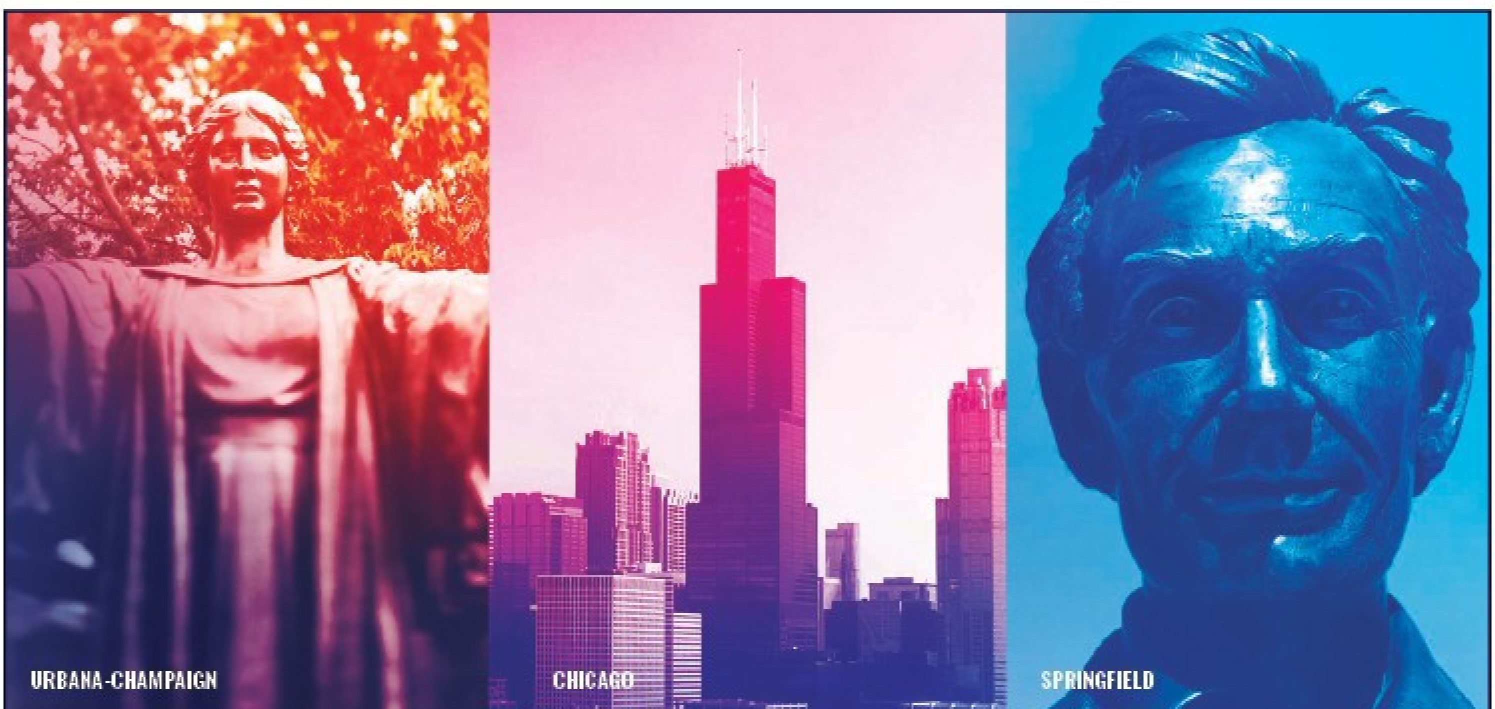
Employee Job Record Changes
HR FRONT END TRAINING
HOW-TO GUIDE



UNIVERSITY OF ILLINOIS SYSTEM

Acknowledgements

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

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Trademarks

Course Information

Course ID:	Employee Job Record Changes
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Version:	1.0

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

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

You are responsible for any activity that occurs using your logon

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

You have access to very sensitive personal information

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

Any violation could subject you to disciplinary action.

HR Front End Employee Job Record Changes Quick View

1	• Locate the employee's
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 routed/applied to Bar

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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.

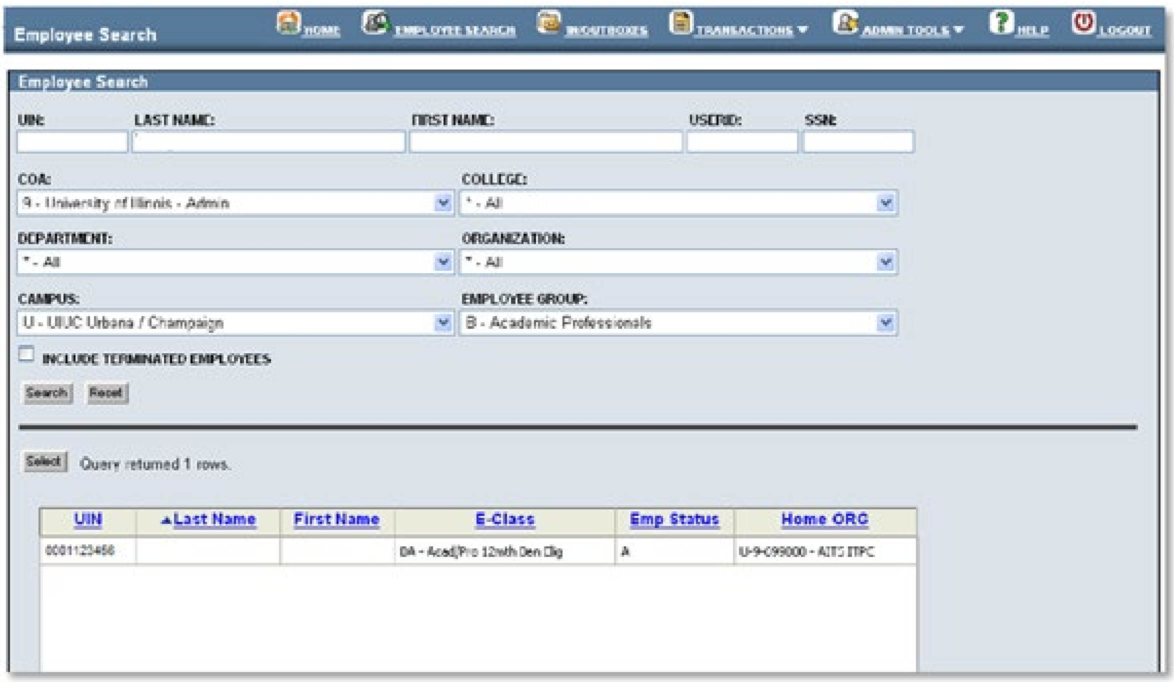


Figure 1: Employee Search Screen

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.

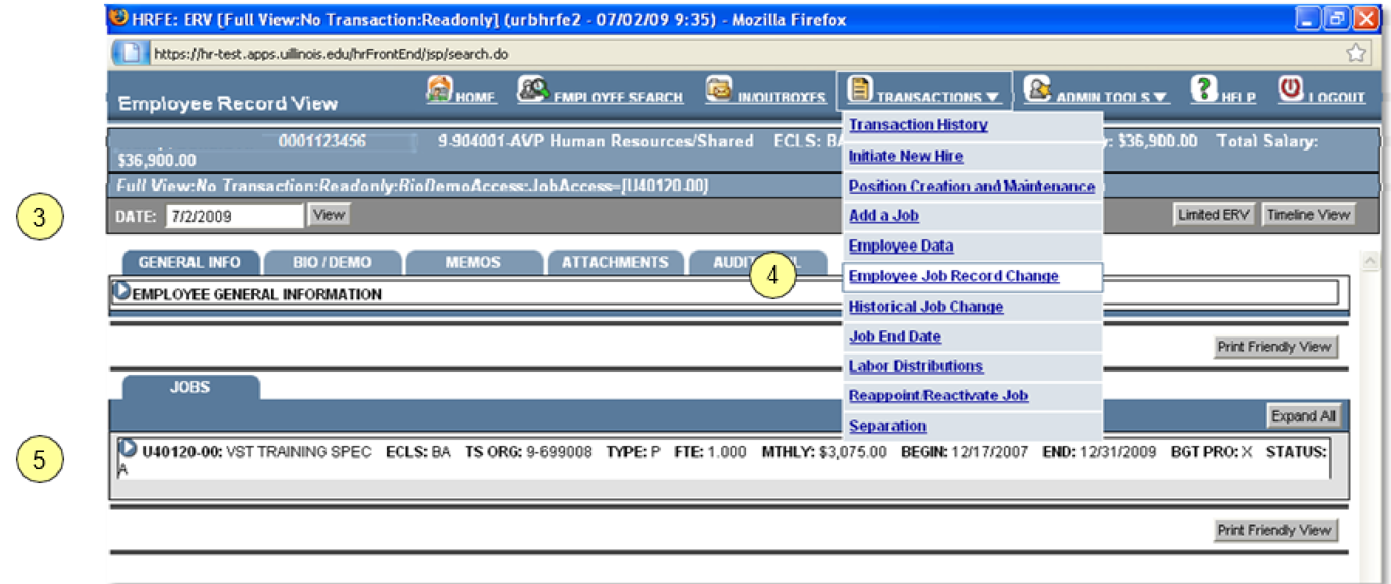


Figure 2: Beginning an Employee Job Record Change

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.

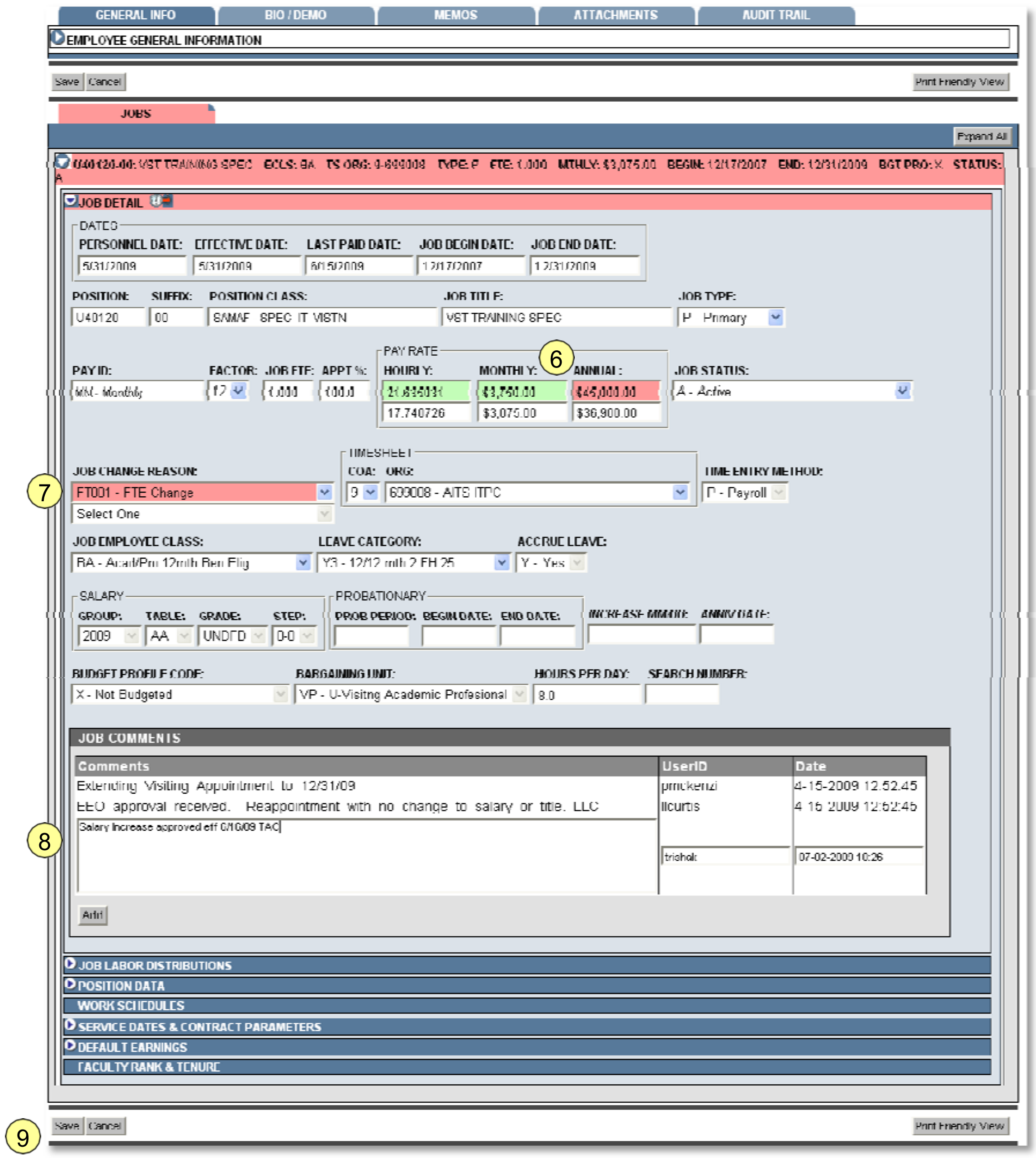


Figure 3: Changing Job Detail

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.

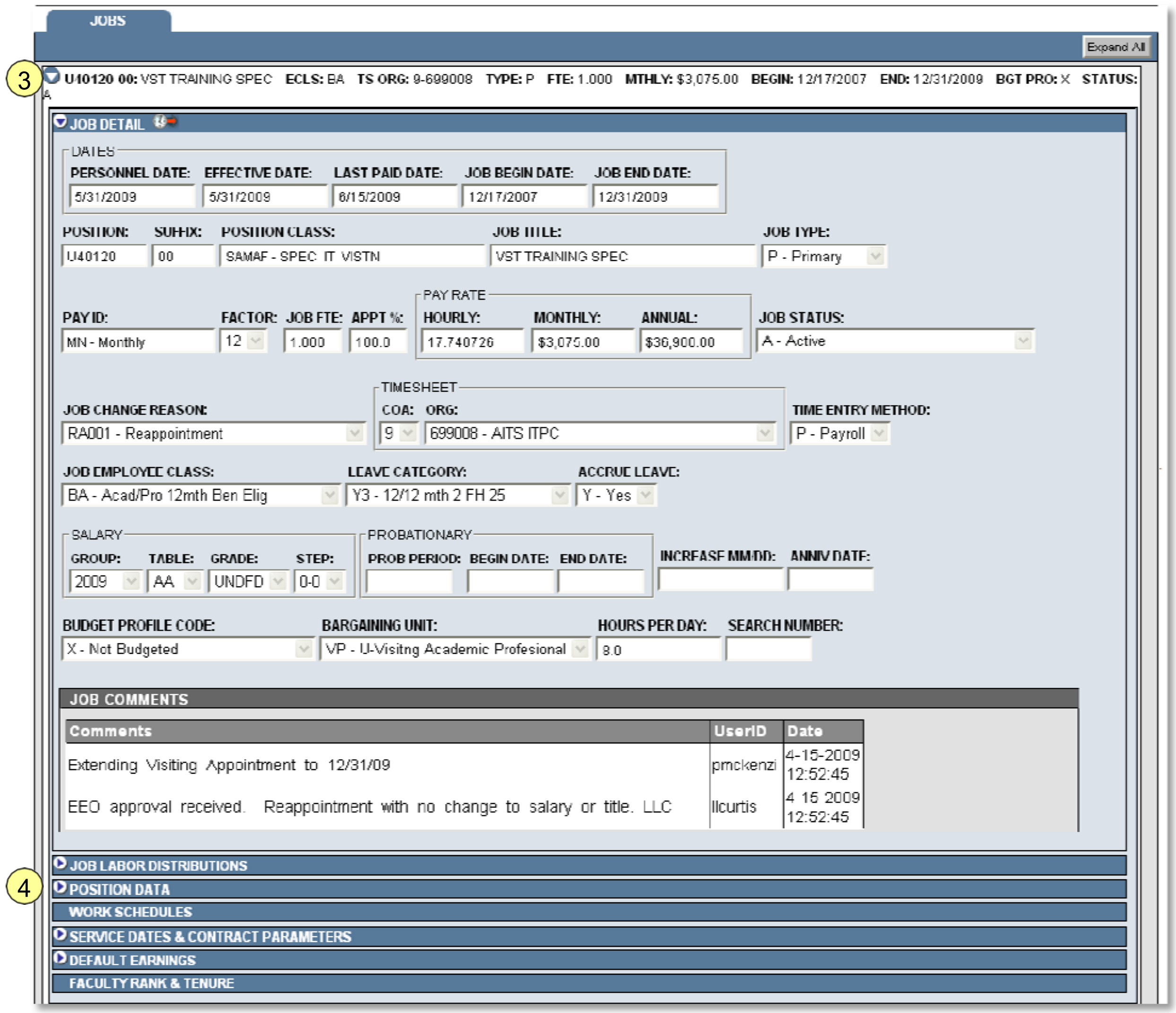


Figure 4: Employee Record View Accordions

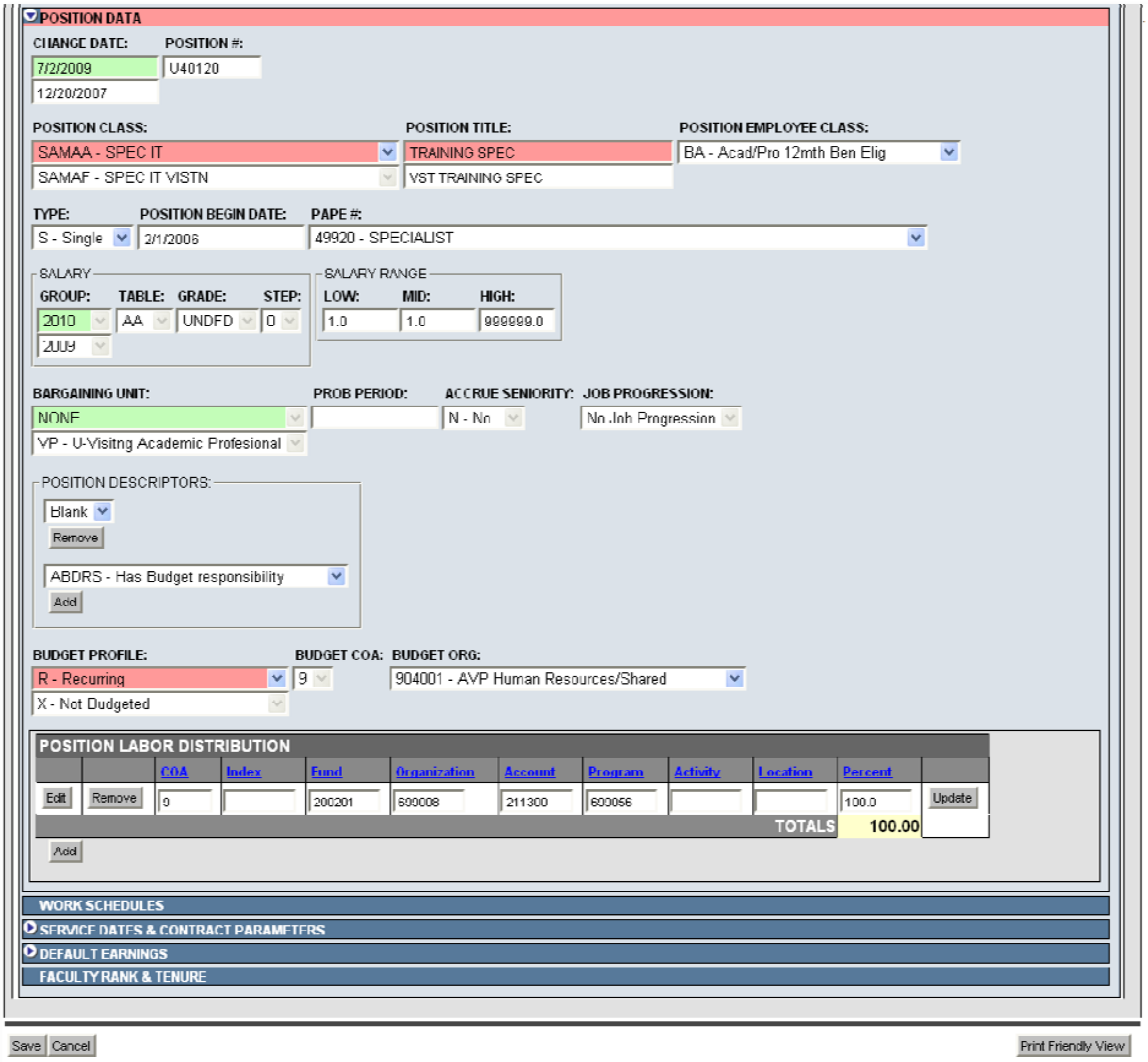


Figure 5: Changing Position Data

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.

