

From: Clark, Christina L
Sent: Friday, January 03, 2014 2:49 PM
To: HR Newsletter Distribution; SAP - User Group
Subject: Non-Employee Information Update per Dr. Rahn's request
Importance: High

Effective January 3rd, the PA 40 transaction in SAP will no longer allow you to enter new non-employees into the system. While a new process is developed requests for new non-employees to be loaded into SAP must be done by completing the Non-Employee Information Form submit this form to askhrrec@uams.edu. The form is attached.

This change in procedure was a request by Dr. Rahn after finding out various individuals were loaded in SAP incorrectly or were still in SAP far after they should have been removed.

Attached is a list of all active non-employees at UAMS sorted by division. Prior to January 15th, please review all non-employees in your area. Determine if they still need to be in SAP and if not terminate them immediately.

Complete the process by updating the attached spreadsheet. Place an X in column E "Reviewed and Accurate" or in column F "Terminated". If the person is here on a visa and was not terminated during this review, then list in column G the type of visa they currently hold. Send your updated spreadsheet to PCO@uams.edu by January 15th. Even if you already addressed your portion of this list prior to this request, you **must** still respond with your update.

If you currently have non-documented volunteers working in your areas, the Non-Employee Information Form **must** be completed and submitted prior to January 15th.

The chancellor has asked that we update him at every step of this process. So on January 16th any remaining non-employees that were not reviewed or terminated will be placed on a list and shared with the Chancellor. They will be terminated in SAP and sent a letter notifying them of their change in status.

Thank you!

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