Add a Job HR FRONT END TRAINING HOW-TO GUIDE



I 🐨 🏯 | University of Illinois System

Acknowledgements

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

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Course Information

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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

-	_	-
<u> </u>		- 1

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



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



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

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.

HOME EMPLOYEE SEARCH TRANSACTIONS Employee Search Employee Search UIN: LAST NAME: FIRST NAME: USERID: SSN: 2 COA: COLLEGE: 💌 * - All 9 - University of Illinois - Admin ~ DEPARTMENT: ORGANIZATION: * - All 🖌 📩 All ¥ EMPLOYEE GROUP: CAMPUS: U - UIUC Urbana / Champaign * - All × □ INCLUDE TERMINATED EMPLOYEES Search Reset Refresh Select Query returned 1 rows. 3 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

The **Employee Search** screen appears.

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.*
- Highlight the desired employee in the results list and click Select.
 The Employee Record View for the selected employee appears.

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ull View:No Transaction:Readonly	BioDemoAcces	JobAccess-[U22157.0	01, U22157-00]	Initiate New Hire		
ATE: 2/18/2009 View				Position Creation and Maintenance	Limited ERV	Timeline View
				Add a Job 4		
GENERAL INFO	MEMOS	ATTACHMENTS	AUDIT TRAIL	Employee Data Add a Job	′	
EMPLOYEE GENERAL INFORMATION				Employee Job Record Change		
				Historical Job Change	Print	Friendly View
17				Job End Date		
JOBS				Labor Distributions		-
				Reappoint Reactivate Job		Expand All
U22157-00: VST TRAINING SPEC	ECLS: BA TS ORG	9-699008 TYPE: P FT	E: 1.000 MTHLY: \$4,	Separation	3/2009 BGT PRO: X	STATUS:

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.

🕲 HRFE: Add a Job - Mozilla Firefox			II I 🛛
Add a Job Wizard			
Add a Job Transaction (ID: .1): Salary: \$46,816.88	987654321 1-570000-Special Education	ECLS: AA Total FTE:	1.000 Base Salary: \$46,816.88 Total
E-Class			
You have chosen to Add a New Job. This section will	help determine the appropriate employee clas	ss. Please complete the re	equired 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?			
Oyes			
•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			
Continued 2			Saue Close Delete Transaction
CONTRACT			Save Guse Pelete Italisacium

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.

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-	-	

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	 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	 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	Is this position seasonal?
H – Academic Hourly / Grad Hourly	• Is the employee an Academic or a Grad Hourly?
S – Students T – Retiree / Annuitant U – Unpaid V Virtual	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.

谢 HRFE: Add Job Dates - Mozilla Firefox		X
Add a Job Wizard	? HELP	
Add a Job Transaction (ID: 1207): 987654321 1-570000-Special Education ECLS: AA Total FTE: 1.000	Base Sa	alary:
\$46,815.88 Total Salary: \$46,816.88 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:		
Click Continue to select position information.		
Required field.		
[†] Required for certain employee classes.		
Continue 3	Close De	lete Transaction

Figure 4: Job Dates Screen

8. 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.