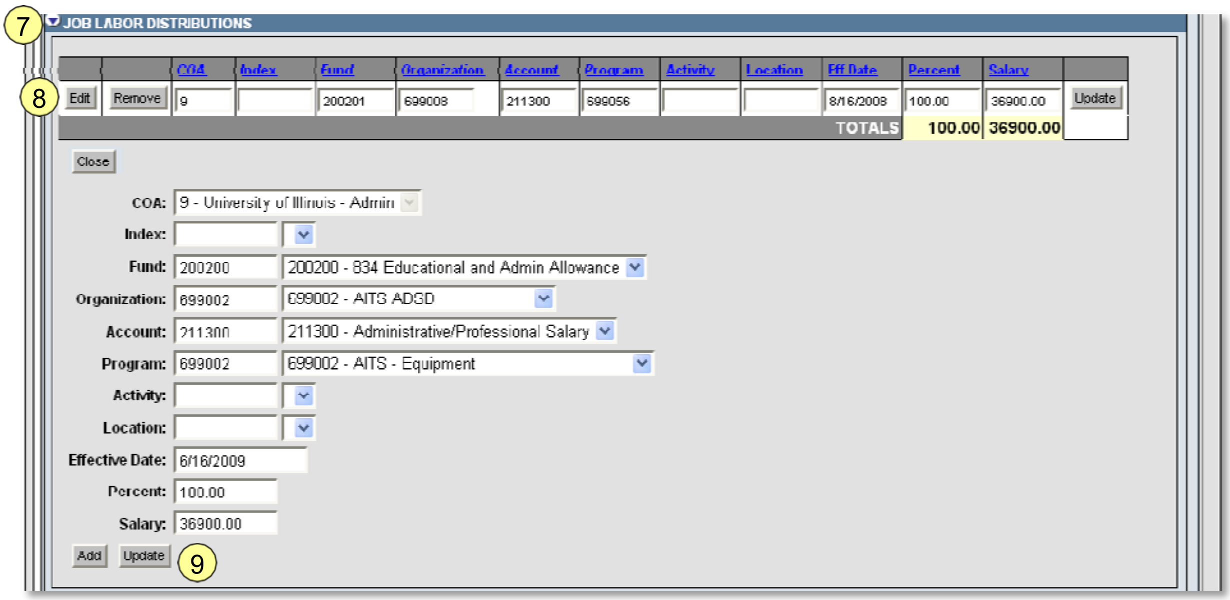


Figure 6: Editing Labor Distribution

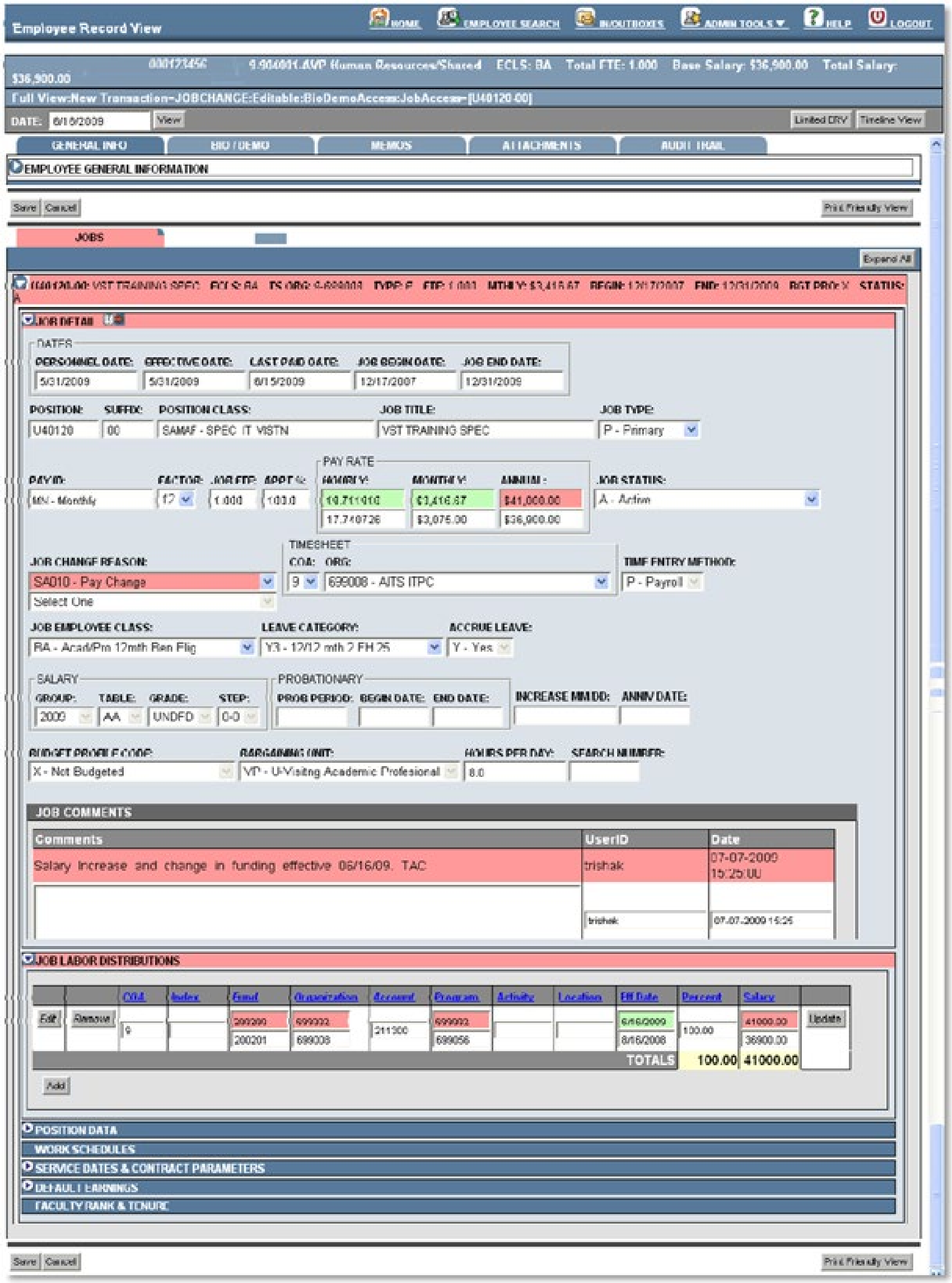


Figure 7: Salary Change with Labor Distribution Change

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.

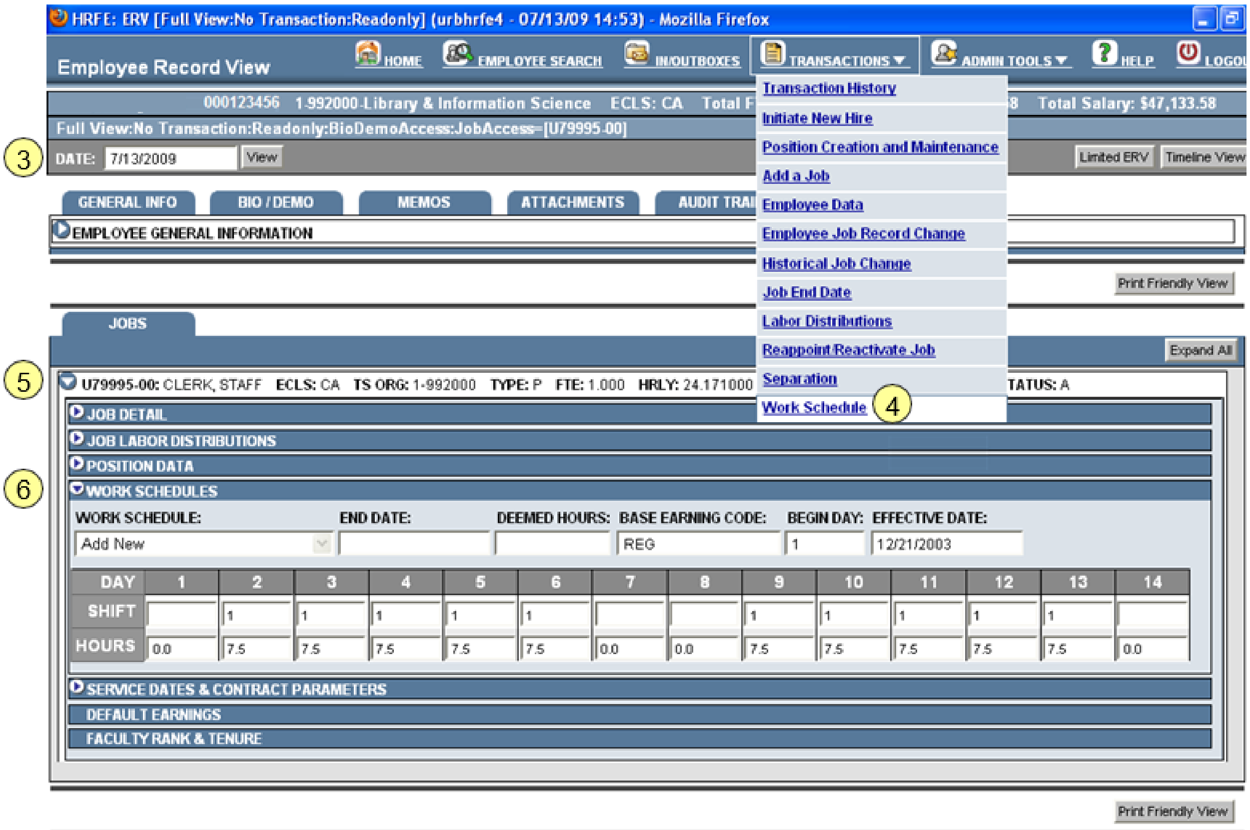


Figure 8: Work Schedule Transaction

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.

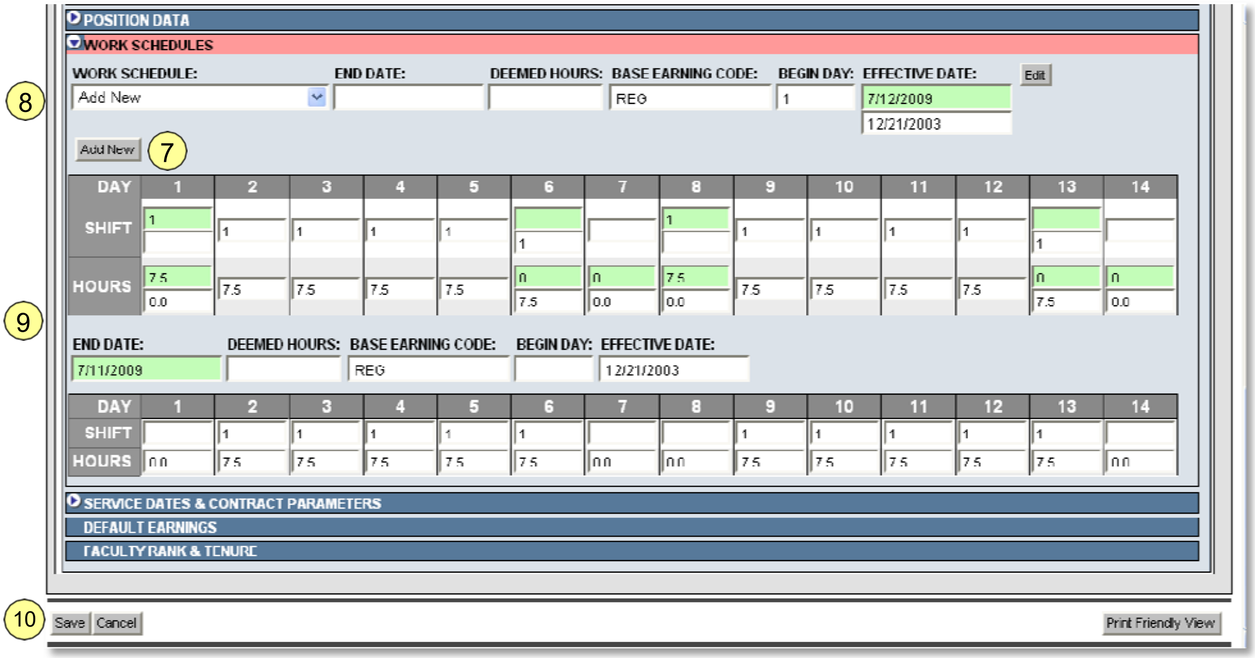


Figure 9: Adding a New Work Schedule

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.

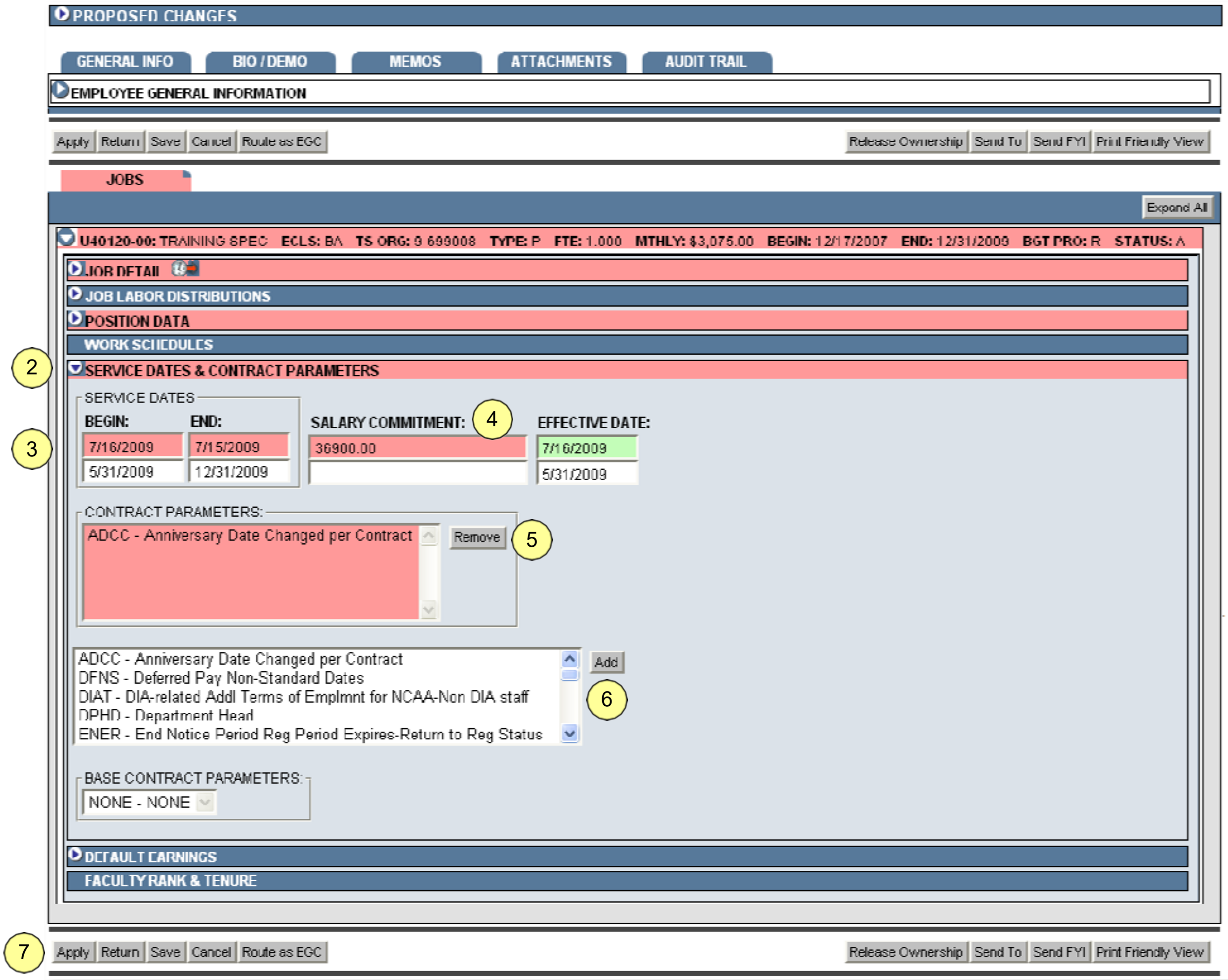


Figure 10: Service Dates and Contract Parameters

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.

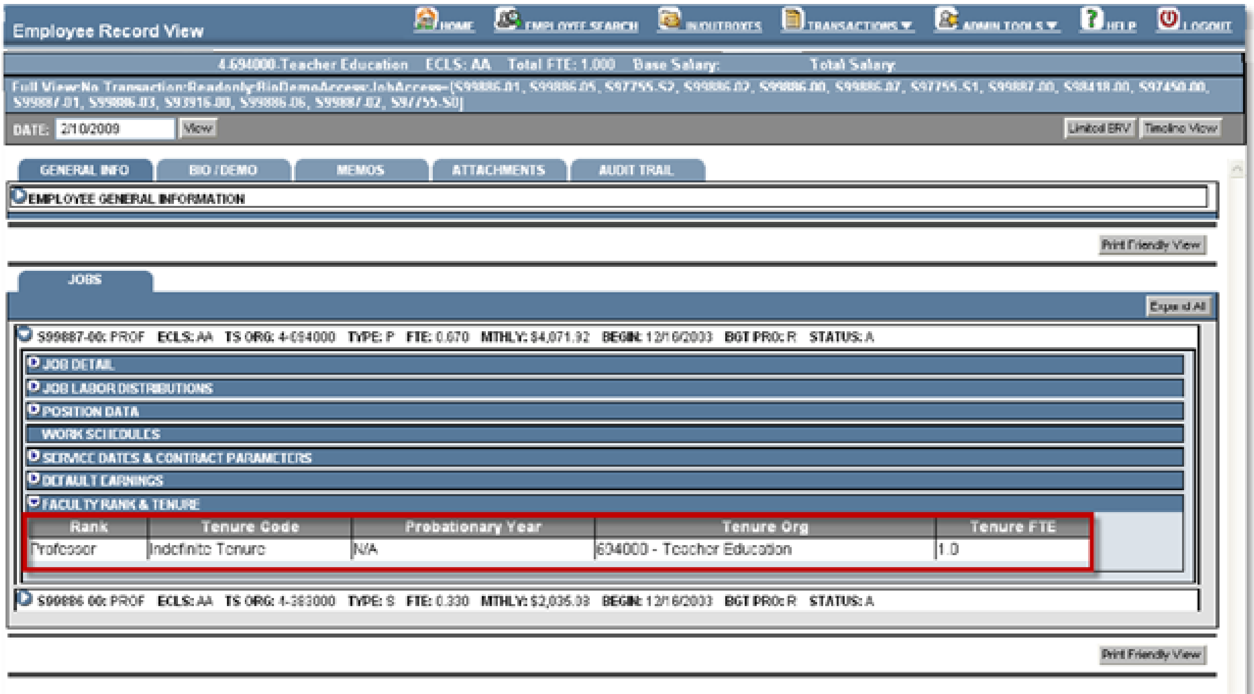


Figure 11: Faculty Rank and Tenure Accordion

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.

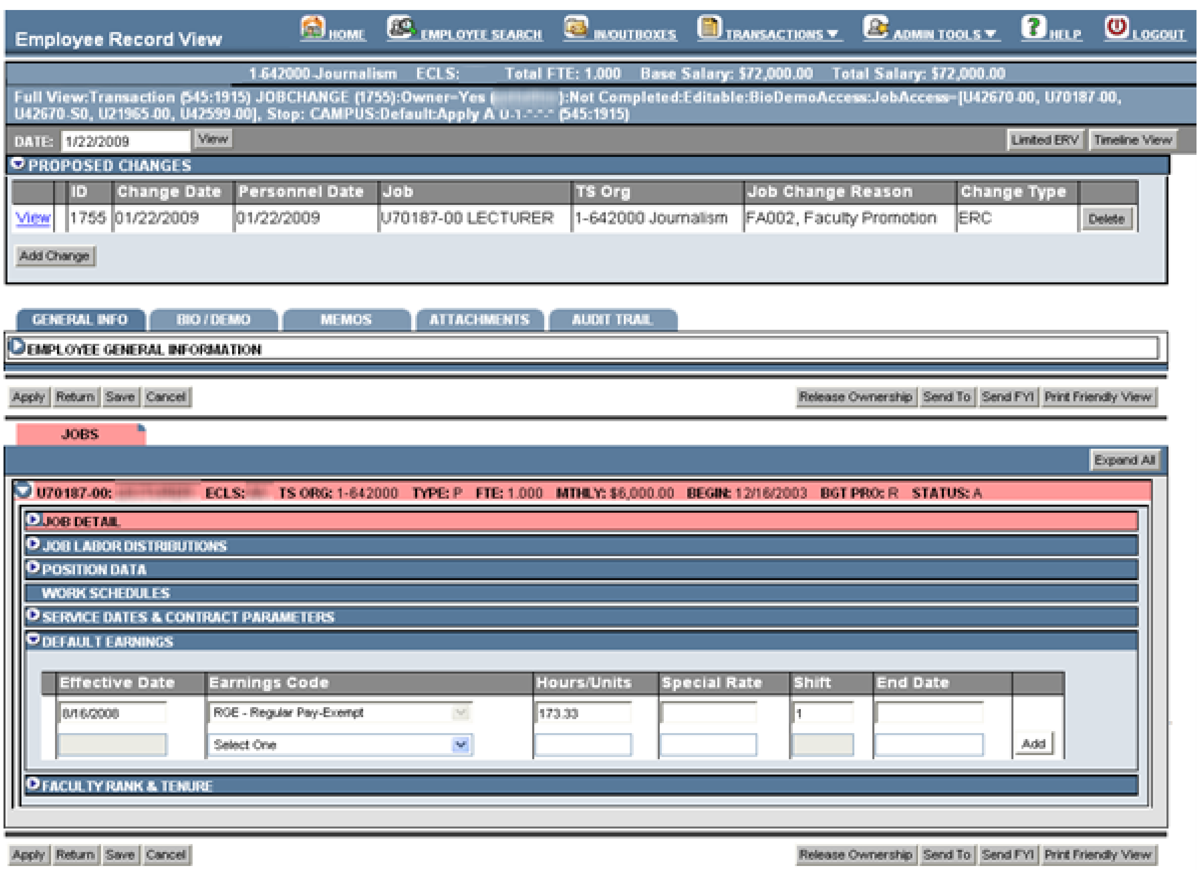
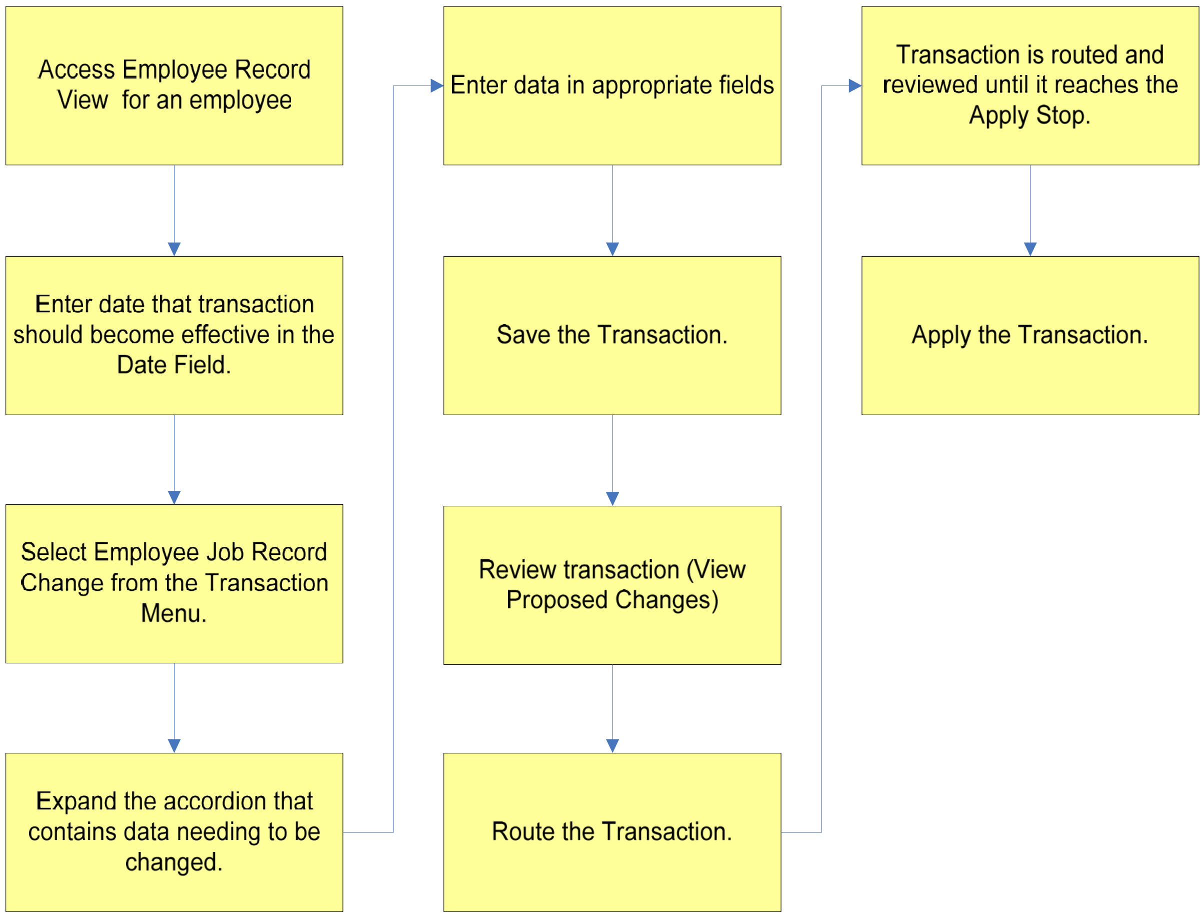


