

# **Employee Data Changes**

## **Human Resources Front End**

### **How-To Guide**

HR Front End Training Team

# Employee Data Changes

## HR Front End

### How-To Guide

#### Revision 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.**

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## HR Front End Employee Data Changes Quick View

1

- Locate the employee's record

2

- Select Employee Data from the Transaction Menu.

3

- Change the appropriate employee data and click Save.

4

- Review the proposed changes in the Employee Record View.

5

- Transaction is routed and applied to Banner.

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## ***Introduction***

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### ***Assumptions***

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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 Data Change?***

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**Employee Data Changes** are changes made to the Employee General Information in the HR Front End Application. Examples of these type(s) of changes are:

- Name Changes
- Social Security Number Corrections
- Chart of Accounts Changes
- Employee Class Changes
- Visa Changes

### ***Conventions Used in this Guide***

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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 Data Change

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.*

**Figure 1: Employee Search Screen**

3. From the **Transactions** menu, select **Employee Data**.

*Employee Data is now editable.*

4. Expand the **Employee General Information** accordion.

*Current Employee Data is displayed.*

**Figure 2: Selecting Employee Data Transaction**

- Enter new data in the necessary fields and click **Tab** to move to next field.

*New field values are displayed in Red. Old values are displayed below in white.*



**NOTE:** Editable fields include: Name, Home Chart Org, Check Distribution Org, Hire Dates, Service Dates, E-Class, Benefit Category, Citizenship, Visa, and Leave of Absence dates.

To modify the Social Security Number, click on the **BIO/DEMO** tab.

- When all changes have been made, click **Save**.

*Transaction is saved. Changes are displayed under Proposed Changes Accordion.*

The screenshot displays the 'EMPLOYEE GENERAL INFORMATION' form with the following data:

NAME		SUFFIX:	FIRST:	MIDDLE:	EMPLOYEE STATUS:
UIN: 000123456	LAST: Last Name		Don	Albert	A
			Donald	A	

HOME CHART ORG:

COA: 9 - University of Illinois - Admin	ORGANIZATION: 699008 - AITS ITPC	CAMPUS: U - UIUC Urbana / Champaign
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CHECK DISTRIBUTION CHART ORG:

COA: 9 - University of Illinois - Admin	ORGANIZATION: 699008 - AITS ITPC
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HIRE DATES:

CURRENT: 11/24/2008	ORIGINAL: 11/24/2008
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SERVICE DATES:

ADJ SERVICE: 11/24/2008	AWARD: 11/24/2008
-------------------------	-------------------

TERMINATION:

LAST WK DAY:	TERM DATE:	REASON: No Reason
--------------	------------	-------------------

E-CLASS: BA - Acad/Pro 12mth Ben Elig

BENEFIT CATEGORY: M1 - FT Monthly All Benefits

RETIREMENT CODE: RP

CITIZENSHIP: US - Citizen

VISA TYPE: Blank

EXP DATE:

LEAVE OF ABSENCE:

BEGIN DATE:	END DATE:	REASON: No Reason
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Buttons: Save, Cancel, Print Friendly View

**Figure 3: Employee Data Change Example**

- When all changes have been made and necessary documents have been attached to the transaction, click **Route**.

*Screen refreshes and success routing message appears the yellow message area at the top of the page.*

The screenshot shows a web browser window with the URL `uillinois.edu/https://hr-test.apps.uillinois.edu/hrFrontEnd/jsp/erv.do`. The page title is "Employee Record View". A yellow message box at the top states: "Success routing to ORG:Default:Review B U-9-AE-699-699008 (32676:162590)".

Below the message, the employee's details are displayed:
 

- Last Name: Don Albert
- 000123456
- 9-699008-AITS ITPC
- ECLS: BA
- Total FTE: 1.000
- Base Salary: \$35,000.00
- Total Salary: \$35,000.00

The full view information is: "Full View:Transaction (32676:162590) EMPDATA (62186):Owner=No (None):Not Completed:ReadOnly:BioDemoAccess:JobAccess=[U41054-00], Stop: ORG:Default:Review B U-9-AE-699-699008 (32676:162590)".

