The WAGE Forms (WAPP, WUPD and WTER)

The new WAGE forms are designed to simplify the appointment, update and termination processes for wage employees. Please note that unlike other staff categories, these forms do not affect the employee's pay. You still have to submit a WAGC every two weeks in order for the employee to get paid.

The WAGE documentation is divided into the following four sections:

**Introduction to WAPP, WUPD, and WTER**

- How to Pull Up A Blank Form

**Use of the WAPP Form**

- Overview to WAPP
- Cover Screen
- Forms Awaiting Action Window
- Active Employments Screen
- Wage Job Descriptions Window
- Page 1 — Appointment Data
- Page 2 — Personal Data
- Page 3 — Notepad

**Use of the WUPD Form**

- Overview to WUPD
- Cover Screen
- Forms Awaiting Action Window
- Active Employments Screen
- Page 1 — Employee Data
- Page 2 — Notepad

**Use of the WTER Form**

- Overview to WTER
- Cover Screen
- Forms Awaiting Action Window
- Active Employments Screen
- Page 1 — Termination Data
How to Pull Up a Blank Form

Select CCOM from the Net-Pass Activity Table to go into the production environment.

- Select IBIS Admin Menus at the Com-pass screen.

1. At the NEXT FUNCTION line, type WAPP, WUPD or WTER.

Press Enter.

A blank form will appear, ready to be completed.

> Note:
To locate the WAGE forms within the IBIS menus, follow the steps below:

- At the M1M1 (IBIS Main Menu) menu, enter M2AS (EASY Electronic Approval System) at the Next Function line and press Enter.

- At the M2AS menu, enter M3FM (EASY forms) at the Next Function line and press Enter.
At the M3FM menu, enter M4PE (Personnel) at the Next Function line and press Enter.

At the M4PE menu, enter the appropriate function name at Next Function and press Enter.

Last Revised: 10/27/2003
The new Wage Appointment (WAPP) form is designed to streamline the appointment process for new wage employees. This new form should be used when appointing all non-staff wage employees.

> Note:
Please do not use the NAPP form to appoint WAGE employees.

Cover Screen

1. At SSN, enter the Social Security Number of the employee.

2. At H Budget, enter the home budget of the position.

Hint:
Budget 142-44 UP should be entered as 01-042-44 UP.

3. Enter a Y or N (Yes or No) at **System Posn**. A Y will identify a budgeted position within a University administrative unit and automatically generate information for the **H Admin Area** and **Position Number** fields.

4. At **H Admin Area**, enter the administrative area of the position. Press PF1 for a list of administrative area numbers. If you answered "Y" for **System Position**, this number will be generated automatically.

5. Leave the **Position #** field blank unless you are entering a Non-System Position.

6. The **Appt Begin Date** (appointment begin date) field will display the current date but can be modified to the date that the wage employee will begin the position.

7. The **Appt End Date** (appointment end date) field will automatically display 12/31/1999, but can be changed to the wage employee's specific end date, if known.

Press Enter to send this information to the system and obtain any existing current information.

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**Forms Awaiting Action Screen**

Listed below are other forms awaiting action for this person. The order in which the forms are processed may have an impact on how the data is updated. Please check other forms for the processing order. If you have any questions on the order of processing, call the IBIS Training Office.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Number</th>
<th>Form Status</th>
<th>Date Form Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAPP</td>
<td>71004</td>
<td>NEW</td>
<td>19951002</td>
</tr>
<tr>
<td>WAPP</td>
<td>71302</td>
<td>UPD</td>
<td>19951018</td>
</tr>
<tr>
<td>WAPP</td>
<td>71526</td>
<td>NEW</td>
<td>19951027</td>
</tr>
<tr>
<td>WAPP</td>
<td>71550</td>
<td>UPD</td>
<td>19951030</td>
</tr>
</tbody>
</table>

Press Enter to Exit

The **Forms Awaiting Action** screen will always pop up after leaving the Cover Screen if there are other
forms awaiting action for the same person.

Use the **BFSN** function to determine how this form will affect the form you are completing. For example, if you are appointing someone and another form exists in the system for another wage appointment, the individual's total of estimated hours per week could change.

Press **Enter** to advance to the Active Employee Appointments Window.

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**Active Employee Appointments Window**

The **Active Employee Appointments** window will appear before you can enter any other information. This window provides a list of the employee's active appointments and will aid in the following:

- Determining whether overtime could occur for this individual.
- Determining whether I-9 information is needed.

You can press **PF11** any time while in the WAPP form to receive this information.

Below are listed explanations for each column in the Active Employee Appointments window:

- **Appt** — Appointment type for each active appointment (i.e., WAG = wage).
- **Appt Begin** — Appointment begin date for each active appointment.
- **Appt End** — Appointment end date for each active appointment.

- **H R Rep** — Human Resource Representative number for each active appointment.

- **Est Hours** — Indicates the estimated number of hours this employee will be working per week for each active appointment.

- **I-9 Completed** — Indicates the date the I-9 was last completed.

- **Stdt Indc** — Indicates if this wage employee is a student.

Press **Enter** to return to the Cover screen.

> **Note:**
Make sure that the information on the Cover screen is correct. Once you advance to Page 1, you will have to add a new WAPP form if you wish to make any changes.

Press **PF8** to continue to the Wage Job Descriptions window and then to Page 1 of the WAPP form.

