UNIVERSITY OF DELAWARE
HUMAN RESOURCES

Additional Assignments Web Form

Use this form to manage job assignments for student and miscellaneous wage employees who may be working for multiple departments, or working multiple jobs within a department. If you have any questions, contact Payroll at (302) 831-8677 or email pr-staff@udel.edu.

NOTE – Employees must be hired and in the HR system to be available in the Additional Assignments web form.

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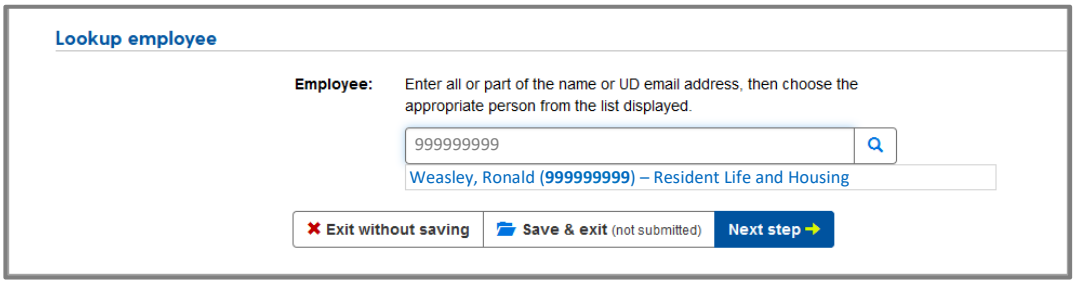
1st screen

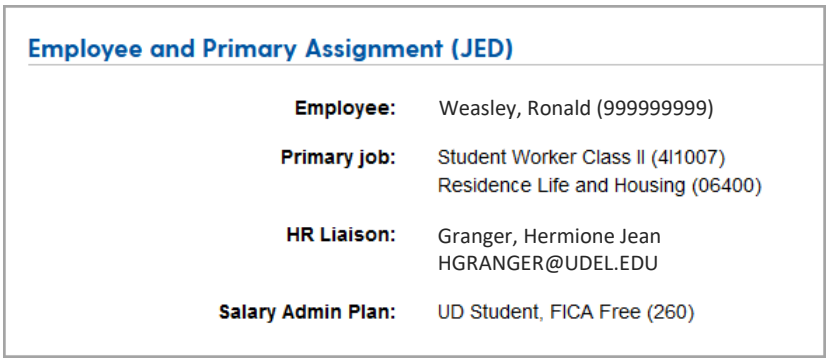
Lookup employee

1. **Employee**
   a. Enter partial name, UD ID or UD Email address
   b. Choose the person from the list that appears below box
2. Click **Next step**



2nd screen

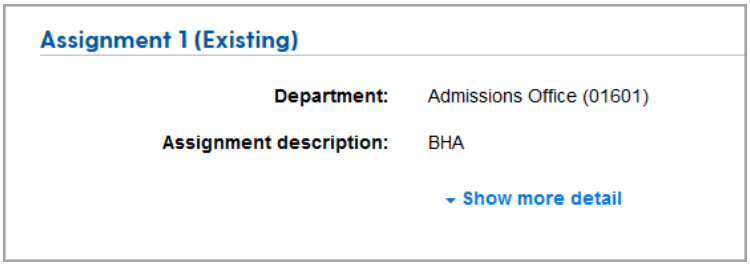
Employee and Primary Assignment (JED) – displays the employee's home department and primary job information.



