



Welcome to our information session on iJAN enhancements!

This webinar aims to inform iJAN users of the enhancements Human Resources has made to iJAN. These enhancements will not only assist with improving the University's operational and academic processes, but they will also aid in capturing the required information needed to comply with the Affordable Care Act, also known as the "ACA". In addition, the enhancements will also improve the overall iJAN user experience for transactions related to part-time faculty.

Agenda

This webinar will walk you through the various iJAN changes related to:

- * All Employee Types
- * Select Temporary Employees and Graduate Assistants
- * Part-time Faculty

This webinar will walk you through the various iJAN changes related to all employee types, select temporary employees and graduate assistants, and part-time faculty. If there is a section that does not apply to your area, please use the table of contents and move to the section that does.

Enhancements for All Employee Types

MYSLICE
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Favorites | Main Menu > iJAN > Create iJAN > Create New iJAN

JOB Information | Earnings Distribution | Approvals/Comments

Home Dept: 21801-3010 Arts & Sciences-Dean JOB Info

Empl ID: 700802459 Smith, John

JOB Begin Date: 01/01/2015 BT Budget Year: 2015

JOB End Date: 04/23/2015 BT Empl Record: 0

New Job Pay Group: WK1

Update/Rehire

Position: 00010581 Office Coord III FTE: 1.000000

Temp Empl: Std Hrs/Wk: 40.00

*Job Code: 2230 Job Opps Nbr: 529856

Home Chartstring

Fund: 11 Dept: 21801 Program: 00001 Account: 514072 Add/Update

Physical Location Search

Comp Rate:

On Leave?:

Comment:

Save Notify Previous tab Next tab Add

For all employee types we have added a field labeled 'Physical Location' as shown here on your screen. Currently, this information is captured on a post hire basis. However, as there are payroll tax and benefit requirements that have been made within various states and cities, it is becoming more important to capture an individual's physical work location earlier in the employment process. As an iJAN user, we are now asking you to identify the state that the employee is physically working in.

Look Up City [X] ? Help

State Code: NY

City: begins with [v] []

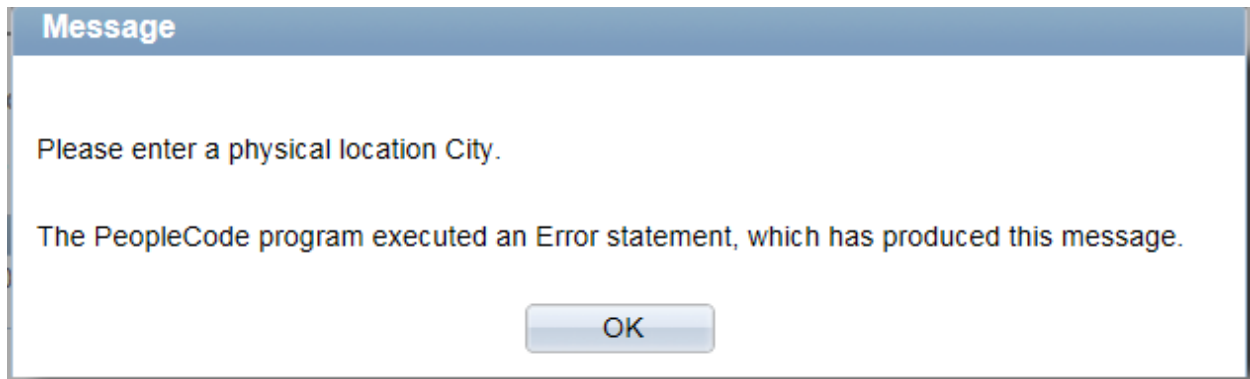
[Look Up] [Clear] [Cancel] [Basic Lookup](#)

Search Results

View 100 First [◀] 1-3 of 3 [▶] Last

City
New York City
Other
Syracuse

And, if that state happens to match one of the cities currently monitored by our system for payroll purposes, such as New York City or Syracuse, you are also asked to select the city in which they are working. When completing the iJAN, if the city field populates for you, but the city you need is not listed, please select 'Other'. If you select 'Other', the Payroll Department may follow-up with you to determine if any additional information is needed once the transaction has been approved.



