Employee Job Record Changes
HR FRONT END TRAINING
HOW-TO GUIDE
Acknowledgements
Portions of this manual are based on Ellucian Banner System, Release 9.3.0.1.

Copyright
Copyright © 2020 University of Illinois System – Office of Business Services. All rights reserved. No part of this publication may be reproduced or used in any form or by any means—graphic, electronic or mechanical, including photocopying, recording, taping or in information storage and retrieval systems—without written permission of University of Illinois System.

Trademarks
Banner® is a trademark of Ellucian Company L.P. or its affiliates and is registered in the U.S and other countries.

Course Information
Course ID: Employee Job Record Changes
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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Locate the employee’s</td>
</tr>
<tr>
<td>2</td>
<td>Enter the change date in the date field and click View</td>
</tr>
<tr>
<td>3</td>
<td>Select Employee Job Record Change from the Transaction Menu.</td>
</tr>
<tr>
<td>4</td>
<td>Change the appropriate job data, select a Job Change Reason, and Save</td>
</tr>
<tr>
<td>5</td>
<td>Review the proposed changes in the Employee Record View.</td>
</tr>
<tr>
<td>6</td>
<td>Transaction routed/applied to Bar</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

Introduction ........................................................................................................... 5
  Assumptions ....................................................................................................... 5
  What Is an Employee Job Record Change? ....................................................... 5
  Conventions Used in this Guide ........................................................................ 5
Completing an Employee Job Record Change ..................................................... 6
  Changing Job Detail .......................................................................................... 6
    Routing the Transaction .................................................................................. 7
  Changing Position Data .................................................................................... 9
    Routing the Transaction .................................................................................. 9
  Changing Labor Distribution using Employee Job Record Change ................. 12
    Routing the Transaction ................................................................................ 13
Accordions under the Jobs Tab ........................................................................... 15
  Work Schedules ............................................................................................... 15
    Routing the Transaction ................................................................................ 16
  Service Dates and Contract Parameters Accordion ....................................... 17
  Faculty Rank and Tenure Accordion ................................................................. 19
  Default Earnings Accordion ............................................................................ 20
Employee Job Record Change Process Flow .................................................... 21
**Introduction**

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

**What Is an Employee Job Record Change?**

**Employee Job Record Changes** are changes made to Job or Position Data in the HR Front End Application. Examples of these type(s) of changes are:

- Salary Changes
- FTE Changes
- Labor Distribution Changes
- Work Schedule Changes

**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.
Completing an Employee Job Record Change

The Employee Job Record Change transaction is completed directly in the Employee Record View screen. It is important that the View Date be set to the date the change should occur prior to selecting the transaction type.

Changing Job Detail

1. Use the Employee Search to locate the employee and open the Employee Record View (ERV).
   The Employee Search screen is displayed. (See Figure 1: Employee Search Screen)
2. Select the desired employee from the search results and click Select.
   The Employee Record View is displayed.

![Employee Search Screen](image)

Figure 1: Employee Search Screen

3. Enter the date the change should be effective in the Date field, and then click View.
   Screen refreshes and displays Employee Record View for the date selected.
4. From the Transactions menu, select Employee Job Record Change.
   Screen refreshes and transaction type is displayed on the Transaction Bar.
5. Expand the appropriate Job Detail Accordion.
   Current Job Detail is displayed.
Employee Job Record Changes

Figure 2: Beginning an Employee Job Record Change

6. Edit the necessary fields (for example Job FTE or Pay Rate) and press Tab.
   
   User implemented changes display in Red. System Changes display in Green.

7. Select a Job Change Reason.

   New Job Change Reason is displayed in Red.

8. Enter Job Comments and click Add. (if necessary)

   Job Comments are saved.

9. Click Save.

   Changes are saved and are displayed under Proposed Changes.

