

Oracle Input and Monitoring of Extra Service Appointments

Effective Date: March 15, 2013
Function: Human Resources
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Basis for Procedure

Procedure for processing extra service payments in compliance with the policy [Salary Rules and Policies When Assigning Extra Service](#).

Procedure Summary

This procedure outlines the steps to successfully set up an employee with extra service in the Oracle HR module. This procedure also outlines how to monitor your campus location for extra service activity.

Procedure Steps

Step	Role or Responsibility	References or Tips
Oracle Input	Campus HR Administrator responsible for data entry into the RF business systems.	Prior approvals have been obtained, evidenced by appropriate forms.
Processing a Research Foundation employee with an extra service job:		Extra service is used to compensate full-time regular RF employees in exempt positions only.
Query to find existing People record.		
Open existing assignment. The Status should be Active.		
The extra service element Extra Service RF should be loaded for the period of time that this job is active.		
When the extra service period is completed, the element should be end dated.		
Processing a SUNY employee with an extra service Research Foundation job:		Extra service is used to compensate full-time SUNY professional employees only.

Create a new People record, if necessary, or query to find an existing record.		
Load a new Assignment. The Status should be "SUNY Extra Service."		
Load a Salary form and a Salary Basis of "Period Salary" for the period of time that this job is active.		
When the extra service period is completed, the Assignment Status should be changed to "Terminate – Do Not Process."		
Monitoring Extra Service	Staff member responsible for monitoring extra service payments	Extra service payments should be monitored to ensure that: payments from sponsored awards do not exceed the 20% limit, services were rendered and extra service was actually performed
Run Discoverer query "GD_Extra Service Payments by Person for a Specific Period."		A Grants Discoverer responsibility is needed.
The query provides a list of employees with extra service expenditures for a time period.		Any additional HR information will have to be retrieved separately.
Campuses should work with their SUNY HR office to ensure that the RF extra service payments to full-time SUNY employees do not exceed 20% of institutional base salary.		

Definitions

None.

Related Information

Policy: [Salary Rules and Policies When Assigning Extra Service](#)

Oracle Process Help: [Enter a Recurring Earnings or Deductions Element](#)

Oracle Process Help: [Enter an Employee Record](#)

Oracle Process Help: [Enter an Additional Assignment to an Employee's Record](#)

Oracle Process Help: [Assignment Data - Change](#)

Forms

[Extra Service Compensation Approval Form](#)

HR Personnel Administration forms (as needed per request):

[Employee Assignment Form](#)

[Oracle Information Change Form](#)

[Person Assignment Form](#)

Change History

Date	Summary of Change
February 22, 2024	Updated links
1/15/13	New Procedure

Feedback

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