

Coffee Talk with HRIS: The NWRINAS Report

9.23.2021

Introduction

- This session is being recorded
- Please feel free to ask questions in the Chat!

The NWRINAS Timeline

- Schedule Entry must be completed first
- You can start running your NWRINAS Reports for Fall 2021 on **Monday, September 27.**
- Fall 2021 NWRINAS Reports are due by **Friday, October 1**

Attendance Methods

Attendance Methods have changed!

They are still two-digit codes that are assigned to CRNs.

See current Attendance Methods in:

- Banner – **STVACCT**
- or Spaces on the [Schedule Entry Process page](#)

Errors to Watch Out For

1. Missing Position Numbers

17-May-2021 03:53 PM
nwrinas.sqr

PCC-TEST copied 05-MAR-2021
Part-time/Overload Instructor Schedule Assignments
202103 TA Jones,Lisa - Karim Khan Sorted by Name

PAGE: 2

| | | | | | | | | | | | | | | | | | |
|-------|----|-----|------|------|---|-------------|-------------|-------------|---|------------|------|------|-------|----|-----|--------|--------|
| 32294 | 01 | Int | Prog | Cont | E | 21-JUN-2021 | 04-SEP-2021 | - | | | 0.00 | 1.00 | 11.00 | 11 | .00 | 100.00 | 100.00 |
| 32294 | 01 | Int | Prog | Cont | L | 21-JUN-2021 | 04-SEP-2021 | 0600-0850pm | R | STC ST-RMT | 2.00 | 3.40 | 37.40 | 11 | .00 | 100.00 | 100.00 |

PPROPOSED POSN: _____ PAY START/END: 13-JUN-2021 - 04-SEP-2021 TOTAL PAY HRS: 33.00 TOTAL PAY: 2,341.02
ELT 126 SAL TAB-GRD-STEP: IH APPRN 5 HRS/PAY: 5.50 NO. PAYS: 6 RATE: 70.940

INSTRUCTOR TOTAL PAY: 2,341.02

How to fix: Enter Position Number into **SSA DETL**

Errors to Watch Out For

2. Warnings or Errors

```
-----  
INSTRUCTOR: Gael Adem                G03780960    ECLS CODE: EF    HRS STEP: 1  
  
CRN  SI TITLE          SCHD START DATE  END DATE  ---  TIME - DAYS - ROOM  -----  CR HR  HRS/WK  CNT HR  WKS  FTE  % SESS  % RESP  
32056 01 Trades Prepar  A  21-JUN-2021  04-SEP-2021  0830-0320pm  R    STC ST-RMT    0.00  8.20  90.20  11  .00  100.00  73.00  
32056 01 Trades Prepar  E  21-JUN-2021  04-SEP-2021  0830-1130am  T    STC ST-RMT    0.00  3.60  39.60  11  .00  100.00  73.00  
32056 01 Trades Prepar  L  21-JUN-2021  04-SEP-2021  0830-1120am  M W   STC ST-RMT    8.00  6.80  74.80  11  .00  100.00  73.00  
  
PROPOSED POSN: 998616                PAY START/END: 13-JUN-2021 - 04-SEP-2021    TOTAL PAY HRS: 120.45    TOTAL PAY: 7,669.05  
APR 200    SAL TAB-GRD-STEP: IH APPRN 2    HRS/PAY: 20.08    NO. PAYS: 6    RATE: 63.670  
  
** WARNING: Instructor is not a current employee (PEAEMPL Status is not Active)  
  
INSTRUCTOR TOTAL PAY: 7,669.05
```

How to fix: Submit EMPL EPAF
(Be sure instructor passed CBC first)

Errors to Watch Out For

3. Contract Type is correct

```
-----  
INSTRUCTOR: Nanna Shani C          G01945751      ECLS C  
  
CRN  SI TITLE          SCHD START DATE  END DATE  ---  
32289 01 Refrigeration E 21-JUN-2021 04-SEP-2021 -  
32289 01 Refrigeration L 21-JUN-2021 04-SEP-2021 060  
  
PROPOSED POSN: 998616          PAY START/END: 13-JUN-:  
                FMT 103          SAL TAB-GRD-STEP: IH APPRI  
  
32297 01 Dir Digital C E 21-JUN-2021 04-SEP-2021 060  
  
                PAY START/END: 13-JUN-:  
                SAL TAB-GRD-STEP: IH APPRI  
  
*** NO PAY ASSIGNMENT ***  
  
                FM 202
```