### Wage Job Descriptions Window

```
Wage Job Descriptions
Select the wage job description to be processed.

<table>
<thead>
<tr>
<th>Job Desc Number</th>
<th>Job Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000</td>
<td>Wage Executive</td>
</tr>
<tr>
<td>8001</td>
<td>Wage Administrator</td>
</tr>
<tr>
<td>8002</td>
<td>Wage Manager</td>
</tr>
<tr>
<td>8003</td>
<td>Wage Exempt Staff</td>
</tr>
<tr>
<td>8004</td>
<td>Wage Staff Assistant</td>
</tr>
<tr>
<td>8005</td>
<td>Wage Nonexempt Staff</td>
</tr>
<tr>
<td>8006</td>
<td>Wage Technical Service (Skilled Crafts)</td>
</tr>
<tr>
<td>8007</td>
<td>Wage Technical Service (Service Maintenance)</td>
</tr>
</tbody>
</table>

Press ENTER to Return to Previous Screen
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1. Place an **X** in front of the appropriate **Wage Job Description Number/Job Duties** for this wage employee.
Items 1 through 4 should reflect the employee's **preferred** mailing address.

1. **At Room**, enter the room number of the employee's work address.

2. **At Bldg Code**, enter the building name.

   **Hint:**
   Enter the building name and the code will be translated from your entry provided that it is spelled correctly. Press **PF1** for help.

3. **At Bldg Loc**, enter the appropriate Building Location.

4. **At Office Phone**, enter the phone number where the employee can be reached.

5. **At Date I-9 Signed**, enter the date if the employee has signed a new I-9 form.

6. **At Ctry Cznshp**, enter the code for the employee's country of citizenship. Press **PF1** for a list of
7. At **Ethnic Group**, enter the employee's ethnic group. Press **PF1** for list of ethnic codes.

8. At **Sex**, indicate M or F for the employee's sex.

9. At **Handicapped**, indicate if the employee is handicapped with a Y or N.

10. At **Viet/Dis Vet**, indicate if the employee is a Vietnam or disabled veteran with a Y or N.

11. At **Campus Loc**, enter the 2-digit campus location code. Press **PF1** for a list of campus codes.

12. At **Patent Agree**, indicate the date the employee has signed the Patent Agreement, if this agreement is necessary.

13. At **Hrly Rate**, enter the employee's hourly rate.

14. At **Est Hours**, enter the number of estimated hours that the employee will work each week.

15. At **Wage Type**, enter C for Casual or P for Permanent. Casual employees are hired for short periods. Permanent employees are hired for an indefinite amount of time.

16. At **HR Rep #**, enter the Human Resource Representative number for your area. Press **PF1** for a list of valid numbers.

17. **Job Desc**: This 11-digit number accesses job information for the appointed position. WAPP will provide a default that can be changed as needed.

   - The first four numbers identify the type of job (work) the individual performs (Wage Staff Assistant, Wage Nonexempt Staff, Technical Services-Skilled Crafts and Technical Services-Service Maint). Press **PF1** for a list of codes.

   - The second set of numbers is automatically generated by WAPP when the job code is selected from the list of codes. It must be correctly entered when using a job description that is not on the list.

   - The third set of numbers will always be 000 for job descriptions that are not Technical Service jobs. For Technical Service jobs, these numbers will be the Human Resources Representative Number of the location where the job is assigned (or the campus where the employee is located).
18. At **Description of Duties**, give a detailed description of the employee's duties. A title is not sufficient.

Press **PF8** to advance to Page 2 of the WAPP form.

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**Use of the WAPP Form — Page 2**

![WAPP Form Image]

1. At **Appt Begin** and **App End**, enter the Appointment Begin Date and Appointment End Date if different than the defaults provided.

2. At **High Degree Information**, indicate the highest degree received, the date, the institution, and the discipline.

3. At **Military Service Information**, indicate the employee's Status, Branch, Discharge date and Discharge Reason.

4. If you wish to view the **Forms Awaiting Action Screen** again, enter a **Y** in the **Other Forms Awaiting Action** field.

Press **PF8** to advance to Page 3 of the WAPP form.
1. You can record additional information on the Note Pad.

Press PF12 to ADD the form.

Enter SUB at Form Action and press PF12 to submit the form through the approval path.

> Note:
WAPP will warn you if the deadline for the current pay period has passed.
### Active Employee Appointments Window

You can press **PF1** at any time while in the **WAPP**, **WUPD** or **WTER** to view the Active Employee Appointments window.

Below are listed explanations for each column:

- **Appt** — appointment type for each active employment (i.e., WAG = wage)
- **Appt Begin** — appointment begin date for each active employment
- **Appt End** — appointment end date for each active employment
- **H R Rep** — Human Resource Representative number for each active employment
- **Est Hrs** — indicates the estimated number of hours this employee will be working per week for each active employment
- **I-9 Completed** — indicates the date the I-9 was last completed
- **Stdt Indc** — indicates if this wage employee is a student

<table>
<thead>
<tr>
<th>Appt</th>
<th>Appt Begin</th>
<th>Appt End</th>
<th>H R Rep</th>
<th>Position</th>
<th>Est Hrs</th>
<th>I-9 Completed</th>
<th>St Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec 1</td>
<td>WAG 08/28/1995</td>
<td>12/31/2099</td>
<td>290</td>
<td>20259-000</td>
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<td></td>
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<tr>
<td>Sec 2</td>
<td>WAG 10/02/1995</td>
<td>12/31/2099</td>
<td>290</td>
<td>20275-000</td>
<td>10</td>
<td></td>
<td></td>
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<td>Sec 3</td>
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</table>

Press ENTER to Return to Previous Screen