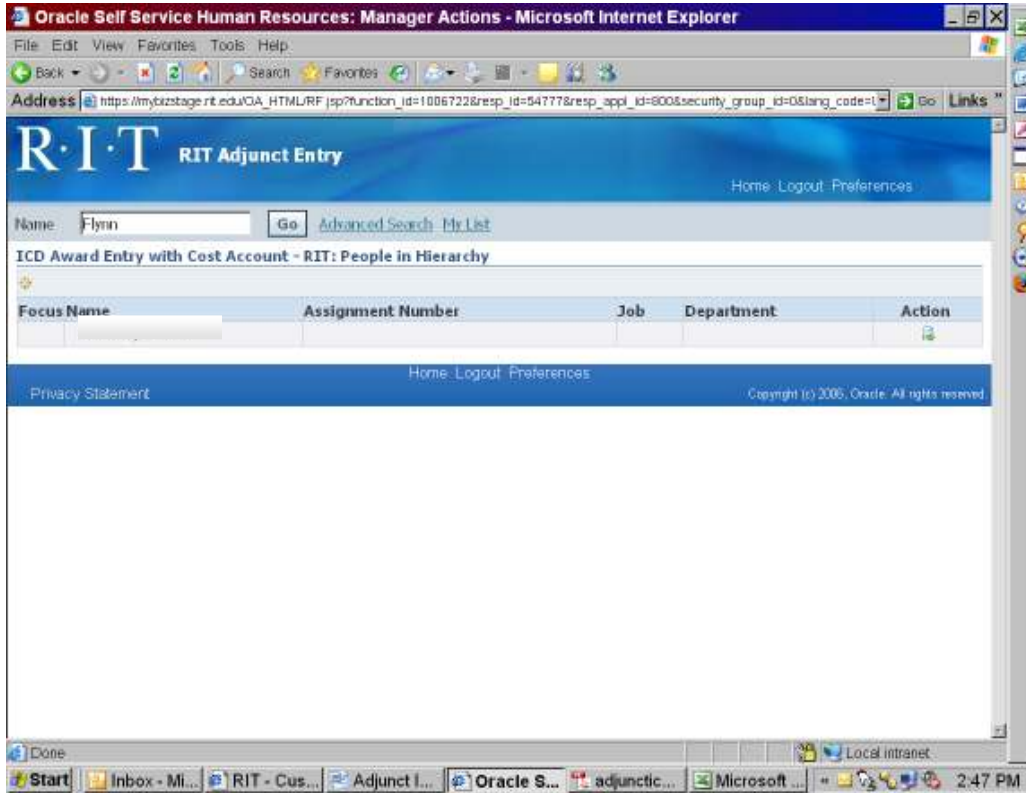
1. Log into Oracle Manager Self Serve  
<https://mybiz.rit.edu>

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

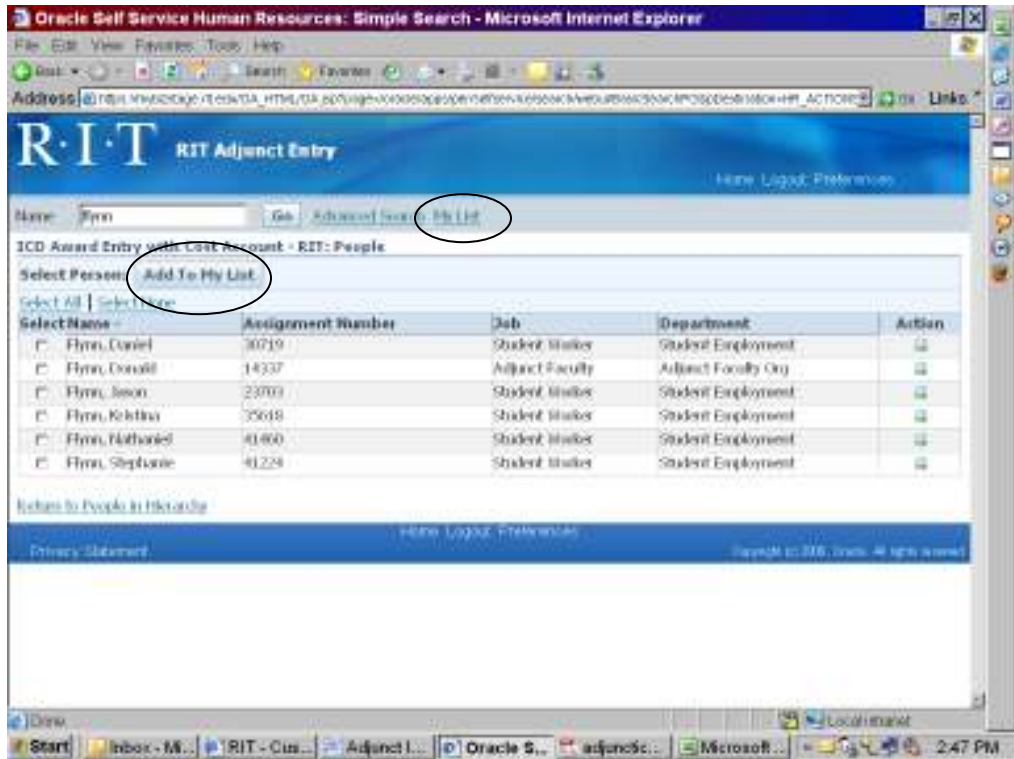
Adjunct Entry  
ICD Award Entry with Cost Account – RIT



