How to Process Non-Hourly Payment for Students within Student Employment

The non-hourly payment process has been developed to allow users to process payments to currently enrolled students (non GSAS) for the following types of payments:

- Student Teaching Assistant
- Research Assistant
- Student Stipend
- Other Student Earnings

The payments are processed within the student employment site, yalestudentjobs.org,. Users must have Business Officer access to the student employment site to process these payments. Business Office access can be granted by a current user with Business Office access to your specific department by submitting the "Add/Change Access for a user" request form.

This is a three-step process.

Step 1: Create a Job
The student employment system requires all payment types to be associated with a job. If you already have a job that matches the reason for the non-hourly payment, you can use the existing job. You might have to edit the job to add additional openings, but the rest can remain the same.

If you need to create a new job:

- From the Business Office Control Panel, select "Job Posting, Applicant Management and Hiring"
- If you have access to more than one cost center, choose the appropriate cost center in the "Employer Name" dropdown box
- Select "Add a Job"

Job Control Panel

- Complete the required fields on the Job Profile
    - Select the "Exception Rate" and enter an amount in the box. You will be able to update this amount during Step 2.
    - Select "No" to the "Collect On-line Applications" questions as you will not be posting this position

- Some users may not see this question (based on cost center set-up) but be brought to an application page. You can select "Submit" to continue.
  - o Go Live Questions: All new jobs must be reviewed by Student Employment. Jobs are reviewed daily and you will be notified once the job is approved. These jobs will not be posted or students to apply to. Please answer the questions as follows:

    1. When do you want the job to be reviewed for approval? As soon as possible
    2. Do you want the job to be listed immediately after it is approved" No, put it in   Review for me.
    3. Do you want JobMail to be sent when the job is listed? No, do not send JobMail
    4. For how many days do you want the job to be listed on the site? 1 week
  - o Click to finish

- Once you are notified that the job has been approved, you can continue to Step 2.

Step 2: Create Non-Hourly Award
- Find the employee that you are processing a payment for via the "Search Student" option in the TimesheetX menu
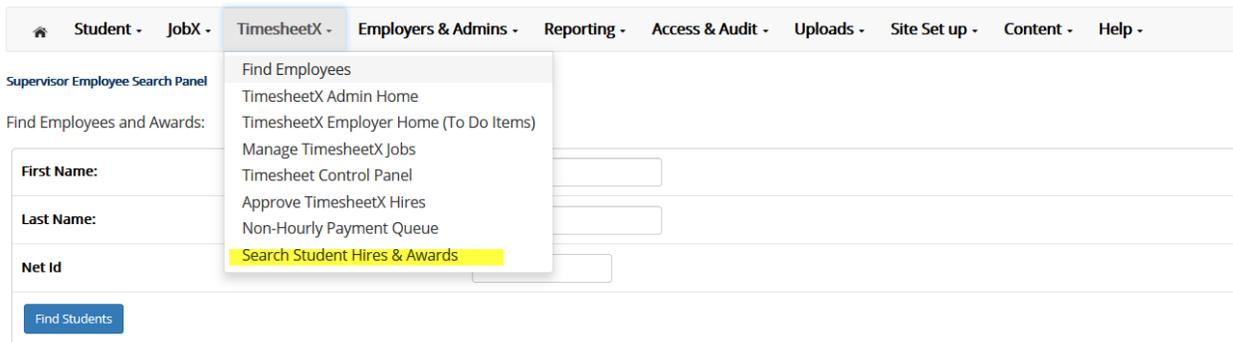
- Enter any of the filters (First name, Last Name, Net ID) and click "Find Students"
- Select the correct student in the search results
- The Student page will display any current/future awards. You can change the display based on the filter selected.
- Click on "Add an Award"
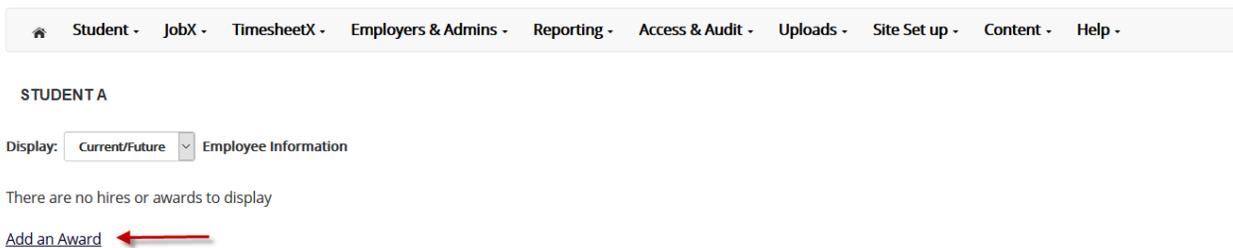
- Enter the Award (payment)
- Select the Time Period
  - Time periods are pre-defined for timesheet processing. You will be able to update the dates in Step 2.
- Either Select a COA from the dropdown list or enter a new COA.
  - If you have access to multiple cost centers, the dropdown list will show the COAs for all of your cost centers.
- Submit the Award

