

The MAP

Presentation

Introduction

- Jobs authorized on the MAP can be viewed in the [Authorization and Timesheets Quick Sheet](#) (in the [HRIS Training Library](#))
- Access the [Process Guide](#) for instructions on the [HRIS website](#).
- Cancellations or reductions of Part-Time Instructors' instructional pay authorized by the NWRINAS report should now be submitted on the [eAUTH Cancel or Reduce Pay form](#).

Common Mistakes Seen on the MAP Form and How to Fix Them

1. Using a previously populated MAP form and replacing the data

- Re-populating an already populated MAP form can result in accidents, such as forgetting to replace all of the data from the previously populated MAP. This can result in a combination of new and old information in the MAP which can cause a lot of issues down the road.
- Solution: always use [a fresh, blank MAP form from the HRIS website](#)

2. Wrong Position Number or No Position Number

- This can result in the employee's payment getting charged to the wrong account and will impact the employee, your department, HR, Payroll and the Budget Office.
- Solution: Look up the Position Numbers for your department in **NBIPORG**. You can reference [HR's Banner pages and what they're used for in the HRIS website here](#).

3. Incorrect Job Description / Job Title - Not enough information or too much information

- The Job Title or Job Description should give HRIS enough details about the work the employee will be paid for to make an accurate job record in Banner. Anyone looking up that job record in the future should be able to tell what the employee was paid for according to the job title in the job record.
- An incorrect job title, or too vague a job title will result in the job record not reflecting the correct job for that employee and can cause confusion when reviewing their job(s).

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- Alternatively, don't provide too many details either. A list of job duties is not necessary for creating the job record. Simply provide enough information to understand what the employee is doing.

4. Wrong pay rate

- If the wrong pay rate is entered in the MAP, this will cause a lot of issues later on that will impact multiple parties including the employee, the department, HR and Payroll.
- Solution: Be sure to look up the approved rates in the [Salary Schedule](#). The Salary Schedules are always current and up-to-date.

5. Incorrect Work Window

- The Start Date and End Date should reflect the day the job actually begins and the day the job actually ends.
- Do not put the [bi-weekly pay period range](#).

6. One-Time Pay Jobs

- If the job should be paid out in a one-time pay, be sure to include this in the title of the job.
- Example: For a one-time pay Curriculum Development job, you'd click the 'Other' box and type the description as, 'Curriculum Development - Curriculum Title - One-Time Pay'.
- If 'One-Time Pay' is not included in the MAP, the job will be set up as a timesheet job and the employee will need to submit timesheets in order to be paid.

CHOOSE ONE OF THE FOLLOWING:			
NEW / ADDITIONAL JOB		CANCELLATIONS	
<input type="checkbox"/>	Department Chair/Faculty Assessments	<input type="checkbox"/>	Class/Instructor Canceled on suffix no. _____
<input type="checkbox"/>	Special Pay Rate (memo signed by Executive must be attached)	<input type="checkbox"/>	Cancel total pay
<input type="checkbox"/>	CO-OP/Practicum	<input type="checkbox"/>	Cancel existing authorization, pay _____ hours. If reduction is due to absence, report on 'Leave Report for Part-time Faculty'.
<input type="checkbox"/>	DL Over the Max		
<input type="checkbox"/>	Academic Professional Teaching-Part of their AP job (stipend)		
<input type="checkbox"/>	Academic Professional Teaching-NOT part of their AP job (overload)		
CHANGES TO EXISTING JOB		OTHER	
<input type="checkbox"/>	Job Labor Account Override on suffix no. _____	<input checked="" type="checkbox"/>	Other (explain) Curriculum Development - Curriculum Title - One-Time Pay
<input type="checkbox"/>	Increase pay hours on suffix no. _____		
SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code

- One-Time Pay jobs should occur within one bi-weekly pay period only, and should be under 40 hours.
- Jobs whose work hours occur beyond one bi-weekly pay period **should** be set up as timesheet jobs.

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Q & A Session

The following questions are grouped into categories based on what the questions relate to.

One-Time Pay Scenarios

Q: Can you modify the MAP form to include a checkbox for One-Time Pay?

A: Converting the paper MAP form into an electronic process, similar to the eAUTH Cancel or Reduce Pay Request form, is high on HR's list of upcoming projects to look into. We will take this into consideration when designing the electronic MAP form.

Q: How can I authorize Part-Time Instructors for a Special Project job that takes place over multiple pay periods with a one-time payment?

