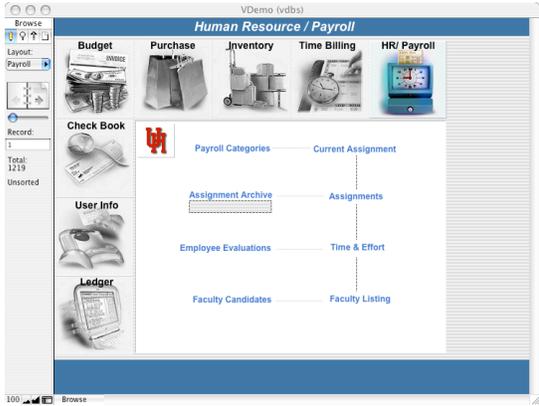
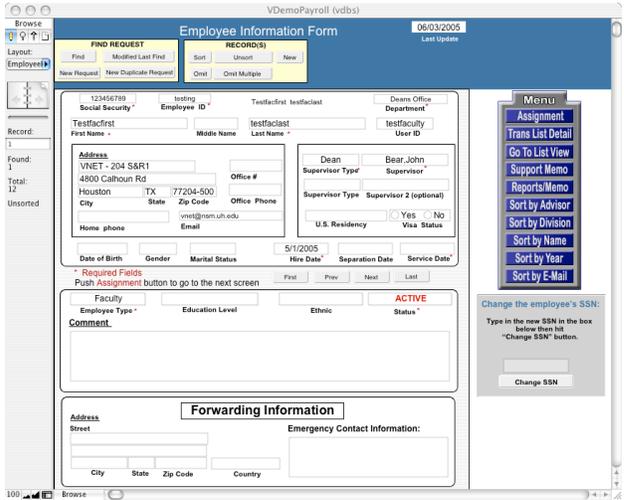
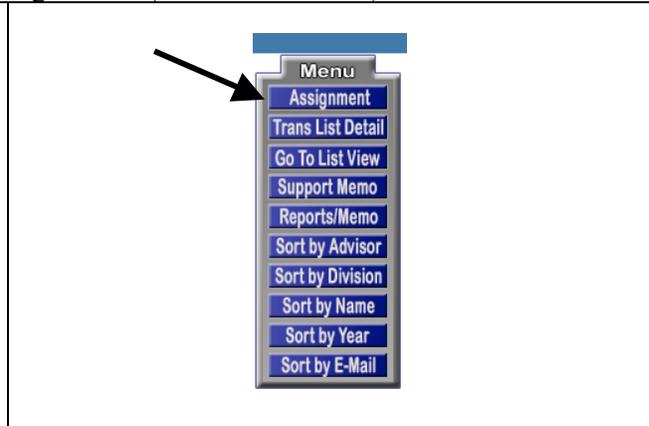


Payroll: Entering Payroll Assignments (revised 10/21/05)

<p>1.</p>	<p>From the VReconcile Main Menu (FileMaker Application) select the HR/ Payroll Icon</p> <div style="text-align: center;">  </div> <p style="text-align: center;">***VReconcile Help Desk 713.743.1618 or support@vnet.uh.edu ***</p>	
<p>2.</p>	<p>From the Human Resource / Payroll Menu, Select "Current Assignment"</p>	
<p>3.</p>	<ul style="list-style-type: none"> If the employee is a new hire to the department, the following field is required before entering their current assignment: <ul style="list-style-type: none"> Social Security (SS#) Department Last Name Supervisor Employee Type Employee ID First Name Supervisor Type Hire Date Status ***If the new hire's does not have a SS#, please put in a unique dummy records (ex. Pending01, pending02...). And once an SS# has been assigned, enter their number in the "Change the Employee's SSN" box located on the bottom of the menu and click on "Change SSN" Button <div style="text-align: center;">  </div> <ul style="list-style-type: none"> If the employee exists, search for he/she and make sure the required fields are filled out. 	

Payroll: Entering Payroll Assignments (revised 10/21/05)

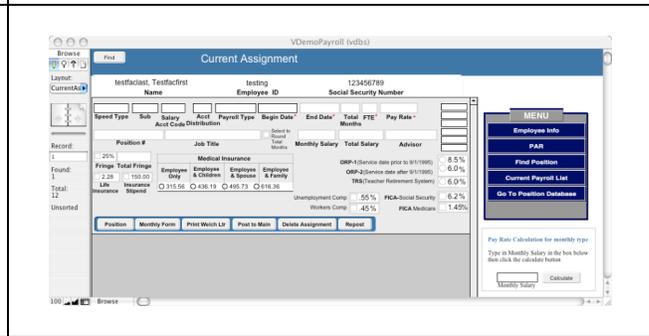
4. Then select the “Assignment” Button (found on the right hand side of the Menu Bar) to enter their current assignment.



