Overview

- This job aid is intended for the HCM Initiator.
- This job aid is to be used when all three of the following conditions are met:
  1. The hire is to be in the “OTHER NTT” faculty category. Other NTTs would include Lecturers, Instructors, Professors in the Practice, Artist Teachers, etc. This category excludes Senior Promotable NTTs, i.e., Assoc or full Research Professors and Assoc or full Teaching Professors.
  2. The hire is to be made WITHOUT a public, competitive posting. These hires are also called emergency hires, patch hires, or direct hires. Usually, but not always, these are for appointments of a year or less.
  3. The new hire will be seated in a POOLED POSITION.
- With the completion of this process, an onboarding checklist will be sent to the new hire to complete.
  - When the onboarding tasks have been completed, then the “Pending Worker” will be converted to an Employee.
- In iO, the process in this job aid is “Add a Pending Worker.” In the situation described above, the hiring process does not at this time require a Job Requisition, nor any interaction with Interfolio’s Faculty Search. This job aid covers the entire hire process, as far as the HCM Initiator and the hiring department is concerned.

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1. **Navigate to the New Person Page**

1. You can access the **Add a Pending Worker** task in two ways:
   a. (Option 1) Click the **Navigator** icon in the upper left-hand corner of the iO page.
   
   ![Navigator Icon](image1.png)

   i. Under the **My Client Groups** section click the drop-down arrow and select **New Person** from the drop-down list.

   ![My Client Groups](image2.png)

   b. (Option 2) Under the **My Client Groups** tab on the home page, you can scroll down and click on the **New Person** tile on the Main Page to access the Add a Pending Worker task.
2. Entering Identification Information

1. Upon entering the New Person page, click Add a Pending Worker.
2. Under the Basic Details section enter the data for the following fields:

   ![Basic Details section](image)

   a. **Proposed Start Date**: Use the calendar icon to select a hire date for the new employee.
   b. **Action**: Add Pending Worker
   c. **Action Reason**: Direct Hire
   d. **Legal Employer**: William Marsh Rice University LE
   e. **Proposed Worker Type**: Employee

3. Under the Personal Details section enter the required fields:

   ![Personal Details section](image)

   a. **Enter Name**: Type the new hire’s last, first and preferred first name.
b. **Gender**: If known, use the drop-down menu to select the new hire’s Gender. If unknown, leave this field blank and it will be obtained during the onboarding process.

c. **Date of Birth**: This is a required field.

d. You can leave the rest of this page blank.

4. After entering all new hire identification information, click **Next** in the upper right-hand corner of the screen.

5. **PERSON MATCHING**: You may see a pop-up box here asking you to match the person you’re entering against similar people in the system already. Here’s where the date of birth becomes an important piece of information to help AVOID creating duplicate identities in the system, which takes someone a lot of effort to undo later on.

- Click the icon under Details for information about their current or previous relationship with Rice.
• If you are able to match your person with an existing person in iO, then select that person. Then you will get a warning message alerting you of how this will change your transaction, such as creating a new work relationship, adding a new assignment, or rehiring a former employee. (Be aware, however, that iO will not have person information for anyone whose job ended on 6/30/2021 or before, or who has not received pay from Rice since 12/31/2020.)

• Click OK, and iO will continue you on the appropriate path.

3. Entering Person Information
   1. Now enter more personal information for the new hire, as much as is known.
a. **Country**: The country will default to the United States.
b. **Address Line 1**: Enter the new hire’s address.
c. **Address Line 2**: Enter if needed.
d. **ZIP Code**: Enter your new hire’s current ZIP Code. After entering the ZIP Code, then either the City, State, County will autofill, OR you will need to use the drop-down menus to manually enter the City, State, and County information.

2. Add Phone Details. This may be needed to contact the new hire to assist with their onboarding. To do this, select the + icon.

3. Select the **Type** of phone and **Country Code** by using the drop-down menus. Then manually type the **Area Code** and the phone **Number**.

