Employee Payroll Actions Checklist

For new or current employees, there are additional steps to take to ensure the employee is set up with the correct parameters in OneUSG Connect. This includes actions needed when employees are moving from one position type to another (non-exempt to exempt and temporary to hourly, etc)

➢ Step 1: Review the offer letter for the employee and note specifics on <u>employment period</u> (start date and end date, if applicable), <u>FTE</u> and <u>compensation rate</u>.

➢ Step 2: Review details of <u>position funding</u> with the supervisor or department head.

➢ Step 3: Review the details of <u>Reports To Supervisor</u> and <u>T&A Approver</u> with the supervisor or department head.

➢ Step 4: Compare the information gathered in Steps 1-3 to information found in the <u>job data record</u> in OneUSG Connect.

➢ Step 5: When you are comparing data, ask these questions and take appropriate action, as necessary:

☐	Is the start date correct?	If not, you will need to work with FACS HR to submit a change to the job data record.
☐	Is the effort or FTE correct?	If not, you will need to work with FACS HR to submit a Evaluate Position Description.
☐	Is the compensation rate correct?	If not, you will need to submit an Ad Hoc Salary Request in OneUSG.
☐	Is the funding for the position listed and correct?	If not, you will need to submit a Change in Position Funding for the period of employment during the current fiscal year. Note: A CIPF should be entered to include funding for entire current fiscal year. Additional time periods may be needed if there are grants ending at different intervals during the year, etc. Note: You will need a correct combo code for CIPF and you will find existing or create new in Financial Management System.
☐	Is the Reports To Supervisor correct?	If not, you will need to work with FACS HR to submit a change to Supervisor action. If there is a change, you will have to wait for this change to update, to then update the T&A Approver.
☐	Is the T&A Approver correct?	If not, you will need to submit a T&A Approver update in OneUSG Connect.

Note: Special Pay and Supplements are set up by the Business & Finance Office, so please contact the BFO with those requests.