Figure 12: Default Earnings Accordion

Employee Job Record Change Process Flow

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



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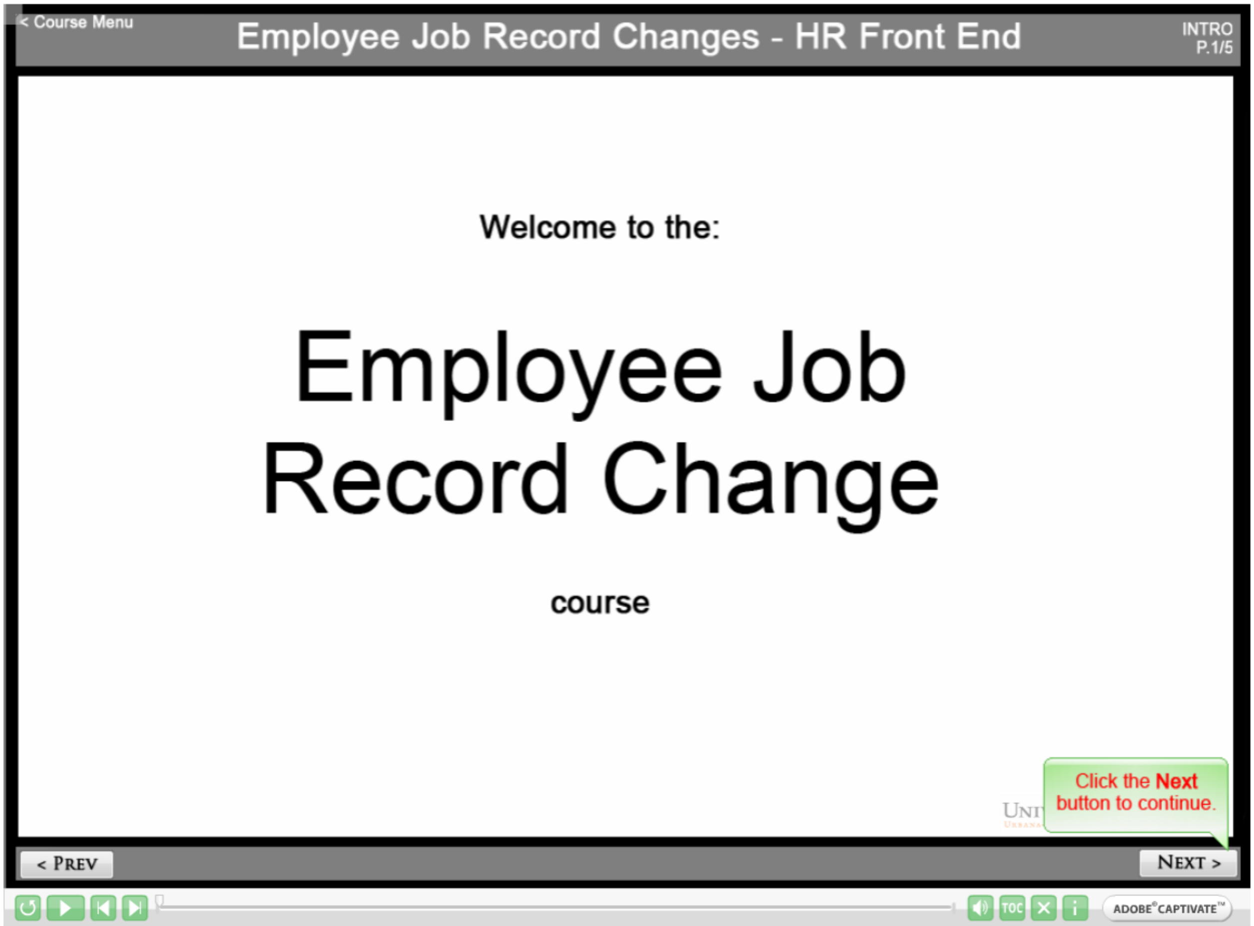
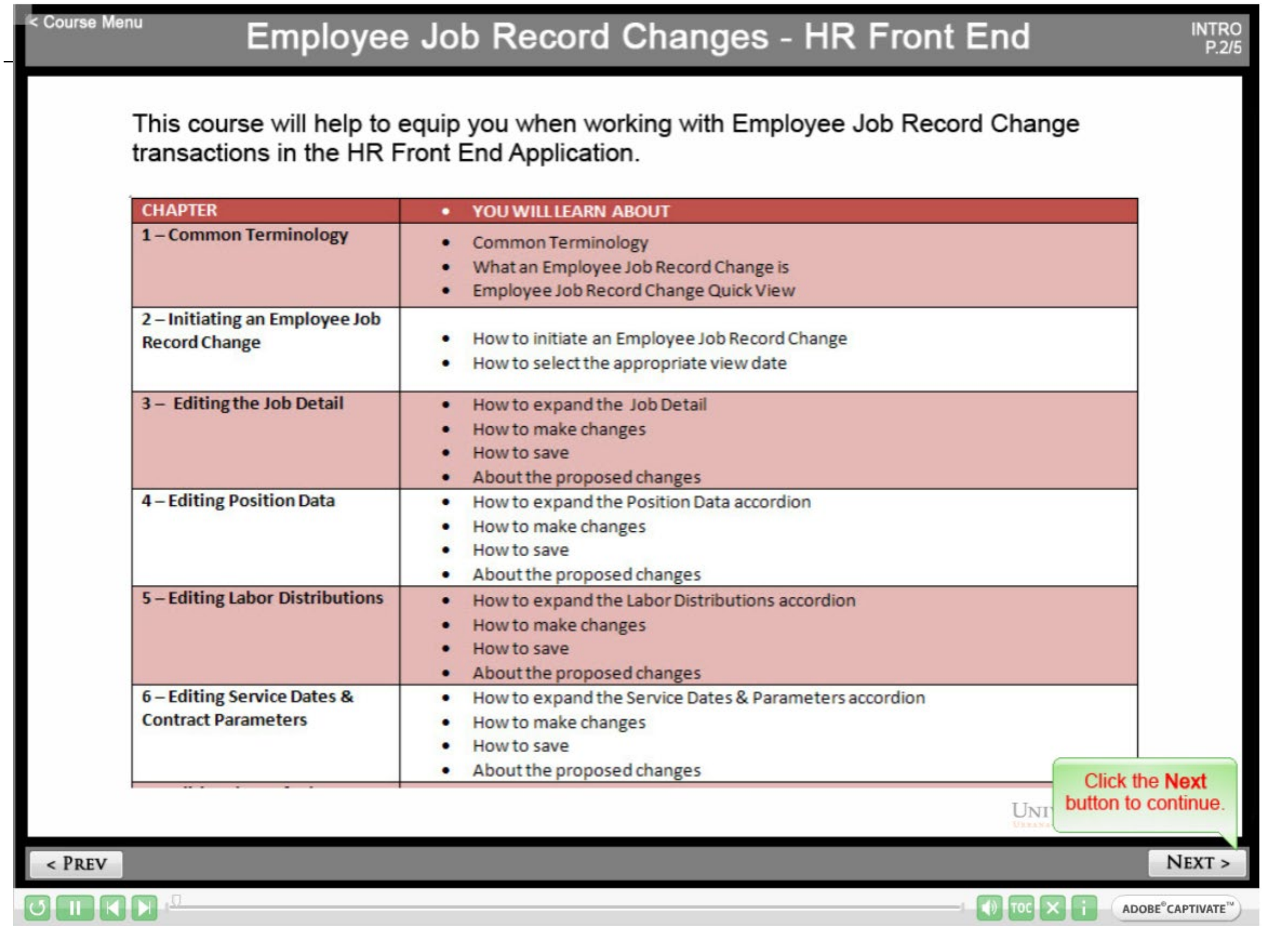
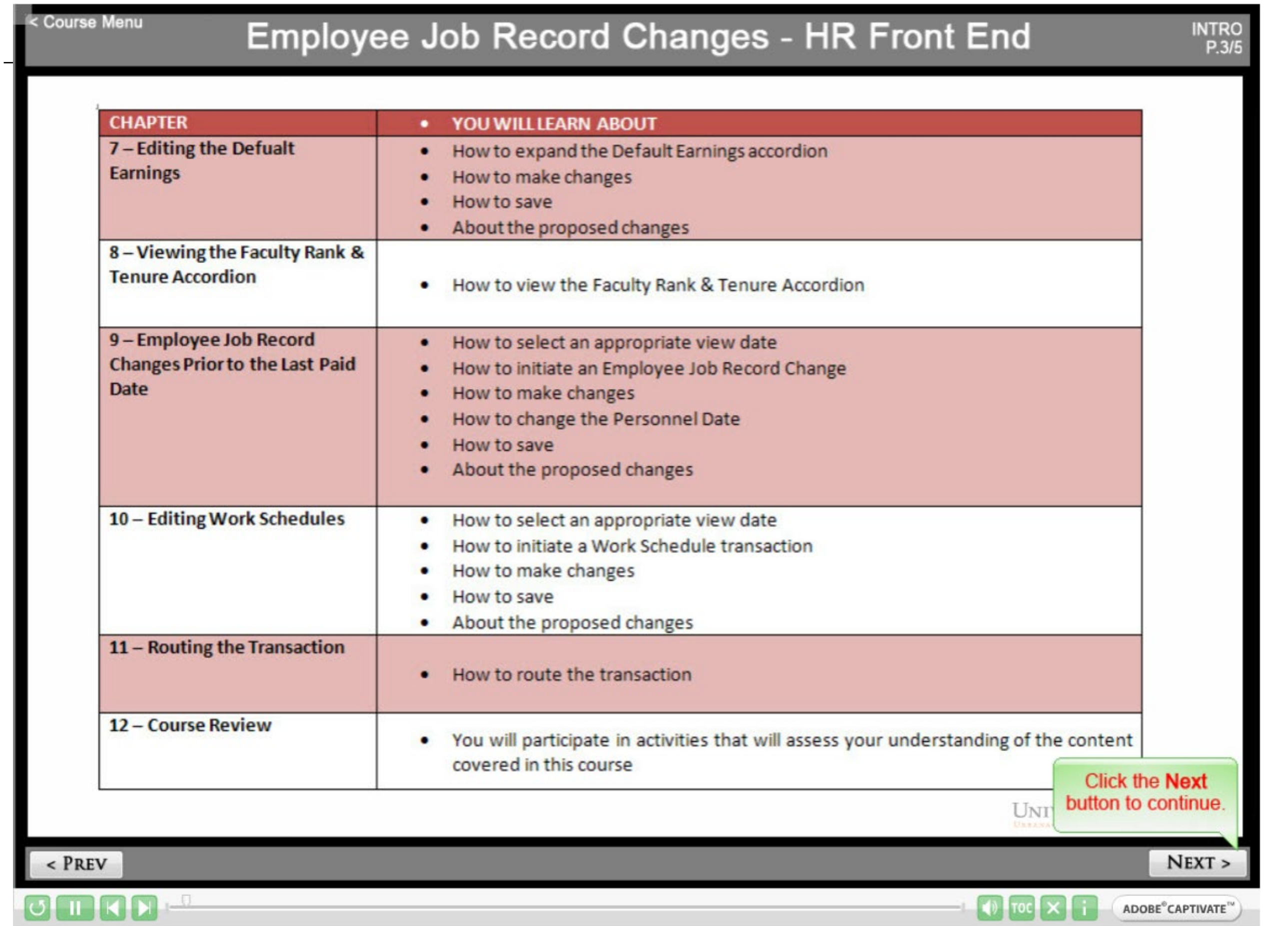
Appendix A: Screenshots from HRFE Video

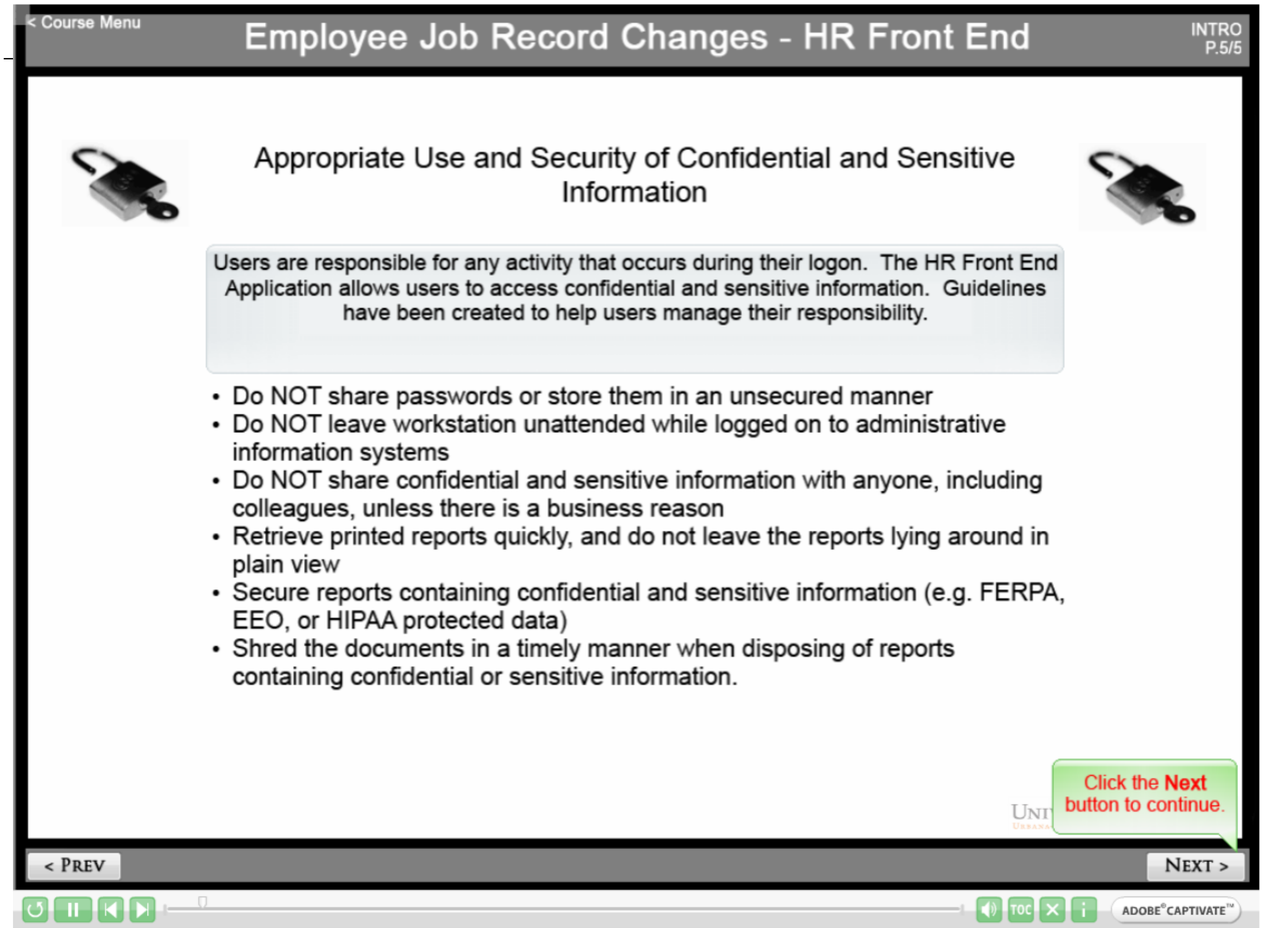




CHAPTER	• YOU WILL LEARN ABOUT
1 – Common Terminology	• Common Terminology • What an Employee Job Record Change is • Employee Job Record Change Quick View
2 – Initiating an Employee Job Record Change	• How to initiate an Employee Job Record Change • How to select the appropriate view date
3 – Editing 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



CHAPTER	• YOU WILL LEARN ABOUT
7 – Editing the Defualt Earnings	• How to expand the Default Earnings accordion • How to make changes • How to save • About the proposed changes
8 – Viewing the Faculty Rank & Tenure Accordion	• How to view the Faculty Rank & Tenure Accordion
9 – Employee Job Record Changes Prior to the Last Paid Date	• 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
10 – Editing Work Schedules	• 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
11 – Routing the Transaction	• How to route the transaction
12 – Course Review	• You will participate in activities that will assess your understanding of the content covered in this course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Appropriate Use and Security of Confidential and Sensitive Information
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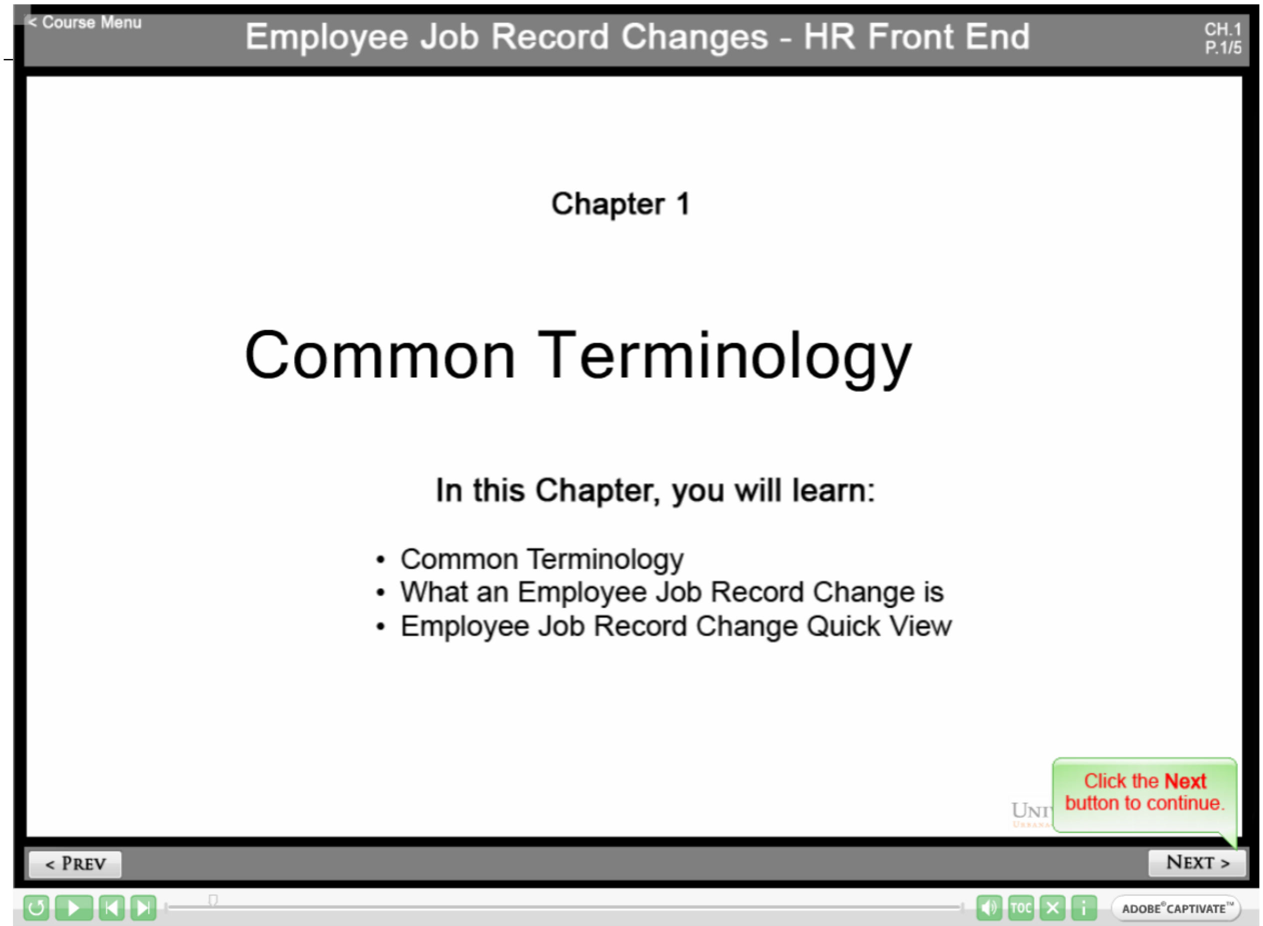
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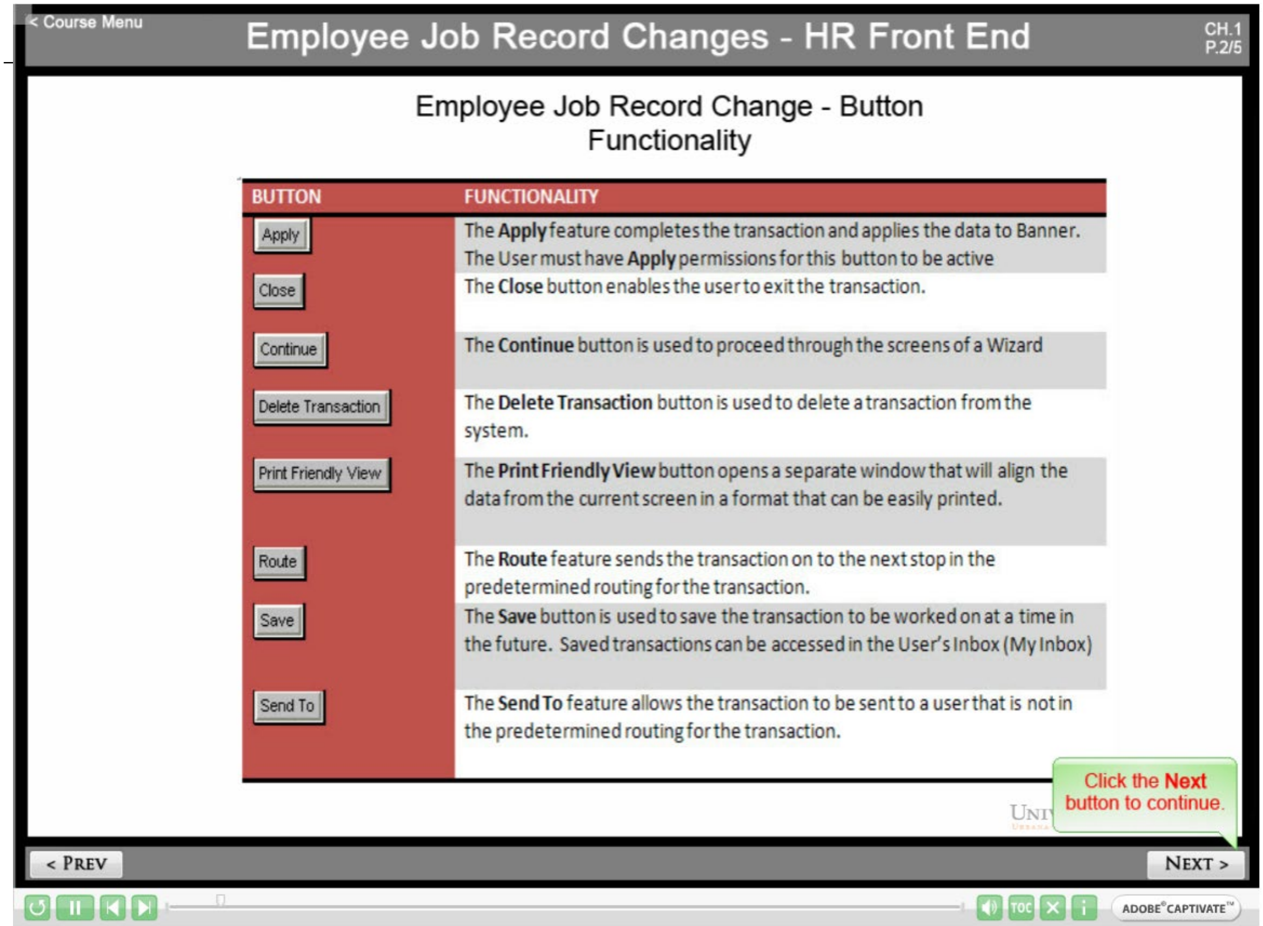
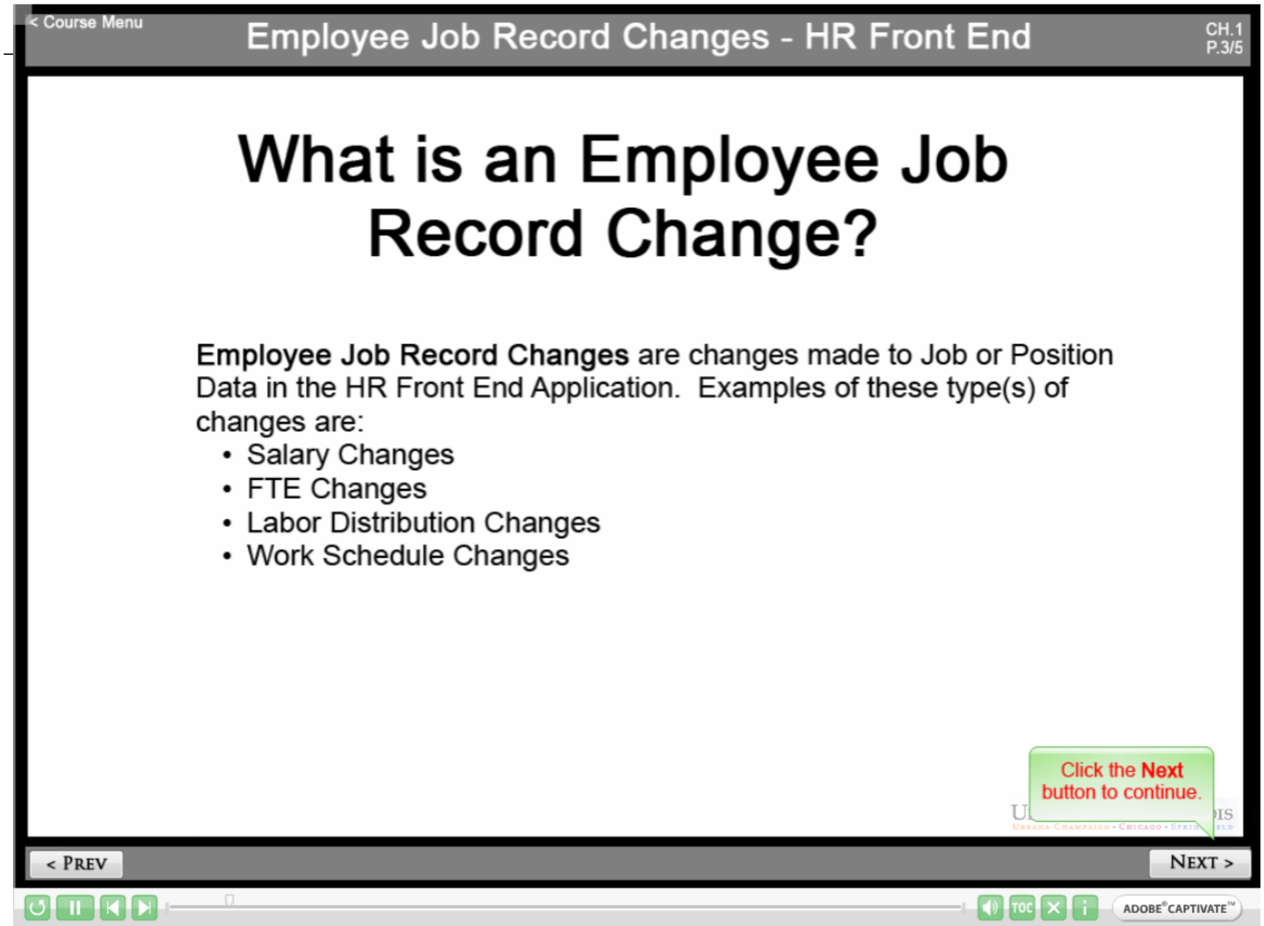