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.
Figure 3: Changing Job Detail
**Changing Position Data**

1. Use the **Employee Search** to locate the employee and open the Employee Record View (ERV).
   *The Employee Search screen is displayed.*
2. Select the desired employee from the search results and click **Select**.
   *The Employee Record View is displayed.*
3. Enter the date the change should be effective in the **Date** field, and then click **View**.
   *Screen refreshes and displays Employee Record View for the date selected.*
4. From the **Transactions** menu, select **Employee Job Record Change**.
   *Screen refreshes and transaction type is displayed on the Transaction Bar.*
5. Expand the appropriate **Job Detail** Accordion.
   *Job Data is displayed.*
6. Expand the **Position Data** Accordion
   *Position Data is displayed.*
7. Edit the necessary fields. (For example, **Position Class**, **Position Title** or **Budget Profile**) and press **Tab** after each entry.
   *User implemented changes display in red. System Changes display in green.*
8. In the **Job Detail** accordion, select a **Job Change Reason**.
   *New Job Change Reason is displayed in red.*
9. Enter **Job Comments** and click **Add**. (if necessary)
   *Job Comments are saved.*
10. Click **Save**.
    *Changes are saved and are displayed under Proposed Changes accordion.*

**Routing the Transaction**

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

11. 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.*
Figure 4: Employee Record View Accordions
Figure 5: Changing Position Data
Changing Labor Distribution using Employee Job Record Change

Labor Distribution information can be changed using the Labor Distribution transaction or the Employee Job Record Change transaction. Reasons for using the Employee Job Record Change transaction type for Labor Distribution changes include:

- Needing to change job or position data, such as Salary or FTE, and Labor Distribution information in the same transaction.
- Needing to change the Personnel Date on a Labor Distribution Change to a date prior to the Last Paid Date.

1. Use the Employee Search to locate the employee and open the Employee Record View (ERV).
   
   The Employee Search screen is displayed.

2. Select the desired employee from the search results and click Select.
   
   The Employee Record View is displayed.

3. Enter the date in the View Date field for which this data should be effective and then click the View button.
   
   Screen refreshes and ERV displays information for selected date.

4. From the Transactions menu, select Employee Job Record Change
   
   Screen refreshes and transaction type is displayed on the Transaction Bar.

5. Expand the appropriate Job Detail accordion.
   
   Current Job Detail is displayed.

6. Make any necessary changes to the Job or Position Data, and select a Job Change Reason.
   
   User implemented changes display in Red. System Changes display in Green.

7. Expand the Labor Distribution accordion.
   
   Current Labor Distribution data is displayed.

8. Click the Edit button to the left of the Labor Distribution row to be changed.
   
   Labor Distribution fields are displayed in a vertical menu.

9. Edit the necessary Labor Distribution fields and click Update button below when finished.
   
   User implemented changes display in Red. System Changes display in Green.

10. Click Save.
    
    Transaction is saved. Changes appear under Proposed Changes.

NOTE: For more information about Labor Distribution Changes, see the Labor Distribution guide.
Routing the Transaction

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

11. 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.

---

**Figure 6: Editing Labor Distribution**
Figure 7: Salary Change with Labor Distribution Change
Accordions under the Jobs Tab

Work Schedules

Work Schedules are tied to jobs for which hours are reported via Time Entry. Only jobs that have CA, CB, CG, and CH e-classes may have an active Work Schedule. Work schedule changes (such as hours, shift, begin day) that take place after the Last Paid Date on the job record are made using a Work Schedule transaction in the HR Front End.

Adding a New Work Schedule

1. Use the Employee Search to locate the employee and open the Employee Record View (ERV).
   The Employee Search screen is displayed.
2. Select the desired employee from the search results and click Select.
   The Employee Record View is displayed.
3. Enter the date in the View Date field for which this data should be effective and then click the View button.
   Screen refreshes and displays the ERV for the selected date.
4. From the Transactions menu, select Work Schedule
   Screen refreshes and transaction type is displayed on the Transaction Bar. Only work schedules become editable.
5. Expand the appropriate Job Detail accordion.
   Current Job Detail is displayed.
6. Expand the Work Schedule accordion.
   Current Work Schedule is displayed.
7. Click **Add New**.

   Work Schedule menu becomes editable.

8. Select the **new schedule** from the Work Schedule menu.

   System displays the new schedule with an effective date equal to the date selected in step three. Old schedule is displayed with an end date equal to the day prior to the effective date of the new schedule.

9. Make any necessary edits to the Work Schedule fields.

10. Click **Save**.

**Routing the Transaction**

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

11. 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.
**Figure 9: Adding a New Work Schedule**

**Service Dates and Contract Parameters Accordion**

The **Service Dates and Contract Parameters** accordion displays the service dates and any contract parameters active on the selected date for the Employee Record.

