

Using the Online RPS Form

District Wage and Salary has recently revised the RPS form and made it available online. The form is created so that you can download it, customize it with your department information using Word, and save it as a template so that each time you need to use the form, your department information is already filled in. You can then use Word to input the employee information, save a copy for your records, and print a copy to route for approval signatures.

1. Using a web browser, navigate to <http://www.dist.maricopa.edu/hrweb/>
2. In the Salary and Benefits area, click on the link for Wage and Salary.

The screenshot shows the Maricopa Community Colleges Human Resources website. The left sidebar contains a navigation menu with the following sections:

- SALARY AND BENEFITS**
 - :: Benefits
 - :: Discount Store
 - :: Leaves of Absence
 - :: Payroll
 - :: Performance Management
 - :: Policy Manuals
 - Wage and Salary** (circled in red)
 - :: Retirement FAQs
 - :: MCCC Active Retirement Program
- HR STAFF**
 - :: Vice Chancellor
 - :: Compensation
 - :: Employee Services
 - :: Employee and Organizational Development
 - :: Legal Services
- WORKFORCE**
 - :: Demographics
 - :: Operational Calendars
- INTERNAL USE ONLY**
 - :: Exams

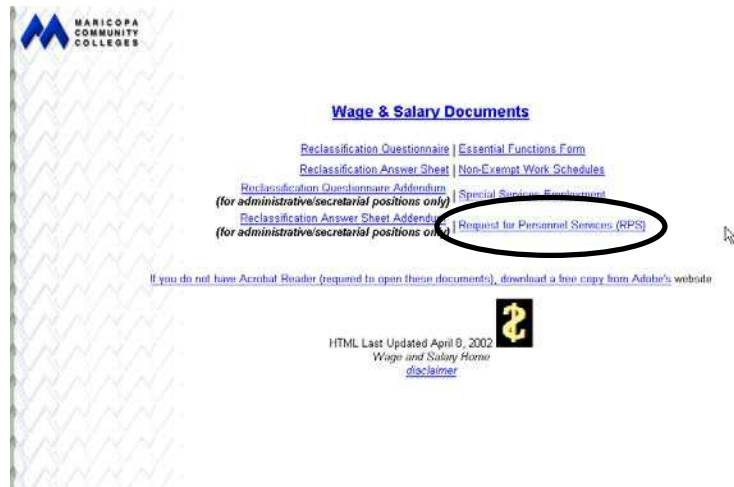
The main content area features a header with the Maricopa Community Colleges logo and the text "DISTRICT SUPPORT SERVICE CENTER HUMAN RESOURCES". Below the header is a large image of a city skyline. A search bar with "MCCCD Home" and "Search" is located below the image. The main content area is titled "EMPLOYMENT" and contains the following links:

- Current Openings**
(additional faculty positions will be posted over the next few months)
- How to Apply for Faculty Positions**
- Faculty Transfer Process**
- How to Apply for Staff or Management Positions**
- How to Apply for Adjunct Faculty Positions**
- How to Apply for Certified College Safety Officer**

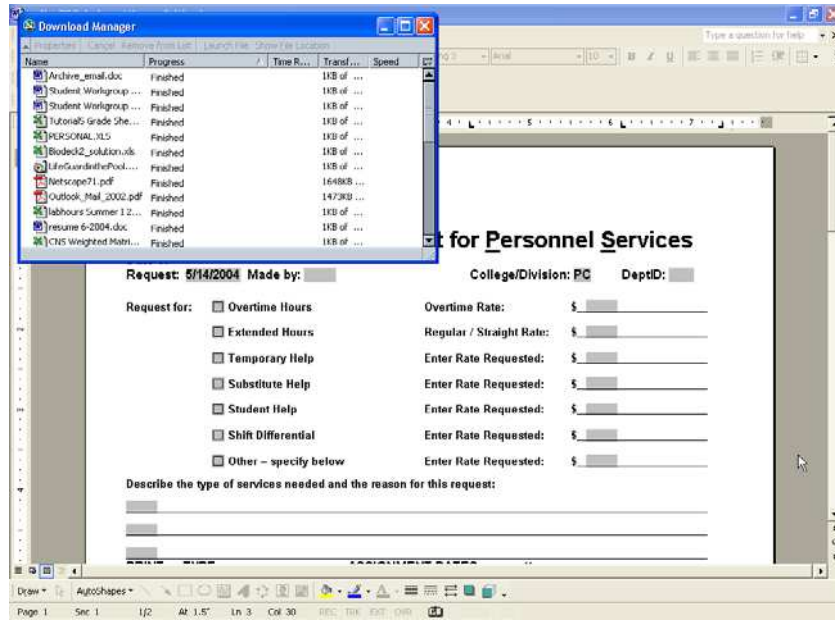
3. Click on the link for Wage and Salary Documents.





