

GE HIRING WITH DUCKDOCS

Graduate School/Payroll 2017

WHAT IS DUCKDOCS?

A document imaging system that has the ability to create forms and turn them into static images that will be approved and stored electronically.

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OVERVIEW

The Graduate School's role related to GE appointments:

- Ensure that standards are adhered to (e.g., hires use appropriate pay rates, are at the appropriate level (I, II, III), etc.)
- Coordinate with the GTFF and Health Center on insurance eligibility, Student Billing and Registrar for tuition benefits, and Payroll.
- Advise units and graduate employees.

<http://gradschool.uoregon.edu/staff/gtf-appointments>

Getting Started with DuckDocs

Q: How do I get access to DuckDocs?

A: **Step One:** Submit a DuckDocs Access form through Information Services. The form is available at <https://it.uoregon.edu/duckdocs-access>. Email the form to account@uoregon.edu. Access will take 3-5 business days. **Step Two:** Email jacek@uoregon.edu in the Graduate School so we can add you to the proper user group. Let us know what role you will be playing in the hiring of GEs (e.g. Submitter or Approver) and what org number you will be hiring for.

Q: Where do I find the link to fill out the E-PRF and hire a GE?

A: Starting at the Graduate School home page, hover over the Staff tab and then select "GE Appointment Procedures". Once you have clicked on the link, the very first bullet (E-PRF) leads to the login page to submit E-PRFs. Please use your DuckID and password to log in.

<https://gradschool.uoregon.edu/staff/gtf-appointments>

Q: How do I log in to the system to view my submissions?

A: Starting at the Graduate School home page hover over the Staff tab and select "GE Appointment Procedures". (Bullet – Approver Login & PRF Queue) **Note: You must use Internet Explorer or Safari

<https://gradschool.uoregon.edu/staff/gtf-appointments>

- Once you're logged in with your DuckID, the left side of the screen will default to 'Documents'. Further down on the left you will see the 'Workflow' drawer. Expand the 'Workflow' dropdown and you'll see the org that you're approving E-PRFs for. Double click to view your queue. To learn more about viewing and approving see 'Approver' below.



Now What? How to fill out the E-PRF in DuckDocs for GE hiring

Starting the E-PRF

IDENTIFICATION SECTION-

Begin by entering the GEs UO 95 number. Once this has been entered, the data in the Identification section will autofill with the student's data from Banner. If the hiring department has changed since the student's last job in Banner, update the Time Entry Org and Hiring Department fields.

If the graduate student is new and has never worked as a GE before, please check the box "New Graduate Employee". For all newly hired students, Time Entry Org and (Hiring) Department won't automatically populate. For those that have been previously hired, Time Entry Org and (Hiring) Department populates the information from the last job record.

JOB DETAIL SECTION-

(Tab through fields)

Job Change Reason- You have the option to choose between 8 different Job Change Reasons:

- Additional Appointment
- Appointment Percent Change
- Job Record Begins
- Job Record Ends
- Multiple Job Changes
- Promotion
- Reappointment
- Other

For guidance on how to choose the correct job change reason, see tips on page 3. Please note that Labor Distribution Changes will not be done through the DuckDocs system. GE Labor Distributions will continue to be processed via paper PRF; please send those directly to Keri Bartow in Payroll- More information can be found at <https://bg.uoregon.edu/content/payroll-accounting-adjustment>

Summer Teaching – Select this box if you are hiring a GE to teach in the summer. The BUOGSS position will automatically populate. The summer teaching section of the form will need to be completed- See below for **Summer Hiring section**.

Appointment Dates (Appt Dates) – Choose from the drop down list whenever possible. Only use the other (date) field when necessary (for Job Ending or BUOGOP positions). If you are using the 'other date' field, make sure you enter the date in this format: DD-MM-YY

Level – The level should automatically populate if the student has had a GE position in the past. If nothing populates you should be hiring this GE at a level 1 pay. If you would like to hire a new GE at level 2 you will need to provide documentation of an awarded master's degree (see CBA Article 22). Please make a note in the remarks and upload a copy of the student's master degree transcript using the "Additional Documentation" section of the E-PRF. If you are promoting a student to level 3, provide the supporting documentation (the email from the Graduate School that congratulates the student on advancing to candidacy), using the "Additional Documentation" section of the E-PRF.

Base Rate – This will populate automatically with the GE pay rates that have been set by the hiring unit.

Position – Select the position that describes the work this GE will be doing (Teaching, Research, Administrative). If selecting Summer Teaching also mark the summer teaching checkbox below 'Job Change Reason'.

Suffix - A two-character code that's used to distinguish jobs assigned to the same employee and pooled position. The suffix will always be 00 for the only, or for the primary position. Additional jobs/positions should have suffixes that increase by one each time a new position is added. For example, a GE who has two different teaching positions in different departments would be assigned by each department to the same-pooled position (BUOG9T), with the first hiring department entering the suffix 00 for the 1st position, and the other department entering 01 for the other 2nd position.

