
HRMS User Documentation

◆ Summer Scholar Administration ◆

◆ Human Resources Division ◆

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1. Background

Summer Research Scholarships are offered in most research schools, faculties and centres during the summer vacation period. The period of the scholarship is normally from eight weeks up to a maximum of 12 weeks and is normally broken into two periods to allow for the Christmas period when the University is closed. Scholarships normally commence in early to mid November and conclude in early to mid February.

The scholarship provides a contribution towards travel expenses to and from Canberra, accommodation and all meals at a residential college on campus and a weekly allowance that is tax exempt.

This document outlines the process of hiring Summer Research Scholars. Firstly a position is created (or updated if necessary), then the successful applicant is checked for an existing University Identifier and lastly they are hired.

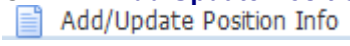
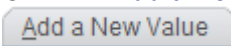
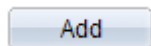



2. Creating a Summer Scholar Position

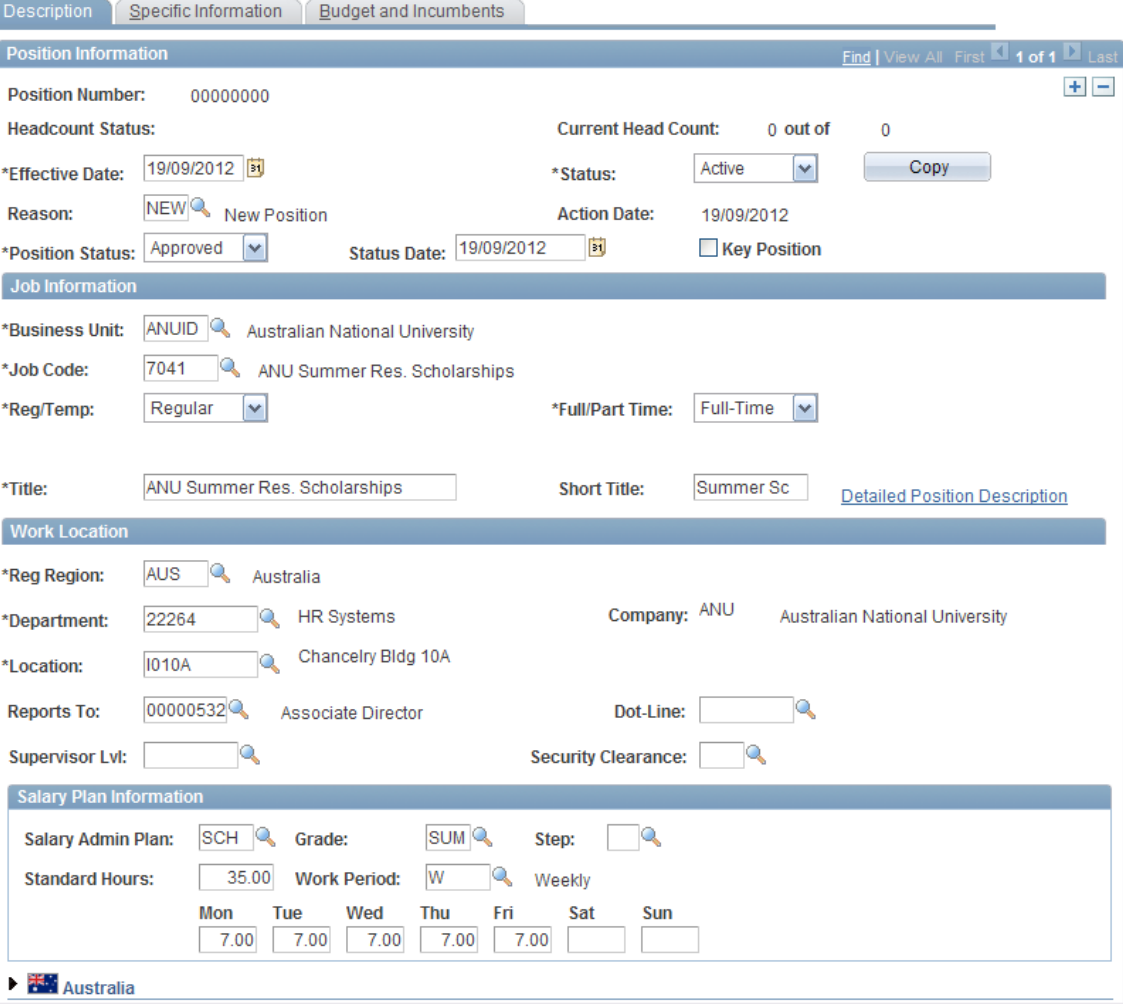
Existing vacant positions **should** be re-used if possible. An existing position can be updated to reflect the correct details by adding a new row and following the appropriate steps below (step 7 onwards).

Create a New Position. Follow the process below to create a new position and generate a position number.

Navigation:

- Homepage- Position Manage (tile) > Add/Update Position Info
- NavBar- Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info

1.	Click the Add/Update Position Info . 
2.	Click the Add a New Value tab. 
3.	Click the Add button. 
4.	Enter the desired information into the *Effective Date field. Enter a valid value e.g. "01/08/2020".
5.	Some fields will have the correct value default for this first row. Check the Reason, Status and *Position Status fields. *Status: <input type="text" value="Active"/>  Reason: <input type="text" value="NEW"/>  New Position *Position Status: <input type="text" value="Approved"/> 
6.	Enter the desired information into the Job Code field. Enter 7041 for ANU Summer Res. Scholarships
7.	Press [Tab] . Pressing the tab button will allow data from the Job Code to flow through to the position.
8.	Enter the desired information into the Department field.
9.	Press [Tab] . Pressing the tab button will allow data from the Department to flow through to the position.
10.	Enter the desired information into the Reports To field. All positions must have a Reports To position.
11.	Press [Tab] . Pressing the tab button will allow data related to the Reports To position to flow through.

