Procedure for completing and processing the Notification of Change and Personnel Transaction LD-T002 Form for personnel actions with salary distribution

I. Introduction

This form will be used in cases where some concept of salary and/or fringe benefits of employees come from an account different from the default account of the organization in which the position of the employee is attached. As a general rule, every employee attached to an organization called "Special Project" will require the processing of this form since it does not have a default account.

II. Definitions

A. **Notification of Change and Personnel Transaction LD–T002** (*Labor Distribution*-LD) – form that will be used to carry out personnel transactions in which it is necessary to perform salary and fringe benefits distribution in an account different from the default account or where is a distribution among several accounts (schedule).

B. **Organization Default Account** – Principal account assigned to an organization (cost center) to charge the components and elements of the salary of the employees of the organization that will not require distribution of salary through schedule.

C. S**chedule** - Transaction in a Labor Distribution (LD) responsibility that allows to perform employee's salary and fringe benefits distribution to an account or several accounts different to the organization's default account.

III. Procedure for the Notification of change and Personnel Transaction LD-T002 Form

A. Personnel Transaction or Actions

The Human Resources Authorized Representative or other representatives in charge of the recruiting or transaction procedure should:

1) Complete the LD-T002 form to keep record of the personnel transaction or action in those cases that require a salary distribution through the preparation of a schedule.

2) Obtain all the signatures required on the form, as appropriate.

3) Return the LD-T002 form to the Human Resources Office for the verification and final prosecution, including the approval from the Budget Office, Finance Office or External Resources Office.

4) In cases where the transaction has been approved through a letter by the appointing authority, it could be attached as evidenced of the approval without requiring the signature on the form.

5) Once the form is completed with the appropriated signatures, the authorized official in the Human Resources Office will register or update the assignment and the entries corresponding to the employee in the Oracle System (HRMS).

6) The authorized official in the Human Resources Office will submit the LD-T002 to the Budget, Finance or External Resources Office to register the schedule of the employee according to the corresponding distribution.

After the Budget, Finance or External Resources Office registered the schedule of the employee, it will return the LD-T002 to the Human Resources Office to complete the process in the Payroll Office.

B. Processing of transactions and personnel actions with Supra Campus tasks

The concept of "supra campus" refers to the service provided by an employee (faculty or non-faculty) in another institutional unit or campus other than the base unit to which it belongs

1. The Supra Campus unit (the one that pays for the services that will OFFER the employee of another institutional unit) will send a communication to the base unit of the employee requesting the approval of the appointing authority for the required services (IT can be a non-teaching incentive, additional compensation, among other actions). In some cases, such an application will require an academic discharge, or summer salary for time spent by an employee on a project administered by the Supra Campus

2. The communication will be signed by the appointing authority of the supra campus or by the official that this task was delegated. It will also be signed by the Principal Investigator (PI) of the projects requiring the service, where applicable. It should include the following information, as appropriate:

    - Full name of employee (faculty or non-faculty)
    - Employee number
    - Full name of the project
    - Award number assigned by sponsoring agency
    - Project's CFDA
    - Agency sponsoring the project
    - Type of funds used to pay for academic discharge, summer salary or element entry that corresponds
    - Authorized Execution Period
    - Percent of effort to be dedicated by researcher / employee
    - Total amount to be paid in the authorized period of execution
    - Signature of Principal Investigator and Appointing Authority
    - Account number (s) on Supra Campus with the corresponding distribution
    - Funds availability certification
    - Other information relevant to the transaction

3. After the appointing authority of the base unit authorizes the provision of the employee's services in the Supra Campus unit, it shall refer the documents to the Human Resources Office (of the base unit) to proceed with the preparation of the LD-T002 for the corresponding payment process. In some cases, if the employee services will be rendered for a project, the project manager or office responsible for the account, can prepare the LD-T002 form for the salary distribution. For this purpose, an official of the Human Resources Office will send all the required information to complete the form. The information of the accounts of supra campus units and the letter with information of the project, will be attached as evidence.

