Module 11: Skills Confirmation
Module 11 Contents

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Hands-on Activity 11.1 - Capstone Activity

1. Choose a new hire example from one of the following central offices which best matches your current job responsibilities:
   - Human Resources (HR)
   - Academic Personnel Office (APO)
   - Job Opportunities Program (JOP)
   - Office of Graduate Studies and Research (OGSR) Graduate Students

2. Input the new hire into the Payroll/Personnel System.

3. Use your class list to determine the department code, index numbers and timekeeper codes.

4. If you finish early, input a new hire from another central office or make one up yourself.
Human Resources (HR)

Employee Personal Data

- New Hire (Career position), effective Today’s date
- Permanent Resident/Citizen of Mexico
- Married - would like to claim two exemptions
- Probationary review date is 6 mos. from the date of hire
- Next salary review date is 10/1/xx, Type 2
- Employee Relations Code: E / Represented Unit: CX
- Determine appropriate Citizenship and Tax coding

Appointment and Distribution Data

- Starting on Today’s date to end date?
- Department Code and Timekeeper code + 00 (See your work sheet)
- Title Code: 4672, Step 2.0
- Appointment is fixed at 100 percent, FTE is also 100 percent
- Paid hourly on Sub 1, distribution at 100 percent
- Hourly rate is $14.37
- Index is XXX2222, DOS code is REG
- Assigned BELI code is 1, effective Today’s date
- Accrual rate per month: vacation 15 days; sick 12 days
Academic Personnel Office (APO)

Employee Personal Data

- New hire as Professor, Step 1, effective Today’s date
- U.S. Citizen
- Appointee is not a registered student
- Married - would like to claim three exemptions
- Employee Relations Code: E
- Department Code and Timekeeper code + 00 (See your work sheet)
- Assigned BELI code is 1
- Determine appropriate Citizenship and Tax coding

Appointment and Distribution Data

- Academic year appointee paid over 12 months
- Appointment is tenured beginning hire date
- Title code is 1100; step is 3
- Appointment is at 100%; Fixed
- Annual salary is $127,596; monthly rate is $10,633.00
- Appointee is not eligible for sick leave nor vacation and no timesheet is required
- Index is XXX5555, sub 0
- Appointment includes 1.00 FTE
- DOS code is REG
Job Opportunities Program (JOP)

Employee Personal Data

- New hire in a casual/restricted appointment, effective Today’s date
- U.S. Citizen
- Employee is a registered undergraduate student and has paid all
- Single - claiming no exemptions
- Assigned BELI code is 5
- Employee Relations Code: E
- Employee is a student in Earl Warren College (code 43)
- Determine appropriate Citizenship and Tax coding

Appointment and Distribution Data

- Appointment end date is 6/30/xx(next year)
- Title code is 4673 (Clerk)
- Appointment is at 49%; variable
- Hourly rate is $14.1200 and employee is paid bi-weekly
- Appointee is eligible for 8 hr/month sick leave and no vacation
- Department Code and Timekeeper code + 00 (See your work sheet)
- Index is XXX1111, sub 2
- DOS code is REG
- Employee is not eligible for perquisites and is not participating in the Work Study Program
OGSR Graduate Students

Employee Personal Data

- New hire as a Teaching Assistant, effective Today’s date
- U.S. Citizen
- Employee is a full-time registered graduate student (student status 4; registered units field should be blank) and has paid all fees
- Single - claiming one exemption
- Department Code and Timekeeper code + 00 (See your work sheet)
- Assigned BELI code is 5
- Employee Relations Code: E
- College code is 00
- Determine appropriate Citizenship and Tax coding

Appointment and Distribution Data

- Academic appointment as Teaching Assistant (title code 2310)
- Appointment basis is nine months and is paid in nine equal installments
- Appointment end date is 06/30/xx (next year)
- Appointment is at 50%; fixed
- Monthly rate is $2847.00 (annual rate will be derived from monthly rate and paid over field)
- Appointee is not eligible for sick leave nor vacation
- Index is XXX4444, sub 0
- DOS code is REG