ASPerIN QUICK REFERENCE

What is ASPerIN?
ASPerIN stands for "Arts and Sciences Personnel Information Network." It was developed at FAS to manage human resource data for staff, faculty, teaching assistants, and teaching fellows. It is used to review, add, edit, and maintain human resources information form FAS, and it serves as a "front end" to the PeopleSoft application.

How do I get access to ASPerIN?
In order to use ASPerIN, you need to be set up as a user with specific responsibilities. If you do not have access and need it, please contact FAS Applications Security at appsec@fas.harvard.edu. You will also need a Harvard PIN, which is available to Harvard ID holders at http://www.pin.harvard.edu/ and is used to access a number of applications at Harvard.

What are the system requirements?
On Windows computers, ASPerIN runs on Internet Explorer version 5.5+, as well as on Firefox. On a Macintosh, Firefox is the recommended browser. (Safari can be used, but it has not been widely tested.)

How do I log on?
ASPerIN may be accessed via the FAS Administrative Applications Portal by navigating directly to https://asperin.fas.harvard.edu/asperin.html. After you click the link to login, you will be routed to the PIN authentication server, where you will log in using your Harvard ID number and PIN. To log off, simply close your browser.

How can I get help?

Technical questions	Administrative Computing Helpline 5-7983 asperin@fas.harvard.edu
Additional training	FAS Admin. Systems Assistance Program (ASAP) 6-7136 fasasap@fas.harvard.edu
Business processes re: staff appointments	FAS Human Resources 5-1592
Business processes re: faculty and research appointments	FAS Office of Academic Affairs Meghan Schimanski meghan_schimanski@harvard.edu 5-9583
Business processes re: TF appointments	GSAS Laura Pascale pascale@fas.harvard.edu 5-0727
Business processes re: TA appointments	GSAS Matt Wallace mwallace@fas.harvard.edu 5-9500

August 2008

COMMON ASPERIN ERRORS AND TIPS

1. Creating New Appointments

Job codes. Choose the job code very carefully! It defaults in much information behind the scenes, such as salary grade, standard hours, salary admin plan, union status and more.

Time and Labor group. Again, choose carefully! This dictates who will be the approver when this employee enters time.

Salary data: When making changes to data you have entered for salary, be sure to tab out of the field to ensure that calculations are completed to other fields, such as annual salary and pay period amount.

Addresses: PeopleSoft maintains only one home and one office address per individual. Use the Location Code to identify the correct office address. Remember to search by *address,* not by *department name* (e.g., 1414 Mass. Ave. rather than FAS Office of Finance).

How to review appointments before a data error gets too far: There are three ways to review appointment data before it is finalized.

(1) The manual approach: Review all data on each screen carefully before proceeding to the next.

(2) The standard ASPerIN approach**: *If the next person in line to take action on an appointment hasn't touched it yet, you can edit and resubmit as follows*.** Complete the appointment and submit it for approval to the next level. Look at the review screen (which automatically appears) to verify information. If any changes are required, click "Edit" on the left submenu to call up the appointment. Make changes and resubmit. This will not duplicate the appointment. (For <u>temporary</u> <u>student</u> appointments, this option won't work because when the department submits the appointment, it is auto-approved and no longer available for editing.)

(3) The labor-intensive but very safe option: Complete the first four appointment screens. On the final screen, SAVE instead of completing. Then review the data on the review screen. Navigate to the Process menu, select the action from the Requires Attention list, click to open, select Edit from the left hand menu, make any necessary changes, and submit.

2. Modifying Appointments

Correct vs Change: "Change" is used to make modifications to data with an effective date entered by you. "Correct" assumes the data was wrong in the first place and makes the change retroactive to the appointment start date.

To **change a distribution** (coding), make sure you tab out of the field(s) you have changed; otherwise, the change may not be saved. Distribution changes cannot be made retroactively. **Retroactive coding changes are done via journal vouchers.**

To fix an **incorrect job code**, it is not sufficient to edit the position. You must create a new appointment using a position that has the correct job code. If the appointment is for a TA/TF or Temp, or if the position category is changing (e.g., temp to staff), you must go through the new appointment process to do this. Otherwise, you can go through either the reappointment/reclass screen or the new appointment process. If the new job code is a different rank from the old job code, you must create a new position. If not, you can edit the position and create a new appointment to that. The appointment start date is the effective date of this data change. (Remember, if using the New Appointment process, be sure to choose the Action Code for Transfer or Reclass, not Hire to avoid creating a second appointment for the employee.)