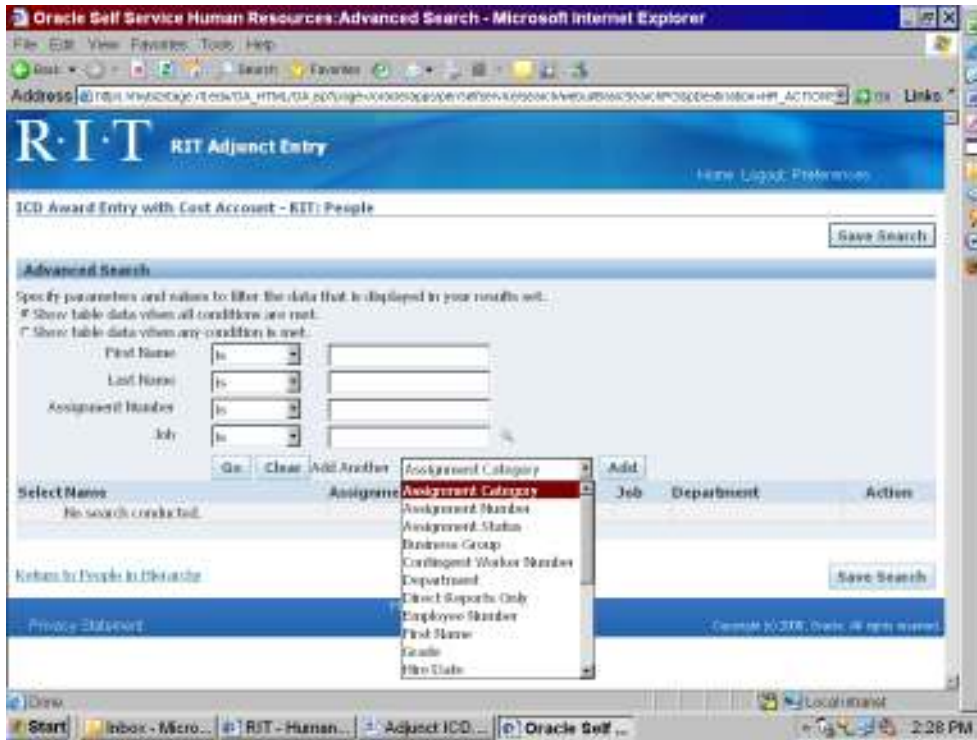
3. Search for the Person for the transaction. Enter the last name of the person in the Search field.