- If the researcher or employee works in several projects, the Project Manager, Office or person in charge of the account will obtain the signature of the other Projects Administrators certifying the funds of their respective projects.

- In cases where the transaction have been approved through a letter by the appointing authority, this letter could be attached as evidenced of the approval without requiring the signature on the form.

4. Once the form is completed, the Project Manager, office or person in charge of the account, will send the LD-T002 form to the Humane Resources Office to continue with the process of the transaction and/or personnel action.

5. The human resources official will register or update the assignment and the corresponding entries for the employee in the Oracle HRMS system. They will send the LD-T002 form to the Budget, Finance or External Resources Office for the fund certification and the registry of the schedule in the Labor Distribution Module. Upon completion of this process, the LD-T002 form will be returned to the Human Resources Office.

6. After the transaction of the employee's base unit is completed in the Human Resources Office, it will refer the documents to the Payroll Office for the corresponding payment and will send a copy of the LD-T002 form to the Supra Campus unit for reference and file.

C. **Change in salary distribution**

1. The Project Manager, office or person in charge of the account that identifies a change in the salary distribution of an investigator/employee will verify with the Human Resources Office to corroborate that they have a copy of the latest version of the LD-T002 form of the investigator/employee.

   - If the change in salary distribution comes from the project managed for the Supra Campus, the base unit must receive a communication from that supra campus in reference to the original communication and indicating the change, either in the percentage and/or the number(s) of the account (s).

2. Using the latest version of LD-T002 form, the Project Manager, office or person in charge of the account, will update the time distribution of the investigator/employee and will obtain all the signatures required according to the form. Even if the change is only in some accounts, all project administrators must certify the funds of each of their projects again, verifying if they are affected in any way by the distribution change being processed.

3. After certifying the funds, the Project Manager, office or person in charge of the account, will send the new LD-T002 form to the Human Resources Office for verification and final processing. The Human Resources Office will verify, approve the form and obtain the remaining signatures, either from the Budget Office, Finance Office or External Resources Office.

   - In cases where the transaction has been approved by the appointing authority by a letter, it may be attached as evidence of approval rather than requiring signature on the form.

4. The Budget Office, Finance Office or External Resources Office will register the authorized distribution in the Labor Distribution (LD) module, and return the LD-T002 form to the Human Resources Office.

5. After the transaction is completed in the Human Resources Office of the employee's base unit, it will refer the documents to the Payroll Office for the corresponding payment, and send a copy of the LD-T002 form to the supra campus unit for reference and archive.

IV. Instructions for completing the Notification of change and Personnel Transaction LD-T002 Form

The notification of Change and Personnel Transaction form (LD-T002) contains the boxes that will be completed to enter the necessary data in the Oracle HRMS (Human Resources Management System) system. All data is required. To facilitate the process, this form has been created in Excel. In addition, in order to facilitate the processing of the different cases, a form was created for faculty working nine (9) months, another form for faculty working ten (10) months and a third form for non-faculty and faculty working twelve (12) months.

The following instructions, indicate the steps to correctly complete the form:

- **Unit** – Indicate the employee base unit, according to the values offered in the list.
- **Fiscal Year -** Indicate the fiscal year corresponding to the personnel transaction.
- **Reference Number** – Indicate the internal control number used for the recording of processed personnel transactions, if applicable.

1. **Name -** Write the employee name in the following order: Last Names, Name and Initial.

2. **Employee Number -** Number automatically assigned by the HRMS Oracle System. If the employee is entered for the first time, the number will be indicated once the system generates it.

3. **Transaction** – indicate type of personnel transaction, according to the values offered in the list.

4. **Purpose** – indicate the purpose of the personnel transaction according to the list of values included in the form. If it is not in the list of values, it will be written in the space provided.

5. **Academic Qualification** – indicate the highest academic preparation of the employee, according to the list of values included in the form. If it is not in the list of values, it will be written in the space provided.

6. **Work Day** – indicate if it's full-time or part-time with an X in the corresponding box. In case of part-time, indicate the total number of weekly hours that the employee will work.