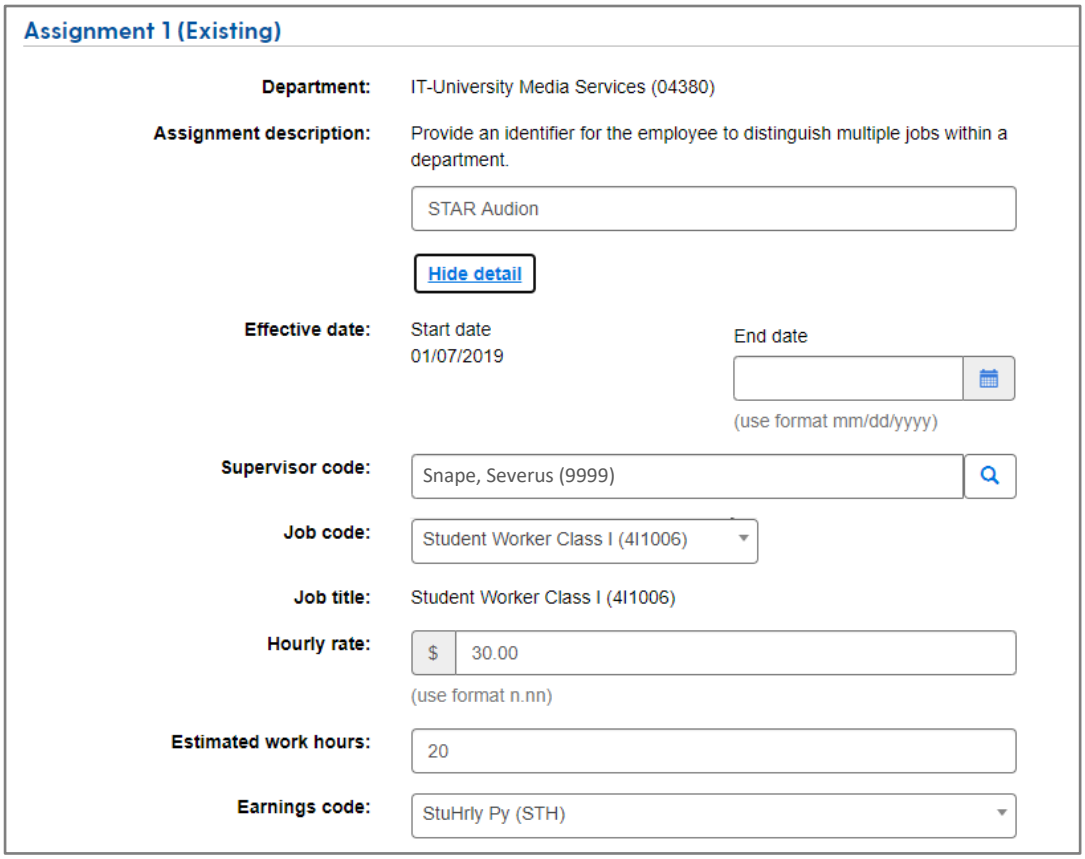
2nd screen (continued)

Assignment 1 (Existing), Assignment 2 (Existing), etc. – displays current additional assignment(s)

3. Click **Show more detail** to see more information

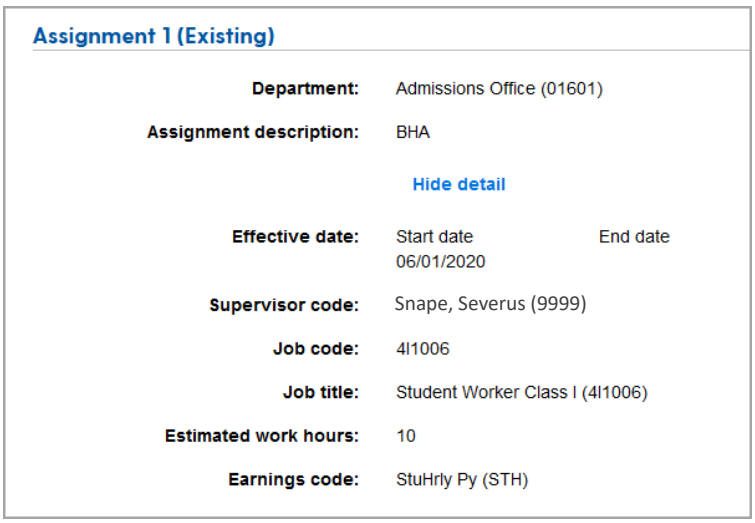


4. If this assignment <u>belongs to your department</u> (and you have the required department access), the fields are open and you can update:
   - **Assignment description –** make sure it is unique for the employee/department
   - **End date** (if known)
     - This will terminate the assignment on entered date
     - You can change the date to extend the assignment
   - **Job code**
   - **Hourly rate**
   - **Estimated Hours**
   - **Earnings Code**



