

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

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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.

```
11/29/95          INTEGRATED BUSINESS INFORMATION SYSTEM          M4PE
14:31:23.1              E A S Y                                  MLP3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
I9FN             I9 Form             NAPP             New Appointment (Rel 2)
TRMN             Terminate Employ   (Rel 2)  SPSF             Step Prog. Sched. Form
M4PY             Personnel Pay Chg Forms  M4RH             Reappointment
WAPP             Wage New Appointment  WUPD             Wage Information Update
WTER             Wage Termination

NEXT FUNCTION:  WTER. 1          PREV MENU:  NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .
```

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

Use of the Wage Appointment Form: (WAPP) Cover Screen and Pages 1 through 3

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

PLEASE ENTER A SOCIAL SECURITY NUMBER FOR THIS EMPLOYEE		WAPP	
12/01/95		Cover Page	
14:11:46.0			
Form Action: ADD	Document #:	Unit:	Confidential(Y/N): Y
			Document Status:
KEY INFORMATION		TABLE OF CONTENTS	
Employee SSN: ① 4 - 01 - 3482		Screen Name	
H Budget: ② - 042 - 44 UP		Appointment Data (Required)	
System Posn (Y/N)?: y ③		Personal Data (Optional)	
H Admin Area: ④ 1		Hershey Medical Center Data	
Position #: _____ ⑤ _____		Budget Data	
Appt Begin Date: ⑥ / 01 / 1995		Notepad	
Appt End Date: 12 / ⑦ / 2099			
HMC PNA (Y/N)?: N			
		PF11 = List Employee Appointments	
NEXT FUNCTION: _____		(MENU,KEYS,END)	

1. At **SSN**, enter the Social Security Number of the employee.
2. At **H Budget**, enter the home budget of the position.

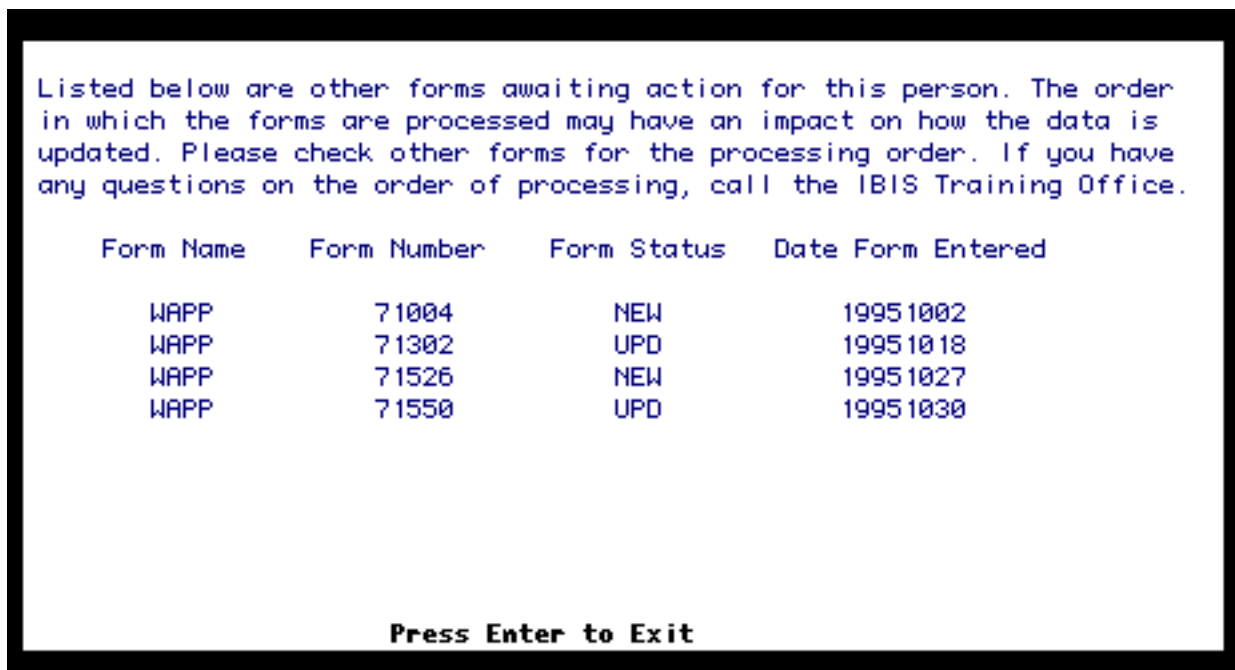
Hint:

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.

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.

Form Name	Form Number	Form Status	Date Form Entered
WAPP	71004	NEW	19951002
WAPP	71302	UPD	19951018
WAPP	71526	NEW	19951027
WAPP	71550	UPD	19951030

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.

