HAPPY GHC MOVING DAY!

ISR SUMMER STAFF MEETING - AUGUST 2009
AGENDA

- Space Update
- New SSP Form Review
- Hiring Process Review
- Help Desk Website and ITS Support Process
SPACE UPDATE

- GHC moves start today! One elevator! Total chaos across SCS! (Hopefully not...)
- ISR moves start...sometime in the future.
- ISR space allocation has been finalized...
ISR’S NEW HOME

- **Wean Hall**
  - 5100 corridor
  - 5200 corridor Business Office suite
  - 5300 corridor offices
  - 4100 corridor (including lounge)
  - 4200 corridor
  - 2300 corridor Executive Education suite

- **South Craig Street**
  - 300 S. Craig - MSE and VLIS
  - 417 S. Craig - MSIT-eBusiness Program
SPACE ASSIGNMENTS

- TBD - will be worked on in the coming weeks
- ISR Faculty Space Committee currently reviewing process and will be presenting to full faculty shortly
• ISR space in Wean will be renovated

• Goal is for renovations to be completed PRIOR to relocating faculty and staff

• PhD students in Wean will be consolidated temporarily over the coming weeks

• Renovation timeline and specs are TBD

• Don’t expect to move before the start of classes...
Only folks moving near-term are...

- PhD students with offices on Wean 3+ & Doherty 4 (to temporary offices on Wean 4)
- MSIT-eBusiness (will move to 417 S. Craig, likely in mid-September)
- Everything else is TBD...
AGENDA

- Space Update
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- Hiring Process Review
- Help Desk Website and ITS Support Process
NEW SSP FORM

- Lovely, complex new SSP form
- Process is still in flux - central reconsidering when documents go to SPA, HR, etc. - but is taking longer
- Form may be updated at any time, so always download a fresh copy
- Instructions are also being updated regularly, so please check online from time-to-time
### Payee Current Employment Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Name (as it appears in HREM):</td>
<td>a</td>
</tr>
<tr>
<td>Payee Home Department:</td>
<td></td>
</tr>
<tr>
<td>Payee Employment Relationship:</td>
<td>select one</td>
</tr>
<tr>
<td>Payee FLSA Status:</td>
<td>select one</td>
</tr>
</tbody>
</table>

- Check if the employee’s current salary or this payment is charged in whole or in part to a sponsored award.
- If yes, the form must be routed to Sponsored Project Accounting for review and approval.

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### Complete One of the Following Payment Sections

- A. Award Payment Information
  - Award Amount (before applicable taxes)
  - Description of the Award

- B. Executive Education Payment Information
  - Faculty Executive Education
  - Staff Executive Education

- C. Special Payment Information
  - Faculty Early Retirement
  - Pmnt in Lieu of Benefits (HR only)
  - Compensation for use of Educational Materials
  - Pmnt in Lieu of Retirement (HR only)

- D. Other Payment Information
  - Other Payment Information

- E. Payment Information for Services Performed (faculty and exempt staff only)
  - Department for whom services were performed:
  - Agreed Total Payment Amount (before applicable taxes)
  - Months/dates work performed:
  - If the employee or this payment is charged to a sponsored award, estimate the percent of the employee’s normal semester effort that these additional services represent.

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### Accounting Information

- GL Amount
- Object Code
- Funding Source
- Function
- Activity
- Organization
- Entity
- GM Amount
- Project
- Task
- Award
- Expenditure Type (text)
- Organization (text)

- select one
- select one
- select one

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**Monday, August 10, 2009**
# NEW SSP FORM

**Human Resources**  
**– June 4, 2009**

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**Special Service Payment Request for Current Employees Who are paid in USD**

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Payee SSN (last 4 digits only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Home Department:</th>
<th>Payee FT/PT: select one</th>
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<th>Payee Pay Frequency: select one</th>
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- Check if the employee's current salary or this payment is charged in whole or in part to a sponsored award.
  - If yes, the form must be routed to Sponsored Project Accounting for review and approval.

**COMPLETE ONE OF THE FOLLOWING PAYMENT SECTIONS – CHECK ONLY ONE BOX PER REQUEST**

<table>
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<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Award Payment Information 81552 (exempt or non-exempt employees or students) ADP 900</td>
</tr>
</tbody>
</table>
  - Department giving the Award:  
  - Award Amount (before applicable taxes)  
  - Description of the Award:  |

| B. | Executive Education Payment Information (faculty and exempt staff only)  
  - Faculty Executive Education 81558 ADP 901  
  - Staff Executive Education 81562 ADP 902 |

| C. | Special Payment Information  
  - Faculty Early Retirement 81556 ADP 903  
  - Compensate for use of Educational Materials 81566 905  
  - Pmnt in Lieu of Benefits(HR only) 81543 ADP 904  
  - Pmnt in Lieu of Retirement(HR only) 81544 ADP910 |

| D. | Other Payment Information 81542 (requires HR approval) ADP C  
  - Detailed Description of reason for payment:  |

| E. | Payment Information for Services Performed (faculty and exempt staff only)  
  - If work is performed outside of the home department, the hiring department must receive prior authorization from the home department that the additional work will not impact the home department’s work.  
  - Description of Services Performed – amount will be included in effort percentage (check one):  
  - Faculty Additional Teaching Assignment – less than 4 months 81564 ADP 906  
  - Summer Camp/Outreach Programs 81554 APD 907 (staff must use PTO to participate & receive additional pay)  
  - Staff Additional Responsibilities - less than 4 months 81560 ADP 908: (explain work performed)  
  - Other 81568 ADP 911: (explain services performed in detail)  |

