**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**