Please keep in mind that if the 'Physical Location' field is not completed correctly, you will receive the following error message, and you will be prevented from saving the transaction until it is corrected.

Enhancements for Select Employees

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Favorites | Main Menu > iJAN > Create iJAN > Create New iJAN

JOB Information | Earnings Distribution | Approvals/Comments

Home Dept: 21801-3010 Arts & Sciences-Dean JOB Info

Empl ID: 700802459 Smith, John

JOB Begin Date: 09/01/2015 31 Budget Year: 2016
JOB End Date: 12/31/2015 31 Empl Record: 0

New Job Update/Rehire

Pay Group: SM1

Position:

FTE: 0.100000
Std Hrs/Wk: 20.00

Temp Empl: Salaried Temp

*Job Code: 6900

Home Chartstring

Fund:	Dept:	Program:	Account:	Add/Update
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Physical Location NY City New York City

Expected to Work 30 Hours

Comp Rate: 15000.000000

No
 Yes

On Leave?:

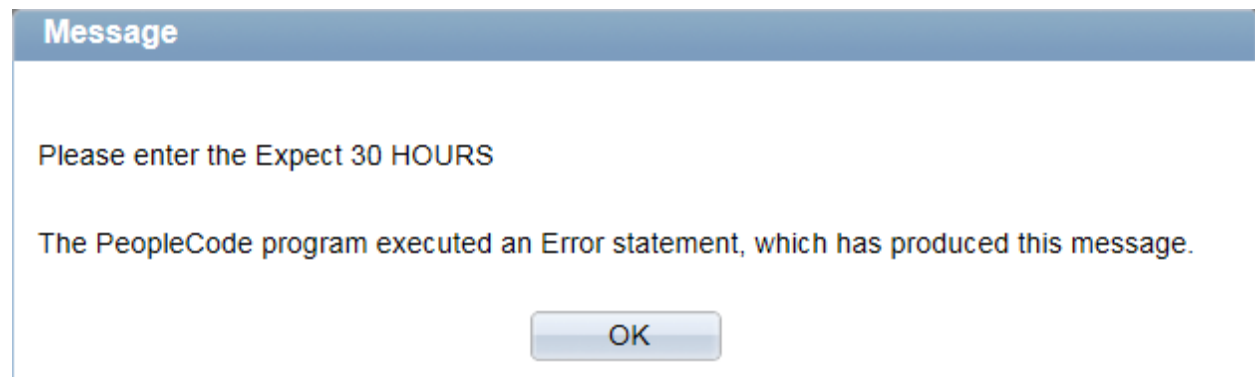
Comment:

[JOB Information](#) | [Earnings Distribution](#) | [Approvals/Comments](#)

For employees who have been coded as temporary in PeopleSoft and graduate assistants we have added a new field labeled 'Expected to Work 30 Hours' as shown here on your screen. Please note: This field will not be requested on iJANs for which the individual has been classified as a regular standard benefits eligible employee, part-time faculty members, or students with a job code of 7900 or 7998.

This field has been added because the Affordable Care Act requires employers to offer access to health insurance to certain employees who are reasonably expected to work 30 hours or more per week within the first 90 days of their hire date. Therefore, if it is reasonably expected that the employee you are hiring will be working 30 hours or more per week, then please select 'Yes' from the drop down menu. If the employee is not reasonably expected to work at least 30 hours per week, then please select 'No'.

If this is not completed correctly, the following error message will appear and you will be prevented from saving the transaction until it is corrected.



