

## News You Can Use!

**NEW**

**Effective immediately, Student and Graduate Transaction forms no longer require a Social Security Number to be entered!** Only the WMU Employee ID (EmplID) will be required to process Transaction forms (accessed via the HR SEOT system).

The Employee ID can be found via several sources:

- The HR Management Data Report
  - Access to this report can be requested via the 'PSHR Management Data Report Authorization' form found on the HR Web site.
- The Pay Earnings Report
  - Access via the GoWMU PeopleSoft Human Resources login. Contact University Budgets if questions.
- The on-line Appointment Form
- The KRONOS Timekeepers Report
  - Access to this report can be requested via the 'PSHR KRONOS Timekeepers Report Authorization' form found on the HR Web site.

### Are APPOINTMENT END DATES Required?

#### Temporary Appointments:

- An appointment end date must be entered. The appointment can only be one year in length.
- A new Appointment form is required once the current appointment ends.

#### Student Appointments:

- Appointment end date is NOT required.
- If you did not provide a termination date on the student appointment form, you will need to process a Student Transaction form to terminate the student when the student resigns/appointment ends.
- If the student has not been paid in six months, the appointment will be terminated automatically.

#### Graduate Appointments:

- An appointment end date is required, but does default when the appointment type is entered.
- To end a Graduate Appointment early, you MUST submit a Graduate Transaction form and a KRONOS correction form to ensure payment is stopped.

### GRANT Appointments

Forms submitted with grant G/L combo codes are now being checked against the G/L grant table. Appointment dates must fall within the designated grant period, or the form will be stopped.

- If you have a question on the effective grant dates, please contact your Contract & Grant Specialist.

### TIMELINESS OF PAYMENTS TO EMPLOYEES

Michigan law requires we pay our employees no later than 30 days after the work is performed. This means you MUST process an appointment form for any hire before they start working. Do NOT accumulate hours and pay the employee at the end of his/her appointment.

Grant Appointments - often departments will hire employees in anticipation of a grant award. IF you hire an employee, and the grant monies are not yet available, you need to 1) wait until the grant funds are received before allowing the employee to work or 2) pay the employee out of departmental (or other) funds until the grant money is available (then process a reimbursement).

### **QUESTIONS on how and when to pay an employee?**

- For Student employees, contact Career and Student Employment Services.
- For Temporary and Benefit eligible employees, contact your HR Representative.
- For Grant questions, contact your Contract & Grant Specialist.