12.	<p>Check the Salary Plan Information section to ensure the details are correct. These details will flow through to Job Data when a person is added to this position.</p> <p>Salary Plan Information</p>
13.	<p>Your screen should look something like the following –</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Position Information: Position Number: 00000000, Headcount Status: (blank), Current Head Count: 0 out of 0, *Effective Date: 19/09/2012, *Status: Active, Reason: NEW New Position, *Position Status: Approved, Status Date: 19/09/2012, Action Date: 19/09/2012, *Key Position: (unchecked). Job Information: *Business Unit: ANUID Australian National University, *Job Code: 7041 ANU Summer Res. Scholarships, *Reg/Temp: Regular, *Full/Part Time: Full-Time, *Title: ANU Summer Res. Scholarships, Short Title: Summer Sc. Work Location: *Reg Region: AUS Australia, *Department: 22264 HR Systems, Company: ANU Australian National University, *Location: I010A Chancelry Bldg 10A, Reports To: 00000532 Associate Director, Supervisor Lvl: (blank), Security Clearance: (blank). Salary Plan Information: Salary Admin Plan: SCH, Grade: SUM, Step: (blank), Standard Hours: 35.00, Work Period: W Weekly, Mon: 7.00, Tue: 7.00, Wed: 7.00, Thu: 7.00, Fri: 7.00, Sat: (blank), Sun: (blank).
14.	<p>Click the Specific Information tab.</p> <p>Specific Information</p>
15.	<p>Click the Update Incumbents option. For all New positions the Update Incumbents flag should be un-checked.</p> <p>Incumbents</p> <p><input type="checkbox"/> Update Incumbents</p>

16. Your screen should look something like the following –

Position Number: 00000000
 Headcount Status: Current Head Count: 0 out of 0

Specific Information Find | View All First 1 of 1 Last

Effective Date: 19/09/2012 Status: Active

Max Head Count:

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

Incumbents

Update Incumbents

Include Salary Plan/Grade

Budgeted Position

Confidential Position

Job Sharing Permitted

Available for Telework

Education and Government

Position Pool ID:

*Pre-Encumbrance Indicator:

*Encumber Salary Option:

*Classified Indicator:

Calc Group (Flex Service):

Academic Rank:

FTE: Adds to FTE Actual Count

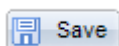
17. Click the **Budget and Incumbents** tab.

18. Click the ***Position Category** list.

19. Click an entry in the list if applicable. *This will not be relevant for Summer Scholars therefore, Not Applicable will apply.

By choosing an option from the drop down list will prompt administrative generated e-mails to be automatically sent to the position incumbent in relation to the option chosen. For example, if the position requires that Human Resource e-mails should be received by the position incumbent, choose Human Resources from the drop down list.

20. Your screen should look something like the following –

Description	Specific Information	Budget and Incumbents												
Position Number: 00000000 Headcount Status: Current Head Count: 0 out of 0														
Current Budget Head Count: 0 Current Budget FTE: 0.00 Amount: 0.000														
*Position Category 1 Not Applicable														
Current Incumbents <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd#</th> <th>Full/Part</th> <th>Std Hrs/Wk</th> <th>Job Data</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td></td> <td>0.00</td> <td>Job Data</td> <td></td> </tr> </tbody> </table>			Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Job Data	Name	0			0.00	Job Data	
Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Job Data	Name									
0			0.00	Job Data										
Substantive Incumbents <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Full/Part Time</th> <th>Standard Hours</th> <th>Name</th> <th>Job Data</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>Job Data</td> </tr> </tbody> </table>			Empl ID	Empl Rcd Nbr	Full/Part Time	Standard Hours	Name	Job Data	0			0.00		Job Data
Empl ID	Empl Rcd Nbr	Full/Part Time	Standard Hours	Name	Job Data									
0			0.00		Job Data									
21.	For this new position you do not need to look at the Budget and Incumbents page.													
22.	Click the Save button.													
														
23.	End of Procedure.													

3. Search/Match Function and Person Organisational Summary pages

Before entering a new hire, it is important to use the Search function to ensure that you do not enter a duplicate record.

3.1. Search/Match

For each successful Summer Research Scholar the first step is to use the Search for People page to ensure that the successful applicant does not already have a university Identifier.

NavBar: Main Menu > Workforce Administration > Personal Information > Search for People

1. The Search Criteria page displays

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: ANU_PERS_SEARCH Global Search

Search Result Rule

Search Result Code: ANU_PERS_RESU ANU Search Results

Search Clear All Carry ID Reset

Search Criteria

Search Fields	Value
First Name Search	<input type="text"/>
Last Name Search	<input type="text"/>
Date of Birth	<input type="text"/> 31
Gender	<input type="text"/>

Search by Order Number

Search Order	Description	
10	Name(3, All), Bday, Gender	Selective Search
15	PrevName(3, All), Bday, Gender	Selective Search
20	FName(1),LName(6)	Selective Search
25	LName(6), Bday	Selective Search

script:pAction_win0(document.win0,'DERIVED_HCR_SM_SM_CHAR_INPUT\$prompt\$1');

