**eForm – Teachers Honorarium**

This Quick Reference Guide provides basic information relating to the submission of an eForm for payment of a Teachers Honorarium. This guide is not a comprehensive reference of all scenarios you may see.  If you have questions or need further information, please contact your Department HR Contact.

**Overview**

The payments will be provided to Payroll on a spreadsheet from the Faculty of Education. To process the payment using eForms follow the steps below:

1. **Personal Info** – Verify the personal information against the spreadsheet
2. **Home Address and Phone Numbers –** The home address must be the school address as indicated on the spreadsheet

**Navigation**

***PeopleSoft HCM*** *> Main Menu > UofA eForms WorkCenter > Add an eForm > Search Active Employee*

**eForm - Data Entry**

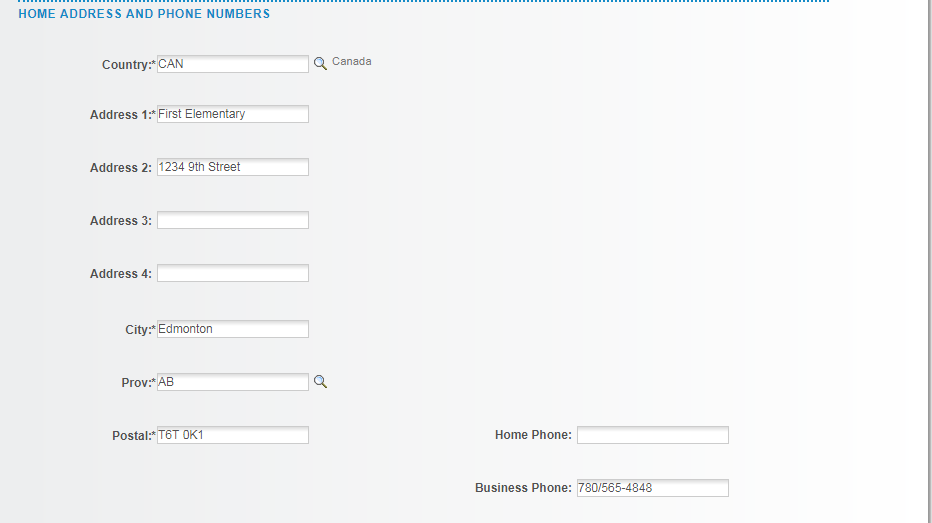
| **Form Section** | **Data Element** | **Data Requirement** |
| --- | --- | --- |
| Search Fields | * Last Name, First Name | * Ensure use of upper and lower case |
| Person ID Search | * Person ID | * If a name is returned in the search – ensure name matches the name on the spreadsheet * If names do not match submit an Name Change form – See QRG eForm-Changing an Employee’s Personal Information |
| Home Address & Phone Number | * Address 1 | * Name of School |
| * Address 2 | * Street Address |
| * City/Prov/Postal Code | * Ensure address is entered as indicated on the spreadsheet |
| * Business Phone | * Optional |
| Basic Job Info | * Effective Date | * Enter the start of the current month that is being processed |
| * Employment Type | * Person of Interest |
| * Employment Type | * Paid |
| * Employee Group | * 267 Teacher’s Honorarium One Time Payment |
| Job Info | * Job Code | * V0013 – Teachers Honorarium |
| * Department | * Verify from spreadsheet – usually 183000 |
| * Standard Hours | * Leave default of 1.00 |
| * FTE | * Leave default of 1.00 |
| * Appointment End Date | * End of the current month |
| One Time Pay | * Hire with One Time Pay | * Click the box |
| * Earnings Code | * 551 – Teacher Honorm (T4A) |
| * Pay Period Begin Date | * Enter first day of the month which is being processed |
| * Pay Period End Date | * Enter the last day of the month which is being processed |
| * Amount | * Enter amount to be paid – Verify with spreadsheet |
| * Select Combo Code | * Enter Combo Code |
| Banking Information | * Direct Deposit Account Type * Bank ID * Bank Branch ID * Account Number | * Enter information from spreadsheet |
| Action/Reason | * Action = POI * Reason = NEW | * Will default in |
| Action Items | * SIN Verification | * Click the box - Verify with spreadsheet |
| Comments | * Click arrow | * Enter any information an approver may require to approve |

**Helpful Hints**

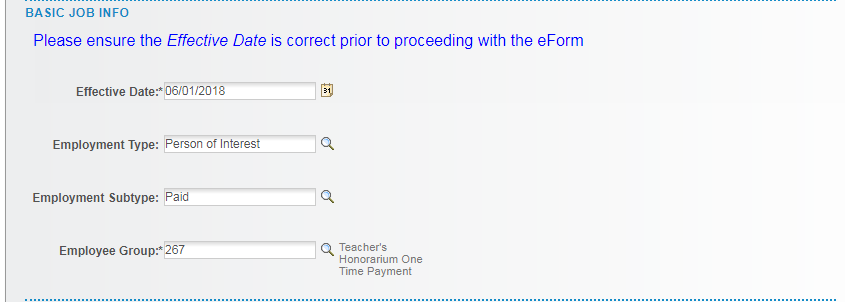
* Know your Approval **Cut-off Times**. Check with your Department HR Contact to confirm.

