

HR FRONT END TRANSACTION – ADDING A CELL STIPEND JOB

For information and policies regarding cell phone stipends, see the OBFS website:
<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=959190>

Overview

Transaction type: Add a Job – Adding a Cell Stipend Job

Routing: Org Initiate, Org Review, College Review, HR Apply

Documents to attach: College Level Approval Form or Exception to Policy Form

HR - Establish Pooled Cell Phone Stipend Position:

Establishing the cell phone stipend pooled position to use in this process is done by Human Resources outside of the HR Front End. See the campus-specific instructions below for getting the appropriate cell phone stipend position number to use:

UIC: Use the following link to submit a request for a new position number for the cell phone stipend:
http://www.uic.edu/depts/hr/support/Cellphone_Stipend_Request.shtml

The appropriate HR Office will contact you with the position number that should be used for the cell phone stipend. Since the position will be pooled, this can be used for multiple employees within the same organization code.

UIS: Contact Human Resources to request a pooled CELL stipend position number. They will contact you with the position number that should be used for the cell phone stipend.

UIUC: If you don't already have a pooled CELL Stipend position number, contact Academic Human Resources at ahr@uillinois.edu. Please include the chart of account along with the two-digit college code and name, six-digit organization code and name and FOAPAL to be used. You will be contacted with a CELL stipend position number to use.

UA: Contact Employee Relations and Human Resources (ER/HR) for pooled CELL stipend position information.

HR Front End Detailed Steps

1. Review the CELL position to be used for the employee.
 - a. Verify that the **Position Type** is *Pooled*, **PClass** is *ICELL*; **E Class** is *BB*; and the **PAPE** is *99999*.
NOTE: If a new position needs to be established or changes need to be made, contact your Campus HR office before processing the Add a Job transaction.
2. Search for employee and open **Employee Record View**.
3. Select **Transactions » Add a Job**.
4. Enter the pooled position number, or search for a position by chart and org and highlight the desired position. You should have a pooled position for CELL already established (see step 1 above).
5. Click **Continue**.
6. Enter **Job Begin** date and Job End Date, if applicable.
7. Click **Continue**.

8. On the **Position Data** screen, verify that the Position Type is Pooled, PClass is ICELL; E Class is BB; and the PAPE is 99999.

NOTE: Position Data is not editable for pooled positions in an Add a Job transaction.

9. Click **Continue**.

10. On the **Job Data** screen change the Job suffix to CE.

- a. Change **Job Title** to Stipend Internet Cell.
- b. Change Job Type to **O-Overload**.
- c. **Factor** defaults to 12.
- d. Enter 0.00 for **FTE**.
- e. Enter total CELL stipend in the **Annual** rate field.
- f. Verify the **Timesheet Org** (defaults from Position **Budget Org**).
- g. Change **Leave Category** to **Ineligible**.
- h. Change **Accrue Leave** to **No**.
- i. Verify the **Job Labor Distribution**.
- j. If a change is needed to existing values, click on the **Labor Distribution** field, overwrite the numbers, and click **Update** to the right of the LD row.

NOTE: You must click **Update** next to each LD row for which you change values.

If an additional line is needed, use vertical blank fields below the LD row(s) to enter data.

Click **Add LD**.

- k. Enter a **Job Comment** including “adding CELL stipend per college level approval form” or “adding CELL stipend per Exception to Policy approval form” and click **Add Comment**.

NOTE: Once the comment is added you cannot change or remove it.

- l. Click **Continue**.

11. Add attachment(s) as follows:

- a. Click **Attachments** tab.
- b. Click **Add Attachment**.
- c. Click **Browse**, select document to attach (either on your hard drive or network drive).
- d. Click **Open**.
- e. Click **Add**.
- f. Select **Agreements** from **Document Type** drop-down list, and enter Cell Stipend Approval in the **Description** field.
- g. Click **Upload**. Check the message at the top of the screen to ensure that no error occurred.
- h. Click **Done**.

NOTE: You may change the **Doc Type** in **Employee Record View** by using the drop down box. You can also edit the **Description**. Then click **Save Attachment**.

12. Routing and Apply

- a. Review all changes and click **Route**.
 - i. Should get message Success routing to Org Review stop.
- b. If initiator also has Org Review permissions, click the **Take Ownership** button in the Employee Record View. Otherwise, the transaction appears in the Org reviewer **Group Inbox**. Org Reviewer must **Take Ownership**, review, and **Route**.
 - i. Should get message success routing to COLLEGE Review stop. (If reviewer is not the Home Org, the transaction routes to the Home Org before going to the college stop).
- c. Transaction appears in college reviewer **Group Inbox**. College reviewer must **Take Ownership**, review, and **Route**.

- i. Should get message success routing to CAMPUS Apply stop. (If reviewer is not the home college, the transaction routes to the home college before going to the campus stop).
 - d. Transaction appears in the Camus/Central HR Group Inbox.
 - i. HR must **Take Ownership**.
 - ii. Click the **Default Earnings** accordion to expand it.
 - 1. Update current Earnings Code of **RGE** and replace with **CEL**.
 - 2. Enter 1.00 in **Hours/Units**.
 - 3. Enter the monthly amount in **Special Rate**.
 - 4. Enter the **End Date** as the Job End Date +1, if applicable.
 - 5. Click **Update**.
 - e. Review the remainder of the transaction and click **Apply**.