How to fix: Enter correct Contract Type in **SIAASGN**

Errors to Watch Out For

4. Missing instructors

How to fix:

- Make sure Attendance Method in **SSASECT** is correct
- Make sure Position Number in **SSADETL** is correct

Term: 201503 CRN: 30975 Subject: MTH Course: 244 Title: Statistics II

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information **Finance Code**

FINANCE CODE

| | | | | | | |
|-------------|--------|-----|------------------------|--|--------|--------------------|
| Fund Code * | 1000 | ... | General Fund-Operating | PT Faculty Posn | 998712 | AdjOvr/B40433/Cred |
| Orgn Code * | B40433 | ... | Mathematics | <input type="checkbox"/> Margin Course | | |
| Prog Code * | 21 | ... | Instruction | Book Cost | | No Data |
| | | | | Designation | | |

Errors to Watch Out For

5. Incorrect Pay Rate or Incorrect Pay Hours

INSTRUCTOR: Le Tuyen R G01453727 ECLS CODE: AJ HRS STEP: 2

| CRN | SI | TITLE | SCHD | START DATE | END DATE | --- | TIME | - | DAYS | - | ROOM | ----- | CR HR | HRS/WK | CNT HR | WKS | FTE | % SESS | % RESP |
|-------|----|---------------|------|-------------|-------------|-----|-------------|---|------|---|------------|-------|-------|--------|--------|-----|-----|--------|--------|
| 32056 | 01 | Trades Prepar | A | 21-JUN-2021 | 04-SEP-2021 | | 0830-0320pm | | R | | STC ST-RMT | | 0.00 | 8.20 | 90.20 | 11 | .00 | 100.00 | 25.00 |
| 32056 | 01 | Trades Prepar | E | 21-JUN-2021 | 04-SEP-2021 | | 0830-1130am | | T | | STC ST-RMT | | 0.00 | 3.60 | 39.60 | 11 | .00 | 100.00 | 25.00 |
| 32056 | 01 | Trades Prepar | L | 21-JUN-2021 | 04-SEP-2021 | | 0830-1120am | | M W | | STC ST-RMT | | 8.00 | 6.80 | 74.80 | 11 | .00 | 100.00 | 25.00 |

PROPOSED POSN: 998616 PAY START/END: 13-JUN-2021 - 04-SEP-2021 TOTAL PAY HRS: 41.25 TOTAL PAY: ~~2,926.28~~
 APR 200 SAL TAB-GRD-STEP: IH APPRN 5 HRS/PAY: 6.88 NO. PAYS: 6 RATE: ~~70.940~~ 80.13 3305.36