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*Monday, August 10, 2009*
**NEW SSP FORM**

**Human Resources** – June 4, 2009

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**COMPLETE ONE OF THE FOLLOWING PAYMENT SECTIONS** – CHECK ONLY ONE BOX PER REQUEST

**A. Award Payment Information**

- 81552 (exempt or non-exempt employees or students)
- ADP 900

**B. Executive Education Payment Information**

- Faculty Executive Education 81558
- ADP 901
- Staff Executive Education 81562
- ADP 902

**C. Special Payment Information**

- Faculty Early Retirement 81556
- ADP 903
- Pmnt in Lieu of Benefits(HR only) 81543
- ADP 904
- Compensation for use of Educational Materials 81566
- ADP 905
- Pmnt in Lieu of Retirement(HR only) 81544
- ADP 910

**D. Other Payment Information**

- 81542 (requires HR approval)
- ADP C

**E. Payment Information for Services Performed** (faculty and exempt staff only)

If work is performed outside of the home department, the hiring department must receive prior authorization from the home department that the additional work will not impact the home department's work.

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If the employee or this payment is charged to a sponsored award, estimate the percent of the employees normal semester effort that these additional services represent.

% of effort

<table>
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</thead>
<tbody>
<tr>
<td>GL Amount</td>
</tr>
<tr>
<td>select one</td>
</tr>
<tr>
<td>select one</td>
</tr>
<tr>
<td>select one</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>GM Amount</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure Type (text)</th>
<th>Organization (text)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td>select one</td>
<td></td>
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<td></td>
<td></td>
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<td>select one</td>
<td></td>
</tr>
</tbody>
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Monday, August 10, 2009
# NEW SSP FORM

<table>
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<tr>
<th>Requestor Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Name:</td>
<td></td>
<td>Requestor Phone:</td>
</tr>
<tr>
<td>Requestor Email:</td>
<td></td>
<td>Requestor Department:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorizing Signatures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Signature:</td>
</tr>
<tr>
<td>(certifies agreement with payment information and taxation)</td>
</tr>
<tr>
<td>Initiating Department Head/Designate:</td>
</tr>
<tr>
<td>Initiating College/Division ALG Member:</td>
</tr>
<tr>
<td>Home Department Head/Designate:</td>
</tr>
<tr>
<td>Home College/Division ALG Member:</td>
</tr>
<tr>
<td>Sponsored Project Accounting (if required—see instructions):</td>
</tr>
<tr>
<td>Human Resources (required if using section D):</td>
</tr>
<tr>
<td>Provost:</td>
</tr>
</tbody>
</table>

Send the completed request including all signatures to: Payroll Services, UTDC. Incomplete forms will be returned to the requestor and will not be processed.
Special Service Payment Supplemental Form

Section A - Purpose of Payment
There are several reasons in IST to make special payments to employees. Please indicate below which of these reasons applies to this payment and provide additional details as requested:

☐ This payment is for courseware development for distance education
   Specifics: ____________________________

☐ This payment is for courseware development for the MSIT eBusiness Technology program
   Specifics: ____________________________

☐ This payment is for executive education eLearning courses
   Specifics: ____________________________

☐ This payment is for executive education: all other forms
   Specifics: ____________________________

☐ This payment is for a courseware license fee (external)
   Specifics: ____________________________

☐ This payment is for approved mentoring of an external faculty member
   Specifics: ____________________________

☐ This payment is for mentoring of a studio or practicum project
   Specifics: ____________________________

☐ None of the above. Specifics: ____________________________

Section B - Payee and Period of Performance

Name of Payee: ____________________________
Period of Performance: ____________________________
Amount: ____________________________

Section C - Person completing this form:

Name (print): ____________________________ Date: ____________________________
Signature: ____________________________

For questions about the use of this form, please contact Nick Posslumi (ab-SS59)

Revision: June 2009
AGENDA

- Space Update
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- Help Desk Website and ITS Support Process
HIRING PROCESS

- Submit request to Helen
  - Required for ALL hires: FT, PT, temporary teaching staff (MSE/ExecEd/eBiz), and replacements for folks who have left
  - Provide job description, source of funding, desired salary or salary range, desired start-date, name of candidate (if known in advance), duration of appointment, nature of appointment (FT, PT, temporary), and planned office location
- PMF form is completed and circulated for signatures
  - (Business Office, Department Head, ALG, Dean, Provost, HR)
- Department notified of approval (4-6 weeks)
- Position posted and interviewing can begin (if needed)
- Position filled and new hire starts
- Please do NOT promise someone a position OR allow anyone to begin work until formal approval has been obtained
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