UMIS PAYROLL the minimal introduction

Supporting Documents:

U of P. Data Warehouse (documentation). http://www.upenn.edu/computing/da/dw

U of P. Handbook for Faculty and Academic Administrators

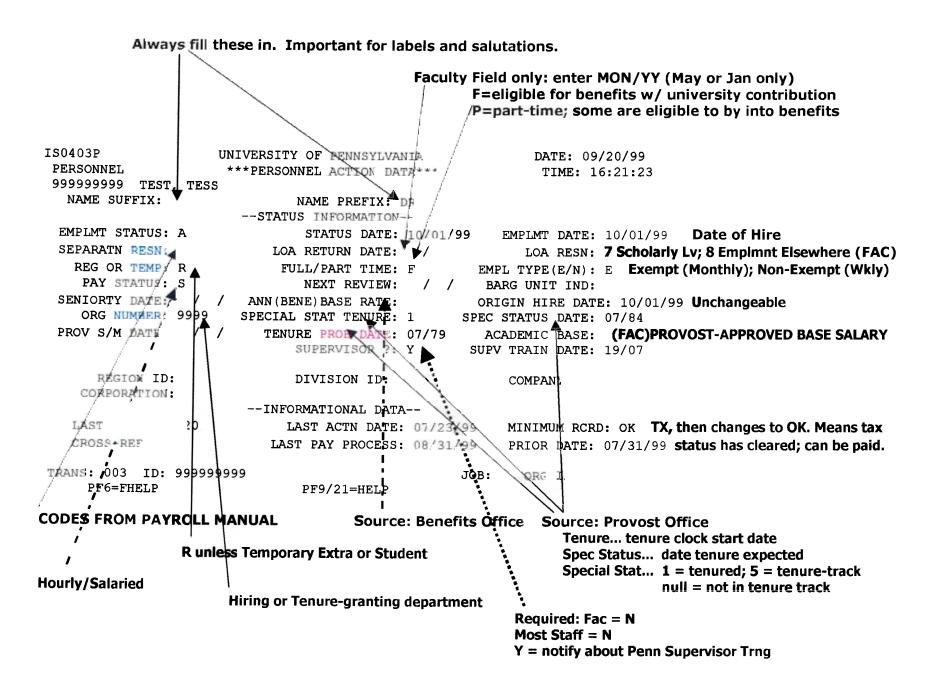
U of P. A User's Guide to the Penn Personnel/Payroll System

Forthcoming:

Web page(s) for documentation, faq, etc. Listserve for e-mail questions and information.

Key: Blue text is entered by business administrators.

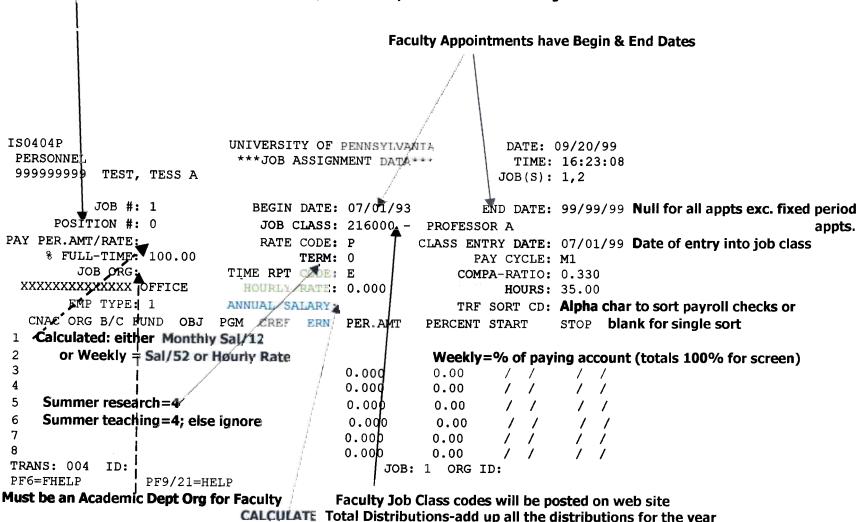
Pink text is to be checked by business administrators; Wharton is not the source of this information. Green text is system-supplied (automatic).



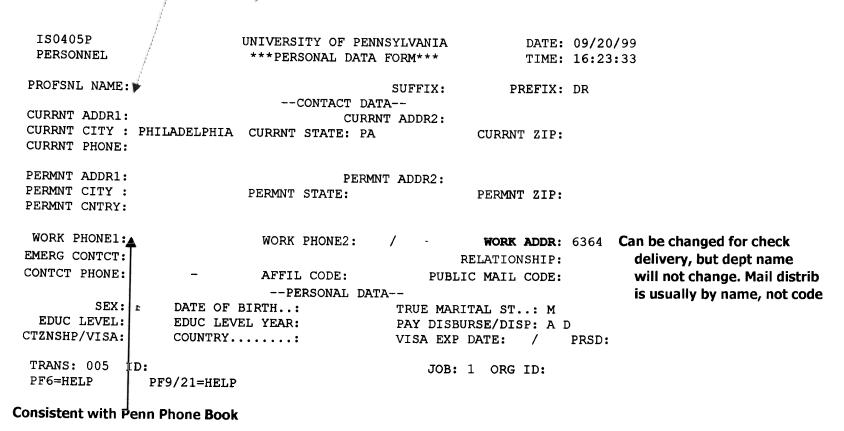
Faculty job data is based on the PSC-approved minute for Standing, Secondary Appts, & Associated Faculty, and on the Deputy Deans letter for the Academic Support Staff. Contingent appts. must have PSC approval for the satisfied contigencies. For example, Lecturer Cs with PhD documentation may not be changed to Asst. Prof. prior to PSC approval.

Staff job data is based on the approved HR1.

None for Faculty or Temp. Get from HR1. Call/email with position number and org to re-activate.



Name=Tax Name; Professional Name=Name for <u>all</u> other university purposes (make sure your faculty and staff understand the implications of this distinction!)



Do not use terminating punctuation where the field <u>always</u> terminates in the punctuation. eg. SUFFIX: MR MRS or CURRNT CITY (no comma after Philadelphia).