2. Enter the search fields that you have into the Search Criteria boxes, for example First Name and Last Name

Search Criteria

Search Fields	Value
First Name Search	FROSTY
Last Name Search	STANDRING
Date of Birth	<input type="text"/> 31
Gender	<input type="text"/>

3. Choose one of the search options

20	FName(1),LName(6)	Selective Search
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4.	<p>Review the list of results (if any) to see if the person you are adding already exists in the system. Remember to click the View All option to see all potential matches.</p> <p>Search Results</p> <p>Search Type: Person <input type="checkbox"/> Ad Hoc Search</p> <p>Search Parameter: ANU_PERS_SEARCH Global Search</p> <p>Result Code: ANU_PERS_RESULT ANU Search Results</p> <p>Search Results Summary Return to Search Criteria</p> <p>Number of ID's Found: 1</p> <p>Search Order Number: 20 FName(1),LName(6)</p> <table border="1"> <thead> <tr> <th colspan="8">Search Results</th> </tr> <tr> <th colspan="2">Results</th> <th colspan="2">Results2</th> <th colspan="4">Additional Information</th> </tr> <tr> <th></th> <th></th> <th>Empl ID</th> <th>Name Type</th> <th>Date of Birth</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Carry ID Detail</td> <td>5267479</td> <td>PRI</td> <td>16/08/1967</td> <td>Standring</td> <td>Frosty</td> <td></td> </tr> </tbody> </table>	Search Results								Results		Results2		Additional Information						Empl ID	Name Type	Date of Birth	Last Name	First Name	Middle Name	1	Carry ID Detail	5267479	PRI	16/08/1967	Standring	Frosty	
Search Results																																	
Results		Results2		Additional Information																													
		Empl ID	Name Type	Date of Birth	Last Name	First Name	Middle Name																										
1	Carry ID Detail	5267479	PRI	16/08/1967	Standring	Frosty																											
5.	<p>If you decide that one of the search results is a match for your new hire, copy ID number of the existing person. You can then navigate to the correct menu to enter the Scholarship instance.</p> <p>NavBar: Main Menu > Workforce Administration > Job Information > Add a POI Instance</p> <p>Enter Empl ID Person of Interest Type = Scholar</p> <p>Continue to Section 4 Step 40.</p>																																
6.	<p>If no match is found, you can safely navigate back to NavBar: Main Menu > Workforce Administration > Personal Information > Add a Person, and add the new person to the system.</p>																																

Automatic Search/Match function

The search function is also automatically run when you enter new people onto the system. It will check names and birthdates to identify potential duplicates. If there are people that match some or all of the criteria, the Search Results page will display. If you decide that one of the search results is a match for your new hire, select the Carry ID button. This will capture the ID number of the existing person. You can then navigate to the correct menu to enter your data (for example, Add a POI Instance) and the ID number will carry through. If none of the search results match the person you are working with, press Return and you will be able to continue adding the new person.

3.2. Person Organisational Summary


If the person already exists in the HR Management System, check what type of relationship they have with the University through the Person Organisational Summary page. This will determine how the Summer Scholarship should be added.

Navigation:

Homepage- Workfoce Management (tile) > Person Organisational Summary

NavBar- Main Menu>Workforce Administration>Personal Information>Person Organisational Summary

1.	<p>Enter the University ID and press search.</p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/></p>
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2.	<p>Don't forget to scroll through the rows if there are multiple ones to see if there are any existing active or inactive rows. This will impact on how to proceed with adding additional jobs, (<i>further information regarding this is below</i>).</p> 
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Review the Person Organisational Summary and process the scholarship based on the scenarios below:

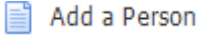

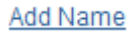

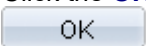
I want to give someone a Summer Scholarship but...

