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.

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The **Wage Update** (WUPD) form is used to update information about a wage employee. Possible reasons for updates might include a job description change, rate increase or change in background information. If the employee holds other wage positions in the University, this form will update certain fields so they can be viewed by all employing departments.

In the WUPD, you will be able to change any of the fields marked with numbers. The contents of WUPD are meant as an information supplement, and therefore will not duplicate the capabilities of another IBIS function. For example, a change of office address can be accomplished by a UADR and not the WUPD form.

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**Cover Screen**

1. At **SSN**, enter the Social Security Number of the employee.
Press **Enter** to send the Social Security Number to the system.

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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 **Wage Information Update** 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 effect the form you are completing. For example, if you are updating a person's hours and the other form in the system is for another wage employment, the estimated number of hours this individual is working during the 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 is the last window to appear before you proceed to Page 1 of the WUPD form.

1. Select the appointment to be processed by typing an X next to the name.

   > **Note:**
   
   Click on the screen image to see an explanation of each column.

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

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### Automatically Generated Information on the Cover Screen

IBIS will fill in the **H Admin Area** and **Position #** according to which appointment you have chosen.

Press **PF8** to advance to Page 1 of the WUPD form.

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**Use of the WUPD Form — Page 1**
> Note:
Each of the fields listed below may be changed. All fields have help available by pressing PF1.

The system will automatically place an ADD at Form Action and the current date at Effective Date but you may alter these as necessary.

1. At Appointment End, enter the date that the employee's appointment in your area will be terminated, if applicable. This date is different than actual termination from employment, which requires a WTER form.

2. At Hrly Rate, enter the individual's hourly rate.

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

4. At Loc, enter the Campus Location.

5. At Est Hrs, enter the individual's estimated hours per week. Changes to this field will be reflected in the total hours found in the Active Employee Appointments window.

6. Wage Type: Wage Types can be either P(ermanent) or C(asual). Permanent employees are hired for an indefinite period of time. Casual employees are hired for short periods.
7. At **Ctry Cznshp**, indicate the employee's Country of Citizenship.

8. At **HBudget**, enter the home budget for each employee.

9. At **HR Rep**, enter the appropriate Human Resources Representative number.

10. At **Work Unit**, indicate the University Work Unit where the individual will be employed. This value defaults to NA.

11. **Job Desc**: This 11-digit number holds information on the position.
   
   o The first four numbers tell WUPD the type of employment the individual has (Wage Staff Assistant, Wage Nonexempt Staff, Technical Services (Skilled Crafts) and Technical Services (Service Maint). Press **PF1** for a list of codes.
   
   o The second set of numbers is automatically generated by WUPD.
   
   o The third set of numbers will default to 000 if the employee is either a Wage Staff Assistant or Wage Nonexempt Staff. If the employee will work in Technical Services, the last three digits should equal the employee's Human Resources Representative number.

12. At **Description of Duties**, list the employee's duties.

13. At **High Degree Information**, indicate the Highest Degree Received, the Date, the Institution, and the Discipline.

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

15. 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 2 of the WUPD form.

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**Use of the WUPD Form — Page 2**
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.

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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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