UMS Reminders

- Faculty rank promotions should be submitted on a PEAR through UMS. Please do not send this as a "salary change" transaction through Teamworks, as the title will not be updated in Hermit accordingly. Promotions should be submitted as Assignment changes and be routed to the HRM e-Submission routing group after appropriate approvals and Business rules for your college have been followed.

- If a UMS user updates information on a PEAR for which the status shows “HR e-Submission-Complete”, the PEAR is not routed back to the HR Inbox for processing. The UMS user must contact Spencer Irving at 792-9677 to notify her that a change has been made to the processed PEAR. The UMS user may also resubmit the PEAR.

- Kronos information for biweekly New Hires must be included in the Notes tab in the “These notes will print on the PEAR” box in UMS or the PEAR will be returned to the UMS user for correction.

- If you are rehiring a retiree, please note this in the HR-Custom Fields tab “Retiree Return?-YES” so a review record can be set up accordingly. A Statement of Understanding must be submitted with the rehire PEAR in the Attachments tab.

- In the Approval/Routing tab, “HRM e-Submission- Complete” does not mean that the employee’s status has been updated. The routing status changes from “Processing” to “HRM e-Submission-Complete” at the first level of approval when the PEAR is printed from UMS and distributed for processing. There are other approval processes that need to be completed prior to the employee’s information being entered into the payroll system.

- Terminations should be submitted through Teamworks. If a change needs to be made to the last day worked/paid/employed the UMS user should contact HR to reject the separation PEAR to the UMS user. The dates need to be corrected in the HR-Custom Fields tab, scrolling halfway down to the appropriate fields.

- Temporary employees are required to take a 15 calendar-day break in service before they are eligible for rehire. Please ensure that a separation PEAR is sent through Teamworks and a rehire PEAR is routed to the HRM e-Submission routing group after appropriate approvals and Business rules for your college have been followed. The rehire date should be no sooner than 15 calendar days from the date of separation.

- If you want additional information to be visible on the PEAR, please list these remarks in the Notes tab in the “These notes will print on the PEAR” box.

- Please select the appropriate Class Code & Title/Position. The class code and title/position must be listed in the HR Tab. “Class Code” can be found in the Custom Fields box and requires the appropriate code and “Position” should list the corresponding title (see below for Faculty class codes and corresponding titles). The PEAR will be rejected to the UMS user if both of these fields are not completed appropriately.

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