The Dos and Don’ts of Data Management
New Hire Errors: Duplicate IDs

- Anyone who has been an employee (even as a temporary employee or guest), a student, or a vendor of Temple University will have been issued a TUID
  - Check with the new employee if they have ever had any affiliation with Temple University
  - Because the Guest System does not require an SSN, the system does not automatically pick up the match
  - If you know the employee may have an established ID, please alert Data Management prior to submitting your Req
  - The criterion used by the system to match are full name, SSN, date of birth, and address
New Hire Errors:

I-9 Completion

• The I-9 must be completed within 3 days of the start date
  – Without a valid and up-to-date I-9, an employee cannot work past the 3 day limit
  – Until the I-9 is completed, the employee cannot be paid
  – The I-9 is not complete until Employment verifies documentation from the employee
  – If the I-9 is completed after the payroll deadline, the employee may be excluded from payroll
The employee can complete VIAM any time between the “Sent to Banner” date and 3 days after the “Start On” date.

A previously completed I-9 is valid until 1 year after termination.
New Hire Errors:

Start and Stop Dates

• For Faculty, Adjuncts, and Graduate Assistants, the start date and end date must be the first of the month and last of the month, respectively
• If any other date is entered (i.e. semester start and end dates), the monthly amount will be prorated
Job Change Errors:

**Position Control Number (PCN) Updates**

- Please verify with Budget that you have the correct PCN
- Information from the PCN will need to be updated if the information assigned to that PCN does not match the new job
Job Change Errors:

Effective Dates

• An effective date other than the start of a pay period will cause the employee to have two time cards generated

• Whenever possible, use an effective date at the start of a pay period

• Pay schedules indicating the Pay Period Begin Date for both B1 and M1 employees can be found at [www.temple.edu/hr](http://www.temple.edu/hr) under Payroll Management towards the bottom of the page
Go to www.temple.edu/hr
Click on Payroll Management
Select the appropriate pay schedule
Use Pay Per. Beg. Date as effective date

PAYROLL DEADLINES AND SCHEDULES
Monthly Payroll - M1 Schedule
- 10th of the month for the submission of all university department paperwork. If the 10th falls on Saturday or Sunday, the deadline is Monday.

Biweekly Payroll - B1 Schedule
- Every other Monday of the pay week at 9AM for all manual input.

KRONOS Approval
- Every other Thursday by 5PM, and the 10th of the next month for monthly employees.

Terminations and Deductions in Pay
- Please notify us as soon as you become aware of a termination or docking that falls outside of the processing deadlines so that we can take the necessary steps to adjust the payroll as soon as possible.

Paperwork includes all employment regulations submitted through GreenTree, the TUPortal regulations for full-time faculty and graduate students, expense distribution change forms, payroll adjustment forms, manual time reports and payroll deduction requests.
Job Change Errors:

**Expense Form to Change Orgs**

- Use the top of the expense form (Old and New) to update orgs other than the FOAPAL

- Indicating an org change in the FOAPAL DOES NOT indicate a change in all other orgs for the employee
Indicate the new org number of any orgs that are changing (Job, Home, or FOAP)

For clarity, you can describe all changes being made with the form in the “Reason for Change” or “Notes and Calculations” section.
Hierarchy Errors:

**Invalid Supervisor**

- All employees must have a valid supervisor
- Supervisors are invalid if they are no longer employed by Temple University or if they leave the position that was the supervisor position
  - Use the Org Chart found on TUPortal to determine all employees who were reporting to a specific supervisor when they change roles or leave the university
Search the employee’s name in the format (last name, first name)

Review the employee’s supervisor and direct reports. Send any changes to orgchart@temple.edu or use the EPAF to make changes on your own (you will need the POSN and Suffix)
Hierarchy Errors:

**Unauthorized Change Requests**

- Any change submitted to orgchart@temple.edu must be approved by a Level 1 or 2 employee
  - Have the L1 or L2 send the email requesting the change, or copy them on the email sent to Org Chart so that they can give approval in the email
  - Use signature authorization to find the proper Level 1 or 2
Two ways to search:
1. By name
2. By org number
### New Changes:

#### Graduate Assistant Fringe Rates

**Effective 1 July 2014**

<table>
<thead>
<tr>
<th>12-Month Appointments</th>
<th>Non-12-Month Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6106</strong> – Graduate/T.A. (Faculty of Record)</td>
<td><strong>6116</strong> – Graduate/T.A. (Faculty of Record)</td>
</tr>
<tr>
<td><strong>6301</strong> – Graduate Assistant</td>
<td><strong>6311</strong> – Graduate Assistant</td>
</tr>
<tr>
<td><strong>6302</strong> – Research Assistant</td>
<td><strong>6312</strong> – Research Assistant</td>
</tr>
<tr>
<td><strong>6303</strong> – Teaching Assistant</td>
<td><strong>6313</strong> – Teaching Assistant</td>
</tr>
<tr>
<td><strong>6304</strong> – Pre-Doc Fellow-Medical Benefits</td>
<td><strong>6314</strong> – Pre-Doc Fellow-Medical Benefits</td>
</tr>
<tr>
<td><strong>6307</strong> – Pre-Doc Fellow-No Medical Benefits</td>
<td></td>
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</tbody>
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