4. Add Email Details. This is needed to send them a background check authorization, possibly an appointment letter, and other onboarding information. To do this, select the + icon.
5. Under the Email Details section, select the **Type** of email by using the drop-down menu and then manually type the new hire’s **Email**.

6. Skip entering information for the Legislative Information, Citizenship and Visa Information, and Emergency Contact sections. This will be done by the new hire in Self-Service.

   a. Note: The HCM Initiator should skip the Citizenship and Visa Information and Emergency Contact. These things will be entered via Self Service or an Integration.

7. After entering all new hire person information, click **Next** in the upper right-hand corner of the screen.
4. Review Person Profile Page

1. Review the data on Person Profile page. Option to add additional profile content, such as degrees, per their CV.

2. Click Next in the upper right-hand corner of the screen.

5. Entering Employment Information

1. After entering person information, you will need to enter employment or assignment information for the new hire:

   a. **Business Unit**: GENERAL.
   b. **Include for Automatic Conversion**: No.
   c. **Proposed Person Type**: Employee.
   d. **Projected End Date**: Note: All NTT Faculty, as well as Assistant Professors, must have a Projected End Date indicating the end of this appointment or contract. Be aware that Projected End Dates do NOT actually end the appointment, nor does it stop pay! You must either actively END the assignment or, to reappoint, process a Change Assignment action.

2. After entering information about the assignment, you will need to enter position information for the new hire:
a. Position: Search and select from the list of values. This is their position # and its associated title. See next two pages for more information about pooled positions.

Pooled position numbers no longer start with a letter. Here’s how pooled positions work in iO:

**POOLED POSITION NUMBERS (CODE):**

XXXXX – XXXXX (1st set of digits = position class code; 2nd set of digits = iO org #)

**HELPFUL HINT:** Currently, all NTT pooled positions are set up under the Lecturer position code, which is 95102. So, the easiest way to search for a pooled position number is to search on 95102 in the Code field.

To search for a pooled position number:
With a pooled position, if you get a warning message about this position not having any open headcount, just continue anyway.

b. **Synchronize from Position:**
   - This field appears after you have selected a Position, and it is set to Yes by default.
   - Position Synchronization will auto-populate the values for Job, Department, Grade, Regular or Temporary, Full Time or Part Time, Assignment Category, Working Hours, Frequency, Standard Working Hours, and FTE fields.
   - If you need to modify any of the auto-populated fields, go back and select No to Synchronize from Position and then carry on with the modifications.

When set to Yes, auto-fills some fields: When set to No, fields become editable:

![Diagram showing how Synchronize from Position works]

**c. Job:** Choose value from drop-down menu, or Search (at the bottom). These are the options for faculty categories:

<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor NTT</td>
<td>NIH Postdoctoral Fellow</td>
</tr>
<tr>
<td>Assistant Research Professor</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>Assistant Teaching Professor</td>
<td>Professor</td>
</tr>
<tr>
<td>Associate Dean (Faculty)</td>
<td>Professor in the Practice</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Professor NTT</td>
</tr>
<tr>
<td>Associate Professor NTT</td>
<td>Research Professor</td>
</tr>
<tr>
<td>Associate Research Professor</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Associate Research Professor</td>
<td>Teaching Professor</td>
</tr>
<tr>
<td>Associate Teaching Professor</td>
<td>Visiting Faculty</td>
</tr>
<tr>
<td>Instructor</td>
<td>Associate Dean</td>
</tr>
<tr>
<td></td>
<td>Dean</td>
</tr>
<tr>
<td></td>
<td>University President</td>
</tr>
<tr>
<td></td>
<td>Vice President</td>
</tr>
<tr>
<td></td>
<td>Vice Provost</td>
</tr>
</tbody>
</table>

![Image of faculty category options]
d. **Assignment Name:** Enter in the field provided. This is the title that will be displayed in the directory; can be specialized, as with named titles, e.g., Wiess Instructor.

e. **Grade:** Choose from the drop-down menu or **Search.** For faculty, **RANK** is reflected in the Grade field, even though faculty positions do not have salary ranges. All faculty ranks in this dropdown list start with “Faculty –“, so you could search on “Faculty” to narrow down the list:
f. **Location**: Choose from drop-down menu. This refers to the room and building on campus where this person will be working. It is a required field. If they will not be working on campus or it doesn’t apply (as for a joint appointment), you can select “No Rice Location Assigned.”

