

A-Team Follow-up Questions and Answers



Human Resources:

Question: Does the HRM-4 form apply to Faculty?

Answer: No, the new form does not apply to Faculty, only salaried staff positions and non-student hourly positions.

Question: When you put in a salary range does the new HRM-4 automatically calculate the monthly range?

Answer: Yes, anytime you put in salary information, it will carry over to the annual rate.

Question: Regarding the new notification process for Inactive hourly job records that have not generated a paycheck in six (6) months, who will receive the email notification or what determines who will be the recipient of them?

Answer: The recipient of the email notification is any individual who currently has access to the hourly termination process. If you are currently assigned to a role that allows you to navigate to the page, you will receive the notification. Multiple people in the same department will get the same email, it is up to the department to determine who handles the terminations.

***Please note:** request for records to be excluded from the termination process should be submitted by 12:00pm on Thursdays.

Procurement Services:

Question: When is the go live date for new changes to PCard reconciliation?

Answer: By March 1, 2016. There will be multiple training opportunities before the go live date.

Payroll/Payments:

Question: Does your unused vacation leave (hours that exceed what you can carry into the new year) roll over to sick leave at the end of the Fiscal Year?

Answer: Yes, the leave will roll over to the individual's sick leave balance.

Question: When are we able to enter FY16 ePARS?

Answer: We will not be able to enter FY16 ePARS until the budget rollover process happens. An email notification will be sent out with the confirmed date within the next 7-10 business days.

***Please Note:** New travel procedures will go from manual to automated on 3/1/16. More information will be sent out at a later date explaining new changes.