Non-compensatory iForms
Online Overview

July 2015
Agenda

• Overview – *Slides 3-10*
• Non-comp iForms
  – Navigation – *Slides 11-13*
  – Set-up Award – *Slides 14-24*
  – Change Award – *Slides 25-33*
  – End Award – *Slides 34-36*
• Workflow and Approvals – *Slides 37- 51*
• iForms Overview – *Slides 52-54*
• Reporting – *Slides 55-60*
• Postdoc Scholars – *Slides 61-70*
• Contact Information - *Slide 71*
Technology Used

- Non-compensatory paper forms to iForms:
  - New non-compensatory recipients
  - Changes to non-compensatory recipients
  - End Award – ends all active payments as of effective date and withdraws recipient

- System integration - validates and shares data:
  - SISS (PeopleSoft) - Student status, name, and address
  - SAP – Name, SSN, gender, citizenship, and address
  - Postdoc Scholars
    - Link to employment record – confirms eligibility
    - Health insurance coverage transfers from compensatory to non-compensatory record
Appropriate Payments

• Scholarships/Fellowships – awards given to undergraduate and graduate students for educational/training opportunities.

• Educational Enrichment Payments – awards given for summer enrichment programs required for graduation, awards given to “bridge the gap” to the academic year, or approved short-term summer programs.

• Postdoctoral Scholars – training for postdocs who are performing independent research.
Appropriate Payments - continued

• General Ledger Accounts align with payment types.

• Program descriptions are a required data field for creating the payment
  – Approved programs loaded by Corporate Payroll Services

• Not allowed for payments for services

• Not allowed for payment to non-Duke students
Personal Sub-Areas

- New personnel sub-areas specifically for each type of recipient
  - 7006 – NON-COMP GRAD
  - 7007 – NON-COMP UGRAD
  - 7028 – NON-COMP PSTDOC
  - 7009 – NON-COMP SUMMER
Providing Access

Non-compensatory Security Role

• Position-based SAP security role which provides access to create/change award payments
• The non-comp security role is separate from the iForms role for biweekly and monthly employee transactions
• Access is not tied to an organizational unit/organizational key – departmental coordination will be required
• After initial assignment of roles, access granted/removed using Online Security Tool.
Non-comp iForm Edits

- Type of recipient restricts type of payments
- Type of payment restricts G/L accounts
- Payments cannot start over six months in advance
- Edits in place for addresses – no symbols or punctuation
- Recurring payments cannot be greater than 12 months in length
- Only approved cost objects can be used
  - No 1xx allowed except for 16x series
  - Limited use of 4xx and 39x cost objects
- An approved program has to be selected from the approved program drop down list for each payment
  - Programs will be added to the list once approved
  - Summer enrichment programs will be reviewed annually
Non-comp iForm Edits

Continued

• Payments ending prior to the last day of a month are pro-rated
• $7,500.00 limit enforced
• Verifies citizenship status prior to allowing foreign national payment to be established
• Verifies organizational key and organizational units align
• Cannot initiate an iForm when another iForm is in progress
• Set-up New Award and Change Non-comp iForms cannot be established retroactively
  – End awards can be established retroactively and will route to payroll as overpayment may have occurred.
Paperwork Requirements

• Employee self-service is not available for non-compensatory recipients
  – Paper Direct Deposit
  – Paper Tax Documents

• Additional paperwork requirements for foreign nationals
  – iForm will stop at Corporate Payroll and be matched to paperwork
Accessing Non-Comp iForms

**Non-compensatory Payments**

Non-compensatory payments are made by Duke University to registered Duke students who are receiving payments for scholarships, fellowships or summer educational enrichment programs with no work requirements. In addition, qualified Duke University post-doctoral scholars conducting independent research to support their training activities with no work requirements receive payments through the Non-compensatory system. Individuals who are eligible for scholarships and fellowships must be registered Duke Students. Recipients should not have a work requirement nor provide any type of service for or on behalf of Duke University. Individuals receiving these payments are not Duke employees, but are receiving funds through Duke University for educational enrichment opportunities. *Please note: Non-compensatory payments are not applicable to Duke University Health System individuals and may not be funded by a Duke University Health System funding source.*

In the event that a Duke student is receiving both compensatory and non-compensatory payments simultaneously, the individual will have two records in Duke University's personnel system. Each payment (compensatory and non-compensatory) is treated differently and must be issued in compliance with different guidelines. Non-compensatory recipients do not have access to Duke's employee self-service tool, Duke@Work, for their non-compensatory payment. All changes to direct deposit, W-4 tax withholdings, and NC-4 tax withholdings must be completed by submitting paper forms to Corporate Payroll Services based upon the Non-compensatory Payment Schedule.

