

# 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.

```
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  PREVIOUS 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**.

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# Use of the Wage Update Form: WUPD Cover Screen and Pages 1 & 2

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

```
PLEASE ENTER A SOCIAL SECURITY NUMBER FOR THIS EMPLOYEE
10/30/95
11:31:34.9
WAGE INFORMATION UPDATE
WUPD
Cover Page

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

Enter - SSN: 1 - - - -
H Admin Area:
Position #: -

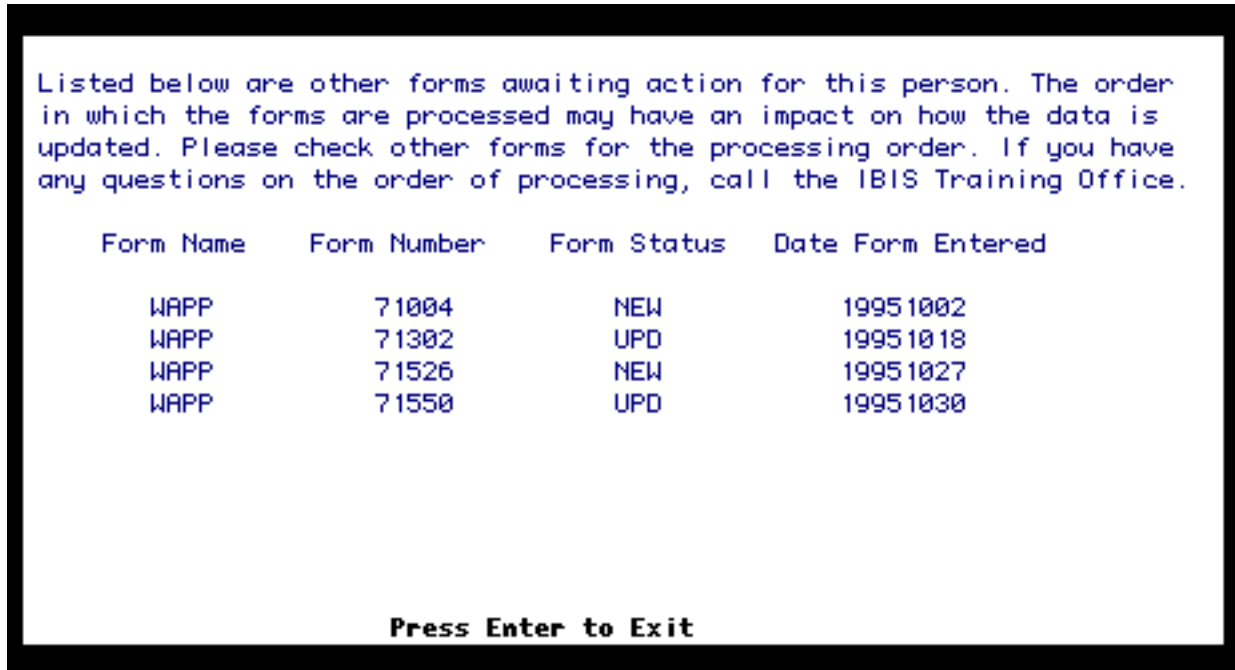
NEXT FUNCTION: _____ (MENU, KEYS, END)
```

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.

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 **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

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 is the last window to appear before you proceed to Page 1 of the WUPD form.

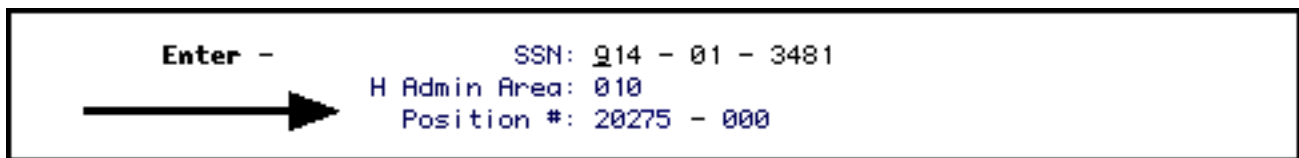
1. Select the appointment to be processed by typing an **X** next to the name.

**> Note:**

Click on the screen image to see an explanation of each column.

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

## 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.

10/30/95 12:26:11.9	<b>WAGE INFORMATION UPDATE</b>	WUPD Page 1 of 2
Form Action: <b>ADD</b> Document #:	Unit: <b>OHR</b>	Confidential (Y/N): <b>Y</b>
Effective Date: <b>10 / 30 / 1995</b>	Document Status:	
<b>APPOINTMENT INFORMATION</b>		
SSN: <b>914-01-3481</b>	Appt: WAG S	Status: ACT
Name: <b>COVOTE, WILE E</b>	Position: 010 20275-000	
Appt Begin: 09 / 05 / 1995	Appt End: <b>1</b> / 31 / 1997	
Hrly Rate: 5.00 <b>2</b>	Patent Agree: <b>3</b> / <b>3</b> / <b>3</b>	Loc: UF <b>4</b>
Est Hrs: 8 <b>5</b> (per week)	Wage Type: <b>6</b>	Ctry Czshp: <b>7</b>
HBudget: 01 - <b>8</b> - 34 UP	HR Rep #: <b>9</b>	Work Unit: NA <b>10</b>
Job Desc #: 8004 - <b>11</b> - 000	Job Title: WAGE STAFF ASSISTANT	
Description of Duties: <b>12</b>	_____	
<b>HIGH DEGREE INFORMATION <b>13</b></b>		
High Degree: NNSCH	Inst: _____	
Date: ___ / ___ / ___	Dspln: _____	
<b>MILITARY SERVICE INFORMATION <b>14</b></b>		
Status: -	Branch: -	Dschg Date: ___ / ___ / ___
PF11 = List Employee Appointments	Dschg Rsn: _____	
<b>NEXT FUNCTION:</b> _____	Other Forms Awaiting Action (Y/N)? <b>15</b>	
	<b>&lt;MENU,KEYS,END&gt;</b>	

**> 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.
  - 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.
  - The second set of numbers is automatically generated by WUPD.
  - 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.



10/30/95  
12:26:57.3

**WAGE INFORMATION UPDATE**

WUPD  
Page 2 of 2

Form Action: **ADD** Document #:  
Effective Date: **10 / 30 / 1995**

Unit: **OHR**

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.

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# 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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