Decision Tree #1 used for benefited employees

Benefited employee
- Giving a job
  - Giving additional assignment
    - Fiscal year base
      - Non-Exempt
      - Exempt
    - Academic year base
      - Summer Month

Changing a job they already have*
- Ending the job assignment
  - Ending the job assignment
    - LOA less than a month
      - JC_TRM
    - LOA a month or more
      - JC_LOA
      - HR will submit
      - Contact hr@usu.edu
  - P_LABR or P_LABR2
- Changing just labor account
- Changing FTE, Title, Salary, ETC
- Putting employee on LWOP
- Putting employee on STD

*Extra Compensation/Overload assignment form required
*If only changing labor use P_LABR

Re-hire to USU (active in PEAEMPL)

Create OR re-activate employee in PEAEMPL

New to USU (no record in PEAEMPL)

Z_ADDT used for awards, missed leave settlements, or moving allowances

Revised 2/20/2020
Decision Tree #2 used for non-benefited employees

Non-exempt hourly work*

Exempt work set amount *

Graduate Assistantship work*

No pay assignment Used for volunteer, adjunct, visiting scholars, etc*

Create OR re-activate employee in PEAEMPL

H_EMP WH or WS

Assign Job

JB_WH P05xxx, P04xxx

Create OR re-activate employee in PEAEMPL

H_EMP WH

Assign Job

Teaching

JB_TN P07xxx

All other work except teaching

JB_MW P10xxx

Create OR re-activate employee in PEAEMPL

H_EMP GA

Assign Job

JB_MGA P03xxx

Create OR re-activate employee in PEAEMPL

H_EMP NP

Assign Job

JB_NP P08xx

* A NH_(xxx) EPAF can be used instead to create PEAEMPL record and assign the position.

Revised 2/20/2020
Decision Tree #3 used for non-benefited employees

Non-benefited employees

- Changing a job they already have*
  - Non-exempt hourly work
    - Ending the job assignment
    - Changing hourly amount or title
    - Ending the job assignment
  - Exempt work set amount
    - Changing title or salary
    - Ending the job assignment
  - Graduate Assistantship work
    - Ending job assignment early
    - Changing salary
    - Ending the job assignment
  - No pay/volunteer assignment
    - Ending the job assignment

*If only changing labor use _P_LABR_ except on workstudy. Then use _WS_LBR_.

Don’t drop anything in PHATIME or contact hr@usu.edu

Contact hr@usu.edu

Adjust in PHATIME or contact hr@usu.edu

Revised 2/20/2020