

Add a Job

HR FRONT END TRAINING HOW-TO GUIDE



Acknowledgements

Portions of this manual are based on Ellucian Banner System, Release 9.3.0.1.

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Course Information

Course ID: Add a Job
Revision Date: October 10, 2020
Version: 1.0

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

You are responsible for any activity that occurs using your logon

- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

You have access to very sensitive personal information

- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Any violation could subject you to disciplinary action.

HR Front End Add a Job Quick View

- 1
 - Locate the employee's record and initiate an Add a Job transaction
- 2
 - Complete the Employee Class Determination screen
- 3
 - Complete the Job Dates screen
- 4
 - Select position and complete the Position Data screen
- 5
 - Complete the Job Data screen
- 6
 - Review Employee Record View
- 7
 - Transaction is routed and applied to Banner

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Introduction

This guide will help you understand and process Add a Job transactions in the HR Front End. It includes an explanation of the Add a Job transaction and gives general guidelines about when it is appropriate to use the Add a Job transaction type. It also provides instructions on how to complete Add a Job transactions.

Assumptions

This guide assumes that you have completed the *HR Front End Overview and Navigation* online course. This prerequisite helps acquaint you with the general functionality of and navigation in the HR Front End. Material presented in the *HR Front End Overview and Navigation* course is not repeated in this guide.

Before processing an Add a Job transaction, ensure that prior approvals have been obtained where applicable.

What is an Add a Job Transaction?

Add a Job transactions are used in the HR Front End any time a new job is added to an existing employee with an active status. Some examples of when the Add a Job transaction would be used include:

- Adding a secondary job
- Adding a lump sum job
- Adding a stipend job

Note that when you need to add a job previously held by the employee (same Position Number and Suffix) you must use a Reappointment transaction.

Conventions Used in this Guide



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in the application.

Adding a Job

The Add a Job transaction is completed through a wizard that guides you through a series of screens. Once all of the screens in the wizard are complete, you are brought back the Employee Record View to review the proposed change and route the transaction on to be reviewed and applied to Banner.

Initiating an Add a Job Transaction

To initiate an Add a Job transaction, you must first open the employee's record.

1. Click **Employee Search** in the navigation bar at the top of the screen.

The **Employee Search** screen appears.

Employee Search

UIN: LAST NAME: FIRST NAME: USERID: SSN:

COA: COLLEGE:

DEPARTMENT: ORGANIZATION:

CAMPUS: EMPLOYEE GROUP:

INCLUDE TERMINATED EMPLOYEES

Search Reset

Refresh Select Query returned 1 rows.

UIN	Last Name	First Name	E-Class	Emp Status	Home_ORG
98765432			BA - Acad/Pro 12mth Ben Elig	A	U-9-904001 - AVP Human Resources/Shared

Figure 1: Employee Search screen

2. Type or select the search criteria in the available fields and click **Search**.

The search results appear in a table at the bottom of the screen.

3. Highlight the desired employee in the results list and click **Select**.

The **Employee Record View** for the selected employee appears.

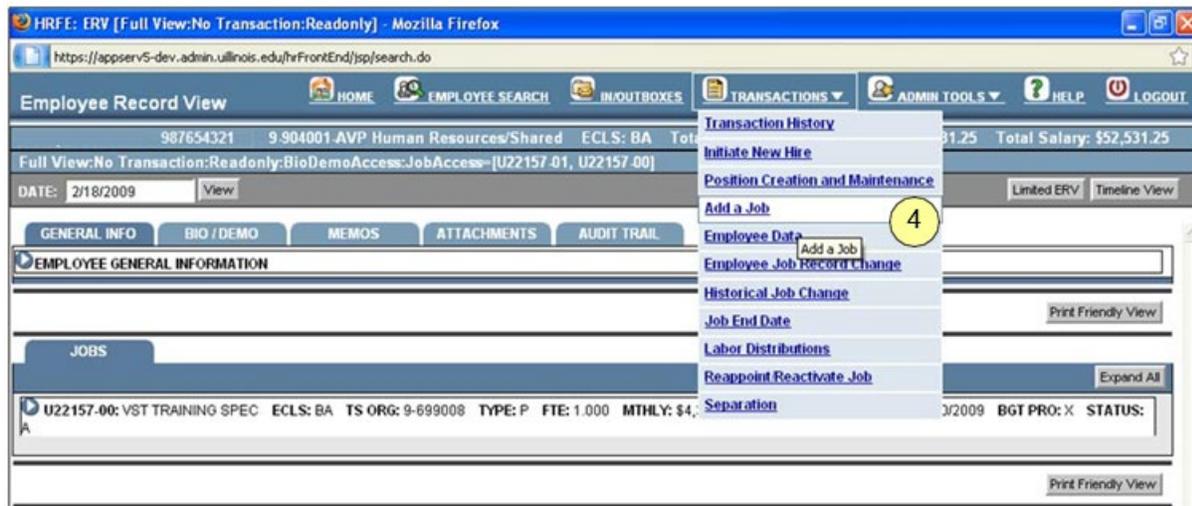


Figure 2: Employee Record View

4. From the **Transactions** menu, select **Add a Job**.

The **Employee Class Determination** screen of the **Add a Job** wizard appears.

Determining the Job Employee Class

Use the **Employee Class Determination** screen to establish the Employee Class for the job being added. The screen automatically refreshes and populates questions based on the Employee Group selected and the previous questions answered.

Figure 3: Employee Class Determination screen

5. Select the appropriate **Employee Group** for the job you are adding.
6. Complete the fields displayed based on the Employee Group selected.



