



**APS: Business Process Guide
Temporary Faculty and Instructional
Student Assistant Separation Reports**

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Table of Contents

	Page
Introduction	3
Processing Steps	4

REVISION CONTROL

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Business Process Guide

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Introduction

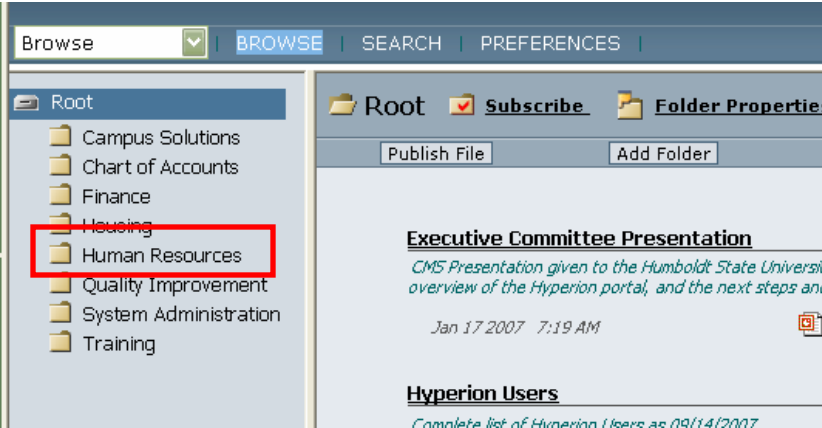
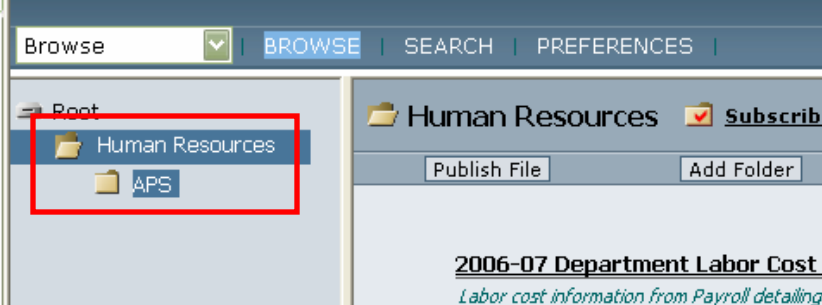

This Business Process Guide describes how to generate separation reports for temporary faculty (Lecturers, FERP faculty, Teaching Associates and Graduate Assistants) and for Instructional Student Assistants (ISAs). Using this guide, you will learn the steps in running the separation reports in the Hyperion data warehouse, and completing the separation forms. Data from CMS PeopleSoft is uploaded into Hyperion during a nightly process, so Hyperion reflects accurate, prior day job data.

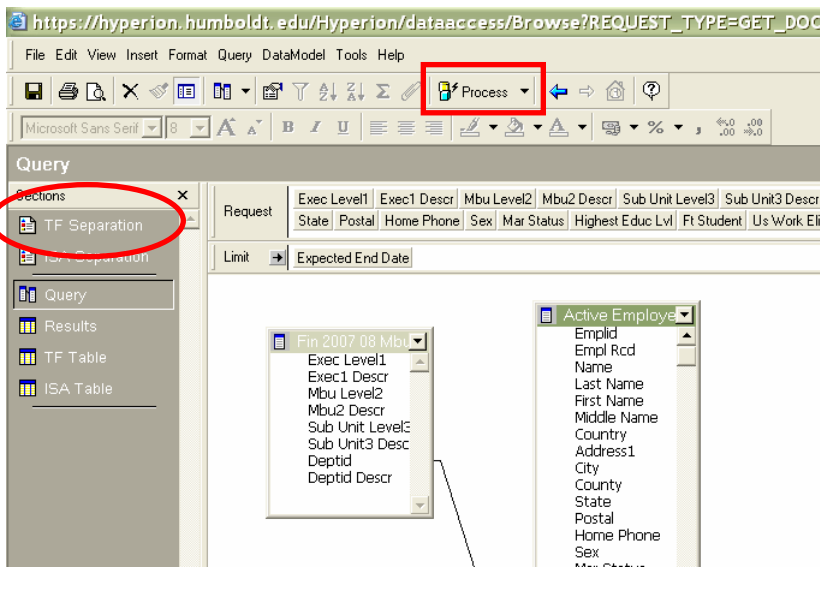
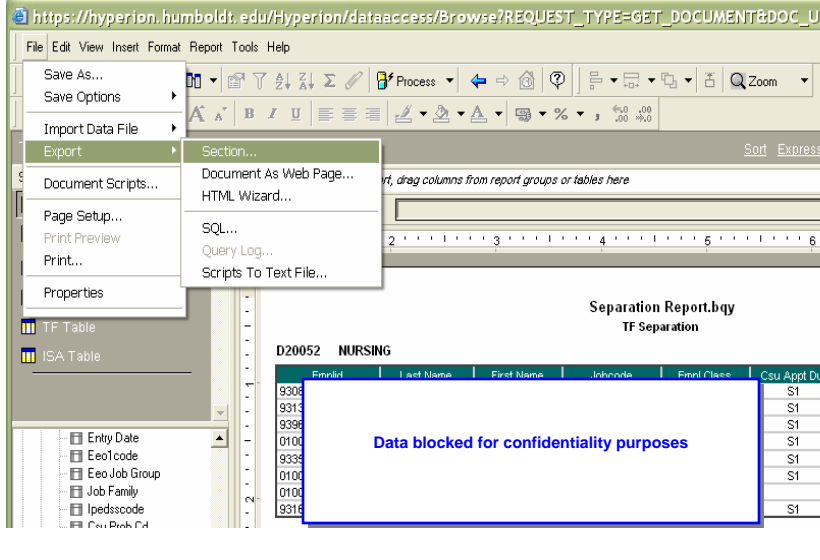
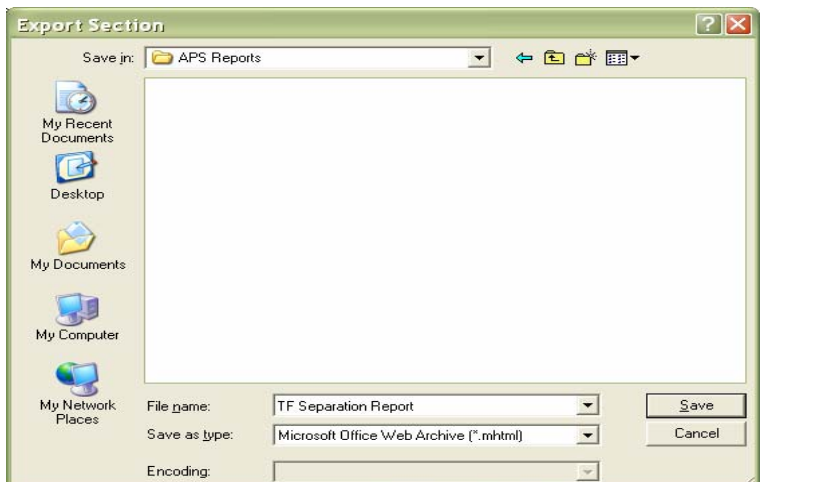
All temporary faculty and Instructional Student Assistants must be separated at the end of each academic year. Those with Fall semester only appointments must be separated at the end of the Fall semester in order to prevent salary overpayment.