9. Enter the Job Begin Date and the Job End Date (if applicable).

10. 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

	816.88			JULUSHSEL		and press to be				our our of the second s	
E-Class >> J	lob Dates >>	Position Selecti	on								
Position S	Selection										
If you know I search for a	the position r list of possib	number, enter that le position number	number below rs below.	and click Co	ntinue	. If you do not k	now the positi	on number, you i	may		
Employee C	lass: AA - A	cad 9/12mth Ben B	Elig								
HAVE A POS	SITION NUMB	ER:									
and the second											
Continue	No										
You can se	arch for any	ers: vacant or pooled po	osition that ma	tches the Em	ploye	e Class chosen	based on any	budget			
chart (COA)) and Organia	zations for which ye	ou have permis	ssions,							
If you want t	to reuse a nr	eition click Searc	h' select from	the list of no	eitions	returned and r	lick Continue	If you			
If you want i want to crea	to reuse a po ate a new po	sition, click 'Searc sition, click the Cre	ch', select from eate New Pos	the list of position button.	sitions	returned, and o	lick Continue	lf you			
If you want want to crea	to reuse a po ate a new po	osition, click 'Searc sition, click the Cro	ch', select from eate New Pos	the list of position button.	sitions	returned, and o	click Continue	. If you			
If you want to creat want to creat COA ORG	to reuse a po ate a new po 0000 - Specia	sition, click 'Searc sition, click the Cro al Education	ch', select from eate New Po	the list of position button.	sitions	returned, and o	click Continue	. If you			
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If you want is want to creat COA ORG 1 Search may Search	to reuse a po ate a new po 0 0000 - Specia y take some	osition, click Searc sition, click the Cru al Education time, please wait.	ch', select from	n the list of po- sition button.	sitions	returned, and o	lick Continue	. If you			
If you want it want to create COA ORC 1 Search may Search Position	to reuse a po ate a new po 3 10000 - Specia 11 take some 11 <u>Position</u> <u>11 Title</u>	osition, click 'Searc sition, click the Cru al Education time, please wait. <u>P-Class</u>	h', select from eate New Por	Position Begin Date	sitions	returned, and d	click Continue	lf you Last Incumbent	Job End Date	1	
If you want to want to creat COA ORG 1 Search may Search U01160	to reuse a po ate a new po b 0000 - Specia y take some <u>Position</u> <u>Inte</u> CLIN ASST PROF	esition, click 'Searc sition, click the Cre Il Education time, please wait. <u>P-Class</u> BACFA - OTHAC 940 ASPRO CLINCL	E-Class AA - Acad 9/12mkh Ben Elig	Position Begin Date 8/16/2005	Type 5	COA 1 - University of Illinois - Urbana	Buckaret.Org 570001 - SPED Admin	If you Last incumbent	Job End Date		
If you want to creat want to creat COA ORG 1 Search may Search U01160 U02273	to reuse a po ate a new po 3 0000 - Specia y take some take some <u>Position</u> <u>Title</u> CLIN ASST PROF VST LECTURER	esition, click 'Searc sition, click the Cru al Education time, please wait. <u>P-Class</u> BACFA - OTHAC 9MO ASPRO CLINCL BAEAF - OTHAC 9MO LCTUR VISTN	E-Class AA - Acad 9/12mth Ben Elig AA - Acad 9/12mth Ben Elig	Position Position Regin Date 8/16/2005 7/29/2005	Type 5 5	COA 1 - University of Elinois - Urbana 1 - University of Elinois - Urbana	Eudaet Ora 570001 - SPED Admin 570001 - SPED	If you Last Incumbent Comile Mayhall	Job End Date		
If you want to creat want to creat COA ORG 1 Search may Search U01160 U02273	to reuse a po ate a new po 3000 - Specia y take some take some <u>Position</u> <u>Title</u> CLIN ASST PROF VST LECTURER	esition, click 'Searc sition, click the Cro Il Education time, please wait. P-Class BACFA - OTHAC 9400 ASPRO CLINCL BAEAF - OTHAC 9400 LCTUR VISTN	E-Class AA - Acad 9/12mth Ben Elig AA - Acad 9/12mth Ben Elig	Position Begin Date 8/16/2005 7/29/2005	Type 5 5	COA 1 - University of Binois - Urbana 1 - University of Binois - Urbana	Euclaset.Org S70001 - SPED Admin S70001 - SPED Admin	If you Last Incumbent Camile Mayhail	Job End Date		

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.