Training Resources are available using the links to the right.
Accessing Non-Comp iForms

Continued

Tab used to create an award, make changes to an award or to end an award.

Tab used to access real time reports that can be run on demand.

Tab used to see an overview of all iForms – compensatory and non-compensatory.

Tab used to access real-time reports that can be run on demand.

Tab used to access non-comp iForms. Access is position based and can be assigned/deleted through the security tool.
Award Maintenance Tab

Open the “Detailed Navigation” tray to set up a new award or upload a list of awards to end.

Award maintenance view defaults to an award recipient search for individuals who have established awards. Enter name or DUID to search.
Setting-Up A New Award

- Enter the recipient’s DUID and the award start date.
- Identify the recipient type.
- Recipient type will be checked against SISS (students) and/or SAP (Postdocs and students).
- Error message will occur if students are not matriculated or if Postdoc has not been on the compensatory payroll for a month.
- Select “Continue”.

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Recipient name will be pulled based on DUID selected.

- Enter the organizational unit (Org Unit) and corresponding organizational key (Org Key). These must align to ensure appropriate workflow routing.
- Error message received if Org Unit and Org Key don’t align.
- Select the appropriate Personnel Area:
  - 1000 – University
  - 1010 – CAMC
  - 1100 – School of Medicine
- Select the appropriate Personnel Subarea:
  - 7006 – non-comp grad
  - 7007 – non-comp ugrad
  - 7028 – non-comp pstdoc
  - 7009 – non-comp summer
Setting-Up A New Award

**Personal Data**

- Fields completed above are required.
- If the non-compensatory recipient is not a Duke employee, provide the date of birth, gender, citizenship, and SSN/ITIN as appropriate.
- If the non-compensatory recipient is also a Duke employee, date of birth, citizenship, and SSN will populate.
Setting-Up A New Award

Personal Data – Foreign National

- If citizenship status is a “Nonresident” and no compensatory record exists, the “Recipient does not have SSN” box appears.
- Check the “Recipient does not have SSN” box to produce a “Dummy Number”. The recipient will have to provide the ITIN number once it is received.
Setting-Up A New Award Addresses

- US/Home address will populate based on data in SISS or SAP. If address is in both and is different, SISS address will be used.
- For foreign national, open tray and input foreign address.
- Select the “Default Org Key Address” button to populate the address field based upon the org key selected.
- Provide telephone number for campus address – required field.
Setting-Up A New Award

**Payment Information**

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>WBS</th>
<th>Cost Center</th>
<th>ST</th>
<th>SC</th>
<th>Approved Programs</th>
<th>Approved Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000 SCHOLARSHIP - NONCOMP</td>
<td>2000.00</td>
<td>06/01/2015</td>
<td>08/31/2015</td>
<td>1686157</td>
<td>63</td>
<td>26</td>
<td></td>
<td>CAA</td>
<td>COLLEGE ART ASSOCIATION</td>
</tr>
</tbody>
</table>

Highlighting the line you are working with in “gold” is critical. This action is what the tool is reading to trigger drop down boxes!

Let’s take a look at each of these fields...
Setting-Up A New Award

Payment Information – continued

- Select the line you would like to work with. It will be highlighted in gold.
- Select the wage type of the award payment being issued from the drop-down menu.
  - 4000 – Scholarship
  - 4001 – Fellowship
  - 4003 – Summer Enrichment
- Up to five payments can be established on one form.

- Enter the dollar amount for the payment.
- Warning message for individual payment lines above $7,500.
Setting-Up A New Award

Payment Information - continued

- Input the cost object for the payment. Edits in place to prevent payment from inappropriate cost object.