Processing Steps

Navigation: Login to the Hyperion data warehouse at:
<https://hyperion.humboldt.edu/Hyperion/browse/login>

Your User ID and Password in Hyperion are the same as for your HSU email.

Processing Steps	Screen Shot
<p>1) Locate the Root in the left hand column</p> <p>2) Click Human Resources</p> <ul style="list-style-type: none"> ▪ Under Human Resources, a subfolder marked APS will appear 	 <p>The screenshot shows the Hyperion web interface. On the left, a tree view shows the 'Root' folder containing several subfolders: Campus Solutions, Chart of Accounts, Finance, Housing, Human Resources (highlighted with a red box), Quality Improvement, System Administration, and Training. The main content area displays information for the 'Root' folder, including a 'Subscribe' button and a 'Folder Properties' button. Below this, there are two sections: 'Executive Committee Presentation' and 'Hyperion Users', each with a brief description and a date.</p>
<p>3) Click APS</p>	 <p>The screenshot shows the Hyperion web interface with the 'Human Resources' folder selected in the left-hand tree view. The 'APS' subfolder is highlighted with a red box. The main content area displays information for the 'Human Resources' folder, including a 'Subscribe' button and a 'Folder Properties' button. Below this, there is a section titled '2006-07 Department Labor Cost' with a brief description.</p>
<p>4) Select the Separation Report by clicking on its name</p> <ul style="list-style-type: none"> ▪ The report will open on the Query View screen 	 <p>The screenshot shows the Hyperion web interface with the 'APS' folder selected in the left-hand tree view. The main content area displays information for the 'APS' folder, including a 'Subscribe' button and a 'Folder Properties' button. Below this, there are three sections: 'Faculty Salary Job History', 'Separation Report' (highlighted with a red box), and 'TF Contract Report'. Each section has a brief description, a date, and a 'bqy' icon.</p>

Processing Steps	Screen Shot
<p>5) Click Process in the top section of your screen</p> <ul style="list-style-type: none"> You may have to wait a few moments for the report to process <p>6) After Processing is complete, select TF Separation or ISA Separation from the column on the left</p> <ul style="list-style-type: none"> Your results will display. If you have access to data for more than one department, your results will display for each department 	
<p>7) To export data to work with in MS Excel, select File, then Export, then Section...</p>	
<p>8) Enter a File name, then in the "Select as type" box, choose Microsoft Office Web Archive (*.mhtml)</p> <ul style="list-style-type: none"> The .mhtml file type allows you to work with the document in MS Excel, while maintaining the report formatting <p>9) Save file to an appropriate location on your computer</p>	

Processing Steps	Screen Shot
<p>10) Open MS Excel</p> <p>11) Go to File, then Open</p> <p>12) Locate and select your file, then click Open</p> <ul style="list-style-type: none"> ▪ The default File type should be All Microsoft Office Excel Files. If not, you will need to select using the drop down menu ▪ After opening the file, your results will display in the Excel worksheet <p>13) Open the appropriate APS Separation form</p> <ul style="list-style-type: none"> ▪ For TF Separations, use Form 510, located at http://www.humboldt.edu/~aps/docs/forms/Form510_Separation.xls ▪ For ISA Separations, use Form 610, located at http://www.humboldt.edu/~aps/docs/forms/Form610_ISA_Separation.xls <p>14) Cut the separation data from the Excel worksheet and Paste into the Separation Form</p> <p>15) Fill out the remainder of the Separation Form and route for signatures as indicated on the form.</p>	