Employee Job Record Change - Button Functionality

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.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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
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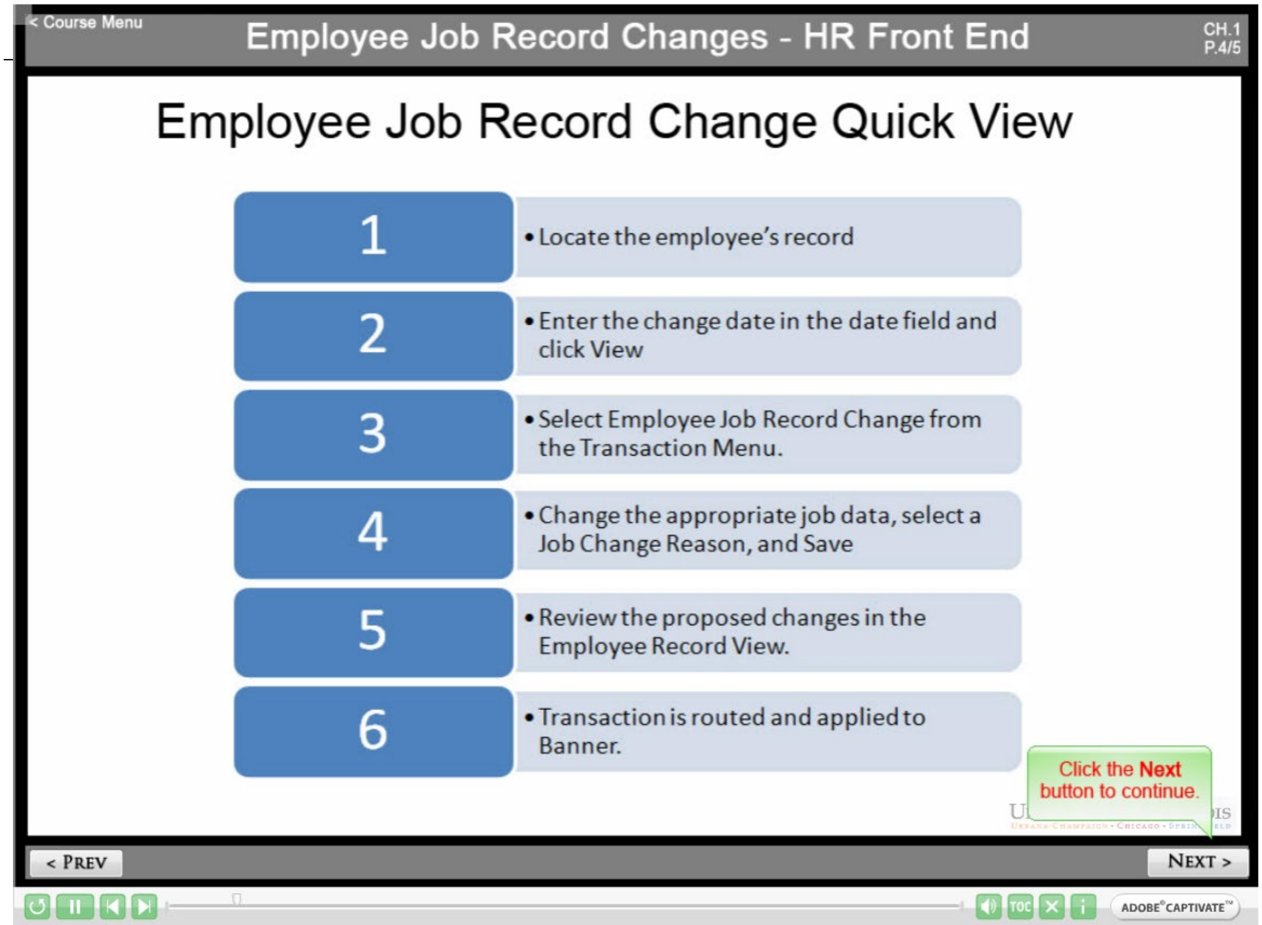
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2
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3
• Select Employee Job Record Change from the Transaction Menu.
4
• Change the appropriate job data, select a Job Change Reason, and Save
5
• Review the proposed changes in the Employee Record View.
6
• Transaction is routed and applied to Banner.
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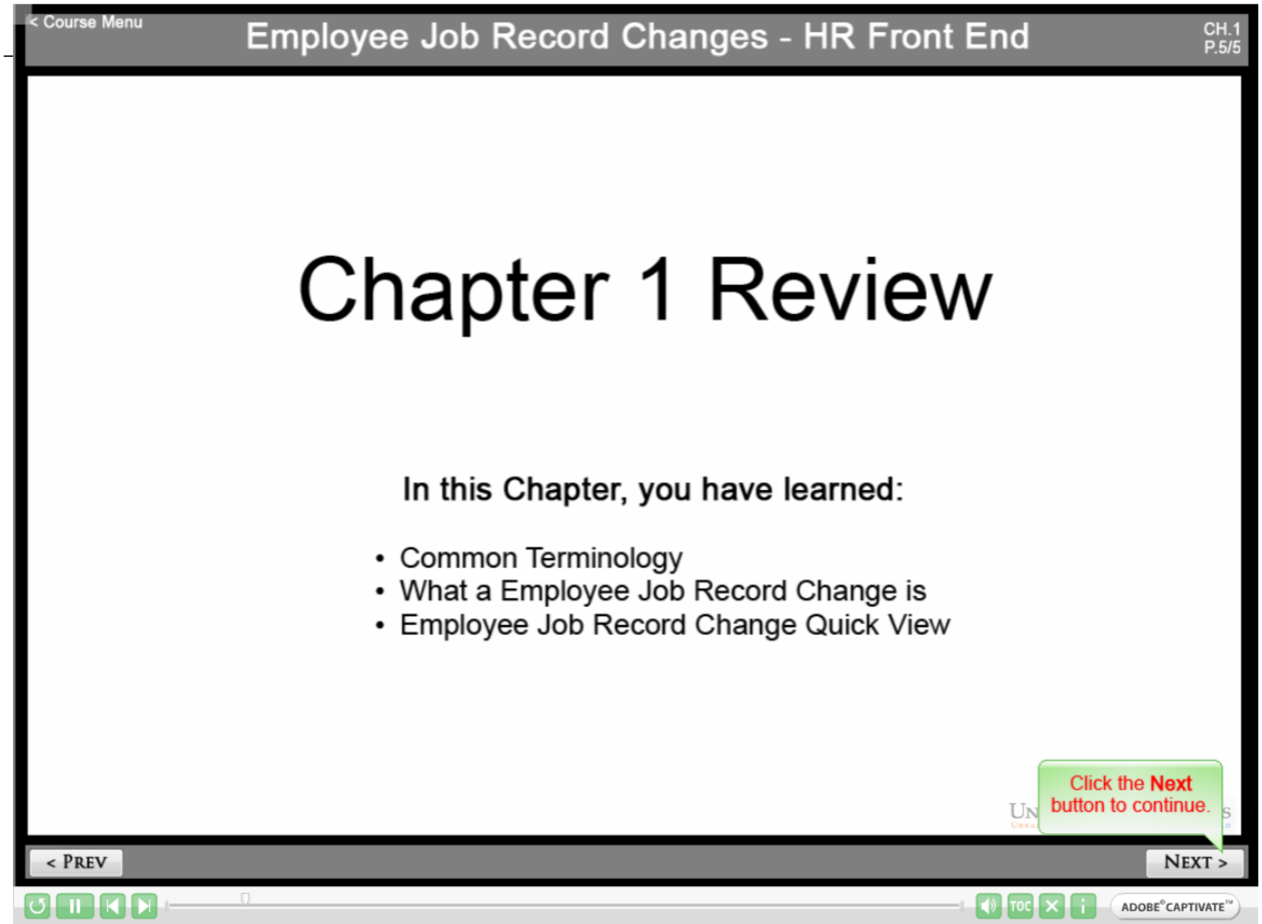
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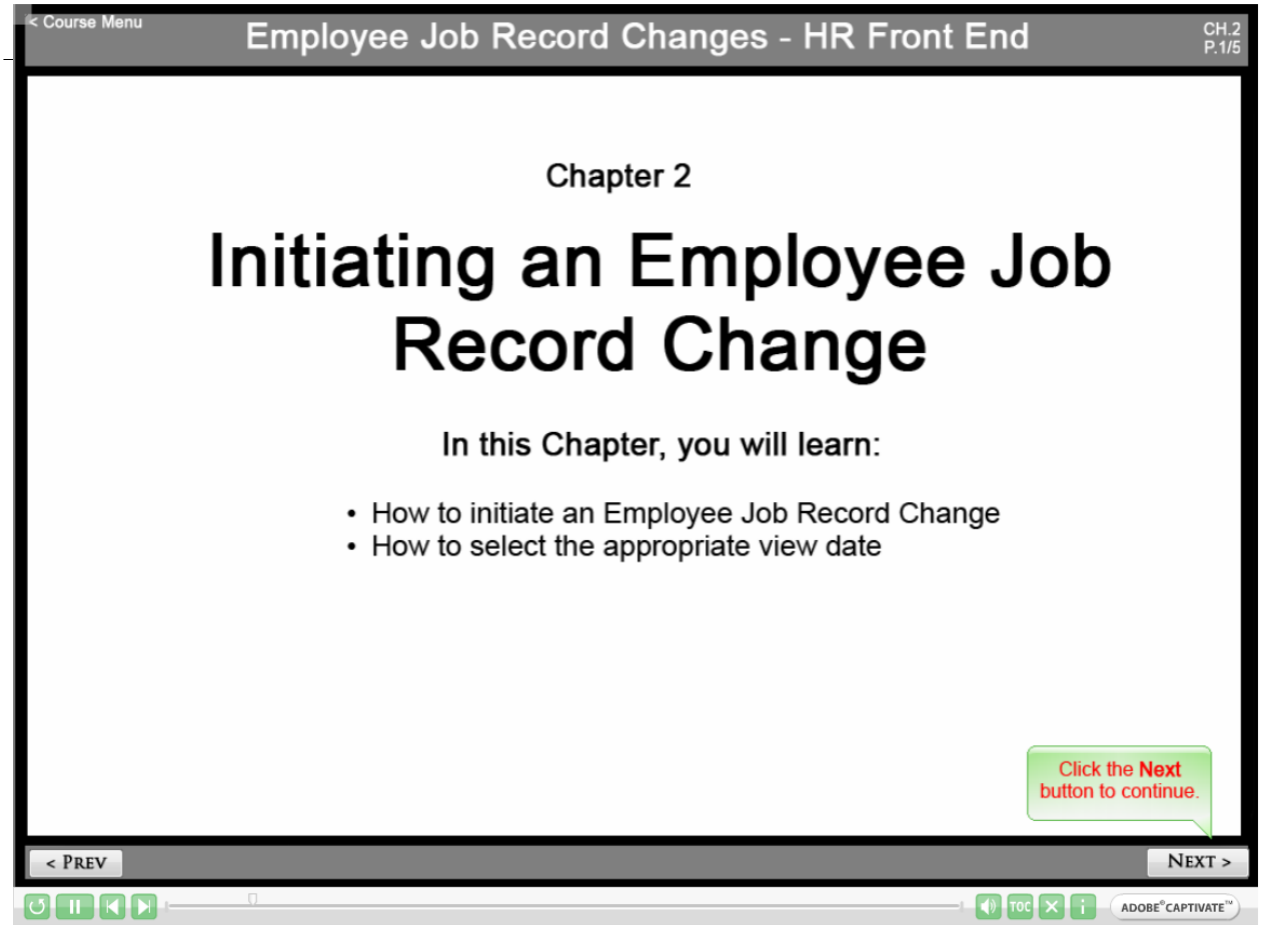
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Chapter 2
Initiating an Employee Job Record Change
In this Chapter, you will learn:
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• How to select the appropriate view date
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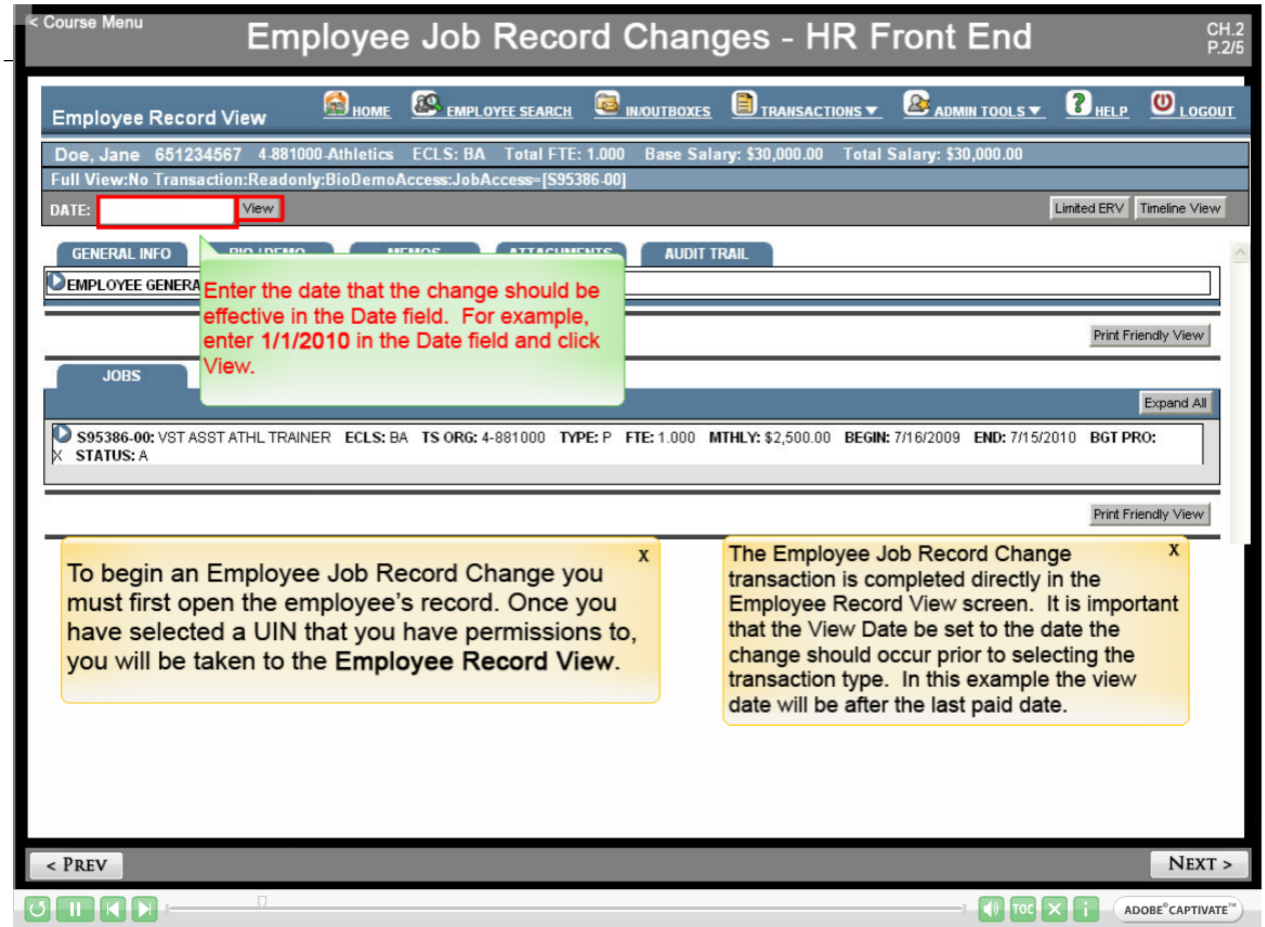
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HELP
LOGOUT
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[S95386-00]
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
AUDIT TRAIL
EMPLOYEE GENERA
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.
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
X STATUS: A
Print Friendly View
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.
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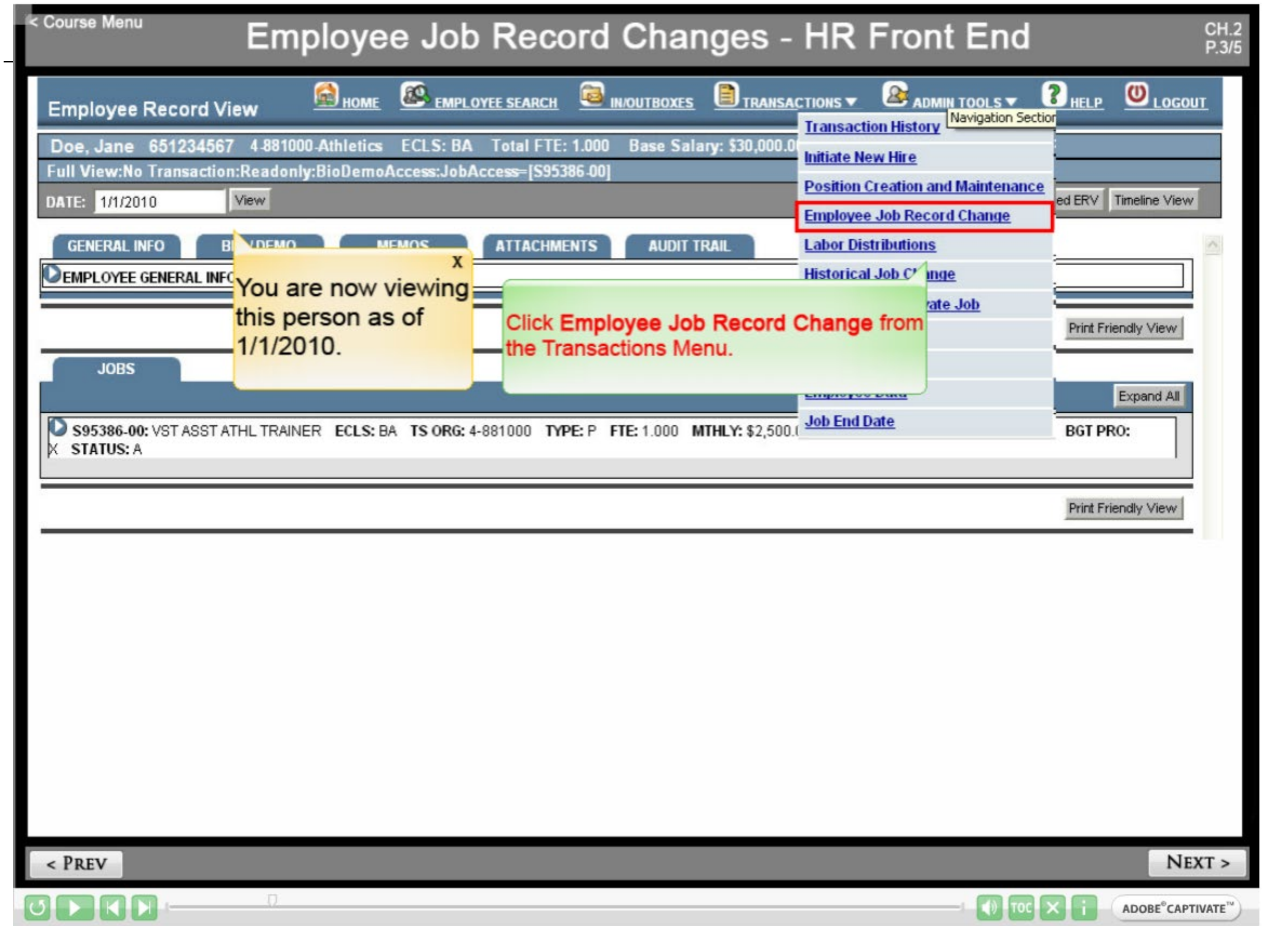
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Job End Date
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.0
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[S95386-00]
DATE: 1/1/2010
View
Timeline View
GENERAL INFO
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFO
You are now viewing this person as of 1/1/2010.
Click Employee Job Record Change from the Transactions Menu.
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000
STATUS: A
BGT PRO:
Print Friendly View
< PREV
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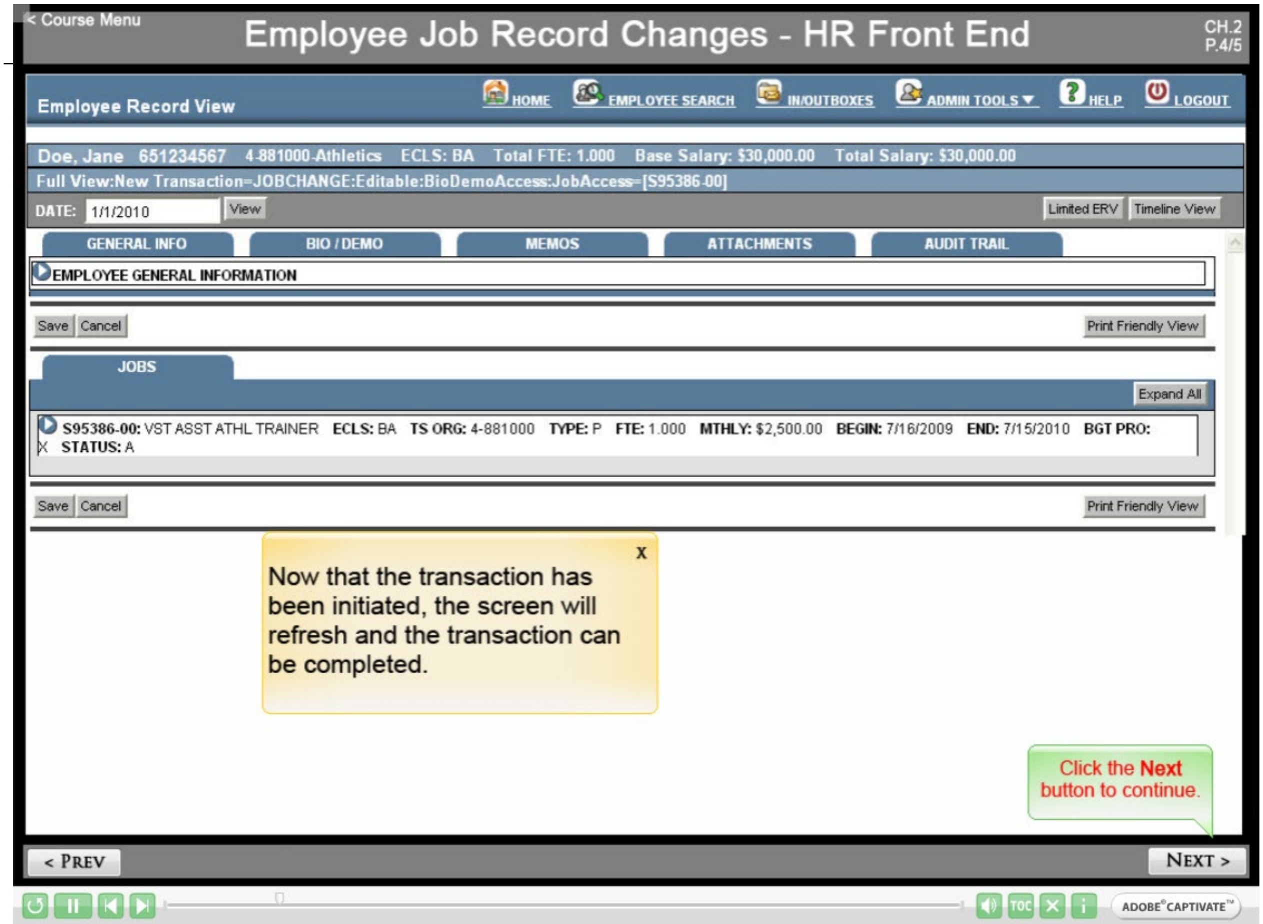
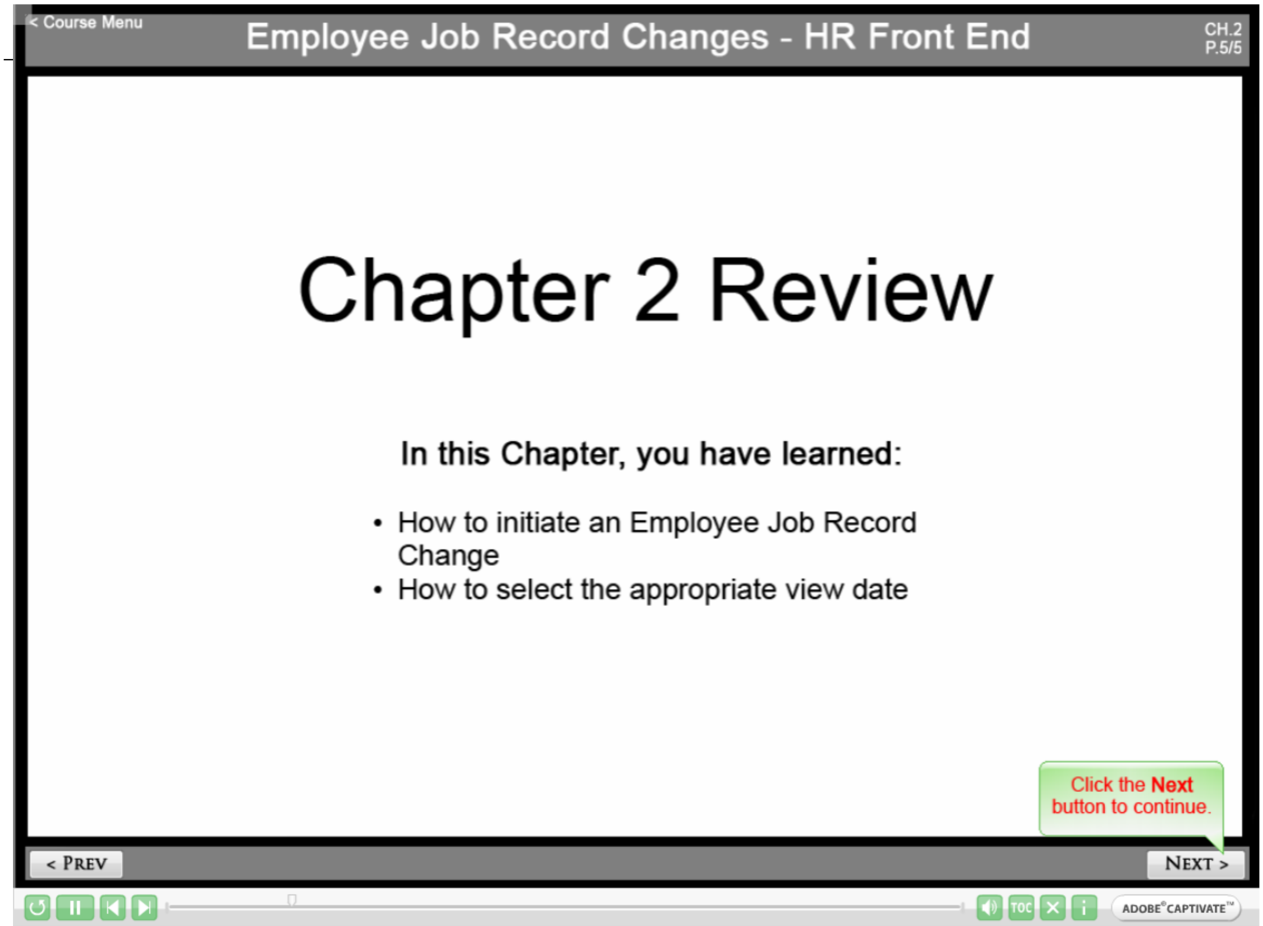

