AAOU SSC RT USER Guide

Rev. 3/25/2020

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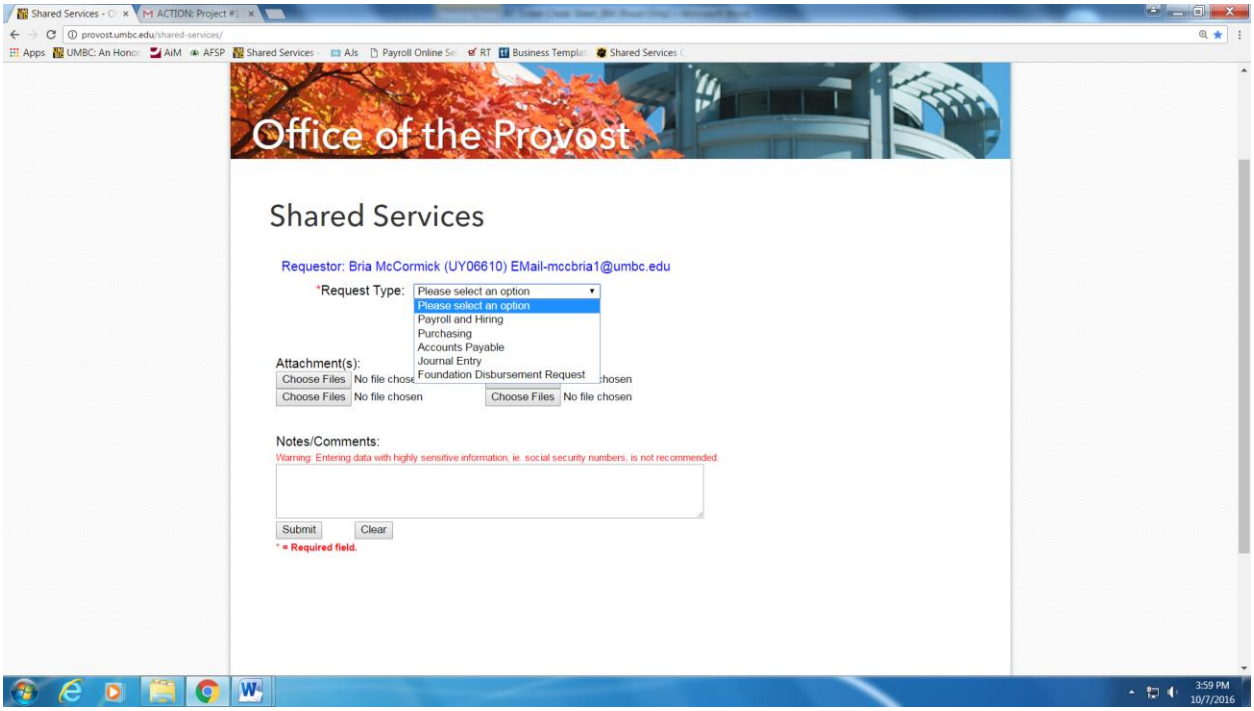
Entering Payroll Requests:

Step 1: Departments decides to hire an employee *(i.e. Exempt, Non-Exempt, Contingent I, Contingent II, and Student Workers)*.

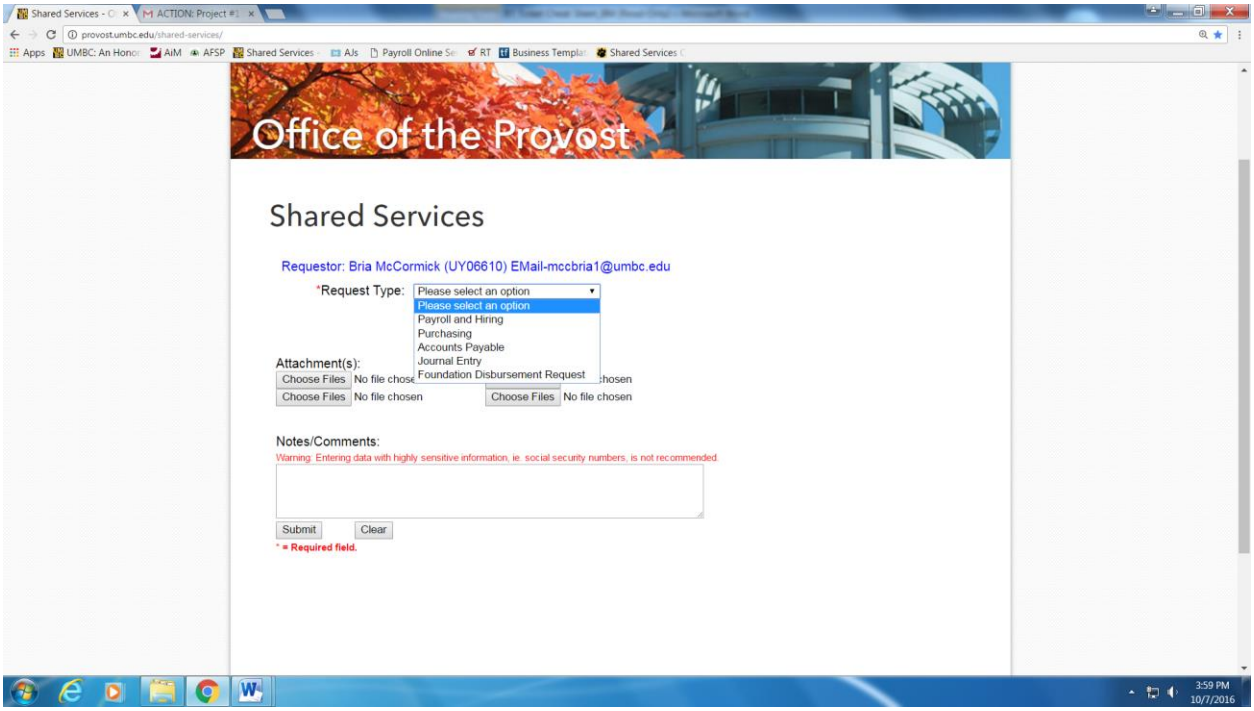
Step 2: Department submits an RT ticket utilizing the AAOU SSC website by using the following link http://provost.umbc.edu/shared-services/ This step should be done immediately as soon as the department decides to hire an individual.

Example of basic step[S] for Payroll Hiring RT:

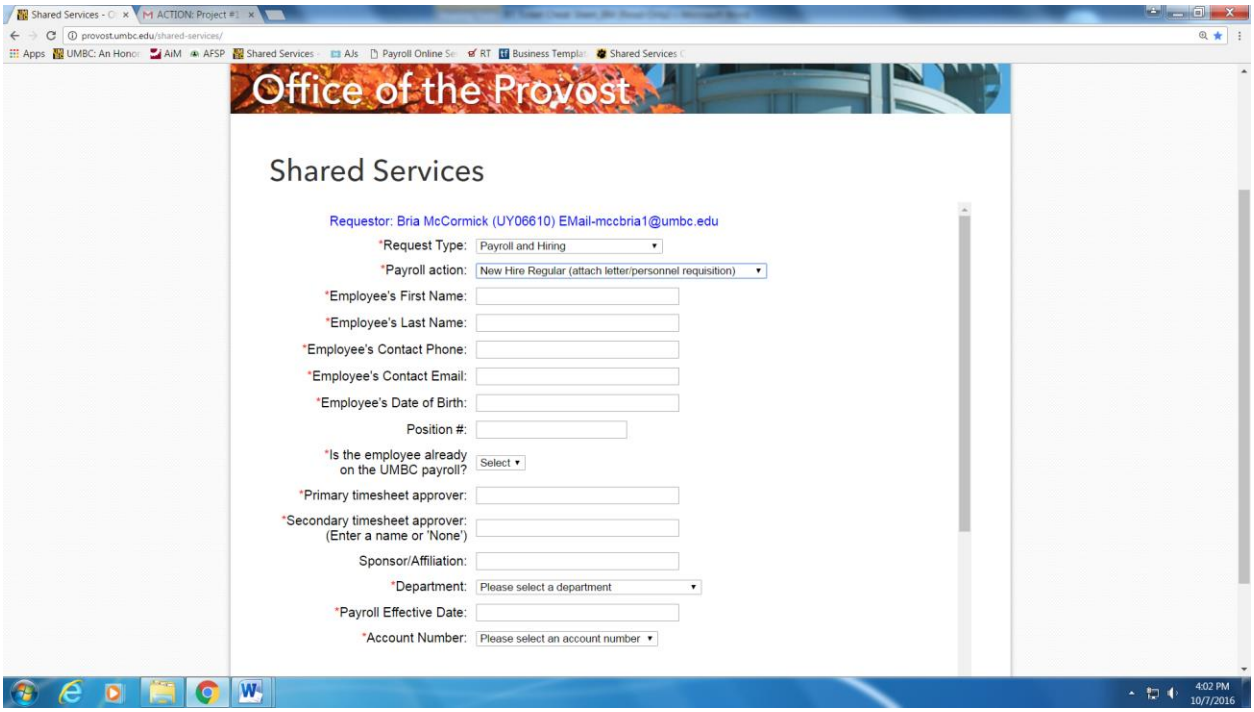
Step 1 - Select Payroll and Hiring:



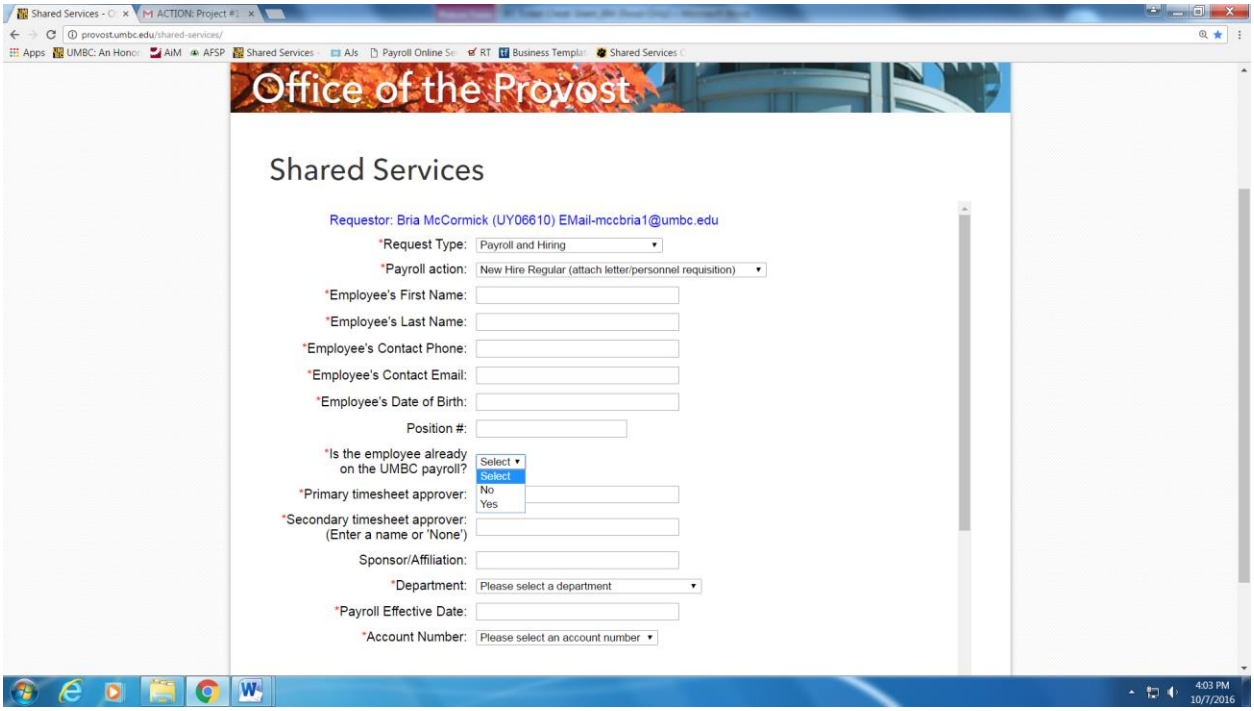
Step 2 - Select the appropriate action for payroll action:



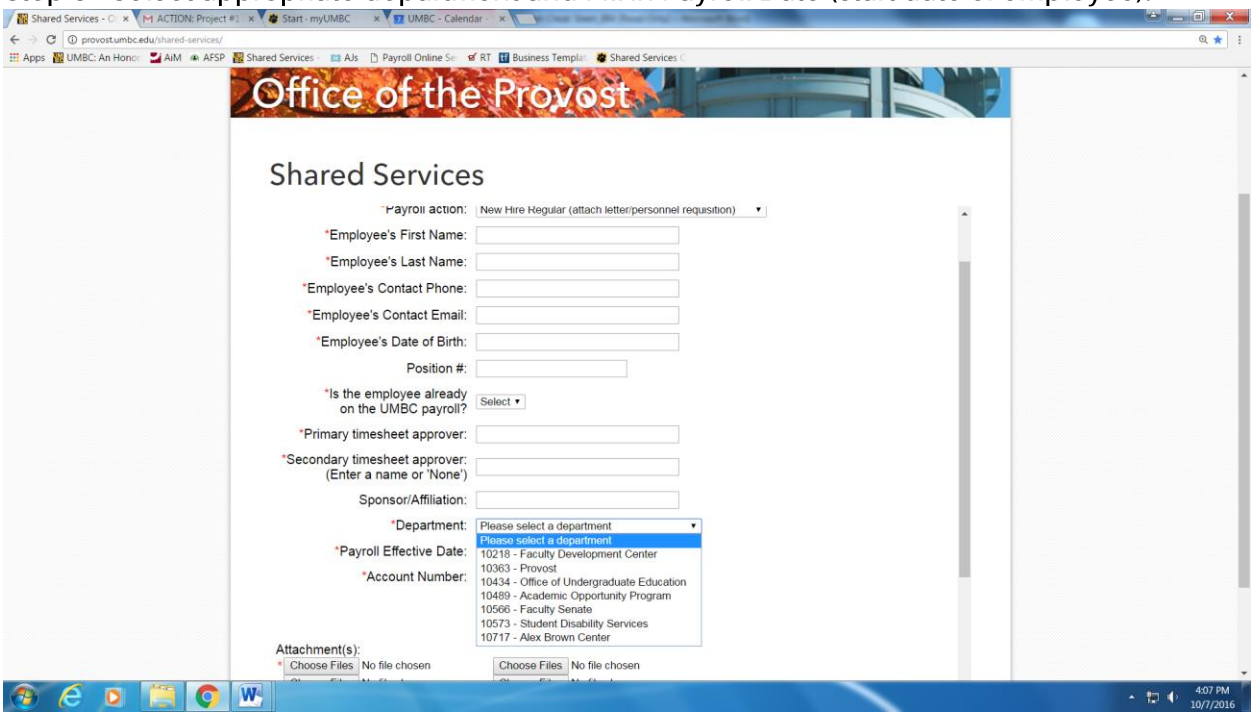
Step 3 - Fill in employee information:



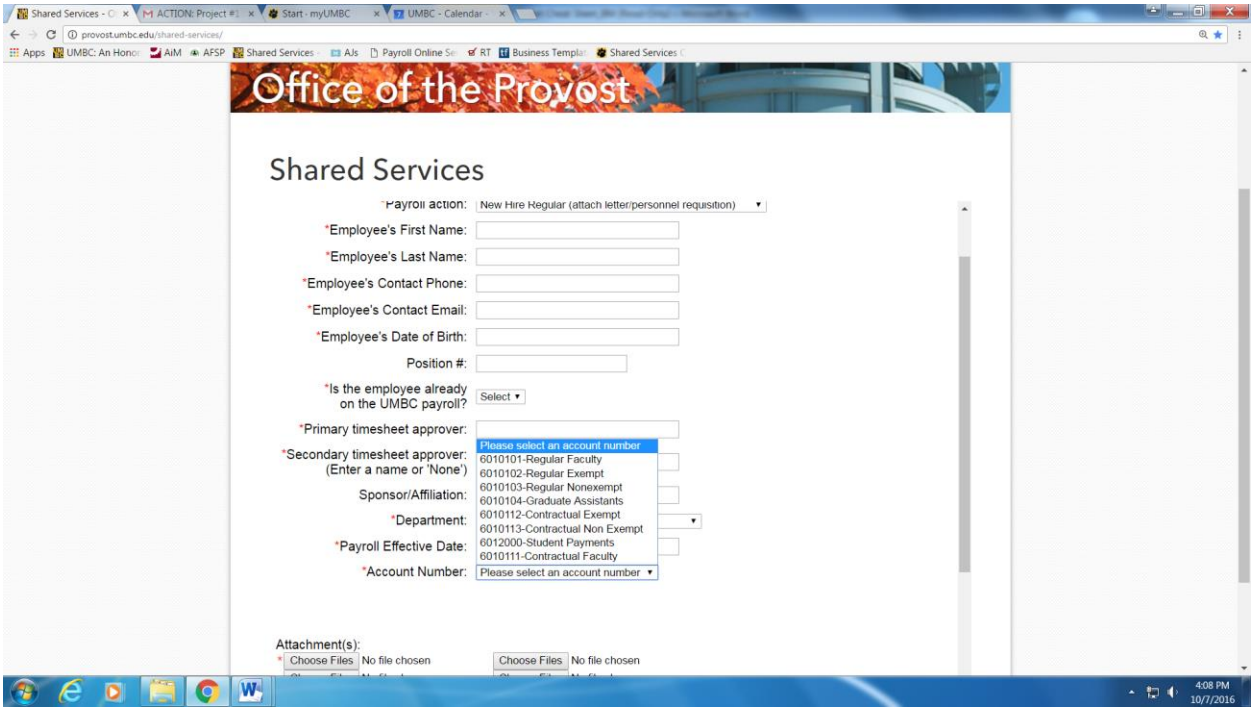
Step 4 - Select "yes or no" for already on UMBC payroll:



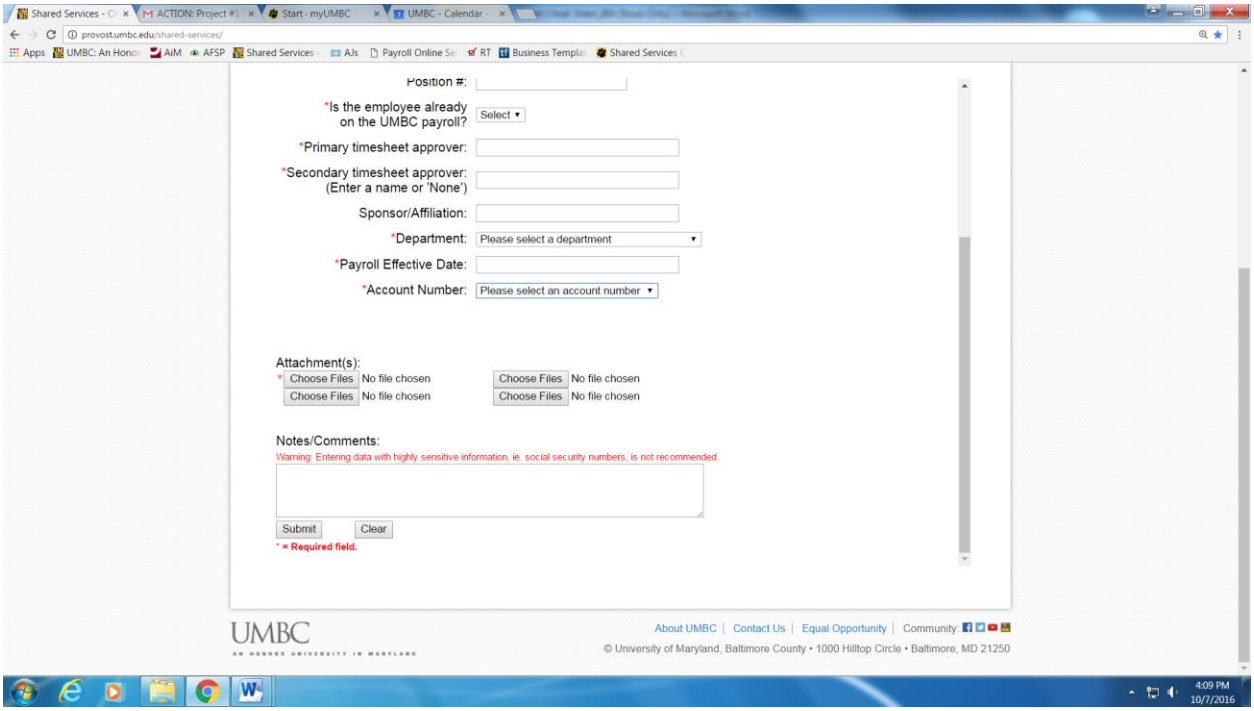
Step 5 - Select appropriate department and Fill in Payroll Date (start date of employee):



Step 6 - Select account numbers:



Step 7 - Attached required documentation (see below), make comments and submit:



Documentation that should be attached to the RT ticket:

Exempt & Non-Exempt Employees:

- Human Resource approved personnel requisition form with appropriate signatures,
- Copy of resume
- Appointment letter, and
- Application

Contingent I and II:

- Completed contingent *contract (must include department and employee's signature)*
- Resume, and
- Application.

Part-time Existing Faculty Members:

- Part-time supplemental faculty appointment letter with the chart-string,
- compensation amount, and
- Pay dates.

Part-time Faculty Members (Non UMBC Personnel):

- Copy of Resume,
- Application,
- Part-time supplemental faculty appointment letter with the chart-string,
- compensation amount, and
- Pay dates.

Graduate Assistants:

- Copy of departmental contract, resume, and application

Student Workers:

- Application, and
- Resume

Personnel Category note:

Contingent I:

- Please note, the "if and when needed" category should be selected if the employee will be working less than 20 hours on a weekly basis.
- The number of hours should also be recorded on the contract agreement.

- The contingent I contract agreement for the "if and when needed" status can be executed for:
  - *Year or less; and renewed by a new contract agreement for one year or less.*
- The "temporary" category should be selected if the employee will be working more than 20 hours on a weekly basis. The number of hours should be recorded on the contract agreement. This agreement for the "temporary" status can be executed for:
  - *Six months or less; and renewed one time by a new contract agreement for six months or less.*

Contingent II:
Employee must work a minimum of 20 hour a week.

*Please note - All UMBC employees must complete the appropriate new hire paperwork with an AAOU SSC staff member prior to start working.

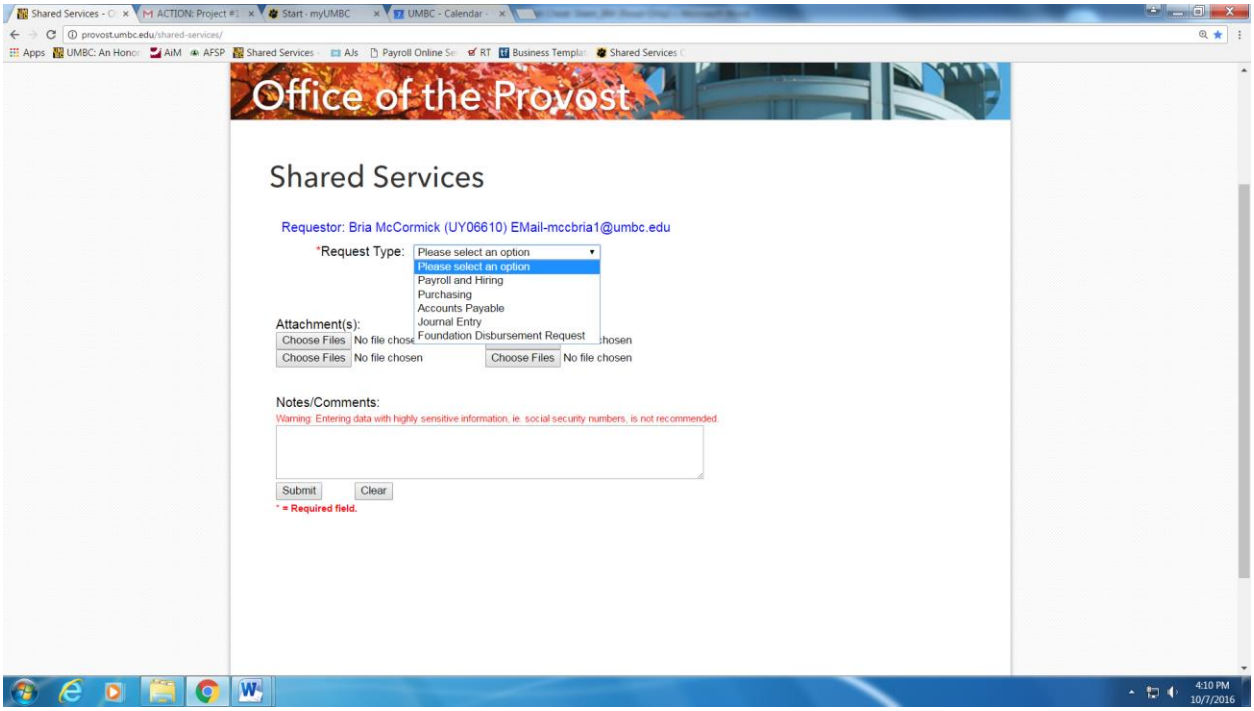
Entering Purchasing RT Request

Step 1: Department needs to make a purchase.

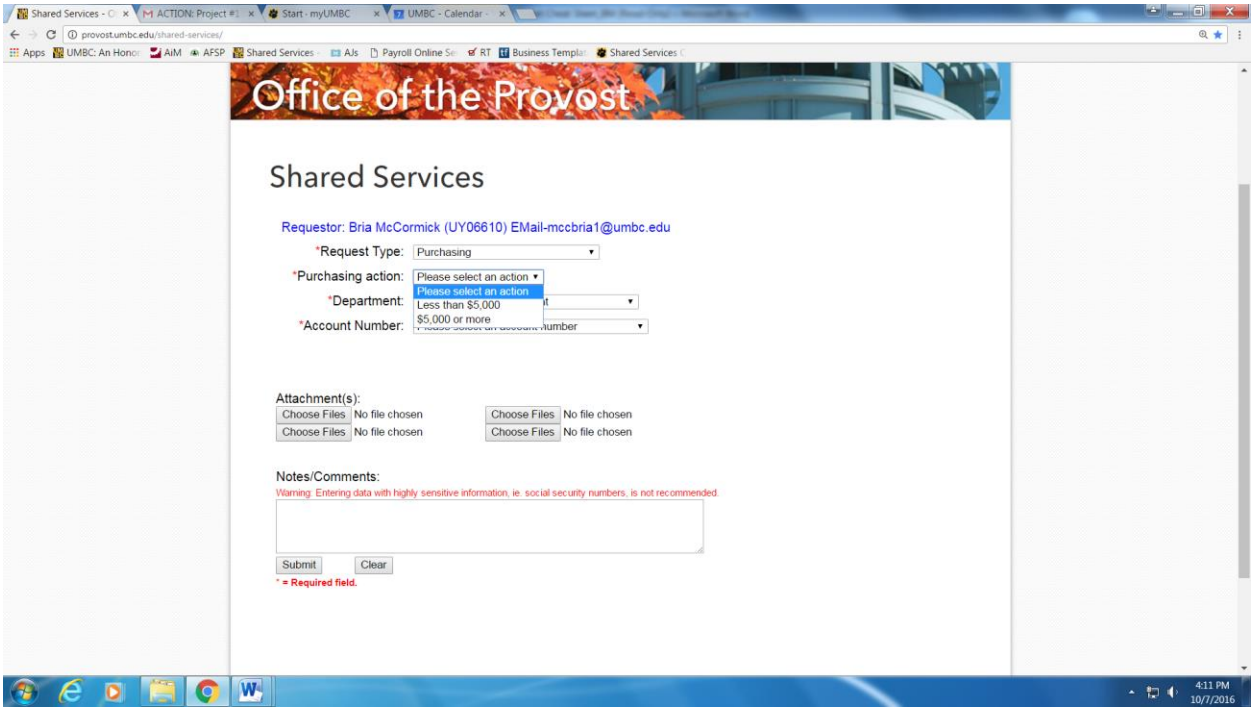
Step 2: Department submits an RT ticket utilizing the AAOU SSC website by using the following link http://provost.umbc.edu/shared-services/.This step should be done as soon as the department has a purchase need.