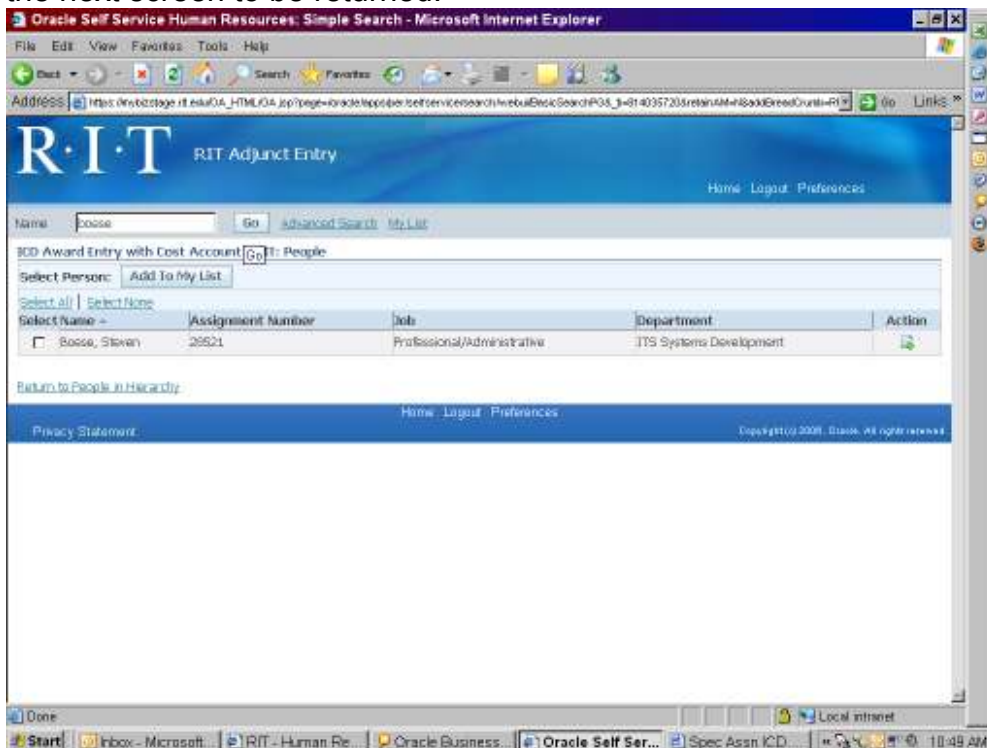
Results are returned to the bottom of the screen. Click on the Select box next to the employee's name. Click on "Add To My List" to avoid having to use the search function in the future. Once added to My List, these employees can be accessed from the My List link on the search screen.