5. The following fields are required:

• SpeedType	• Sub (if applicable)
• Salary Acct Code	• Acct Distrib.
• Payroll Type	• Position #
• Monthly Salary	

***See the following steps for rules and regulations for some of the required fields



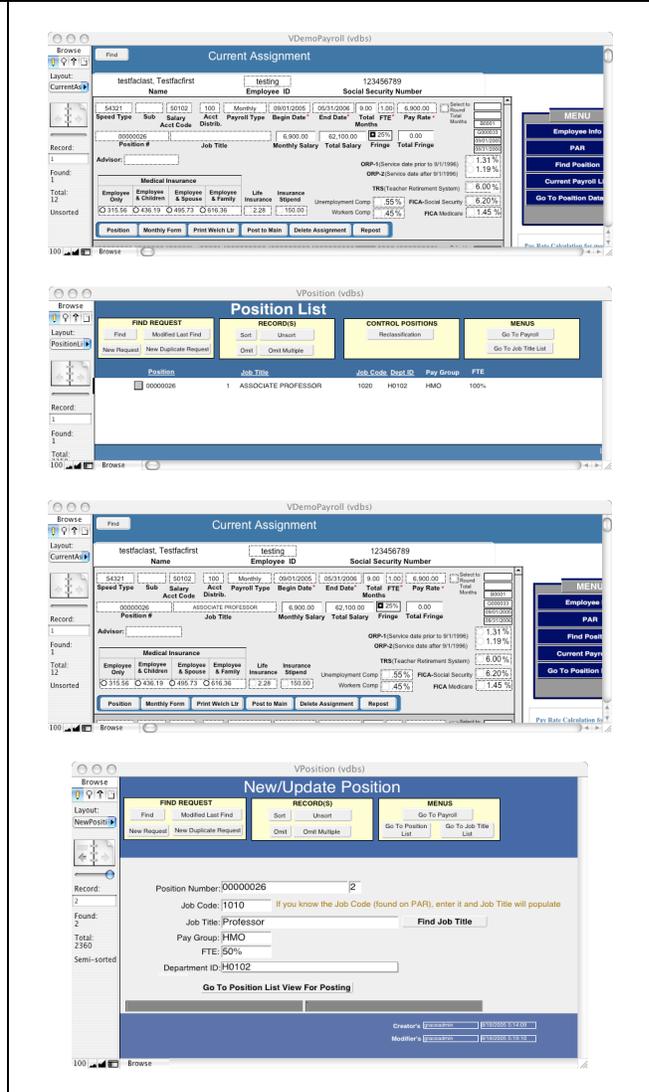
5A. Existing Position #

If the Position Exists from the UH PAR

- Enter the 8-Digit Position # found from the UH PAR
- Click on “Position” Button (The button will direct you to the Position List)

- From the position list, verify the information tide to the position # you selected.
 - If everything is correct, click the button found to the right of position # and this will take you back to the current assignment and you will noticed that it populated the ‘Job Title’ Field.
 - If the information needs to be reclassify, click on the “Reclassification” button found in the Control Positions box on the Position List Layout

- And fill out any new updates



Payroll: Entering Payroll Assignments (revised 10/21/05)

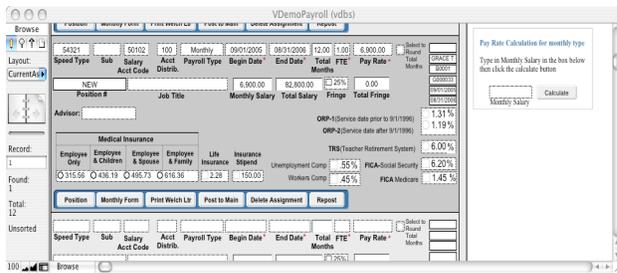
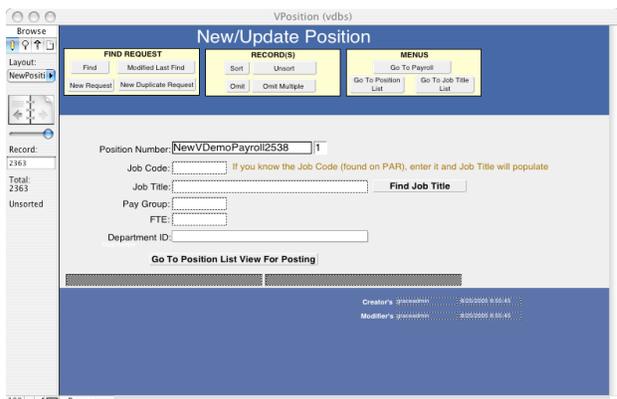
6

If the Position Does NOT exist and you are waiting for the UH to set up one and it is not in the Position Database:

- **IMPORTANT:** Enter the word “New” in the Position # Field
- Select the ‘Position’ Button



- From the VPosition – New/Update Position Enter the following fields
 - Job Code
 - Pay Group (HMO – monthly HBW - biweekly)
 - FTE
 - Cost Center Department ID
- Select the ‘Go To Position List View for Posting’ Button
- From the Position List, click the button found to the right of position # and this will take you back to the current assignment and you will noticed that it populated the ‘Job Title’ Field.

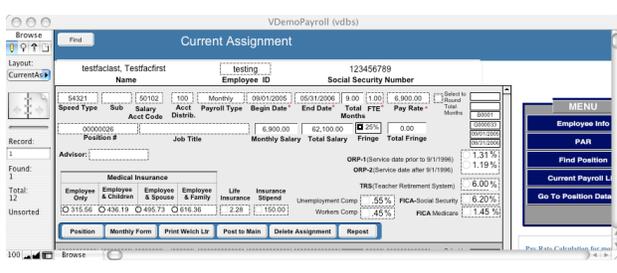




Once you receive the position number from the University

- Replace the existing postion number (starts with (NewV....) in the Position # field located on the Current Assignment Screen with the position number given by the university
- Click on “Position” Button (The button will direct you to the Position List)



- From the position list, verify the information tide to the position # you selected.
 - If everything is correct, click the button found to the right of position # and this will take you back to the current assignment and you will noticed that it populated the ‘Job Title’ Field.



7.

From the Current Assignment Screen, you are ready to select the “Post To Main’ Button.



Payroll: Entering Payroll Assignments (revised 10/21/05)

8.		
	<p>If the employee has a Job Title of Texas or Federal Work Study, the following information needs to be considered:</p> <ul style="list-style-type: none"> • 	