NOTE: Refer to Table 1: Employee Group Determination Questions for more information on the questions that appear for each Employee Group.

7. Click **Continue**.

*The **Job Dates** screen of the wizard appears.*

Employee Group	Determination Questions
A – Faculty B – Academics G – Grads / Pre-Doc Fellows P – Post-Doc Fellows, Research Associates, and Interns R – Residents	<ul style="list-style-type: none"> • Does the Employee hold a J1, J2, F1, or F2 Visa? • Total % Employed • Length of Academic Contract • Service Begin and End Dates (Contracts less than 9 months) • Pay Basis (Contracts 9 months or greater)
C – Civil Service Web Dept Time Entry D – Civil Service Time Report Feeder	<ul style="list-style-type: none"> • Does the Employee hold a J1, J2, F1, or F2 Visa? • Total % Employed • Work Week Hours • Status (Exempt or Non-Exempt) • Exempt Type (if exempt) • Is this person a Flex year or Seasonal employee? • Non-work period begin and end dates (Flex year or seasonal employees only)
E – Civil Service Extra Help	<ul style="list-style-type: none"> • Is this position seasonal?
H – Academic Hourly / Grad Hourly	<ul style="list-style-type: none"> • Is the employee an Academic or a Grad Hourly?
S – Students T – Retiree / Annuitant U – Unpaid V -- Virtual	<ul style="list-style-type: none"> • No Additional Information Required

Table 1: Employee Group Determination Questions

Entering Job Dates

The **Job Dates** screen of the Add a Job wizard confirms the employee class for the new job and allows you to enter the date the new job record begins and ends (if applicable). Note that some employee classes require a job end date, while this field is optional for others. If the **Job End Date** field is left blank when it is required, an error message appears.

Figure 4: Job Dates Screen

- Verify that the correct employee class appears in the **Job Employee Class** field.



NOTE: If the Job Employee Class is incorrect, click the **E-Class** link in the breadcrumb to navigate back the **Employee Class Determination** screen.

- Enter the **Job Begin Date** and the **Job End Date** (if applicable).
- Click **Continue**.

*The **Position Selection** screen of the wizard appears.*

Selecting the Position

The next step in the Add a Job Wizard is the **Position Selection** screen. This screen offers one to three methods of specifying a position number depending on the Employee Class and your permissions:

- Directly enter a position number
- Search for a position
- Create a new position

Add a Job Wizard HELP LOGOUT

Add a Job Transaction (ID: 1237): 987654321 1-570000-Special Education ECLS: AA Total FTE: 1.000 Base Salary: \$46,816.88 Total Salary: \$46,816.88

E-Class >> Job Dates >> **Position Selection**

Position Selection

If you know the position number, enter that number below and click **Continue**. If you do not know the position number, you may search for a list of possible position numbers below.

Employee Class: AA - Acad 9/12mth Ben Elig

1 I HAVE A POSITION NUMBER:

Possible position numbers:
You can search for any vacant or pooled position that matches the Employee Class chosen based on any budget chart (COA) and Organizations for which you have permissions.

If you want to reuse a position, click 'Search', select from the list of positions returned, and click **Continue**. If you want to create a new position, click the **Create New Position** button.

2 COA ORG

1

Search may take some time, please wait.

Position	Position Title	P-Class	E-Class	Position Begin Date	Type	COA	Budget Org	Last Incumbent	Job End Date
U01160	CLIN ASST PROF	BACFA - OTHAC 9MO ASPRO CLNCL	AA - Acad 9/12mth Ben Elig	8/16/2005	S	1 - University of Illinois - Urbana	570001 - SPED Admin		
U02273	VST LECTURER	BAEAF - OTHAC 9MO LCTUR V1STN	AA - Acad 9/12mth Ben Elig	7/29/2005	S	1 - University of Illinois - Urbana	570001 - SPED Admin	Camille Mayhall	8/15/2005

3 For Campus

Figure 5: Position Selection screen

Option 1: Entering a Position Number

If you know the position number, you can enter it directly in the **I Have a Position Number** field (see Figure 5).

1. Enter the position number in the **I Have a Position Number** field
2. Click **Continue**.

*The **Position Data** screen of the wizard appears.*

Option 2: Searching for a Position

If you do not have a position number, you can search for possible positions. This search returns any vacant or pooled positions that match the employee's job employee group, as well as all available Lump Sum positions, within a specified organization. Position searches are restricted to the chart of accounts and organizations within your security permissions.



NOTE: The Search option is not available for Civil Service and Extra-Help employee groups.

1. Select the **COA** and **ORG** in which you want to search (see Figure 5).
2. Click **Search**.

The matching search results are displayed.

3. Highlight the desired position.
4. Click **Continue**.

*The **Position Data** screen of the wizard appears.*



NOTE: Single positions that are currently occupied, but have an end date within 30 days of the current date will show in the search results.

Position Selection Option Message

The **Position Selection Option Message** screen appears if the employee currently holds or has previously held the position entered or selected.

1. Select the radio button next to one of the following options and click **Continue**.
 - a. **Go to the Reappointment Wizard to reactivate this job.**

*The **Reappoint/Reactivate Job Wizard** appears. Refer to the Reappointment guide for more information on this transaction type.*

- b. **Return to Position Selection Page**

*Returns you to the **Position Selection** screen to enter a different position number.*

- c. **Add a new job with this Position Number and a new Suffix**

*Continues to the **Position Data** screen of the wizard.*

Figure 6: Position Selection Option Message

Option 3: Creating a New Position

If you cannot find a position that meets your needs using the search, you also can create a new position.



