

# Tufts Support Services

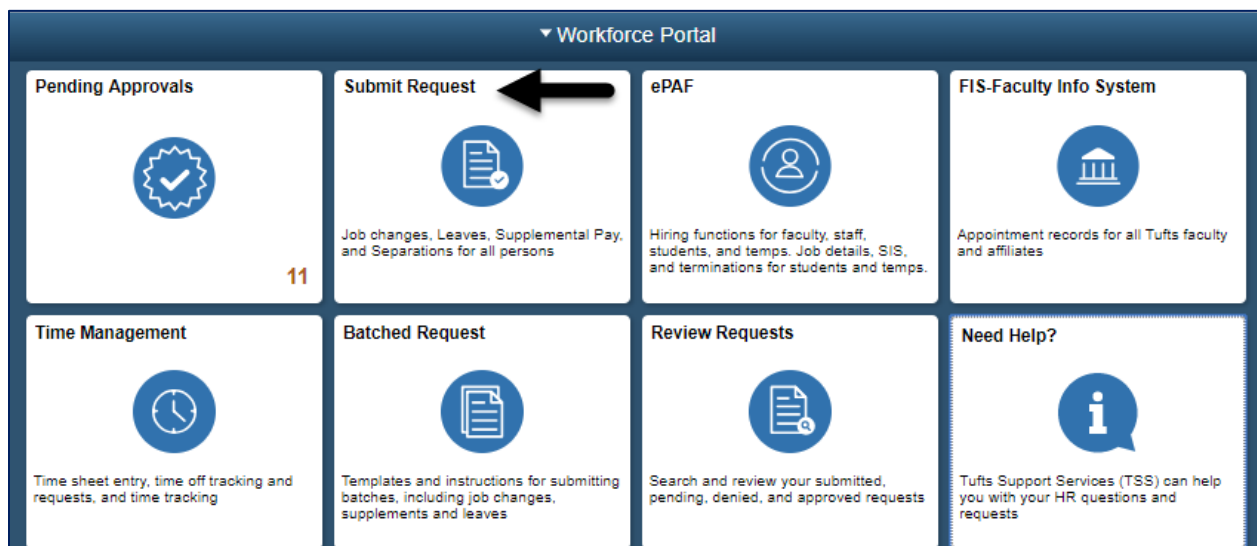
## Job Aid for Joint Appointment Salary Change

### Description

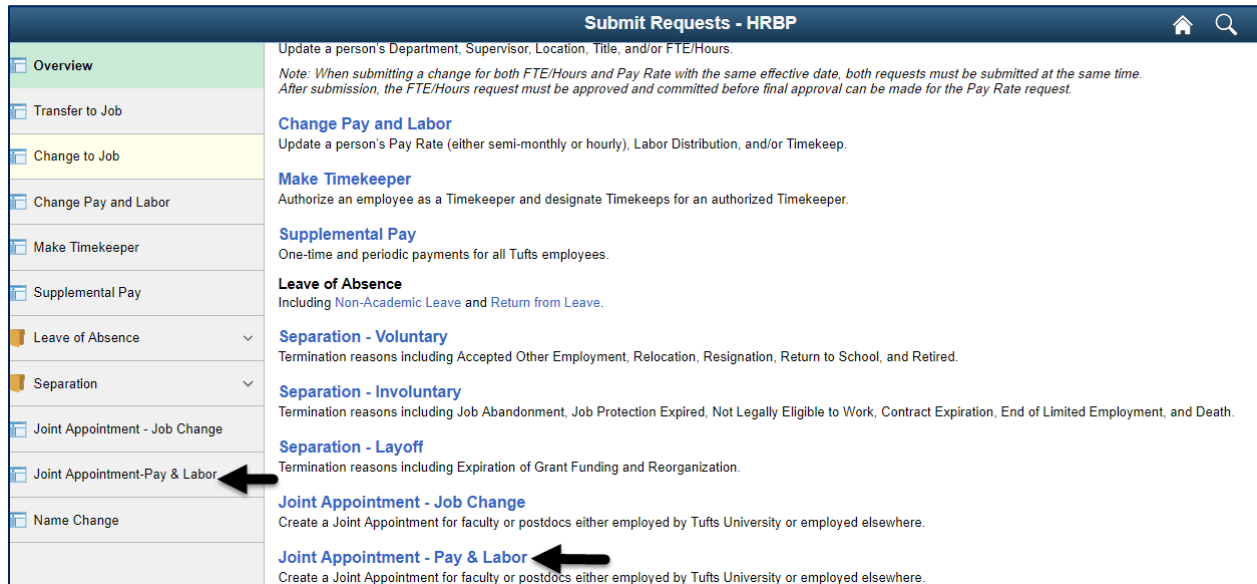
- This job aid is intended to guide you through the online process for a Joint Appointment Salary Change transaction to change a Tufts employee Timekeep, pay rate and labor distribution. This will be initiated by an Approved Submitter.