WHRFE: Add a Job/Position Select - Mozilla Firefox	? uci p	
Add a Job Wizard		
Add a Job Transaction (ID: 1207): 987654321 1-570000-Special Education ECLS: AA Total FTE: 1.000 \$46,816.88 Total Salary: \$46,816.88	Base Salary:	
E-Class >> Job Dates >> Position Selection		
Position Selection Option Message		
You have selected a position previously held by this employee. You may either go through the Reappointment wizard to reactivate or extend this job, return to the Position Selection page to select a different position, or continue to add a job with this Position Number and a new Suffix.		
 Go to Reappointment Wizard to reactivate this job. Return to Position Selection Page. Add a new job with this Position Number and a new Suffix. 		
Select one of the above actions and click Continue.		
Continue Save Close	De	lete Transaction

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 s**creen 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.

New Hire Wizard	CHELP XLOGOUT
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Poellion Data	
Review the position data. Edit the fields as necessary.	
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TYPE: * POSITION BEGIN DATE: * PAPE/R:*	
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SALARY SALARY RANGE	
GROUP: TABLE: GRADE: STEP: LOW: MIDPOINT: HIGH: 2008 V AA V UNDFD V V 1.0 1.0 999999.0	
BARGAINING UNIT: PD PROB PERIOD: ACCRUE SEMIORITY: JOB PROGRESSION: NONE - NONE NONE No Job Progression V	
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Add LD Update LD	
Required fields *	
Continue Save Gote	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.

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

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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.

4dd a Job Transaction (10: 1271): Salary: 546,816.88		9	87654321 1.570	000 Special	Education	ECLS: M	Total FTE: 1.000	Base Salary: \$46,816.88 Tet
-Class >> Job Dates >> Position Sele	ection >>	Position D	iata >> Job Data					
Job Data								
Review the job data. Edit the fields as r	necessary							
POSITION: SUFFD: JOB BEGIN DATE	JOB EN	DATE:	LAST PAID DATE	E .				
U02273- 00 2/1/2009				-				
POSITION CLASS:	JOB T	LE:		JOB TYPE				
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			PAY PATE					
PAYID: FACTOR:	JOB FTE	APPTN	HOURLY:	MONTH	Lin:	ANNUAL:	JOB STATUS:	
MN - Monthly 12 😒	.50	100	30.967865	\$2,683	83	\$32,205.96	A - Active	19
	20 J	TMESHE	FT.			11.		
AOB CHANGE REASON:		COA: OF	viic .				TIME ENTRY METHOD:	
JB001 - Add Job	M	1 💌 5	0001 - SPED Ad	fmin			P - Payroll	
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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		
	triebak	01-19-2009 14:56
	Inshuk	01-10-2000 14:00
Add Comment		

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.

unterlighteeus gestaduur de og	i.edu/hrFronkEnd/jsp/E8	KV.Bp					
nployee Record View	HOME.	E IMPLOYTE SEARCH			· BAOMIN TO		HELP 0 LOG
987654321 1	570000 Special Ed	location ECLS: AA	Total FTE: 1.000	Base Salary: \$46,816	.88 Total Sala	ny: \$46,816.81	1
II View:Transaction (1271:328) 5032 S01 Star: DEPT:Default1	I) ADDAUGE (3917)	:Owner-Yes (trishak): 70.570000 (1271-3281)	iot Completed:Edit	able:BioDemoAcces	s:JobAccess-[U8	8876 50, 002	273.00, U75874.0
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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.