NOTE: The Create New Position option is not available for Civil Service and Extra-Help employee groups.

1. Select the **Campus** for the new position (see Figure 5).
2. Click **Create New Position**.
*The **Position Data** screen of the wizard appears.*
3. Complete the necessary fields on the **Position Data** screen.



NOTE: For more information on Creating New Positions, see the Position Creation and Maintenance guide.

Editing Position Data

Once you select a position, the next step in the Add a Job Wizard is the **Position Data** screen. This screen allows you to edit existing data for a Single position or create a new position. (For information on editing Pooled positions see the Position Creation and Maintenance guide.) Fields that can be edited for an existing position include: Position Class, Position Title, Position Employee Class, Type, PAPE Number, Job Progression, Position Descriptors, Budget Profile, Budget COA, Budget ORG, and Position Labor Distribution. The ability to edit Position Data is based on the Employee Group your permissions.

Add a Job

New Hire Wizard HELP LOGOUT

New Hire Transaction (ID: 3634) 664199767 9 UIUC Urbana / Champaign 699008 (AITS ITPC) ECLS: BA

New Hire Confirmation >> Position Selection >> **Position Data**

Position Data
Review the position data. Edit the fields as necessary.

POSITION #: POSITION CLASS: POSITION TITLE: POSITION EMPLOYEE CLASS:
U41047 SAMSA - SPEC IT ITSEC DATA SECURITY ANALYST BA - Acad/Pro 12mth Ben Elig

TYPE: POSITION BEGIN DATE: PAPER:
S - Single 9/12/2007 49520 - SPECIALIST

SALARY: SALARY RANGE:
GROUP: TABLE: GRADE: STEP: LOW: MIDPOINT: HIGH:
2008 AA UNDFD 1.0 1.0 999999.0

BARGAINING UNIT: PD PROB PERIOD: ACCRUE SENIORITY: JOB PROGRESSION:
NONE - NONE N - No No Job Progression

POSITION DESCRIPTORS:
BLANK Remove
ABORS - Has Budget responsibility Add

BUDGET PROFILE: BUDGET COA: BUDGET ORG:
R - Recurring 9 699009 - AITS ES

POSITION LABOR DISTRIBUTION

Edit	Remove	COA	Index	Fund	Organization	Account	Program	Activity	Location	Percent	
Edit	Remove	9		100008	699009	211300	699030			100.0	
										TOTALS	100.0

COA: 9 - University of Illinois - Admin
Index:
Fund:
Organization:
Account:
Program:
Activity:
Location:
Percent:

Add LD Update LD

Required fields *

Continue Save Close Delete Transaction

Figure 7: Position Data screen

11. Review the **Position Data** screen.
12. Make any necessary changes in the editable fields. If creating a new position, complete all required fields.
13. Click **Continue**.

*The **Job Data** screen of the wizard appears.*



NOTE: For more information on Creating New Positions, see the Position Creation and Maintenance guide.



NOTE: Position Data is not editable for Civil Service, Extra Help, and Student positions.

Editing Job Data

The final step in the Add a Job Wizard is the **Job Data** screen. This screen is used to capture the most important information related to an employee's job. The majority of the fields on this screen populate based on the **Position Data** screen. Fields that can be edited for Job Data are dependent on the E-Class and may include: Suffix, Job Title, Job FTE, Pay Rate, Job Change Reason, Timesheet COA and ORG, Time Entry Method, Leave Category, Accrue Leave, job Labor Distributions, and Job Comments.

Add a Job Wizard HELP LOGOUT

Add a Job Transaction (ID: 1271): 987654321 1.570000 Special Education ECLS: AA Total FTE: 1.000 Base Salary: \$46,816.80 Total Salary: \$46,816.80

E-Class >> Job Dates >> Position Selection >> Position Data >> Job Data

Job Data

Review the job data. Edit the fields as necessary.

POSITION: SUFFD: JOB BEGIN DATE: JOB END DATE: LAST PAID DATE:
 U02273 - 00 2/1/2009

POSITION CLASS: JOB TITLE: JOB TYPE:
 BAEAF - OTHAC 9MO LCTUR VISTN VST LECTURER S - Secondary

PAYED: FACTOR: JOB FTE: APPT%: PAY RATE: HOURLY: MONTHLY: ANNUAL: JOB STATUS:
 MN - Monthly 12 50 100 30.967865 \$2,693.83 \$32,205.96 A - Active

JOB CHANGE REASON: TIMESHEET: TIME ENTRY METHOD:
 JB001 - Add Job 1 570001 - SPED Admin P - Payroll

JOB EMPLOYEE CLASS: LEAVE CATEGORY: ACCRUE LEAVE:
 AA - Acad 9/12mth Ben Elig A3 - 9/12 mth 2 FH 25 Y - Yes

SALARY: PROBATIONARY: PERIOD: BEGIN DATE: END DATE: INCREASE MM/DG: ANNV DATE:
 GROUP: TABLE: GRADE: STEP: 2009 AA UNDFD 0 - 0

BUDGET PROFILE CODE: BARGAINING UNIT: HOURS PER DAY: SEARCH NUMBER:
 X - Not Budgeted NONE 8.0

LABOR DISTRIBUTIONS

Edit	Remove	COA	Index	Fund	Organization	Account	Program	Activity	Location	Eff Date	Percent	Salary	Update
		1		100009	570001	211160	570004			2/1/2009	100.00	1488.60	
TOTALS											100.00	1488.60	

COA: 1 - University of Illinois - Urbana

Index:

Fund:

Organization:

Account:

Program:

Activity:

Location:

Eff Date: 2/1/2009

Percent:

Salary:

JOB COMMENTS

Comments	UserID	Date
	stihak	01-19-2009 14:25

Figure 8: Job Data Screen

1. Review the **Job Data** screen.
2. Edit any fields that require changes.
3. Click **Continue**.

The **Employee Record View** appears.