Enhancements for Part-Time Faculty

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Favorites | Main Menu > iJAN > Create iJAN > Create New iJAN

JOB Information
Earnings Distribution
Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

Empl ID: 700802459 Smith,John

JOB Begin Date: 31

JOB End Date: 31

New Job

Update/Rehire

Position:

Temp Empl: ▼

***Job Code:** 🔍

Budget Year: 2016

Empl Record:

Pay Group: SM2

FTE:

Std Hrs/Wk:

Home Chartstring

Fund: 11 **Dept:** 23020 **Program:** 00001 **Account:** 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <small>▼</small>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <small>▼</small>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

The following enhancements have been made to iJAN for all part-time faculty members who are coded as “temporary” faculty, as well as “regular” faculty who are represented by the Adjuncts United Union.

As shown on your screen, you’ll notice that we have replaced the old ‘Per Credit Rate’, ‘Credit Hours’ and ‘Additional Hours’ fields with a more detailed grid. This new grid will allow us to better capture the information we need on a per semester basis, thereby decreasing confusion when entering full academic year appointments into the system. The semesters in the “grid” will be populated based on the iJAN Job Begin and Job End dates you enter.

Enhancements for Part-Time Faculty – Half Year Academic Appointment

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[Favorites](#) | [Main Menu](#) > [iJAN](#) > [Create iJAN](#) > [Create New iJAN](#)

JOB Information
Earnings Distribution
Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

Empl ID: 700802459 Smith,John

JOB Begin Date:

JOB End Date:

New Job

Update/Rehire

Position:

Temp Empl: Faculty Temp

***Job Code:**

Budget Year: 2016

Empl Record:

Pay Group: SM2

FTE:

Std Hrs/Wk:

JOB Info

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text" value="3.00"/>	<input type="text" value="3000.000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/> <input type="button" value="v"/>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/> <input type="button" value="v"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Let's walk through an example of how the new grid will be populated based on the iJAN Job Begin and Job End dates, as well as describe what each new field means.

Above, you'll notice that I'm entering an iJAN for a temporary faculty member with the iJAN Begin Date of August 24, 2015 and a Job End Date of December 31, 2015. When I do this, you'll notice that only the fall semester is populated based on the dates I entered. From here, I'm required to enter certain information based on the nature of the position.

The first two fields we come to are Credit Hours and Per Credit Rate: In our example, let's assume John Smith, is teaching 3 credit hours for the fall and we are going to pay him a \$3,000 per credit rate. Now you may say well, I have a faculty member who has more than one per credit rate how do I handle that? You'll notice that we have included functionality to the end of the grid that includes a drop down for an additional per credit rate. We'll talk about that in just a moment.

The next new field we come to is # of Office Hours & Other Hrs. Per Week: Based on the faculty member's appointment letter, this is where you will need to enter the total number of office hours or other **required** hours to be held each week. Examples of other required hours include: performing research, attending department meetings, and student advising.

Again, the hours entered here should all be based on what has been stated in the appointment letter and part of the compensation rate based on the appointment that you are entering in iJAN.

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[Favorites](#) | [Main Menu](#) > [iJAN](#) > [Create iJAN](#) > [Create New iJAN](#)

JOB Information

Earnings Distribution

Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

Empl ID: 700802459 Smith,John

JOB Begin Date:

JOB End Date:

New Job

Update/Rehire

Position:

Temp Empl:

***Job Code:**

Budget Year: 2016

Empl Record:

Pay Group: SM2

FTE:

Std Hrs/Wk:

[JOB Info](#)

Home Chartstring

Fund: 11 **Dept:** 23020 **Program:** 00001 **Account:** 500011
Add/Update

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text" value="3.00"/>	<input type="text" value="3000.000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Part-Time Faculty Additional Compensation

Semester	Credit Hours	Per Credit Rate	# of Office & Other His Duties	# of Music Hours Per Week	Music Hourly Rate	Add Per Credit Rate
Fall	3.00	3000.000				No
Spring						No
Summer						

Online RAP

Find an Existing Value Add a New Value

Reporting Department:

Empl ID:

Sequence Number:

Add

Hours worked for attending department meetings or workshops, or participating in student recitals etc. for which those hours vary and therefore, you will be paying them additional compensation, should **not** be entered here. Please continue to report those actual hours that were worked or attended through online RAP.

