

To all ZT Users:

The Payroll Department would like to inform you of an upcoming system modification to the ZT Casual module in FFE. As you all may be aware, Payroll has implemented a series of system improvements in all ZT modules. Our most recent update involves the Casual ZT module and offers transparency to a Casual's working relationship with a specific Department / Sub-department. Moreover, it provides users with an efficient way to manage charges to their department's FAS accounts. Following is an overview of the change:

Beginning Wednesday, June 24 2009, if you have access to more than one non-00 sub-department for the same department the casual employee works for, you can now select a specific sub-department to pay the employee.

- For example, if you have access to Department / Sub-department 681-10 and 681-60, pulling the record of a casual via the PS ID, UNI, or through the Employee List will immediately generate a table displaying the Department / Sub-Department combinations. You will be asked to select the Department / Sub-Department to pay from. Once selected, ZT Time entry can proceed as usual.

Alternatively, if you have access to Sub-Department 00, you will be able to select between 00 and all other Sub-Departments that have valid accounts.

- For example, if your FFE ZT access is for Department / Sub-department 411-00, pulling a casual's record via the PS ID, UNI, or through the Employee List will generate a table displaying all Sub-Departments within 411. You will be asked to select the Department / Sub-department from the table to begin the ZT time entry process.

Accordingly, users can accurately charge accounts which directly relate to their Department / Sub-Department access and where the casual was employed for a particular pay period. Further, it prevents the user from inadvertently entering an account that does not belong to the Department / Sub-Department or Department as a whole if the ZT is at the 00 level.

We thank you in advance for your cooperation as we implement this change.

If you have questions, concerns, or encounter technical difficulties with FFE, please send an e-mail to FFETECH@cuvmc.ais.columbia.edu. Users may also contact the CUIT Helpdesk at 212-854-1919.