WARNING: When adding 9/12 jobs, be sure to validate that all Pay Rate fields have calculated correctly. Under certain circumstances, these fields will need to be manually calculated and entered.

Adding Job Comments

Comments entered in the Job Comments section will feed to Banner and become a permanent part of the employee job record.

1. Enter comments in the **Job Comments** field.
2. Click **Add Comment**.

The *Job Comment is saved.*

3. Click **Continue**.

The **Employee Record View** appears.

JOB COMMENTS		
Comments	UserID	Date
Added Lecturer job. Signed offer letter received 1/5/2009		
<input type="text"/>	trishak	01-19-2009 14:56

Figure 9: Adding Job Comments

Completing the Add a Job

After the last screen of the wizard is completed, the **Employee Record View** displays the state of the employee as of the **Job Begin Date** entered into the wizard.

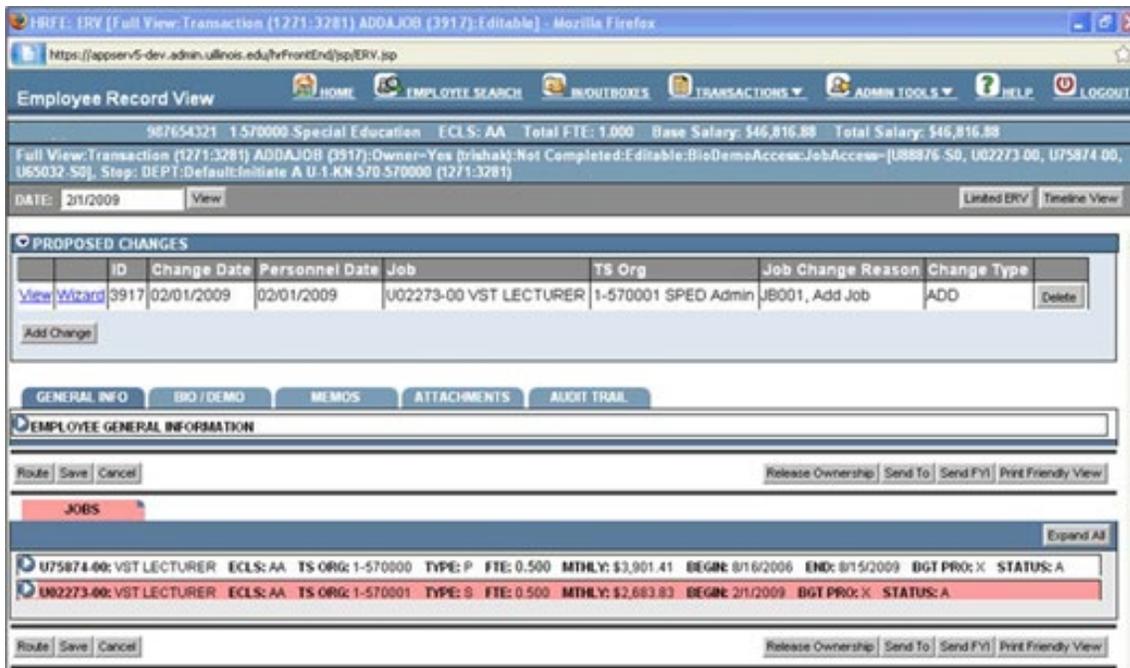


Figure 10: Employee Record View after Add a Job Wizard

Routing the Transaction

To move the transaction to the next stop on the route path:

1. Click **Route**.

Any informational or error messages are displayed in the yellow message area in the Employee Record View. If transaction is routed successfully, message will display showing the routing destination.

Add a Job

The screenshot displays the HRFE system interface in Mozilla Firefox. The browser address bar shows the URL: `https://appserv5-dev.admin.uillinois.edu/hrFrontEnd/jsp/erv.do`. The page title is "Employee Record View".

A yellow message box at the top contains the text: "Success routing to System Send-To Stop: DEPT:Default:Review A U-1-KN-570-* (1271:3315)".

Below the message, the system displays employee information:

- Employee ID: 987654321
- Department: 1-570000.Special Education
- ECLS: AA
- Total FTE: 1.000
- Base Salary: \$46,816.88
- Total Salary: \$46,816.88

The system also shows the full view transaction details: "Full View:Transaction (1271:3315) ADDAJOB (3917):Owner=No (None):Not Completed:ReadOnly:BioDemoAccess:JobAccess=[U88876-S0, U02273-00, U75874-00, U65032-S0], Stop: System Send-To Stop: DEPT:Default:Review A U-1-KN-570-* (1271:3315)".

The date is set to 2/1/2009. There are buttons for "View", "Limited ERV", and "Timeline View".

The "PROPOSED CHANGES" section contains a table with the following data:

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type
3917	02/01/2009	02/01/2009	U02273-00 VST LECTURER	1-570001 SPED Admin	JB001, Add Job	ADD

Navigation tabs include "GENERAL INFO", "BIO / DEMO", "MEMOS", "ATTACHMENTS", and "AUDIT TRAIL".

The "EMPLOYEE GENERAL INFORMATION" section has buttons for "Take Ownership" and "Print Friendly View".

