

**Phase 3!**

- > HRMS Phase 3 will provide an electronic timekeeping solution for hourly employees.
- > This project is focused on streamlining the processes for reporting time, reviewing timesheets, and executing payment for hourly employees.
- > Business requirements definition and information gathering is underway, so please stay tuned for more updates.

# HRMS Biannual Newsletter

## Recent Enhancements

### Visual Compliance

The Office of the Vice President for Research no longer final approves assignments or processes Visual Compliance checks for Visiting Researcher/Scholars, job code A006, with the exception of units reporting directly to the Vice President for Research.

Departments are responsible for processing Visual Compliance checks for Visiting Researchers/Scholars and Research Affiliates (Postdoctoral, Research Fellow,

and Senior Research Fellow). A new audit in HRMS requires the document creator to confirm Visual Compliance has been completed by marking an acknowledgement box when creating an assignment. Each college, department, or unit may decide who is responsible for processing the Visual Compliance checks.

### E-Verify

The University of Texas at Austin is required to use the federal E-Verify system to check the work

authorization of each employee who works on a covered federal contract. Users will see a warning in HRMS when creating a new position or when an incumbent is assigned to an existing position that is funded by one of these covered federal contracts and the incumbent has not already been checked through E-Verify.

### Document Snapshot

Final approved documents now display as they did at the time they were final approved.

*Important student employment dates and deadlines: [Office of Student Financial Services website](#).*

## What's Coming!

### Employee Browse

This new functionality is similar to the search capabilities on the \*DEFINE AL2 screen. It will allow users to find the name of an employee in HRMS without having to know the full name, correct spelling, or UT EID.

### Allocation View Expansion

This feature allows users to view estimated appointment allocations for the current year prior to first approval of documents. With the expansion, users will be able to immediately see estimates for the allocations associated with funding or assignment transactions that affect the next (future) fiscal year in addition to the current fiscal year each time entries are saved in a document.

### SUD Enhancements

Some new features that will be available on the SUD in 2012: ability to enter either percent or amount of base pay adjustment; ability to view estimated appointment allocations; and the salary range for the job title will be displayed.

### Have an HRMS question or improvement idea? Visit askUS!

You can find answers to over 100 HRMS questions or ask your own! Use askUS to submit your enhancement ideas too.



## Student Assignment How To's

**How do I create one assignment for a student employee that works both work study and non-work study periods?** In HRMS, select **Assign Work Study** to create the assignment. Always use this selection when any hours of the assignment are used for work study.

**How do I reassign a student employee to a pooled position?** In HRMS, go to the Incumbent View page for the pooled position. In the **View as of** field, enter a date or date range during which the student was assigned. Click **Go**. A list of students will display. In the **Reassign** column, click the box next to the student or students that are to be reassigned. Click **Assign** or **Assign Work Study**, depending on whether all students on the document are work study. New students may be assigned to the pool within the same document. To assign them, click **Add Incumbents to Pool** and type their UT EIDs.

## Training in TXClass

PN750 - HRMS Basics	Jan 27
PN749 - HRMS Creating, Reclassifying, and Recruiting for A&P/Classified	Feb 24
PN750 - HRMS Basics	Feb. 24
PN754 - HRMS Modify/Assign A&P/Classified Positions	Feb. 24
PN750 - HRMS Basics	Mar 23

Additional class information is available in [TXClass](#).

