

GRADUATE ASSISTANT PAYROLL INFORMATION

It is imperative for you to follow the IPS and Payroll Schedules to ensure your students will be processed in the EPAF routing queue on time to receive their paycheck. *Once the payroll process begins, IPS is locked out for that particular payroll.*

CONTRACT INFORMATION

- The *Graduate Student Contract* and other documents can be found on the Graduate School website: <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm>. **This is the *only* contract accepted by the Graduate School.** Make sure you use the latest version on the website.
- The Budget change form can also be found on <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm> and should be used when there is a funding change. We no longer accept changes made on original contracts for funding changes.
- Completed graduate student contracts & accompanying documents with signatures need to be scanned and emailed to gsassistantcontracts@ecu.edu. **NO EXCEPTIONS!**
- Please use black ink on contracts in all blocks.
- If any changes are made to contracts after the student and supervisor signs it then BOTH of them will need to sign or initial again along with you.
- Do not send a hardcopy of the contract to the Graduate School. Keep the original for your file.
- Make sure the BANNER ID is correct and legible.
- Use the departmental list to determine which department abbreviation you need to use. The departmental list can be found on the Graduate School website: <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm>.
- For all units utilizing funds awarded by the Division of Research & Graduate Studies or those utilizing unexpended faculty salary budgeted in 60150 (FRS-object code1310) use the following codes:

Teaching Assistant	60153
Research Assistant	60154
Graduate Assistant	60155
- For all units utilizing internal funds (operating budget), unexpended faculty salary budgeted in 60100 (FRS-object code1110) or grant funds use the following codes:

Research Assistant	60104
Graduate Assistant	60105
- If using positions allocated by the Graduate School use the following FOAP - 111101-72-601XX-0000

POSITION NUMBER INFORMATION (6 digits)

- Graduate School position numbers are the same with a **9** in front of them (Example: HRMS position 46XXX, Banner position **9**46XXX)

If appointing a student on funds from:

Graduate Assistant Special Funds & Foundation	G06067
Graduate Assistant Grants	G06069
Graduate Assistant State Funds (Main Campus, Allied Health Sciences, School of Nursing)	G16065
Graduate Assistant State Funds (School of Medicine-Brody)	G16066
Graduate Assistants MFPP	G06065

- All appointments should be entered into the system with the **job begin date** as the **first day** of the month or the **16th day** of the month. **Job end date** should be either the **15th** of the month or the **last day** of the month. **DO NOT USE ANY OTHER DATES.**
- FTE (*Fall & Spring hours per week*)

5 hours per week	=	.25 FTE
10 hours per week	=	.50 FTE
15 hours per week	=	.75 FTE
20 hours per week	=	1.00 FTE

Domestic students are limited to 30 hours per week, any combination of appointments, i.e., GA/RA/TA, Self Help, SPA, or EPA. **Foreign students are limited to 20 hours per week. No exceptions. This is a federal ruling, not state or ECU.**

- Domestic and foreign students may work a total of 38 hours per week (any combination of appointments) during the summer.
- Supervisors of students need to fill out the duties, expected products and evaluation metrics on all contracts and go over with student when they are signing the contracts. **This is a MUST.**

EPAF INFORMATION

- Transaction number and suffix on the contract should always be the same as the EPAF. If transaction number and/or suffix changes you need to correct your contract, initial and send the corrected copy to gassistantcontracts@ecu.edu. E-mails will no longer be accepted to make any changes.
- The suffix number is like a sequence number used to make the job unique. In most cases for a GA this will be 00. If the employee already has a job record with this position number, you would use 01, 02, etc. If you are rehiring an employee back into a position that they have been in the past, you will need to use a different suffix number to make the position/suffix combination unique for this

job. (Hint: To check the previously employed position/suffix, click on the **ALL JOBS** button in the EPAF.)

VERY IMPORTANT! After entering the correct suffix, press your TAB BUTTON to populate the position in the EPAF.