3. Transferring Employees

When creating an appointment for an employee who *already has* an appointment, you need to think carefully about what the goal is. Will this person, in fact, have two jobs at the University (concurrent jobs, common for temp students) or are they leaving one job to begin another (transfer, reclass, promotion, etc)? When a new appointment is replacing an existing appointment, you need to create this as a "Superseding Appointment" in ASPerIN. This creates a different form at the end of the ASPerIN pipeline, which gives Central Payroll the instructions they need to process it correctly.

The key piece of data to get into ASPerIN is the Action code on the fourth screen ("Additional Info"). Instead of HIR for new hire, choose the appropriate option from the pulldown list.

For example, Employee A is a Staff Assistant III in the Chemistry department. He is resigning that position to begin a new Staff Assistant III job in the English department.

When the English department creates a new appointment for Employee A, they will indicate on the additional info screen that this action is not a **new hire** but a **transfer** from Chemistry to English. When the appropriate action code for transfer is selected, they will be able to indicate in the field below that this new appointment supersedes (replaces) the old one. If the English department creates a "new hire" type of appointment and Chemistry has not terminated the employee, then he will have two jobs.

4. Miscellaneous Tips

- **Education info:** When entering degree information for a person, a full date (mm/dd/yyyy) is necessary. Since you probably won't know the person's exact graduation date, you can use June 1st as a default (e.g., 06/01/2008). You cannot just enter a year (e.g., 2008).

- **Social Security numbers:** When entering a new paid appointment for someone who does not yet have a Social Security number, you will only be allowed to proceed beyond the Person Info screen if you select "Alien Permanent" or "Alien Temporary" for I-9 status.

- **Acknowledging a rejected action**: To **delete a rejected action** from your Requires Attention screen, click on the action to bring up the details, and then click on the "Acknowledge" button. This will delete it from ASPerIN. **To correct and resubmit a rejected action**, you must click on "resubmit" in the left-hand menu frame. This will allow you to edit the action before actually resubmitting it. Clicking on the "Acknowledge" button tells ASPerIN you are done with the transaction and do NOT wish to resubmit it.

- **Object codes:** Object codes cannot be edited in ASPerIN. They are derived from several pieces of data including job code, earnings code, and FICA status. PeopleSoft also derives their object codes using the same method. If you notice an appointment with an incorrect object code, check to see if the job code is correct.

- **Workgroups**: When creating a new position, make sure that a Workgroup is selected or else ASPerIN will not allow you to proceed. For most departments, this will be "GENERAL."

- **Printing**: Clicking on "print" on the left submenu while reviewing an action only *displays* the PeopleSoft form on the screen. It does not actually send the form to the printer. You will need to go to File->Print… in Internet Explorer's menu bar in order to send the form to the printer.

  When sending a document to the printer, web browsers usually print the last frame that was clicked on. This sometimes results in users printing out the left or top menu frame instead of the desired document. One way to avoid this is to right click on the section of the screen you want to print and select "print" from the pop-up menu. You may also want to change your browser settings to "only print the selected frame" if the entire screen prints out.

- **Multiple coding lines for salary:** When making a change involving salary, you may notice several additional lines of distribution coding on the review screen. Do not panic – this is a process known as "blending." It is necessary when the specified effective date of the change does not fall on the end of a pay period (which it rarely will). Because PeopleSoft does not accept changes in the middle of a pay period, ASPerIN needs to "blend" the old and new salary information together for one pay period before using the new salary information for subsequent pay periods.

Position Tracking

Position tracking is simply using position data in ASPerIN in such a way that it provides a meaningful picture of staffing levels within FAS. If position tracking is being done appropriately, departments can see the history of who has held a position over time, as well as how the position and the department may have evolved. The key to supporting position tracking is **using the correct position** when entering appointments in ASPerIN so that position history is captured and duplicate data is not created. It also requires processing transactions in ASPerIN when a position is eliminated.

The Three Types of Data in ASPerIN:

Position Data:

- General information about the job itself (department, workgroup, job code, position title, supervisor, time and labor group, default costing, time status)
- If used properly, provides data about the structure of the department and of the position itself over time

Person Data:

- Biographical data about an individual, such as name, SSN, date of birth, address

Appointment Data:

- Terms of employment, such as start date, salary, standard hours, and costing

For What Types of Positions Are We Tracking Position History?

Although ASPerIN has the functionality to use position tracking for all types of appointments, departments are only required to track position history for **paid staff appointments/positions**.