7. **Effective Date** – Indicate the starting date of the personnel transaction in MM/DD/YYYY format, which will be automatically converted to English through Excel as described below. For example: 01/01/2016 will convert it to January 1, 2016. However, for the registration in Oracle HRMS the DD-MMM-YYYY format (01-JAN-2016) will be used.

8. **Termination Date** – Indicate the termination date of the personnel transaction in MM/DD/YYYY format, which will be automatically converted to English through Excel as described below. For example: 01/01/2016 will convert it to January 1, 2016. However, for the registration in Oracle HRMS the DD-MMM-YYYY format (01-JAN-2016) will be used.

9. **AEELA** - Mark with an X the appropriate box (Yes or No) to identify if the employee will contribute to the savings fund of the ELA Employees Association.

10. **Retirement** - Mark with an X the appropriate box (Yes or No) to identify if the employee will contribute to the UPR Retirement System.

11. **Health Insurance** - Mark with an X the appropriate box (Yes or No) to identify if the employee will receive the benefit of employer's contribution of health insurance.

12. **Type of Visa** - Write the type of Visa of the employee. For example: H, J, etc. If you are an American citizen, mark with an X the box N/A.
13. **9 Effectiveness** – Indicate, if applicable, the date of effectiveness of the Employment Verification form (I9) in the format MM/DD/YYYY, which will be converted to English as described: 01/01/2016 will be converted to January 1, 2016. However, for the registration in Oracle HRMS the DD-MMM-YYYY format (01-JAN-2016) will be used. In cases where the employee has a VISA, the date of termination of the Visa and the date of effectiveness of the I9 must coincide.

14. **Exempt/Non Exempt** – Mark with an X the appropriate box if the position is exempt or non-exempt, according to the established classification.

15. **Pay Scale** – Refers to Category, Level, Five year salary increase or "quinquenniums". Write in the box the corresponding Pay Scale according to the position of the employee, as described below:

    - *Non-faculty staff* – Example: Basic non-faculty. 05.1Q (CAT. 05, 1st "quinquenniums"). Indicate the current pay scale in the first column and then the change in the second column. The new appointments should indicate the current pay scale only.
    - *Faculty Staff* – Write the corresponding pay scale. For example: Faculty.Basic.General.Instructor.Doctorate.5 less than 10.
    - *Trust Employee or Trust Position ("Personal de Confianza")* - complete this box only if the employee is a trust employee ("nombramiento de confianza") faculty. For Example: Department Directors, Deans, Chancellors, etc.

16. **Faculty, Department, Deanships, Office- (Current) (After the change) -** Choose the minimum unit of work to which the employee belongs according to the list of values included in the form. For example: Deanships of Administration – Finance Office. Indicate: Finance Office.

17. **Default account of the Organization** – Write the account number assigned to the organization of indicated in box 16, to which the employee is attached. If the employee belongs to an organization that does not have an assigned default account, such as "Special Projects", write "N/A" in that box.

18. **Title/Rank (Current) (After the change) -** Indicate the title of the job position or employee range in the box according to the list of values included in the form. If it is not in the list of values, it will be written in the space indicated.

19. **Appointment Type (Current) (After the change) -** Indicate the type of appointment in the box according to the list of values included in the form. For example: Special, Probation, Permanent, Temporary Appointments, etc.

20. **Position Number (Current) (After the change) -** Write the position number assigned by the Oracle HRMS System in this box.

21. **Type of service (Current) (After the change) -** Indicate the type of service that identifies the employee according to the list of values included in the form. For example: faculty or non-faculty.

22. **Element entries (Current) (After the change) -** Indicate the processing element entry in the box according to the list of values included in the form. For example: Scale salary; administrative bonus; adjustments for faculty base salary; etc.

23. **Annual Institutional Base Salary -** Indicate the annual salary of the employee.

24. **Time and Effort Report –** Mark Yes or No whether the employee must complete a Time and Effort Reports.