**NOTE**: Only users with **Central HR** level can Edit and Apply Service Dates and Contract Parameters.

1. Take ownership of a transaction at the Apply level.
   
   *Transaction becomes editable.*

2. Expand the Service Dates and Contract Parameters accordion.
   
   *Current Service Dates and Contract Parameters are displayed.*

3. To edit the service dates, enter the correct dates in the **Service Begin Date** and **Service End Date** fields.
   
   *New date values are displayed in red.*

4. If Salary Commitment in changing, enter the new **Salary Commitment** information in the **Salary Commitment** field.
   
   *New value is displayed in red.*

5. To remove a Contract Parameters, select the parameter and click **Remove**.
   
   *Contract Parameter is removed from list.*

6. To add a new Contract Parameter, select the parameter and click **Add**.
   
   *New Contract Parameter is displayed in red.*
7. Once the changes have been made to the Service Dates and Contract Parameters, click the **Apply** button to apply the changes.

*Figure 10: Service Dates and Contract Parameters*
**Faculty Rank and Tenure Accordion**

All of the data in the Faculty Rank and Tenure accordion is read-only. This accordion is only accessible for jobs that have an Employee Class that begins with A. The View Date that is entered in Employee Record View will determine the appropriate data to be displayed in this accordion.

*Figure 11: Faculty Rank and Tenure Accordion*
Default Earnings Accordion

Users who have access to the Employee Record View (ERV) will be able to view the Default Earnings information. However, only those with HR Level security permissions will be able to update the fields. All the other users will have read-only access.

HINT: (UIC Users) Cell and auto allowances are added as default earnings and not as additional jobs for exempt employees.

NOTE: Users in the units and colleges will have read only access. Those with HR Level security will have read and write access.

Once the Default Earnings accordion becomes editable and the new effective date displays in green:

1. Select an Earnings Code from the list.
2. Enter the Hours/Units.
3. Enter the Special Rate (if applicable).
4. Click the Add button (changes should be retained as the screen refreshes).
5. Click the Apply button to apply the transaction.

Figure 12: Default Earnings Accordion
**Employee Job Record Change Process Flow**

Below is the flow of the entire Employee Job Record Change process.

1. **Access Employee Record View for an employee**
2. **Enter date that transaction should become effective in the Date Field.**
3. **Select Employee Job Record Change from the Transaction Menu.**
4. **Expand the accordion that contains data needing to be changed.**
5. **Enter data in appropriate fields.**
6. **Save the Transaction.**
7. **Review transaction (View Proposed Changes).**
8. **Route the Transaction.**
9. **Transaction is routed and reviewed until it reaches the Apply Stop.**
10. **Apply the Transaction.**
Appendix A: Screenshots from HRFE Video
This course will help you when working with Employee Job Record Change transactions in the HR Front End Application.

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>YOU WILL LEARN ABOUT</th>
</tr>
</thead>
</table>
| 1 – Common Terminology | • Common Terminology  
                      | • What an Employee Job Record Change Is  
                      | • Employee Job Record Change Quick View |
| 2 – Initiating an Employee Job Record Change | • How to initiate an Employee Job Record Change  
                      | • How to select the appropriate view date |
| 3 – Editing the Job Detail | • How to expand the Job Detail  
                      | • How to make changes  
                      | • How to save  
                      | • About the proposed changes |
| 4 – Editing Position Data | • How to expand the Position Data accordion  
                      | • How to make changes  
                      | • How to save  
                      | • About the proposed changes |
| 5 – Editing Labor Distributions | • How to expand the Labor Distributions accordion  
                      | • How to make changes  
                      | • How to save  
                      | • About the proposed changes |
| 6 – Editing Service Dates & Contract Parameters | • How to expand the Service Dates & Parameters accordion  
                      | • How to make changes  
                      | • How to save  
                      | • About the proposed changes |