The "JOBS" section has an "Expand All" button and displays a list of job transactions:

ID	Description	ECLS	TS ORG	TYPE	FTE	MTHLY	BEGIN	END	BGT PRO	STATUS
U75874-00	VST LECTURER	AA	1-570000	P	0.500	\$3,901.41	8/16/2006	8/15/2009	X	A
U02273-00	VST LECTURER	AA	1-570001	S	0.500	\$2,693.93	2/1/2009		X	A

Buttons for "Take Ownership" and "Print Friendly View" are located at the bottom of the jobs section.

Figure 11: Success Routing Message – Add a Job Transaction

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Appendix A: Screenshots from HRFE Video



This course will help to equip you when working with Add a Job transactions in the HR Front End Application.

CHAPTER	YOU WILL LEARN ABOUT
1 – Common Terminology	<ul style="list-style-type: none">• Common Terminology• What an Add a Job transaction is• Add a Job Quick View
2 – Initiating and Navigating the Add a Job Wizard	<ul style="list-style-type: none">• How to initiate an Add a Job transaction• How to enter the Add a Job Wizard• How to determine the Employee Class• How to enter the Job Dates• How to select and update a position• How to add a job• How to enter a Comment
3 – Reviewing the Add a Job Transaction in Employee Record View	<ul style="list-style-type: none">• About the proposed changes accordion• How to Route
4 – Course Review	<ul style="list-style-type: none">• You will participate in activities that will assess your understanding of the content covered in this course

Click the **Next** button to continue.





Appropriate Use and Security of Confidential and Sensitive Information



Users are responsible for any activity that occurs during their logon. The HR Front End Application allows users to access confidential and sensitive information. Guidelines have been created to help users manage their responsibility.

- Do NOT share passwords or store them in an unsecured manner
- Do NOT leave workstation unattended while logged on to administrative information systems
- Do NOT share confidential and sensitive information with anyone, including colleagues, unless there is a business reason
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view
- Secure reports containing confidential and sensitive information (e.g. FERPA, EEO, or HIPAA protected data)
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Click the **Next** button to continue.



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Chapter 1

Common Terminology

In this Chapter, you will learn:

- Common Terminology
- What an Add a Job transaction is
- Add a Job Quick View

Click the **Next** button to continue.

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Add a Job Transaction - Button Functionality

BUTTON	FUNCTIONALITY
Apply	The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active
Close	The Close button enables the user to exit the transaction.
Continue	The Continue button is used to proceed through the screens of a Wizard
Delete Transaction	The Delete Transaction button is used to delete a transaction from the system.
Print Friendly View	The Print Friendly View button opens a separate window that will align the data from the current screen in a format that can be easily printed.
Route	The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.
Save	The Save button is used to save the transaction to be worked on at a time in the future. Saved transactions can be accessed in the User's Inbox (My Inbox)
Send To	The Send To feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.

Click the **Next** button to continue.

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What is an Add a Job Transaction?

Add a Job transactions are used in the HR Front End any time a new job is added to an existing employee with an active status. Some examples of when the Add a Job transaction would be used include:

- Adding a secondary job
- Adding a lump sum job
- Adding a stipend job

Note that when you need to add a job previously held by the employee (same Position Number and Suffix) you must use a Reappointment transaction.

Click the **Next** button to continue.

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Add a Job Quick View

- 1 • Locate the employee's record and initiate an Add a Job transaction
- 2 • Complete the Employee Class Determination screen
- 3 • Complete the Job Dates screen
- 4 • Select position and complete the Position Data screen
- 5 • Complete the Job Data screen
- 6 • Review Employee Record View
- 7 • Transaction is routed and applied to Banner

Click the **Next** button to continue.

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Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What an Add a Job transaction is
- Add a Job Quick View

Click the **Next** button to continue.

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Chapter 2

Initiating and Navigating the Add a Job Wizard

In this Chapter, you will learn:

- How to initiate an Add a Job transaction
- How to enter the Add a Job Wizard
- How to determine the Employee Class
- How to enter the Job Dates
- How to select and update a position
- How to add a job
- How to enter a Comment

Click the **Next** button to continue.

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Employee Record View

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Doe, Jane 651234567 4-740000 Liberal & Integrative Studies ECLS: BA T \$47,927.00 Total Salary:

Full View:No Transaction:ReadOnly:BioDemoAccess:JobAccess-[S99658-00, S98405-00, S99658-00]

DATE: 12/1/2009 View

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

JOBS

S99658-00: PRGM INFO COORD ECL 93.92 BEGIN: 12/16/2003 BGT PRO: R STATUS: A

Transaction History
Initiate New Hire
Position Creation and Maintenance
Employee Job Record Change
Labor Distributions
Historical Job Change
Reappoint Reactivate Job
Add a Job
Separation
Employee Data
Job End Date

Limited ERV Timeline View

Print Friendly View

Expand All

Print Friendly View

To initiate the transaction click **Add a Job** from the Transactions Menu.

To begin an Add a Job Transaction, you must first open the employee's record. Once you have selected a UIN that you have permissions to, you will be taken to the **Employee Record View**.

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Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: -1): Doe, Jane 651234567 4.740000-Liberal & Integrative Studies ECLS: BA Total FTE: 1.000 Base Salary: \$47,927.00 Total Salary: \$47,927.00

E-Class

You have chosen to Add a New Job. This section will help determine the appropriate employee class. Please complete the required information and click Continue.

Select the appropriate Employee Group from the list below.