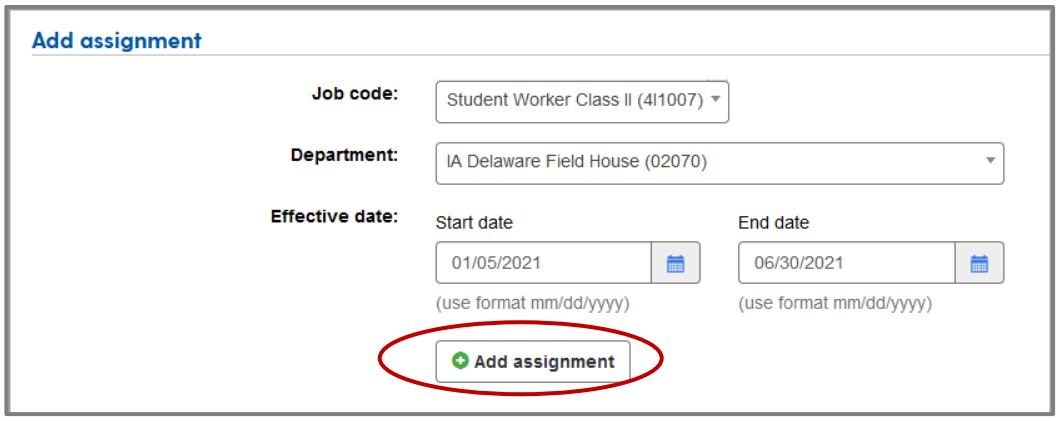
2nd screen (continued)

5. If this assignment belongs to another department, you will have view access to the assignment information:
    - **Assignment description –** make sure it is unique for the employee/department
    - **End date** (if known)
        - This will terminate the assignment on entered date
        - You can change the date to extend the assignment
    - **Job code**
    - **Estimated Hours**



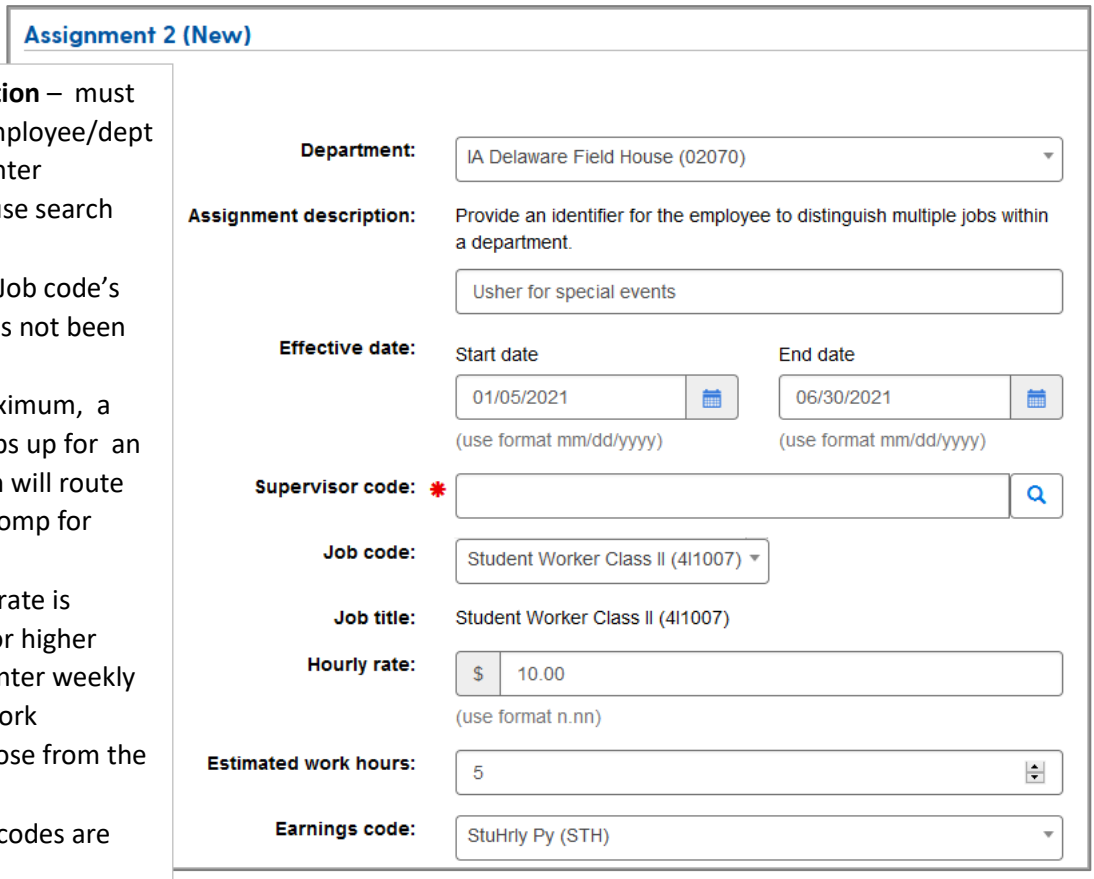
Add assignment - use this section to add a new job for the employee