A: Submitting one-time pay for work that happens over multiple pay periods is not in compliance with Federal and State regulations. The work should be paid throughout the pay periods. If the employee is doing the work over the course of a term, the monies should be paid out on the bi-weekly pay dates for the term. If the work is being done equally throughout the pay periods, HRIS can set up the job to be paid in equal installments. You will need to include a note on the MAP to tell HRIS that the work will be done X hours a pay period. If the overall payment should amount to \$500, and the work will be done over the course of the term at the Special Project pay rate of \$32.78, the note should say, "This work is being performed over the course of the term at 2.55 hours per pay period, no timesheet required". Since there are 6 pay periods in a term, they would get paid 15.3 hours, \$501.53.

If the work is variable, the job will need to be set up as a timesheet job.

If necessary, HR can reach out to the Division Dean and advise that this is how it should be done.

These instructors are being paid for their instructional hours with the General Fund. A grant will be funding their Special Project hours. Should the MAP use the Grant Position Numbers for the instructors' Special Projects?

A: Yes. Use the Grant Position Numbers on the MAP.

Exceptional Pay Memos

Is there a sample Exceptional Pay Memo for the college to use?

A: HR is creating a general Exceptional Pay Memo template for college-wide use. When completing EPMs, be sure to include specifically why we're paying the employee something other than the contracted rate. EPMs with no justification as to why an exception is being made for the employee cannot be accepted. A good rule of thumb to remember when completing an EPM is considering how to explain the exceptional pay rate in the event the college is audited. [The Casual Pay Scale](#) includes notation of what information HRIS is looking for when reviewing an EPM.

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Can you include a section on the new MAP for the Executive signature on Exceptional Pay Rates so we can eliminate an Exceptional Pay Memo and use just the one MAP form?

A: HR will take a look into this and consider if we can incorporate it into the new online MAP process.

Timesheets

Is there a way to submit a revised Timesheet after it's been acknowledged or approved in AODocs?

A: This is a payroll process. Payroll runs processes and uses the AODocs documentation at a certain point in the process. If something changes, you'll definitely need to reach out to Payroll because they may pay on the approved timesheet not realizing that you've submitted a second one.

Why do some employees submit online timesheets while others submit paper timesheets?

A: Typically, all regular, on-going positions submit online timesheets. Casual and Student employees also usually submit online timesheets. Some departments prefer submitting paper timesheets but HR encourages online timesheets. Part-Time Faculty (AJ) positions do not submit online timesheets because HRIS has to manually update in Banner every Suffix Number record a term that's assigned to AJ instructors (which amounts to thousands of Suffix Numbers). When Banweb and the online timesheet system is updated, we will take this under advisement to see if there is a way to make this process easier for everyone.

Other

SAC-Day One Day Stipend Payments - My department has always used MAPs to authorize these. Now I hear this has moved to the Participation EPAF. Can I get some clarity on what the correct process is on authorizing SAC Day One Time Stipend Payments?

A: SAC-Day One Day Stipend payments are now authorized using the Participation EPAF. For large numbers of employees that are all being paid the exact same amount for SAC Day participation, there is a process that allows you to surpass submitting large numbers of EPAFs. If this is Academic Affairs sponsored work, work with Patti Battles.

Faculty workloads - With faculty having to make up time, there may be overload time that needs to be paid as back pay. Has that been discussed with HR?

A: There are areas, for example, CTE, where pay is determined by the number of students etc., where workloads and pay are challenging to determine beforehand. HRIS continues paying instructors as they are for now, and then, when we review overloads, examine what we missed, what should they be paid and what were they paid. If we discover that they were paid X for the class when they should have been paid Y, HRIS notes



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this to payroll in a Pink Sheet (payroll correction sheet). Payroll goes back and makes the payments for what was missed. HR will work with the department when we get to that point.

Announcements

1. The change in the Fiscal Year is approaching. Now is a good time to check your budgets and ensure your position numbers and accounts are up to date.
2. HR has a [Routing Guide for each HR Form](#) (MAP, Performance Assessment, Leave of Absence request etc.) that includes how to route the form and where the form needs to be routed. Access this form in the [HRIS Training Library](#).
3. HRIS updates and posts approaching deadlines in the [News and Updates link](#) on the HRIS webpage.

What's Next

The next Coffee Talk with HRIS is Thursday, May 20th at 10:00am and will address calculating Sub Pay Rates and the Sub Pay calculating tool.

We hope to see you there!