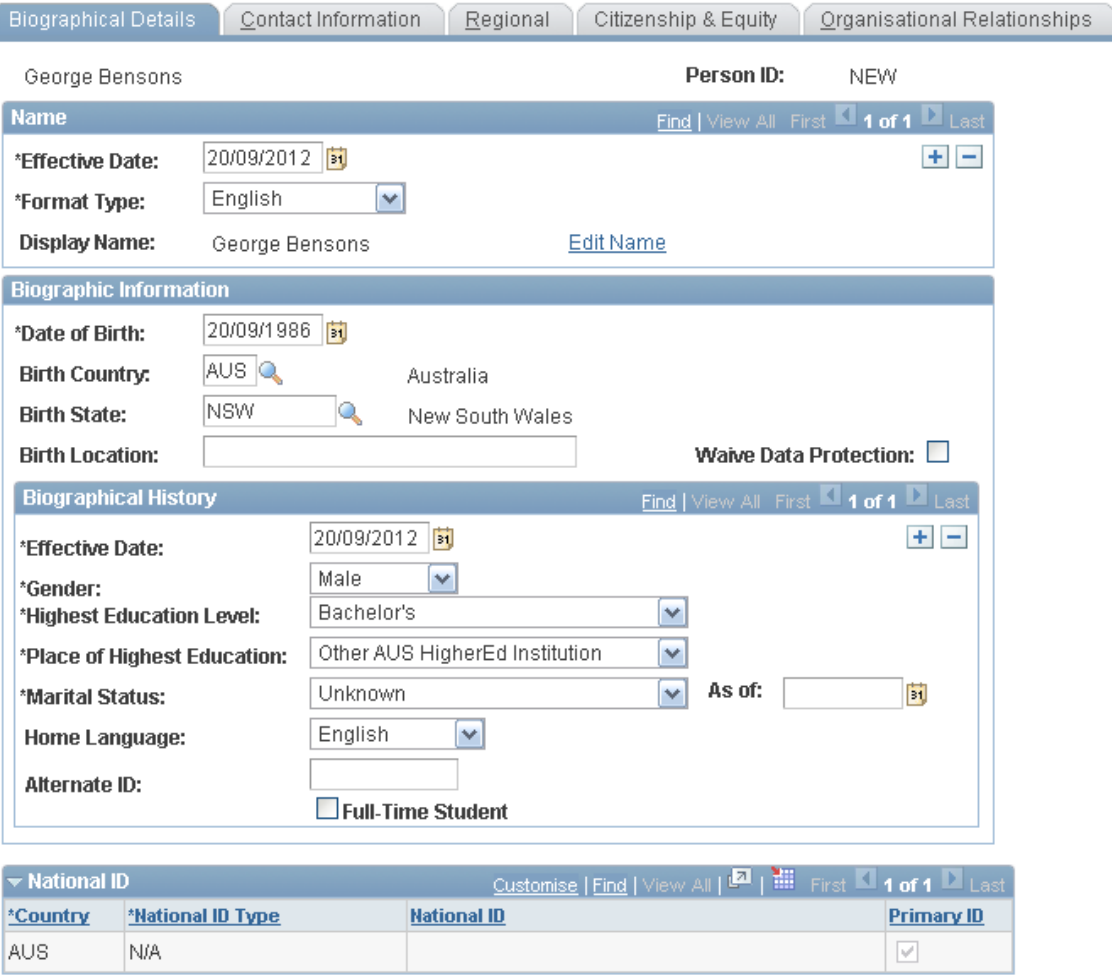
Scenario	Action
The person has active Employment records only	Add POI Instance
The person has active POI with Job records only	Add POI Instance
The person has inactive employment records only	Add POI Instance
The person has inactive POI with Job relationships only	Rehire against the POI with Job record
The person has active POI with Job relationships and inactive EMP records	Add POI Instance
The person has active POI with Job relationships and active EMP records	Add POI Instance
The person has inactive POI with Job relationships and active Employment records.	Rehire against the POI with Job record
The person has inactive POI with Job relationships and inactive Employment records.	Rehire against the POI with Job record

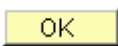
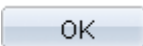
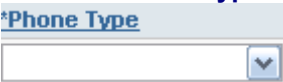
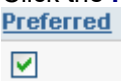

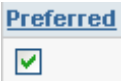
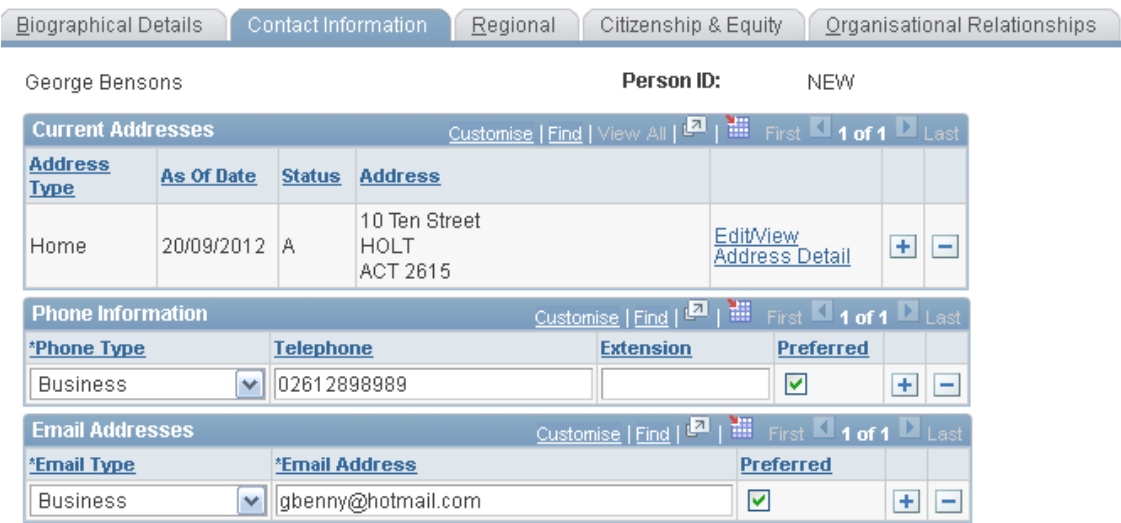
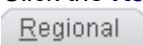
4. Hiring a Summer Scholar

If no details were returned using Search/Match, add the new person to the system and hire as a Summer Scholar. If scholar already in the system, sk