Enhancements for Part-Time Faculty – Half Year Academic Appointment Continued

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[Favorites](#) | [Main Menu](#) > [iJAN](#) > [Create iJAN](#) > [Create New iJAN](#)

JOB Information
Earnings Distribution
Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

Empl ID: 700802459 Smith,John

JOB Begin Date: BT

JOB End Date: BT

New Job

Update/Rehire

Position:

Temp Empl: Faculty Temp

***Job Code:** 🔍

Budget Year: 2016

Empl Record:

Pay Group: SM2

FTE:

Std Hrs/Wk:

JOB Info

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text" value="3.00"/>	<input type="text" value="3000.000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="text"/>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="text"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

If the required number of hours change over the course of the semester or academic year, please be sure to not only issue an addendum to the appointment letter, but also a new iJAN. This is especially true even if the compensation rate does not change. Otherwise, we will not be able to rely on the information used in iJAN for purposes of the Affordable Care Act, and departments will be required to report information manually to HR.

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 12/31/2015

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code:

Home Chartstring					
Fund: 11	Dept: 23020	Program: 00001	Account: 500011	Add/Update	

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	10			No
Spring						No
Summer						

Going back to our example, based on the appointment letter issued to John we told him that he is required to hold 2 office hours per week and he will also be required to advise undergraduate students 8 hours per week. Therefore, I will enter 10 hours in the # of Office Hours & Other Hrs. Per Week field.

Please note: that if you are an iJAN user in the College of Visual and Performing Arts, please do **not** enter any hours for music or voice lessons here. We are requesting that you do that in the next two fields.

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 12/31/2015

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code:

Home Chartstring							
Fund: 11		Dept: 23020		Program: 00001		Account: 500011	
Add/Update							
Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate	
Fall	3.00	3000.000	10			No	
Spring						No	
Summer							

The fourth field we come to is # of Music Hours Per Week: As eluded to a moment ago, this field is reserved for iJAN users in the College of Visual and Performing Arts. Here we are requesting that you enter the number of **required hours** to be spent teaching music or voice lessons. **Please do NOT enter any credit hours in this field. It needs to be regular hours.** And in the 'Music Hourly Rate' field, please enter the hourly rate for the music or voice lessons.

JOB Information | Earnings Distribution | Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 12/31/2015

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code:

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	10			No
Spring						No
Summer						

Please keep in mind that in all cases, you will be required to enter the ('Credit Hours & Per Credit Rate' OR '# of Office & Other Hrs. Per Week' OR '# of Music Hours per Week & Music Hourly Rate') for that semester. If this is not completed correctly, you will receive an error message and you will be prevented from saving the transaction until it is corrected.

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith, John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 12/31/2015

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code:

Home Chartstring					
Fund: 11	Dept: 23020	Program: 00001	Account: 500011	Add/Update	

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	10.00			Yes
Spring						No
Summer						

Also as mentioned earlier, we understand that sometimes faculty may have more than one per credit rate per semester. If this is the true, then please select 'Yes' from the 'Additional Per Credit Rate' drop down menu for the semester you are entering. After selecting 'Yes', you will notice the system will populate an additional row for you to enter the appropriate information. If additional office hours or other required contract hours per week apply to the second Per Credit Rate, then you need to enter those total hours as well.

