Employee Group / Class Change
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

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>Employee Group / Class Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Date:</td>
<td>October 10, 2020</td>
</tr>
<tr>
<td>Version:</td>
<td>1.0</td>
</tr>
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</table>

### 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 Employee Group/Class Change Quick View

1. **HR Front End** determines that a transaction is an Employee Group/Class Change.

2. **Reviewer** confirms that transaction is an Employee Group/Class Change.

3. **Campus HR** determines if Compensable Leave or SURS eligibility is changing.

4. If Eligibility is changing, Home Department waits for Final Regular Pay to process and determines if Payout is needed.

5. If necessary, payout is processed outside HR Front End.

6. **Payroll verifies and processes payout.** Enters Last Paid Information.

7. **Campus HR** applies transaction to Banner.
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Introduction

An Employee Group / Class Change is a condition of another transaction when a change to the Employee Group and/or Class cause a potential change to the employee’s benefits and/or pay.

When a transaction meets the criteria for an Employee Group / Class Change, the routing of the transaction is altered so that all effected workgroups will be notified of the changes and their potential effects on the employee’s status.

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.

Also, it is assumed that a transaction has already been initiated and routed that will trigger the Employee Group / Class Change. For information on how to perform the transaction type(s) that lead up to the Employee Group / Class Change, see the corresponding training guide.

When Might an Employee Group/Class Change Occur?

An EGC/C Change might occur when:

- A new job is added to an active employee’s record which triggers a change from the current Employee Group (E-Group) to a new E-Group on PEAMPL in Banner.
- The active employee’s Employee Class (E-Class) triggers a change on the E-Class on PEAEMPL in Banner.
- The active academic employee’s Total FTE changes from above .5 to below .5 or vice versa, which impacts benefits eligibility
- A job is ended (terminated) but the employee still has other active jobs remaining in E-Groups different from the terminated job

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 Group/Class Change

An Employee Group/Class Change occurs to a transaction at the final review stop (the last stop prior to the Apply Stop). The HR Front End will check the conditions of the transaction, and if the change meets the qualifications of the Employee Group/Class Change, an informational message is displayed when the transaction is routed.

Employee Group/Class Change Determination

1. When the Employee Group/Class Change message appears, click Continue with EGC/ECC. Transaction is routed according to the predetermined EGC/ECC routing.

   NOTE: If the transaction should not follow the Employee Group/Class Change routing, click Continue without EGC/ECC. Transaction will continue on its current route.

![Employee Group/Class Change message](https://appserv5-dev.admin.illinois.edu/hrFrontEnd/lsp/erv.do)

Figure 1: Employee Group/Class Change message
Employee Group / Class Change Payout Data Activation

The next step in an Employee Group / Class Change is for the Campus HR Applier to determine if the changes proposed in the transaction will result in a change in eligibility for Compensable Leave and/or SURS.

1. Take ownership of the transaction from the Group Inbox or from the Employee Record View.
2. Select Yes or No to the Employee Group / Class Change Payout Data Activation question.
3. Click Apply.

Transaction is applied to Banner.
- If yes was select to Payout Data Activation, post-apply routing is added.
- If no was select to Payout Data Activation, transaction is complete.

Figure 2: Employee Group/Class Change Payout Data Activation
**Post-Apply Process / Payout Process**

If yes is selected for the Payout Data Activation question, the transaction will be applied to Banner, then the post-apply routing will send the transaction to the Home Department’s Group Inbox. While the HR Front End assists in calculating a potential payout, the actual payout is performed outside the HR Front End System in PZAADJT.

1. After the Final Regular Pay is processed, check PEALEAV balances in Banner to determine if a payout will be required.

2. Take ownership of the transaction in the HR Front End and open the Employee Record View.

3. Click the EGC/ECC tab.

   *Employee Group / Class Change Data screen appears.*

4. Enter the **Eligibility End Date** (mm/dd/yyyy).
   
   **NOTE:** The Eligibility End Date is the date that the employee’s Compensable Leave and/or SURS eligibility changed to ineligible.