https://appserv5-dev.admin.ullinois.edu/hrFrontEnd/jsp/erv.do poloyee Record View Success routing to System Send-To Stop: DEPT:Default:Review 987654321 1-570000-Special Education ECL View:Transaction (1271:3315) ADDAJOB (3917):Owner=No (N 032-S0), Stop: System Send-To Stop: DEPT:Default:Review A E: 2/1/2009 View ROPOSED CHANGES ID Change Date Personnel Date Job 3917 02/01/2009 02/01/2009 U02273-00 VST	HOME EMPLOYEE WAU-1-KN-570-* (1271:331 LS: AA Total FTE: 1.000 None):Not Completed:Rea A U-1-KN-570-* (1271:3315) TS Org	SEARCH IN INCUTBOX	CES ▲ ADMIN TOOLS ▼ 6.88 Total Salary: \$46,4 s:JobAccess=[U88875-S0, ab Change Beason	HELP LOGO HELP LOGO HELP LOGO LOGO
Paployee Record View Success routing to System Send-To Stop: DEPT:Default:Review 987654321 1-570000-Special Education ECL View:Transaction (1271:3315) ADDAJOB (3917):Owner=No (N 032-S0], Stop: System Send-To Stop: DEPT:Default:Review A 271/2009 Vew ROPOSED CHANGES D Change Date Personnel Date Job 3917 02/01/2009 02/01/2009 U02273-00 VST	HOME EMPLOYEE W A U-1-KN-570-* (1271:331 LS: AA Total FTE: 1.000 None):Not Completed:Rea A U-1-KN-570-* (1271:3315) TS Org	SEARCH SINCUTBOX	6.88 Total Salary: \$46,4 s:JobAccess-[U88876-S0,	(10,000 (
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987654321 1-570000-Special Education ECI I View:Transaction (1271:3315) ADDAJOB (3917):Owner-No (N 032-S0), Stop: System Send-To Stop: DEPT:Default:Review A Te: 2/1/2009 View ROPOSED CHANGES ID Change Date Personnel Date Job 3917 02/01/2009 02/01/2009 U02273-00 VST	LS: AA Total FTE: 1.000 None):Not Completed:Rea A U-1.KN-570.* (1271:3315) TS Org	Base Salary: \$46,81 donly:BioDemoAccese	6.88 Total Salary: \$46, s:JobAccess-[U88876-S0, b Change Reason	816.88 , U02273.00, U75874.00, Limted ERV Timeline View
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JOBS				
				Expand All
U75874-00: VST LECTURER ECLS: AA TS ORG: 1-570000 TYPE:	P FTE: 0.500 MTHLY: \$3,9	301.41 BEGIN: 8/16/2008	6 END: 8/15/2009 BGT PR	O:X STATUS: A
U02273-00: VST LECTURER ECLS: AA TS ORG: 1-570001 TYPE:	S FTE: 0.500 MTHLY: \$2,	583.83 BEGIN: 2/1/2009	BGT PRO: X STATUS: A	

Figure 11: Success Routing Message – Add a Job Transaction

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Appendix A: Screenshots from HRFE Video



This course will help t HR Front End Applica CHAPTER	o equip you when working with Add a Job transactions in the tion.
1 – Common Terminology	 Common Terminology What an Add a Job transaction is Add a Job Quick View
2 – Initiating and Navigating Add a Job Wizard	the 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 Red View	 About the proposed changes accordion How to Route
4 – Course Review	You will participate in activities that will assess your understanding of the content covered in this course Click the Next b
	UNI to continue.





< Course Menu	Add	a Job Transaction - HR Front End	CH.1 - P.2/5
	A	dd 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.	
			the Next button to continue.
< PREV			NEXT >
	0		



< Course Menu	Add a Job	Transaction - HR Front End	CH.1 - P.4/5
	Ado	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.
< PREV			NEXT >





< Course Menu	Add a Job Transaction -	HR Front End	CH.2 - P.2/16
Employee Record View	A-740000-Liberal & Integrative Studies ECLS: BA	Transactions	OLS▼ ? HELP © LOGOUT ¹ 927.00 Total Salary:
S47/327.00 Full View:No Transaction:Readonly DATE: 12/1/2009 GENERAL INFO BIO / DEMO	:BioDemoAccess:JobAccess=[S99658-00, S98405-00, S9	Position Creation and Maintenance Employee Job Record Change Labor Distributions Historical Job Change	Linited ERV Timeline View
JOBS S99658-00: PRGM INFO COORD	To initiate the transaction click Add a GI Job from the Transactions Menu.	Reappoint Reactivate Job Add a Job Separation Imployee Data Job End Date 93.92 BEGIN: 12/16/2003 BGT PR	Print Friendly View Expand All O: R STATUS: A
	To begin an Add a Job Transaction must first open the employee's reco Once you have selected a UIN that have permissions to, you will be tal the Employee Record View.	, you × ord. you ken to	Print Friendly View
< PREV	Q		NEXT >