1. **Job code** – use the drop-down to select one (they are based on the employee's salary admin plan)
2. **Department** – choose by entering name or Dept ID
3. **Effective date**
    a. **Start date** – cannot be a date before the employee's hire date
    b. **End date** -
4. Click **Add assignment** button



Assignment 2 (New) - use this section to add details of the new assignment

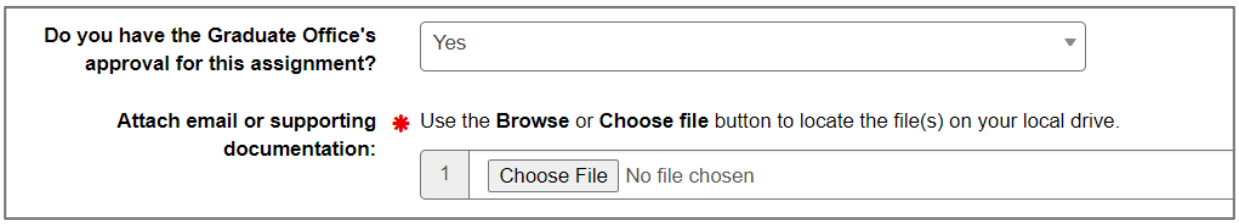
1. **Assignment description** – must be unique for the employee/dept
2. **Supervisor code** – enter Supervisor Code or use search
3. **Hourly rate**
   - form checks that Job code's maximum rate has not been exceeded
   - if higher than maximum, a comment box pops up for an explanation (form will route to HR Class and Comp for approval)
   - form checks that rate is Minimum Wage or higher
4. **Estimated hours** – enter weekly hours expected to work
5. **Earnings code** – choose from the list
   - only appropriate codes are included

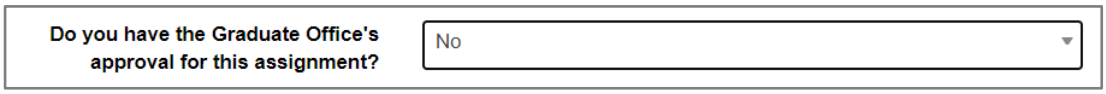


Assignment 2 (New) – Grad Students

(Follow steps 1 – 5 above)

6. Grad Office approval is required
   a. **Yes** – please attach Grad Office's approval, this web form will copy Grad Office after it is approved
   b. **No** – form will route to Grad Office for approval

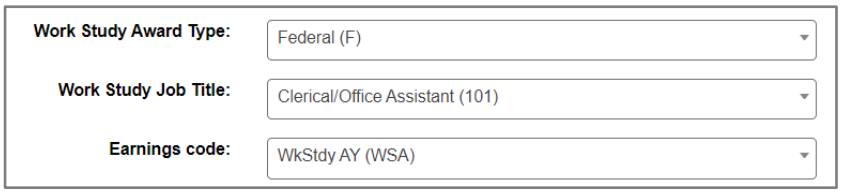




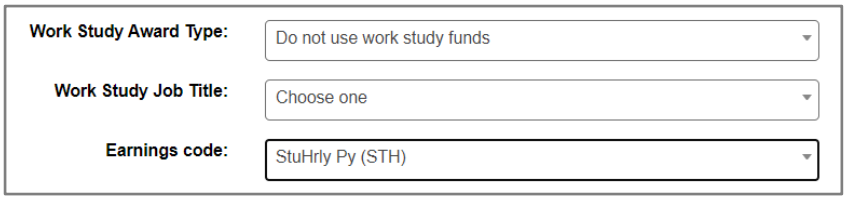
Assignment 2 (New) – Work Study

(Follow steps 1 – 5 on page 4)

