

Temporary Salaried Update

Extension of appointment and pay changes.



HR Partner Use Only (excluding USM)				Payroll Use Only						
Form Data										
Form Type	Prepared By			Phone	Date					
Campus	<u>Deadline:</u> Once all required signatures have been obtained, completed form can be faxed to 561-3456 by the 15th of the month or as soon as possible.									
Department										
Employee Information										
Prefix	First Name (Legal)	Middle I	Last Name (Legal)	Suffix	MaineStreet ID	Job Record				
Job Information				<input type="checkbox"/> Pay Change		<input type="checkbox"/> Appointment Extended				
Start Date	End Date	Position #	Job Code 7900	Avg Hours Per Week						
Position Title		Reports to Position #	Reports to Name							
Indicate amount of monthly installments:										
Month 1:	Month 2:	Month 3:	Month 4:	Month 5:	Month 6:					
\$	\$	\$	\$	\$	\$					
Please describe essential reason for additional pay/description of duties:										
Earnings Distribution										
<i>If more than two distributions, please also attach an earnings distribution form.</i>										
Earn Code	Start Date	End Date	Accounting ID	Dept	Acct	Class	FC	Program	Project	%
Authorizing Signatures										
Department Head/Supervisor				Date			Print/Type Name			
Chair/Director				Date			Print/Type Name			
Dean/Financial Manager				Date			Print/Type Name			
Vice President/Provost				Date			Print/Type Name			

General Instructions

For additional information, visit <http://support.hr.maine.edu/human-resources-support/human-resources/hrms-topics>

1. Form Name: Temporary Salaried Update

2. **Revisions:** 08/2017

3. **Purpose:** Use this form to submit changes for an existing temporary salaried employee.

4. **Required Fields:** Enter all information that needs to be added/updated in MaineStreet. Form fields preceded by | are required fields; missing required information will be considered incomplete and returned to preparer.

5. **HR Partner Use Only and Payroll Use Only:** space used by HR staff to enter review and approval notes

6. **Deadlines** for completed forms to be received by Human Resources. Items received after the deadline may or may not be completed in time for a current pay cycle.

a. **Monthly employees** - AS SOON AS POSSIBLE, but no later than the 15th of the month that the pay is expected.

7. **Submission Methods:** Send completed forms (including with all required signatures) to HR/Payroll as follows:

a. **Fax to 561-3456:** This fax number transmits the form directly to ImageNow where payroll will link to the employee and move to appropriate data entry queue. This submission method is the most secure for protecting personal information.

b. **Email to payroll@maine.edu:** Completed form is sent via email attachment. Per Administrative Practice Letter – Employee Protection of Data, Social Security Numbers are not advised to be shared via email. If fax is not available and form with SSN is sent via email, Payroll will print the form to ImageNow and then the email will be deleted to safeguard the employee's information.

c. **Campus Mail:** Send via campus/USPS mail to UMS Payroll, 65 Texas Avenue, Bangor ME 04401. When received, the form will be faxed to ImageNow for processing.

Form Data

8. **Form Type:** This field will help determine duplicate forms. Select from the dropdown as follows:

b. **Original:** if this is the first rendition of the form sent to Payroll;

c. **Revised:** if this form includes corrected information compared to the Original form already submitted to Payroll.

9. **Campus:** Select from dropdown the campus initiating the action.

10. **Department:** up to 6-character HR department ID with the first letter representing the campus (A=UMA, F=UMF, K=UMFK, M=UMM, O=UM, P=USM, I=UMPI, S=Univ Svcs).

11. **Prepared By:** name of person completing the form

12. **Phone:** 7-digit telephone number where the preparer can be reached during working hours

13. **Date:** date the form is prepared

Employee Information

14. **Prefix, First Name, Middle I, Last Name and Suffix:** Enter employee's legal name

a. **Additional Names:** notify HR of a different preferred name (legal name will display in HR pages and preferred name will be shared with other UMS applications such as Blackboard, etc.)

15. **MaineStreet ID:** Enter employee's 7-digit MaineStreet ID

16. **Job Record:** Employees may have multiple jobs with UMS. If applicable, enter the appropriate job/employment record number.

Job Information

17. **Status:**

a. Pay Change: select this option if a pay change is to occur
b. Appointment Extended: select this option if current appointment should be extended
18. Start Date: enter the start date of the temporary appointment.
19. End Date: enter the expected end date of the temporary appointment; the Job will be terminated as of this date. Any changes must be submitted on a Personnel Data Change Form.
20. Position Number: 8-digit position number for temporary employee's job
21. Average Hours Per Week: enter the approximate/average hours expected to work each week.
22. Position Title: Enter the title if different than the default position title
23. Reports To Position #: Enter the position number of the employee that this new position will report to.
24. Reports To Name: Enter the name of the employee that this new position will report to. (must match position number default reports to.)
25. Monthly Installments: For each month, enter the month (Jan, Feb, Mar, etc.) and the earnings amount per month.
26. Describe essential duties of this position: provide information on the essential duties of this position.
Earnings Distribution
27. Earn Code: Earn code will be determined by payroll and will impact how taxes and benefits are applied. Enter earn code if distribution is based on type of earnings
28. Start Date: Enter the effective date of the change/addition. If payroll has already been processed since the start date, retroactive adjustment will be processed.
29. End Date: Enter an end date if necessary. Note that this end date will not stop the employee from receiving pay. if the employee continues to get paid after this date, it's important to submit a new Earnings Distribution Form to avoid suspense activity. This date will also impact encumbrances.
30. Accounting ID: 10-digit combocode used by HR
31. Dept: 8-digit department code for GL
32. Acct: 5-digit earnings account code for GL. The account code should be based on the earnings type and will determine the fringe rate applied. Reference Earn Code List.
33. Class: class code if necessary
34. FC: 2-digit fund code
35. Program: program code if necessary
36. Project: project code if necessary
37. %: if entering multiple distribution lines, all lines must add up to 100% for each earn code. In most cases this will be one line and the percent 100%. If you need to charge this additional pay to multiple budget accounts, grants, projects, etc. you may detail on other lines on this form and detail how the pay should be distributed (75/25%, 50%/50% or even further breakdowns. The total should be 100%)
Authorized Signatures
Signatures required will vary by type of action and campus/departmental needs. Generally, a financial manager signature is required on all forms with changes in salary.
38. Department Head/Supervisor: signature, date and typed/printed name of supervisor or department head
39. Director/Chair: signature, date and typed/printed name if appropriate
40. Dean/Financial Manager: signature, date and typed/printed name if appropriate
41. Vice President/Provost: signature, date and typed/printed name of financial manager