

Hello everyone,

When Benny Hire was in the conceptualization stage, there was a lot of discussion and collaboration with representatives from business centers, liaisons, central payroll and HR regarding the most effective way to load graduate appointments into Banner. In assessing all of the options and associated risks, the decision was made to load appointments into Banner on a term-by-term basis. Practically, this meant that when full academic year data was entered into the Benny Hire record, only the Fall Term was loaded into Banner. The Winter and Spring term data would be loaded just before the start date of the respective term, and an option would be given for users to go in and make modifications to the term data each term.

To facilitate this process, Ilya Pinchuk, our Benny Hire Administrator and Developer, has created an interface that identifies appointments that are currently Active in Benny Hire with a winter term component that is set to be loaded into Banner. Benny Hire will present the list of appointments to you in a dashboard and allow a quick and easy way for you to review the details of the winter term appointment, and either make any changes or confirm the appointment will continue as originally entered for the winter term.

Once the Term Change window is open, the HR and Liaison dashboards will have a new button called "Review Winter Term Appointments". Clicking this button will take HR and Liaisons to a brand new "term changes" dashboard. This dashboard will function exactly like other dashboards in Benny Hire, but is pre-filtered to only show appointments in the new Term Review stage, which identified appointments that have Winter Term data that has not yet been reviewed.

HR / Liaison Dashboard

[Review Winter Term Appointments](#)

The opening to load Winter Term appointment details in Banner is open. Please click the button above to review your appointments with Winter Term data and make any changes as required, or open the Term Change window.

**Appointments Requiring Action**

Filter by Queue:

Filter Appointments by Org:

Search for an appointment (all tables):

| Name      | Employee     | Supervisor      | Position # | Start Date   | End Date     | Org          |
|-----------|--------------|-----------------|------------|--------------|--------------|--------------|
| 932472219 | Dezhong Deng | Nicole Thompson | C60146     | Sep 16, 2019 | Jun 15, 2020 | AAR - 211900 |
| 932516140 | Dezhong Deng | Thomas Weller   | C60250     | Sep 16, 2019 | Sep 15, 2020 | ATX - 212500 |

HR / Liaison Dashboard

[Go back to Dashboard View](#)

If you are done approving/reviewing/changing winter term appointments, click the above button to go back to the regular dashboard

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Filter by Queue:

Filter Appointments by Org:

Search for an appointment (all tables):

| Name      | Employee     | Supervisor      | Position # | Start Date   | End Date     | Org          |
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HR and Liaisons will open each appointment by clicking the “Review Changes” button. This will open the appointment in the same HR/Liaison interface that is used during the Liaison Review, Eligibility Check and Final HR Review stages. This interface will allow you to either approve the appointment without any changes (indicating the data entered in Benny Hire is accurate for Winter Term), or to make changes to the appointment.

**Review Term Data and Make Changes**

**Appointment Information**   Finance   CHC/MVHC   Eligibility   Notes   CORE: Pool Positions   CORE: Finance Reports   Tracking

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Employee (Lookup via ONID or ID)         TA Supervisor (Lookup via ONID or ID)         RA Supervisor (Lookup via ONID or ID)         Position Number  

Employee ID      TA Supervisor ID      RA Supervisor ID      Hire Status  

TA Supervisor Position Number      RA Supervisor Position Number      Org Code  

Start Date      End Date      Salary  

**Appointment Terms and FTE**

| Term   | TA                                  | FTE                                 | RA                                  | FTE                                 | Total FTE                           |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Fall (Start date: September 16th)  | <input checked="" type="checkbox"/> | <input type="text" value="0.4900"/> | <input type="checkbox"/>            |                                     | <input type="text" value="0.4900"/> |
| <input checked="" type="checkbox"/> Winter (Start date: December 16th) | <input type="checkbox"/>            |                                     | <input checked="" type="checkbox"/> | <input type="text" value="0.4900"/> | <input type="text" value="0.4900"/> |
| <input checked="" type="checkbox"/> Spring (Start date: March 16th)    | <input checked="" type="checkbox"/> | <input type="text" value="0.4900"/> | <input type="checkbox"/>            |                                     | <input type="text" value="0.4900"/> |
| <input type="checkbox"/> Summer (Start date: June 16th)                |                                     |                                     |                                     |                                     |                                     |

**Finance Index and Salary Distribution**

Summer  
No TA or RA specified for Summer term

Index AAR518   Winter RA   Distribution \$1961.47   Index AAR350   Fall TA   Spring TA

       

If no changes are required, Benny Hire will send the appointment straight to the Central Payroll review stage and then load into Banner once that stage is approved. However, if changes are required, the appointment will progress according to the following workflow:

1. HR/Liaison makes changes in Benny Hire to the appointment and submits using the Term Review interface
2. Appointment is routed to BC Finance for review. BC Finance can either send back to liaison for changes or validates appointment
3. HR final review. HR Can either send back to liaison or finance, or approve the changes
4. Central Payroll review
5. Load to Banner

**FAQs**

***Why do I need to review every appointment? Can we have a bulk-review-and-approve option?***

The reason for requiring review of every appointment is to ensure data integrity between Benny Hire and Banner (Benny Hire and Banner must match), and stems from the fact that we had no process for making grad changes in Benny Hire at the time the system was initially launched. This resulted in a number of grad changes that have been processed outside of Benny Hire and are reflected only in Banner but not Benny Hire. The Winter Term data in Benny Hire that will be loaded will take precedent over whatever was loaded in Banner during the Fall term.

Example: An appointment for fall, winter and spring originally set to .30 FTE in Benny Hire. The Fall Term data was loaded into Banner as .30. Midway through the semester, it was decided the appointment should be .49 for all terms. An external job change form was processed and a change made to the Banner record to reflect .49 FTE, but the change was not made/corrected in Benny Hire because we did not have a process in place to manage job changes. The Benny Hire record for Winter Term still reads .30. If this is not changed to .49 in Benny Hire, the winter term record will load as .30.

In order to maintain data integrity, we have made reviewing each appointment mandatory for the Winter term. **This is a one-time requirement.** With grad changes being live in Benny Hire for Winter term and onward, all changes will flow through Benny Hire and future Term Reviews will have a bulk-approve option enabled.

***What do I do if my changes require an Offer Letter Addendum?***

If changes require an offer letter addendum to be sent to the graduate student, this must be processed/handled outside of the system, as Benny Hire does not currently support this functionality. Following the launch of the Hourly Solution, focus will shift on building out features of the Grad Change process, which will include Offer Letter addendums in the future.

***What can I do if I have more questions?***

As always, please email the Benny Hire help desk at [BennyHireHelp@oregonstate.edu](mailto:BennyHireHelp@oregonstate.edu) and we will respond to your direct queries as soon as possible! Additionally, we will be holding **an in-person information session to give a demo of the interface and answer questions Friday, December 6<sup>th</sup>, 9:30am-10:30am in MU 206. We will have a Zoom available for users that cannot join us in person and will record the session to be available on the website following the session.** The meeting invitation is attached for your convenience.

Tammy

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