Jane Henderson joined CNMS Business Central effective July 1, and will continue to serve as the department’s point of contact for payroll needs.  Jane’s new location will be in the University Center, room 116G. Patty Gagne will continue to generate contracts and appointment letters for the grad students, Ann Geffert will continue to generate contracts for Faculty, post docs and Part time faculty. Justine Johnson will continue to generate contracts for the Meyerhoff students and Cindy Finch will continue to generate hiring documents for the HHMI students. These functions will not change and the people involved will continue to work closely with Jane.

**One process that will change** is if you are hiring a student or technician on a research grant or hiring a student to supervise a lab course section. In this case you will need to go to the CNMS shared service site below to initiate the process. In the notes and comments please tell us the student name, his or her hourly wage and any other pertinent information required along with a letter or email stating the offer of employment. The most important part of the information is the **funding source** (which is the **project number** and is assigned by OSP and available from Bill DeVilbiss). The drop down menus are fairly straightforward and simply need to be scrolled to the appropriate selection.

Information on CNMS Business Central, including the RT request form, may be found at: <http://cnms.umbc.edu/shared-services>.  The sample RT ticket is shown below. It is very similar to the Payroll Authorization form we currently fill out to start a hire into the department. This form is the substitute for the form that we used in the past. Help with the RT system is available

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| --- | --- |
| \*Request Type: |   |
| \*Payroll Action: |                                                                                                  |
| \*Department: |   |
| \*Payroll Effective Date:  |  |
| \*Fund Code: |                                                                                      |
| \*Account Number: |                                                                                                 |
| Project Number:(if applicable) |  |

Attachment(s):
  Notes/Comments:

         

\* Required Field

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