- Payment cannot be started more than six months in advance.
- Start and end dates cannot be greater than 12 months apart.
- System will pro-rate payments that are less than a full calendar month.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>WBS</th>
<th>Cost Center</th>
<th>ST</th>
<th>SC</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2015</td>
<td>08/31/2015</td>
<td>1681234</td>
<td>63</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

- Select the appropriate ST based upon the type of payment
  - 63 – fellowship/scholarship
  - 62 – summer enrichment.
- Service category is chosen from the drop down menu based on the type of payment.
- Refer to the G/L account descriptions for more information.
Setting-Up A New Award

Payment Information - continued

- From the dropdown list, choose the approved program issuing this award payment.
- If the program for which you are issuing the payment is not listed, stop and contact Corporate Payroll Services.
- The approved program description will default once the program is selected.
• In the event a single one-time, one-month award payment is issued, an action to withdraw the recipient can be established at the time the payment is created.
• Select the box beside “Term after one-time payment” to “withdraw” the non-comp recipient once the one-time payment is issued.
• An error message will display if the payment exceeds one month or if there are multiple one-month payments.
• If your department is setting-up the new recipient, but others will be issuing payments to them, please do not select this box. This action will “withdraw” the recipient and future dated payments will not pay.
Setting-Up A New Award

Reason/Comments/Action Buttons

- A specific reason for the payment is required.
- Provide any additional comments that might be helpful to approvers.
- Status overview is not active until it is released into workflow.

Select the appropriate action button:
- “Submit” will release the iForm into workflow based on the Org Unit/Org Key provided.
- “Save as Draft” will save the iForm for later use.
- “Check” will check the consistency of data displaying any error messages.
- “Close Window” will close the iForm. If the iForm has not been saved, all entered data will be lost.
Changing a Recipient’s Award Payment

*How’s the Non-comp Change iForm used?*

- Change master data associated with the recipient
- Change recipient personal information
- Create a new payment to a currently active non-compensatory recipient
- Change an active payment
  - Date range
  - Funding source
  - Dollar amount
Changing a Recipient’s Award Payment

**Recipient Search**

- Enter the DUID or Name of the individual whose master data or award information needs to be changed.
- Select “Enter” from your keyboard or “Go”.

Once the recipient’s name appears, select the iForm icon to see the available iForms in the box above.

Previously submitted iForms will display in the lower box.
Changing a Recipient’s Award Payment

- Recipient’s current master data will display.
- Enter the effective date of the change.
- Change the Org Unit and Org Key if appropriate. These must align to ensure appropriate workflow routing.
- Change the personnel area and personnel subarea, if appropriate.
Changing a Recipient’s Award Payment

No Active Payment

- If the recipient has no active payments, the payment information field will be blank.

Select “Add Payment” to display a blank data line.
- Input payment information. Change iForm contains the same edits as the Set-Up Award iForm.

“Undo Changes” will erase a data line prior to the iForm being submitted.
Changing a Recipient’s Award Payment

Active Payment – Adding New Payment

• If the recipient has active payments, the active payment information will display.
• Select “Add Payment” to display a blank data line and add data as appropriate.
Changing a Recipient’s Award Payment

Active Payment – **Changing Active Payment**

- If an active payment needs to be changed, stop the active payment by updating the end date.
- Select “Add a New Payment” to establish the new payment reflecting the necessary changes.
- In the example below, a 1000.00 payment established from 5/1/2015 – 8/31/2015 needs to be changed to 1500.00 beginning in June.

---

Payment Information

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Description</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>WBS</th>
<th>Cost Center</th>
<th>ST</th>
<th>SC</th>
<th>Cost Object Description</th>
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</thead>
<tbody>
<tr>
<td>4003</td>
<td>INTERNSHIP - NONCOMP</td>
<td>1000.00</td>
<td>05/01/2015</td>
<td>08/31/2015</td>
<td>1686157</td>
<td>62</td>
<td>15</td>
<td></td>
<td>GRAD AWARDS FEE</td>
</tr>
</tbody>
</table>

Becomes...

Payment Information

<table>
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<tr>
<th>Wage Type</th>
<th>Description</th>
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<th>Start Date</th>
<th>End Date</th>
<th>WBS</th>
<th>Cost Center</th>
<th>ST</th>
<th>SC</th>
<th>Cost Object Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4003</td>
<td>INTERNSHIP - NONCOMP</td>
<td>1500.00</td>
<td>06/01/2015</td>
<td>08/31/2015</td>
<td>1686157</td>
<td>62</td>
<td>15</td>
<td></td>
<td>GRAD AWARDS FEE</td>
</tr>
</tbody>
</table>

---
Changing a Recipient’s Award Payment

Deleting a Payment

- The “Delete Payment” button should be used in the following situations:
  - To stop a one-time payment once it has been established.
  - To end a future dated payment prior to the payment beginning.
- An “X” in the “Marked for Deletion” column indicates the payment will be deleted once the iForm is processed.
Changing a Recipient’s Award Payment

Addresses

- Update home address, as appropriate.
- Update foreign address by opening tray, as appropriate.
- Update campus address. Campus address should be updated if the Org Unit and Org Key change.
Changing a Recipient’s Award Payment

Comments/Action Buttons

• Provide comments to explain the changes included in the iForm to assist the approver in identifying what data is changing.

