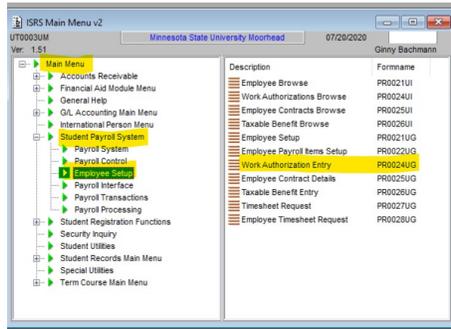
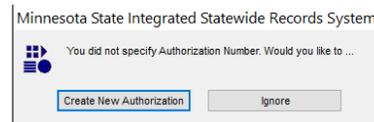


INSTRUCTIONS FOR CREATING A NEW AUTHORIZATION (PR0024UG) Work Authorization Entry Screen

1. There are two ways to access this screen in Uniface (ISRS)
 - **Easiest** (and fastest) method for access is, type in **PR0024UG** in the white box at the top right corner. This will automatically open the work authorization entry screen. (You do not have to hit enter or tab.)
 - **Step by step method** - Start from the Main Menu:
 - a. If there aren't any options listed under **Student Payroll System** in the left column, Double-click on the title or green arrow.
 - b. Click on **Employee Setup**.
 - c. Double-click on **Work Authorization Entry** in the right column.



2. **Make sure you are not creating a duplicate authorization!** Check your bi-weekly report or, you can check by doing a search with the student's name or dragon ID. Choose Ignore instead of create new authorization; enter dragon ID if you have it or search by name (see steps 5 & 6). The student's authorizations will show up and you can scroll if there is more than one authorization. If this is not a duplicate, do Ctrl+G (or right click>clear) to clear and then start at step 3.
3. Tab or enter and you will select **Create New Authorization** by hitting enter again or using your mouse to select it.



4. **If you have the student's ID Number:** Tab or enter over to the **ID: box** and type in the student ID number. The student's name and SSN should populate. This will open the authorization screen with the student's name and ID populated. **Go to step 7.**

5. **If you do not have the student's ID Number:** double click in the box and go to **step 6** and search by name.
6. **To search by name:** right click and select **clear**, or do a **Ctrl+G** to get a blank screen again.
 - a. Click in the ID box, then choose ignore.

- b. When entering the names you **MUST** use a capital for the first initial of both last and first name.

- c. You may have multiple names pop up so choose wisely! **Double click** or **Ctrl+A** on the highlighted area to select your student employee.

SSN	Tech ID	Name	Emp	W-4	I-9	Med	CYR	Allowances	Fed/St Add	State	MW/R	Allen	8233
058102016		KAUT, K	A	V	V	S	2016	0.00	0.00				

- d. This will open the authorization screen with the student's name and ID populated.

The screenshot shows a web-based form for 'Student Employee Work Authorization Entry'. The form is populated with the following information:

- Auth Nbr: 999999
- SSN: [Redacted]
- ID: [Redacted]
- Title: [Empty]
- Start date: [Empty] to [Empty]
- Pay Code: [Empty]
- Pay Rate: 0.00
- Max/Exp Amt: 0.00 / 0.00
- Comments: [Empty]
- Account Details: FY: [Empty], Primary CC: [Empty], Object Code: [Empty], Match CC: [Empty], Match Pct: [Empty], Report CC: [Empty], Routing ID: [Empty], Supervisor: [Empty]
- Workers' Comp: Prof/Clerical, All Other
- Encumber: [Empty]
- FISAP/MHESO: [Empty]

At the bottom of the form, there are buttons for 'Approve', 'Max Earnings', and 'Audit'.

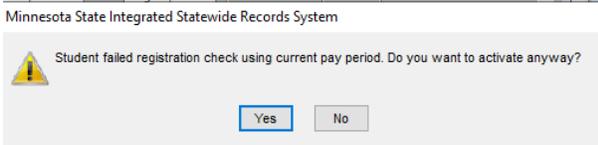
7. **eTime:** the box next to this must be checked for eTimesheets (defaults).
8. **Title area.** What you type in the title area is what shows up on the etimesheet and has limited space. If you go too far and end up in the date area, the system will not let you go back until you enter the dates. You can always go back to the title area.
9. Enter **start date** and the **end date**. Date format is mm/dd/ccyy. Start date should be the actual date the student starts working and the end date can be semester commencement date if the student will graduate the semester they are working in or, the end of the fiscal year if the student will be continuing on with your department (regular funds only). See Student Payroll Calendar for all end dates.
10. **Pay Code** do not enter anything.
11. **Pay Rate:** enter the hourly rate. Undergraduate: must at least be minimum, starting 8/3/22 it is \$12, and cannot go over \$14.99 without area director's approval. \$17 is the university maximum. Graduate: must be at least minimum, starting 8/3/22 it is \$14, and cannot go over \$16.99 with area director's approval. \$20 is university maximum.
12. **Max/Exp Amt** is the amount you will pay the student for the length of this authorization. This area can be edited at any time. Number of hours worked per week times hourly rate times pay period (20 weeks each for fall and spring, six for summer). If the student will work both fall and spring starting in August and will work eight hours per week at \$10 per hour, you would put 8/24/2020 as start date, 5/15/2021 end date and $8 \times 20 \times \$10.00 = \3200.00 for max amt.
13. **Comments:** you can use this for notes or leave it blank. I recommend putting a note in here when you do an hourly raise, i.e. pay raise on 8/1/2020 by GB.
14. **FY:** enter the current fiscal year. If the dates you entered do not match the fiscal year, you will not know until you try to approve so, you will have to delete the authorization and start over. The system will not let you change either one.
15. **Primary CC:** enter the cost center that will be used. (All work study authorizations will be done by student payroll).
16. **Object Code:** **0910** – is the general object code for all regular funds student employees. **0940** is for Grad Assistants but, grad assts need to have a specific authorization form that has been approved by the Graduate Studies Department prior to creating the authorization for eTimesheet.
17. **Match CC:** is only for work study authorizations. This option should not be available to enter anything.

18. **Report CC:** is the same as the primary CC.
19. **Routing ID:** is the routing ID that is tied to the cost center. You must include the R when entering the number i.e. R10001.
20. **Supervisor:** enter the dragon/tech ID number of the person who will be approving the eTimesheet and/or supervising the student employee.
21. **Worker's Comp:** stays as default **Prof/Clerical** only change for positions such as: General Maintenance Worker Assts, Swim Instructors, Grounds Employees, and Public Safety Patrol Students. Positions such as these should be changed to **All Other**.
22. **Encumber:** check this box **only for the cost centers starting with a 2 (2xxxxx)**. (Do not encumber any other cost centers.) **Chose yes** you want to encumber. If you receive this message:



you are encumbered over your budget. Click **Ok** and then **Uncheck the encumber box**. You will have to re-activate the authorization and approve again. You should review your budget and make adjustments to authorizations as needed.

23. **If you receive a message that the student has failed registration, DO NOT APPROVE.**



Contact your student and let them know they cannot be working until they are registered. You can save the authorization by **Ctrl+S** and record the authorization number to activate it later if the student gets registered.

24. **Approve:** click approve and choose yes for approval.
25. You should get a message stating the approval was successful and an authorization number will populate.