Example of basic steps for Purchasing RT:

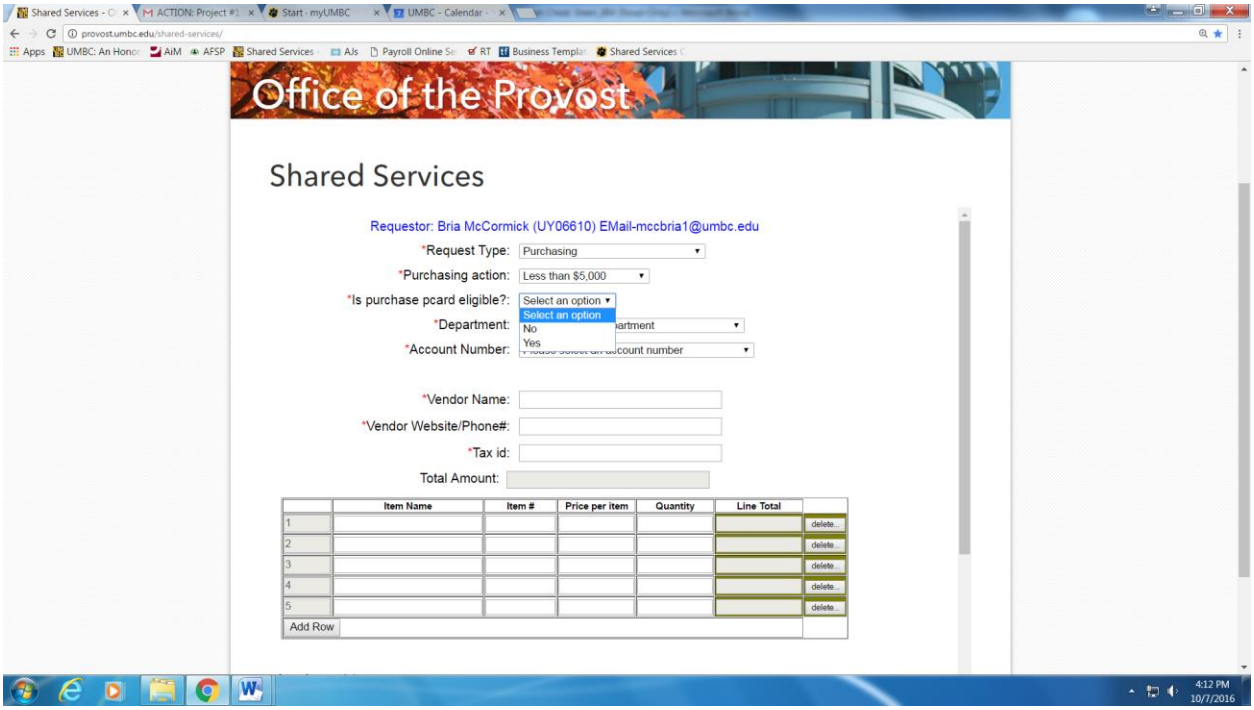
Step1 - Select Purchasing:



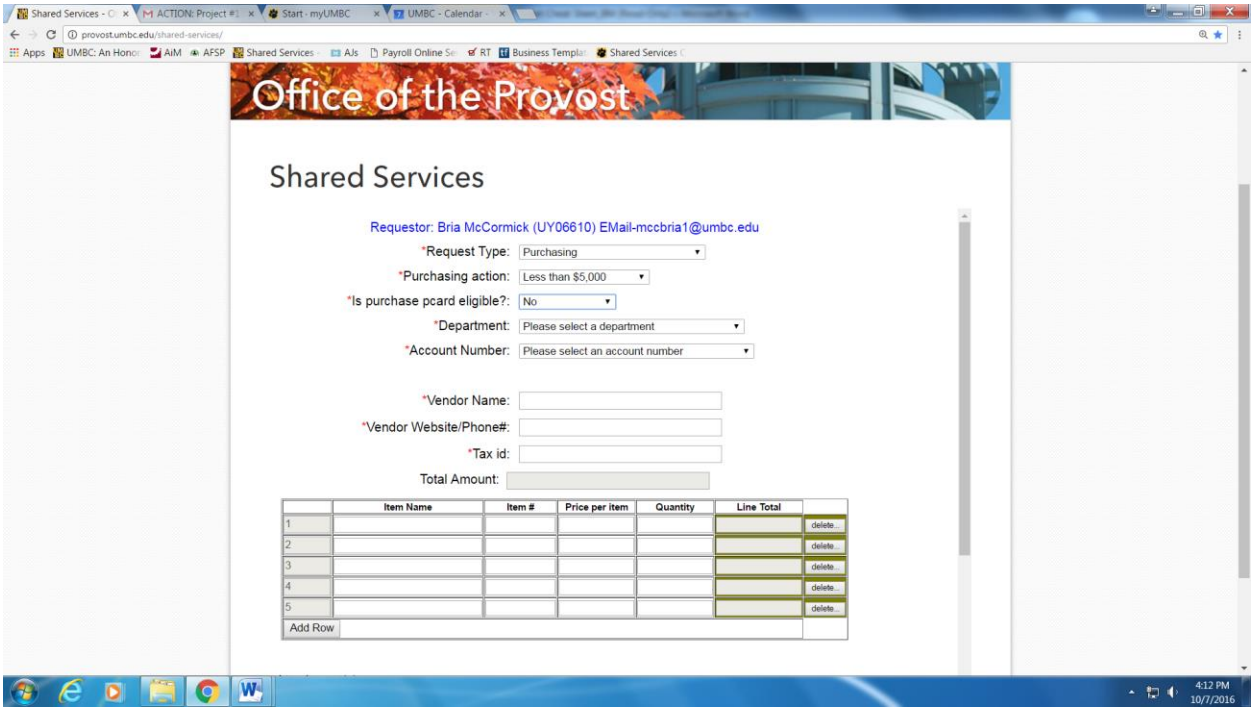
Step 2 - Select appropriate "Purchasing action":



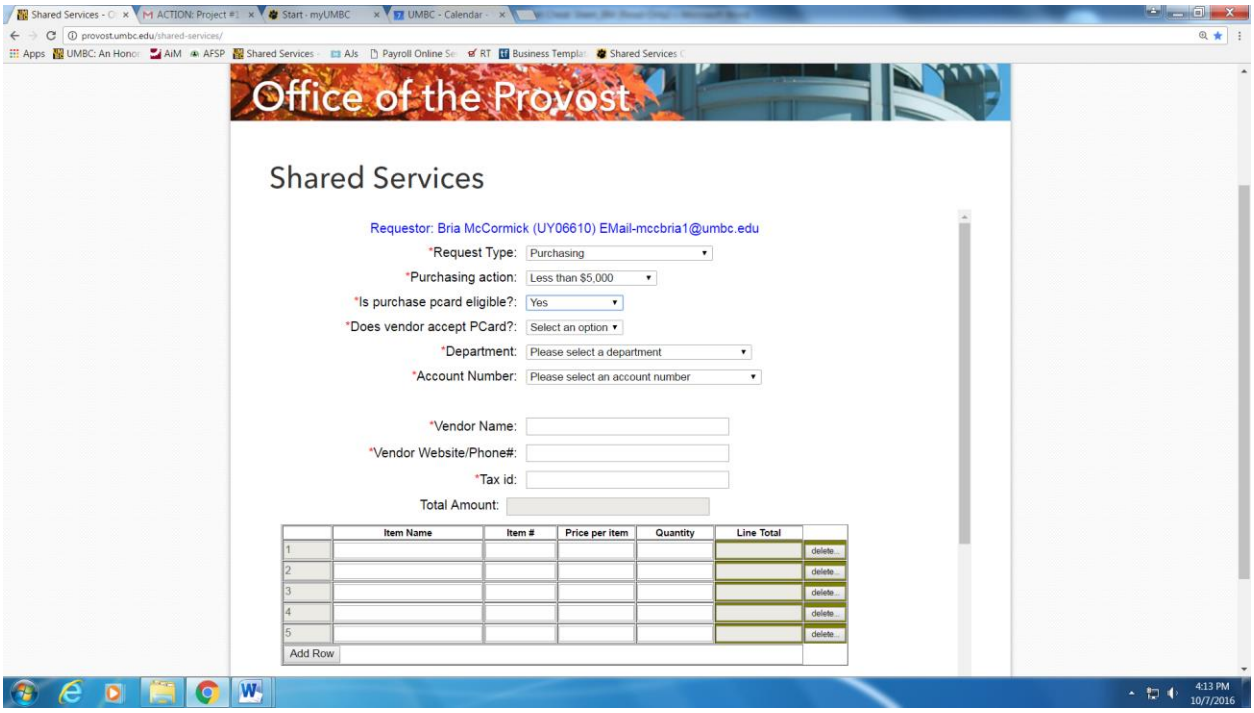
Step 3 - Is purchase PCard eligible?



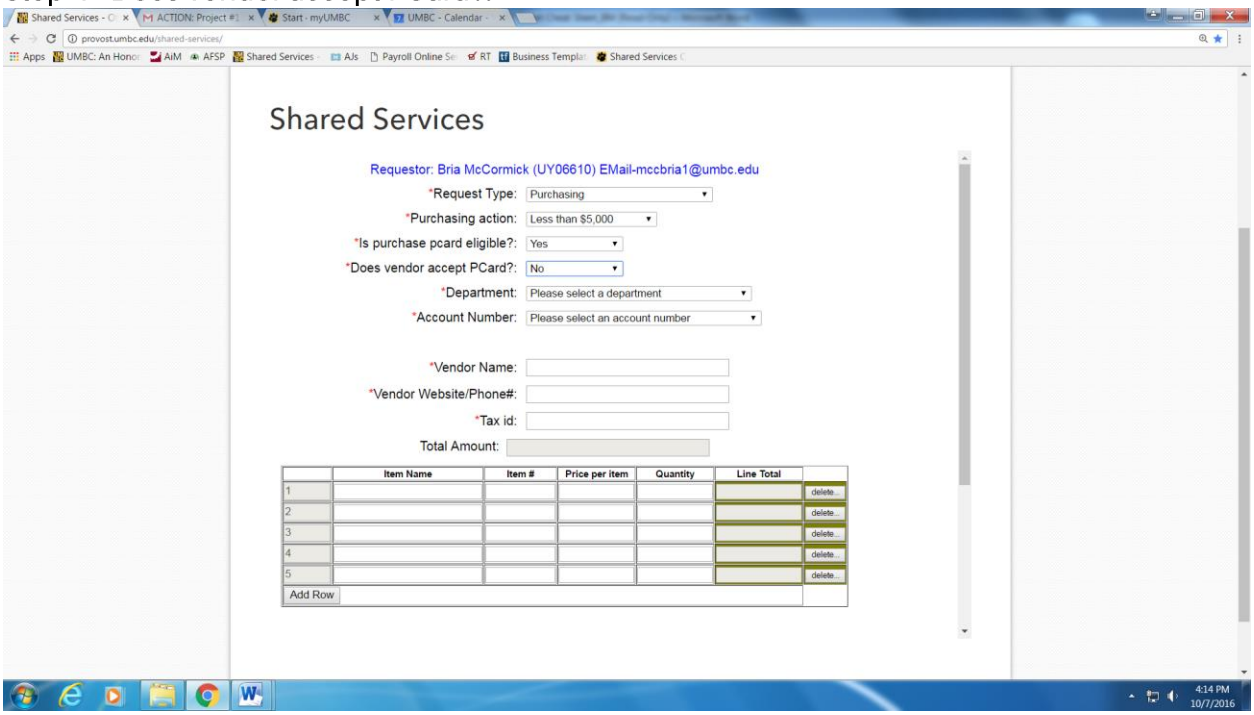
Step 3 - If "No" is selected, fill out all information domains with a red asterisk beside it:



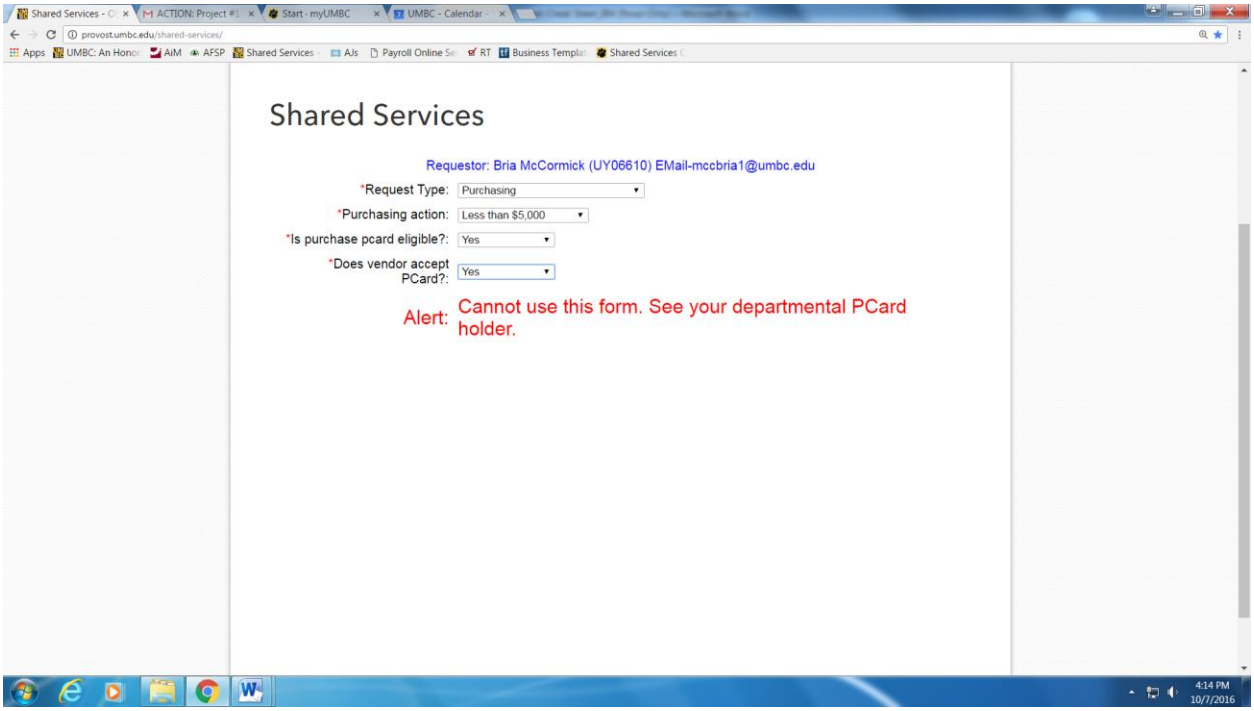
Step 3 part 2 - If "yes" is selected, fill out all information domains with red asterisk beside it:



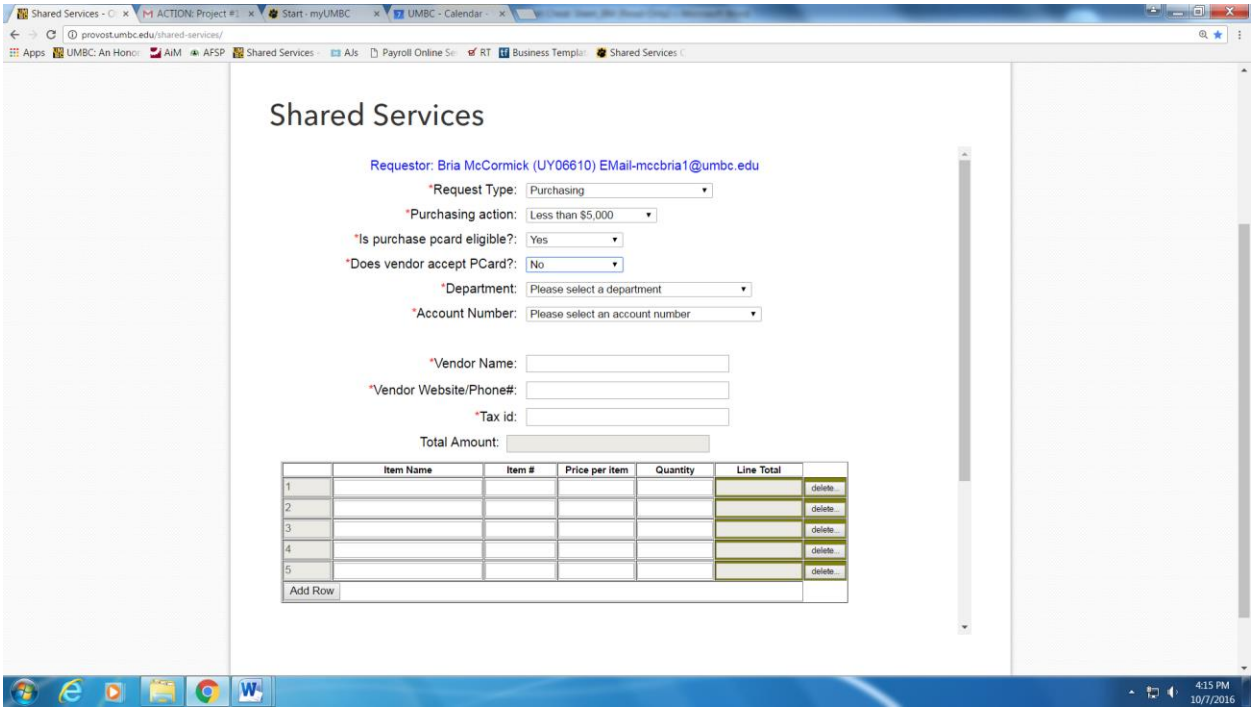
Step 4 - Does vendor accept PCard?:



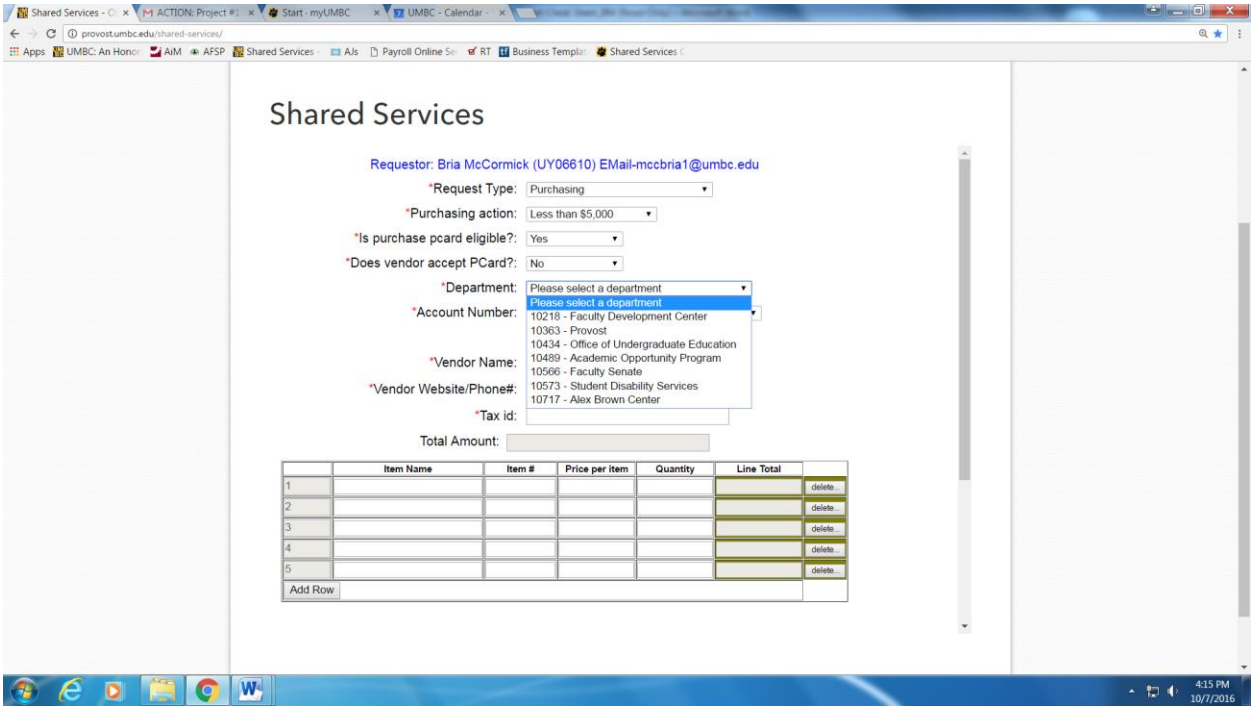
NOTE - If selection is "Yes", there is no need for a RT. Please see your departmental PCard Holder.



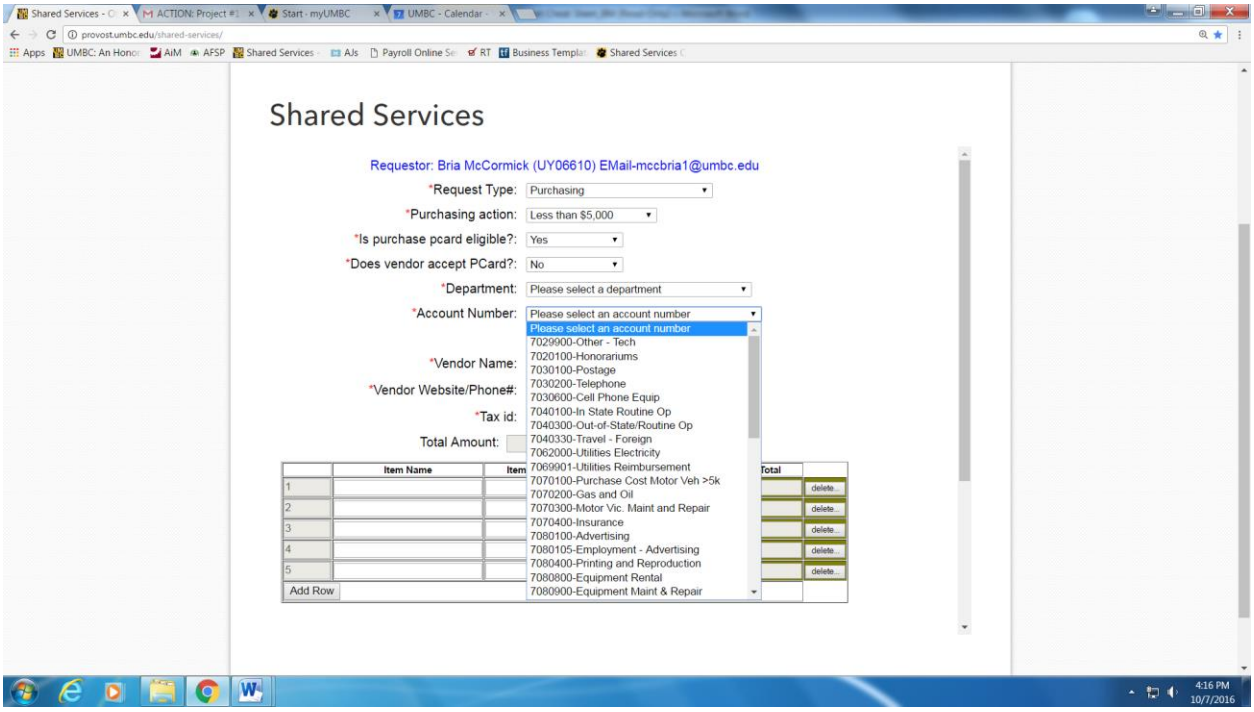
Step 5 - If selection is "no":



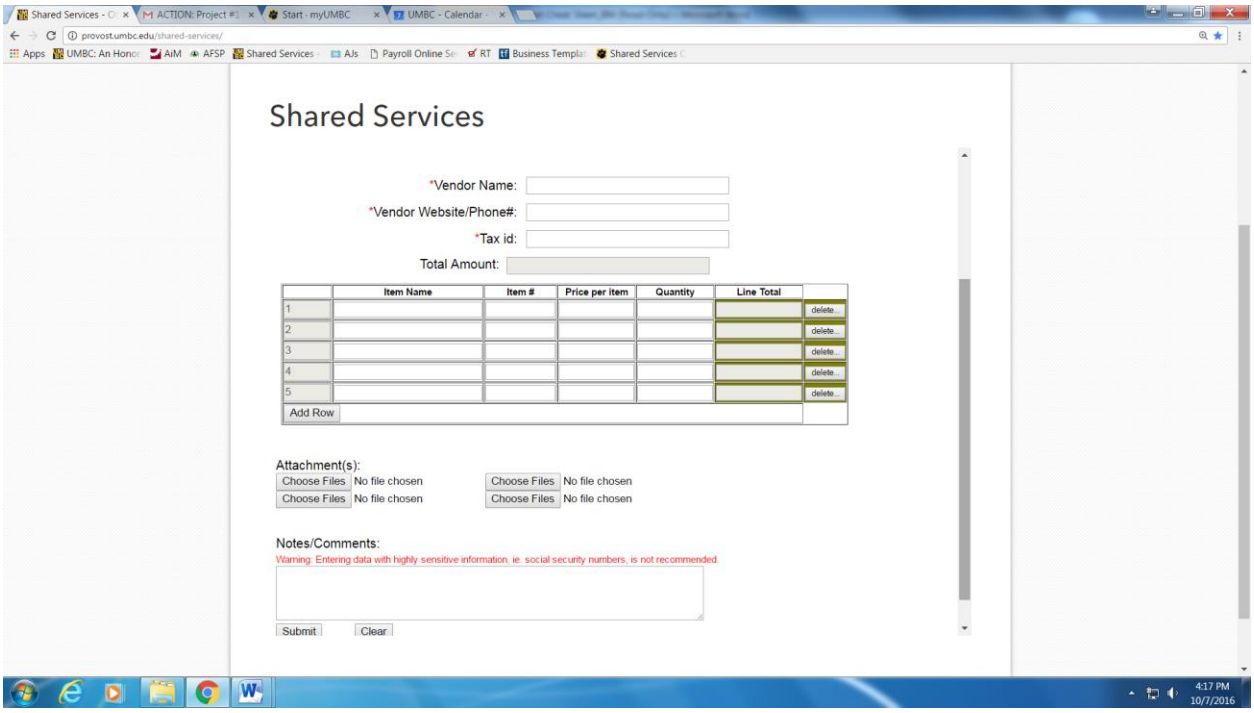
Step 6 - Select Dept. Number:



Step 7 - Select Account Number:

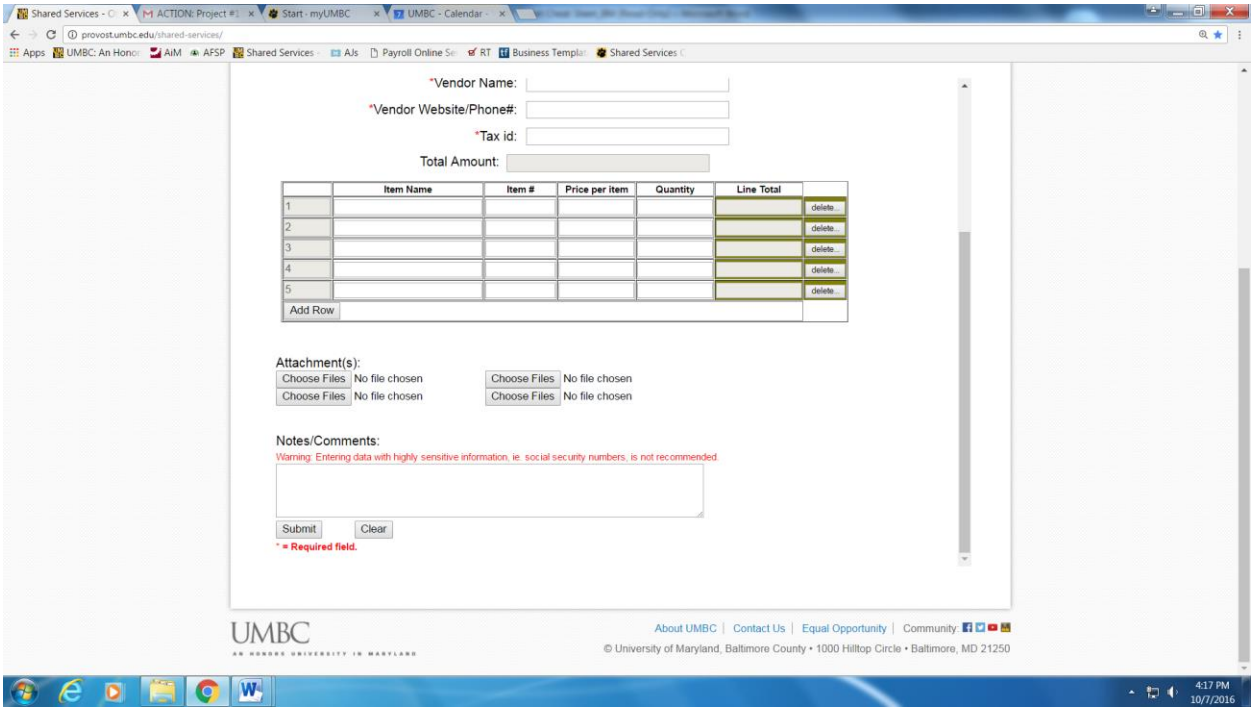


Step 8 - Fill out "Vendor Name", Vendor Website/Phone#, and "Tax i.d.":



Step 9 - Add Item Information (Item name, Item #, Price per item, Line total)

Step 10 - Attach relevant documentation and add comments, if needed:



Step 11 - Submit RT.