5. Select **Yes** or **No** for the **Payout Required** field.
   
   - If **No** is selected, click the **Route** button. *Transaction is routed.*
   - If **Yes** is selected, Payout Screen appears

---

**Figure 3: Employee Group/Class Change tab**
Employee Group / Class Change Payout Screen

If Yes was selected to the Payout Required question, the Employee Group / Class Change Payout Screen will appear. This screen assists users in determining a potential payout, as well as allowing a place to send comments to Payroll explaining how the payout amounts were calculated.

1. Complete the necessary sections of the Payout Screen:
   a. **Determination of Weighted Rate** - If a job is not required for the determination for Weighted Rate, click the check-box to de-select the job. If a Manual Override is needed for the Hourly Rate, enter the amount in the Manual Override field.
   b. **Listing of 0% Jobs** - Check the Listing of 0% Jobs to determine if a Manual Override is needed.
   c. **EGC/ECC Memos** - Enter an explanation of any overrides used for Payroll to view, then click **Add**.
   d. **Determination of Payout** - If employee is waiving any of their Payable Sick time for SURS, enter the Sick to Waive hours in the Determination of Payout section.
   e. **Information to be Used to Enter Payout Adjustable in Banner** - Read-only section used as a guideline for entering the actual adjustment.

2. Enter the actual payout information in the PZAADJT form in Banner.

3. Click **Route** to route the transaction.

   *Transaction is routed for review.*
**Employee Group/Class Change**

**Payroll Offices Processes**

The Employee Group / Class Change transaction will be routed to the Payroll Office prior to the final apply stop. The Payroll office will use the information in the Payout Screen to verify the payout adjustment. Once the Payout is processed, the Payroll Office will enter the Last Paid Information in the HR Front End, and route the transaction back to the Central HR office.

1. Take ownership of the transaction and open the Employee Record View.
2. Verify that the Payout Adjustment is correct using the data on the Employee Group / Class Change Payout Screen.
3. After the Payout is complete, enter the date of the Last Pay in the **Last Paid Info (LPI)** field.
4. Click **Route**.

*Transaction is routed to central HR for final apply.*

![Employee Group/Class Change Payout Screen](image)
Central HR Office Process

After Payroll enters the Last Paid Information, the transaction is routed back to the Campus HR Office to be applied to Banner.

1. Take ownership of the transaction and open the Employee Record View.
2. Review the transaction.
3. Click **Apply**.

   *Transaction is successfully applied to Banner.*
Appendix A: Screenshots from HRFE Video
This course will help to equip you when working with Employee Group/Class Change transactions in the HR Front End Application.

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<th>CHAPTER</th>
<th>YOU WILL LEARN ABOUT</th>
</tr>
</thead>
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<td>• Common Terminology</td>
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<tr>
<td></td>
<td>• What an Employee Group/Class Change is</td>
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<td></td>
<td>• Employee Group/Class Change Quick View</td>
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<tr>
<td>2 – Answering the Employee Group/Class Change Question</td>
<td>• How to answer the EGC/ECC question</td>
</tr>
<tr>
<td></td>
<td>• About the proposed changes</td>
</tr>
<tr>
<td></td>
<td>• How to identify system generated changes</td>
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<tr>
<td>3 – Employee Group/Class Change Without a Payout</td>
<td>• How to take ownership of the transaction</td>
</tr>
<tr>
<td></td>
<td>• How to answer the Payout Data Activation Question</td>
</tr>
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<td>• How to apply the transaction</td>
</tr>
<tr>
<td>4 – Employee Group/Class Change With a Payout</td>
<td>• How to take ownership of the transaction</td>
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<td></td>
<td>• How to answer the Payout Data Activation Question</td>
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<td></td>
<td>• Post apply routing</td>
</tr>
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<td></td>
<td>• How to apply</td>
</tr>
<tr>
<td>5 – 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 a Employee Group/Class Change is
- Employee Group/Class Change Quick View
### Employee Group/Class Change - Button Functionality

<table>
<thead>
<tr>
<th>BUTTON</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active.</td>
</tr>
<tr>
<td>Close</td>
<td>The Close button enables the user to exit the transaction.</td>
</tr>
<tr>
<td>Continue</td>
<td>The Continue button is used to proceed through the screens of a Wizard.</td>
</tr>
<tr>
<td>Delete Transaction</td>
<td>The Delete Transaction button is used to delete a transaction from the system.</td>
</tr>
<tr>
<td>Print Friendly View</td>
<td>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.</td>
</tr>
<tr>
<td>Route</td>
<td>The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.</td>
</tr>
<tr>
<td>Save</td>
<td>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).</td>
</tr>
<tr>
<td>Send To</td>
<td>The Send To 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 Group/Class Change?