• Status overview is not active until it is released into workflow.

• Select the appropriate action button:
  – “Submit” will release the iForm into workflow based on the Org Unit/Org Key provided.
  – “Save as Draft” will save the iForm for later use.
  – “Check” will check the consistency of data displaying any error messages.
  – “Close Window” will close the iForm. If the iForm has not been saved, all entered data will be lost.
End Award iForm

• The End Award iForm is to move the non-comp recipient to a “withdrawn” status.
• If active payments exist, the payments will end as of the effective date of the End Award iForm.
The Header Data provides current master data on the recipient.

Enter the “Award End Date”. This will move the recipient to a “withdrawn” status.

Payments will end as of the Award End Date and will be prorated if the end date occurs before the end of the month.

Verify accuracy of the “Last Date Paid”.

Active payments will display. A blank display indicates there are no active payments.
• Enter the current home address. This is the address that will be used to send year-end reporting information.
• Enter/update the foreign address as necessary.
• Open tray and enter comments that will assist the approvers in understanding the iForm.
• Status overview is not active until it is released into workflow.

• Select the appropriate action button:
  – “Submit” will release the iForm into workflow based on the Org Unit/Org Key provided.
  – “Save as Draft” will save the iForm for later use.
  – “Check” will check the consistency of data displaying any error messages.
  – “Close Window” will close the iForm. If the iForm has not been saved, all entered data will be lost.
Non-comp iForm Approvals

Workflow Guidelines

• Non-comp iForms route based upon the Org Unit chosen when an award payment is established or a change is made.
• Routing mirrors employee Supplement iForm routing.
• In the event the recipient and the funding sources are owned by different Org Units, both the recipient’s Org Unit and the funding source Org Unit may be required to approve the iForm.
  • New award set-up and payment changes will route to both Org Units.
  • Address changes, Org Unit/Key changes, and End Award iForms do not route for funding source approval.
• If the recipient and the funding source are owned by the same Org Unit, only one approval is required.
Non-comp iForm Approvals

Workflow Guidelines - Continued

• Workflow to the recipient’s Org Unit and the funding source Org Unit run in parallel. If the event either approver returns or rejects the iForm, all workflow is terminated.

• If an Org Unit and Org Key are changed via a change non-comp iForm, the iForm will follow the new organizational unit’s routing.

• After the non-comp payment system is locked each month for processing, iForms for the current month will route to Corporate Payroll Services and will be returned as the iForms will be considered retroactive.

• Approvers and initiators will receive email notifications with a link to their Universal Worklist when iForms needs to be approved or iForms have been returned.
Non-comp iForm Approvals

Corporate Payroll’s Involvement

• Corporate Payroll Services **WILL NOT** be reviewing Non-comp iForms.

• Corporate Payroll Services will only see the Non-comp iForm in the following situations:
  – Payments to foreign nationals in order to match with additional paperwork requirements.
  – iForms that are retroactive and need to be returned to the initiator.
  – Retroactive end awards that create overpayments.

• Actively remind approvers of the importance of a thorough review.
Non-comp iForm Approvals

Email Notification Sample

From: WF-Admin [mailto:donotreply_apay_dev@duke.edu]
Sent: Tuesday, June 02, 2015 5:38 PM
Subject: UA Approve KIMBERLEY HARRIS : Noncomp Award New

***** Approval Required *****

The system has processed a transaction for an individual in your department. This transaction requires your approval. Use the link provided below to view and approve this transaction.

Information:

Transaction: Noncomp Award New
Number: 000400009446
Initiator: JANELLE S TARPEY
Individual: 90002245 KIMBERLEY HARRIS
Org Unit: 50000108 SAP-ADMINISTRATIVE SYSTEMS MANAGEMENT
Effective Date: 06/02/2015

https://epd.oit.duke.edu/irj/portal/MyUWL

Please don't hit REPLY to respond to this e-mail - it won't work...