However, departments can opt to track position history for LHT or temporary positions if they want. ***NOTE:*** **If departments do not want to track history for temporary or LHT positions, they should check the "eliminate when empty"** box (located just above the time and labor drop-down menu on the first screen of the transaction) when either creating a LHT position or entering a LHT appointment, and the position will automatically be eliminated when the person is terminated.

Before Entering a New Appointment for a Current Position, Update Position Information (from HIRES):

Frequently, when an incumbent vacates a position, the position is revised before it is posted in HIREs. To capture the revisions in ASPerIN and allow for position tracking, follow these steps:

1. Before entering the appointment for the new staff member, go to **Actions>Position>Edit Position.**
2. Select the position that needs to be updated.
3. The position can either be manually updated or**,** in the upper right-hand corner of the edit position screen you can click the **"Update from HIRES"** link and select the position from HIRES.

4. The edit position screen will be populated with the updated fields from HIRES. Confirm that the information downloaded is correct.
5. Click "**Update Position"** and then click **"Submit.**

When entering an appointment in ASPerIN, how do you know whether to "create a new position" or "search for an existing ASPerIN position"?

1. Replacement Appointment ***(select "search for an existing ASPerIN position"):***
The incumbent in a position leaves the University and the position is posted at the same grade level with few or no changes. If changes were made to the position after the previous incumbent left, follow the steps outlined above to edit the position **before entering the new appointment**. Once you process the changes, follow the instructions below to process the new appointment.

When entering the new appointment in ASPerIN, select the following:

> **Actions>Appointment>New Appointment>Search for an existing ASPerIN position**

2. New Position ***(select "create a new ASPerIN position"):***
A department has created a new position that never existed in the past, and the position is posted in HIREs as a new position. When appointing the new staff member in ASPerIN, select the following:

> **Actions>Appointment>New Appointment>Create a new ASPerIN position**

NOTE: In the upper right-hand corner of the first screen, if you click **update from HIRES,** it will download many of the data fields from HIREs that are necessary for the ASPerIN appointment.

Depending on how much the position has changed after an incumbent leaves the University, it may not always be clear whether it is a new or replacement position. Questions related to selecting the appropriate position should be directed to your HR rep.

If you begin to process an appointment using the option "create a new ASPerIN position," and get interrupted or have to stop processing it before it's completed, and you either exit ASPerIN or ASPerIN logs you out, please know that **a new position is created even if you do not complete the transaction.** Therefore, when you go back to complete the transaction, you will need to select "Search for an existing position" (under **Actions>Appointment>New Appointment)** and search for the position that you began to process an appointment for but did not complete.

Term Appointments:

If a department creates a position and hires a staff member to fill a one-time term appointment on the regular payroll (one where a definitive end date has been established and it is clear that the position will not be extended beyond that date), **the department should check the "eliminate when empty"** box (located just above the time and labor drop-down menu on the first screen of the transaction) when either creating the position or entering an appointment. **By doing so, the position will automatically be eliminated when the person is terminated. If the "eliminate when empty" box is not checked, then the position will need to be**

eliminated after the person is terminated from the system. (See instructions below for how to eliminate a position.)

Using One Position for Multiple Appointments:

In general, a position should only have one appointment (or one incumbent) at a time. However, in some cases, you may need to appoint two people to one position concurrently.

- When is it **appropriate** to use a position for more than one appointment?
  - If two part-time employees are sharing one job
  - If there is a temporary overlap between the old and new staff member
  - If an employee on leave is being replaced, either temporarily or permanently
- When is it **inappropriate** to use a position for more than one appointment?
  - If a department has multiple positions that are identical, such as two staff assistant positions, then there should be two positions created in ASPerIN.

It may not always be clear how to manage these situations from a Position Tracking perspective. Questions regarding the use of positions for multiple concurrent appointments should be directed to your HR rep.

Processing Reclassifications:

When processing a reclassification, please know that in addition to processing a change to the person's appointment, the position also needs to be updated. If the position is not updated, the position and appointment will not have the same information. Here are the steps to follow:

1. Go to **Actions>Appointment>Reappoint/Reclass.**
2. Enter all of the fields that have been updated as a result of the reclass.
3. Confirm that the **"sync position with appointment"** box has been checked to ensure that everything you change to the appointment is also changed in the position.
4. Click **"submit."**

NOTE: There are some fields that appear in the position data that do not appear in the appointment data. Therefore, if a job description, time and labor group, and/or supervisor have changed as a result of the reclassification, then the position will need to be edited as well. Follow these steps to edit the position:

1. Go to **Actions>Position>Edit Position.**
2. Select the position that needs to be updated and update the necessary fields.
3. Click "**Update Position"** and then click **"Submit."**

Eliminating a Position:

Sometimes a position is restructured significantly, and the HR rep may determine that it is more appropriate to create a new position rather than edit an existing position. After creating the new position in ASPerIN, you will need to eliminate the existing position. Here are the steps to follow:

1. Go to **Actions>Positions>Edit Positions.**

2. Enter the **Effective Date** of the action (use the date that you are eliminating the position).
3. Enter the position **End Date.**
4. Under **Position Status**, select **“Eliminated.”**
5. Choose an **Elimination Reason** from the pull down menu.
6. Click on **Submit.**

Please keep in mind that you cannot change the status of the position (to “eliminated”) until the appointment of the incumbent is terminated. The status of a “filled” position cannot be changed.

Removing a Duplicate Position Mistakenly Created

This commonly occurs when a position is created during the appointment process, but the appointment is not completed. Once you have moved past the first screen in the appointment process, the position is created even if you do not complete the appointment. To search for duplicate positions in your department, follow these steps:

1. Go to **Lookups>Position**.
2. Enter your department name.
3. Select **“all active positions”** from the dropdown menu.
4. A list of positions will show up including all open positions.
5. To remove an open position created in error, follow the instructions above for eliminating a position.

Harvard University
Faculty of Arts and Sciences Human Resources

Paperwork Checklist and filing requirements for new employees, transfers, LHTs and (*non-student*) TEMPs.

	NEW "*REGULAR*" STAFF (***biweekly payroll***)	**Workflow process**
❑	Asperin Submittal	Dept. submits transaction into Asperin, FASHR final approves
❑	Offer Letter	Dept. maintains **COPY** in employee personnel record, no copy to FASHR
❑	Application	Dept. maintains **ORIGINAL** in employee personnel record, no copy to FASHR
❑	Resume (and cover letter)	Dept. maintains **ORIGINAL** in employee personnel record, no copy to FASHR
❑	I-9 Form, supporting copies of identification*****	Dept. sends **ORIGINAL** to FASHR, FASHR ⇨ to FAS Payroll Services ⇨to Central Payroll
❑	W-4 Form	Dept. sends **ORIGINAL** to FASHR, FASHR ⇨ to FAS Payroll Services
❑	M-4 Form	Dept. sends **ORIGINALto** FASHR, FASHR ⇨ to FAS Payroll Services
❑	Direct Deposit Form/ voided check	Dept. sends **ORIGINAL** to FASHR, FASHR ⇨ to FAS Payroll Services
❑	Job Description and/or HIRES posting	Dept. maintains **COPY** in employee personnel record, **no copy to FASHR**

	TRANSFERRING "*REGULAR*" STAFF	**Workflow process**
❑	Asperin Submittal	Dept. submits transaction into Asperin, FASHR final approves
❑	Offer Letter	Dept. maintains **COPY** in employee personnel record, **no copy to FASHR**
❑	Application	Dept. maintains **ORIGINAL** in employee personnel record, **no copy to FASHR**
❑	Resume (and cover letter)	Dept. maintains **ORIGINAL** in employee personnel record, **no copy to FASHR**
❑	Job Description and/or HIRES posting	Dept. maintains **COPY** in employee personnel record, **no copy to FASHR**

	LHTs & TEMPs (*non-student*)	**Workflow process (*all paperwork flows directly to FAS Payroll Services, no copies to FASHR*)**
❑	Asperin Submittal	Dept. submits transaction into Asperin, FASHR final approves
❑	I-9 Form, supporting copies of identification*****	Dept. sends **ORIGINAL** to FAS Payroll Services ⇨to Central Payroll
❑	W-4 Form	Dept. sends **ORIGINAL** to FAS Payroll Services
❑	M-4 Form	Dept. sends **ORIGINAL** to FAS Payroll Services
❑	Direct Deposit Form/voided check	Dept. sends **ORIGINAL** to FAS Payroll Services

I-9 Forms*: Copies of the I-9 forms (and supporting identification) should not be placed in employee personnel records. If a department maintains a copy of these forms or supporting documentation, they must be kept in a separate file.

Voluntary Self ID Form: Departments may choose to use the Voluntary Self-Id Form to identify EEO/AA classifications of new employees. Originals of the form should be submitted to FASHR. If a department maintains a copy of these forms or supporting documentation, they must be kept in a separate file.