### Key Steps/Activities to be performed

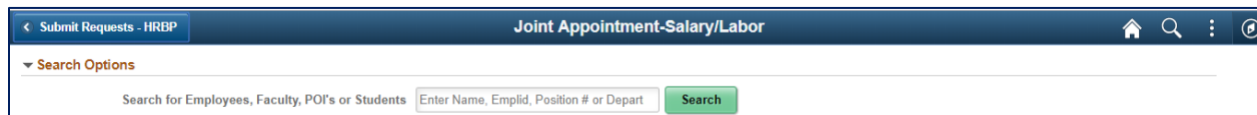
1. The Approved Submitter logs into PeopleSoft and clicks on the submit request tile from their landing page.



- The Submitter selects the Joint Appointment Pay and Labor from the left-hand side navigation, which will begin the transaction and opens a window to allow the submitter to search for an employee.



- You can search for the employee by name, employee id, position number or department.



- Based on the search criteria, a list of employees will appear that the submitter has security access to. In the example below, the search was for "Simpson".



- After selecting "Homer Simpson" from the list, the submitter will answer 3 questions about the changes they would like to make. If the question is answered "YES", the administrator will be allowed to change the fields. The questions are:
  - Are you changing the person's timekeep?

- b. Are you changing the person's pay rate?
- c. Are you changing the person's labor distribution?

6. In our example, we have entered “YES” to all questions. This will allow the submitter to change the following fields
- a. Transactions Date – Enter the date the transaction is effective. If any part of the transaction is Retroactive, please contact TSS prior to proceeding.
  - b. Reason – Enter the reason for the change
  - c. Enter the new timekeep number or description. In our example we have changed the timekeep to 704 – Health Education.

When completed the user will click on the NEXT button.

7. Since the submitter selected “Yes” to the pay rate question, the Compensation Detail page will be the next step to complete.
- a. The submitter can either enter the Change Percent, Change Amount, or New Amount. Based on the value entered in one field, the other two fields will be calculated.
  - b. In our example, we have changed the percent to a 1% increase. This will also change the fields highlighted by the green circle.
  - c. Note: The Change Percent, Change Amount, and New Amount are based on the employee's pay frequency.

Joint Appointment-Salary/Labor

Homer Simpson  
Assistant Professor

1 Job Detail      2 Compensation Detail      3 Labor Distribution

**Compensation Details**

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Default NA Annual	1.000	4,958,100	4,540,768,100	4,495,810,000	USD	Flat Amount	Semimonthl

**New Information**

Semimonthly Salary ● 4,540,768,100 USD  
Annual Rate ● 108,978,434 USD

**Current Information**

4,495,810,000 USD  
107,899,440 USD

● Changes Made  
\* Required Field

8. The submitter also selected “Yes” to the Labor Distribution question, which is the next step to complete.
  - a. The submitter will enter the new department the payroll cost will be distributed to.
  - b. If the payroll is funded by a project or grant, the Project/Grant field will be entered.
  - c. The percentage of payroll expense that should be distributed. Note: multiple rows can be added but must equal 100%.