INSTRUCTOR: Nanna Shani C G01945751 ECLS CODE: AJ HRS STEP: 107 INSTRUCTOR TOTAL PAY: ~~2,926.28~~ See EPM

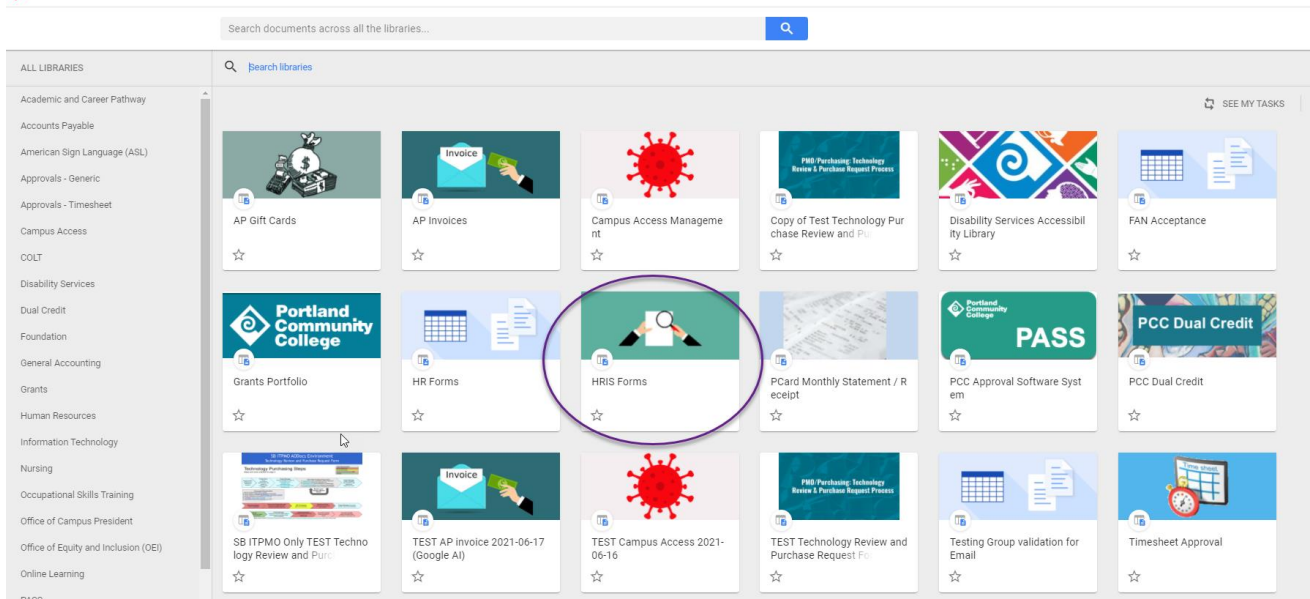
How to fix: Adjust the field and all impacted fields in the PDF

Submitting NWRINAS

Use the HRIS Forms AODocs

The Approver should be your Program Dean or Manager

 AODOCS Libraries on pcc.edu



The screenshot shows the AODOCS document library interface. At the top, there is a search bar with the text "Search documents across all the libraries...". Below the search bar, there is a sidebar on the left with a list of "ALL LIBRARIES" including Academic and Career Pathway, Accounts Payable, American Sign Language (ASL), Approvals - Generic, Approvals - Timesheet, Campus Access, COLT, Disability Services, Dual Credit, Foundation, General Accounting, Grants, Human Resources, Information Technology, Nursing, Occupational Skills Training, Office of Campus President, Office of Equity and Inclusion (OEI), and Online Learning. The main area displays a grid of document tiles. The "HRIS Forms" tile, located in the second row, second column, is circled in purple. Other visible tiles include "AP Gift Cards", "AP Invoices", "Campus Access Management", "Copy of Test Technology Purchase Review and P...", "Disability Services Accessibility Library", "FAN Acceptance", "Grants Portfolio", "HR Forms", "PCard Monthly Statement / Receipt", "PASS PCC Approval Software System", "PCC Dual Credit", "SB ITPMO Only TEST Technology Review and P...", "TEST AP Invoice 2021-06-17 (Google AI)", "TEST Campus Access 2021-06-16", "TEST Technology Review and Purchase Request P...", "Testing Group validation for Email", and "Timesheet Approval".

Submitting NWRINAS continued

If your NWRINAS includes an EPM, make sure the Executive Approver is an Executive Manager

▼ Submitter/Approver Info

Contact Phone Number or Extension *

 X
0/400

Submitter Comments ?
This will get automatically populated from workflow comments

Manager * ?

 X

Manager Comments ?
This will get automatically populated from workflow comments

▼ Exceptional Pay Memo (non-bargaining unit only)

Does this submission include an exceptional pay memo? *

 X

If exceptional pay memo, executive approver

 X

Reminders:

When to start: **Monday, Sept 27**

When NWRINAS are due: **Friday, Oct 1**

Q&A



Announcements

- Please send emails to HRIS-group@pcc.edu (instead of directly to Melissa or Michelle)
- Please send Term Forms for Casuals, Student Employees and AJs as well as your monthly employees
- When submitting a JAF-M, don't forget to update the employee's location
- Update your Default Routing Queues!
- The Deep Links to the HR Trainings in the communication sent out last week are faulty - if you are interested in taking HR trainings, visit MyCareer@PCC!