EMPLOYEE GROUP

- Select One
- Select One
- A - Faculty and Other Academics**
- B - Academic Professionals
- C - Civil Service Web/Dpt Tm E
- D - Civil Service Time Rpt Feed
- E - Civil Service Extra Help
- G - Grads and Predoc Fellows
- H - Academic Hourly & Grad H
- L - Lump Sum
- M - Summer
- P - Postdoc Fellow/ResAssoc/Intrn
- R - Residents
- S - Student
- U - Unpaid
- V - Virtual

Select A - Faculty and Other Academics.

Use the **Employee Class Determination** screen to establish the Employee Class for the job being added. The screen automatically refreshes and populates questions based on the Employee Group selected and the previous questions answered.

Save Close Delete Transaction

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NEXT >



Add a Job Wizard



Add a Job Transaction (ID: -1): Doe, Jane 651234567 4-740000-Liberal & Integrative Studies ECLS: BA Total FTE: 1.000 Base Salary: \$47,927.00 Total Salary: \$47,927.00

E-Class

You have chosen to Add a New Job. This section will help determine the appropriate employee class. Please complete the required information and click Continue.

Select the appropriate Employee Group from the list below.

EMPLOYEE GROUP

A - Faculty and Other Academics

Please answer the questions below.

Does the Employee hold a J1, J2, F1, or F2 Visa?

Yes

No

TOTAL % EMPLOYED

100

What is the length of the academic contract?

Greater than or equal to 9 months

What is the pay basis?

9/12

Continue

The Employee Group you select determines the questions that are asked.

Note that the highlighted fields have been answered for you.

For a complete list of questions that will appear according to Employee Group click the **Employee Group** button below.

[Employee Group Question List](#)

Click the **Next** button to continue.

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Employee Group Determination Questions

Employee Group	Determination Questions
A – Faculty B – Academics G – Grads / Pre-Doc Fellows P – Post-Doc Fellows, Research Associates, and Interns R – Residents	<ul style="list-style-type: none">• Does the Employee hold a J1, J2, F1, or F2 Visa?• Total % Employed• Length of Academic Contract• Service Begin and End Dates (Contracts less than 9 months)• Pay Basis (Contracts 9 months or greater)
C – Civil Service Web Dept Time Entry D – Civil Service Time Report Feeder	<ul style="list-style-type: none">• Does the Employee hold a J1, J2, F1, or F2 Visa?• Total % Employed• Work Week Hours• Status (Exempt or Non-Exempt)• Exempt Type (if exempt)• Is this person a Flex year or Seasonal employee?• Non-work period begin and end dates (Flex year or seasonal employees only)
E – Civil Service Extra Help	<ul style="list-style-type: none">• Is this position seasonal?
H – Academic Hourly / Grad Hourly	<ul style="list-style-type: none">• Is the employee an Academic or a Grad Hourly?
S – Students T – Retiree / Annuitant U – Unpaid V – Virtual	<ul style="list-style-type: none">• No Additional Information Required

Click the **Next** button to continue.

< PREV

NEXT >



Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: -1): Doe, Jane 651234567 4.740000 Liberal & Integrative Studies ECLS: BA Total FTE: 1.000 Base Salary: \$47,927.00 Total Salary: \$47,927.00

E-Class

You have chosen to Add a New Job. This section will help determine the appropriate information and click Continue.

Select the appropriate Employee Group from the list below.

EMPLOYEE GROUP

A - Faculty and Other Academics

Once all of the questions are answered you are ready to continue.

Please answer the questions below.

Does the Employee hold a J1, J2, F1, or F2 Visa?

Yes

No

TOTAL %

100

What is the length of the academic contract?

Greater than or equal to 9 months

What

9/12

Click Continue.

< PREV

NEXT >



Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: 89984): Doe, Jane 651234567 4.740000-Liberal & Integrative Studies ECLS: BA Total FTE: 1.000 Base
Salary: \$47,927.00 Total Salary: \$47,927.00

E-Class >> Job Dates

You have chosen to Add a New Job. Please complete the information below.

JOB EMPLOYEE CLASS: [*]	JOB BEGIN DATE: [*]	JOB END DATE: [†]
AA - Acad 9/12mth Ben Elig	1/1/2010	

Click **Continue** to select position information.

^{*} Required field.

[†] Required for certain employee classes.

Enter Job Begin date of 1/1/2010. Then click Continue.

Continue

Save Close Delete Transaction

The **Job Dates** screen of the Add a Job wizard confirms the employee class for the new job and allows you to enter the date the new job record begins and ends (if applicable). Note that some employee classes require a job end date, while this field is optional for others. If the **Job End Date** field is left blank when it is required, an error message appears.

< PREV

NEXT >

Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: 89984): Doe, Jane 651234567 4-740000-Liberal & Integrative Studies ECLS: BA Total FTE: 1.000 Base Salary: \$47,927.00 Total Salary: \$47,927.00

E-Class >> Job Dates >> Position Selection

Position Selection

If you know the position number, enter that number below and click **Continue**. If you do not know a position number, click **Search** for a list of possible position numbers below.

Employee Class: AA - Acad 9/12mth Ben Elig

I HAVE A POSITION NUMBER:

S96331

Continue

Possible position numbers:

You can search for a position that matches the Employee Class and has the permissions you need.

If you want to create a new position, select from the list of positions returned and click the **New Position** button.

COA ORG

4 740000 - Liberal & Integrative Studies

Search may take some time, please wait.

Search

For Campus C - UIC Chicago

Create New Position

Continue Save Close

< PREV

NEXT >

The next step in the Add a Job Wizard is the Position Selection screen. This screen offers one to three methods of specifying a position number depending on the Employee Class and your permissions:

- Directly enter a position number
- Search for a position
- Create a new position

Normally by clicking Continue you would be taken to the Position Data screen, however in this example we want to show you both options of entering a position number and searching for a position number.