Joint Appointment-Salary/Labor

Homer Simpson  
Assistant Professor

1 Job Detail      2 Compensation Detail      3 Labor Distribution

**Labor Distribution**

**New Information**

*Department	Description	Project/Grant	Description	%
A140001	Chemistry - A&S	DOE970	Scope to DOE170-Oxidation Cata	100

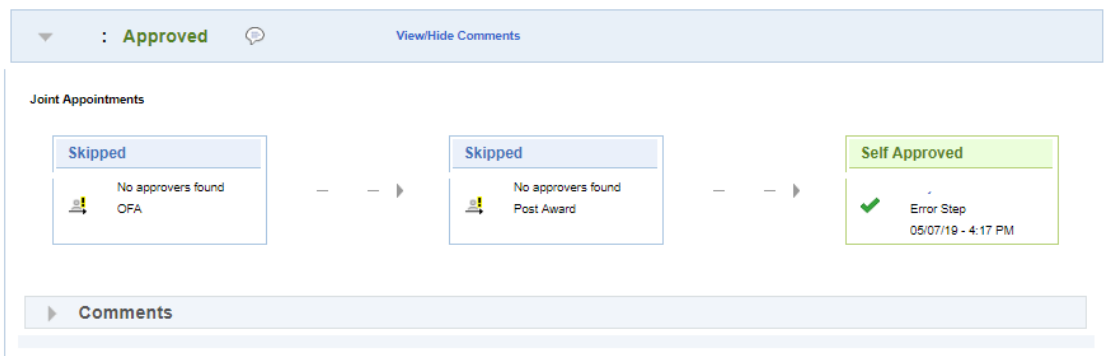
**Current Information**

*Department	Description	Project/Grant	Description	%
D360300	Pg Endodontic Instruction			90.00
D740001	Research Administration Dental	PV3811	Molecular Changes as New Targe	10.00

9. The Submitter will have a chance to review the changes that were made and add comments that they can reference in the future and will be included in the workflow transaction. After reviewing the transaction, the submitter will click on the submit button.

10. After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.

### Joint Appointment

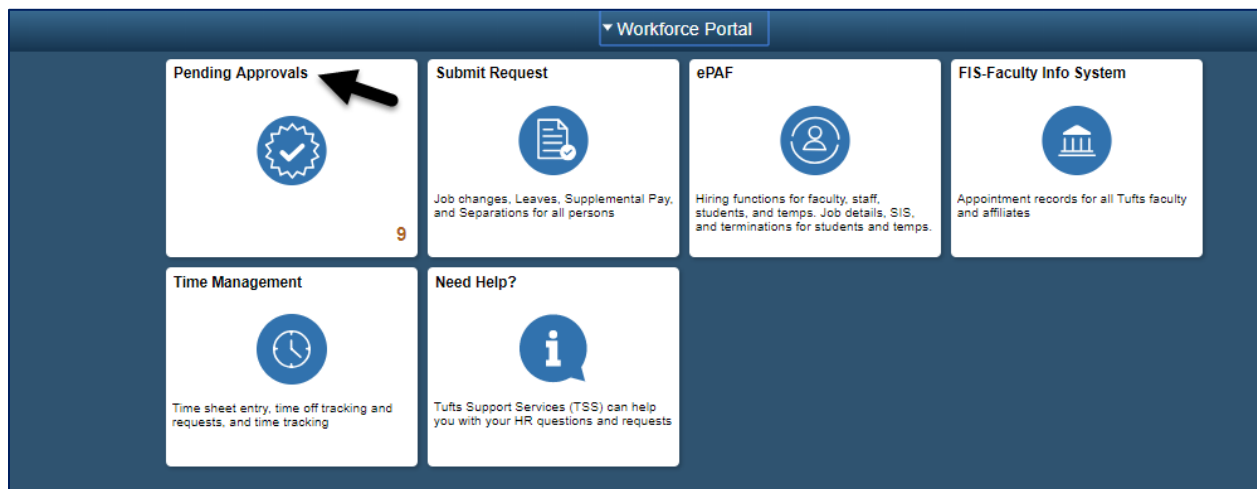


All required approvals will appear in the Approval Chain. Upon completion of the Approval Chain, certain roles will be notified. The required approvals and the notified roles will vary based on the type of employee as shown below.

Employee Type	Faculty	Staff (Postdoc)
Approvers	OFA	OFA

	OVPR Post-Award (if employed by Tufts University)	OVPR Post-Award (if employed by Tufts University)
<b>Notified</b>	[none]	[none]

11. The approver will receive an email that a transaction is waiting to be approved and they will also see the transaction in the pending approvals tile.



12. The approver should then select the transaction from the list. They can review the changes and comments before denying or approving the transaction. Once the final approver has approved the transaction, the employee's job data information will reflect the changes.



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