| 🏠 | Student · | JobX · | TimesheetX · | Employers & Admins · | Reporting · | Access & Audit · | Uploads · | Site Set up · | Content · | Help · |

Add Award for Student A

Add a Student Award

You are adding a Stipend a Award

| Award Amount * | 1500 |
| Time Period * | Academic Year 20-21 |

Account Information

Please choose the appropriate account (COA) from the list below:

Choose One...

If you cannot find the correct account in the list above, fill out the fields below.

Enter a descriptive name for the account:

Enter the full **COA charging instructions** for the account:

Chart of Account

Company	
Grant	
Gift	
Yale Designated	
Cost Center	
Program	
Project	
Assignee	
Fund	
Cost Center	--- Choose One ---

Submit

- The student's award has been created

Student A

Display: Current/Future Employee Information Update

There are no hires to display.

Awards

Award Name	Amount	Balance	Term
ASA Transit - 1	$10.00	$10.00	Academic Year 20-21 (08/30/2020 - 05/19/2021)

Add an Award

Step 3: Create a Non-Hourly Hire
- Select the "Non-Hourly Payment Queue" from the Timesheet X menu
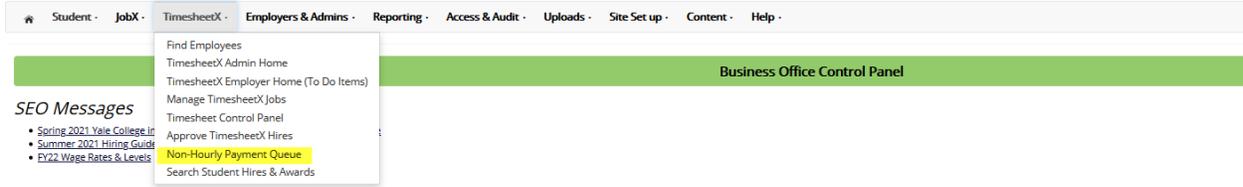
- The queue will show all pending non-hourly awards waiting to be processed for the cost centers for which you have access. As there are many business officers within cost centers, you may not recognize all of the students so please pay close attention when processing your payments.

Non-Hourly Awards without Hires

Non-Hourly Awards without Hires							
Student	Student ID	Award	Time Period	Amount			
Student A		ASA Transit - 1	Academic Year 20-21	$10.00	Assign to New Hire	Edit	Delete