An Employee Group / Class Change is a condition of another transaction when a change to the Employee Group and/or Class cause a potential change to the employee’s benefits and/or pay.

When a transaction meets the criteria for an Employee Group / Class Change, the routing of the transaction is altered so that all affected workgroups will be notified of the changes and their potential effects on the employee’s status.

Employee Group/Class Changes can occur on an Add a Job, End a Job, Job Record Change, Employee Data change, and/or Reappointment transactions. They occur to a transaction at the final review stop (the last stop prior to the Apply Stop). In order to fully understand the Employee Group/Class Change transaction you must complete the courses mentioned above.
When Might an Employee Group/Class Change Occur?

- A new job is added to an active employee’s record which triggers a change from the current Employee Group (E-Group) to a new E-Group on PEAEMPL in Banner.
- The active employee’s Employee Class (E-Class) triggers a change on the E-Class on PEAEMPL in Banner.
- The active academic employee’s Total FTE changes from above .5 to below .5 or vice versa, which impacts benefits eligibility.
- A job is ended (terminated) but the employee still has other active jobs remaining in E-Groups different from the terminated job.
Employee Group/Class Change Quick View

1. HR Front End determines that a transaction is an Employee Group / Class Change.
2. Reviewer confirms that transaction is an Employee Group / Class Change.
3. Campus HR determines if Compensable Leave or SARS eligibility is changing.
4. If Eligibility is changing, Home Department waits for Final Regular Pay to process and determines if Payout is needed.
5. If necessary, payout is processed outside HR Front End.
7. Campus HR applies transaction to Banner.

Click the Next button to continue.
Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What an Employee Group/Class Change is
- Employee Group/Class Change Quick View
Chapter 2

Answering the Employee Group/Class Change Question

In this Chapter, you will learn:

- How to answer the EGC/ECC question
- About the proposed changes
- How to identify system generated changes
Employee Group/Class Change

The transaction appears to be an Employee Group Change (EGC) or Employee Class Change (ECC).

To continue, click the "Continue with EGC/ECC" button. The Transaction Type will indicate "EGC/ECC" and the transaction will automatically route to the Employee’s College/Major Admin Unit for further action. This also might result in a change in deductions, benefits eligibility, tuition waiver eligibility, etc.

If you do not want the transaction to become an EGC/ECC, click the "Continue without EGC/ECC" button. The transaction will continue on the current route, as is.

An Employee Group/Class Change occurs to a transaction at the final review stop (the last stop prior to the Apply Stop). The HR Front End will check the conditions of the transaction, and if the change meets the qualifications of the Employee Group/Class Change, an informational message is displayed when the transaction is routed.

When the Employee Group/Class Change message appears, click Continue with EGC/ECC. The transaction is then routed according to the predetermined EGC/ECC routing.

If the transaction should not follow the Employee Group/Class Change routing, click Continue without EGC/ECC. Transaction will continue on its current route.

Click Continue with EGC/ECC.
This route is always added to an EGC, even if the last stop before the EGC question was the College. Campuses decided to add the data-driven route to make sure the College always sees this type of transaction.

EGC/ECC has been appended at the beginning of the Change Type and there is an additional EMP change.

Click to expand the Employee General Information accordion.

<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>
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<td>12/07/2009</td>
<td>U94778-00 U WWS</td>
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<td></td>
<td>ECC/EMP</td>
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<td></td>
<td>ECC/EMP</td>
<td></td>
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<td>12/08/2009</td>
<td>12/08/2009</td>
<td>U68938-00 OFFICE SUPPORT ASSOC (L)</td>
<td>1-220001 Materials Ranch Lab</td>
<td>E1001, End Job</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ECC-END</td>
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<td></td>
<td></td>
<td></td>
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<td>ECC-ADD</td>
<td></td>
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</tbody>
</table>

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**Employee Group/Class Change**

HR Front End Training 25
Chapter 2 Review

In this Chapter, you have learned:

• How to answer the EGC/ECC question
• About the proposed changes
• How to identify system generated changes
Chapter 3