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

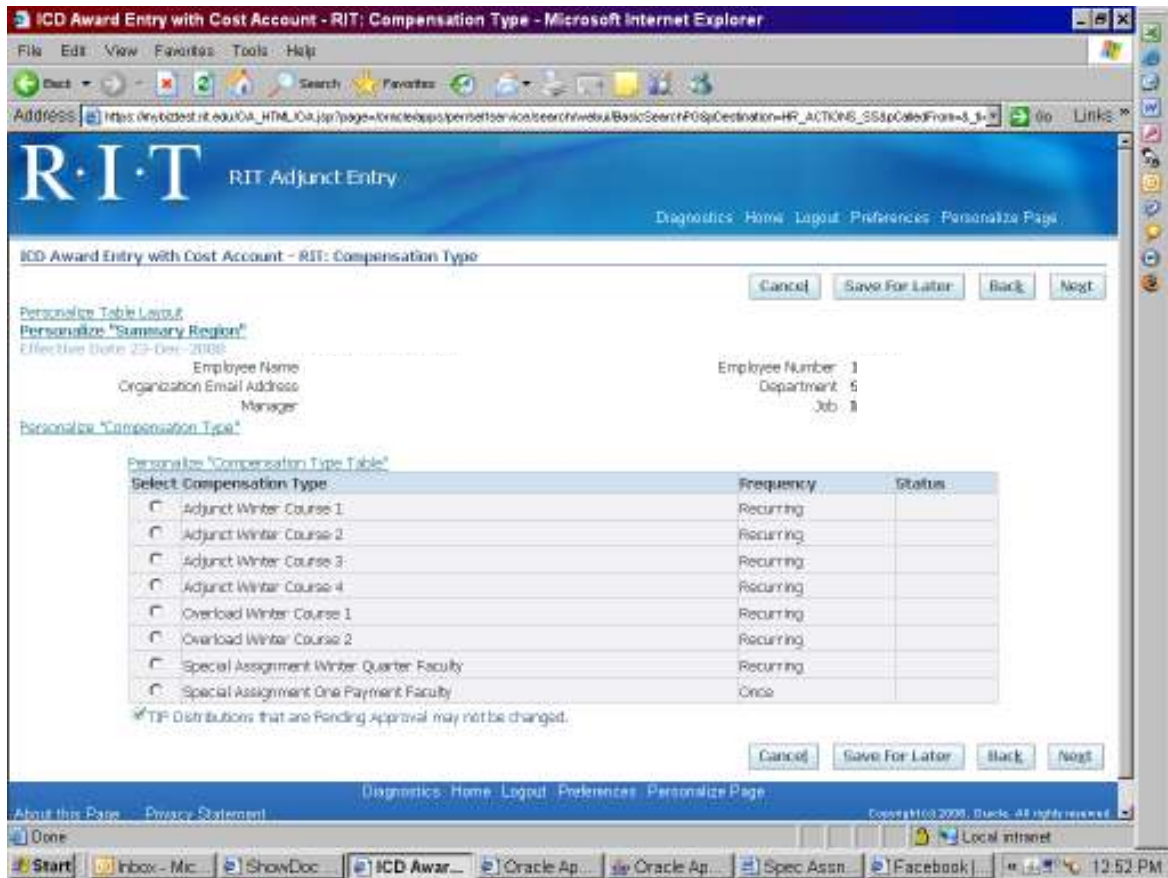


5. From People list, select Action next to person's name – this may take a moment for the next screen to be returned.



## 6. Select Compensation Type.

- Special Assignment Quarter Faculty – Payment based on Academic Quarter and paid in 6 equal installments on a semi monthly basis.
- Special Assignment Quarter Staff – Payment based on Academic Quarter and paid in 6 equal installments on a semi monthly basis.
- Special Assignment One Payment Faculty – One time payment, total is paid in one installment for the current pay period.
- Special Assignment One Payment Staff – One time payment, total is paid in one installment for the current pay period.



7. Enter amount to be paid.
  - Quarterly entries – enter the Total Amount to be paid over the quarter.
  - One Payment – enter the Total Amount to be paid

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

File Edit View Favorites Tools Help

Address: https://ny01dest.rit.edu/oa\_HTML/oa.jsp?\_rc=HR\_BT\_TOP\_SS&\_rc=600804Func=RT\_BEN\_SS\_MOR\_ICD&\_j=1683639999&retentM=Y&adBreadCrumb=N&...

# RIT RIT Adjunct Entry

Diagnostics Home Logout Preferences Personalize Page

## IDD Award Entry with Cost Account - RIT: Compensation Details

Cancel Save For Later Back Next

[Personalize Table Layout](#)  
[Personalize "Summary Region"](#)  
Effective Date: 23-Dec-2008

Employee Name	Employee Number
Organization Email Address	Department
Manager	Job

[Personalize Stack Layout: \(CompDetails\)](#)  
\* Indicates required field

Compensation Type	Special Assignment One Payment Facility
Frequency	Once
* Coverage	\$500 US Dollar <small>(No Minimum, 499.99 Maximum)</small>
Effective Date	01-Dec-2008
* Distribution Date	01-Dec-2008 <small>(Example: 23-Dec-2008)</small>
Justification	<input type="text"/>

Cancel Save For Later Back Next

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Done Local intranet

Start Inbox - Microsoft Spec Assn ICD do Oracle Self-Serv... 1:28 PM

## 8. Enter Accounting Cost Code and Additional Information.

The default numbers are displayed with the ability to change them. The system will validate the account number combination.

The screenshot displays the Oracle Self-Service interface for entering accounting cost codes and additional information. The page is titled "Personalize 'Extra Information Type'" and includes instructions: "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**

Personalize "Extra Information"  
Select Object:

Select Status	Entity	Department	Object	Expense	Project	Program
<input checked="" type="checkbox"/>	01 RIT		70900 REG PROF STAFF - SPEC ASSGN - SALARIES		0000 NONE	0000 NONE

**ICD Course or Additional Information**

Personalize "Extra Information"

Select Status	Course Number or Additional Information
<input type="checkbox"/>	No results found.

Buttons:

Page navigation: [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

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Taskbar: Start, Inbox - Microsoft Outlook, Google - Windows Intern..., Adjunct ICD [Compatib..., Spec Assn ICD [Comp..., Oracle Self-Service H..., LocalIntranet, 100%, 11:07 AM

Click on *Update* to enter Cost Account Information.