Click the Next button to continue.
<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>YOU WILL LEARN ABOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 – Editing the Default Earnings</td>
<td>• How to expand the Default Earnings accordion</td>
</tr>
<tr>
<td></td>
<td>• How to make changes</td>
</tr>
<tr>
<td></td>
<td>• How to save</td>
</tr>
<tr>
<td></td>
<td>• About the proposed changes</td>
</tr>
<tr>
<td>8 – Viewing the Faculty Rank &amp; Tenure Accordion</td>
<td>• How to view the Faculty Rank &amp; Tenure Accordion</td>
</tr>
<tr>
<td>9 – Employee Job Record Changes Prior to the Last Paid Date</td>
<td>• How to select an appropriate view date</td>
</tr>
<tr>
<td></td>
<td>• How to initiate an Employee Job Record Change</td>
</tr>
<tr>
<td></td>
<td>• How to make changes</td>
</tr>
<tr>
<td></td>
<td>• How to change the Personnel Date</td>
</tr>
<tr>
<td></td>
<td>• How to save</td>
</tr>
<tr>
<td></td>
<td>• About the proposed changes</td>
</tr>
<tr>
<td>10 – Editing Work Schedules</td>
<td>• How to select an appropriate view date</td>
</tr>
<tr>
<td></td>
<td>• How to initiate a Work Schedule transaction</td>
</tr>
<tr>
<td></td>
<td>• How to make changes</td>
</tr>
<tr>
<td></td>
<td>• How to save</td>
</tr>
<tr>
<td></td>
<td>• About the proposed changes</td>
</tr>
<tr>
<td>11 – Routing the Transaction</td>
<td>• How to route the transaction</td>
</tr>
<tr>
<td>12 – Course Review</td>
<td>• You will participate in activities that will assess your understanding of the content covered in this course</td>
</tr>
</tbody>
</table>

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.
Chapter 1

Common Terminology

In this Chapter, you will learn:

- Common Terminology
- What an Employee Job Record Change is
- Employee Job Record Change Quick View
<table>
<thead>
<tr>
<th>BUTTON</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>The <strong>Apply</strong> feature completes the transaction and applies the data to Banner. The User must have <strong>Apply</strong> permissions for this button to be active.</td>
</tr>
<tr>
<td>Close</td>
<td>The <strong>Close</strong> button enables the user to exit the transaction.</td>
</tr>
<tr>
<td>Continue</td>
<td>The <strong>Continue</strong> button is used to proceed through the screens of a Wizard.</td>
</tr>
<tr>
<td>Delete Transaction</td>
<td>The <strong>Delete Transaction</strong> button is used to delete a transaction from the system.</td>
</tr>
<tr>
<td>Print Friendly View</td>
<td>The <strong>Print Friendly View</strong> button opens a separate window that will align the data from the current screen in a format that can be easily printed.</td>
</tr>
<tr>
<td>Route</td>
<td>The <strong>Route</strong> feature sends the transaction on to the next stop in the predetermined routing for the transaction.</td>
</tr>
<tr>
<td>Save</td>
<td>The <strong>Save</strong> 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).</td>
</tr>
<tr>
<td>Send To</td>
<td>The <strong>Send To</strong> feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.</td>
</tr>
</tbody>
</table>
What is an Employee Job Record Change?

Employee Job Record Changes are changes made to Job or Position Data in the HR Front End Application. Examples of these type(s) of changes are:

- Salary Changes
- FTE Changes
- Labor Distribution Changes
- Work Schedule Changes
Employee Job Record Change Quick View

1. Locate the employee’s record
2. Enter the change date in the date field and click View
3. Select Employee Job Record Change from the Transaction Menu.
4. Change the appropriate job data, select a Job Change Reason, and Save
5. Review the proposed changes in the Employee Record View.
6. Transaction is routed and applied to Banner.

Click the Next button to continue.
Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What a Employee Job Record Change is
- Employee Job Record Change Quick View
Chapter 2

Initiating an Employee Job Record Change

In this Chapter, you will learn:

- How to initiate an Employee Job Record Change
- How to select the appropriate view date
To begin an Employee Job Record Change 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.

The Employee Job Record Change transaction is completed directly in the Employee Record View screen. It is important that the View Date be set to the date the change should occur prior to selecting the transaction type. In this example the view date will be after the last paid date.

Enter the date that the change should be effective in the Date field. For example, enter 1/1/2010 in the Date field and click View.
You are now viewing this person as of 1/1/2010.

Click Employee Job Record Change from the Transactions Menu.
Now that the transaction has been initiated, the screen will refresh and the transaction can be completed.

Click the Next button to continue.
Chapter 2 Review

In this Chapter, you have learned:

• How to initiate an Employee Job Record Change
• How to select the appropriate view date
Chapter 3

Editing the Job Detail

In this Chapter, you will learn:

- How to expand the Job Detail
- How to make changes
- How to save
- About the proposed changes
Under the Jobs tab, click the job accordion to expand.
The Job and position data are now editable. We are going to be changing the Job Detail in this example.
Depending on what you change, you may get a message that says The Default Earnings have been updated.

Click OK.
The Job Change Reason is required for all Employee Job Record Changes.

