PS Change Transaction Automation
(PTF, Grad Service Stipend and Hourly Students)

Frequently Asked Questions

1. **Can I process a Pay Rate for an hourly student that is greater than 5 %?**
    - Pay Rates higher than 5% are exceptions to the rule. You will not be able to process them through the change transaction process in PeopleSoft.
    - If it needs to be processed, it will have to be a paper ECR (printed by your P1) with the signed approval of Student Services.

2. **Can an hourly student have more than one pay increase in the same job, in the same year?**
    - No according to Student Services, a student cannot have more than one pay rate increase in the same job. If there is an exception to this policy, it must be approved through Student Services and processed with a paper ECR.

3. **Can I process a retro-active pay rate change in a prior semester hire period (academic/summer) Example: Processing a retro pay for summer when already into the Academic period?**
    - You cannot process this through the new automated change transactions. This must be done on a paper ECR.

4. **Can a user process more than one transaction for an employee in one day?**
    - Yes, as long as it within the policy guidelines that is built into the transactions. The system will notify you if something cannot be done.

5. **If I have to change the Hire Date to a prior date for an employee, how do I do that?**
    - To change a Hire Date, a paper ECR must be done. There are many places that the date must be changed so the HRSC must do it manually. Please be sure to include the Action and Reason for the change.
    - If you do not have access to print ECR's, your P1 will do it for you.
    - A completed ECR can be scanned and sent to the HRSC Mailbox (hrsc@bc.edu).
    - **Please Note**: The New Hire Effective Date must be the Pay Period Begin Date.
        - Hourly – Sunday Date
        - Grads/PTF – The first of the month

6. **How do I process a change in hours for an employee?**
    - To change the hours for an employee you must do a paper ECR. HRIT is working with IT to develop an automated transaction for this.

7. **Where do I go to print ECR's?**

- In PeopleSoft, go to BC Custom > Reports > ECR by Employee

8. **If an employee is shortening their hire period, how do I process it?**
    - The manager must terminate the employee.

9. **If a Grad student is hired for the fall semester only, do I have to hire them again for the spring semester?**
    - Yes, you must do a new stipend for the spring semester. They cannot be extended using the new change transaction because it is a new job and a new academic semester.

10. **If an hourly student is hired for the fall and I want to extend him into the spring, how do I do that?**
    - You can use the online change transaction to do an extension for the student. If they already have a SWB row on their Job Record, you must use that date as the Effective Date of the extension (JED).
    - If there is a gap in service, a new Job Request must be created and a new hire must be processed.

11. **How do I process a temporary Pay Rate change for an employee?**
    - This has to be done in two online Pay Rate transactions. The first transaction will change the pay rate using the identified effective date.
    - You must then process another pay rate change to bring them back to their original rate with the new effective date.

    For Example: A Grad Stipend receives $500 from September – December. The Department wants to give a temporary increase of $100 fro November.
    Step 1: Process a Pay Rate transaction Effective 11/1 to increase to $600.
    Step 2: Process another Pay Rate transaction Effective 12/1 to decrease back to $500.