The date is 7/17/2009, with a "View" button. There are also buttons for "Limited ERV" and "Timeline View".

A section titled "PROPOSED CHANGES" contains a table:

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
62186	07/17/2009					EMP	

Below this are tabs for "GENERAL INFO", "BIO / DEMO", "MEMOS", "ATTACHMENTS", and "AUDIT TRAIL". The "GENERAL INFO" tab is active, showing "EMPLOYEE GENERAL INFORMATION".

The "EMPLOYEE GENERAL INFORMATION" section includes:
 

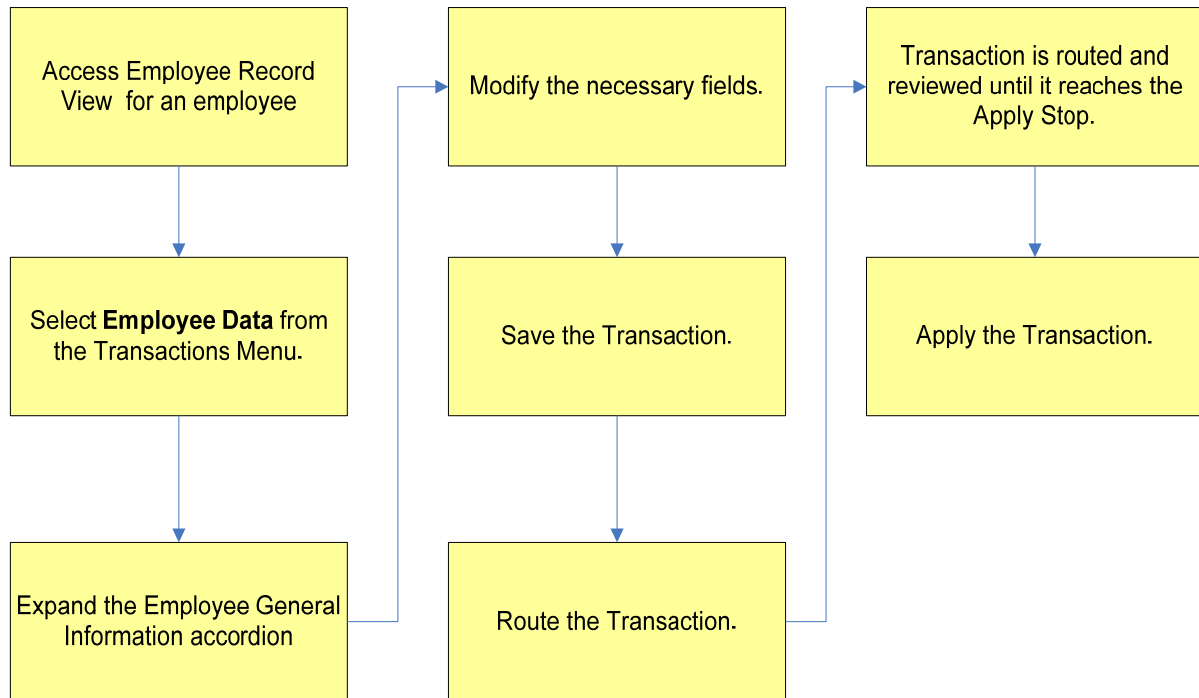
- UN: 000123456
- NAME: LAST: Last Name, SUFFIX: [dropdown], FIRST: Don, MIDDLE: Albert, EMPLOYEE STATUS: A
- HOME CHART ORG: COA: 9 - University of Illinois - Admin, ORGANIZATION: 699008 - AITS ITPC, CAMPUS: U - UIUC Urbana / Champaign
- CHECK DISTRIBUTION CHART ORG: COA: 9 - University of Illinois - Admin, ORGANIZATION: 699008 - AITS ITPC

Figure 4: Success Routing Message



## Employee Data Change Process Flow

Below is the flow of the Employee Data Change process.



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