To learn more about each option visit the Position Creation and Maintenance course.

Enter Position Number S96331, click Continue then click Next.

Click the Next button to continue.

Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: 89984): Doe, Jane 651234567 4-740000-Liberal & Integrative Studies ECLS: BA Total FTE: 1.000 Base
Salary: \$47,927.00 Total Salary: \$47,927.00

E-Class >> Job Dates >> **Position Selection**

Position Selection

If you know the position number, enter that number below and click **Continue**. If you do not know the position number, you may search for a list of possible position numbers below.

Employee Class: AA - Acad 9/12mth Ben Elig

I HAVE A POSITION NUMBER:

Continue

Possible position numbers:

You can search for any vacant or pooled position that matches the Employee Class chosen based on any budget chart (COA) and Organizations for which you have permissions.

If you want to reuse a position, click 'Search', select from the list of positions returned, and click **Continue**. If you want to create a new position, click the **Create New Position** button.

COA ORG

4 740000 - Liberal & Integrative Studies

Search may take some time, please wait.

Search

For Can

Click Search.

Create New Position

Continue Save Close

Delete Transaction

< PREV

NEXT >

For this example, we are going to search for a position.

If you want to reuse a position, click 'Search', select from the list of positions returned, and click 'Continue'. If you want to create a new position, click the **Create New Position** button.

COA ORG
4 484000 - History

Search may take some time, please wait.

Search

Position	Position Title	P-Class	E-Class	Position Begin Date	Type	COA	ORG	Employee	Start Date
997267	ASST PROF	AACAA - TEMUR 9MO ASPRO	AA - Acad 9/12mth Ben Elig	8/16/2006	S	4 - University of Illinois -Springfield	484000	Erik Freas	9/15/2006
	ADJ	BDEAD - OTHAC	AF - Acad			4 - University of			

A list of available positions is returned. The positions include vacant single positions, or those that will become single in the next 30 days, pooled positions, and lump sum positions.

Once you have looked through the list of positions, select the row of the desired position and then click Continue.

For Campus C - UIC Chicago Create New Position

Continue Save Close

Delete Transaction

Click Continue.

< PREV

NEXT >

Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: 89985): Doe, Jane 651234567 4 484000 - History ECLS: AA Total FTE: 1.000 Base Salary: \$49,671.00 Total Salary: \$49,671.00

E-Class >> Job Dates >> Position Selection >> **Position Data**

Position Data

Review the position data. Edit the fields as necessary.

CHANGE DATE: *	POSITION #: *	POSITION CLASS: *	CLASS: *
8/22/2006	897267	AACAA - TENUR 9MO ASPRO	en Elig
TYPE: *	POSITION BEGIN DATE: *	PAPE#: †	
S - Single	8/16/2006	Blank - Blank	
SALARY		SALARY RANGE	
GROUP: 2010	TABLE: AA	GRADE: UNDFD	STEP: 0
LOW: 1.0	MIDPOINT: 1.0	HIGH: 999999.0	
BARGAINING UNIT: NONE	PD PROB PERIOD:	ACCRUE SENIORITY: N - No	
POSITION DESCRIPTORS:			
Blank [Remove]			
ABDRS - Has Budget responsibility [Add]			
BUDGET PROFILE: *	BUDGET COA: *	BUDGET ORG: *	
X - Not Budgeted	4	484000 - History	

Once you select a position, the next step in the Add a Job Wizard is the **Position Data** screen. This screen allows you to edit existing data for a Single position or create a new position. (For information on editing Pooled positions see the Position Creation and Maintenance Course). Fields that can be edited for an existing position include: Position Class, Position Title, Position Employee Class, Type, PAPE Number, Job Progression, Position Descriptors, Budget Profile, Budget COA, Budget ORG, and Position Labor Distribution. The ability to edit Position Data is based on the Employee Group and your permissions.

Click the **Next** button to continue.

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NEXT >

POSITION DESCRIPTORS:

Blank

AHDRS - Has Budget responsibility

BUDGET PROFILE: Not Budgeted
BUDGET COA: 4
BUDGET ORG: 484000 - History

POSITION LABOR DISTRIBUTION

		COA	Index	Fund	Organization	Account	Program	Activity	Location	Percent	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	4		100010	484000	211100	484001			100.0	<input type="button" value="Update"/>
TOTALS										100.00	

COA: 4 - University of Illinois - Springfield

Index:

Fund:

Organization:

Account:

Program:

Activity:

Location:

Position

Click Continue.

Once necessary changes are made, we are ready to continue.

Required fields *

< PREV

NEXT >



Add a Job Wizard

HELP LOGOUT

Add a Job Transaction (ID: 89985): Doe, Jane 651234567 4.484000 - History ECLS: AA

E-Class >> Job Dates >> Position Selection >> Position Data >> Job Data

Job Data

Review the job data. Edit the fields as necessary.