< Course Menu
Employee Job Record Changes - HR Front End
CH.2
P.4/5
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:New Transaction=JOBCHANGE:Editable:BioDemoAccess:JobAccess=[S95386-00]
DATE: 1/1/2010
View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Save
Cancel
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
STATUS: A
Save
Cancel
Print Friendly View
Now that the transaction has been initiated, the screen will refresh and the transaction can be completed.
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.2
P.5/5
Chapter 2 Review
In this Chapter, you have learned:
• How to initiate an Employee Job Record Change
• How to select the appropriate view date
Click the Next button to continue.
< PREV
NEXT >
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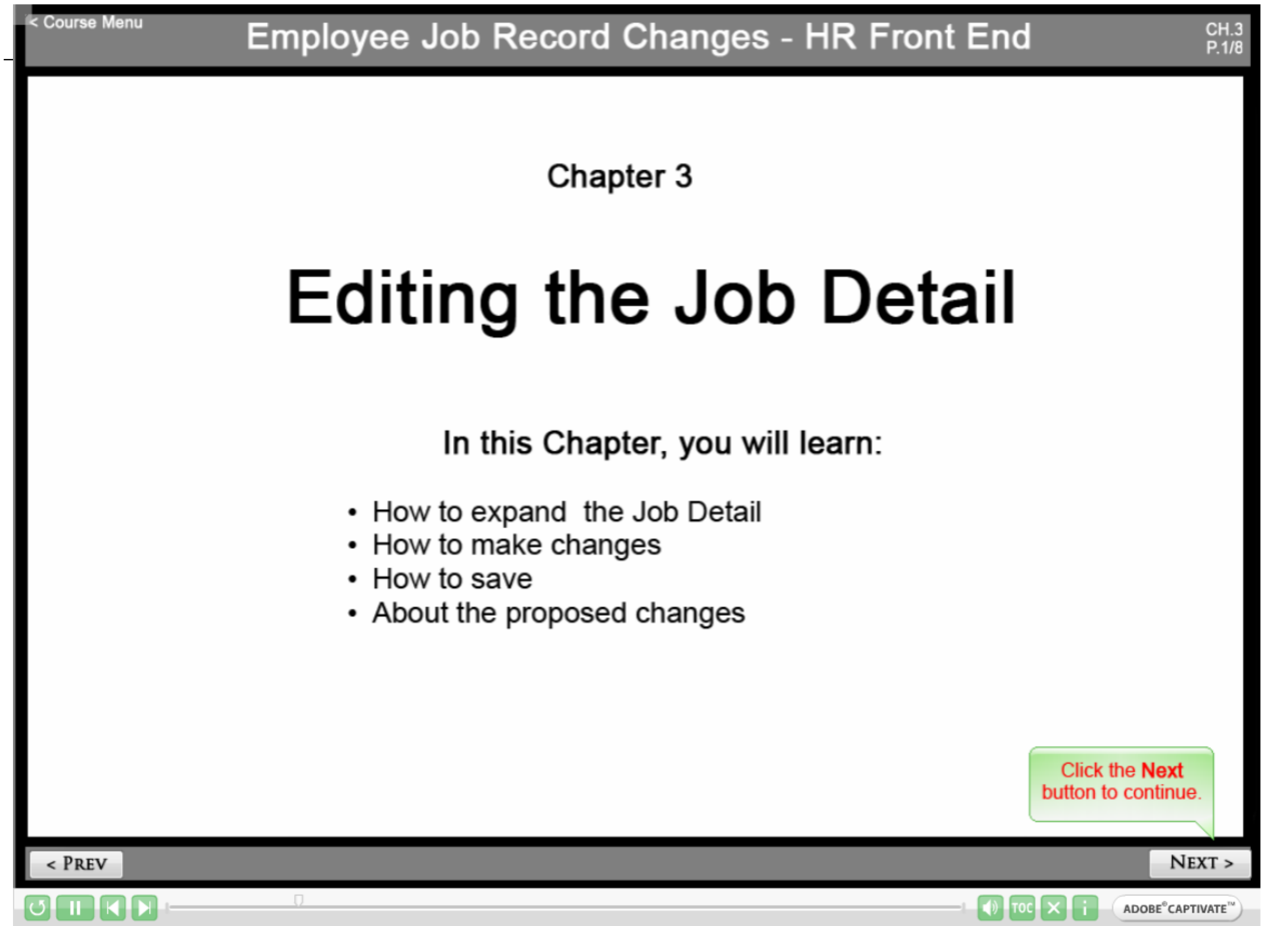
< Course Menu
Employee Job Record Changes - HR Front End
CH.3
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Chapter 3
Editing the Job Detail
In this Chapter, you will learn:
• How to expand the Job Detail
• How to make changes
• How to save
• About the proposed changes
Click the Next button to continue.
< PREV
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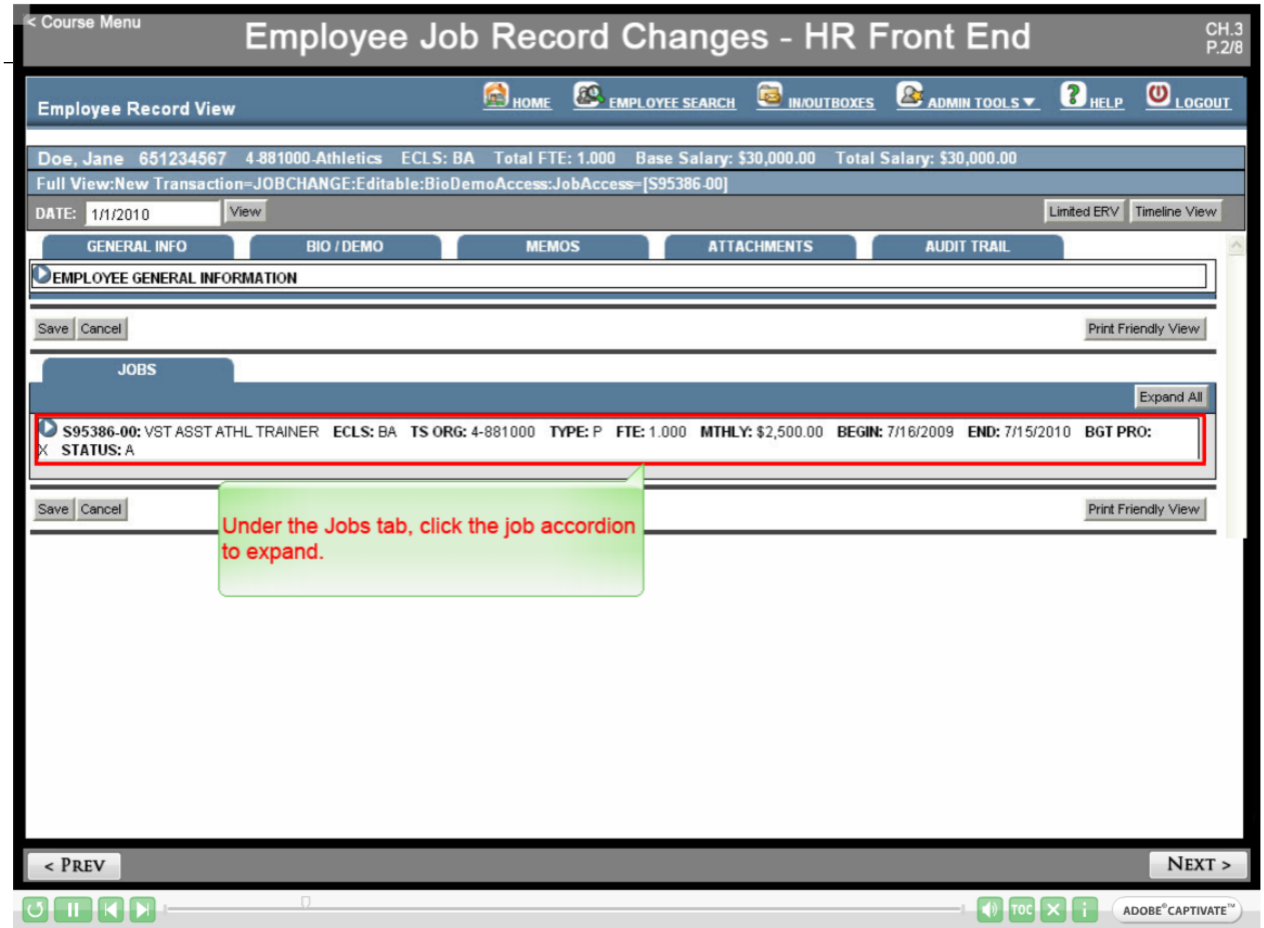
< Course Menu
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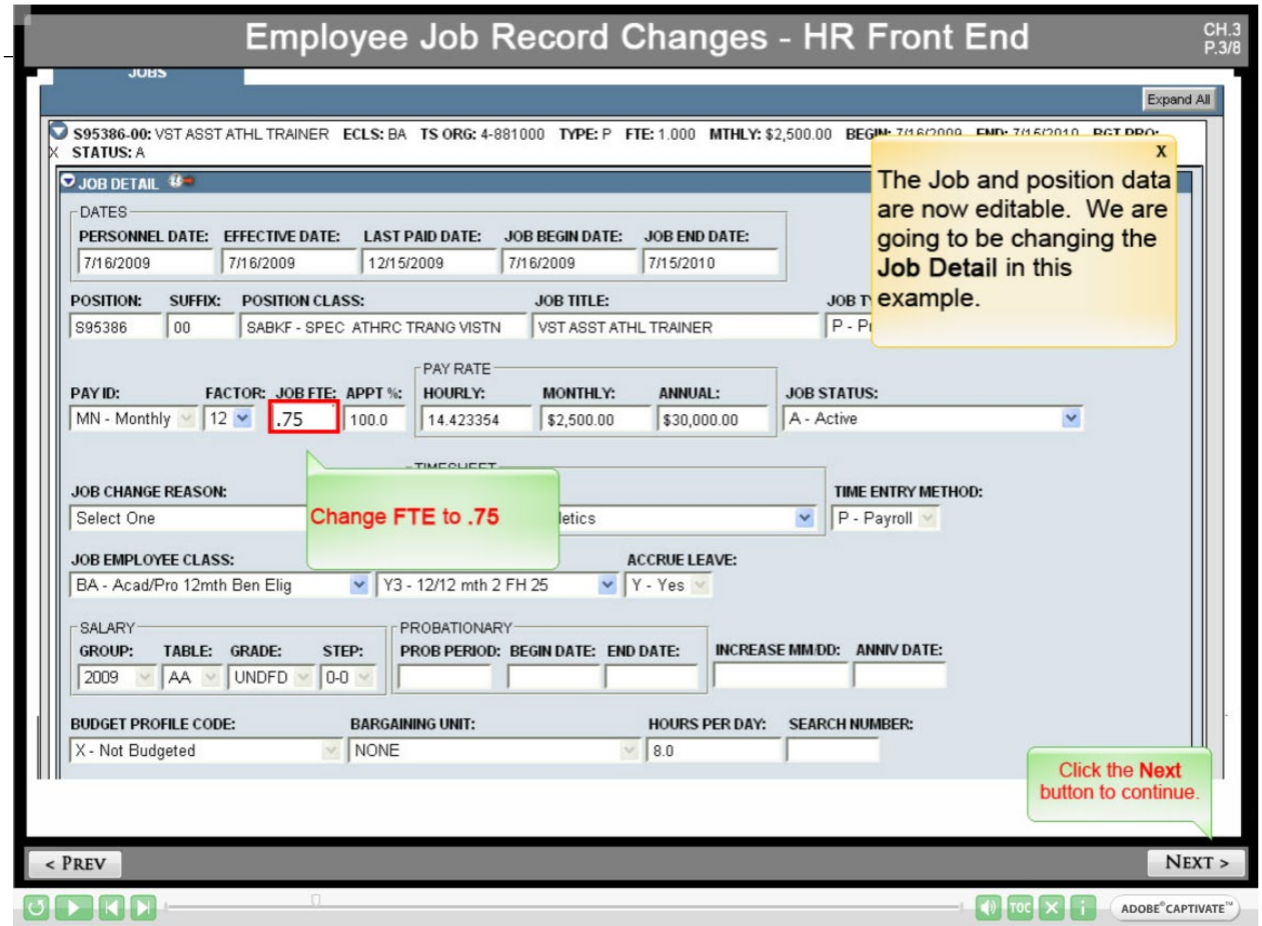
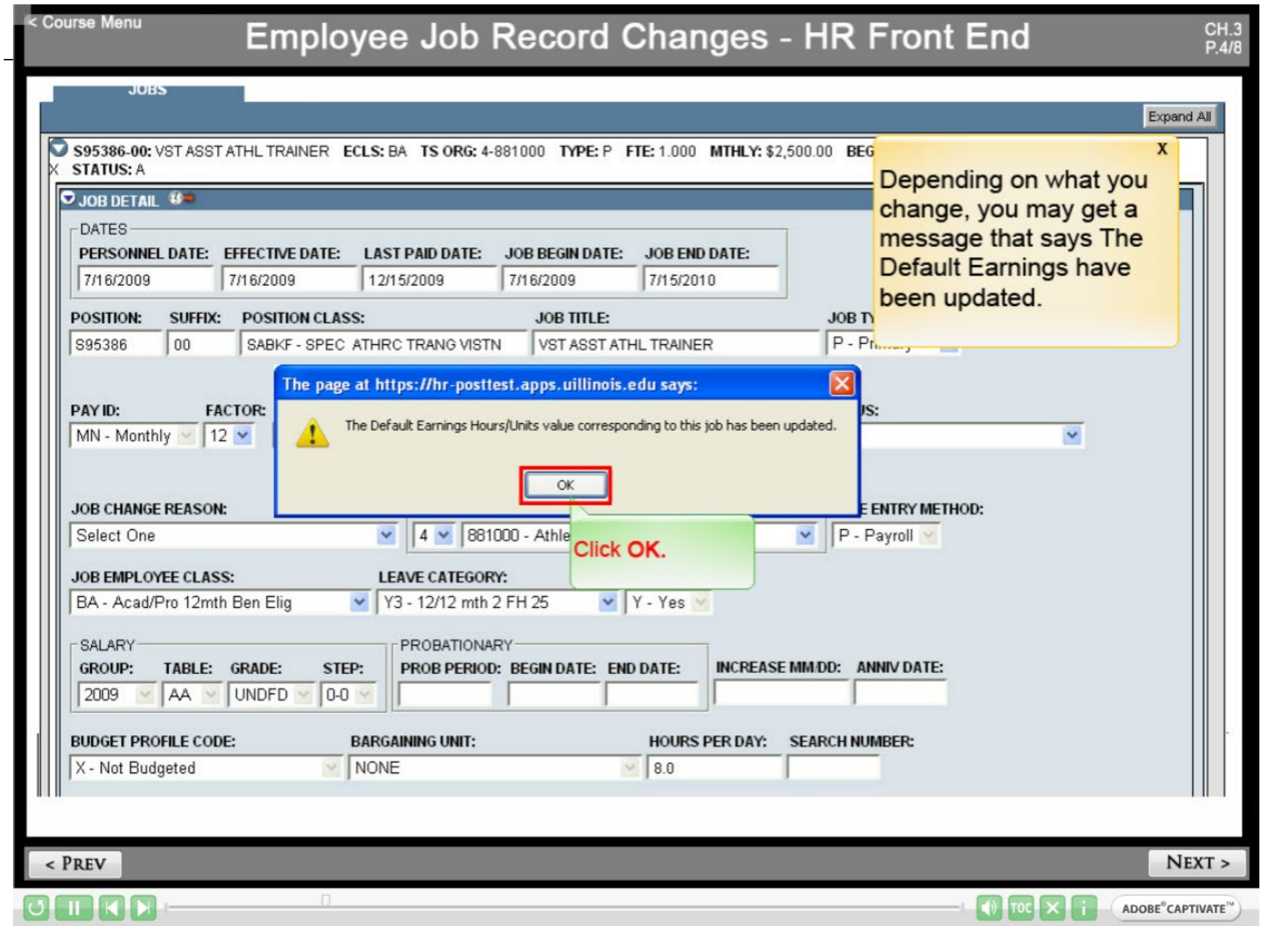
HELP
LOGOUT
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:New Transaction=JOBCHANGE:Editable:BioDemoAccess:JobAccess=[S95386-00]
DATE: 1/1/2010 View
Limited ERV Timeline View
GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Save Cancel
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: X STATUS: A
Under the Jobs tab, click the job accordion to expand.
Save Cancel
Print Friendly View
< PREV
NEXT >
ADOBE CAPTIVATE