Active Employee Appointments Window

Active Employee Appointments								
Select the appointment to be processed.								
	Appt	Appt Begin	Appt End	H R Rep	Position	Est Hrs	I-9 Completed	St In
- Pri:	WAG	08/31/1995	12/31/2099	242	21108-000	08	08/29/1995	N
- Sec 1:	WAG	08/28/1995	12/31/2099	290	20269-000	16		
x Sec 2:	WAG	10/02/1995	12/31/2099	290	20275-000	10		
- Sec 3:					-			
- Sec 4:					-			
- Sec 5:					-			
- Sec 6:					-			
						34		

Press ENTER to Return to Previous Screen

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.
- **Std 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.	
Job Desc Number	Job Duties
- 8000	Wage Executive
- 8001	Wage Administrator
- 8002	Wage Manager
- 8003	Wage Exempt Staff
- 8004	Wage Staff Assistant
- 8005	Wage Nonexempt Staff
- 8006	Wage Technical Service (Skilled Crafts)
- 8007	Wage Technical Service (Service Maintenance)

Press ENTER to Return to Previous Screen

1. Place an **X** in front of the appropriate **Wage Job Description Number/Job Duties** for this wage employee.

Use of the WAPP Form — Page 1

```
12/01/95          WAGE NEW APPOINTMENT          WAPP
14:50:07.1                                     Page 1 of 3

Form Action: ADD  Document #:          Unit: MS          Confidential(Y/N): Y
                                           Document Status:
      SSN: 914-01-3482          Appt: WAG S          HAA/Position: 046 -
LEGAL NAME:          Budget: 01-042-44 UP
  First              Middle              Last              Suf
SYSTEM_____FULL_____TEST_____
      Room: 032 1          Bldg Code: RIDEF 2          Bldg Loc: 3
Office Phone: 814 - 84 4 - 2057
I-9 Signd Date: 5 5 / 29 / 1995          Ctry Cznshp: US 6
Ethnic Group: 7 HT          Sex: M 8
Handicapped: 9          Viet/Dis Vet: 10
Campus Loc: UP 11          Patent Agree: 12 / 12
Hrly Rate: 13          Est Hrs: 14 (per week)
Wage Type: 15          HR Rep #: 16
Job Desc #: 8005 - 0000 - 000 17          Job Title: WAGE NONEXEMPT STAFF
Description of Duties: 18
_____
_____
_____
PF11 = List Employee Appointments          Other Forms Awaiting Action (Y/N)? N
NEXT FUNCTION: _____ (MENU,KEYS,END)
```

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

country codes.

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.

Use of the WAPP Form — Page 2

12/01/95 14:54:37.3	WAGE NEW APPOINTMENT	WAPP Page 2 of 3	
Form Action: ADD	Document #:	Unit: MS	Confidential(Y/N): Y
			Document Status:
SSN: 914-01-3482		Appt: WAG S	
Name: FULL, SYSTEM TEST		Status: ACT	
Appt Begin Date: 12 / 1 / 1995		Appt End Date: 1 / 31 / 2099	
Optional Data			
HIGH DEGREE INFORMATION 2			
High Degree: BACC_		Inst: U OF MARYLAND	
Date: 05 / 15 / 1992		Dspln: ENGINEERING	
Cmnts: _____			
MILITARY SERVICE INFORMATION 3			
Status: _		Branch: _	
Dschg Date: _ / _ / _		Dschg Rsn: _	
PF11 = List Employee Appointments		Other Forms Awaiting Action (Y/N)? 4	

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.

Use of the WAPP Form — Page 3

```
12/01/95          WAGE NEW APPOINTMENT          WAPP
14:56:04.3                                     Page 3 of 3

Form Action: ADD  Document #:          Unit: MS          Confidential(Y/N): Y
                                                Document Status:

Note Pad Area:  1 _____
                _____
                _____
                _____
                _____

Last Action:
Last Action Name:          Next Approver: _____

NEXT FUNCTION: _____          <MENU,KEYS,END>
```

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.

```
WARNING - TOTAL ESTIMATED HOURS OF ALL APPTS EXCEEDS 40 HOURS PER WEEK
12/01/95          WAGE NEW APPOINTMENT          WAPP
15:10:16.6                                     Page 1 of 3

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Handicapped: N          Viet/Dis Vet: N
Campus Loc: UP          Patent Agree: _ / _
Hrly Rate: 7.00_____ Est Hrs: 8 (per week)
Wage Type: P          HR Rep #: 081
```

Active Employee Appointments Window

Active Employee Appointments								
Select the appointment to be processed.								
	Appt	Appt Begin	Appt End	H R Rep	Position	Est Hrs	I-9 Completed	St In
- Pri:	WAG	08/31/1995	12/31/2099	242	21108-000	08	08/29/1995	N
- Sec 1:	WAG	08/28/1995	12/31/2099	290	20269-000	16		
x Sec 2:	WAG	10/02/1995	12/31/2099	290	20275-000	10		
- Sec 3:					-			
- Sec 4:					-			
- Sec 5:					-			
- Sec 6:					-			
						34		

Press ENTER to Return to Previous Screen

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 Hours** — 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

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