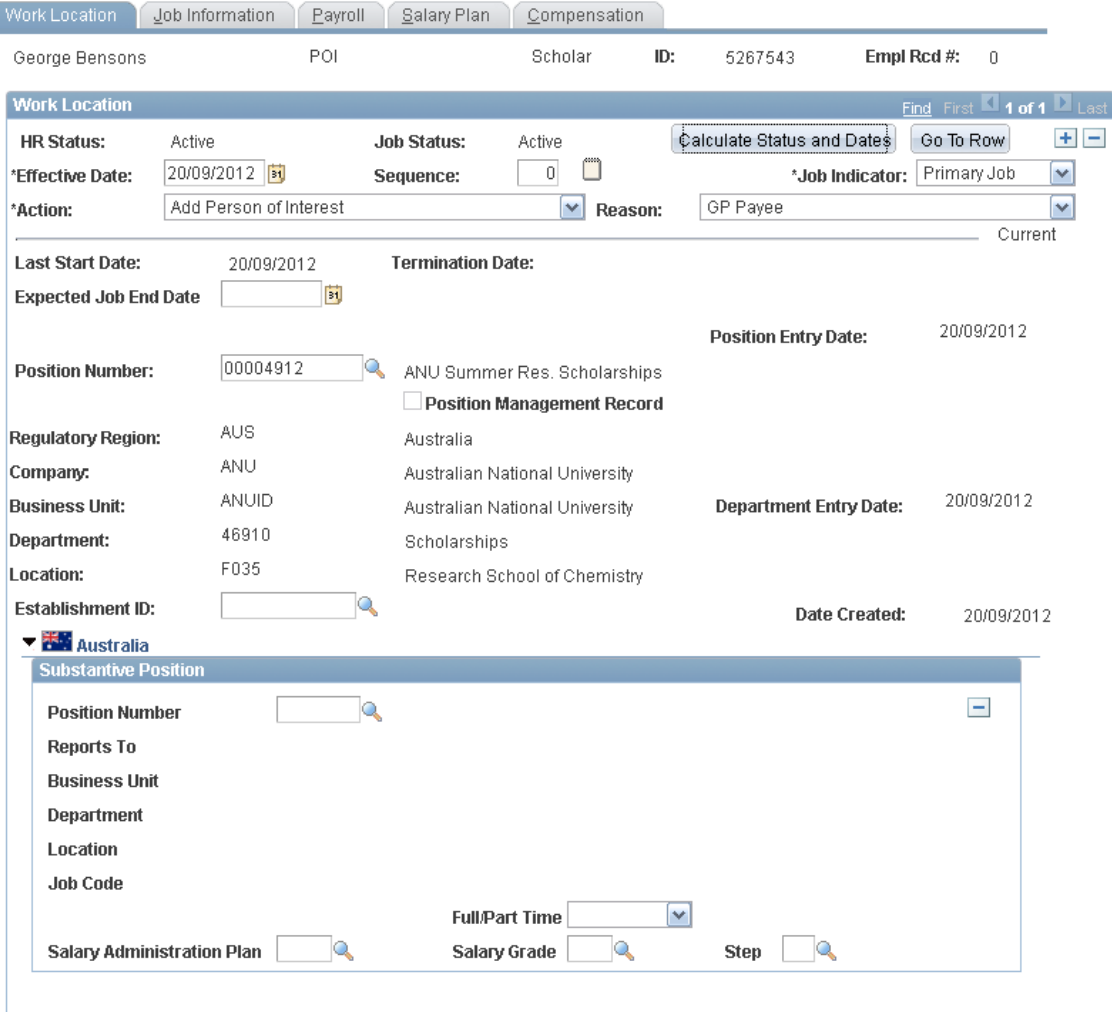
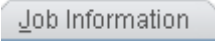
NavBar: Main Menu>Workforce Administration>Personal Information >Add a Person





1.	<p>Click the Add a Person link.</p> 
2.	<p>Click the Add a Person link.</p> 
3.	<p>Enter the desired information into the *Effective Date field.</p>
4.	<p>Click the Add Name link.</p> 
5.	<p>Select a Prefix if provided.</p> <p>Prefix: <input type="text"/> </p>
6.	<p>Enter the desired information into the First Name field.</p>
7.	<p>Enter the desired information into the Last Name field.</p>
8.	<p>Click the OK button.</p> 


9.	Enter the desired information into the *Date of Birth field.
10.	Select a Gender *Gender: <input type="text" value=""/>
11.	Click the *Highest Education Level list. *Highest Education Level: <input type="text" value="Not Indicated"/>
12.	Click an entry in the list.
13.	<p>Your screen should look something like the following –</p> 
14.	Click the Contact Information tab. <input type="button" value="Contact Information"/>
15.	Click the Add Address Detail link. <input type="button" value="Add Address Detail"/>
16.	Check that the Country field here is correct. Then click the Add Address link. <input type="button" value="Add Address"/>
17.	Enter the desired information into the Address 1 field.
18.	Enter the desired information into the City field.
19.	Click the Address Search link. This will populate the State and Postcode fields based on data entered in the City field. <input type="button" value="Address Search"/>
20.	Click the OK button.

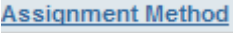



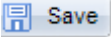

	
21.	Click the OK button. 
22.	Click the Phone Type list. 
23.	Click an entry in the list.
24.	Enter the desired information into the Telephone field.
25.	Click the Preferred option. 
26.	Click the Email Type list. 
27.	Click an entry in the list.
28.	Enter the desired information into the Email Address field.
29.	Click the Preferred option. 
30.	Your screen should look something like the following – 
31.	Click the Regional tab. 
32.	On the Regional page check that the Ethnic Group field is correctly populated. This field will default to 6 – Neither Aboriginal or Torres Strait Islander however if a person has indicated here that they identify with one of these groups please indicate it here.