Add a Job Transaction	- HR Front End CH.2 - P.3/16
Add a Job Wizard	
Add a Job Transaction (ID: -1): Doe, Jane 651234567 4.740000-Liberal 547,927.00 \$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 employed	& Integrative Studies ECLS: BA Total FTE: 1.000 Base Salary: e class. Please complete the required information and click Continue.
Select the appropriate Employee Group from the list below. EMPLOYEE GROUP 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 Textra Help G - Grads and Predoc Fellows H - Academic Hourly & Grad H L - Lump Sum M - Summer P - Postdoc Fellow/ResAssoc/Intm R - Residents S - Student U - Unpaid V - Virtual	Save Close Delete Transaction X 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.
< Prev	NEXT >





< Course Menu Add a Job Trai	nsaction - HR Front End	CH.2 - P.6/16
Add a Job Wizard		
Add a Job Transaction (ID: -1): Doe, Jane 651234567 \$47,927.00 Total Salary: \$47,927.00 E-Class	4-740000-Liberal & Integrative Studies ECLS: BA	Total FTE: 1.000 Base Salary:
You have chosen to Add a New Job. This section will help determine the a Select the appropriate Employee Group from the list below. EMPLOYEE GROUP A - Faculty and Other Academics	X Once all of the questions are answered you are ready to continue.	d information and click 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		
Continue		Save Close Delete Transaction
< PREV		NEXT >

< Course Menu	Ade	d a Job Transactio	n - HR Front	End	C	CH.2 - P.7/16
Add a Job Wizard					? _{HELP}	
Add a Job Transaction Salary: \$47,927.00 To E-Class >> Job Dates	(ID: 89984): tal Salary: \$47,927.0 s	Doe, Jane 651234567 4-740000-L 0	iberal & Integrative Studie	s ECLS: BA	Total FTE: 1.000	Base
You have chosen to Add JOB EMPLOYEE CLASS: AA - Acad 9/12mth Ben Eli Click Continue to select Required field. TRequired for certain emp	a New Job. Please co JOB BEGIN DA ig 1/1/2010 position information.	TE: [*] JOB END DATE: [†] Enter Job Begin date of 1/1/2010. Then click Continue.				
Continue	The Job Date the employee enter the date applicable). N job end date, v Job End Date error message	S screen of the Add a Job wize class for the new job and allow the new job record begins and ote that some employee class while this field is optional for ot e field is left blank when it is rec e appears.	x ard confirms /s you to l ends (if es require a hers. If the quired, an		Save Close De	lete Transaction
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$\bigcirc \triangleright \land \land \models \frown \frown$) TOC X i AC	OOBE [®] CAPTIVATE [™]