7. When a student has a Work Study Award, there will be additional fields to complete.
   - When the job uses Work Study funding
     - **Work Study Award Type** - select Federal or State
     - **Work Study Job Title** – select one from the list
     - **Earnings code** – select WkStdy AY (WSA)

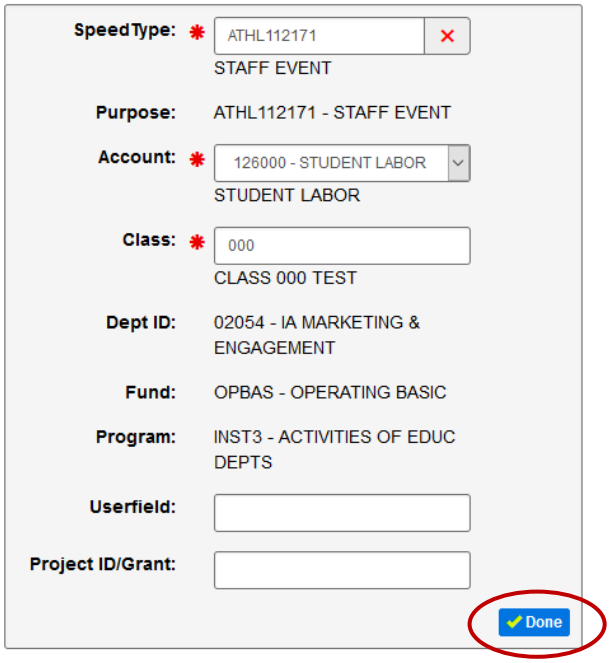


   - When the job does *not* use Work Study funding
     - **Work Study Award Type** - select 'Do not use work study funds'
     - **Work Study Job Title** – leave as 'Choose One'
     - Earnings code – StuHrly (STH)



Assignment 2 (New) - Funding Section (all employees)

8. Funding:
   - **Speedtype** – enter code or description to choose from list
   - **Account** – choose from list (choices are based on the Earnings code you selected)
     - 126000 - undergrads
     - 126900 - grad students
     - 126015 – students working for Public Safety only
     - 125200 – misc. wage
   - **Class** (change if needed)
     - defaults to 000 for undergrad students or misc. wage
     - defaults to 300 for grad students
   - **Userfield** – enter if used by your dept.
     Project ID/Grant – enter if used by your department (rare)
9. Click **Done** button
10. Click the **Next step** at bottom of page