	
33.	<p>Click the Citizenship & Equity tab. Go to Citizenship Status and click on the drop down box and select the relevant option.</p> 
34.	<p>Click the Organisational Relationships tab.</p> 
35.	<p>Click the Person of Interest option, and select Scholar from the dropdown list</p> <p><input type="checkbox"/> Person of Interest</p>
36.	<p>Your screen should look something like the following –</p> 
37.	<p>Click the Add the Relationship button.</p> 
38.	<p>A Search/Match process will run automatically to ensure no duplicate Ids are generated. After you have reviewed the information and are satisfied there is no match, click the Return button.</p> 
39.	<p>Click the OK button.</p> 

40.	You are now taken to the Job Data pages. 
41.	Enter the desired information into the *Effective Date field. This will be the start date of their scholarship.
42.	The Action will default to Add Person of Interest
43.	Select the Reason of GP Payee
44.	Enter the desired information into the Position Number field.
45.	Press [Tab] . Pressing tab will prompt the database to refresh and data will flow through from Position to populate some fields including Department and Location.
46.	Your screen should look something like the following - 
47.	Click the Job Information tab.  Again, details from the Position have flowed through to populate some fields here. Check that they are correct including the standard hours, full/part time indicator.
48.	The Superannuation Plan should be left blank for a Summer Scholar.
49.	The Standard hours should be 35 for a Summer Scholar
50.	Click the *Type of Appointment list.

	*Type of Appointment: <input type="text" value=""/> 
51.	Click an entry in the list.
52.	Click the Job Classification list. *Job Classification: <input type="text" value=""/> 
53.	Click an entry in the list.
54.	Click the Job Function list. *Job Function: <input type="text" value=""/> 
55.	Click an entry in the list.
56.	<p>Your screen should look something like the following –</p>
57.	Click the Payroll tab. 
58.	The *Payroll System and Pay Group fields will default to the correct value. Check these now.

	<p>*Payroll System: Global Payroll</p> <p>Global Payroll</p> <p>Pay Group: ANU ANU</p>																																
59.	<p>Enter the desired information into the Eligibility Group field. Enter Scholar FT</p> <p>Eligibility Group: SCHOLAR FT Scholars Full Time</p>																																
60.	<p>Click the Salary Plan tab.</p> <p>Salary Plan</p> <p>Again, details from the Position have flowed through to populate some fields here including Salary Administration Plan and Grade.</p>																																
61.	<p>Enter the desired information into the Step field by clicking on the magnify glass.</p> <p><input type="text"/> </p>																																
62.	<p>Your screen should look something like this.</p> <p>Salary Administration Plan: SCH Grade: SUM Grade Entry Date: 20/09/2012</p> <p>Includes Wage Progression Rule: <input type="checkbox"/> Step: 1 Step Entry Date: 20/09/2012</p>																																
63.	<p>Click the Compensation tab.</p> <p>Compensation</p>																																
64.	<p>Click the Default Pay Components button.</p> <p>Default Pay Components</p>																																
65.	<p>Click the Calculate Compensation button.</p> <p>Calculate Compensation</p>																																
66.	<p>Your screen should look something like the following –</p> <p>Work Location Job Information Payroll Salary Plan Compensation</p> <p>George Bensons POI Scholar ID: 5267543 Empl Rcd #: 0</p> <p>Compensation Find First 1 of 1 Last</p> <p>Effective Date: 20/09/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row</p> <p>Action: Add POI Reason: GP Payee Current</p> <p>Compensation Rate: 3.857143 AUD *Frequency: H Hourly</p> <p>Comparative Information</p> <table border="1"> <thead> <tr> <th colspan="4">Pay Rates</th> </tr> </thead> <tbody> <tr> <td>Hourly</td> <td>3.857143 AUD</td> <td>Monthly</td> <td>586.875029 AUD</td> </tr> <tr> <td>Fortnight</td> <td>270.000010 AUD</td> <td>Annual</td> <td>7,042.500344 AUD</td> </tr> </tbody> </table> <p>Default Pay Components</p> <p>Pay Components Customise Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Amounts</th> <th>Controls</th> <th>Changes</th> <th>Conversion</th> </tr> <tr> <th>*Rate Code</th> <th>Seg</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Points</th> <th>Percent</th> <th>Rate Code Group</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HOURLY</td> <td>0</td> <td>3.857143 AUD</td> <td>H</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Calculate Compensation</p>	Pay Rates				Hourly	3.857143 AUD	Monthly	586.875029 AUD	Fortnight	270.000010 AUD	Annual	7,042.500344 AUD	Amounts	Controls	Changes	Conversion	*Rate Code	Seg	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group	1	HOURLY	0	3.857143 AUD	H			
Pay Rates																																	
Hourly	3.857143 AUD	Monthly	586.875029 AUD																														
Fortnight	270.000010 AUD	Annual	7,042.500344 AUD																														
Amounts	Controls	Changes	Conversion																														
*Rate Code	Seg	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group																										
1	HOURLY	0	3.857143 AUD	H																													
67.	<p>Click the Apply button to review this page. This will save the data.</p> <p>Apply</p>																																
68.	<p>Click on the Work Schedule link at the bottom of the Job Data page to enter a work schedule for the scholar</p>																																