Tuition Code - This will auto populate based on the student's major. This data is automatically pulled from Banner.

Job Location – This will always auto-populate with Eugene, Oregon. If you are filling out the form for a student who will be working outside of Eugene, PLEASE make note of that here by editing the job location field.

FTE – There is a field next to each term a student can be hired for. Enter the FTE the student will be obligated to work during each term. No term's FTE field can be left blank, except for summer term. If there is no FTE for a term, enter 0 in that term's field. For example, if you are hiring at .40 FTE for fall only, you'd put .40 in the field for Fall and 0 in the fields for both winter and spring. Once you tab through you will see the monthly salary populate. The monthly amount will appear on the student's contract. Only fill in a summer FTE if the E-PRF is solely for a summer term appointment.

Labor Distribution/Index – Type in an index and the FOP string will auto populate. The Activity code will not populate. Enter the percent for each index used. The percent column must add up to 100%.

Department Representative – If you would like another name to populate the final student contract e.g. your department head or VP, you can list them here. This field will only populate the contract that is sent to the student via their DuckWeb account. No emails are generated or actions will be required of the department representative.

Submission Information- Your name will auto-populate as the submitter. You may enter a remark and click on "submit". The date will then auto-populate and a notification to the designated approver for your org will be generated, letting them know that a new E-PRF is available for them to login and approve.

You have completed a form for hiring a GE during the Academic Year – Congratulations!

After the Graduate School has approved your E-PRF, a contract will be generated and sent to the student. The student will receive an email with instructions detailing how they can accept their contract in DuckWeb.

Approver - The DuckDocs approver will receive an email, letting them know that there is a GE appointment to approve in their queue. The link provided in the email needs to be opened in Internet Explorer or Safari. *If Internet Explorer or Safari are not your default browsers, you will need to copy and paste the link into Internet Explorer or Safari directly.

Once the link has been copied and pasted, you will be asked to log in to the system. To do this, use your DuckID and password. The screen will be mainly white with a menu on the left and will say 'Perceptive Content' in the upper left corner. In the menu on the left side, you will see at least two options for 'drawers,' one labeled Documents and another labeled 'Workflow'. Click on the Workflow drawer and expand the options. Once expanded you will see all the org numbers that you are designated to approve. Click on the org number for which you want to approve GE EPRFs and this will open your queue. You can approve all students in your queue.

Once in your queue, you can double-click the E-PRF that you are processing. Once the E-PRF is visible, you will have two options for processing the E-PRFs in your org drawer: **1.** You can route forward (approve) which will send your document to the Graduate School for review OR **2.** You can route backwards. You use the backwards option when you see a mistake on the E-PRF and want the submitter to make a correction. You can note this correction with an annotation on a sticky note. Routing forward and routing back icons are in your bottom tool bar and look like small blank sheets of paper with arrows pointing forward or back. To make a comment on a sticky note to the submitter, you would use the sticky note icon that is located in the top toolbar. Right click on the sticky note icon, choose the note you'd like to add, and then click anywhere on the form where you would like to place the note. Add comments in "Enter text" field.

SUMMER HIRING

Summer Research- Complete summer research positions with the guidance above. Select BUOGSO under the position field and populate the summer FTE field with the FTE that the student will be working during summer term.

Summer Teaching – Start by checking the “summer teaching” check box under ‘Job Change Reason’. Continue to tab through the form to enter the necessary information (see guidance listed above). Under the “Summer Teaching” section complete the following fields to auto calculate the correct pay and fill in accurate information on the contract: Course Number, Class Start Date, Class End Date, Credit Hours, Assigned FTE (be careful of decimal placement). Now click ‘Calculate Pay’. Monthly pay and payable FTE will auto populate based on the information just entered. *Note -all information will populate the summer contract for the GE. If you need to go back and correct any figures, remember to click the ‘Calculate Pay’ button again.

Hiring Deadlines:

Summer – Second Friday in May

Fall – Third Friday in July

Winter – Second Friday in November

Spring – Second Friday in February

TIPS

- On the E-PRF, tabbing is preferred to mousing.
- Job Change Reasons – For Multiple changes to a reappointment, select Reappointment. If the PRF is for Multiple changes to an existing appointment, select Multiple Job changes.
- Base Rate – Please make sure the amount that is prepopulating on the E-PRF is the correct amount.
- FTE - Usually, this is .20- .49 FTE. To determine the maximum number of hours per term that a GE can be expected to work, navigate to the Graduate

School website, hover over the Staff tab, and select “Full Time Equivalency (FTE) for GEs”. Be aware of decimal placement to generate the correct pay.

- For terminating a GE appointment, choose “Job Record Ends” and put 0.0 in the Fall, Winter, and Spring FTE fields.
- Remember to use Internet Explorer or Safari as your browser when you are reviewing the documents in your queue. The link will not open in any other browser.