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Favorites | Main Menu > iJAN > Create iJAN > Create New iJAN

JOB Information | Earnings Distribution | Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music JOB Info

Empl ID: 700802459 Smith, John

JOB Begin Date: 08/24/2015 Budget Year: 2016

JOB End Date: 12/31/2015 Empl Record: 0

New Job Pay Group: SM2

Update/Rehire

Position:

Temp Empl: Faculty Temp FTE: 0.100000

*Job Code:

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	10.00	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Multi Year Appt

Physical Location GA City Atlanta

Comp Rate: 1058.823529 Comp Rate Agreement ? Yes

We would also like to point out that based on the values entered on the grid, you'll notice that the total comp rate at the bottom will automatically be populated for you. The comp rate takes into account the 'Credit Hours' & the 'Per Credit Rate' and/or '# of Music Hours per Week' & the 'Music Hourly Rate' for that semester, and divides it by the number of pays within the semester or academic year.

It's important to know that in all cases you will be required to either agree or disagree with the automatically calculated compensation rate by selecting 'Yes' or 'No' from the 'Comp Rate Agreement?' drop down menu. If you select 'Yes', then the comp rate will remain un-editable. If you select 'No', then you are asked to select a rationale as to why you disagree with the comp rate from the drop down menu under the 'Comp Disagreement Reason' field.

Temp Empl: Faculty Temp

*Job Code: 1771

Home Chartstring
Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	10.00			No
Spring						No
Summer						

Multi Year Appt

Physical Location GA City Atlanta

Comp Rate: 1058.823529

Comp Rate Agreement ? No

Comp Disagreement Reason

- Flat Rate Assignment
- Less than full semester appt.
- More than two per credit rates
- Other, explain in comments
- Research Pay
- Teaching Maymester
- Teaching Wintertude

Comment:

As shown here on your screen, we have listed the following reasons as examples of why you may not agree with the comp rate that has been automatically populated for you:

- For example, perhaps the appointment is based on a flat rate assignment rather than a per credit hour assignment;
- Or, perhaps the appointment is less than a full semester;
- Or, perhaps there are more than two per credit rates;

- Or, perhaps the faculty member is not teaching and is only performing research and therefore, a per credit rate is not applicable. Please keep in mind that even if the faculty member is performing research, you still need to enter the total number of hours performing research per week in the '# of Office & Other Hours Per Week' field above;
- Also, another reason you may disagree with the compensation rate is perhaps they are teaching Maymester or Winterlude. Therefore, based on the Job Begin and Job End dates entered, the compensation will not calculate correctly;
- If the reason you do not agree with the compensation rate has not been provided within this list, please select 'Other' and provide the rationale in the comments section below.

JOB Information | Earnings Distribution | Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 12/31/2015

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code:

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011

[Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	10.00			No
Spring						No
Summer						

Multi Year Appt

Physical Location GA City Atlanta

Comp Rate: 1058.823529

Comp Rate Agreement ? No

Comp Disagreement Reason

It's important to keep in mind that even if you disagree with the compensation rate, please be sure to enter the appropriate number of credit hours and/or number of other required hours per week, as well as number of music hours per week if applicable, in the grid above.

Again, these are required fields so, please keep in mind that if the 'Comp Rate Agreement?' field is not completed correctly, the following error message will appear and you will be prevented from saving the transaction until it is corrected.

Message

Please agree or disagree with the Comp Rate.

The PeopleCode program executed an Error statement, which has produced this message.

OK

In addition, if the 'Comp Disagreement Reason' field is not completed correctly, the following error message will appear and you will be prevented from saving the transaction until it is corrected.

Message

Please give a reason why you do not agree with the CompRate.

The PeopleCode program executed an Error statement, which has produced this message.