Routing

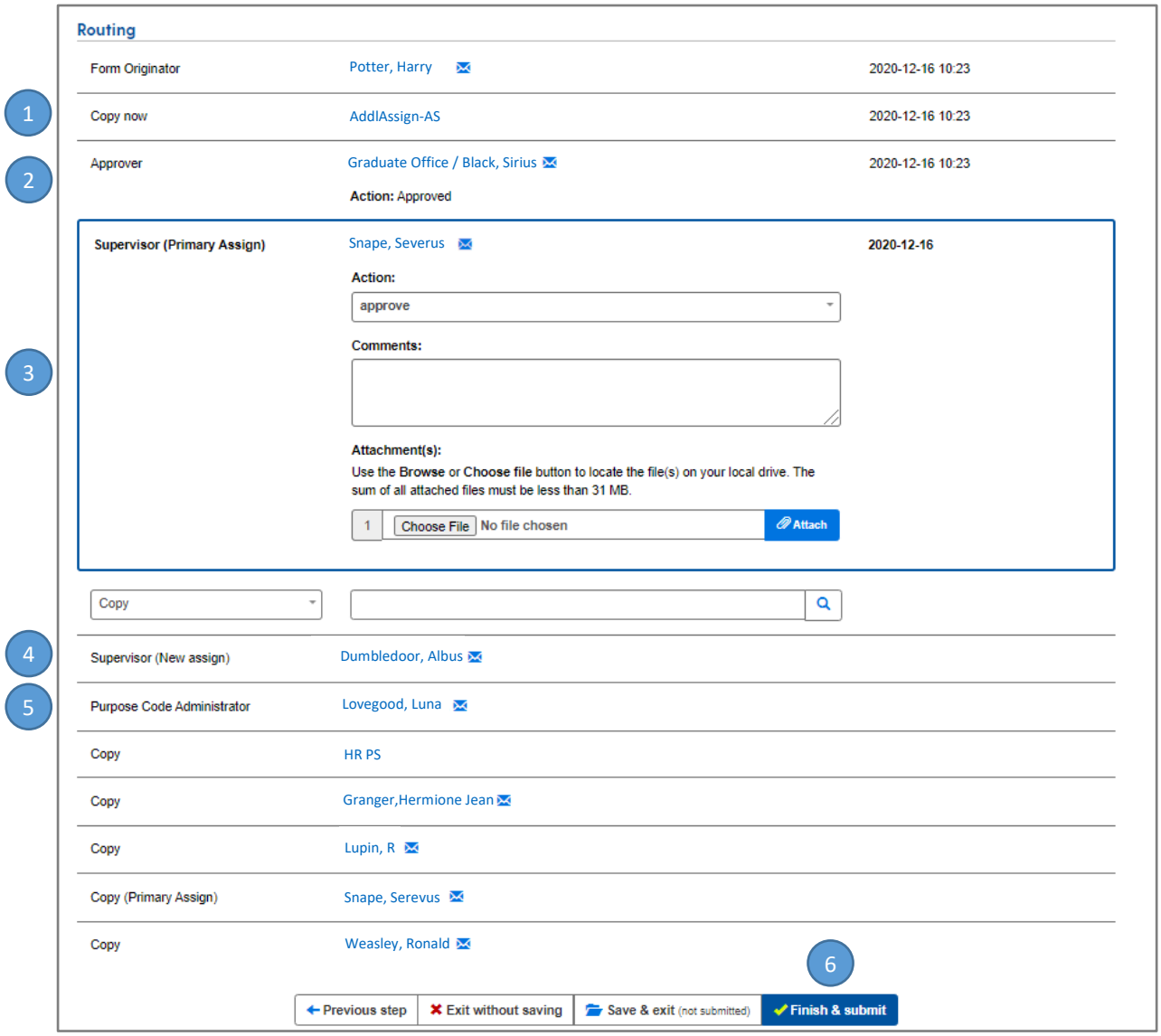
1. **Copy now** – a feature available to designated employees in colleges/units (See pg. 7 for more information.)

Approvals:

2. **Approver/Graduate Office** – approves if employee is a grad student
3. **Supervisor (Primary assign)** – approves form after reviewing **Estimated hours** for ACA tracking
   a. **Comments** – enter comments if needed (optional)
   b. **Attachment(s)** – use **Choose File** button to include approvals or other documentation
4. **Supervisor (new assign)** – approves details of new assignment
5. **Purpose Code Administrator** – approves the funding of the new assignment (choose one from list)

Note: **Class and Comp** – approves if **Hourly rate** is above maximum rate for the **Job code**

6. Click the **Finish & submit** button



After form is approved, the following get copies of the form:

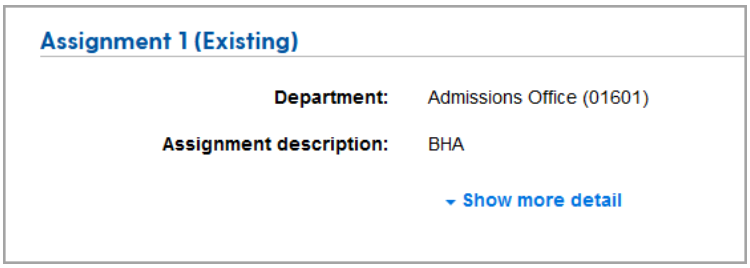
- HR PS
- HR Liaison (Primary Assign)
- Employee
- Supervisor (Primary Assign)
- Originator

