



FACULTY PAY CYCLE CHANGE ONLINE ENROLLMENT

Faculty may choose to be paid over a 12-month period from July to June or a 9-month period from August to May. Faculty who wish to change pay cycles can do so online through PeopleSoft's self service option from April 1, 2009 to April 30, 2009.

After you enter your request and it is approved, you will be sent an email confirming the approval of your request. *Please submit your request only once.* All approved Open Enrollment elections are effective July 1st. Below is an example of what you will see when using the online service.

Navigation:

Self Service--Benefits--Life Event--Faculty Pay Cycle Change

The screenshot shows the 'Faculty Pay Cycle Change' form in the PeopleSoft system. On the left is a navigation menu with 'Faculty Pay Cycle Change' selected. The main content area includes a header with navigation links (Home, Worklist, Add to Favorites, Sign out) and a search bar. Below the search bar, the form displays the user's information: EmpID, Name, Location (Estrella Mountain Comm College), and Status (You are currently on a 9 Month Calendar). A checkbox is checked for 'I elect to be paid over 12 months.' Below this, there are several paragraphs of enrollment guidelines. At the bottom, there is a 'Submit Request' button and a note: 'Please Submit Only One Request'.

Home | Worklist | Add to Favorites | Sign out

Faculty Pay Cycle Change

EmpID
Name
Location Estrella Mountain Comm College
Status You are currently on a 9 Month Calendar.

I elect to be paid over 12 months.

- Enrollment in the 12-month pay cycle must remain in effect for the entire fiscal year (FY), which is July 1 through June 30.

- As my pay & accrued time for the FY begin in July, if for some reason I am not able to report for work when faculty accountability begins, when applicable, I shall repay the income & accrued time previously paid to me when requested.

- While on a leave of absence, if you go into an unpaid status while you are on the 12 month pay cycle, you may or may not owe earnings to MCCCDC. This occurs due to your salary continuing over the 12 month period (365 days) regardless of your accountability period (195 days). If this happens adjustments will be made accordingly.

- Most deductions will be deducted on the first two paychecks of a month for a total of 24 deductions. (Refer to Q & A's for specifics on payroll deductions.)

- If employees begin an Arizona State Retirement System (ASRS) service purchase agreement while on a 12-month pay cycle, they must remain on the 12-month pay cycle until the ASRS service purchase agreement has been "paid in full".

- Faculty who began an ASRS service purchase contract prior to electing 12-month faculty pay will continue to have deductions taken "as is". This means ASRS service purchase deductions will be deducted from 20 paychecks during the academic year and 6 paychecks issued outside of the academic year will not have the ASRS service purchase deduction taken.

- If you are enrolled in a Tax Shelter Annuity (TSA), your TSA amount will be reset to zero effective July 1 due to your pay schedule change. You must complete a new TSA Agreement and send it to the Compensation Department if you wish to continue contributions after July 1.

By submitting this request, I acknowledge the enrollment guidelines listed above.

Submit Request

Please Submit Only One Request

Specific instructions on how to log into the Human Resource Management System (HRMS) Self Service are listed on the next page.

Please contact your College Help Desk if you have trouble accessing HRMS.

① You will need to know your Maricopa Employee ID (MEID) to log into HRMS/PeopleSoft.

To Locate your MEID:

Type the following address into your Internet browser.

<http://www.dist.maricopa.edu/>

- Click on Human Resources/Jobs.
- From the lower left corner click on **HRMS Support**.
- Once on the HRMS Support page, click on '**How to Find Your Enterprise ID**' on the left side of your screen.

This document will provide you with step by step instructions on how to access the Directory PAT tool and locate your MEID. Make sure to print this document so you can easily follow the instructions. Once you find your MEID write it down for future reference. Be aware your MEID is case sensitive. Once you have your MEID you will not have to do this step again.

② Which Web Browser do I use?

1) It is recommended you use Internet Explorer (IE) to access PeopleSoft. If you use a different browser you may have technical difficulties.

2) **Clear Your Web Cache** – This will ensure you have the most recent updates to PeopleSoft when you log in. **In IE Go to:** Tools, Internet Options, General, Temporary Internet Files, Delete Files, check 'Delete All Off-line Content', Click OK, Click OK again. This may take a few moments to process.

③ How to Access PeopleSoft's Self Service:

You will need to Copy & Paste the HRMS web link into IE if it is not your default browser.

1) To find the HRMS web site go to:

- The Human Resources Web Page <http://www.dist.maricopa.edu/hrweb>, from the lower left corner click on **HRMS Access**.



Once there, add the HRMS web site to your Favorites for quick navigation in the future.

2) Once you have accessed the web site, if you see the "Certificate" pop-up, click OK.

3) Log into PeopleSoft using your **MEID** and your **email password**.

- Put your MEID where it prompts you for your **User ID**. *Your User ID should be in all caps.*
- Use your email password where it prompts you for your **password**. *Your Password is case sensitive.* If you have a District email account and a college email account you may need to try both passwords to log in.

4) To get to the Faculty Pay Cycle Change page follow this Navigation:

- **Self Service--Benefits--Life Events--Faculty Pay Cycle Change.**
- Please follow the directions on the page to submit your request.

General Information:

For an Overview of and Access to the Human Resource Management System (HRMS) you can go to the Human Resources Web Site located on the District web at <http://www.dist.maricopa.edu/hrweb>.

In the lower left corner of the Human Resources Web page you will see 'Internal Use Only'. **HRMS Access** will take you to the HRMS web site. **HRMS Support** will take you to the HRMS Overview. Check it out!