Decision Tree #2 used for non-benefited employees

Non-benefited

Giving a job

Non-exempt hourly work

Exempt work set amount

Graduate Assistantship work

New to USU (no record in PEAEMPL)

Re-hire to USU (record in PEAEMPL)

New to USU (no record in PEAEMPL)

Re-hire to USU (record in PEAEMPL)

New to USU (no record in PEAEMPL)

Re-hire to USU (record in PEAEMPL)

New to USU (no record in PEAEMPL)

Re-hire to USU (record in PEAEMPL)

New to USU (no record in PEAEMPL)

Re-hire to USU (record in PEAEMPL)

Non-benefited

Changing a job they already have

Non-exempt hourly work

Exempt work set amount

Graduate Assistantship work

No pay/volunteer assignment

Ending the job assignment

Changing amount, title

Ending the job assignment

Changing FTE, Title, Salary, ETC

Ending the job assignment

Changing salary

Ending the job assignment

Ending the job assignment

Ending the job assignment

Non-exempt hourly work

Exempt work set amount

Graduate Assistantship work

No pay/volunteer 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

Contact hr@usu.edu