POSITION: SUFFIX: JOB BEGIN DATE: JOB END DATE: LAST PAID DATE:
S97267 - 00 1/1/2010

POSITION CLASS: JOB TITLE: JOE
AACAA - TENUR 9MO ASPRO ASST PROF P

PAY ID: FACTOR: JOB FTE: APPT%: PAY RATE: HOURLY: M
MN - Monthly 12 0.0 100 0.637570 \$

JOB STATUS:
A - Active

JOB CHANGE REASON:
JB001 - Add Job 4 484000 - History

JOB EMPLOYEE CLASS: LEAVE CATEGORY: ACCRU
AA - Acad 9/12mth Ben Elig A3 - 9/12 mth 2 FH 25 Y - Yes

SALARY PROBATIONARY
GROUP: TABLE: GRADE: STEP: PERIOD: BEGIN DATE: END DATE: INCREASE MM/DD: ANNIV DATE:
2010 AA UNDFD 0 - 0

BUDGET PROFILE CODE: BARGAINING UNIT: HOURS PER DAY: SEARCH NUMBER:
X - Not Budgeted NONE 8.0

The final step in the Add a Job Wizard is the Job Data screen. This screen is used to capture the most important information related to an employee's job. The majority of the fields on this screen populate based on the Position Data screen. Fields that can be edited for Job Data are dependent on the E-Class and may include: Suffix, Job Title, Job FTE, Pay Rate, Job Change Reason, Timesheet COA and ORG, Time Entry Method, Leave Category, Accrue Leave, job Labor Distributions, and Job Comments.

Enter 0.0 in the Job FTE field.

Click the Next button to continue.

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NEXT >

JOB COMMENTS		
Comments	UserID	Date
Test	sandrsn	'11-11-2009 16:2E

Add Comment

1. Enter "test" into the Comments field.
2. Click **Add Comment**.

Continue Save Close

Comments entered in the Job Comments section will feed to Banner and become a permanent part of the employee job record.

< PREV

NEXT >



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Comments	UserID	Date
test	sandrsn	11-11-2009 16:26:00
		x 09:16:41

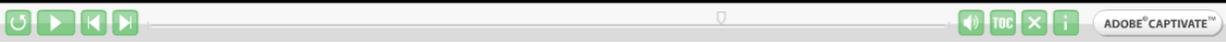
The comment you entered will have both your UserID and a time and date stamp. You cannot delete the comment once entered.

Outline Save Close

Click the **Next** button to continue.

< PREV

NEXT >



Chapter 2 Review

In this Chapter, you have learned:

- How to initiate an Add a Job transaction
- How to enter the Add a Job Wizard
- How to determine the Employee Class
- How to enter the Job Dates
- How to select and update a position
- How to add a job
- How to enter a Comment

Click the **Next** button to continue.

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NEXT >



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Chapter 3

Reviewing the Add a Job Transaction in Employee Record View

In this Chapter, you will learn:

- About the proposed changes accordion
- How to Route

Click the **Next** button to continue.

< PREV

NEXT >



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Employee Record View

Doe, Jane 65123
Full View: Transaction (S97670-S1, S96331-00, S96331-00)
COLLEGE: Default: Initial

The Proposed Changes accordion summarizes all of the changes proposed in this transaction. If there are multiple components for the transaction, click the View link. Click the Wizard link to make changes in the wizard.

TRANSACTIONS ADMIN TOOLS HELP LOGOUT
\$49,671.00 Total Salary: \$49,671.00
Editable: BioDemoAccess: JobAccess=[S97670-S0, S95825-S0, S95825-S0], Stop:

DATE: 1/1/2010

Limited ERV Timeline View

PROPOSED CHANGES

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
189741	01/01/2010	01/01/2010	S97267-00 ASST PROF	4-484000 History	JB001, Add Job	ADD	Delete

Add Change

Click either **Route** button to continue.

EMO MEMOS ATTACHMENTS AUDIT TRAIL

TION

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

JOBS

Expand All

S97267-00: ASST PROF ECLS: AA TS ORG: 4-484000 TYPE: P FTE: 0.000 MTHLY: \$110.51 BEGIN: 1/1/2010 BGT PRO: X STATUS: A
S98895-00: ASSOC PROF ECLS: AA TS ORG: 4-484000 TYPE: P FTE: 1.000 MTHLY: \$4,139.25 BEGIN: 12/16/2003 BGT PRO: R STATUS: A

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

< PREV

NEXT >

Employee Record View

- HOME
- EMPLOYEE SEARCH
- IN/OUTBOXES
- ADMIN TOOLS
- HELP
- LOGOUT

- Success routing to CAMPUS:Default:Apply A S-4 (89985:493010).

Doe, Jane 651234567 4.4
 Full View:Transaction (89985:493010)
 Stop: CAMPUS:Default:Apply A S-4
 DATE: 1/1/2010 View

Success messages will appear each time the transaction has been successfully routed to a different stop. As the transaction travels along the routing path, users will be able to retrieve the transaction from their Inboxes so that they can take ownership of it, review it, and send it to the next stop in the routing path.

This will happen all the way to the Apply stop in the routing path.

PROPOSED CHANGES			
ID	Change Date	Pe	
View 189741	01/01/2010	01	

- GENERAL INFO
- BIO / DEMO
- MEMOS
- ATTACHMENTS
- AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Take Ownership Print Friendly View

JOBS										
Expand All										
S97267-00:	ASST PROF	ECLS: AA	TS ORG: 4-484000	TYPE: S	FTE: 0.000	MTHLY: \$110.51	BEGIN: 1/1/2010	BGT PRO: X	STATUS: A	
S98895-00:	ASSOC PROF	ECLS: AA	TS ORG: 4-484000	TYPE: P	FTE: 1.000	MTHLY: \$4,139.25	BEGIN: 12/16/2003	BGT PRO: R	STATUS: A	

Click the **Next** button to continue.

< PREV NEXT >



Chapter 3 Review

In this Chapter, you have learned:

- About the proposed changes accordion
- How to Route

Click the **Next** button to continue.

< PREV

NEXT >



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Add a Job Transaction - HR Front End

You have reached the conclusion of the Add a Job Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the **COMPLETE COURSE** button below.

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