4. Click on the link for Request for Personnel Services (RPS).



In a moment the form will open in a Word window, and the Download Manager may open to confirm the successful download of the form.



5. If you're seeing the Download Manager Window, close it.
6. Click in the dark gray box to the right of Made by:.
7. Type your name as the RPS requestor.
8. Tap the  key to move to the next gray box.
9. Select GCC from the list.
10. Tap the  key to move to the right of DeptID: and type 150-xxxxxx (where xxxxxx is the appropriate charge center number for your department ID.)

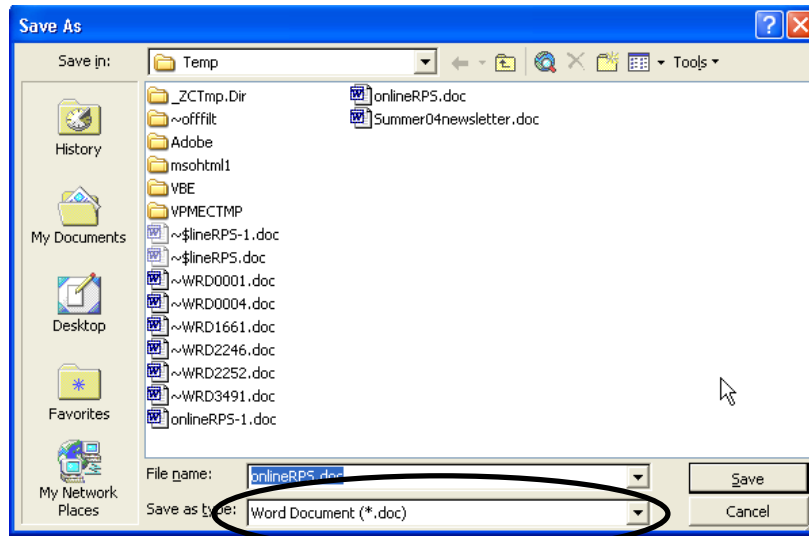
The remainder of the form should be filled out using the information you use most frequently for RPS forms. For example, if you normally fill out RPS forms for Temporary Wages, click in the box to the left of Temporary Wages and fill in the amount you use most often. Enter the description of the work to be performed that you use most often for your RPS forms. Stop filling information after entering the type of services to be performed.

You will save the form with this much information on it as a template. Whenever you need an RPS form, you'll begin from the template with this information already filled in.

Saving a Template

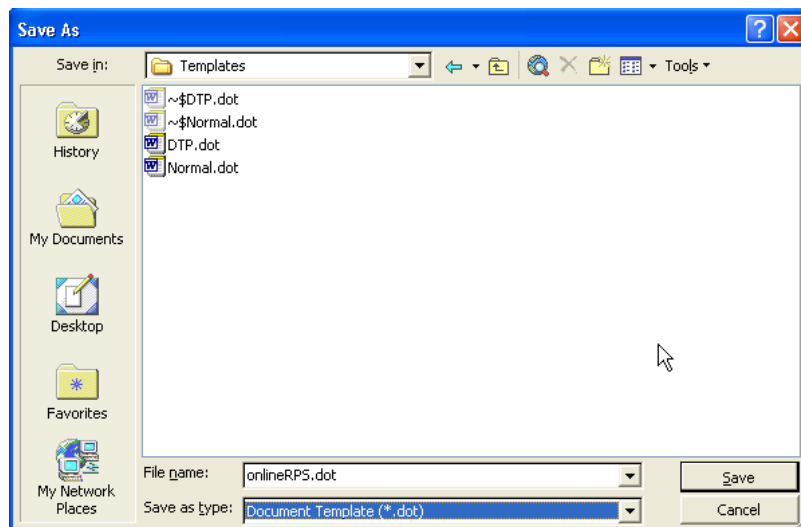
1. From the menu bar select File, Save As . . .

The Save As dialog box opens with the current folder set to Temp.



2. Use the drop-down list for Save as type: to change the type to Document Template.

Word will automatically change the Save in: location to a Templates folder.