OK

Enhancements for Part-Time Faculty – Full Academic Year Appointment

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[Favorites](#) | [Main Menu](#) > [iJAN](#) > [Create iJAN](#) > [Create New iJAN](#)

JOB Information
Earnings Distribution
Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

Empl ID: 700802459 Smith,John

JOB Begin Date:

JOB End Date:

New Job

Update/Rehire

Position:

Temp Empl:

***Job Code:**

Budget Year: 2016

Empl Record:

Pay Group: SM2

FTE:

Std Hrs/Wk:

Home Chartstring

Fund: 11 **Dept:** 23020 **Program:** 00001 **Account:** 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Next let's walk through an example of how the new grid will open up based on the iJAN Job Begin and Job End dates for a full academic year appointment. Please keep in mind that a full academic year iJAN is only appropriate if the per credit rates and the music hourly rate for fall and spring are the same. Otherwise, you will need to enter separate iJANs for the fall and spring semesters just as you do today.

As shown here on your screen, you'll notice that I'm entering an iJAN for a temporary faculty member with an iJAN Job Begin Date of August 24, 2015 and a Job End Date of May 7, 2016. When I do this, you'll notice that in addition to the fall semester, the spring semester also opens up. From here, I'm required to enter the applicable information based on the nature of the position.

Home Dept: 23020-4035 CVPA-School Of Music JOB Info

Empl ID: 700802459 Smith, John

JOB Begin Date: 08/24/2015 Budget Year: 2016

JOB End Date: 05/07/2016 Empl Record: 0

New Job Pay Group: SM2

Update/Rehire FTE: 0.100000

Position: Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp *Job Code: 1771

Home Chartstring							
Fund: 11		Dept: 23020		Program: 00001		Account: 500011	
Add/Update							
Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate	
Fall	3.00	3000.000	2.00	3.00	25.000	No <input type="button" value="v"/>	
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

The first two fields we come to are 'Credit Hours' and 'Per Credit Rate'. Based on John's appointment letter, he is teaching 3 credit hours for the fall semester and we are going to pay him a \$3,000 per credit rate. He is also required to hold 2 office hours per week. In addition, as an instructor in Visual and Performing Arts, he is teaching 3 hours of voice lessons per week and his music hourly rate is \$25.00.

Again as a reminder, the hours entered in the '# of Music Hours Per Week' field must be the regular number of required hours to be spent teaching music or voice lessons each week. Please do NOT enter any credit hours in this field.

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 05/07/2016

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code: 1771

Home Chartstring				
Fund: 11	Dept: 23020	Program: 00001	Account: 500011	Add/Update

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	2.00	3.00	25.000	No
Spring	6.00	3000.000	4.00	3.00	25.000	No
Summer						

For the Spring semester, John is teaching 6 credit hours with a \$3,000 per credit rate. He is also required to hold 4 office hours per week and will be teaching 3 hours of voice lessons per week with a music hourly rate of \$25.00.

Also as a reminder, should you need to enter an additional per credit rate, the functionality to do so is to the right of your screen.

JOB Information | Earnings Distribution | Approvals/Comments

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date: 08/24/2015

Budget Year: 2016

JOB End Date: 05/07/2016

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Empl: Faculty Temp

*Job Code: 1771

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	2.00	3.00	25.000	No
Spring	6.00	3000.000	4.00	3.00	25.000	No
Summer						

Multi Year Appt: Yes | Start Date: Fall 2014 | End Date: Fall 2016
Physical Location: GA | City: Atlanta

Comp Rate: 1711.764706 | Comp Rate Agreement ?

Just as in our previous example, based on the values entered on the grid, you'll notice that the total comp rate at the bottom has been automatically populated for you.

Enhancements for Part-Time Faculty – Multi Year Appointment Field

MYSLICE
SYRACUSE UNIVERSITY

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*Job Code:

Home Chartstring

Fund:	Dept:	Program:	Account:	Add/Update
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Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text" value="3.00"/>	<input type="text" value="3000.000"/>	<input type="text" value="2.00"/>	<input type="text" value="3.00"/>	<input type="text" value="25.000"/>	No <input type="button" value="v"/>
Spring	<input type="text" value="6.00"/>	<input type="text" value="3000.000"/>	<input type="text" value="4.00"/>	<input type="text" value="3.00"/>	<input type="text" value="25.000"/>	No <input type="button" value="v"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Multi Year Appt Yes