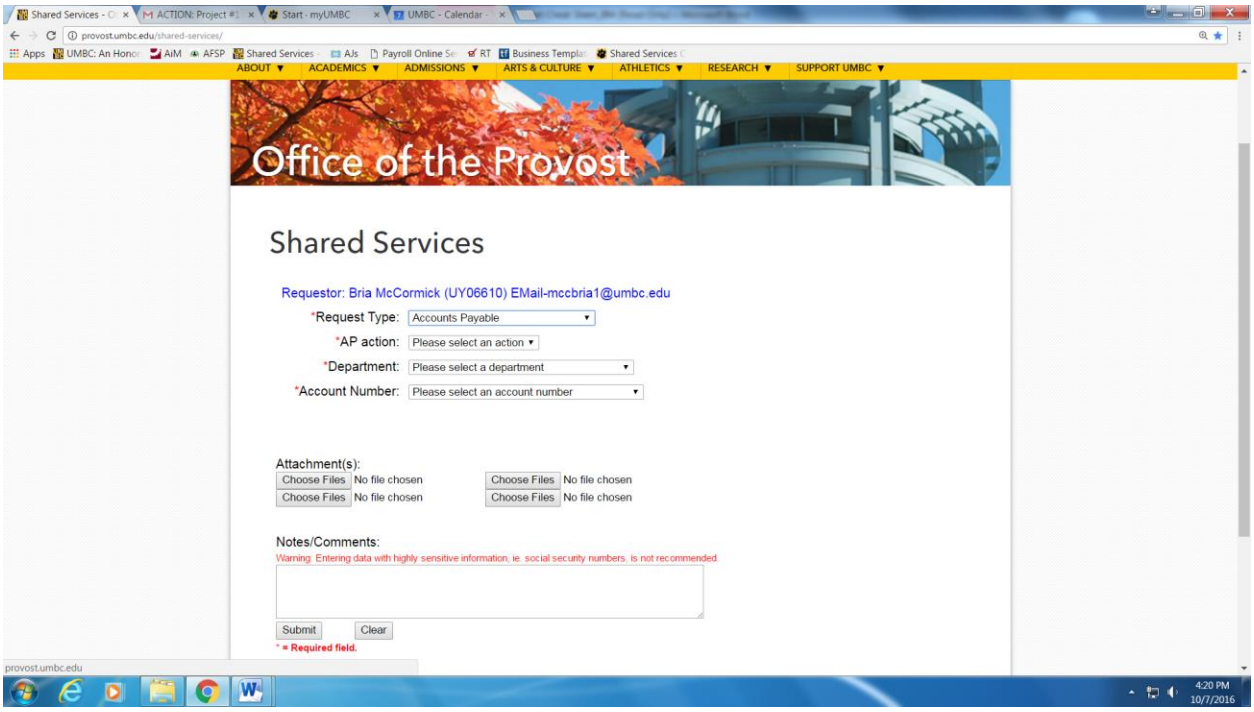
Entering Accounts Payable RT Request

Step 1: Department receives invoice from Accounts Payable/Vendor

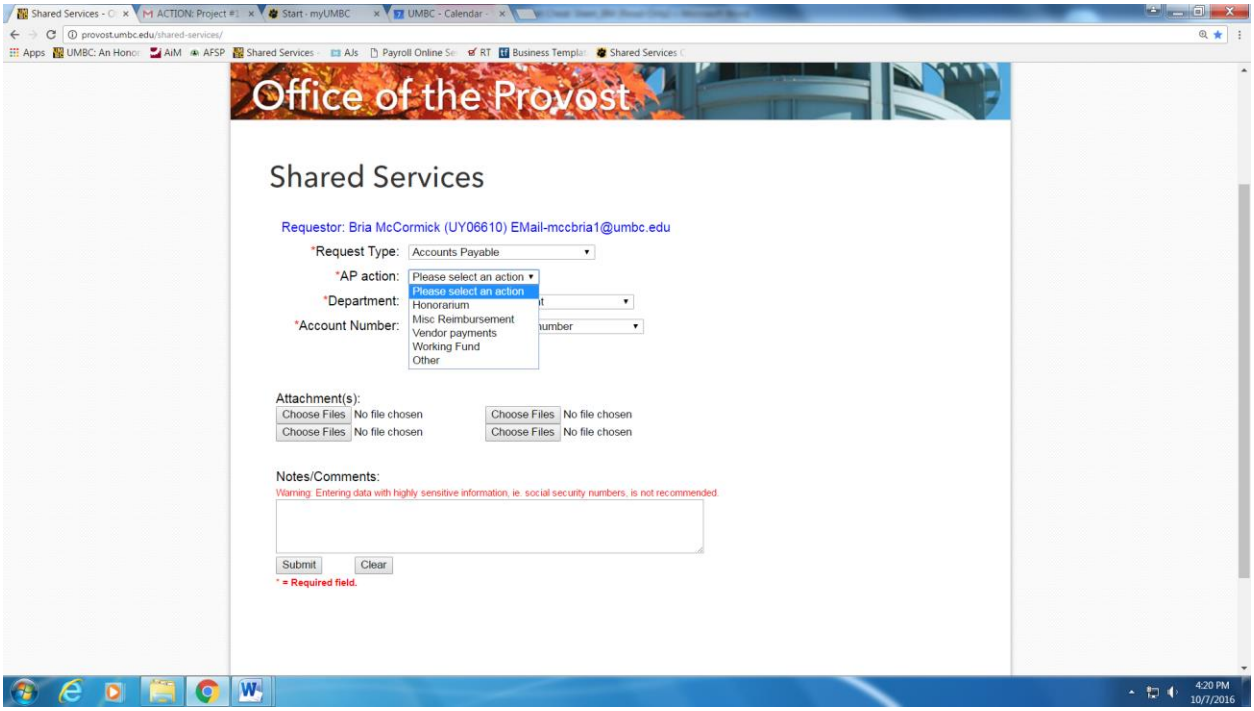
Step 2: Department submits an RT ticket utilizing the AAOU SSC website by using the following link http://provost.umbc.edu/shared-services/ This step should be done as soon as the department receives invoice.

Example of basic steps for Accounts Payable RT:

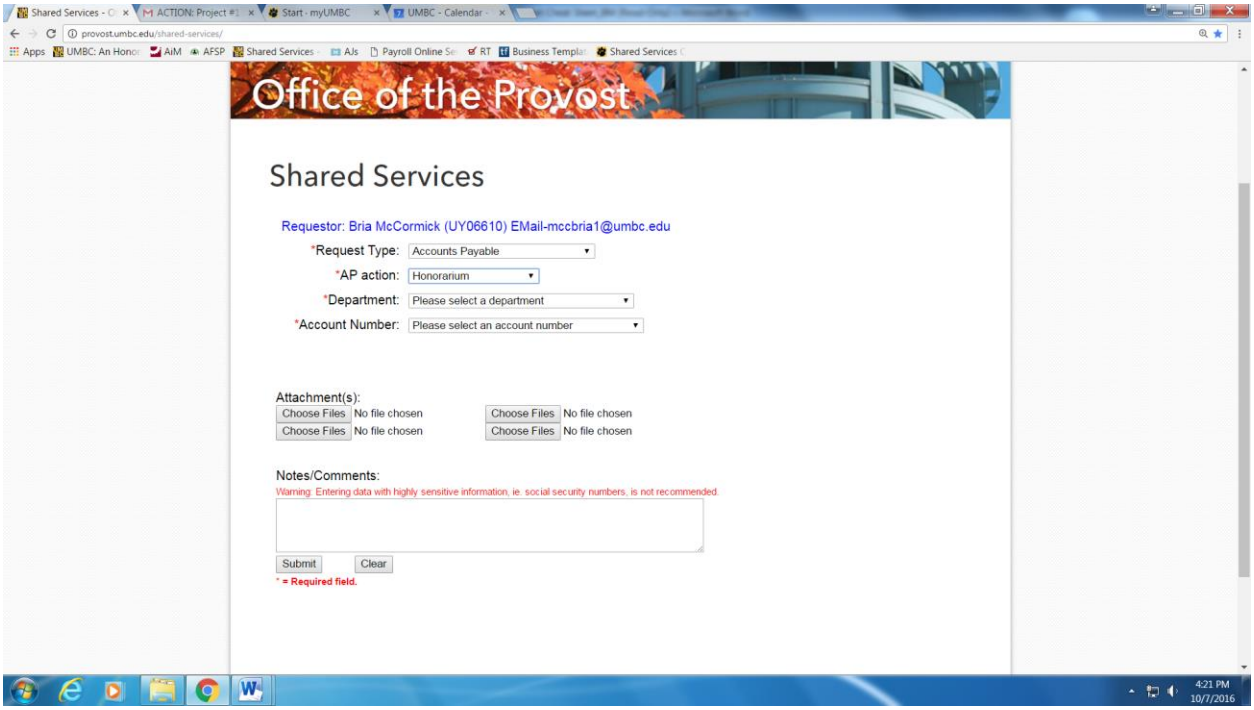
Step 1 -Select Accounts Payable:



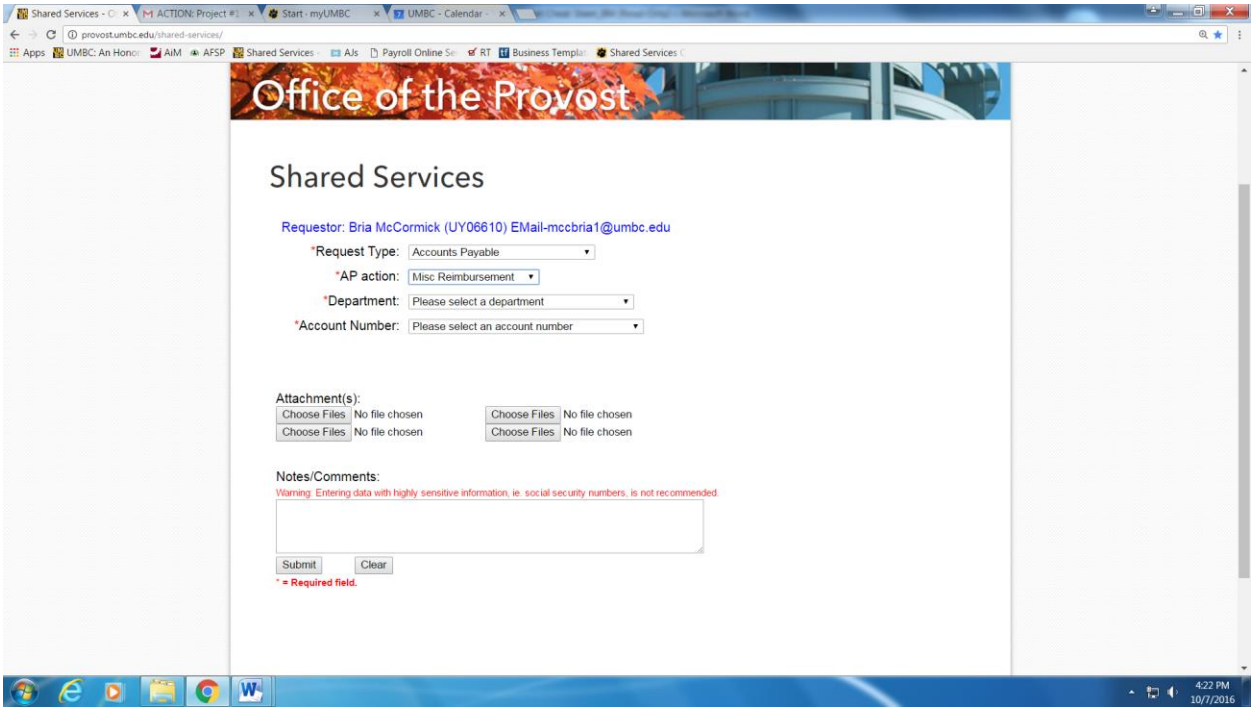
Step 2 - Select AP action:



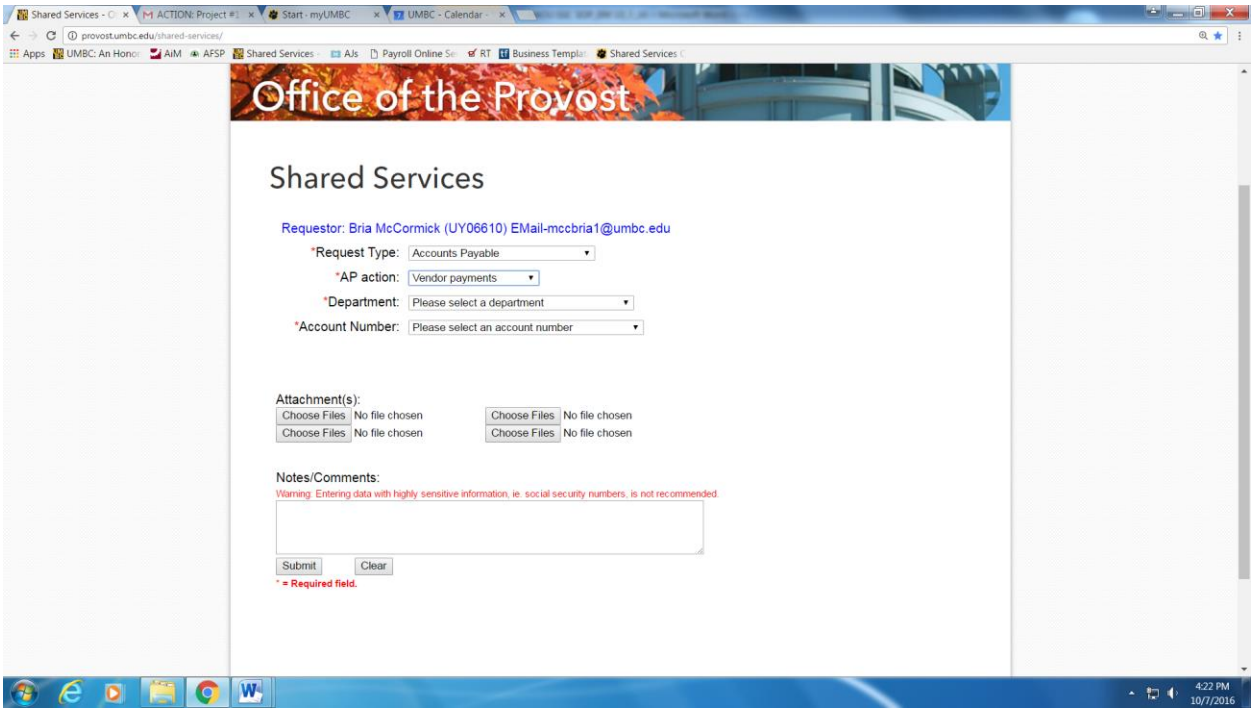
If "Honorarium is selected:



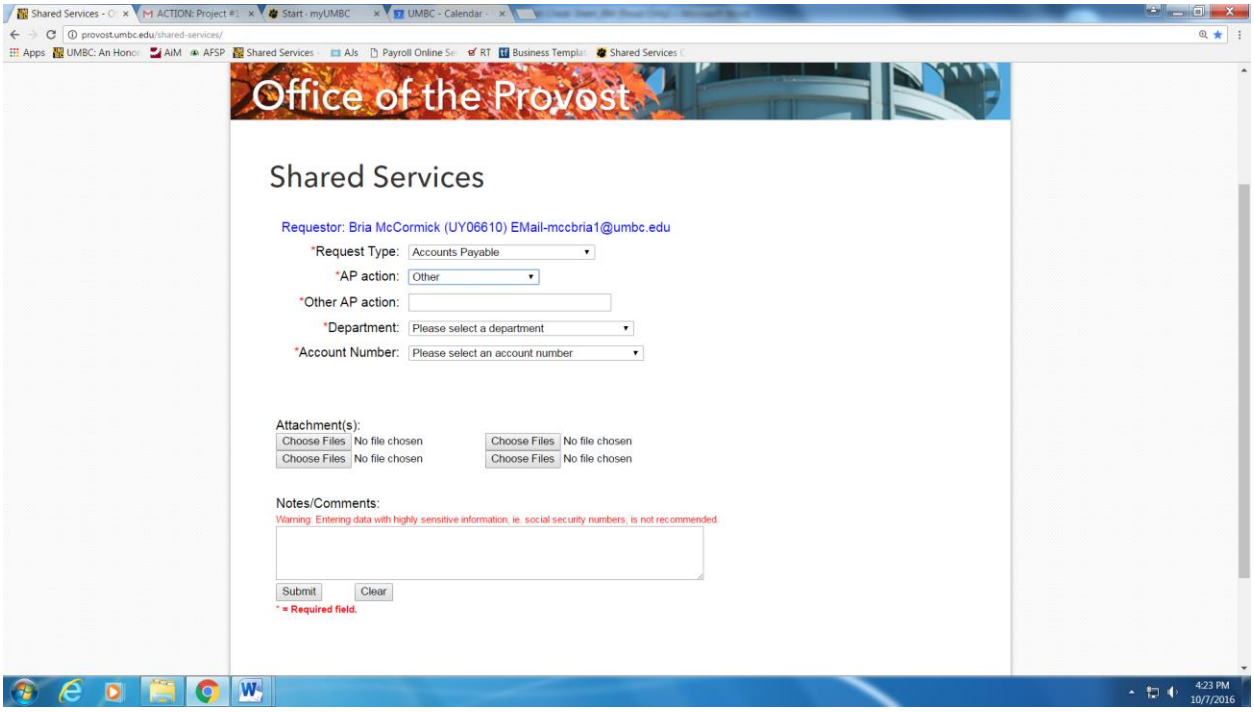
If "Misc Reimbursement" is selected:



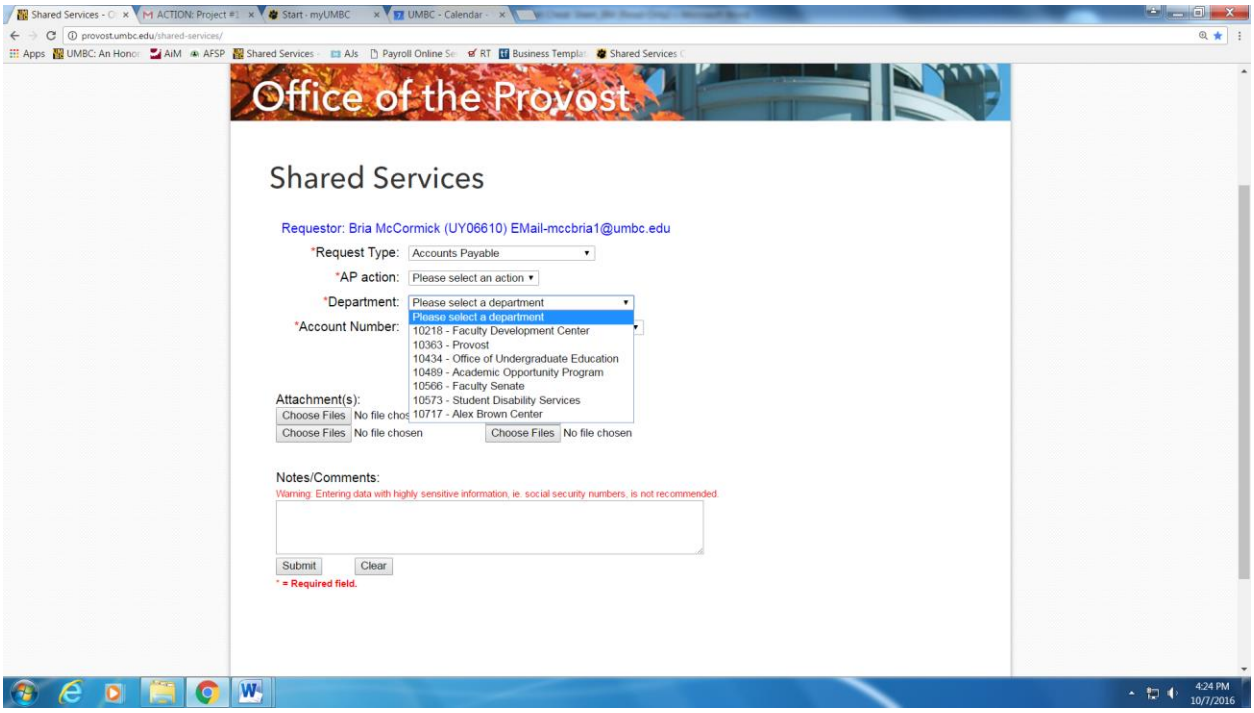
If "Vendor Payments" is selected:



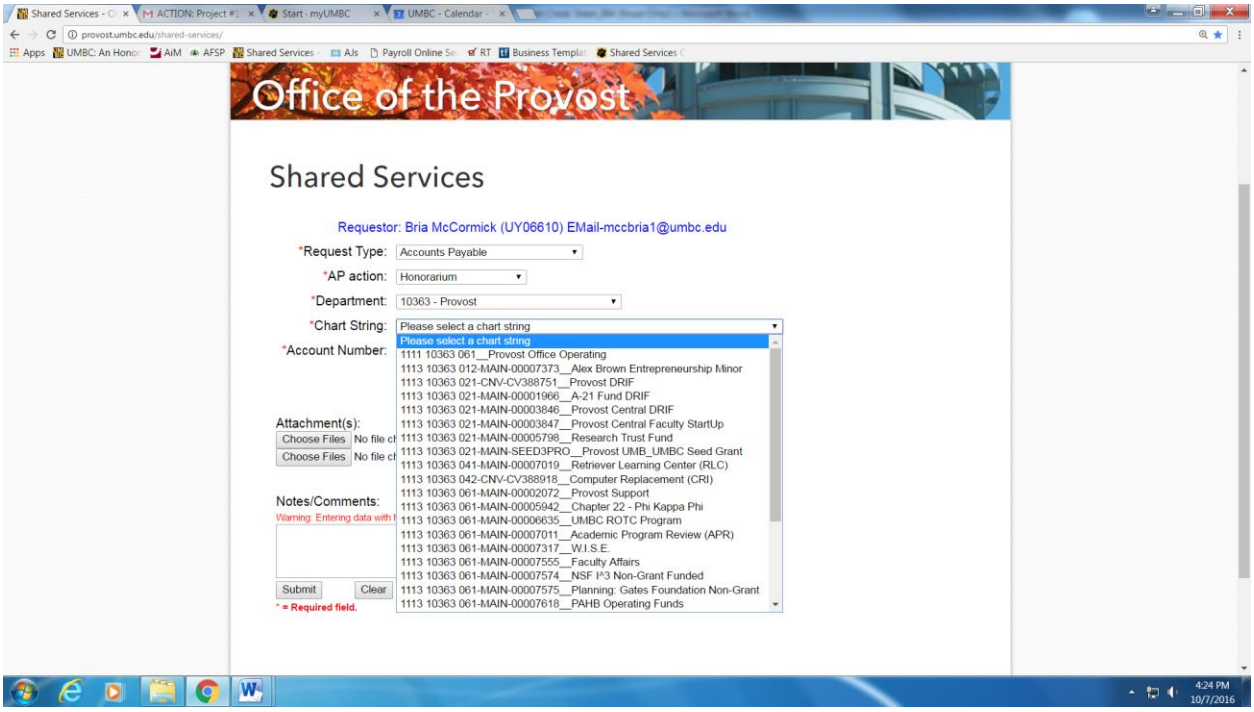
If "Other" is selected:



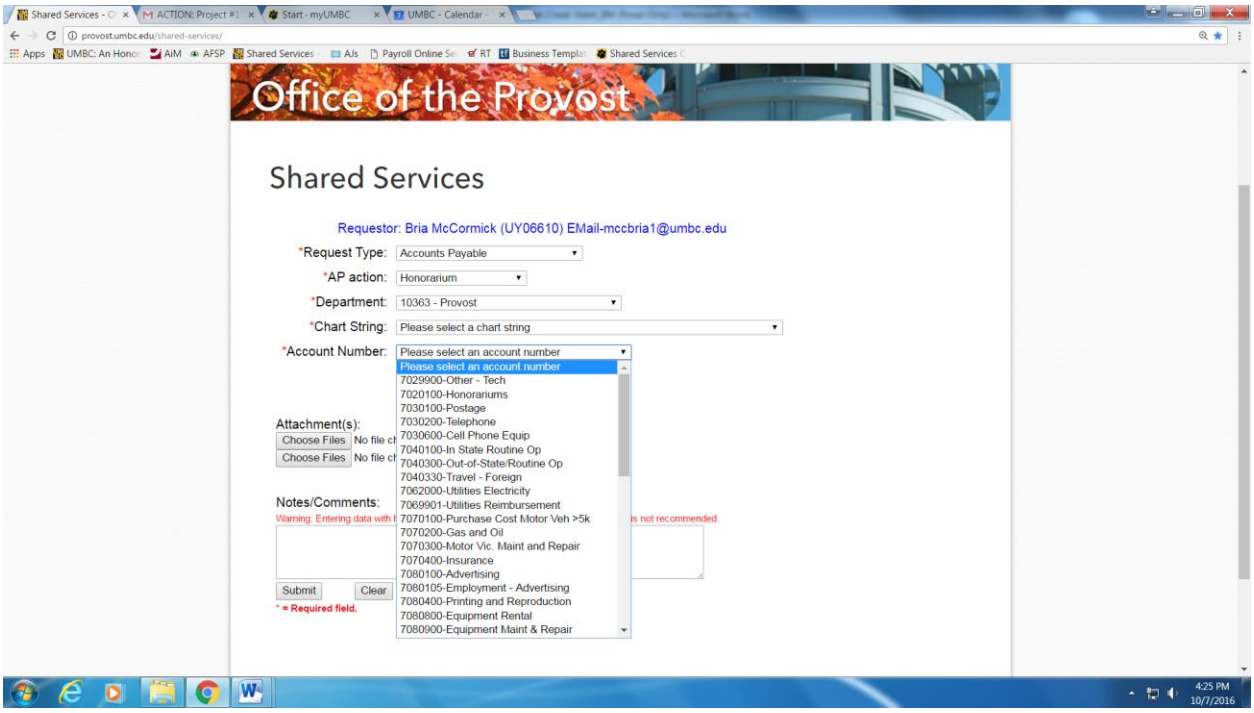
Step 3-Select Department:



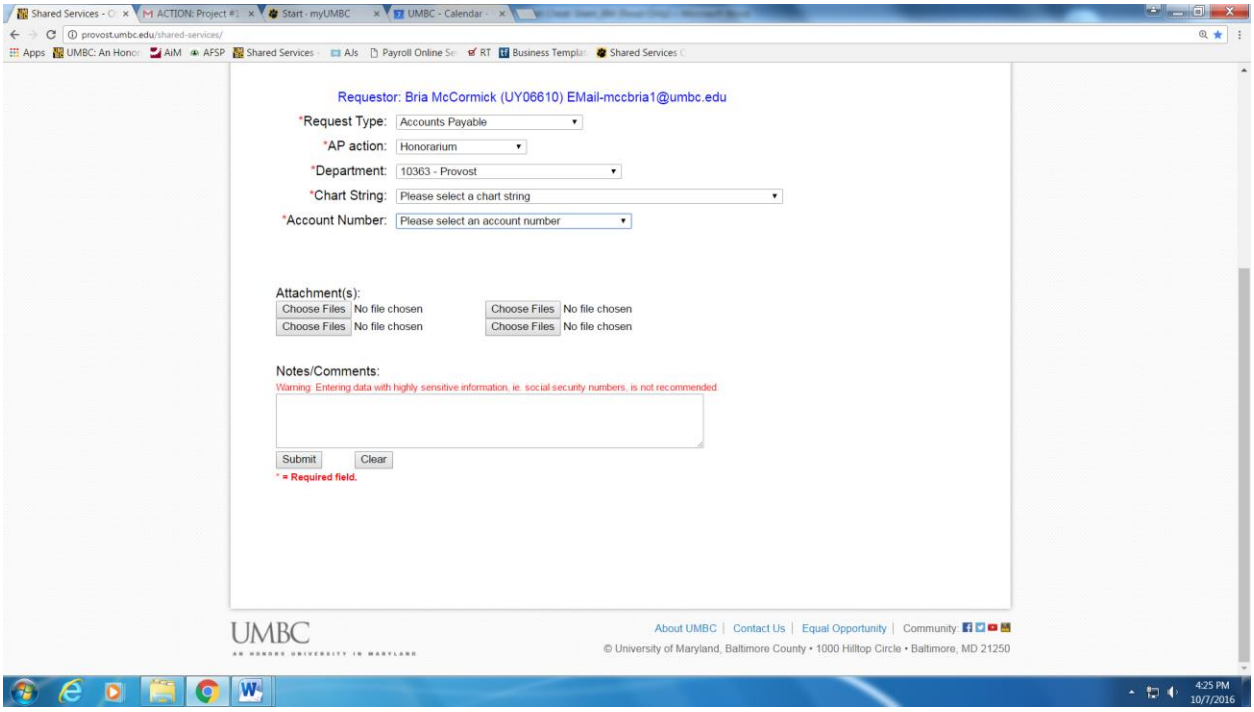
Step 4 - Select Chartstring:



Step 5 - Select Account Number:



Step 6 -Attach relevant documentation and write comment, if needed:



Step 7 – Submit RT.

