

Which job code do I use when creating an Assignment?

Click on the following link to access a listing of assignment job types, job codes, descriptions, and pay rates.

[2008/2009 Job Codes for Online Assignments](#)

[2009/2010 Job Codes for Online Assignments](#)

What rate goes in the Requested Rate field?

The rate entered must be within the Min/Max rates that are shown for the job code. If the assignment is paid as a stipend the rate will be the total of the assignment. If the assignment is paid based on hours the rate will be the hourly rate. If there is not a job code that pays the desired rate, please submit via paper.

What Course Information is required on a Credit-Instructional Assignment?

The only field that is mandatory is Course Load Hours. All others are optional and, if used, should follow the formatting of the Student System.

What if the employee to be hired does not have a Maricopa Enterprise ID assigned yet?

The assignment can be saved and submitted but the Employee will not receive an email notification that the assignment needs their approval. The approved assignment (missing only the employee's approval) should be printed out and signed by the employee. This signed assignment should then be taken to the super user on campus (often times the Manager of College Human Resources) who will approve the online assignment on the employee's behalf (only after seeing the signed paper assignment). The paper assignment can then be kept on campus for proof of signature.

Can I delete a saved assignment?

No, an originator can only cancel an assignment that has been rejected or saved but not submitted.

Can the creator and approver be the same person?

Yes, the creator can approve an assignment that they originated if they have the appropriate approver role. However, they cannot approve an assignment where they are the employee being hired.

Can the employee and the department head be the same person?

No, the assignment can not be saved or submitted online if the employee and the department head are the same person. Either a different Department ID should be used (to provide a different department head) or the assignment should be submitted on paper.

If an Assignment is cloned, does it need to go through the approval process again?

Yes.

Can approvers modify an Assignment without rejecting it?

Approvers can only modify the account code, however it is recommended that they reject the Assignment and let the originator make any necessary corrections so that all approvers will see the modification.

What if the document status on my Assignment reads “Error”?

Errors are generated as a result of the job load into PeopleSoft. Payroll fixes the errors and in most cases the assignment is hired the next day.

Can an assignment cross fiscal years?

Yes, assignments can cross fiscal years going forward.

It’s July 1 or later, a new fiscal year, and I have an assignment that started in the previous fiscal year. What do I do?

This is now a prior year commitment and requires a manual or paper assignment, along with any other documentation per the prior year commitment procedure.

What is the deadline for inputting assignments?

Assignments input by 4:00 p.m. on Tuesday of shutdown week will be processed for that payroll.

Can I create an assignment for a pay period that has passed within this fiscal year?

The system is unable to calculate retro pay. If the assignment begins prior to the current pay period, the system will increase the bi-weekly rate for the remaining length of the assignment.

What if I need to revise my assignment?

If the assignment is still in the approval process, the assignment can be rejected and the originator can make necessary corrections before re-submitting.

If the assignment has been hired into PeopleSoft, a revision needs to be done. Click on the following link for instructions on the revision process.

How do I cancel an assignment from paying?

Use the Revision of Assignment Spreadsheet or the Revision of Assignment Document and submit to Payroll.

What if an instructor quits? What do I do?

Use the Termination of Assignment Form and submit it to payroll. Send an email to payroll alerting them of the termination.

General Questions

How do I find my Enterprise ID?

Click on the following link to access instructions on how to find your Enterprise ID.
[Find Your Enterprise ID](#)

How do I sign in with my Enterprise ID?

Click on the following link to login to PeopleSoft HRMS using your Enterprise ID and MEMO password.
[PeopleSoft HRMS Login Page](#)

How do I request department changes?

Click on the following link to access the form to request department additions and changes.
[Department Table Additions or Changes](#)

How do I request approver role changes?

Click on the following link to access the form to request approver role additions, deletions, and changes.
[Approver Role Changes](#)

Where can I find a quick reference guide on originating an Assignment?

Click on the following link to access a quick reference guide on originating an Assignment.
[Creating an Online Assignment](#)

Where can I find a tutorial on approving an Assignment?

Click on the following link to access a tutorial on approving an Assignment.
[Approving an Online Assignment](#)