Employee Job Record Changes - HR Front End
CH.3 P.3/8
The Job and position data are now editable. We are going to be changing the **Job Detail** in this example.
Change FTE to .75
Click the Next button to continue.
JOB DETAIL
PERSONNEL DATE: 7/16/2009
EFFECTIVE DATE: 7/16/2009
LAST PAID DATE: 12/15/2009
JOB BEGIN DATE: 7/16/2009
JOB END DATE: 7/15/2010
POSITION: S95386
SUFFIX: 00
POSITION CLASS: SABKF - SPEC ATHRC TRANG VISTN
JOB TITLE: VST ASST ATHL TRAINER
PAY ID: MN - Monthly
FACTOR: 12
JOB FTE: .75
APPT %: 100.0
HOURLY: 14.423354
MONTHLY: $2,500.00
ANNUAL: $30,000.00
JOB STATUS: A - Active
JOB CHANGE REASON: Select One
TIME ENTRY METHOD: P - Payroll
JOB EMPLOYEE CLASS: BA - Acad/Pro 12mth Ben Elig
Y3 - 12/12 mth 2 FH 25
ACCRUE LEAVE: Y - Yes
GROUP: 2009
TABLE: AA
GRADE: UNDFD
STEP: 0-0
BUDGET PROFILE CODE: X - Not Budgeted
BARGAINING UNIT: NONE
HOURS PER DAY: 8.0
SEARCH NUMBER:
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
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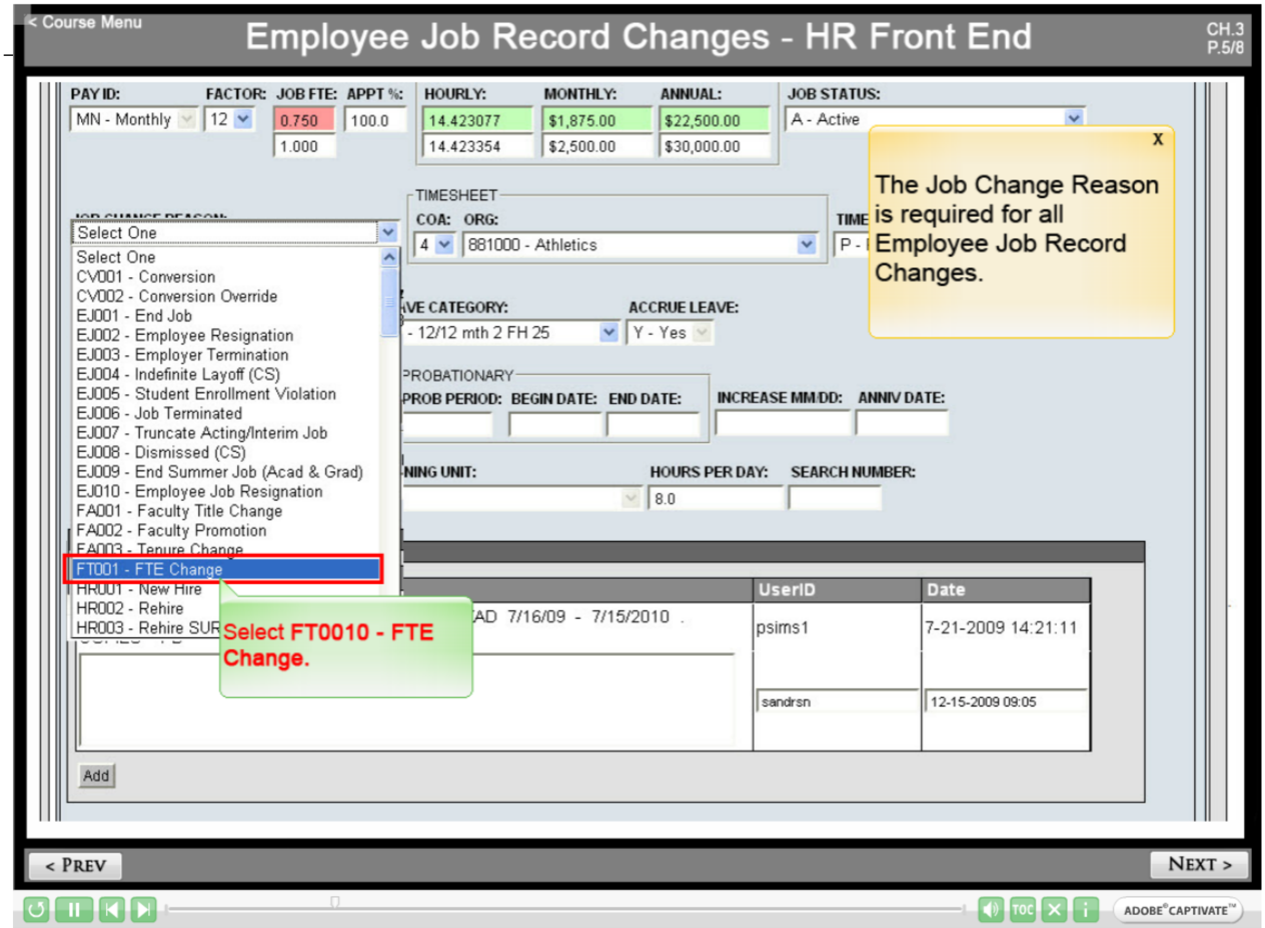
Depending on what you change, you may get a message that says The Default Earnings have been updated.
The page at https://hr-posttest.apps.uillinois.edu says:
The Default Earnings Hours/Units value corresponding to this job has been updated.
OK
Click OK.
< PREV
NEXT >



< Course Menu
Employee Job Record Changes - HR Front End
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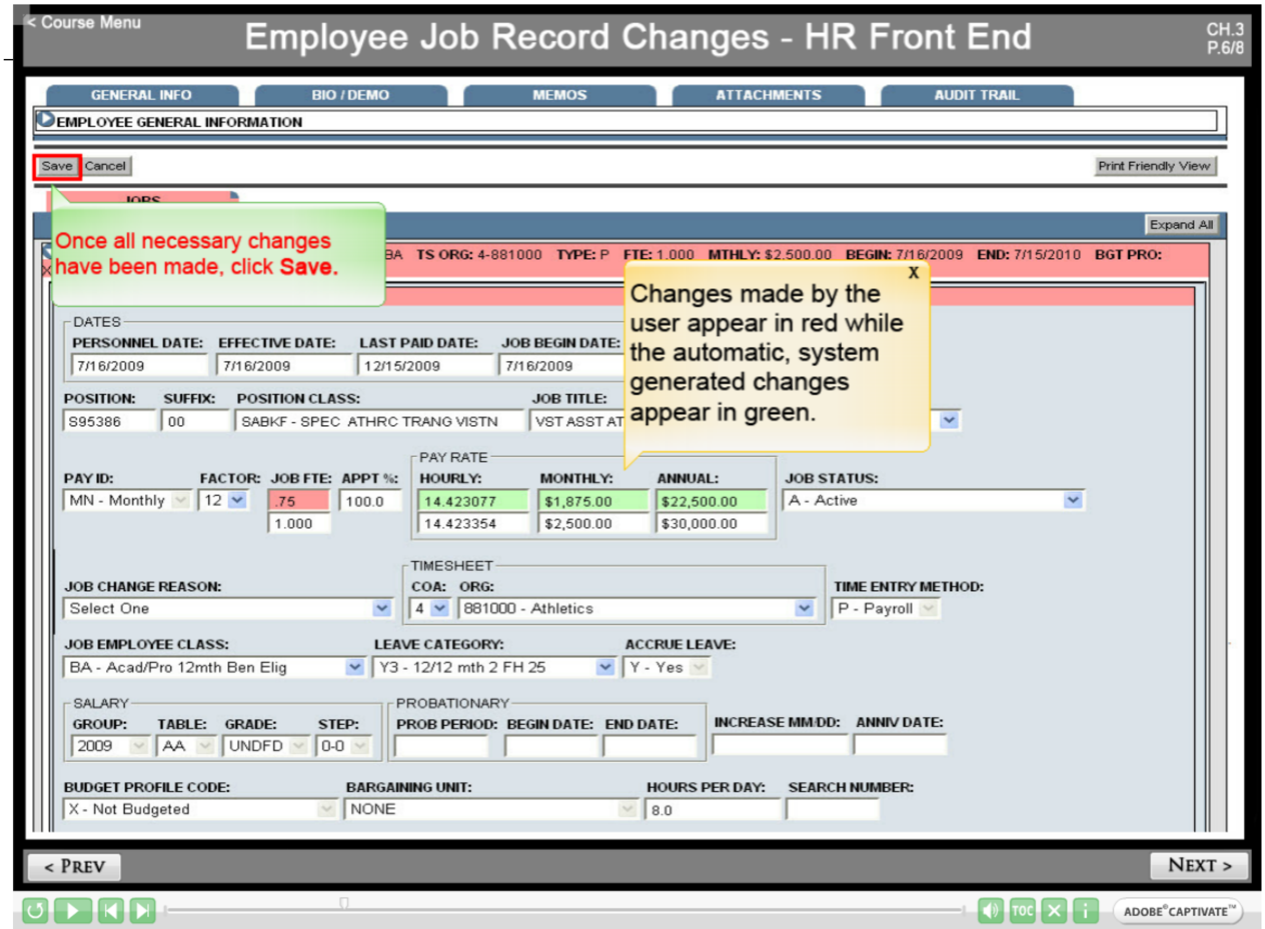
The Job Change Reason is required for all Employee Job Record Changes.
Select FT0010 - FTE Change.
Select One
CV001 - Conversion
CV002 - Conversion Override
EJ001 - End Job
EJ002 - Employee Resignation
EJ003 - Employer Termination
EJ004 - Indefinite Layoff (CS)
EJ005 - Student Enrollment Violation
EJ006 - Job Terminated
EJ007 - Truncate Acting/Interim Job
EJ008 - Dismissed (CS)
EJ009 - End Summer Job (Acad & Grad)
EJ010 - Employee Job Resignation
FA001 - Faculty Title Change
FA002 - Faculty Promotion
FT001 - FTE Change
HR001 - New Hire
HR002 - Rehire
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
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GENERAL INFO
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MEMOS
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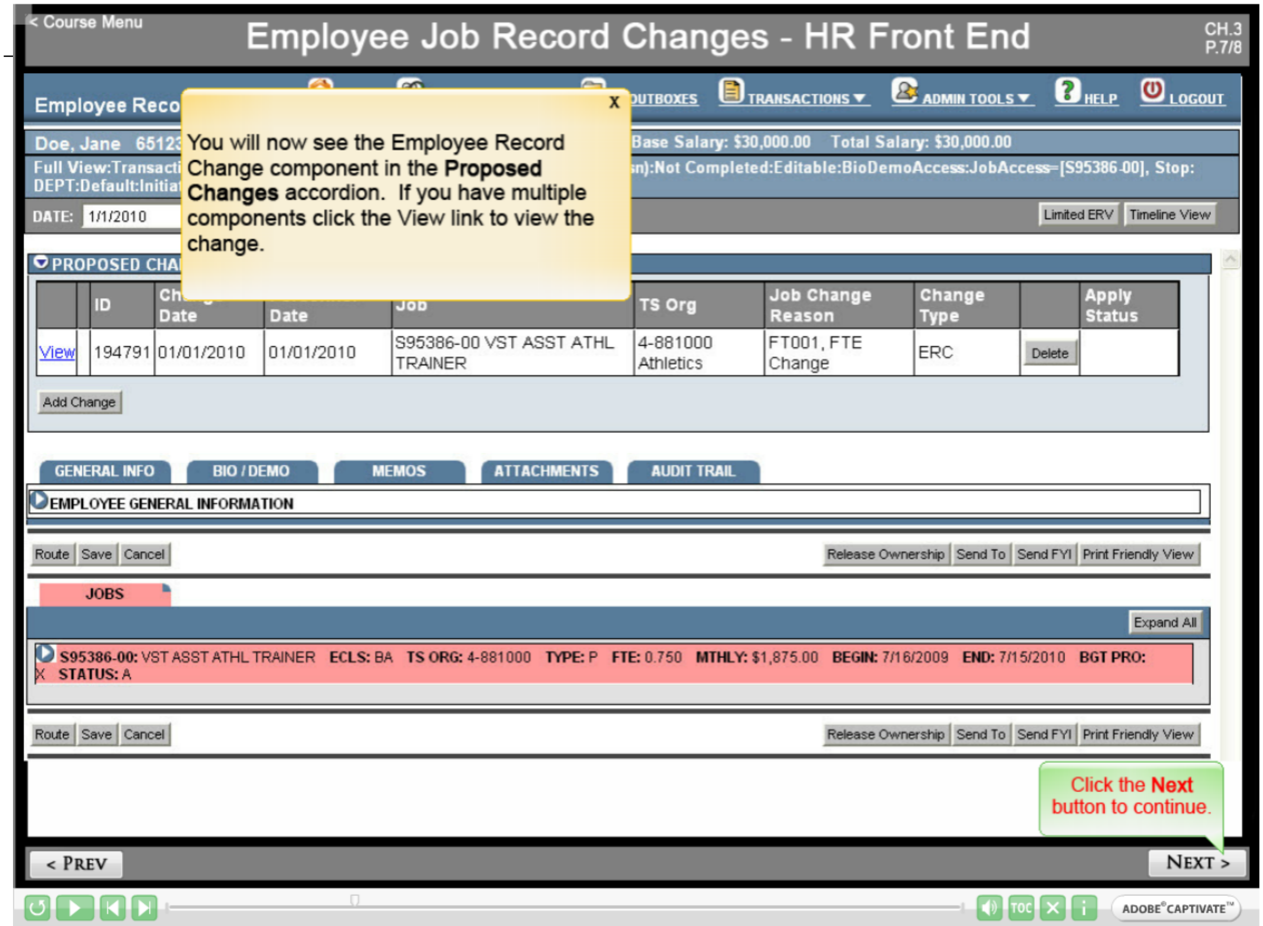
EMPLOYEE GENERAL INFORMATION
Save
Cancel
Print Friendly View
Expand All
Once all necessary changes have been made, click Save.
Changes made by the user appear in red while the automatic, system generated changes appear in green.
TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
DATES
PERSONNEL DATE: 7/16/2009
EFFECTIVE DATE: 7/16/2009
LAST PAID DATE: 12/15/2009
JOB BEGIN DATE: 7/16/2009
POSITION: S95386
SUFFIX: 00
POSITION CLASS: SABKF - SPEC ATHRC TRANG VISTN
JOB TITLE: VST ASST AT
PAY RATE
PAY ID: MN - Monthly
FACTOR: 12
JOB FTE: .75 1.000
APPT %: 100.0
HOURLY: 14.423077 14.423354
MONTHLY: $1,875.00 $2,500.00
ANNUAL: $22,500.00 $30,000.00
JOB STATUS: A - Active
TIMESHEET
JOB CHANGE REASON: Select One
COA: 4
ORG: 881000 - Athletics
TIME ENTRY METHOD: P - Payroll
JOB EMPLOYEE CLASS: BA - Acad/Pro 12mth Ben Elig
LEAVE CATEGORY: Y3 - 12/12 mth 2 FH 25
ACCRUE LEAVE: Y - Yes
SALARY
GROUP: 2009
TABLE: AA
GRADE: UNDFD
STEP: 0-0
PROBATIONARY
PROB PERIOD:
BEGIN DATE:
END DATE:
INCREASE MM/DD:
ANNIV DATE:
BUDGET PROFILE CODE: X - Not Budgeted
BARGAINING UNIT: NONE
HOURS PER DAY: 8.0
SEARCH NUMBER:
< PREV
NEXT >
ADOBE CAPTIVATE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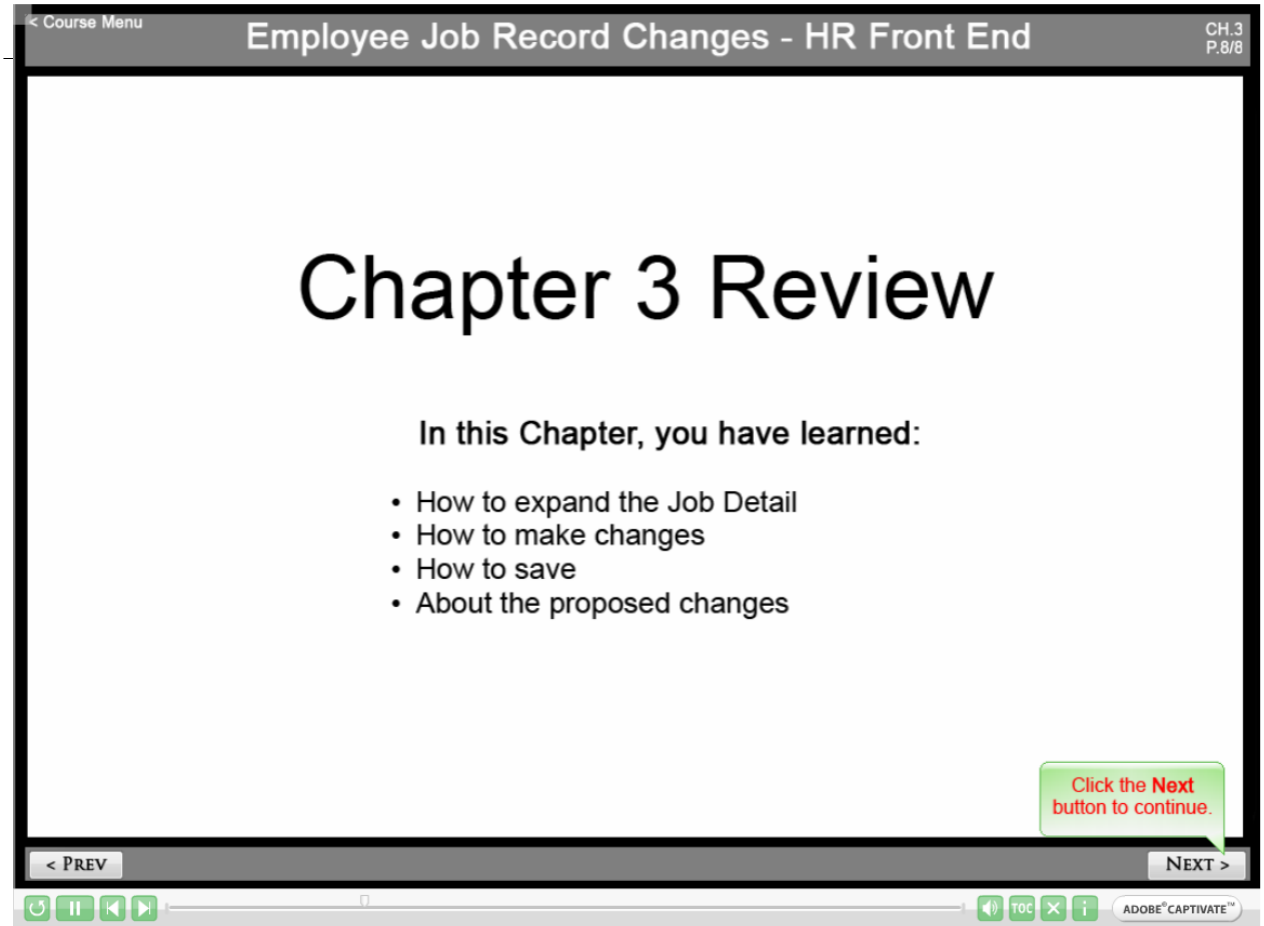
OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Employee Reco
Doe, Jane 65123
Base Salary: $30,000.00 Total Salary: $30,000.00
You will now see the Employee Record Change component in the Proposed Changes accordion. If you have multiple components click the View link to view the change.
DATE: 1/1/2010
Limited ERV
Timeline View
PROPOSED CHA
ID
Date
Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
194791
01/01/2010
01/01/2010
S95386-00 VST ASST ATHL TRAINER
4-881000 Athletics
FT001, FTE Change
ERC
Delete
Add Change
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Route Save Cancel
Release Ownership Send To Send FYI Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 0.750 MTHLY: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
STATUS: A
Route Save Cancel
Release Ownership Send To Send FYI Print Friendly View
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