To find a specific location, search on the name of the building, then select the room. The naming convention is like: Building/floor/room#.

g. **MAIL STOP**: To add the mail stop (Don’t forget!), click the Location Details icon to the right of the Location field and add the mail stop in the appropriate field. Enter it in this format: “MS-100”
h. **Working at Home:** Choose from drop-down menu.

i. **Worker Category:** Leave blank for faculty.

j. **Assignment Category:** Choices for faculty include:

![Location Details]

- **T/TT Faculty: Benefits Eligible**
- **NTT Faculty/Promotable: Benefits Eligible**
- **NTT Faculty: Benefits Eligible**
- **NTT Faculty: Non-benefits Eligible**
- **Adjunct and Unpaid Faculty**
- **Retiree: Faculty**
- **Retiree: Emeritus Faculty**

includes Teaching Professor and Research Professor ranks

NTT faculty are benefits eligible if they teach at least 3 classes over both the fall and spring semesters in a given academic year. This is per Rice’s Policy 403 on benefits eligibility.

k. **Working as a Manager:** Select No unless you know whom they will supervise and are ready to add them. This can always be changed later.

l. **Hourly Paid or Salaried:** Choose from drop-down menu. Faculty are always salaried.

m. **Working Hours/FTE:** This is an important field, as it helps to determine benefits eligibility, but the way to adjust it for NTT faculty is not exactly intuitive. Read on . . .
For instructional NTTs, use this as a general guide:

**Classes taught per year / Working hours per week / FTE:**

- 1 class  = 6.7 hrs/wk = .17 FTE
- 2 classes = 13.6 hrs/wk = .34 FTE
- 3 classes = 20 hrs/wk = .5 FTE
- 4 classes = 26.7 hrs/wk = .67 FTE
- 5 classes = 33.4 hrs/wk = .84 FTE
- 6+ classes = 40 hrs/wk = 1 FTE

When you change the Working Hours and click or tab out of the field, note how the FTE changes:

![Working Hours](image)

**CONTINUE TO THE RIGHT HAND COLUMN of the Job Details page:**

Select or fill in these fields:

- **n. Skip down to Total Classroom Hours/Total Office Hours:** (These two fields about hours can be left blank for TTTs and full-time NTTs, but should be filled out for less than full-time teaching NTTs.)

  Enter the number of credit hours per year they are expected to teach. For example, three 3-hour classes (2 classes in the fall and 1 in the spring) = 9 Total Classroom Hours.
ACA (Affordable Care Act):

This applies to NTTs (usually part-time) who do not qualify for Rice benefits (see Policy 403), yet may qualify for health insurance through ACA.

- **2.25 hours** to be counted for each “classroom hour” (not credit hour) of time per week. Note, the multiplier of 2.25 provides credit for time spent towards class preparation and grading.
- **1.00 hour to be counted**, per week, for each additional hour that the NTT faculty member spends performing required duties outside of the classroom such as office hours, required meetings, and/or other required duties within the department.

**Example:** One (1) class that meets three (3) hours per week and requires two (2) office hours would equate to 8.75 total ACA eligible hours.

<table>
<thead>
<tr>
<th>3 classroom hours x 2.25</th>
<th>6.75 hours</th>
<th>Required in iO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 office hours</td>
<td>2.00 hours</td>
<td>Required in iO</td>
</tr>
<tr>
<td><strong>TOTAL ACA eligible hours</strong></td>
<td><strong>8.75 hours</strong></td>
<td><strong>Not required in iO</strong></td>
</tr>
</tbody>
</table>

For iO this one 3-hour course would translate to:

- **Tenure Status:** **Non-Tenure Track**
- **p.** Then, under the Manager Details section search for and add the new hire’s immediate supervisor. Enter the **Name** and Manager **Type**.