All information has been defaulted with the exception of the department number and the expense number. Entity and Project numbers may be over-written as needed. Click on *Apply* – this will take you back to enter Additional Information.

Personalize "Update Details"  
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: [empty]

Object: 70000 (Expanded: RFD PROP STAFF - SPEC ASSGN - SALARIES)

Expense: [empty]

Project: 00000

Program: 00000

Buttons: Cancel, Apply

Page Footer: About this Page, Privacy Statement, Diagnostics, Home, Logout, Preferences, Help, Personalize Page, Copyright © 2006, Oracle. All rights reserved.

Taskbar: Start, Inbox - Microsoft Outlook, Google - Windows Intern..., Adjust: EOD [Compatib..., Spec: Assn: XCD [Compat..., Oracle Self-Service H..., Local Intranet, 100%, 11:09 AM

Click on *Add* to enter Not Applicable in the Course Number – Additional Information screen.

In the Course Number or Additional Information field enter Not Applicable. This is the only value that will be valid.

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



9. Review entry for correctness and submit for approval.

**Proposed**

Compensation Type: Special Assignment One Payment Faculty  
Frequency: Once  
Coverage: 500.00 US Dollar  
Effective Date: 01-Dec-2009  
Distribution Start Date: 01-Dec-2009

**Extra Information Type**

Personalize "Extra Information Type"

**ICD Cost Allocation**

	Current	Proposed
Entity	01	01
Department		70400 @
Object	70025	70025
Expense		10 @
Project	0000	0000
Program	0000	0000

**ICD Additional or Course Information**

Proposed  
Course Number: extra effort

**Additional Information**

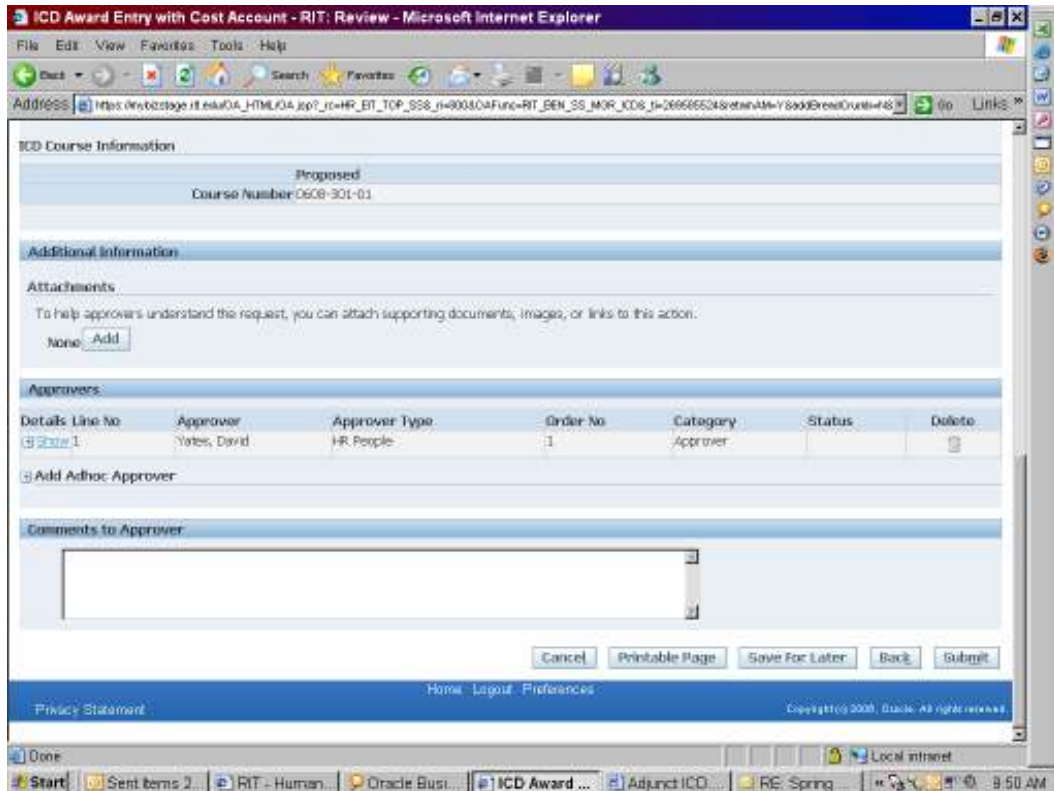
Personalize "Additional Information"