	<p>WORK SCHEDULE Main Menu>Global Payroll & Absence Mgmt>Payee Data>Create Overrides>Assign Work Schedule</p>												
69.	Enter the desired information into the *Effective Date field. For all new hires the Work Schedule Effective Date should be equal to the Hire date.												
70.	Click the *Assignment Method list. 												
71.	Click the Select Predefined Schedule list item. 												
72.	Click the Look up Schedule ID button. 												
73.	Click the 35HRW cell. 												
74.	<p>Your screen should look something like the following – Assign Work Schedule</p> <p>George Bensons Employee ID: 5267543 Job Title: ANU Summer Res. Scholarships Employee Record Number: 0</p> <p>Show Instructions</p> <p>Assign Schedules Customise Find View All First 1 of 1 Last</p> <p>Primary Details Alternate Details</p> <table border="1"> <thead> <tr> <th>*Effective Date</th> <th>*Assignment Method</th> <th>Schedule Group</th> <th>Schedule ID</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>20/09/2012</td> <td>Select Predefined Schedule</td> <td>STANDARD</td> <td>35HRW</td> <td>35 M-F 7.0</td> <td>Show Schedule + -</td> </tr> </tbody> </table>	*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		20/09/2012	Select Predefined Schedule	STANDARD	35HRW	35 M-F 7.0	Show Schedule + -
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description									
20/09/2012	Select Predefined Schedule	STANDARD	35HRW	35 M-F 7.0	Show Schedule + -								
75.	Click the Save button. 												
76.	<p>Now add the GL Distribution Overrides for the scholar to specify which budget the scholar will be paid from. A Fund, Department and Project are required for this section.</p> <p>GL DISTRIBUTION OVERRIDES Main Menu>Global Payroll & Absence Mgmt>Payee Data>Create Overrides>GL Distribution Overrides</p>												
77.	Enter the desired information into the Effective Date field. Effective date must equal Hire/Rehire date. If just changing GL Distribution then effective date is first day of change.												
78.	Click the Look up GL FUND (Alt+5) button, and select a fund from the list GL FUND: 												
79.	Enter the desired information into the GL DEPTID field.												
80.	Enter the desired information into the GL PROJECT field. This is a required field. If your GL distribution does not have a specific project, enter N/A												
81.	Your screen should look something like the following –												

	<div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #4F81BD; color: white; padding: 2px;">GL Distribution Overrides</p> <p>Employee ID: 5267543 Name: George Bensons Empl Rcd Nbr: 0</p> <p>Effective Dates Find First 1 of 1 Last</p> <p>Effective Date: <input type="text" value="20/09/2012"/> </p> <p>Chart Field Overrides Find First 1 of 1 Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">GL JOB FAMILY: <input type="text" value="7"/></td> <td style="width: 50%;">GP ELIG GRP: <input type="text" value="SCHOLAR FT"/></td> </tr> <tr> <td>GL FUND: <input type="text" value="R"/> </td> <td>GL DEPTID: <input type="text" value="46910"/> </td> </tr> <tr> <td>GL PROJECT: <input type="text" value="N/A"/> </td> <td>Chart Value 6: <input type="text"/></td> </tr> <tr> <td>Chart Value 7: <input type="text"/></td> <td>Chart Value 8: <input type="text"/></td> </tr> <tr> <td>Percent to Allocate: <input type="text" value="100.000000"/></td> <td><input checked="" type="checkbox"/> Apply to all Elements</td> </tr> </table> </div>	GL JOB FAMILY: <input type="text" value="7"/>	GP ELIG GRP: <input type="text" value="SCHOLAR FT"/>	GL FUND: <input type="text" value="R"/>	GL DEPTID: <input type="text" value="46910"/>	GL PROJECT: <input type="text" value="N/A"/>	Chart Value 6: <input type="text"/>	Chart Value 7: <input type="text"/>	Chart Value 8: <input type="text"/>	Percent to Allocate: <input type="text" value="100.000000"/>	<input checked="" type="checkbox"/> Apply to all Elements
GL JOB FAMILY: <input type="text" value="7"/>	GP ELIG GRP: <input type="text" value="SCHOLAR FT"/>										
GL FUND: <input type="text" value="R"/>	GL DEPTID: <input type="text" value="46910"/>										
GL PROJECT: <input type="text" value="N/A"/>	Chart Value 6: <input type="text"/>										
Chart Value 7: <input type="text"/>	Chart Value 8: <input type="text"/>										
Percent to Allocate: <input type="text" value="100.000000"/>	<input checked="" type="checkbox"/> Apply to all Elements										
82.	Click the Save button. Save										
83.	End of Procedure.										

5. Entering Suspension, Recall and Termination Rows

5.1. Suspension

To record the period that the Summer Scholar is away over the Christmas break, suspension and recall rows need to be entered on Job Data. A termination row is also entered when the final date of the Scholarship is known.

Navigation:

Homepage – Workforce Management > Job Data

NavBar- Home > Workforce Administration > Job Information > Job Data

1.	Enter a new row in Job Data by using the plus button in the top right hand corner
2.	Enter the desired information into the *Effective Date field. This is the first day of the scholar's suspension
3.	Enter an Action of Suspension
4.	Enter a Reason of Scholarship Suspension.
5.	Save the record

5.2. Recall

Navigation:

Homepage – Workforce Management > Job Data

NavBar- Home > Workforce Administration > Job Information > Job Data

1.	Enter a new row in Job Data by using the plus button in the top right hand corner
2.	Enter the desired information into the *Effective Date field. This is the day that the scholar returns from suspension.
3.	Enter an Action of Recall from Suspension/Layoff
4.	Enter a Reason of Recall from Suspension
5.	Save the record

You will now have 3 rows of data for the scholar's Job Data record. These can be viewed by navigating between the rows of data using the arrows as highlighted below.