For faculty, their Manager would be the department chair or center director. The **Type** is always Line Manager.

3. Next on this page, under the Payroll Details section enter the **Tax Reporting Unit** by using the drop-down menu and selecting **William Marsh Rice University LRU**.
4. Then, click the + icon to add the new hire to a Payroll.

5. Select the appropriate pay frequency. Faculty are always Semi-Monthly.

6. Click Next in the upper right-hand corner of the screen to move to the next steps.

6. Entering Compensation and Other Information

   1. To enter salary information, select the Salary Basis by using the drop-down menu. Choose the appropriate basis:
2. Next, manually enter the Salary Amount. Most Salary Bases call for an annual amount, as in this screenshot:

![Salary Basis](image)

**TEMPORARY SALARIED (FACULTY) SALARY BASIS:**

However, if the appointment is for one semester or less, or if the amount will vary by semester, depending on their teaching load, you will need to select the Salary Basis: “Temporary Salaried (Faculty).”

There are a couple of peculiarities that call for special care when using “Temporary Salaried (Faculty)”:

**Peculiarity #1:** This salary basis will pay them throughout the summer unless you set it up in a very specific way.

- If they will only be in this assignment for one fall or spring semester, the easiest solution is to use these specific Start Dates and Projected End Dates:
• Fall: August 16 – December 31
• Spring: January 1 – May 15
• Please note that these dates do not vary with actual first day of classes, holidays or weekends, etc. They are always the same, for payroll purposes.

**Peculiarity #2:** You must enter the Salary Amount as the SEMI-MONTHLY amount; i.e., the amount of gross base pay that they should receive in each paycheck.

• DO NOT enter the salary as per semester, per class, or per month, or they will not be paid the correct amount.
• If you know the amount they should be paid for a single semester, then divide that number by 9 (i.e., 4.5 months divided by 2 pay periods each) to find the semi-monthly amount.

**In the above example, this NTT is to be paid $6,000 per fall/spring semester. The calculated Annual Salary can be misleading, because it is including the summer months in the annual projection. ***

3. **Other Compensation:** Here you have the opportunity to add one or more One-Time Pays.

• So, for example, if you’re paying for summer class instruction in which the NTT should receive one payment for each class, you could enter “0” (zero) Salary Amount in the previous “Salary Amount” field, and instead enter what iO calls “Award Compensation” (one-time pays).
To do so, click Award Compensation:

- Plan: Employee (Faculty)
- Option: Honorarium (or One-time Pay, if available)
- Start Date: This should be the date you want it paid. It should coincide with a normal, semi-monthly payday, i.e., on the 15th or last day of the month.
- Amount: Dollar amount of the one-time pay.

To add another one-time pay, click Award Compensation again and repeat.
4. **Expenses Information:** **Expand** the Expenses Information section by clicking the little triangle pointing right, and then click on the **Search** icon. A pop-up to appear.

![Expenses Information]

- **Note:** *All Default Expense Accounts should have the same values down the line with the exception of Organization. This value will be determined by whatever department the Employee is being added into with Dept Code = Organization Code.*

- **HELPFUL HINT:** You can enter this one field at a time, as below, or enter the following string into the Default Expense Account field, where `xxxxx` is the department’s org number: `10.xxxxx.100.000000.8345.704.9999.9999.999.999`
c. Select OK when complete.

5. Click Next in the upper right-hand corner of the screen.

6. In the Review screen, scroll down to the bottom and add Comments and/or Attachments, especially anything to be included in the offer letter, such as teaching expectations, etc.

7. Finally, review and verify all information for the new hire.
8. When finished reviewing all information, click **Submit**.

9. You will receive a Warning message after pressing submit. Press **Yes** to continue.

10. Finally, you will receive a Confirmation that your request was submitted. Press **OK** to finish.

This will trigger an onboarding process with a checklist for the new hire. Once all the onboarding tasks are complete, the employee will be switched from a pending worker to an employee and will become eligible for pay.