Retro Hourly Rate Update for Existing Assignments

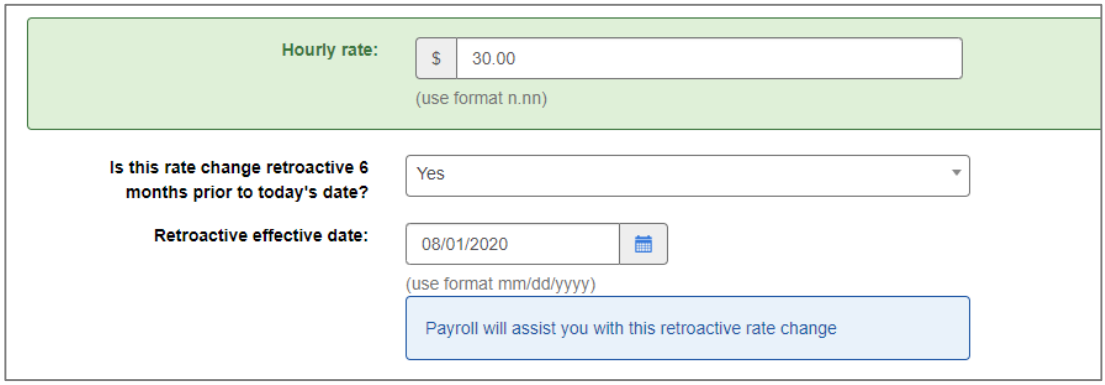
Use this feature when a new hourly rate should be applied retroactively. These instructions start on the 2nd screen of the web form and assume the existing assignment belongs to your department (and that you have access to your department security tree).

Assignment 1 (Existing), Assignment 2 (Existing), etc.

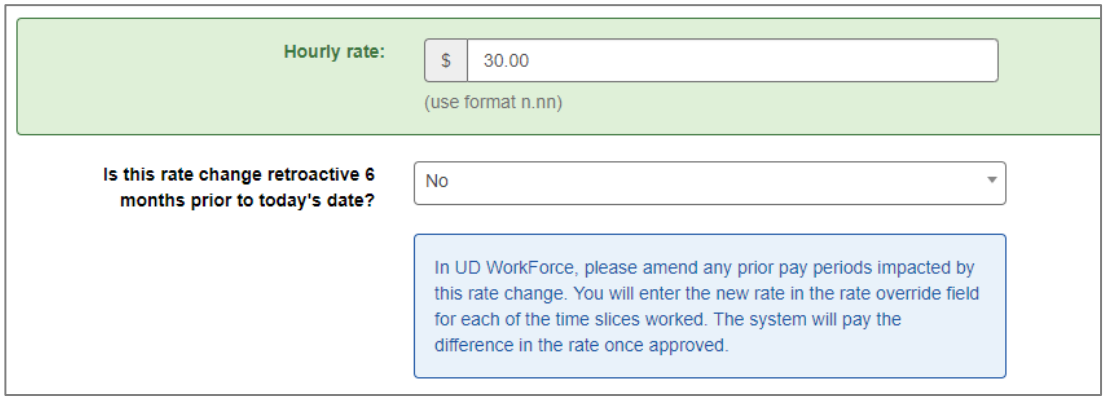
1. Click **Show more detail** to see more information



2. **Hourly rate** – enter a new rate
3. A new field will appear – **Is this rate change retroactive 6 months prior to today's date?**
   - **Yes** – A date field will open, enter a retroactive effective date that is 6 months prior to today's date. The form will route to Payroll for approval.



   - **No** – new hourly rate will apply to the assignment based on the date when form is approved or user can amend prior pay periods impacted by the rate change in UD WorkForce.



Web Form In-Basket – Copy Now

This is a new feature available to designated employees in these colleges and departments that allows them to monitor Additional Assignments web forms in their units while they are in routing.

These are the **Copy Now** In-Baskets:

College of Ag. & Natural Resources	**AddlAssign-AG**	wf-addlassign-ag@udel.edu
College of Arts & Sciences	**AddlAssign-AS**	wf-addlassign-as@udel.edu
Lerner College of B & E	**AddlAssign-BE**	wf-addlassign-be@udel.edu
College of Engineering	**AddlAssign-EG**	wf-addlassign-eg@udel.edu
College of Education & Human Dev.	**AddlAssign-EH**	wf-addlassign-eh@udel.edu
College of Health Sciences	**AddlAssign-HN**	wf-addlassign-hn@udel.edu
College of Earth, Ocean & Environ.	**AddlAssign-MS**	wf-addlassign-ms@udel.edu
Information Technologies	**AddlAssign-IT**	wf-addlassign-it@udel.edu
Public Policy & Administration	**AddlAssign-PA**	wf-addlassign-pa@udel.edu
FREAS	**AddlAssign-Facilities**	wf-addlassign-facilities@udel.edu
Student Centers	**AddlAssign-Student Centers**	wf-addlassign-stucenters@udel.edu