- **The PROJECT CODE will always be 0.0 starting May 16th, 2010.**
- Query DATE on the first screen should be the NEXT payroll date--- EX: 09/16/2008. This will automatically populate in every field where you need it. Therefore, you do not have to remember to change it while entering the EPAF.
- It is Important to add detail information in the comment section of the EPAFS. This will help me understanding what you are trying to accomplish. Ex: Mass Time Entry will be done to catch up student's pay missed on (date).
- To ensure that an EPAF gets approved on time please submit it to the Graduate School at least 3 working days before the payroll/IPS deadline. EPAFs submitted after the Graduate School deadline may be returned to be submitted for the next payroll period.
- Never hit the “next approval type button” on any EPAF EXCEPT for “grad asst transfer from one position to another NJ0013”
- The “Grad Asst Adjustment to Annual Salary, FTE, and or Funding CG0016” will now allow you to change the number of pays and factors. This means you can put the new amount in and put in the number of pays and factors left on the contract.
- Even though we now have a new EPAF –“End Graduate Assistant Job Prior to End of Contract EJ0015” you can NOT use this if you are ending the EPAF in the same pay period as payroll is running. Example: It is March 18th and you need to end the student on March 31st and payroll deadline was March 16th so you cannot use this EPAF. You will have to do “Remove Future Dated Termination Record EJ004” and then “End additional Job (employee not separating) EJ001.
- The new epaf “End Graduate Assistant Job Prior to End of Contract EJ0015” does not say Terminated in the block but it will say “LEAVE WITHOUT PAY, WITHOUT BENEFITS.”

It is your responsibility to CHECK your EPAF Queue several times a day to see the status of the EPAF especially right before and after the payroll deadline to make sure it has been applied. DO NOT ASSUME THAT EVERYTHING IS OK JUST BECAUSE YOU SUBMITTED IT.

REPORT INFORMATION

- Review the e-print report each month for your position balances. E-print reports can be found on the Systems Coordination website: http://author.ecu.edu/cs-admin/financial_serv/eprint/index.cfm.
- The ecuBIC Report is another way to find position balances. Logon to OneStop. Go to Position Change Web Form, click on ecuBIC Report Manager, click on PosMan Report - Single Position Listing and enter the position number in the block and click view report. The report will take a few minutes to generate.

ELIGIBILITY/REMINDERS

Units expending funds from The Graduate School office are not authorized to hire non degree seeking students. You may hire non degree seeking students as long as you use your own funds (position numbers GXXXXX, unexpended faculty salary approved by your Vice Chancellor, or grant funds).

All international students must apply for a social security number through the local Social Security Administration Office in Greenville. International students must contact the Payroll Office (328-0445) to complete all tax forms and if necessary complete Form 8233 (Exemption from withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual. ECU is required by the State to submit this form to the IRS.

You determine the monetary amount to pay your students. Please review your budget and determine pay based upon your needs.

Any teaching assistant responsible for teaching for credit and/or assigning final grades for such courses must have earned at least 18 graduate semester hours in their teaching discipline. In addition, they must be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training and evaluated regularly. A foreign student for whom English is a second language must take the Test of Spoken English (TSE) or show other reliable evidence of proficiency in oral and written communication. These criteria are given to us by our accrediting agency which is the Southern Association of Colleges and Schools, or SACS.

An Employment Eligibility Verification Form (I-9) must be maintained for each student. This form may be obtained from the Payroll website: http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm. You must send the original to the Student Employment Office (SEO), 100-C Fletcher Residence Hall.