Select FT0010 - FTE Change.
Once all necessary changes have been made, click **Save**.

Changes made by the user appear in red while the automatic, system generated changes appear in green.
You will now see the Employee Record Change component in the Proposed Changes accordion. If you have multiple components click the View link to view the change.
Chapter 3 Review

In this Chapter, you have learned:

- How to expand the Job Detail
- How to make changes
- How to save
- About the proposed changes
Chapter 4

Editing Position Data

In this Chapter, you will learn:

- How to expand the Position Data accordion
- How to make changes
- How to save
- About the proposed changes
Under the Jobs tab, click the job accordion to expand.
Click on the Position Data accordion to expand.
If the position is a single filled position all edits can be made here. If the position is pooled or single and vacant changes need to be made in the Position Creation and Maintenance transaction.

Edit the necessary fields. (For example Position Class, Position Title or Budget Profile).
Once all necessary changes have been made, click **Save**.
You will now see the Employee Job Record Change component in the Proposed Changes accordion. If you have multiple components click the View link to view the change.
Chapter 4 Review

In this Chapter, you have learned:

- How to expand Position Data
- How to make changes
- How to save
- About the proposed changes
Chapter 5

Editing Labor Distribution

In this Chapter, you will learn:

- How to expand the Labor Distributions accordion
- How to make changes
- How to save
- About the proposed changes
Under the Jobs tab, click the job accordion to expand.
Click on the Job Labor Distributions accordion to expand.

Job or Position Labor Distribution information can be changed using the Labor Distribution transaction or the Employee Job Record Change transaction. Reasons for using the Employee Job Record Change transaction type for Labor Distribution changes include needing to change job or position data, such as Salary or FTE, and Labor Distribution information in the same transaction.
To edit the Labor Distributions using the drop-down menus click Edit.

There are two methods to add or update an existing Labor Distribution: using the drop-down menus and using the inline method. If you are certain of the data you are entering in the fields, using the in-line method will save time. If you need to verify that the data entered in each field of the FOAPAL is correct, click Edit and use the drop-down menus.
If you begin typing a number in any of the FOAPAL fields, you can use the menus to the right to select the correct value. Once a value is entered, check the description that is populated to verify the data entered is correct.

When using the vertical menu to edit Labor Distribution, you must use the Update button located below the list. Using the Update button to the right of the row will result in an error. Also, clicking the Save button without first clicking Update will result in changes being lost.

Enter 200100 in the Fund field and enter 213300 in the Account field. Then click Update.
Click Save.

Labor Distribution row is updated with new values displayed in red, and old values displayed in white. Effective date is updated to match the date entered in the view date field.

To see additional ways to edit, add, and remove Labor Distributions see the Labor Distribution course.
You will now see the Employee Job Record Change component in the Proposed Changes accordion. If you have multiple components click the View link to view the change.

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Job ID</th>
<th>Job Title</th>
<th>Job Change Reason</th>
<th>Change Type</th>
<th>Apply Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>194791</td>
<td>01/01/2010</td>
<td>S95386-00</td>
<td>VST ASST ATHL TRAINER</td>
<td>FT001, FTE Change</td>
<td>ERC</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Click the Next button to continue.
Chapter 5 Review

In this Chapter, you have learned:

- How to expand the Labor Distributions accordion
- How to make changes
- How to save
- About the proposed changes
Chapter 6

Editing Service Dates & Contract Parameters

In this Chapter, you will learn:

• How to expand the Service Dates & Parameters accordion
• How to make changes
• How to save
• About the proposed changes
The Service Dates and Contract Parameters accordion displays the service dates and any contract parameters active on the selected date for the Employee Record. Only users with Central HR level access can Edit and Apply Service Dates & Contract Parameters.
Under the Jobs tab, click the job accordion to expand.
Click on the Service Dates & Contract Parameters accordion to expand.
To edit the service dates, enter the correct dates in the Service Begin Date and Service End Date fields. If Salary Commitment is changing, enter the new Salary Commitment information in the Salary Commitment field.

Enter 30500.00 in the Salary Commitment field. Then click Save.
You will now see the Employee Job Record Change component in the Proposed Changes accordion. If you have multiple components click the View link to view the change.