25. **Off-scale salary**
    - **Authorized Amount Above Pay Scale** – indicate the monthly amount paid above pay scale authorized by the President.
    - **Academic Preparation** – indicate the monthly amount paid corresponding to academic preparation.
    - **Authorized Increase** – indicate the monthly amount corresponding to authorized increases.
    - **Five year increase (quinquenniums)** – Indicate the monthly amount corresponding to the five years increase retained for the employee who changes from one regime to another, and those granted to employees with more than thirty (30) years of service.

26. **Salary Distribution by Accounts**

    - **Account Number** – indicate the account where the corresponding expenditure will be charged.
    - **Employee principal function and project's name** – indicate the main function the account will be charged. For example: *Education and Research Training, Research, General Academic Instruction*. In Project Title, indicate the name of the project in abbreviated form.
    - **Date of Effectiveness for the Account** – indicate the date or periods of effectiveness of the account (starting date and termination date) in which the task will be carried out. Must use the format MM/DD/YYYY, which will be converted to English as described: 01/01/2016 will be converted to January 1, 2016. However, for the registration in Oracle HRMS the DD-MMM-YYYY format (01-JAN-2016) will be used.
    - **Level of Effort** – indicate the level of effort (%) that devote to the task.
    - **Monthly Salary** – The form will present the portion of the monthly salary that will be distributed in the indicated account (the annual salary divided by 9, 10 or 12 months, according to the Unit).
    - **Total Salary in the Period of the Transaction**– the form will present the monthly salary multiplied by the months of effectiveness of the transaction.
    - **Hourly Salary** – the form will present the hourly wage to be used it applicable, such as in the

payments for student's jobs or overtime payments.

- **Certification of Funds** – signature of the official certifying the funds.

26 a. **University Funds -** indicate the transactions whose remuneration will be paid from institutional funds (not committed in special projects).

26 b. **Sponsored Account** – indicate the transactions whose remuneration will be paid from external funds.

26 c. **Cost Sharing** – indicate the transactions whose remuneration will be paid from funds provided by the institution that appears in the budget of the approved proposal.

27. **Transactions for Administrative Duties or Adjustments for Faculty Base Salary** – indicate the transactions that are part of the institutional base salary.

    Total Institutional Base Salary – this field will reflect the sum of all components that form part of the employee's institutional base salary.

28. **Payments for other work not included in the Institutional Base Salary** – indicate the additional compensation, one-time payments and/or other incentives that the employee has.

29. **Signatures and dates** – Write and print the name of the official on each title and process signatures for each official responsible accepting and authorizing the transaction, as applicable:

    - Employee
    - Immediate supervisor
    - Home Department Director
    - Dean or Office Department Director
    - Human Resources Director
    - Budget/Finance Director
    - Appointing Authority or Authorized Representative
    - Principal Investigator or Project Director

30. **Comments** – Include any relevant information about the transaction.

PROCESSING AND USING THE EFFORT CONVERSION FORM

The Effort Conversion form will be used by designated officials to record salary distribution through the Labor Distribution module (LD) schedules screens, in which cases, some percent of the salary distribution is paid for with federally funded projects. The form also allows collecting the data related to each project, required when registering the flex fields for each of the accounts from which the salary distribution is paid.

The Effort Conversion form facilitates the calculation of effort to be charged in the Labor Distribution system. During the recording of data on LD-T002 form, this Effort Conversion form data will be updated: employee name, department, account number, percent of effort and monetary amounts. When filling the T002 form, the table receives the data and calculates to determine the prorated percent to be charged to each account. This allows the amounts to be charged to the projects to be paid within the execution period of the corresponding academic months (9 or 10) or the corresponding summer months, as applicable.

The Project Manager, the person in charge of the project, or its equivalent, must indicate in the Effort Conversion form the pertinent information to each project: Name of the Project, Sponsor Agency and Grant Award Number. This data will be used to record the flex fields when registering wage distributions in the Labor Distribution module. This data is required for each of the accounts that are part of the employee's salary distribution, as applicable.