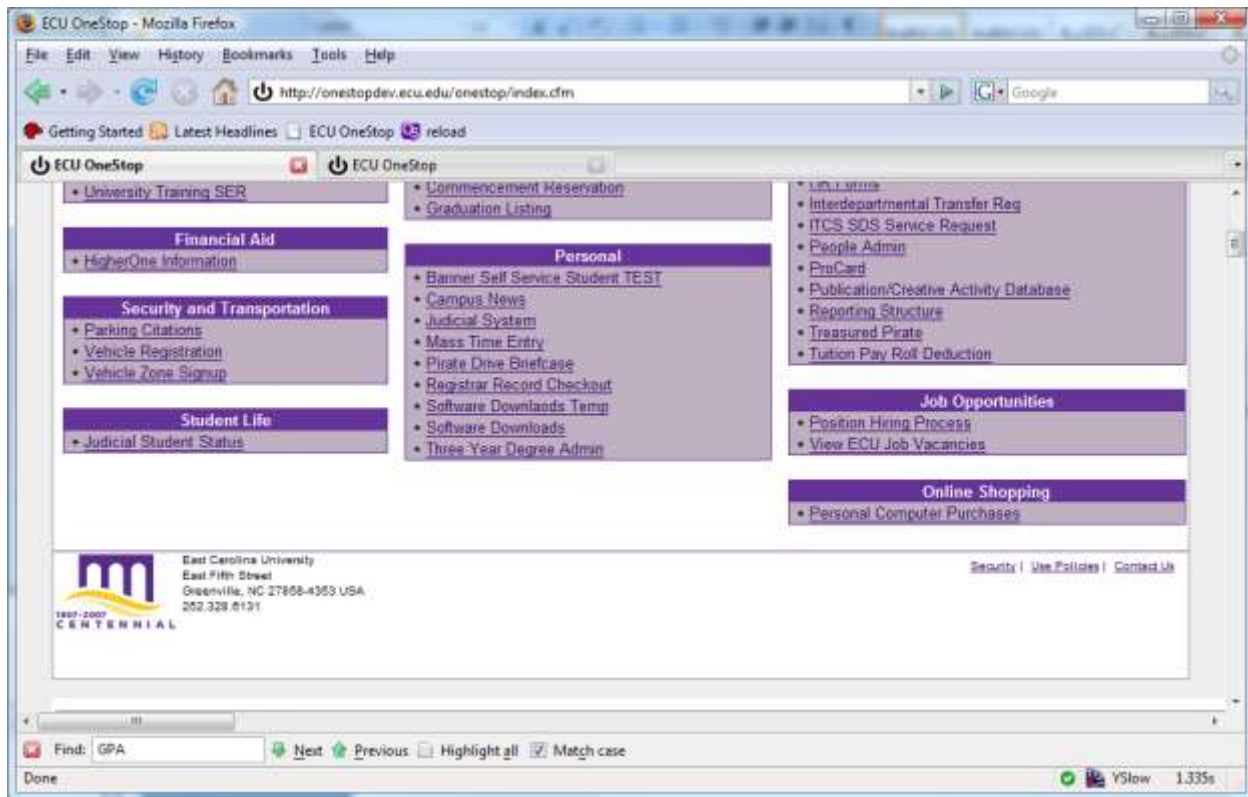
Graduate assistants must be set up on direct deposit. The Authorization for Direct Deposit form can be obtained from the Payroll Office website: http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm.

Graduate Assistants do not keep time sheets, as they are considered salaried.

PAYROLL

Questions relative to W2 forms, taxes, direct deposit and issuance of pay checks should be directed to the Payroll Office at 328-6955 OR 328-6954.

- The Mass Time Entry (MTE) System is accessed through the ECU OneStop. To enter the application click on the Mass Time Entry link under the Personal section of the Tools tab as shown below.



2.0 TERMINOLOGY

- Mass Time Entry (MTE) System – the OneStop application used to enter non regular pay and other pay not entered through the Web Time Entry system.
- Employee Pool – the pool of employees that are paid through MTE
- Preparer/Submitter – the originator of MTE pay records
- Approver – the approver that approves MTE pay records submitted by the Preparer.
- Payroll – the payroll office that performs the final approver and migrates pay records to Banner.
- Pay Information Status Types – the status of an individual pay record. Valid status types and their meaning are shown below:
 - Unsubmitted – the pay record has been entered by the preparer but not submitted for approval.
 - Pending Approval – the pay record has been submitted for approval but has not been approved yet.