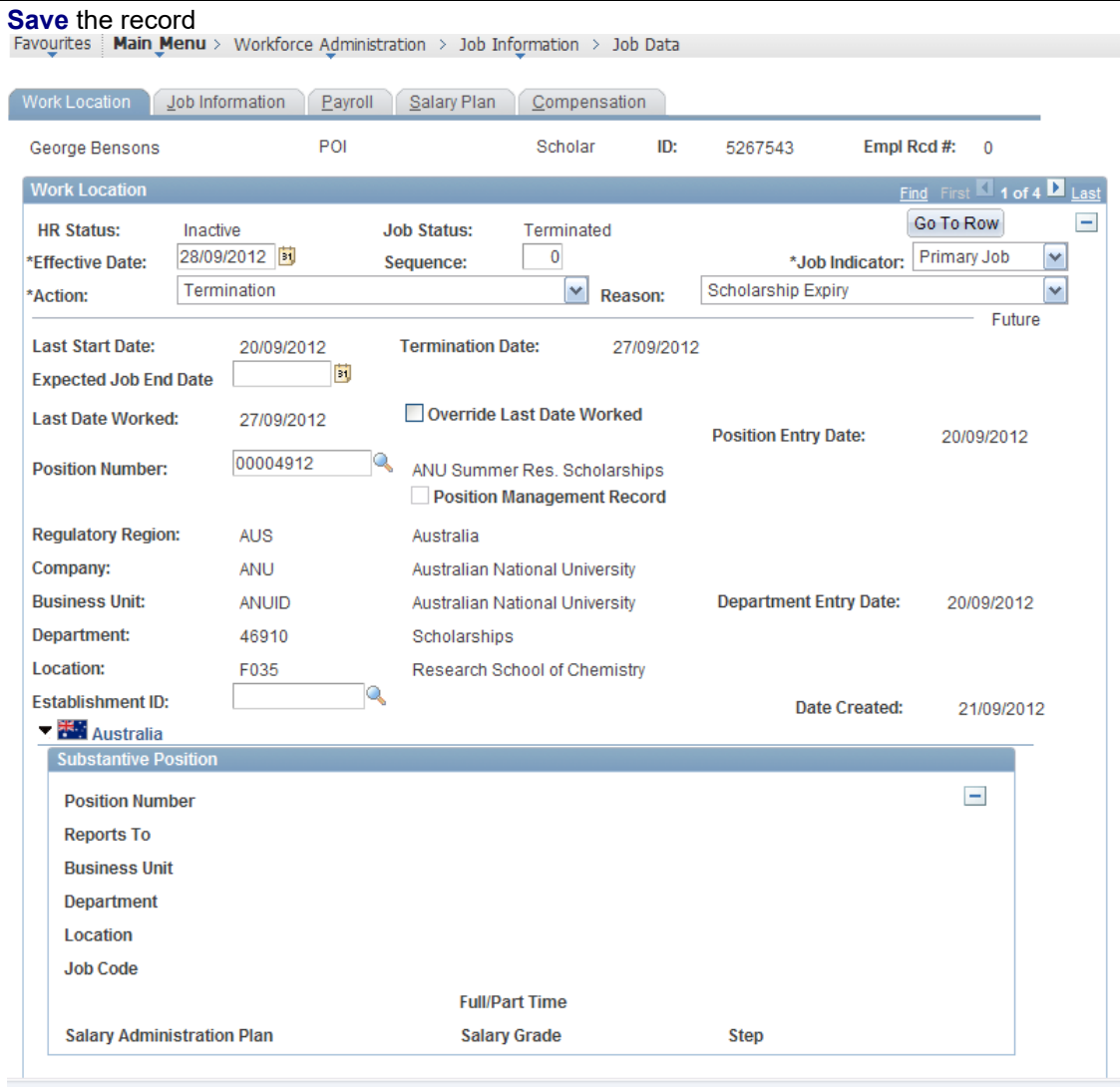
Work Location | Job Information | Payroll | Salary Plan | Compensation
 George Bensons POI Scholar ID: 5267543 Empl Rcd #: 0
 Work Location Find First 1 of 3 Last

5.3. Termination

Navigation:

Homepage – Workforce Management > Job Data

NavBar- Home > Workforce Administration > Job Information > Job Data

1.	Enter a new row in Job Data by using the plus button in the top right hand corner 
2.	Enter the desired information into the *Effective Date field. This is the day after the scholar's last day of work
3.	Enter an Action of Termination
4.	Enter a Reason of Scholarship Expiry
5.	<p>Save the record</p>  <p>The screenshot shows the 'Job Information' tab for a scholar named George Bensons. The record is in a 'Terminated' state. Key fields include: <ul style="list-style-type: none"> HR Status: Inactive Job Status: Terminated *Effective Date: 28/09/2012 Sequence: 0 *Action: Termination Reason: Scholarship Expiry Termination Date: 27/09/2012 Position Number: 00004912 Regulatory Region: AUS (Australia) Company: ANU (Australian National University) Business Unit: ANUID (Australian National University) Department: 46910 (Scholarships) Location: F035 (Research School of Chemistry) Date Created: 21/09/2012 </p>

It is understood that some students may require an advance on their final pay to finalise their affairs. Such requests can be made to the relevant Remuneration and Conditions officer by email no later than the pay media cut-off of the student's penultimate pay.

Pay cut-offs can be found at <https://services.anu.edu.au/human-resources/salaries-benefits/pay-period-cut-off-dates>

6. Adding a Person of Interest instance

Main Menu > Workforce Administration > Job Information > Add a POI Instance

1.	Enter the existing University ID number
2.	The Empl Rcd number will default to the next available number
3.	Select Scholar as the Person of Interest type
4.	Press Add the Relationship
5.	This will open up the Job Data pages and you can enter the scholarship details as directed in Section 4 Step 40 onwards above.

7. Entering Scholarship Allowance

Note that some allowances are restricted and needs to be entered by Employment Services team (eg S09).