Add a Job Transacti	on - HR Front End	l.2 - P.8/16
Add a Job Wizard	3 HELP	U LOGOUT
Add a Job Wizard Add a Job Transaction (ID: 89984): Doe, Jane 651234567 4.7400 Salary: \$47,927.00 Total Salary: \$47,927.00 4.7400 E-Class >> Job Dates >> Position Selection Position Selection 9 Position Selection If you know the position number, enter that number below and click Continue. If you disearch for a list of possible position numbers below. If you know the position number, enter that number below and click Continue. If you disearch for a list of possible position numbers below. Employee Class: AA - Acad 9/12mth Ben Elig IHAVE A POSITION NUMBER: S96331 Continue Possible Instition numbers: You can see chart (CO. Enter Postion Number have permissions. Select from the list of positions returned to the New Position button. You wan Continue then click want to cr Next. Select from the list of positions returned to the New Position button. COA ORG Image: All of the select select select select from the list of positions returned to the New Position button. Search Y40000 - Liberal & Integrative Studies Search Search Search may take some time, please wait. Search	Determine the position number of the position of the position of the position number a position number of the position of the position of the 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.	Base
For Campus C - UIC Chicago Create New Position	Click the Next to continu	t button ie.
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Add a Job Transaction - HR	Front End CH.2 - P.9/16
Add a Job Wizard	
Add a Job Transaction (ID: 89984): Doe, Jane 651234567 4-740000-Liberal & Inte Salary: \$47,927.00 Total Salary: \$47,927.00	grative Studies ECLS: BA Total FTE: 1.000 Base
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 posearch for a list of possible position numbers below.	sition number, you may
Employee Class: AA - Acad 9/12mth Ben Elig	For this example, we are going to search for a position.
Continue Possible position numbers: You can search for any vacant or pooled position that matches the Employee Class chosen based on a 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 Contin want to create a new position, click the Create New Position button. COA ORG	nny budget nue. If you
Search may take some time, please wait. Search For Can Click Search. Create New Position	
Continue Save Close	Delete Transaction
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1	Position	Position Title	P-Class	E-Class	Position Begin Date	Type	<u>COA</u>	and the	n click C	ontinue.	the desired	position	
1	570001	LECTURER	ADJNT	Elig	111000	-	Illinois -Springfield				l		
	597267	ASST PROF	AACAA - TENUR 9MO ASPRO	AA - Acad 9/12mth Ben Elig	8/16/2006	s	4 - University of Illinois -Springfield	484000	Erik Freas	9/15/2009	8		
		ADJ	BDEAD - OTHAC	AF - Acad		_	4 - University of						
For	Campus ntinue	s C - UIC Ch Save Close k Continu	icago ue.	✓ Create Ne	w Position						Delete Trans	saction	
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Add a Job Transa	action - HR Front End CH.2 - P.11/16
Add a Job Wizard	
Add a Job Transaction (ID: 89985): Doe, Jane 651234567 4-484 Salary: \$49,671.00	000-History ECLS: AA Total FTE: 1.000 Base Salary: \$49,671.00 Total
E-Class >> Job Dates >> Position Selection >> Position Data Position Data Review the position data. Edit the fields as necessary. CHANGE DATE.* POSITION #:* POSITION ECLASS:* 8/22/2006 \$97267 AACAA - TENUR 9MO ASPRO TYPE:* POSITION BEGIN DATE.* PAPE#:* T S - Single 8/16/2006 Blank - Blank SALARY SALARY RANGE GROUP: TABLE: GRADE: STEP: LOW: MIDPOINT: I.0 1.0 999999.0 BARGAINING UNIT: PD PROB PERIOD: ACCRUE SENIORI NONE N - No N - No POSITION DESCRIPTORS: N - No N - No Blank Remove Add ABDRS - Has Budget responsibility Add	Chice 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 Maintenace 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.
BUDGET PROFILE:* BUDGET COA:* BUDGET ORG:* X - Not Budgeted Image: Coality of the second seco	Click the Next button to continue.
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< Course Menu		Add a	Job Trar	nsactio	on - HR	Front	End		CH.2 - I	P.12/16
ABDRS - Has Budg	TORS:	Add								
BUDGET PROFILE:*		BUDGET COA:	BUDGET ORG:							
X - Not Budgeted	~	4 🗸	484000 - History			1				
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Edit Remove	4	100010	484000	211100	484001			100.0	Update	
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COA: 4	University of Illinoi	is -Springfield 🖄	<u> </u>							