- Pending Payroll Approver – the pay record has been submitted and approved by the approver and is pending payroll approval.
- Completed – the pay record has been submitted and approved by both the approver and the payroll office.
- Rejected – the pay record has been rejected by either the approver or the payroll office.
- Submission Period – the time period that pay records can be submitted for approval. All of the submission periods are available on the payroll website http://www.ecu.edu/financial_serv/payroll/

3.0 PREPARER'S – MANAGING THE EMPLOYEE POOL

The employee pool must be created before entering pay records into the MTE system. To create the Employee Pool log in to the MTE system and click Modify Pool on the Pool grid on the left hand side of the page. The Modify Pool button is shown below:

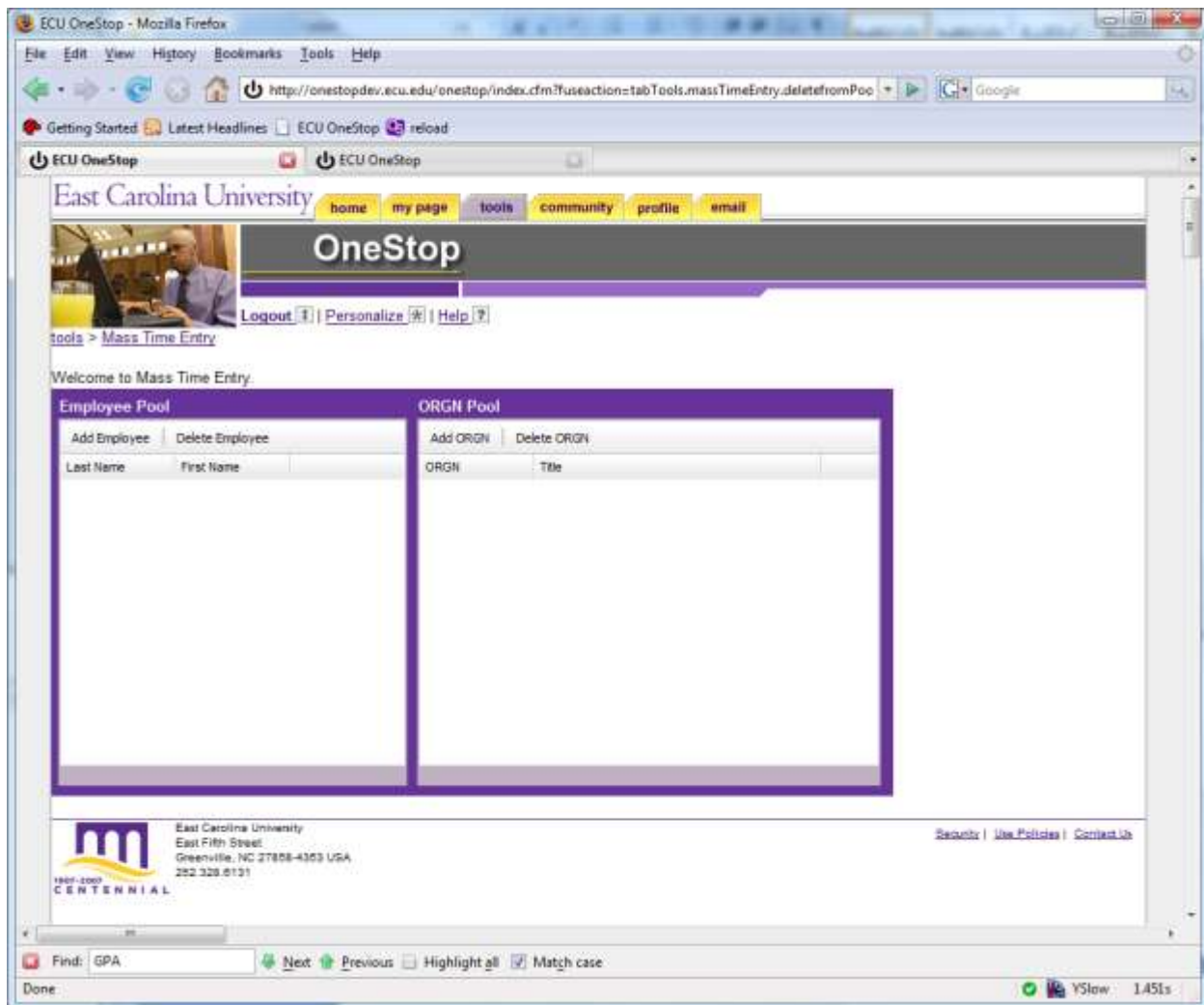
The screenshot shows a Mozilla Firefox browser window displaying the ECU OneStop web application. The address bar shows the URL <http://onestopdev.ecu.edu/onestop/index.cfm?fuseaction=...>. The page header includes the East Carolina University logo and navigation tabs for home, my page, tools, community, profile, and email. The main content area is titled 'OneStop' and includes a 'Logout' link, a 'Personalize' link, and a 'Help' link. Below this, there is a 'tools > Mass Time Entry' breadcrumb. The page content includes a welcome message, an 'Important Dates!' section with the following information:

- Pay No: 2
- TS Pay Period: 01/01/2008 - 01/15/2008
- SM Pay Period: 01/16/2008 - 01/31/2008
- Submission Period: 06/16/2008 - 06/30/2008

A 'Pool' section is visible, containing a 'Modify Pool' link and a table with columns for 'Last Name' and 'First Name'. The table is currently empty. A message on the right side of the page states: 'You must create a pool before submitting time. Please enter a Banner ID or a timesheet organization in the 'Add To Pool' box to the left.'

The browser's search bar at the bottom shows the search term 'GPA' and includes navigation buttons for 'Next', 'Previous', 'Highlight all', and 'Match case'. The status bar at the bottom indicates 'Done' and 'YSlow'.

After clicking the button you'll be taken to the Manage Employee Pool screen below:



Employees can be added to the pool either by their TS ORG or by their Banner ID. When a TS ORG is added to the pool all of the employees that have active positions within the TS ORG are added to the pool. When an individual employee is added to the pool only that person is added. If you have multiple people that you are entering time for that are under the same TS ORG you will want to add the TS ORG to the pool.

To add an ORG or an Employee to the pool click the respective buttons at the top of the grid. After the ORG or employee is entered the data will display in the grid and a success message will be displayed on the screen. Once you are finished creating your employee pool you are ready to start entering pay records. The employee pool can be modified at any time during the MTE submission period.

4.0 WORKING WITH PAY RECORDS

Once the employee pool is established pay records can be entered into the MTE system. To enter an MTE pay record click on the employee's name in the pool from the main MTE screen.

The screenshot shows the ECU OneStop web application interface. The browser address bar displays the URL: <http://onestop.ecu.edu/onestop/index.cfm?function=tabTask.massTimeEntry.PrepareHomeEmpIdgc=066200294776&CFID=81108&CFTT=>

The page header includes the East Carolina University logo and navigation links: [home](#), [my page](#), [tools](#), [community](#), [profile](#), [email](#). The main heading is "OneStop".

The main content area is titled "Welcome to Mass Time Entry". It features an "Important Dates" section with the following information:

- Pay No: 2
- TS Pay Period: 01/31/2008 - 01/15/2008
- SM Pay Period: 01/15/2008 - 01/31/2008
- Submission Period: 06/01/2008 - 06/01/2008

Below this is a "Pool" selection dropdown menu. The selected employee is "Angela Collette Adams".

The "Current Batch for Pay No: 2 Pay Year: 2008" section contains a table for entering pay information:

Status	Last Name	First Name	Position	Suffix	Pay ID	Earnings Code	Hour
	Angela Collette	Adams					

At the bottom of the page, there is a footer with the East Carolina University logo and contact information: "East Carolina University, East Fifth Street, Greenville, NC 27838-4303 USA, 252 338 8101".

Once the employee name is selected the Enter Pay Screen will be displayed. To enter the pay record select the correct Earnings Code and enter the pay hours or pay rate, whichever is applicable.

ECU OneStop - Mozilla Firefox

http://onestop.ecu.edu/onestop/index.cfm?iuseaction=tabTools.massTimeEntry.payScreen&employeeFCM=126811&pesNum=100018041

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ECU OneStop

East Carolina University

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OneStop

Logout | Personalize | Help

tools > Mass Time Entry

Welcome to Mass Time Entry.