• Email providing information on the non-comp recipient and the transaction type.
• Approvers can select the UWL link to open Duke@Work to take action on the workflow.
In the Universal Worklist, approvers will find iForms requiring approval and initiators will find iForms that have been returned for correction. Both will receive email notifications.

In the Universal Worklist approvers can highlight the line and double click to launch the form for approval or select the launch button displayed on the next page.

The type of iForm is displayed after the recipient’s name.
Non-comp iForm Approvals

Universal Worklist – Bottom of Page

- The bottom of the email has general information.
- Approvers can open the iForm by selecting “Launch Task Page”.
- “Cancel Assignment” will allow other approvers in the workflow step to take action on the iForm.
Non-comp iForm Approvals

New Award

- Recipient name.
- Master data associated with the recipient.
- Org Unit owns the recipient and Alternate Org owns the funding.
- More detailed personal information about the recipient.
Non-comp iForm Approvals

New Award – Continued

- Address display. For a new recipient, both addresses will match.
- If foreign address information is included, the foreign address tray will open and will be displayed.
Non-comp iForm Approvals

New Award – Continued

- Payment information displays. Approvers should review carefully to ensure accuracy.

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Description</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>WBS</th>
<th>Cost Center</th>
<th>ST</th>
<th>SC</th>
<th>Approved Programs</th>
<th>Approved Programs Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001</td>
<td>FELLOWSHIP - NONCOMP</td>
<td>600.00</td>
<td>04/01/2015</td>
<td>04/01/2016</td>
<td>1683203</td>
<td>63</td>
<td>43</td>
<td>43</td>
<td>TESTPROG</td>
<td>NONCOMP TEST PROGRAM</td>
</tr>
</tbody>
</table>
Non-comp iForm Approvals

New Award – Continued

- Initiator information displays in the top comments box.
- Approvers enter comments in the bottom box. Comments are required if the iForm is rejected or returned to the initiator.
- Workflow status is available.

Select the appropriate action button:
- “Submit” will approve the form and move it forward in the workflow process.
- “Reject” terminates the workflow – not recommended for general use.
- “Back to initiator” returns it to the initiator for corrections.
- “Close Window” will close the iForm without taking any action.
Non-comp iForm Approvals

Change iForm Approval

- Header data provides information on the recipient.
- Org Unit owns the recipient and Alternate Org owns the funding.
- Verify the effective date of the iForm.
Non-comp iForm Approvals

*Change iForm Approval – Continued*

<table>
<thead>
<tr>
<th>Current Org Unit:</th>
<th>GEN ADMIN OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Org Key:</td>
<td>DDHK</td>
</tr>
<tr>
<td>Current Personnel Area:</td>
<td>1000</td>
</tr>
<tr>
<td>Current Personnel Subarea:</td>
<td>7006</td>
</tr>
<tr>
<td>New Org Unit:</td>
<td>NEUROBIOLOGY</td>
</tr>
<tr>
<td>New Org Key:</td>
<td>DDVK</td>
</tr>
<tr>
<td>New Personnel Area:</td>
<td>1000</td>
</tr>
<tr>
<td>New Personnel Subarea:</td>
<td>7006</td>
</tr>
</tbody>
</table>

- Current information on the left and new information entered in the change on the left.
- Workflow should route to the new Org Unit/Org Key.
- Does not always change.
Non-comp iForm Approvals

Change iForm Approval – Continued

- Comparison of current information to new information.
- Active payments display in both the top and bottom.
- While edits are in place, important to confirm data accuracy.
- Please note, the iForm does not have any edit in place to verify the accuracy of the program selected.
Non-comp iForm Approvals

Change iForm Approval – Continued

- Current information on the left and new information entered in the change on the right.
Non-comp iForm Approvals

**Change iForm Approval**

- Initiator information displays in the top comments box.
- Approvers enter comments in the bottom box. Comments are required if the iForm is rejected or returned to the initiator.
- Workflow status is available.

Select the appropriate action button:
- “Submit” will approve the form and move it forward in the workflow process.
- “Reject” terminates the workflow – not recommended for general use.
- “Back to initiator” returns it to the initiator for corrections.
- “Close Window” will close the iForm without taking any action.
iForms Overview

- Includes a list of all iForms – compensatory and non-compensatory created by the initiator.
- Select the “Filter On” button to add the filter line and “Personalize” if you want to hide any of the displayed columns.