### Employee Job Record Changes - HR Front End

**Employee Record**
- **Doc:** Jane Doe
- **Emp ID:** 64123
- **Full Name:** Jane Doe
- **Job Title:** VST ASST ATHL TRAINER
- **Date:** 01/01/2010

**Base Salary:** $30,000.00, **Total Salary:** $30,000.00

**Change Details:**
- **Change ID:** 194791
- **Change Date:** 01/01/2010

**Proposed Changes**

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Date</th>
<th>Job</th>
<th>TS Org</th>
<th>Job Change Reason</th>
<th>Change Type</th>
<th>Apply Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>194791</td>
<td>01/01/2010</td>
<td>01/01/2010</td>
<td>S95386-00 VST ASST ATHL TRAINER</td>
<td>4-881000 Athletics</td>
<td>FT001, FTE Change</td>
<td>ERC</td>
<td>Delete</td>
</tr>
</tbody>
</table>

**Employee General Information**

**Jobs**

- **Status:** A
- **Begin:** 7/16/2009
- **End:** 7/15/2010
- **Base Pay:** $1,875.00

Click the **Next** button to continue.
Chapter 6 Review

In this Chapter, you have learned:

• How to expand the Service Dates & Parameters accordion
• How to make changes
• How to save
• About the proposed changes
Chapter 7

Editing the Default Earnings

In this Chapter, you will learn:

- How to expand the Default Earnings accordion
- How to make changes
- How to save
- About the proposed changes
Users who have access to the Employee Record View will be able to view the Default Earnings information. However, only those with Central HR Level security permissions will be able to update the fields. All other users will have read-only access.
Employee Job Record Changes - HR Front End

Click on the Default Earnings accordion to expand.
## Employee Job Record Changes - HR Front End

### Job Labor Distributions

<table>
<thead>
<tr>
<th>Select MIN - Stp- Med Insurance from the Earning Code menu.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS - Foreign Sourced Supplemental</td>
</tr>
<tr>
<td>FVR - Family Leave Vacation(Rdg)</td>
</tr>
<tr>
<td>HMP - Human Subject Payment</td>
</tr>
<tr>
<td>HOU - Housing</td>
</tr>
<tr>
<td>INT - In-plant Internet Stipend</td>
</tr>
<tr>
<td>LDL - Adjust Dollar Anti-Legacy</td>
</tr>
<tr>
<td>LMF - Leave Without Pay</td>
</tr>
<tr>
<td>LWS - Leave Without Pay</td>
</tr>
<tr>
<td>MS - MacOS</td>
</tr>
</tbody>
</table>

### Position Data

<table>
<thead>
<tr>
<th>Job Labor Distribution</th>
<th>Effective Date</th>
<th>Hours/Units</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td>7/16/2009</td>
<td>173.33</td>
<td></td>
<td>1</td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Select One</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Faculty Rank & Tenure

<table>
<thead>
<tr>
<th>Apply</th>
<th>Return</th>
<th>Save</th>
<th>Cancel</th>
<th>Route to EOC</th>
<th>Release Ownership</th>
<th>Send To</th>
<th>Send FYI</th>
<th>Print Friendly View</th>
</tr>
</thead>
</table>

| NEXT > |

---

HR Front End Training 71
Enter 12 in the Hours/Units field then click Update.
Click Save.
You will now see the Employee Job Record Change component in the Proposed Changes accordion. If you have multiple components click the View link to view the change.

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Job Date</th>
<th>Job</th>
<th>TS Org</th>
<th>Job Change Reason</th>
<th>Change Type</th>
<th>Apply Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>01/01/2010</td>
<td>01/01/2010</td>
<td>595386-00 VST ASST ATHL TRAINER</td>
<td>4-881000 Athletics</td>
<td>PT001, FTE Change</td>
<td>ERC</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Click the Next button to continue.
Chapter 7 Review

In this Chapter, you have learned:

- How to expand the Default Earnings accordion
- How to make changes
- How to save
- About the proposed changes
Chapter 8

Viewing Faculty Rank & Tenure Accordion

In this Chapter, you will learn:

• How to view the Faculty Rank & Tenure Accordion
Under the Jobs tab, click the job accordion to expand.

All of the data in the Faculty Rank and Tenure accordion is read-only. This accordion is only accessible for jobs that have an Employee Class that begins with A. The View Date that is entered in Employee Record View will determine the appropriate data to be displayed in this accordion.
Click on the Faculty Rank & Tenure accordion to expand.
Chapter 8 Review

In this Chapter, you have learned:

- How to view the Faculty Rank & Tenure Accordion
Chapter 9

Employee Job Record Changes
Prior to the Last Paid Date

In this Chapter, you will learn:

• How to select an appropriate view date
• How to initiate an Employee Job Record Change
• How to make changes
• How to change the Personnel Date
• How to save
• About the proposed changes
Under the Jobs tab, click the job accordion to expand.