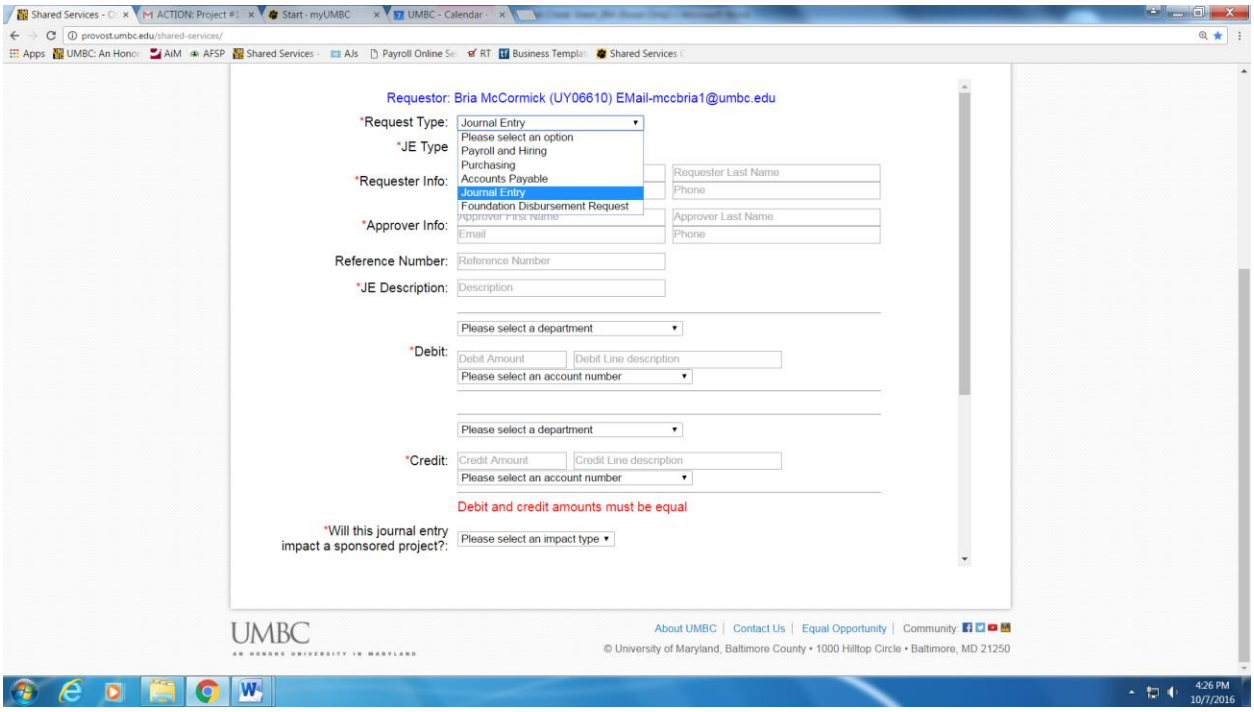
Entering Journal Entry RT Request

Step 1: Department needs a Journal Entry created.

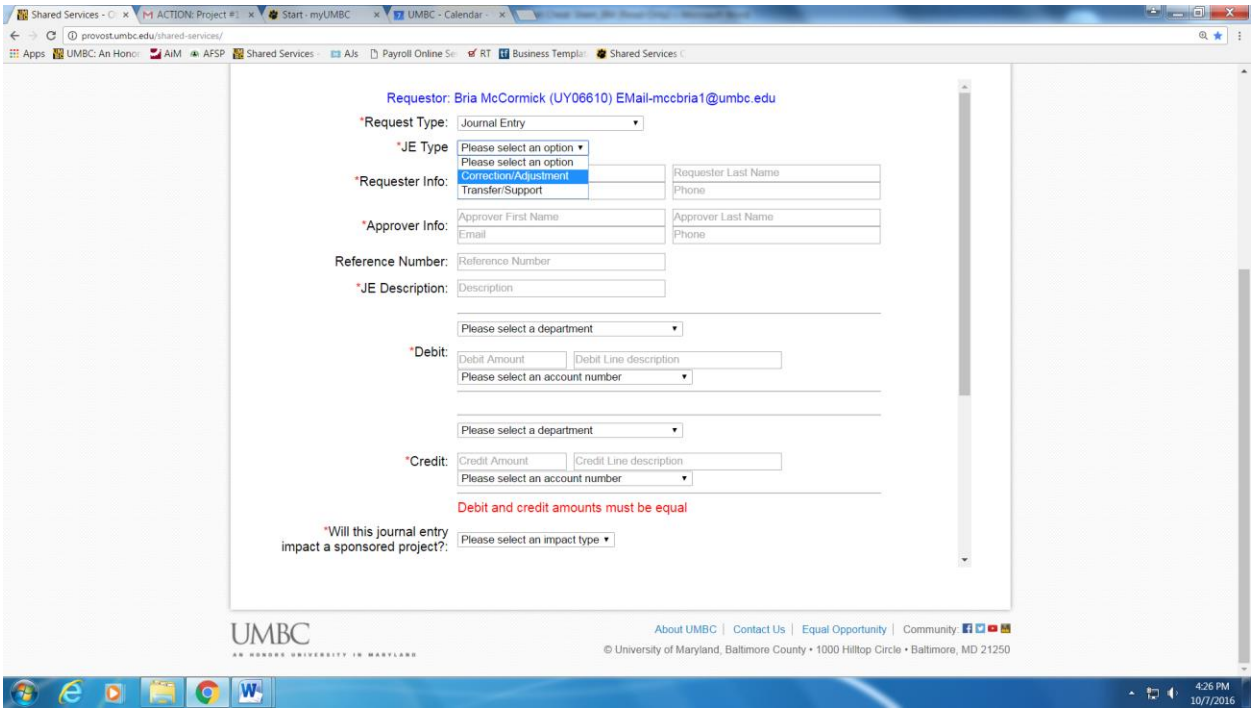
Step 2: Department submits an RT ticket utilizing the AAOU SSC website by using the following link http://provost.umbc.edu/shared-services/.This step should be done as soon as the department has a journal entry need.

Example of basic steps for Journal Entry RT:

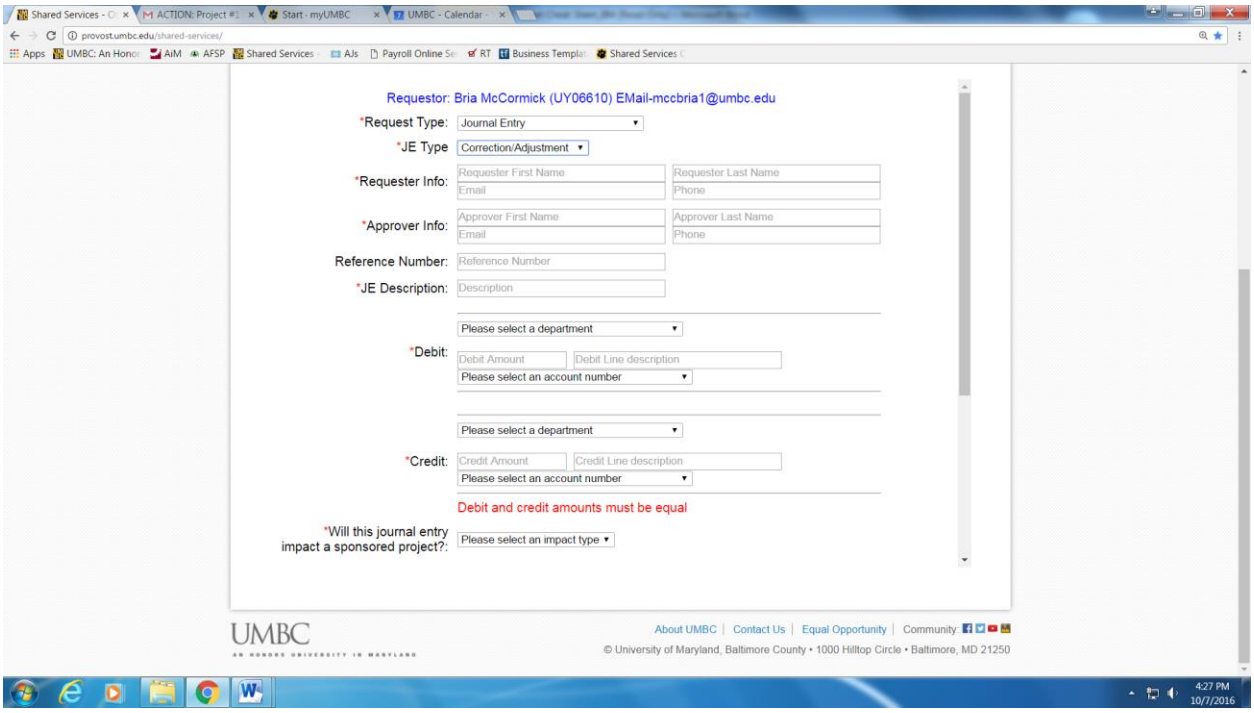
Step 1 - Select Journal Entry:



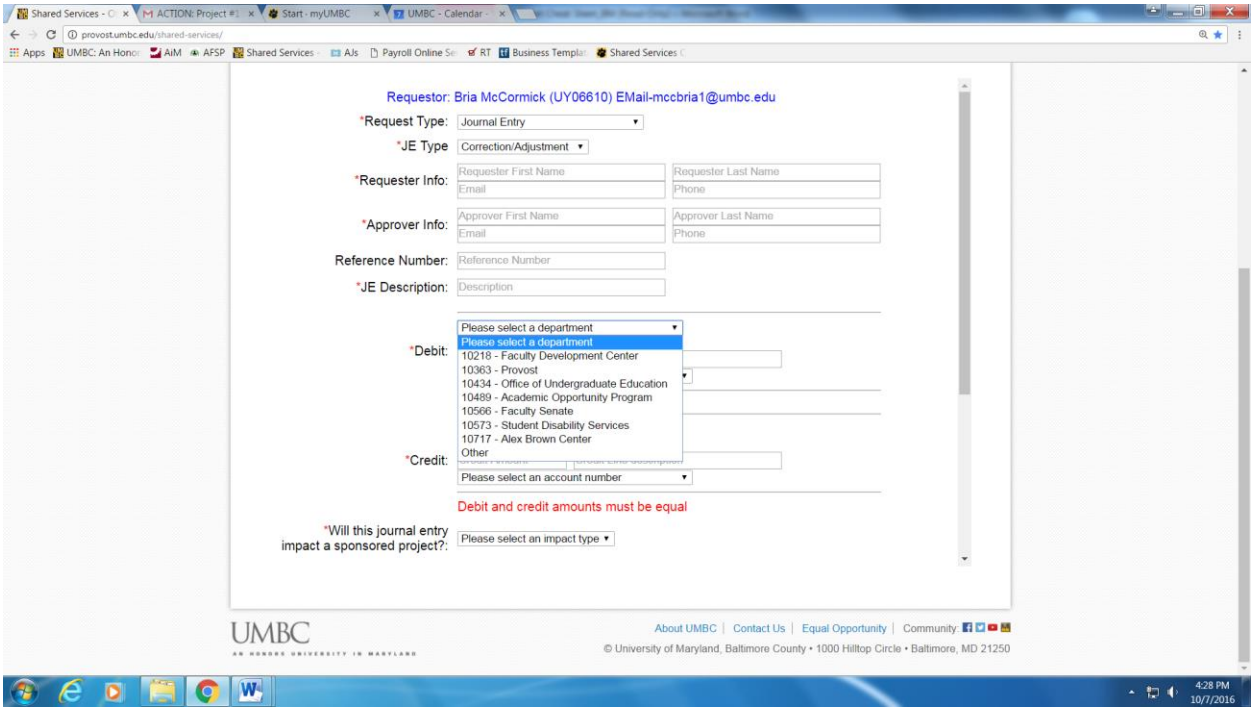
Step 2- Select JE type:



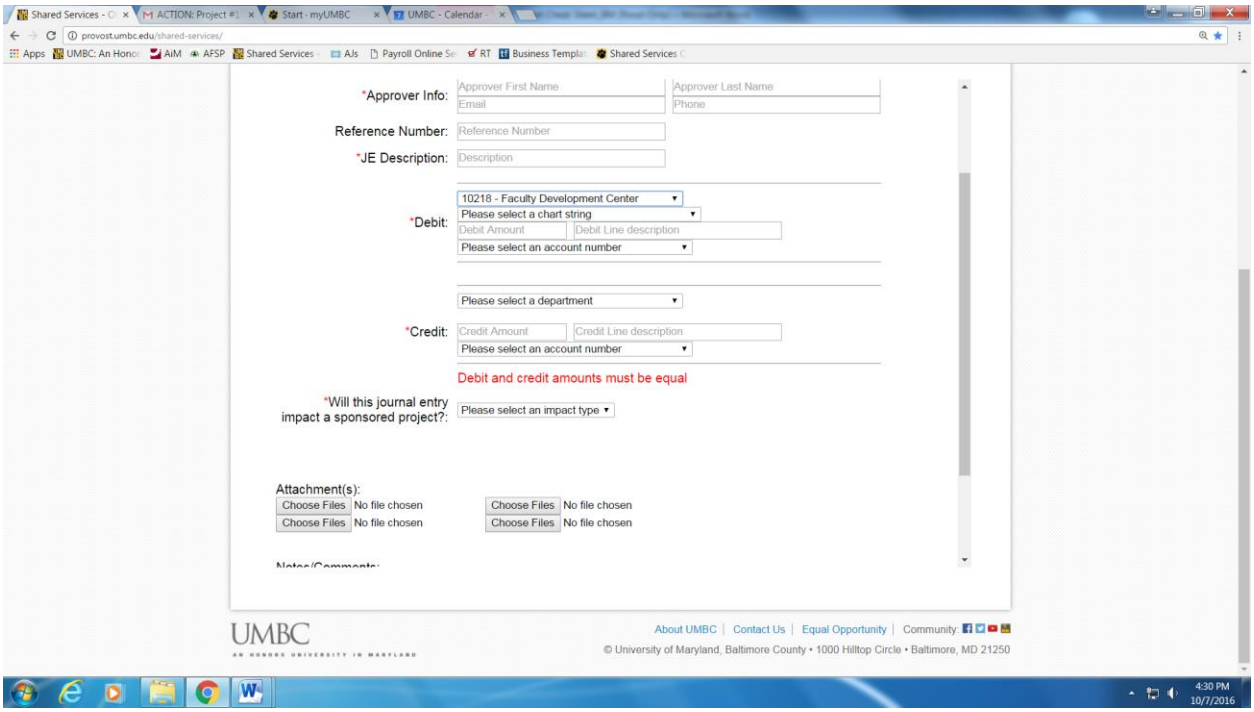
Step 3 – Fill out all requester info, approver info, Reference # if available and JE Description:



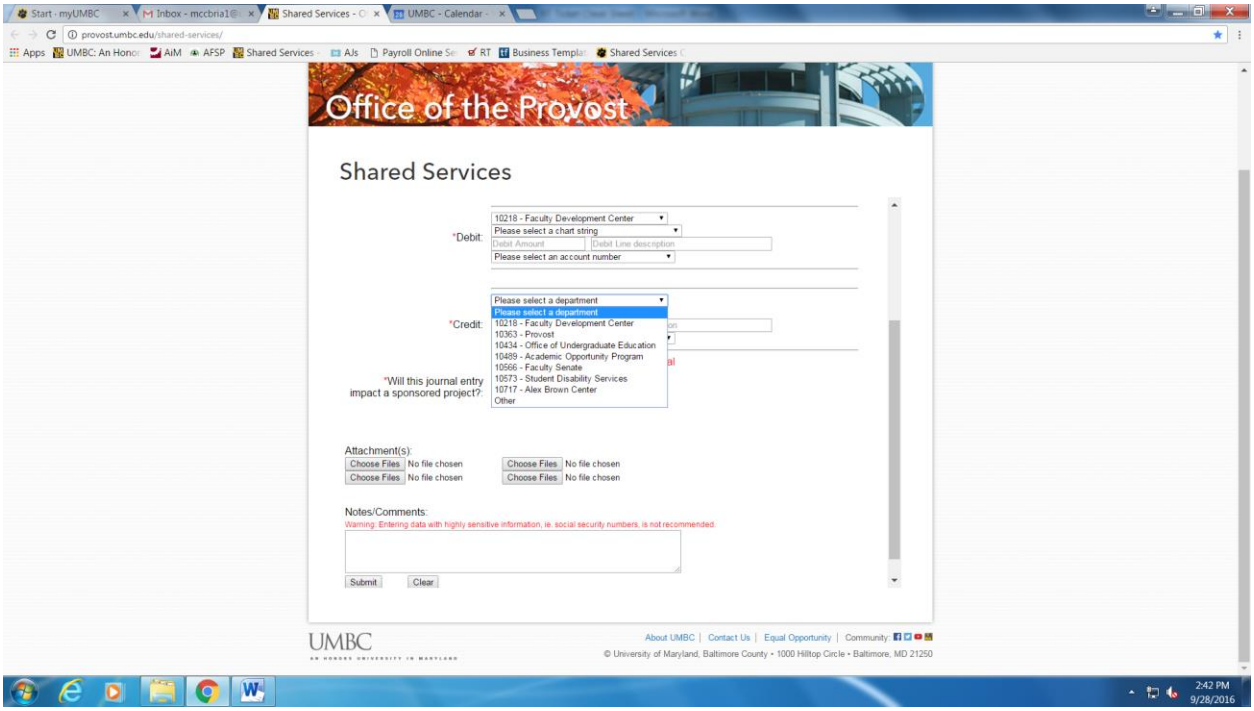
Step 4 - Select department for debit amount (411 Revenue + or 413 Expense +):



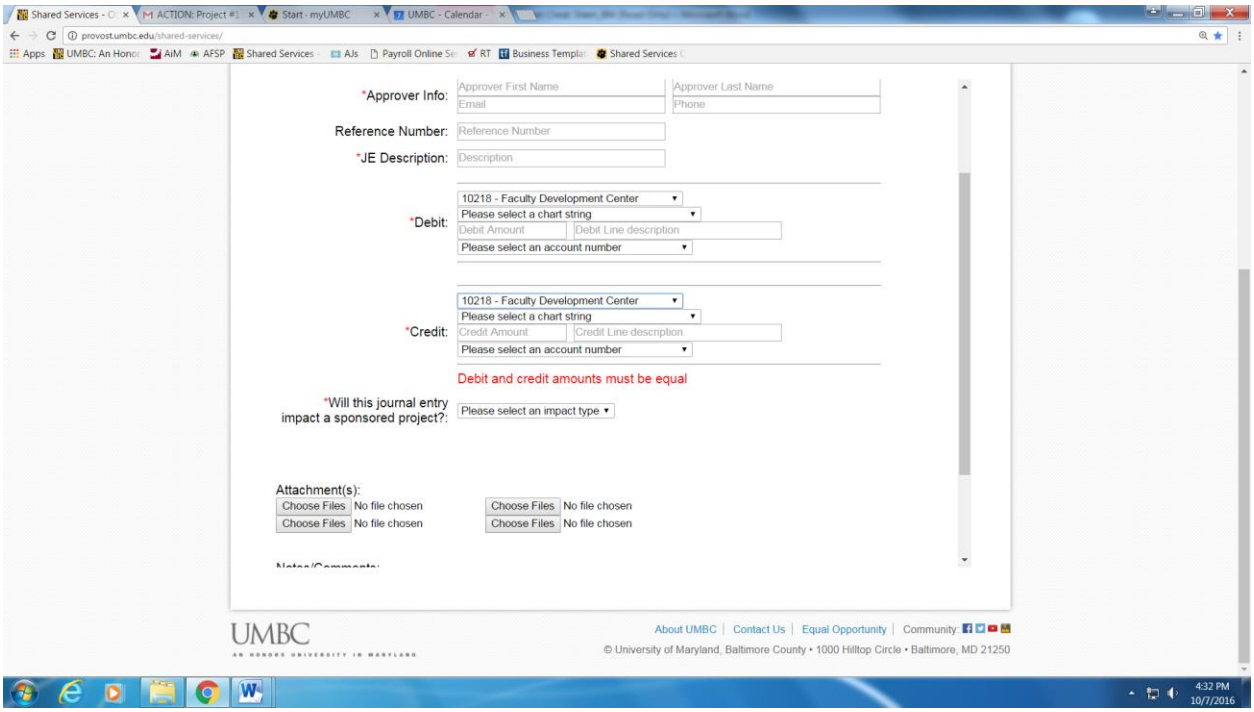
Step 5 - Fill out all debit information (Dept, complete chartstring, debit amount, line description –why funds are being transferred, and Account #):



Step 6 - Select department for credit amount (410 Revenue - or 412 Expense -):

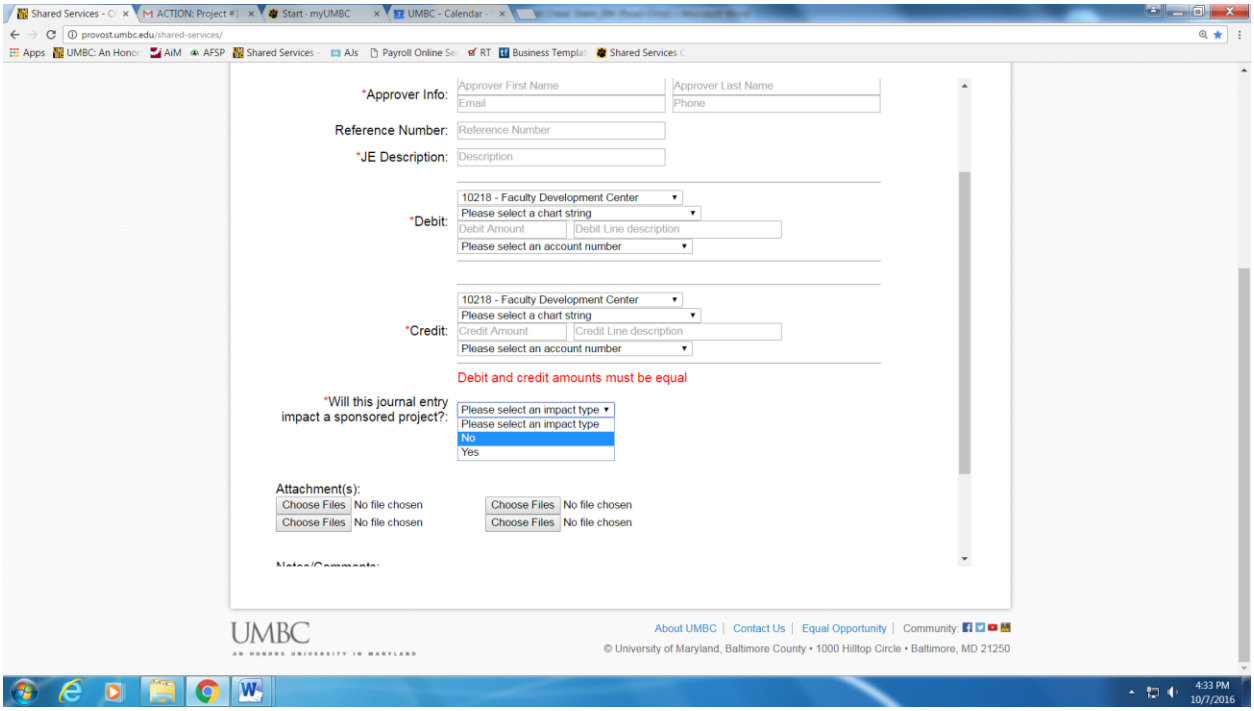


Step 7 - Fill out credit amount information. (Credit, complete chartstring, debit amount, line description –why funds are being transferred, and Account #):

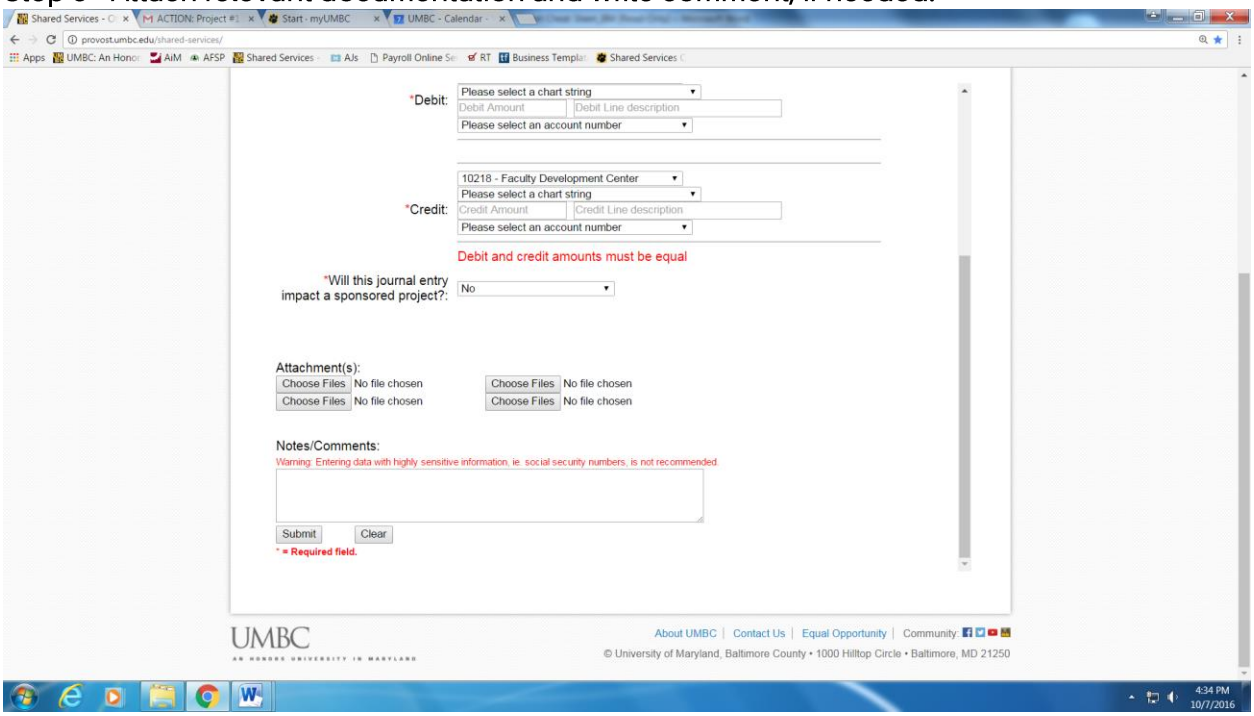


NOTE: Debit and credit amount MUST MATCH!

Step 8 – Select sponsored project impact:



Step 9 - Attach relevant documentation and write comment, if needed:



Step 10: Submit RT.