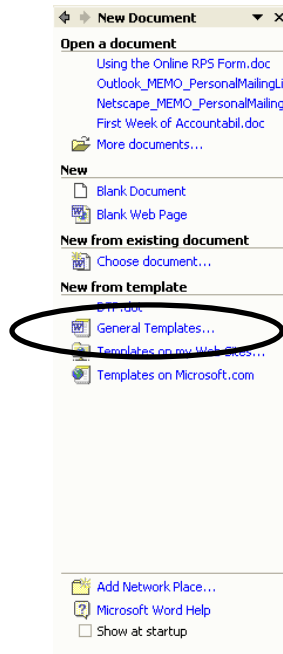
3. Click on Save.
4. Close the document.

Using a Template

Now that you have your RPS template created, the next time you need an RPS form you'll begin with the template.

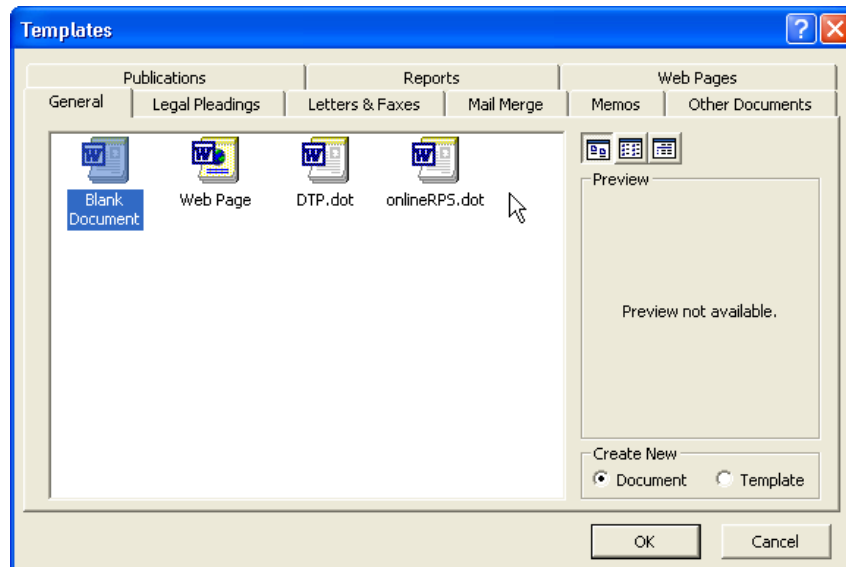
1. From the menu bar select File then New.

The New Document task bar opens to the right.



2. Select General Templates.







The Templates dialog box opens.




3. Double-click on your *onlineRPS* general template.

The template opens, ready for you to enter the employee information.


4. Click on the gray box below Last Name, First Name and type the employee's name.

5. Tap the  key to move to the next gray box.
6. Type the employee's EmplID (or SS#.)
7. Tap the  key to move to the next gray box.
8. Type the begin date using a numerical format (example: 1/1/2005.)
9. Tap the  key to move to the next gray box.
10. Type the end date a numerical format (example: 1/1/2005.)
11. Tap the  key to move to the next gray box.
12. Type the number of hours per week.
13. Tap the  key to move to the next gray box.
14. Type the account distribution code (example: 110-150-123456-51310.)
15. Tap the  key to move to the next gray box.

The gray box for Arizona State Retirement System N/A is selected.

16. If the employee you're completing the RPS form for already contributes to ASRS (already a full-time employee for MCCD,) tap the space bar to place a check in this box. This box is also for students, who are exempt from paying ASRS no matter how many hours they work.
17. Tap the  key to move to the next gray box.

The gray box for Arizona State Retirement System 20/20 Yes is selected.

18. If the employee you're completing the RPS form for will be working for more than 20 hours a week for more than 20 hours in a fiscal year, tap the space bar to place a check in this box.
19. Tap the  key to move to the next gray box.

The gray box for Arizona Sate Retirement System 20/20 No is selected.

20. If the employee you're completing the RPS form for will not be working more than 20 hours a week for more than 20 weeks in a fiscal year, tap the space bar to place a check in this box.

NOTE: Only *one* of the three check boxes should be checked.

21. Complete the remainder of the form for any additional employees.
22. From the menu bar choose File, Save As . . .
23. Type a descriptive name for the file. (For example, an RPS form for a particular semester for employees A through C might be named *RPS Summer2_04 Adams-Corzo.*)
24. Change the Location from the Templates folder to your My Documents folder (or any other folder you may have already established for employee payroll documents.)
25. Print one copy of the RPS form and distribute it for signatures.

Keep in mind that you have this filled out form saved on disk and can print additional copies whenever needed. The next time you need to complete RPS paperwork for the same employees, you can open this file and modify the dates, save it under a different name for the new time frame, print and distribute without having to type all of the employee information over again.

26. Close the document.