<table>
<thead>
<tr>
<th>Description</th>
<th>Notification</th>
<th>Status</th>
<th>Created On</th>
<th>Employee name</th>
<th>Additional Column 2</th>
<th>Save As Draft Indicator</th>
<th>Print</th>
<th>Reverse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noncomp Awards Change</td>
<td>000400939864</td>
<td>Open / For Approval</td>
<td>6/8/2015</td>
<td>DAVID N RAMBO</td>
<td>90585909</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noncomp Awards Change</td>
<td>000400939863</td>
<td>Closed / Approved</td>
<td>6/8/2015</td>
<td>AMANDA S GOULD</td>
<td>90562336</td>
<td></td>
<td></td>
<td>Print</td>
</tr>
<tr>
<td>Noncomp Awards Change</td>
<td>000400939862</td>
<td>Open / For Approval</td>
<td>6/8/2015</td>
<td>MARYANN MURTAGH</td>
<td>90409661</td>
<td></td>
<td></td>
<td>Reverse</td>
</tr>
</tbody>
</table>
iForms Overview

Continued

• Once the filter is on, type “Non*” in the description to filter to only non-compensatory iForms.

• iForms still moving through workflow can be returned back to the initiator by selecting “Reverse”.

• To display the iForm as seen by the approver, double click on the hyperlink in “Description”. To view where the iForm is in workflow, double click on the hyperlink in “Status”.

<table>
<thead>
<tr>
<th>Description</th>
<th>Notification</th>
<th>Status</th>
<th>Created On</th>
<th>Employee name</th>
<th>Additional Column 2</th>
<th>Save As Draft Indicator</th>
<th>Print</th>
<th>Reverse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non*</td>
<td></td>
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<td></td>
<td>Reverse</td>
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<td>Noncomp Awards Change</td>
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<td>Closed / Approved</td>
<td>6/8/2015</td>
<td>AMANDA S GOULD</td>
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<td></td>
<td>Print</td>
<td></td>
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<tr>
<td>Noncomp Awards Change</td>
<td>000400939862</td>
<td>Open / For Approval</td>
<td>6/8/2015</td>
<td>MARYANN MURTAGH</td>
<td>90409661</td>
<td></td>
<td></td>
<td>Reverse</td>
</tr>
</tbody>
</table>
iForms Overview

**Status Display**

- The Status Display will show who received the iForm for approval and who approved the iForm all with date/time stamps.
- The “Processed On” with a date and time stamp indicates the iForm interfaced with SAP and provides detail on the pay period the iForm will impact.
Reporting

**Non-compensatory Data Overview**
Provides an overview of the master data in SAP for the requested recipient.

**Non-compensatory Recipients**
Provides a list of active non-comp recipient master data.

**Non-compensatory Payments Ending**
Provides a list of non-compensatory payments ending within selected date range.

**Non-compensatory Tax Status Report**
Provides tax status, treaty and visa information for non-residents for tax purposes.

**Non-compensatory Cost Report - Org Key View**
Provides cost details of non-compensatory payments by fiscal month. This view returns cost data for all recipients in the requested org key(s).

**Non-compensatory Cost Report - Owning Org View**
Provides cost details of non-compensatory payments by fiscal month. This view provides cost information for all recipients with payments charged to cost objects owned by the requested org unit(s).

**Non-compensatory Cost Report - Cost Center View**
Provides cost details of non-compensatory payments by fiscal month. This view provides cost details based on the requested cost center(s).

**Non-compensatory Cost Report - WBS Element View**
Provides cost details of non-compensatory payments by fiscal month. This view provides cost details based on the requested WBS element(s).

**Non-compensatory Recipient Pre-Check**
This report allows the user to upload a list of duke unique id numbers to check to see if they are already in SAP. If they are already in SAP, information will be defaulted where possible from existing records.
Reporting

Available Reports with Descriptions

• Non-compensatory Data Overview
  – Provides data overview for an individual recipient

• Non-compensatory Recipients Active List
  – Provides master data for all recipients in an org key including the start and end date of payment amount, funding source, G/L account, and payment method.
Reporting

Available Reports with Descriptions

• Non-compensatory Payments Ending
  – Lists payments ending based on date range selected

• Non-compensatory Tax Status
  – Provides tax status, tax treaty, and visa information
Reporting