Start Date

End Date

Physical Location **City**

Comp Rate: **Comp Rate A**

On Leave ?:

Comment:

[JOB Information](#) | [Earnings Distribution](#) | [Approvals/Comments](#)

Another enhancement made to iJANs for part-time faculty is the Multi-Year Appointment field. Previously, you may recall that we asked you to check the box for this field if the faculty member had a multi-year appointment. We have enhanced the functionality to make this a required field prompting you to select 'Yes' or 'No' from the drop down menu. If you select 'No', then no additional information is required. If you select 'Yes', then please provide the start and end dates of the multi-year contract.

Enhancements for Part-Time Faculty – Mid Year Changes

MYSLICE
 SYRACUSE UNIVERSITY

[Favorites](#) | [Main Menu](#) > [iJAN](#) > [Create iJAN](#) > [Create New iJAN](#)

Home Dept: 23020-4035 CVPA-School Of Music JOB Info

Empl ID: 700802459 Smith,John

JOB Begin Date:

JOB End Date:

Budget Year: 2016
Empl Record:
Pay Group: SM2
FTE:
Std Hrs/Wk:

New Job
Update/Rehire

Position:

Temp Empl: Faculty Temp

***Job Code:**

Home Chartstring

Fund: 11	Dept: 23020	Program: 00001	Account: 500011	Add/Update
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Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	<input type="text" value="3.00"/>	<input type="text" value="3000.000"/>	<input type="text" value="15.00"/>	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Multi Year Appt

Start Date

End Date

Physical Location

City

Comp Rate:

Comp Rate Agreement ?

On Leave ?:

As is the case currently, please keep in mind that if you have a mid-year change to any of the information on the grid, then please ensure the begin date of the iJAN matches the effective date of the change.

Home Dept: 23020-4035 CVPA-School Of Music

JOB Info

Empl ID: 700802459 Smith, John

JOB Begin Date: 08/26/2015

Budget Year: 2016

JOB End Date: 12/31/2015

Empl Record: 0

New Job

Pay Group: SM2

Update/Rehire

FTE: 0.100000

Position:

Std Hrs/Wk: 20.00

Temp Emp: Faculty Temp

*Job Code: 1771

Home Chartstring

Fund: 11 Dept: 23020 Program: 00001 Account: 500011 [Add/Update](#)

Semester	Credit Hours	Per Credit Rate	# of Office & Other Hrs Per Week	# of Music Hours Per Week	Music Hourly Rate	Addl Per Credit Rate
Fall	3.00	3000.000	15.00			No
Spring						No
Summer						

Multi Year Appt: Yes Start Date: Fall 2014 End Date: Fall 2016

Physical Location: GA City: Atlanta

Comp Rate: 1058.823529 Comp Rate Agreement ?

On Leave ?

Comment:

Effective Date is 8/24/2015

If your mid-year change to any of the information on the grid happens to be effective back to the beginning of the semester, please ensure to note that in the comments field just as you do today. In addition, the begin date of the iJAN should be two days from the original start date of the appointment.

If you have a mid-year change that is not related to any of the information on the grid, for example an earnings distribution change, then you should use the first date of the next pay-period.

Closing Remarks & Contact Information

Human Resources Service Center:

315-443-4042

hrservic@syr.edu

As mentioned at the start of our presentation, these enhancements made to iJAN will not only assist with improving the University's operational and academic processes, but they will also aid in ensuring we are capturing the required information needed to comply with the ACA, while improving the overall iJAN user experience related to part-time faculty.

This concludes your information session on iJAN enhancements. If you have questions related to the information discussed in this presentation, please do not hesitate to contact the HR Service Center at 443-4042 x-1, or via email at hrservic@syr.edu. Thank you for watching this webinar. We are truly pleased to offer these enhancements and appreciate you taking the time to learn more about them.