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Employee Job Record Changes - HR Front End
CH.3
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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
Click the Next button to continue.
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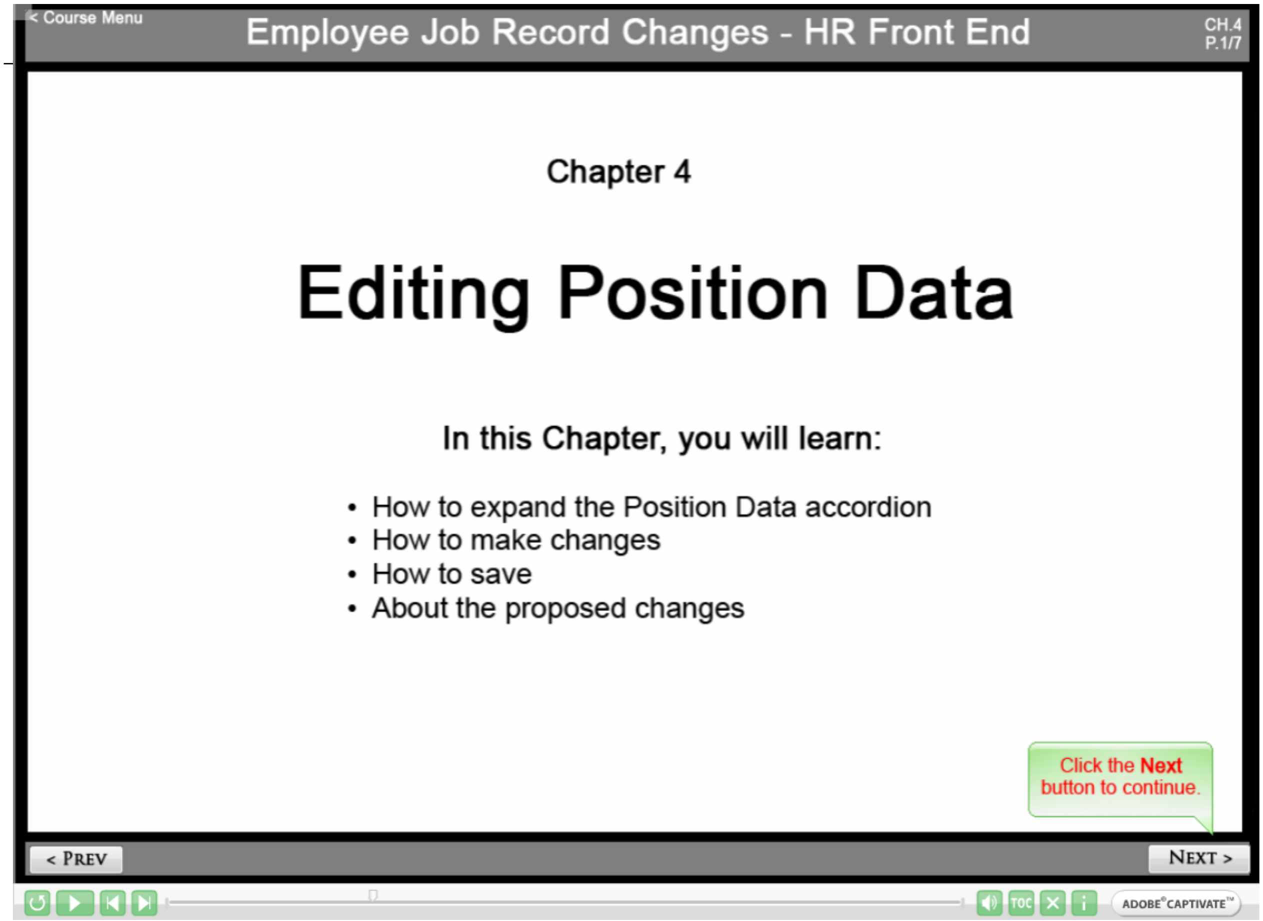
< Course Menu
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P.1/7
Chapter 4
Editing Position Data
In this Chapter, you will learn:
• How to expand the Position Data accordion
• How to make changes
• How to save
• About the proposed changes
Click the Next button to continue.
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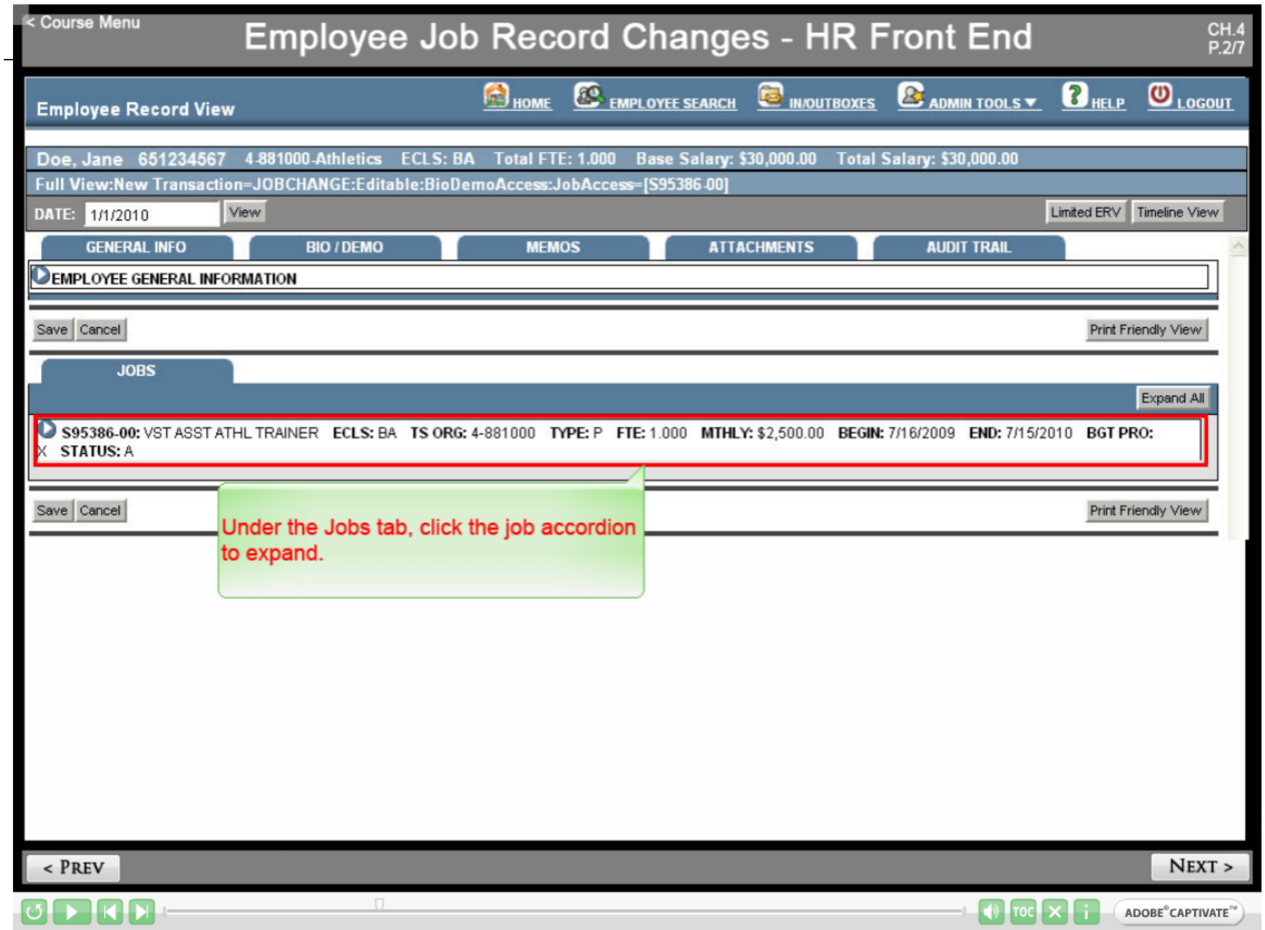
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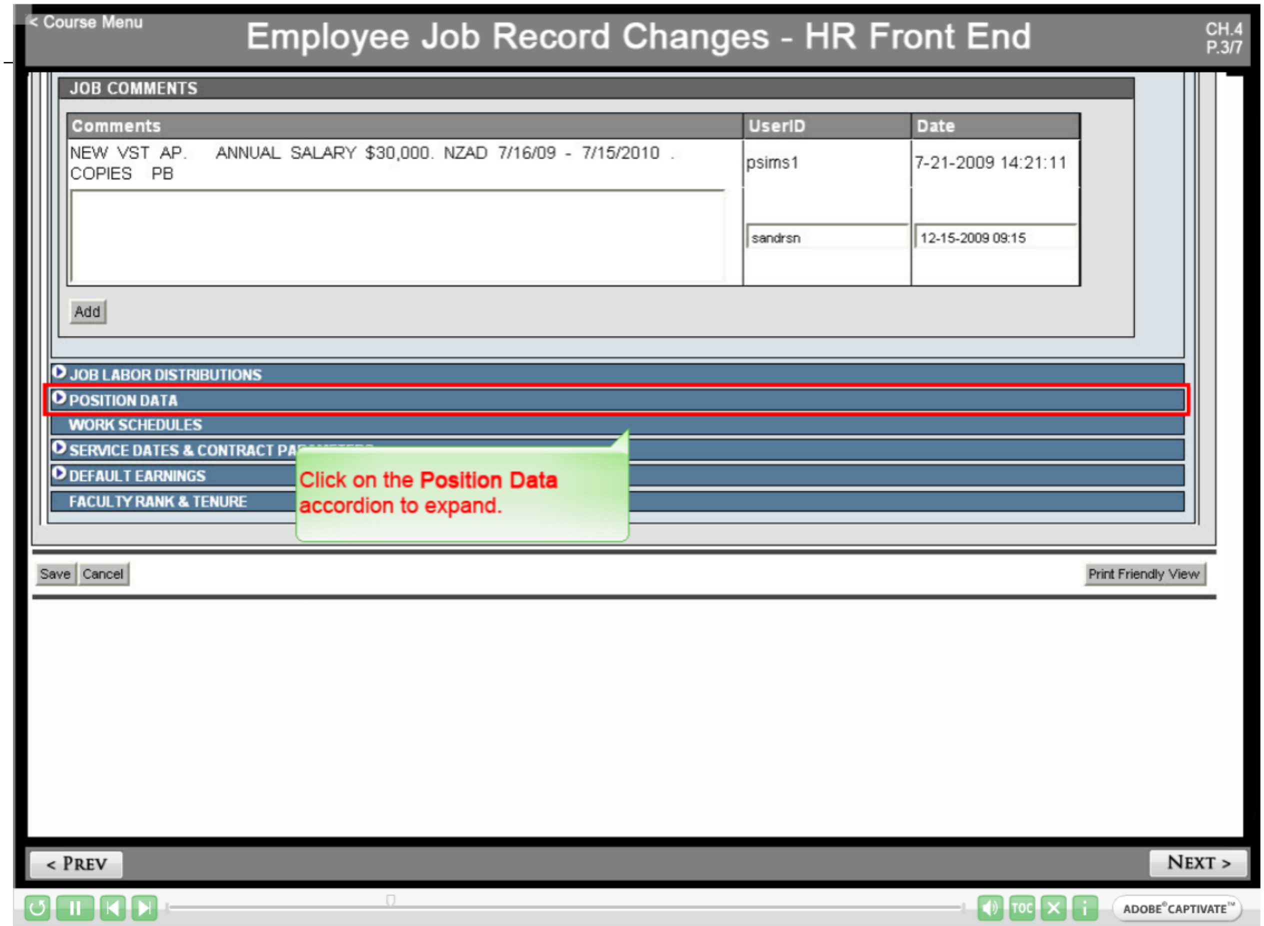
HELP
LOGOUT
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:New Transaction=JOBCHANGE:Editable:BioDemoAccess:JobAccess=[S95386-00]
DATE: 1/1/2010 View
Limited ERV Timeline View
GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Save Cancel
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: X STATUS: A
Under the Jobs tab, click the job accordion to expand.
Save Cancel
Print Friendly View
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
Employee Job Record Changes - HR Front End
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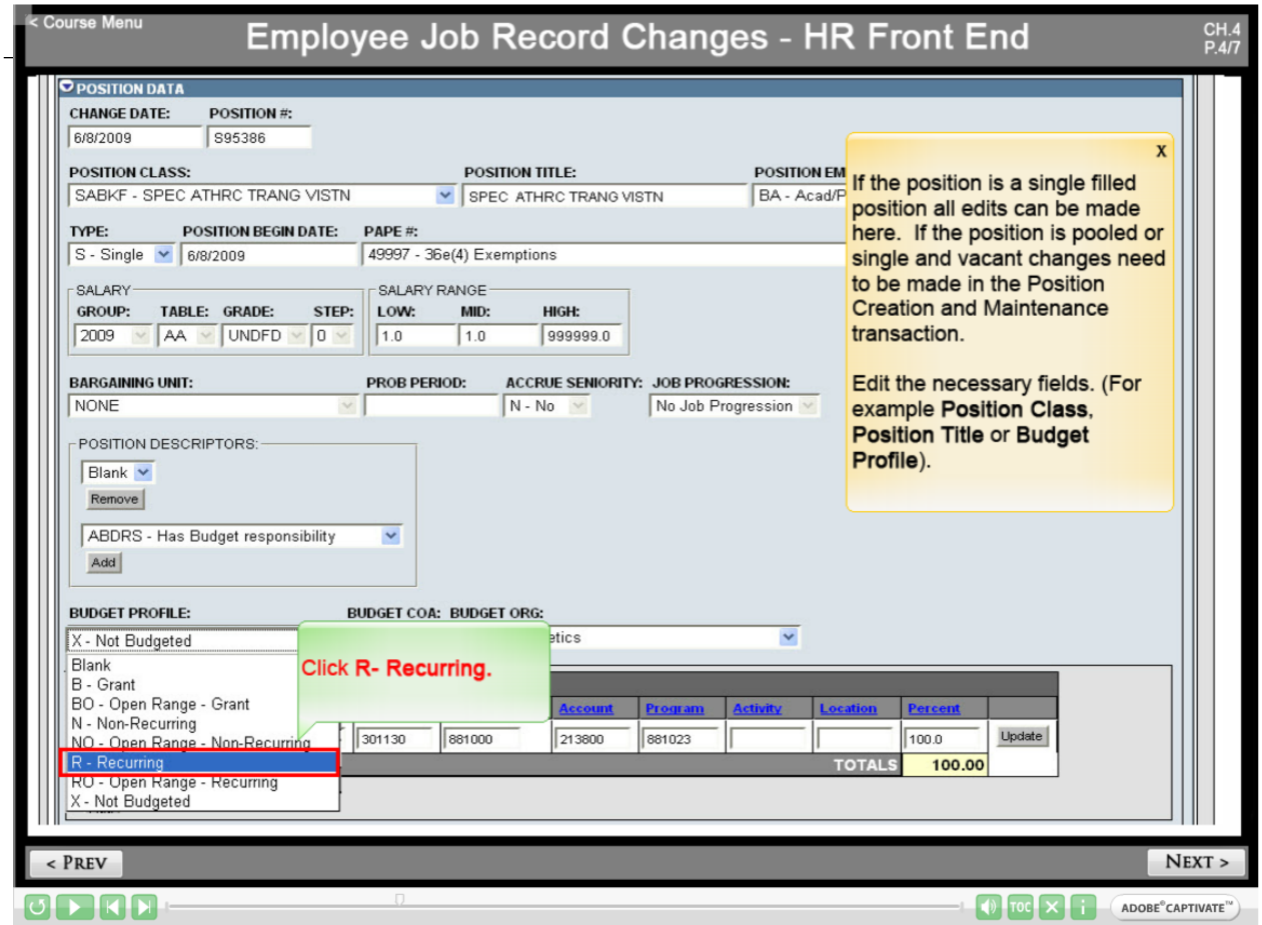
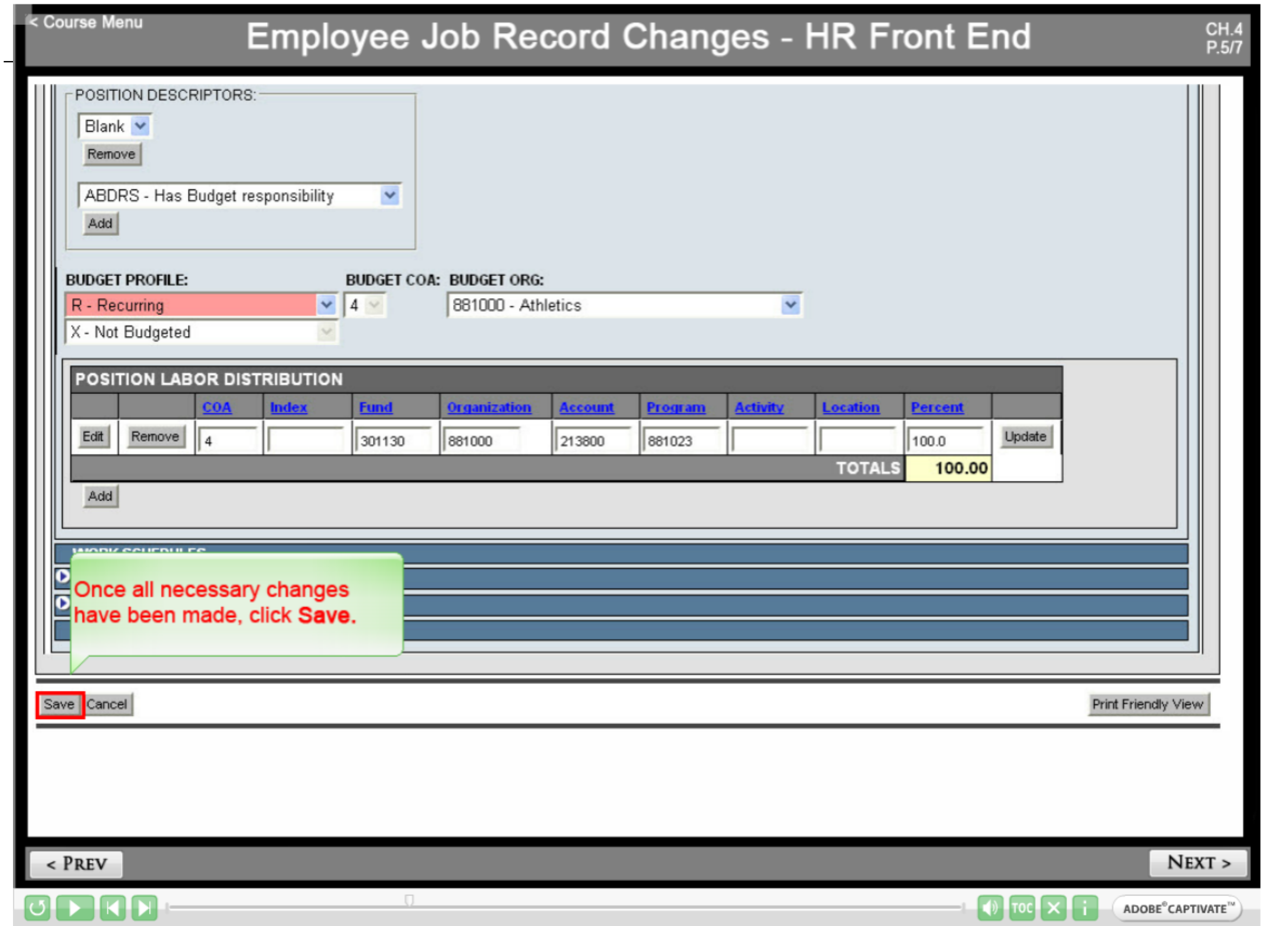
JOB COMMENTS
Comments
UserID
Date
NEW VST AP. ANNUAL SALARY $30,000. NZAD 7/16/09 - 7/15/2010 . COPIES PB
psims1
7-21-2009 14:21:11
sandrsn
12-15-2009 09:15
Add
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
DEFAULT EARNINGS
FACULTY RANK & TENURE
Click on the Position Data accordion to expand.
Save
Cancel
Print Friendly View
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
CH.4
P.4/7
POSITION DATA
CHANGE DATE:
POSITION #:
6/8/2009
S95386
POSITION CLASS:
SABKF - SPEC ATHRC TRANG VISTN
POSITION TITLE:
SPEC ATHRC TRANG VISTN
TYPE:
S - Single
POSITION BEGIN DATE:
6/8/2009
PAPE #:
49997 - 36e(4) Exemptions
SALARY
GROUP: TABLE: GRADE: STEP:
2009 AA UNDFD 0
SALARY RANGE
LOW: MID: HIGH:
1.0 1.0 999999.0
BARGAINING UNIT:
NONE
PROB PERIOD:
ACCRUE SENIORITY:
N - No
JOB PROGRESSION:
No Job Progression
POSITION DESCRIPTORS:
Blank
Remove
ABDRS - Has Budget responsibility
Add
BUDGET PROFILE:
X - Not Budgeted
Blank
B - Grant
BO - Open Range - Grant
N - Non-Recurring
NO - Open Range - Non-Recurring
R - Recurring
RO - Open Range - Recurring
X - Not Budgeted
BUDGET COA: BUDGET ORG:
Click R- Recurring.
Account Program Activity Location Percent
301130 881000 213800 881023 100.0
Update
TOTALS 100.00
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).
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
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POSITION DESCRIPTORS:
Blank
Remove
ABDRS - Has Budget responsibility
Add
BUDGET PROFILE:
BUDGET COA:
BUDGET ORG:
R - Recurring
4
881000 - Athletics
X - Not Budgeted
POSITION LABOR DISTRIBUTION
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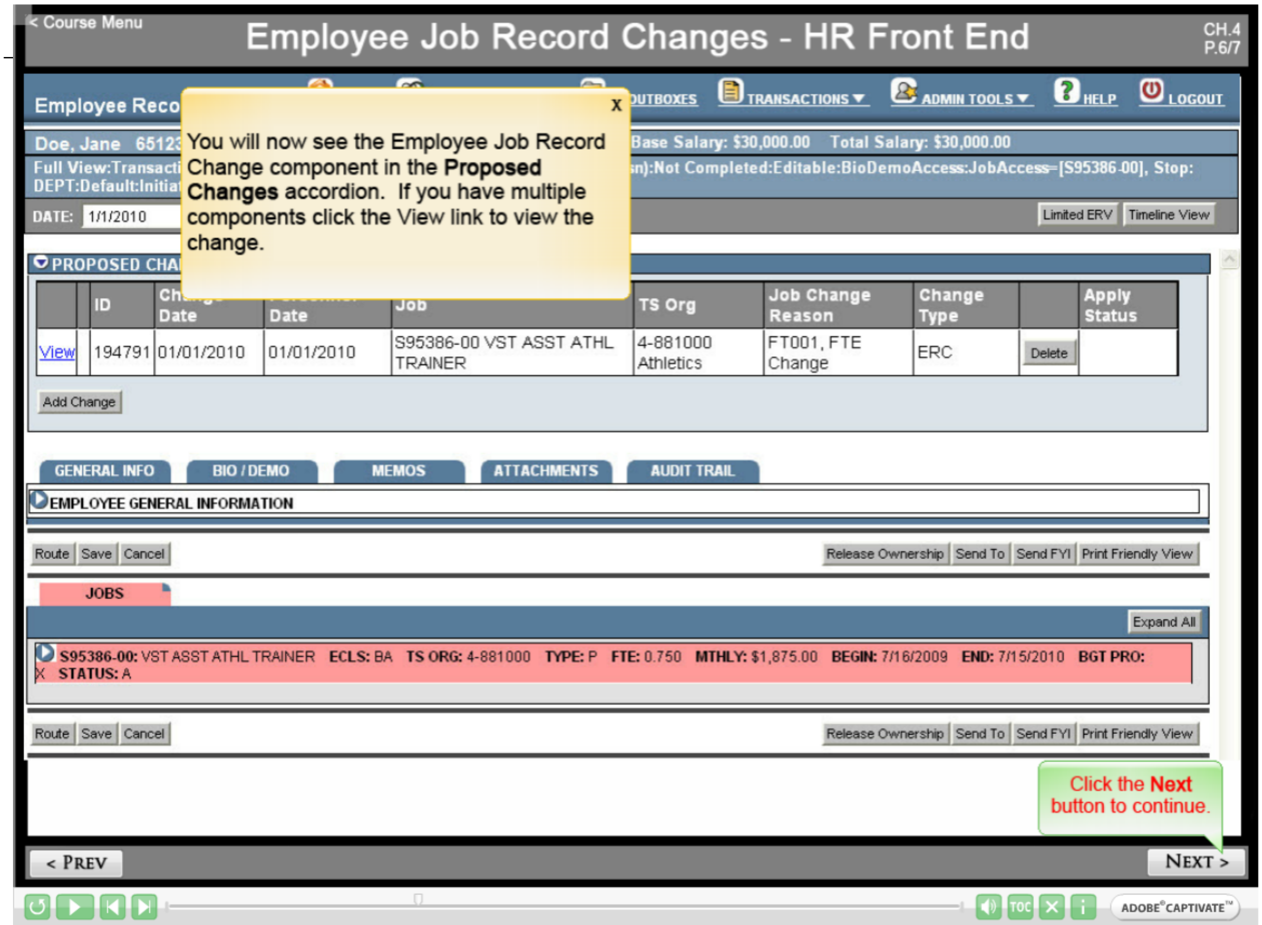
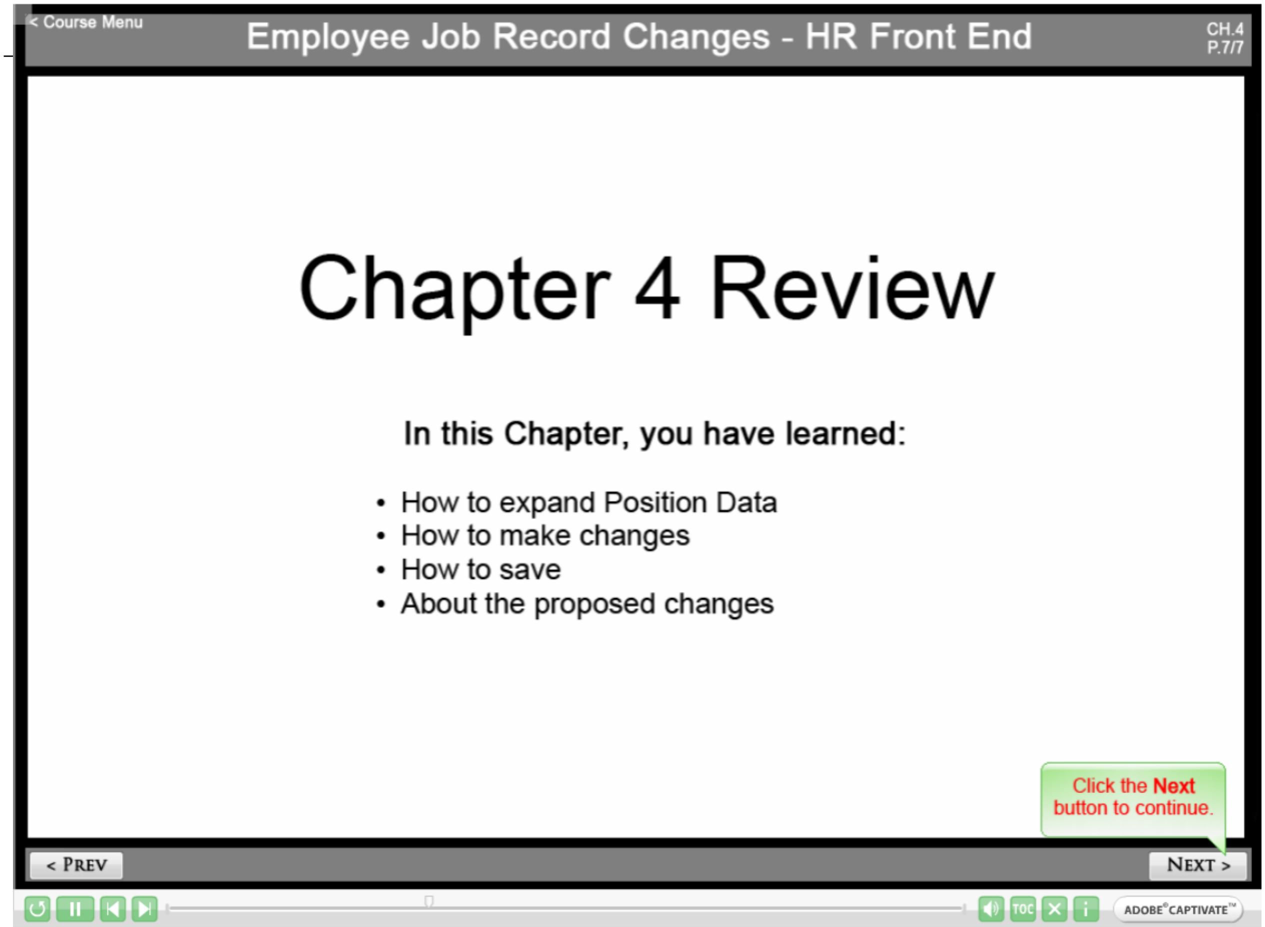
Account
Program
Activity
Location
Percent
Edit
Remove
4
301130
881000
213800
881023
100.0
Update
TOTALS
100.00
Add
Once all necessary changes have been made, click Save.
Save
Cancel
Print Friendly View
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
CH.4
P.6/7
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.
Click the **Next** button to continue.
< PREV
NEXT >