**Attachments**

Personalize "Attachments"

## Approvals

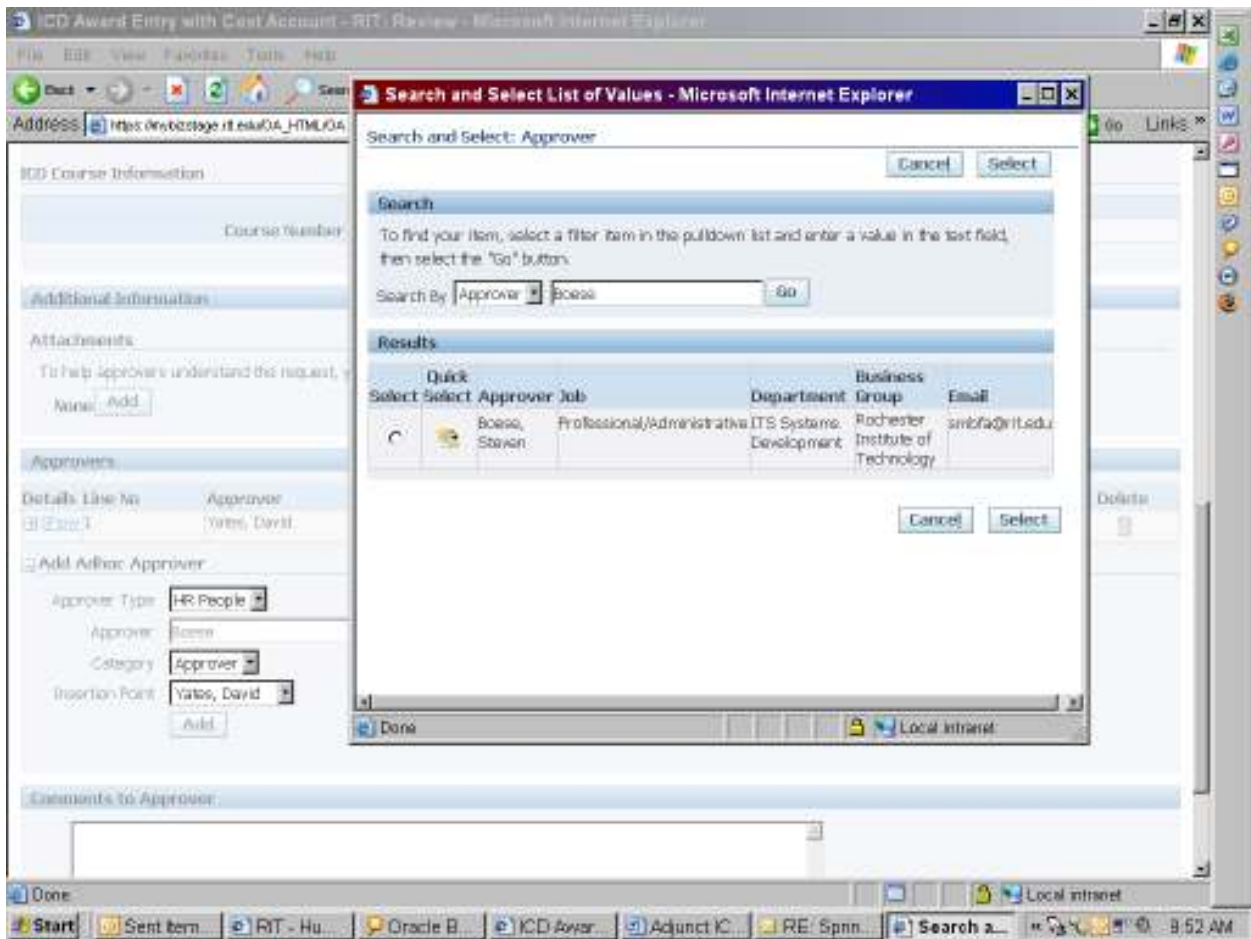
10. Additional people can be added as approvers prior to the approver in the hierarchy. Additional people can also be notified and not be part of the approval chain. Select the + next to Add Adhoc Approver.



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.



## 11. Confirmation

E-mail notifications will be sent to the person submitting upon entry and upon approval.