Employee Group/Class Change Without a Payout

In this Chapter, you will learn:

- How to take ownership of the transaction
- How to answer the Payout Data Activation Question
- How to apply the transaction
### Employee Group/Class Change

**Employee Record View**

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Per Date</th>
<th>Job</th>
<th>TS Org</th>
<th>Job Change Reason</th>
<th>Change Type</th>
<th>Apply Status</th>
</tr>
</thead>
</table>

**The transaction will be routed back to the home college/major admin unit.**

**Click Take Ownership.**
### Employee Group/Class Change - HR Front End

<table>
<thead>
<tr>
<th>Employee</th>
<th>Change Date</th>
<th>Change Details</th>
<th>Role</th>
<th>Job Role</th>
<th>Group/Class</th>
<th>EGC/ECC-EMP</th>
<th>EGC/ECC-END</th>
<th>EGC/ECC-ADD</th>
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<td>U94778-00 U NWS SEMI-SKILLED</td>
<td>12/09/2009</td>
<td>1-220001 Materials Rsrch Lab</td>
<td>EJ001, End Job</td>
<td>EGC/ECC-EMP</td>
<td>Delete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U66935-00 OFFICE SUPPORT ASSOC (LU)</td>
<td>12/09/2009</td>
<td>1-220001 Materials Rsrch Lab</td>
<td>JB001, Add Job</td>
<td>EGC/ECC-END</td>
<td>Delete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</tbody>
</table>
Employee Group/Class Change - HR Front End

- Success routing to System Created Stop: CAMPUS; HR Apply C-U-1 (82477.505930).

The system creates extra routing stops. System Created Stop: Campus; HR: Apply

Click Take Ownership.
The next step in an Employee Group / Class Change is for the Campus HR Applier to determine if the changes proposed in the transaction will result in a change in eligibility or Compensable Leave and/or SURS. For this example we are going to select No.
Employee Group/Class Change - HR Front End

*HR ONLY:* Will this transaction change the employee’s eligibility from Eligible to Ineligible for Compensable Leave or SURS (potentially requiring a payout and/or notification to SURS)?

**No**

---

**Click Apply.**

To complete the Employee Group Change transaction without a payout click Apply.
At this point the transaction has been applied to Banner. You can see the pass status in the Apply Status column in the Proposed Changes. However, Benefits will also need to apply the transaction.
Chapter 3 Review

In this Chapter, you have learned:

- How to take ownership of the transaction
- How to answer the Payout Data Activation Question
- How to apply the transaction
Chapter 4
Employee Group/Class Change With a Payout

In this Chapter, you will Learn:

- How to take ownership of the transaction
- How to answer the Payout Data Activation Question
- Post apply routing
- How to apply
Employee Group/Class Change
Employee Group/Class Change

Click Route.
Employee Group/Class Change - HR Front End

Success routing to System Created Stop: CAMPUS HR Apply C-U-1 (92477-555805).

The system creates extra routing stops. System Created Stop: Campus: HR: Apply

Click Take Ownership.
Click Yes.

If yes is selected for the Payout Data Activation question, the transaction will be applied to Banner, then the post-apply routing will send the transaction to the Home Department’s Group Inbox. While the HR Front End assists in calculating a potential payout, the actual payout is performed outside the HR Front End System in PZAADJT.
Click on the EGC/ECC tab.
Employee Group/Class Change

The Eligibility End Date is the date that the employee's Compensable Leave and/or SURS eligibility changed to ineligible.

Upon apply, the transaction will be routed to Benefits who will adjust the deductions and apply the transaction again.

Click Apply.
Employee Group/Class Change

Enter 12/2/2009 in the Eligibility End Date Field and select Yes from the Payout Required Drop Down Menu.
The EGC/ECC Data screen displays the current balances as entered on the PEALEAV form in Banner. The Home Department gains access to the PEALEAV form in Banner to verify/modify leave balances prior to completing this screen in the HR Front End.

PEALEAV balances are only modified for Academic employees. Do not modify PEALEAV balances for Civil Service employees.

Roll over each number to learn more about each section.
If an adjustment is necessary, all information should be entered in the PZAADJT form in Banner. Then the transaction is ready to be routed.