Important Dates

Pay No. 2
 TS Pay Period: 01/01/2008 - 01/15/2008
 SM Pay Period: 01/16/2008 - 01/31/2008
 Submission Period: 06/16/2008 - 06/30/2008

Pool

Modify Pool

Last Name	First Name
Aschke	Julie
Allen	Rebecca
Allen	Clayton
Allen	Scott
Allen	Scott
Arnold	JOHN
Baker	Sam
Barr	Michael
Baxter	Andy
Bearhart	Jonathan
Bearse	Shelby
Bjorker	Shi

Enter Pay Information

Person Information

Name	Louis Agatons	Banner ID	050126011
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Job Information

Position	10001	Suffix	02
Title	Self Help Student	Pay Rate	6.35
Effective Date	01/02/2008	Status	A
Employee Class	32	Pay ID	TS
Timesheet Org	460102	Time Entry Method	W

Pay Information

Earnings Code: 004 Student Pay - Hourly Hours:

Account Information

submit

East Carolina University
 East Foothill Street
 Greenville, NC 27838-4353 USA
 252 328 8101

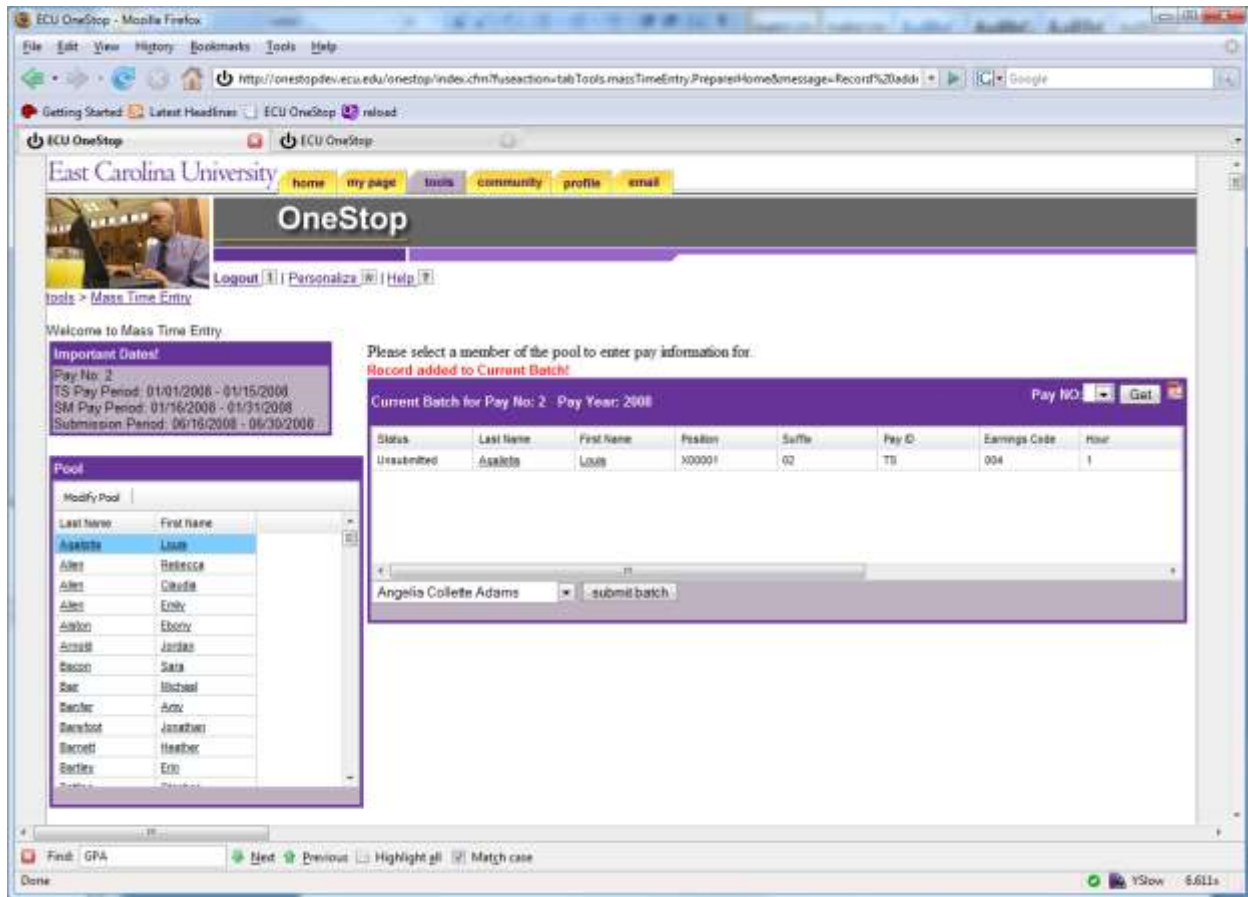
Security | Use/Privacy | Contact Us

Find | GPS | Next | Previous | Highlight all | Match case

Done

YSlow 1.1.37s

Once the Earnings Code and Hours/Rate has been entered click Submit. If the pay record passed validation then the record will be added to the current batch with an unsubmitted status.



Once the pay records have been entered they will need to be forwarded to the approver for approval. In the Current Batch grid select the appropriate Approver from the drop-down list and then click Submit Batch. After the batch has been submitted for approval the status of the Unsubmitted pay records will change to Pending Approval.

Only Unsubmitted or Rejected pay records of the current period can be updated. To update the pay record click on the employee name from the Current Batch grid. Modify the information needed and click Submit.

To view past pay records select the pay period you wish to view from the Pay NO selection box in the Current Batch grid. Only those periods with past data will be displayed.

To print batch records click the PDF icon at the top of the Current Batch grid.

5.0 APPROVERS – APPROVING PAY BATCHES

Once pay records are submitted by the preparer the approver can approve the records through the MTE system. The main MTE approver screen is shown below:

The screenshot displays the ECU OneStop web application. The browser window title is "ECU OneStop - Mozilla Firefox". The address bar shows the URL: "http://onestopdev.ecu.edu/onestop/index.cfm?fuseaction=tabTools.massTimeEntry.ApproverHome5pastpayperiod". The page features a navigation menu with links like "Home", "My Page", "Web", "Community", "Links", and "Email". Below the navigation is a "Logout" link and "Personalize" and "Help" options. The main content area is titled "Welcome to Mass Time Entry." and contains several panels:

- Important Dates!**: Shows "Pay No: 2", "Pay Year: 2008", "TS Pay Period: 01/01/2008 - 01/15/2008", "SM Pay Period: 01/16/2008 - 01/31/2008", and "Submission Period: 06/15/2008 - 05/30/2009".
- Preparer(s) Name**: A table with "Preparer(s) Name" and "Overall Status" columns. One entry is "Zalbay, Lois" with a status of "Pending Approval".
- Current Batch Grid**: A table with columns: "First Name", "Last Name", "Status", "Number", "Suffix", "Earnings Code", "Pay Hour", and "Pay Rate". One record is shown: "Last Name: Agalata", "Status: Pending Approval", "Number: X80001", "Suffix: 02", "Earnings Code: 004", "Pay Hour: 1".
- Past Pay Periods**: A selection box with a "Get" button.

At the bottom of the grid, there are buttons for "Submit for Payroll" and "Reject Batch". A link "To access Preparer click here." is also present.

To approve records you must first select the records you wish to approve. Individual records can be selected by clicking on them in the Current Batch grid. Multiple records can be selected by holding down the <CTRL> key and clicking each record you wish to select. To select all records click the Select All button at the top of the Current Batch grid. Once you have selected the records you want to approve click the Submit for Payroll button at the bottom of the Current Batch grid. Only those records that are selected and have a status of Pending Approval will be submitted to payroll for approval. Once the approval is made the status for all submitted records will change to Pending Payroll Approval.

To reject records follow the same process used to select the records from the Current Batch grid and then click on Reject Batch. Only those records that were selected and have a status of Pending Approval will be rejected. When rejecting records a pop up box will ask for the reason for rejection. Enter a reason and click Submit.

To view past payroll periods select the appropriate period from the Past Pay Periods selection box at the bottom of the preparer grid on the left hand side of the screen and select Get.

- **The only time mass time entry should be used for Graduate students is to catch up pay missed due to EAPAF not being submitted in time. Never use mass time entry for one time pays.**

Training for mass time entry is offered by payroll once a month under university training on ONE STOP.