To begin an Employee Job Record Change 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.

For this example, we are adding a salary increase that should have taken effect before the employee’s Last Paid Date, but it was not entered into the system before pay was processed at the old rate.
Employee Job Record Changes - HR Front End

Notice the Last Paid Date.

Click the Next button to continue.
Enter the day after the last paid date. Enter 12/16/2009 in the Date field, and then click View.
Employee Job Record Changes - HR Front End

You are now viewing this person as of 12/16/2009. If you tried to put a date prior to the last paid date, the System will not allow you to do an Employee Job Record Change transaction.

Click Employee Job Record Change from the Transactions Menu.
Under the Jobs tab, click the job accordion to expand.
The Job and position data are now editable. We are going to be changing the Job Detail in this example.

Click the Next button to continue.
Select SA010 - Pay Change from the Job Change Reason list.
This change should have taken effect before that last paid date. Because the system will not allow you to make that change with the View Date, we are changing their Personnel Date to reflect the correct date.

Enter the date that the change should have been effective. Enter 12/1/2009.

Click the Next button to continue.
Once all necessary changes have been made, click **Save**.

The new **Personnel Date** appears in red.
You will now see the Employee Record Change component in the Proposed Changes accordion. Notice the Personnel Date and Change date are different. If you have multiple components click the View link to view the change.

If the change made to the record affects pay, then a pay adjustment or other financial transaction may be required. These adjustments are processed outside the HR Front End following current business processes.

Click the Next button to continue.
Chapter 9 Review

In this chapter, you have learned:

- How to select an appropriate view date
- How to initiate an Employee Job Record Change
- How to make changes
- How to change the Personnel Date
- How to save
- About the proposed changes
Chapter 10

Editing Work Schedules

In this Chapter, you will learn:

• How to select an appropriate view date
• How to initiate a Work Schedule transaction
• How to make changes
• How to save
• About the proposed changes
To begin an Employee Job Record Change 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.

Work Schedules are tied to jobs for which hours are reported via Time Entry. Only jobs that have CA, CB, CG, and CH e-classes may have an active Work Schedule. Work schedule changes (such as hours, shift, begin day) that take place after the Last Paid Date on the job record are made using a Work Schedule transaction in the HR Front End.
You are now viewing this person as of 1/1/2010.

Click Work Schedule from the Transactions Menu.
Under the Jobs tab, click the job accordion to expand.
Click on the Work Schedules accordion to expand.
The system will display the new schedule with and effective date equal to the date entered in the view date field. The old schedule will display and end date equal to the day prior to the effective date of the new schedule.
Enter the new schedule. Enter 7.5 in the Day 8 field on the left and then delete hours in Day 10 field and enter 0. Enter 1 in the Day 8 Shift field and 0 in the Day 10 Shift field.

Then click Save.

The system will display the new schedule with and effective date equal to the date ented in the view date field. The old schedule will display and end date equal to the day prior to the effective date of the new schedule.
You will now see the Work Schedule component in the Proposed Changes accordion. If you have multiple components, click the View link to view the change.

Work Schedule transactions can be directly applied to banner.
Chapter 10 Review

In this Chapter, you have learned:

• How to select an appropriate view date
• How to initiate a Work Schedule transaction
• How to make changes
• How to save
• About the proposed changes
Chapter 11

Routing the Transaction

In this Chapter, you will learn:

• How to route the transaction
Once the transaction has been routed you will get a success routing message.

### PROPOSED CHANGES

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Personnel Date</th>
<th>Job</th>
<th>TS Org</th>
<th>Job Change Reason</th>
<th>Change Type</th>
<th>Apply Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>194796</td>
<td>12/16/2009</td>
<td>12/01/2009</td>
<td>995386-00 VST ASST ATHL TRAINER</td>
<td>SA010, Pay Change</td>
<td>ERC</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>194809</td>
<td>07/15/2010</td>
<td>07/15/2010</td>
<td>995386-00 VST ASST ATHL TRAINER</td>
<td>4-881000 Athletics</td>
<td>ERC</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 11 Review

In this Chapter, you have learned:

- How to Route the transaction
You have reached the conclusion of the Employee Job Record Change 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.

COMPLETE COURSE