Frequently Asked Questions

Human Resources/Payroll

Appointments, Hiring and Employee-Related Services - All Employees

Is it necessary to include Race/Ethnicity Data on new hire and re-hire forms?
Employee race and ethnicity data is used for federal reporting. It is required on new hire and re-hire paperwork for all non-student/graduate assistant positions (student data is housed in the Student Information System). If an employee does not wish to disclose this information a best guess must be made. Forms that are submitted without this data may be rejected by Human Resources.

What is needed in order to successfully meet an HR form deadline (HR Cutoff Date)?
Complete, approved HR forms with all supporting documentation need to be received in Human Resources by 5:00 p.m. on the posted HR deadline. Forms will be processed in priority order by effective date for payroll. Late forms or missing documentation will delay processing of your form. HR forms deadlines are published to the Controller’s Office web site at the following link: http://www.ctlr.msu.edu/copayroll/payrollSchedules.aspx.

I’d like to submit a form for an existing employee. How do I search for the person?
Search for the employee by name, person ID and/or employee type. You can type in the first and last name and click Start to return a list of matching employees. If the search by name yields a long list, use the Open Extended Search to add selection criteria by employee type to reduce the list of names. You can also type in the exact person ID if known and click Start.

When should I use the Change of Status form vs. the Pay and Cost Redistribution form?
If the only thing that needs to change is pay or cost distribution, the pay and cost redistribution transaction should be used. However, if other information needs to change such as adding/removing an administrative title, changing rank, adding/removing a unit, or percent employed change, a Change of Status form should be used. If the pay or cost distribution change is being driven by any other data changing, the Change of Status should be used. On the Change of Status form, the user can indicate all the changes including the pay and cost distribution.

How do I use the lookups on the forms to find values required for data entry of the forms (For example, position, funding, organizational unit, supervisor position, etc.)?
Individuals have the option to use the overall form lookup link, or use the magnifying glass icon available on specific fields. The magnifying glass is the preferred method for searching for field values.
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After sending a form, the Unit Administrator realizes he/she needs to withdraw the form. Is there a withdrawal period? For example, if an approver opened the form already, would the initiator still be able to withdraw it?

Only the initiator can withdraw the form and they can do this at anytime during the workflow process. However, only one person can be in a form at a time. If the approver has it open, the initiator will have to wait until they have closed the form.

I am a Unit Administrator. How can I find a specific HR form (Hire, Appointment, Termination, etc.)?

All HR forms are located under in the EBS Portal, under Administrative Services in the Unit Administrator tab. The forms are grouped by employee type.

Log in to EBS Portal> Unit Administrator tab > Administrative Services tab. Forms are listed under Employee-Related Services.

As a Unit Administrator, I have submitted a form with an attachment for approval, but the approver is not able to see the attachment. How do I fix this?

The paperclip attachment functionality located in Adobe does not work correctly and if used, the attachment will not route through workflow. If the approver can’t see the attachment it is likely that you used the paperclip instead of clicking the Add Attachment button. Resubmit the form with the attachment using the Add Attachment button in the upper left hand corner (of the screen) or (of the form).

Where can I enter business addresses for employees in my unit?

This information is maintained by Central HR. Unit Administrators can submit administrative address (primary position address) and actual work location changes for employees by emailing these to Records@hr.msu.edu.

Please make sure to include the employee’s name, ZPID and Personnel Number (PERNR) in the email along with the address, phone number and fax number (if applicable). Specify which address type needs updating - administrative address (where campus mail will be delivered) or actual work location.

Is it OK to choose “Other” as a reason for termination on the Termination Form?

“Other” is a negative termination reason at MSU. If it is used, comments are required to explain why another reason was not selected.

The date field on the Termination Form was changed from “Effective Date” to “Last Date Worked.” What is the difference between the two?

We have changed the date field on this form from “Effective Date” to “Last Date Worked.” If the effective date of the termination differs from the last date worked, please note this in the comments section on the form.

The termination effective date may differ from the last day worked in situations where an employee has been on a leave of absence and the last day worked was long ago but the termination effective date is today.
Will the administrators filling out the form need to fill in the description of duties each time they submit a "reclassification?"

Yes, this data is required for HR to know what the new job responsibilities are for the reclassification that is being requested. This is a potential future enhancement. The purpose for this section is for HR to determine when it is creating a position or reclassifying a position that the correct classification has been selected. Since you only create a position once and each reclassification is unique, this information is specific to each case when the form is submitted. Therefore, this data is not stored in SAP and will not be pre-populated into the form. When selecting 'Change in Position' this data does not apply because you don't change the classification on a change of position attributes selection. You must select reclassify if changing the duties/classification.

For desired salary/hourly rate in the reclassification form, can you enter the word "same" instead of the "amount"?

Typically a reclassification would incur a salary/hourly change in pay, but in the rare circumstance that this would not change this information, typing in "same" is fine.

How do I submit the COMPASS Support Staff Hiring Recommendation to HR for approval?

This process has changed slightly in the COMPASS system from what it was previously. Two steps are involved in recommending a candidate for hire:
1. Change the status of the selected applicant to RECOMMENDED FOR HIRE;
2. Click on the HIRING RECOMMENDATION TAB and then click ADD NEW ENTRY. Complete the information as required. Be sure to SAVE/SUBMIT the Hiring Recommendation when it is complete.
Because this second step is not “forced” by the system, it is easy to overlook it, with the result that HR receives a candidate recommendation with no hiring data and is unable to approve the request.
NOTE: This only applies to Support Staff or certain MSUE postings; there is no Hiring Recommendation for Faculty/Academic Staff postings.

What should I do if the work address that populates in a form is not the employee’s current address?

Many of the HR/Payroll forms populate the first address associated with the position and not necessarily the current address. You may note the correct address in the comments section of the form for HR to confirm.

As an approver, can I remove an attachment from a form that has been submitted to me for approval?

No, only the initiator can remove an attachment. Approvers can view attachments, but will not be able to remove them. Therefore, an attachment can be viewed by anyone that is included in the workflow approval.