The transaction will be routed to the college and the campus for review. The transaction is then routed to Payroll.
### Employee Group/Class Change - HR Front End

**HR ONLY:** Will this transaction change the employee's eligibility from Eligible to Ineligible for Compensable Leave or SURS (potentially requiring a payout and/or notification to SURS)?
- Yes

#### Employee Group/Class Change Data

- **ELIGIBILITY END DATE:** 12/03/2009
- **LAST PAID INFO (LPI):** 12/15/09

#### Payout Data

- **PAYOUT REQUIRED:** Yes

#### Determination of Weighted Rate

<table>
<thead>
<tr>
<th>Select</th>
<th>Job Title</th>
<th>Per Pay Salary</th>
<th>FTE</th>
<th>Full Time Rate</th>
<th>Hourly Rate</th>
<th>Weighted Vacation Hourly Rate</th>
<th>Weighted Sick Leave Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Payroll office will use the information in the Payout Screen to verify the payout adjustment. Once the Payout is processed, the Payroll Office will enter the Last Paid Information in the HR Front End, and route the transaction back to the Central HR office.
# Employee Group/Class Change

## Employee Group/Class Change - HR Front End

### PROPOSED CHANGES

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
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<th>Job</th>
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<td>12/09/2009</td>
<td>12/01/2009</td>
<td>U61438-00 HUMAN RESOURCE MANAGER</td>
<td>1-630002 Staff Human Resources Operations</td>
<td>EJ001, End Job</td>
<td>EGG/ECC-EMP</td>
<td>Pass</td>
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<td>12/01/2009</td>
<td>12/01/2009</td>
<td>U64034-00 EM OFFICE ADMIN (LI)</td>
<td>1-630003 SHR-Extra Help Services</td>
<td>JB001, Add Job</td>
<td>EGG/ECC-ADD</td>
<td>Pass</td>
</tr>
</tbody>
</table>

### GENERAL INFO

**Employee General Information**

- **Route**: Save, Cancel
- **Release Ownership**
- **Print Friendly View**

---

**Click Route.**

After Payroll enters the Last Paid Information, the transaction is routed back to the Campus HR Office to be applied to Banner.
### Employee Group/Class Change - HR Front End

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<td>12/01/2009</td>
<td>View</td>
<td>U61439-00 Human Resource Manager</td>
<td>EGO/ECC-END</td>
<td>Pass</td>
<td>Pass</td>
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<tr>
<td>194756</td>
<td>12/02/2009</td>
<td>12/02/2009</td>
<td>View</td>
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<td>EGO/ECC-ADD</td>
<td>Pass</td>
<td>Pass</td>
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</tbody>
</table>

**Employee General Information**

**EMPLOYEE GROUP/CLASS CHANGE PAYOUT DATA ACTIVATION**

HR ONLY: Will this transaction change the employee’s eligibility from Eligible to Ineligible for COBRA (potentially requiring a payout and/or notification to SIRS)?

- **Yes**

**Click Take Ownership.**
### Employee Group/Class Change - HR Front End

<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>
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</thead>
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<td>12/08/2009</td>
<td>12/07/2009</td>
<td>U94778-00 U NYS SEMI-SKILLED</td>
<td>1-220001 Materials Ranch Lab</td>
<td>EJ001, End Job</td>
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<td>12/07/2009</td>
<td>U66936-00 Office Support ASSOC (U)</td>
<td>1-220001 Materials Ranch Lab</td>
<td>JB001, Add Job</td>
<td>EGC/ECC-ADD</td>
<td>Pass</td>
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</tbody>
</table>

#### Employee General Information

- **Click Apply.**

The transaction is ready to be fully applied.
Employee Group/Class Change

Now all information has been successfully applied to Banner.

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>
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<td>1947256</td>
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<td>12/02/2009</td>
<td>U64034-00 EH Office Admin (LU)</td>
<td>1-630003 SHR-Extra Help Services</td>
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</table>

General Info

Employee Group/Class Change Payout Data Activation

HR ONLY: Will this transaction change the employee’s eligibility from Eligible to Ineligible for Compensable Leave or SUI requiring a payout and/or notification to SUI (SUI)?

Yes

Next button to continue
Chapter 4 Review

In this Chapter, you have learned:

• How to edit Labor Distributions using the drop-down menus
• How to update the fields
• How to save
You have reached the conclusion of the Employee Group/Class 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.