**Screen shots**

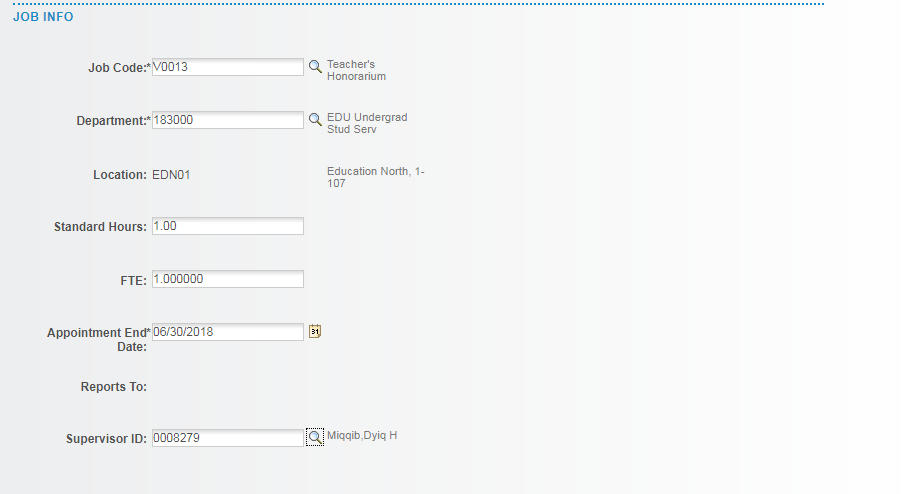
**Home Address and Phone Numbers**



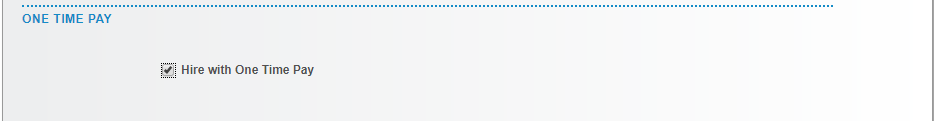
**Basic Job Info**



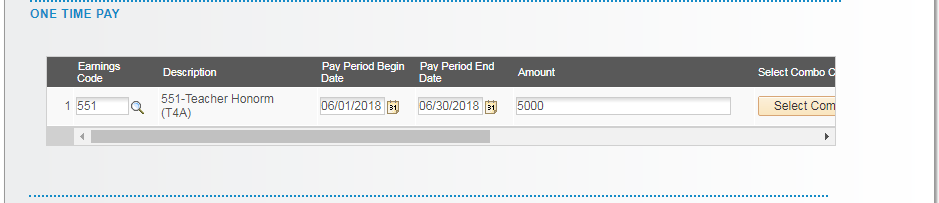
**Job Info**



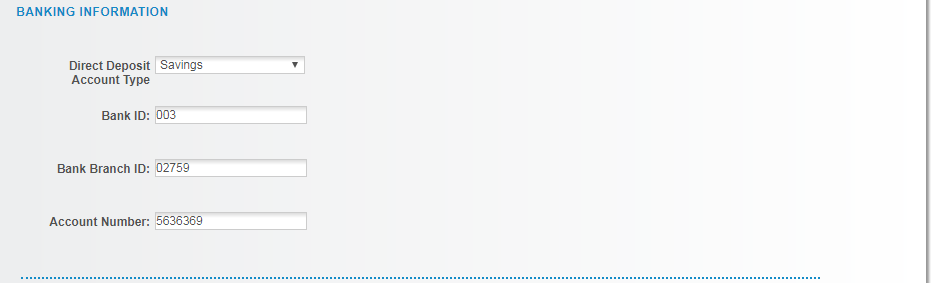
**One Time Pay**



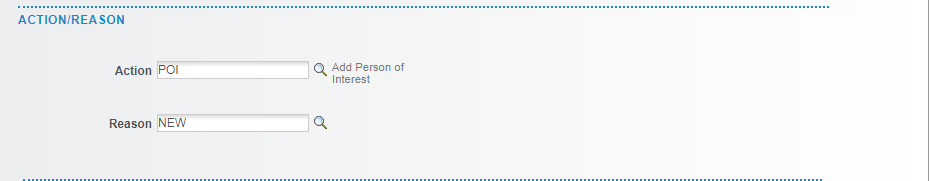
**One Time Pay**



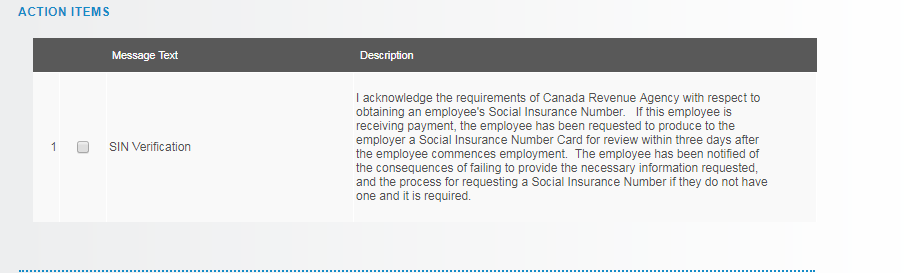
**Banking Information**



**Action/Reason**



**SIN Verification**



**Comments**