- Assign to New Hire link: This is where you will hire the student into a position within your cost center, update the time-period for the payment, assign supervisors, and select the pay element.
  - Select the cost center and position for the non-hourly hire
    - All students must be hired into a position for a payment to be processed. You can use an existing job or you can create a new job such as student stipend or performer and enter as much or as little data as you feel is necessary.
  - The "Hire Start Date" and "Hire End Date" will determine the number of payments the student will receive. Payments are processed weekly and are not processed retroactively. The default dates for the time-period selected are entered. The "Hire End Date" must be a future date.
    - Payroll is processed every Tuesday for the prior week. To calculate the number if payments, begin with the current date. If it is after the weekly payroll has processed, the first payment will not be processed until next week. If you only want one payment, then the "Hire End Date" would be a date in the current week. If you want four payments, calculate four weeks from the current date. In the example below, if the dates are not updated, the student would receive two payments if we processed the request on Monday, May 17, 2021 (1st payment for week ending 5/15/2021 and the second payment for week ending 5/22/2021).
    - You can enter a "Hire Start Date" in the future if are processing payments to start after the current payroll process.
    - Primary Supervisor - This should be the person who would be able to answer any question related to the payment.
    - Pay Element – select the appropriate pay element for the type of payment being processed.

- Graduate Student Stipends – can be used for any student (graduate or undergraduate) who is receiving payment to assist with academic and living costs while enrolled.
- Other Student Earnings – wages earned for non-hourly services performed (example: one-time payments for performances).
- Research Assistant - payment based upon research assistant duties.
- Student Teaching Assist – payment for teaching professional school courses.
  - Click "Add Hire" to complete the process

Create a Non-hourly Hire	
Student	Student A
Cost Center	Associated Student Agencies
Job	ASA Summer Help
Award Account	ASA Transit - 1
Award Amount	10.00
Time Period	Academic Year 20-21
Hire Start Date *	08-30-2020
Hire End Date *	05-19-2021 ← Must always be a future date
Primary Supervisor *	Choose one...
Secondary Supervisors	Ctrl + click to select multiple Select Some Options
Pay Element *	Choose one...
Post-action page	● Go to hire detail page ○ Return to Stipend Queue

Add Hire   Cancel

- You can view the payment details on the "Payments" tab on the student's Hire Details page
  - After each payroll, the "Status" will be updated to "Paid".

Hire Details

Student	Cost Center	Job Title		
Student A	Associated Student Agencies	ASA Summer Help		
Current Status				
ACTIVE [change]				

Hire Details | Edit Hire Details | Payments | Wage Breakdowns | Hire Notes

Payments for Job: ASA Summer Help

Pay Period	Start Date	End Date	Amount	Status
May 16 - May 22, 2021	Sunday, May 16, 2021	Saturday, May 22, 2021	$5.00	Not yet paid
May 9 - May 15, 2021	Sunday, May 09, 2021	Saturday, May 15, 2021	$5.00	Not yet paid
May 2 - May 8, 2021	Sunday, May 02, 2021	Saturday, May 08, 2021		n/a
April 25 - May 1, 2021	Sunday, April 25, 2021	Saturday, May 01, 2021		n/a
April 18 - April 24, 2021	Sunday, April 18, 2021	Saturday, April 24, 2021		n/a
April 11 - April 17, 2021	Sunday, April 11, 2021	Saturday, April 17, 2021		n/a
April 4 - April 10, 2021	Sunday, April 04, 2021	Saturday, April 10, 2021		n/a
March 28 - April 3, 2021	Sunday, March 28, 2021	Saturday, April 03, 2021		n/a
March 21 - March 27, 2021	Sunday, March 21, 2021	Saturday, March 27, 2021		n/a

- Edit link: This will allow you to modify the Time Period or Amount of the award prior to processing the hire,
- Delete link: This will delete the award prior to processing the hire.

Updates to Awards

Similar to hourly student hires, after the hire has been processed the business officers no longer have the ability to make any changes. All requests for changes to amounts, COAs and hire dates must be submitted via request forms on the Business Office Control Panel

Reporting

You can verify your data entry by running the "TimesheetX Award Details" report.
- Select "Standard Reports" from the Reporting Menu
- Go to the "My TimesheetX Reports" tab
- Select "TimesheetX Award details" report by clicking "Run Report"
  - Enter the appropriate filters – click "Next"
  - Select a "Group By' option
  - You do not need to select a second sort - click "Next"
- You can export the data for easy analysis

Questions can be addressed to student.employment@yale.edu

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