Available Reports with Descriptions

- Non-compensatory Cost Report – Org Key
  - Provides details by fiscal month of payments for the Org Key selected

- Non-compensatory Cost Report – Owning Org Unit
  - Provides details by fiscal month of payments for the Org Unit selected
Reporting
Available Reports with Descriptions

• Non-compensatory Cost Report – Cost Center View or WBS Element View
  – Separate reports for cost centers and WBS elements
  – Provides details of payments based on the cost object entered
Reporting
Available Reports with Descriptions

• Non-compensatory Recipient – Pre-Check
  – Allows departments to use DUID (upload a list) to confirm if a non-compensatory record exists.
  – List of DUIDs can be created in Excel and then must be saved as a text file to upload properly.
Postdoc Scholars

What’s Different?

• All Postdoc personal data is copied from the SAP compensatory record.
• Benefit enrollment data is copied from the compensatory record.
• Department establishes postdoc scholar payment (wage type 4002) and the health insurance stipend (wage type 4012).
• The Postdoc Scholar must be enrolled in health insurance before the insurance stipend is allowed.
• The health insurance stipend cannot go past 11/30 of any calendar year.
• The postdoc scholar payment and the health insurance stipend end dates must align.
Postdoc Scholars

Setting-up A New Postdoc Scholar

- Enter the recipient’s DUID and the award start date.
- Identify the recipient type.
- Recipient type will be checked against SAP.
- Error message will occur if Postdoc has not been on the compensatory payroll for a month.
- Select “Continue”.
Recipient name will be pulled based on DUID selected.

- Enter the organizational unit (Org Unit) and corresponding organizational key (Org Key). These must align to ensure appropriate workflow routing.
- Error message received if Org Unit and Org Key don’t align.
- Select the appropriate Personnel Area:
  - 1000 – University
  - 1010 – CAMC
  - 1100 – School of Medicine
- Personnel Subarea will default to 7028 – non-comp postdoc.
• Fields completed above are required.
• Information on name, date of birth, gender, citizenship status, and SSN will populate from the compensatory payroll.
Postdoc Scholars

Setting-up A New Postdoc Scholar – Address

- US/Home address will populate based on SAP.
- For foreign national, open tray to display information if populated in SAP or to input if required.
- Campus address populates based upon SAP. This field can be modified if required.
Postdoc Scholars

Setting-up A New Postdoc Scholar – Payment Information

Let’s take a look at each of these fields...
Postdoc Scholars

Setting-up A New Postdoc Scholar – Payment Information - Continued

- Select the line you would like to work with. It will be highlighted in gold.
- Select the wage type of award payment being issued from the drop-down menu.
  - 4002 – Post-doctoral stipend
  - 4012 – Post-Doc insurance stipend
- The insurance stipend cannot be added if the person has not enrolled in health care on his/her compensatory record.

- Enter the dollar amount for the payment.
- There is no edit for the required payment amounts for the health insurance stipend.
Postdoc Scholars

Setting-up A New Postdoc Scholar – Payment Information – Continued

- Input the cost object for the payment. Edits in place to prevent payment from inappropriate cost object.

- Payment cannot be started more than six months in advance.
- Start date and end date cannot be greater than 12 months apart.
- System will pro-rate payments that are for days less than a full calendar month.
- Insurance stipends cannot be extended past 11/30/2015.
- End dates for payments must align.

Enter service type - 63.
- Service category is chosen from the drop down menu based on the type of payment.
- Refer to the G/L account descriptions for more information.
From the drop down list, choose the approved program issuing this award payment.

If the program for which you are issuing the payment is not listed, stop and contact Corporate Payroll Services.

The approved program description will default once the program is selected.
Postdoc Scholars

Setting-up A New Postdoc Scholar – Payment Information – Continued

- A specific reason for the payment is required.
- Provide any additional comments that might be helpful to approvers.
- Status overview is not active until it is released into workflow.

Select the appropriate action button:
- “Submit” will release the iForm into workflow based on the Org Unit/Org Key provided.
- “Save as Draft” will save the iForm for later use.
- “Check” will check the consistency of data displaying any error messages.
- “Close Window” will close the iForm. If the iForm has not been saved, all entered data will be lost.
Contact Information

• Primary point of contact: Corporate Payroll Services

• Preferred contact method:
  – Send screenshots to the payroll inbox – payroll@duke.edu
  – Allows us to better triage the issues

• Secondary method: phone – 684-2642