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< Course Menu	Add a Job Transa	action - HR Front End	CH.2 - P.13/16
Add a Job Wizard			
Add a Job Transaction (ID: 89985):Doe, Jane 601234067 4.484	1000-History ECLS: AA	
Job Data Review the job data. Edit the fields POSITION: SUFFIX: JOB BEGIN DA S97267 - 00 1/1/2010 POSITION CLASS: AACAA - TENUR 9MO ASPRO PAY ID: FACTO MN - Monthly 12 S JOB STATUS: A - Active JOB CHANGE REASON: JBD01 - Add Job	As necessary. TE JOB END DATE: LAST PAID DATE: JOB TITLE: ASST PROF PAY RATE HOURLY: 0.0 100 Enter 0.0 in the Job FTE field. V 4 4 484000 - History	The final step in the Add a Job Wizard the Job Data screen. This screen is a to capture the most important informat related to an employee's job. The ma of the fields on this screen populate bi on the Position Data screen. Fields the on the Position Data screen. Fields the on the E-Class and may include: Suffin Job Title, Job FTE, Pay Rate, Job Cha Reason, Timesheet COA and ORG, T Entry Method, Leave Category, Accrue Leave, job Labor Distributions, and Jo Comments.	x is used jority ased that dent c, ange ime e
AA - Acad 9/12mth Ben Elig	A3 - 9/12 mth 2 FH 25	- Yes	
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X - Not Budgeted		8.0	to continue
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< Course Menu	Add a Job Transa	ction - HR Fron	t End	CH.2 - P.14/16
JOB COMMENTS Comments Test Add Comment Curlinue Save Close	Add a JOD Transa 1. Enter "test" into the Comments field. 2. Click Add Comment. Comments entered in the Job Com to Banner and become a permaner job record.	UserID Jandrsn	Dzte	CH.2 - P. 14/10
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< Course Menu	Add a Job Transaction - H	IR Fron	nt End	CH.2 - P.15/16
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Add Comnent	The comment you entered will have both you entered will have both you time and date stamp. You cannot delete the entered.	our UserID e comment	and a t once	
Cuntinne Save Clube				
				Click the Next button to continue.
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< Course Menu		End a 、	Job Transa	action -	HR Front	End		СН.3	- P.2/4
Employee Record Doe, Jane 651: Full View:Transaction \$97670-\$1, \$96331-00 COLLEGE:Default:Init DATE: 1/1/2010	The Pro of the ch are multi the View in the wiz	posed Chai anges propo ple compon link. Click ti zard.	nges accordion s osed in this transa ents for the transa ne Wizard link to r	summarizes action. If the action, click make chang	x all ere : \$49,671.00 Toti : \$49,671.00 Toti : \$49,671.00 Toti : \$49,671.00 Toti : \$49,671.00 Toti : \$49,671.00 Toti : \$49,671.00 Toti	ADMIN TOO al Salary: \$49,6 DAccess:JobAc	LS▼ ? 71.00 cess-[S976 Limite	HELP ULC 70-S0, S95825 d ERV Timeline 1	o <u>GOUT</u> 5-S0, View
PROPOSED CHANG	GES								
ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type		Apply Status	
View Wizard 189741	01/01/2010	01/01/2010	S97267-00 ASST PROF	4-484000 History	JB001, Add Job	ADD	Delete		
Click either Rour	e. Tion	MEMOS	ATTACHMENTS	AUDIT TR	Release C	Dwnership Send T	o Send FYI	Print Friendly Vie	
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 0	Ownership Send T	o Send FYI	Print Friendly Vie	w
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< Course Menu	End a J	ob Trai	nsactio	n - HR	Front	End			CH.3 - P.3/4
Employee Record View		<u> номе</u>		SEARCH	IN/OUTBOXES		TOOLS V	? HELP	
Success routing to CAMPUS:De	efault: Apply A S-4 (8	9985:493010).							
Doe, Jane 651234567 4 J Full View:Transaction (89985:49301 Stop: CAMPUS:Default:Apply A S 4 DATE: 1/1/2010 View PROPOSED CHANGES ID Change Date Pe View 189741 01/01/2010 01	Success me been success travels along t transaction fro it, review it, an This will happ	ssages will fully routed he routing p m their Inb d send it to en all the wa	I appear ead to a differe path, users oxes so tha o the next sto ay to the Ap	h time the nt stop. A vill be able they can p in the ro oly stop in	transactions the trans to retrieve take owne puting path the routin	x saction e the rship of ng path.	49,671.00 lcccess-[S97 nge Type	/267-00, S9 imited ERV	8895-00], Timeline View tatus
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JOBS									Expand All
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Course Menu	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, please click the COMPLETE COURSE button below. COMPLETE COURSE	
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