< Course Menu
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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
Click the Next button to continue.
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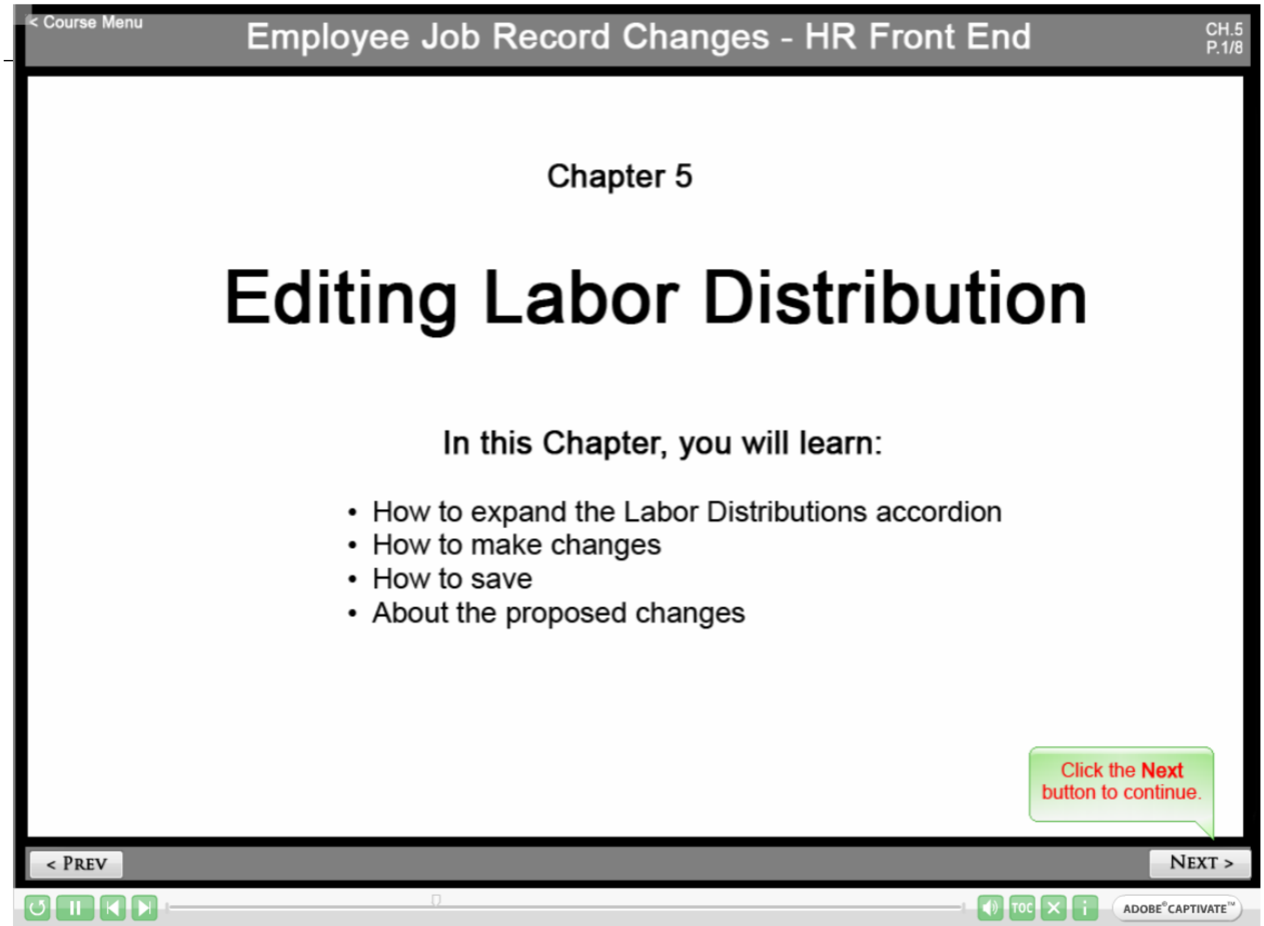
< Course Menu
Employee Job Record Changes - HR Front End
CH.5
P.1/8
Chapter 5
Editing Labor Distribution
In this Chapter, you will learn:
• How to expand the Labor Distributions accordion
• How to make changes
• How to save
• About the proposed changes
Click the Next button to continue.
< PREV
NEXT >
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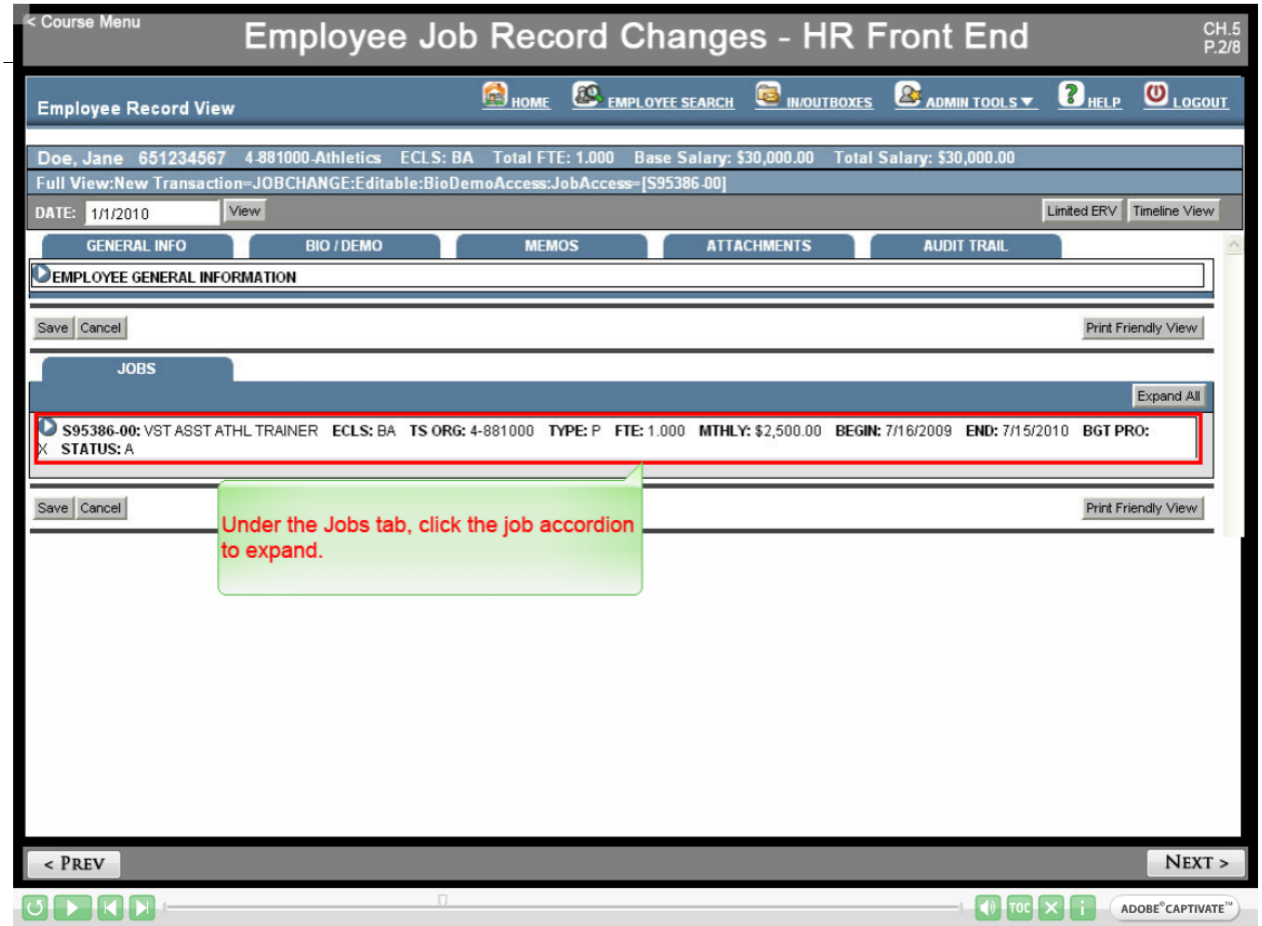

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HELP
LOGOUT
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:New Transaction=JOBCHANGE:Editable:BioDemoAccess:JobAccess=[S95386-00]
DATE: 1/1/2010
View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Save
Cancel
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: X STATUS: A
Save
Cancel
Print Friendly View
Under the Jobs tab, click the job accordion to expand.
< PREV
NEXT >
TOC
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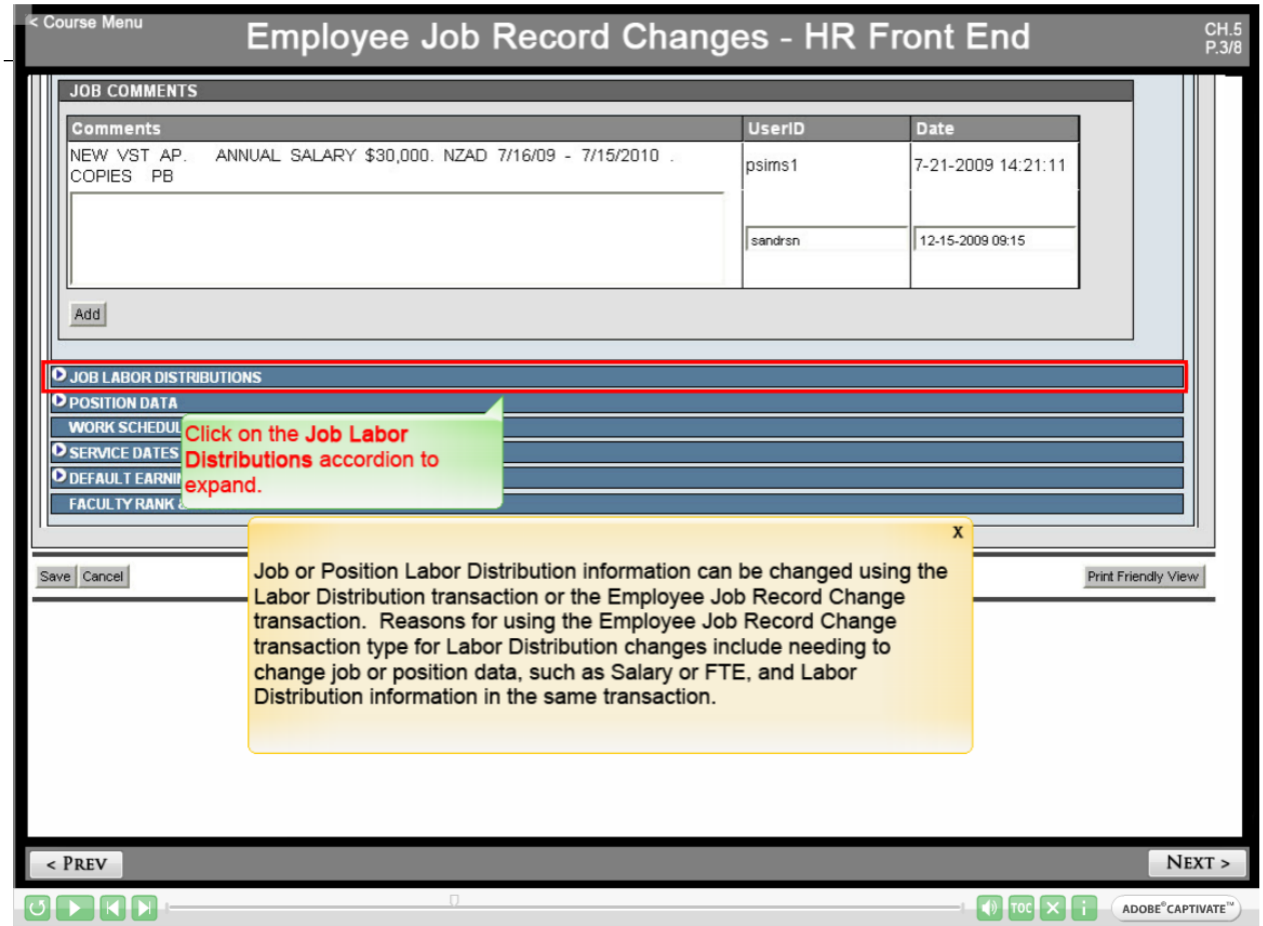
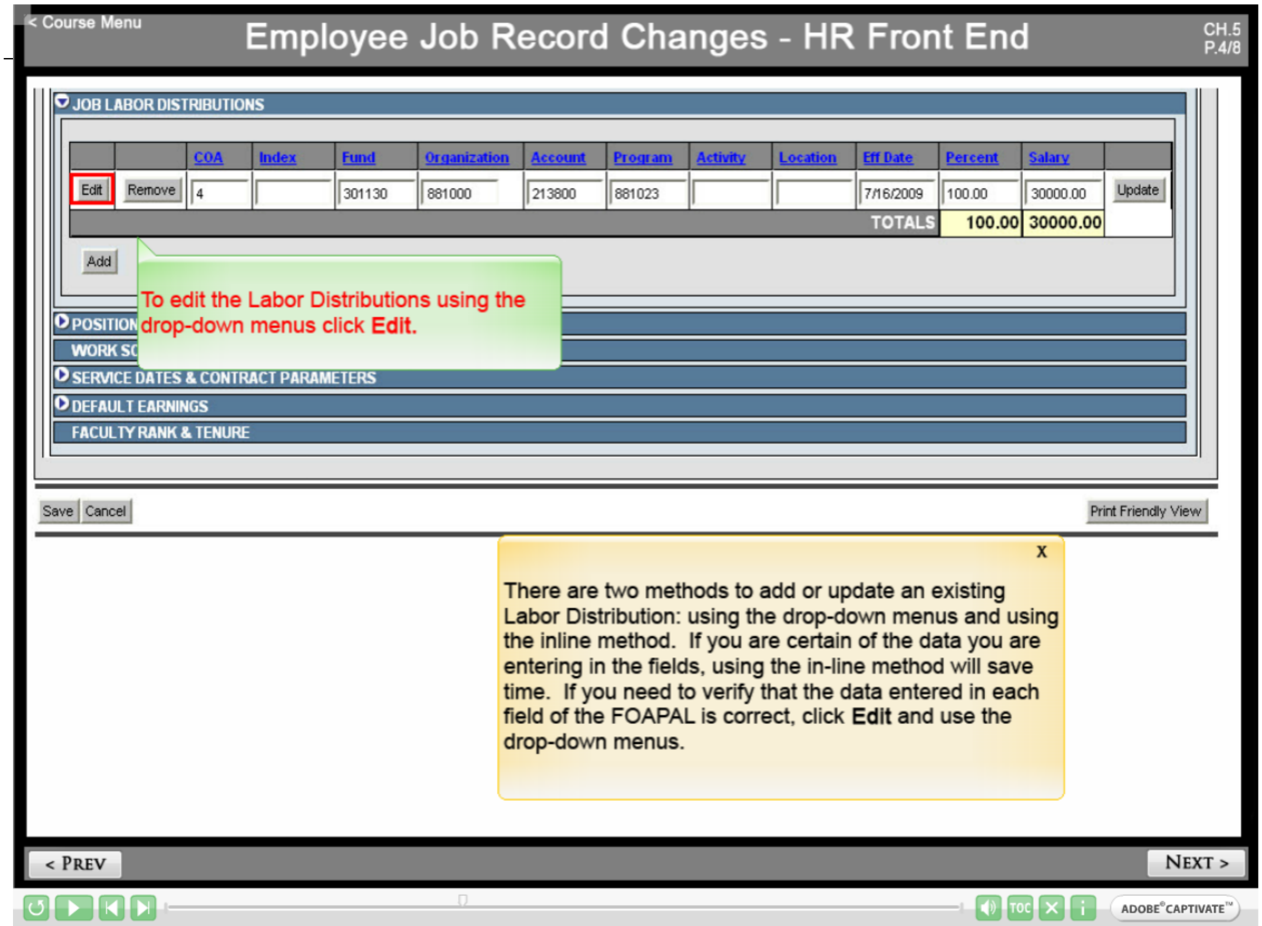

< Course Menu
Employee Job Record Changes - HR Front End
CH.5
P.3/8
JOB COMMENTS
Comments
UserID
Date
NEW VST AP. ANNUAL SALARY $30,000. NZAD 7/16/09 - 7/15/2010 . COPIES PB
psims1
7-21-2009 14:21:11
sandrsn
12-15-2009 09:15
Add
JOB LABOR DISTRIBUTIONS
POSITION DATA
Click on the Job Labor Distributions accordion to expand.
Save
Cancel
Print Friendly View
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.
< PREV
NEXT >



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Account
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Location
Eff Date
Percent
Salary
Edit
Remove
4
301130
881000
213800
881023
7/16/2009
100.00
30000.00
Update
TOTALS
100.00
30000.00
Add
To edit the Labor Distributions using the drop-down menus click Edit.
POSITION
WORK SC
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE
Save
Cancel
Print Friendly View
X
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.
< PREV
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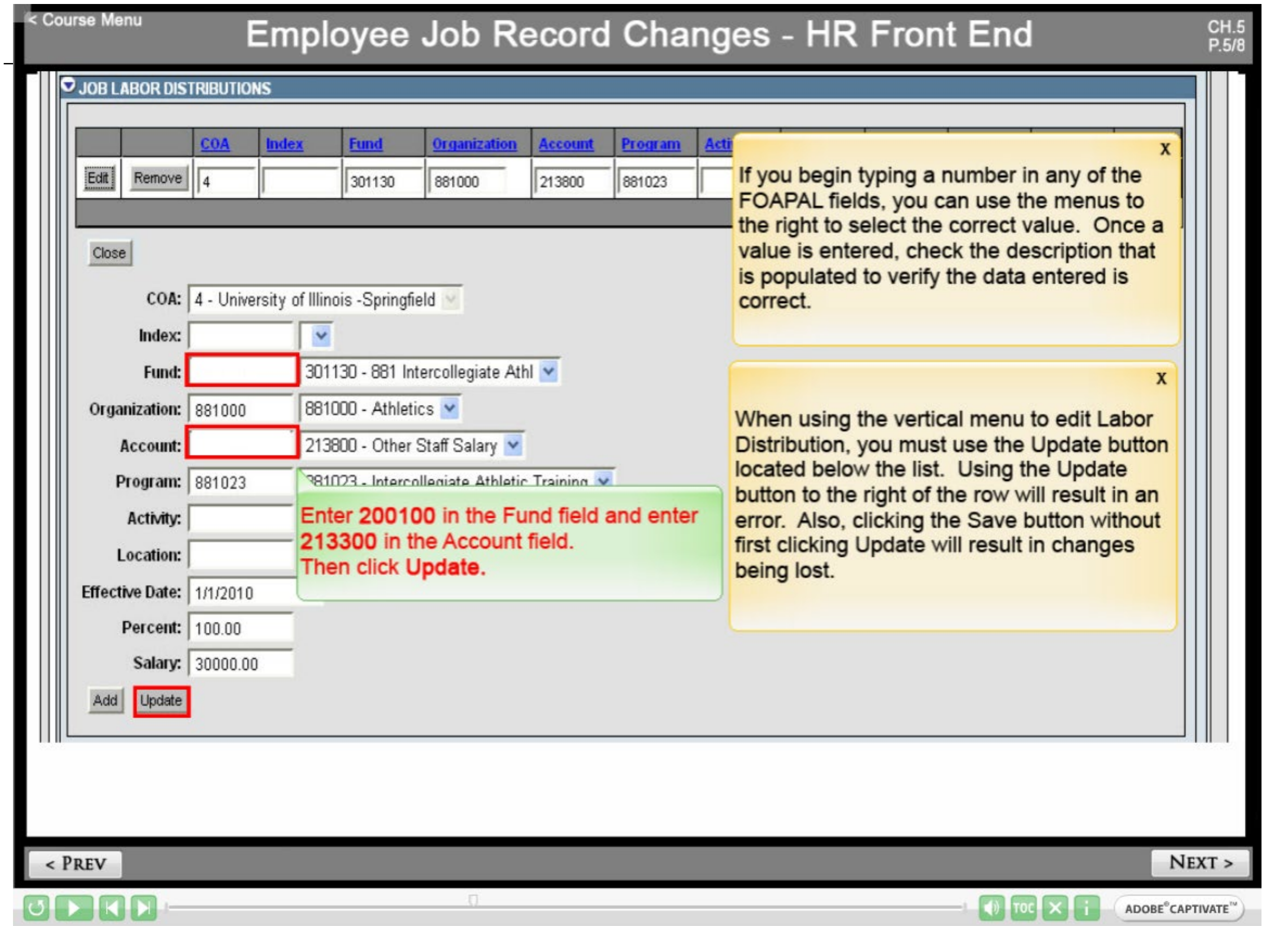
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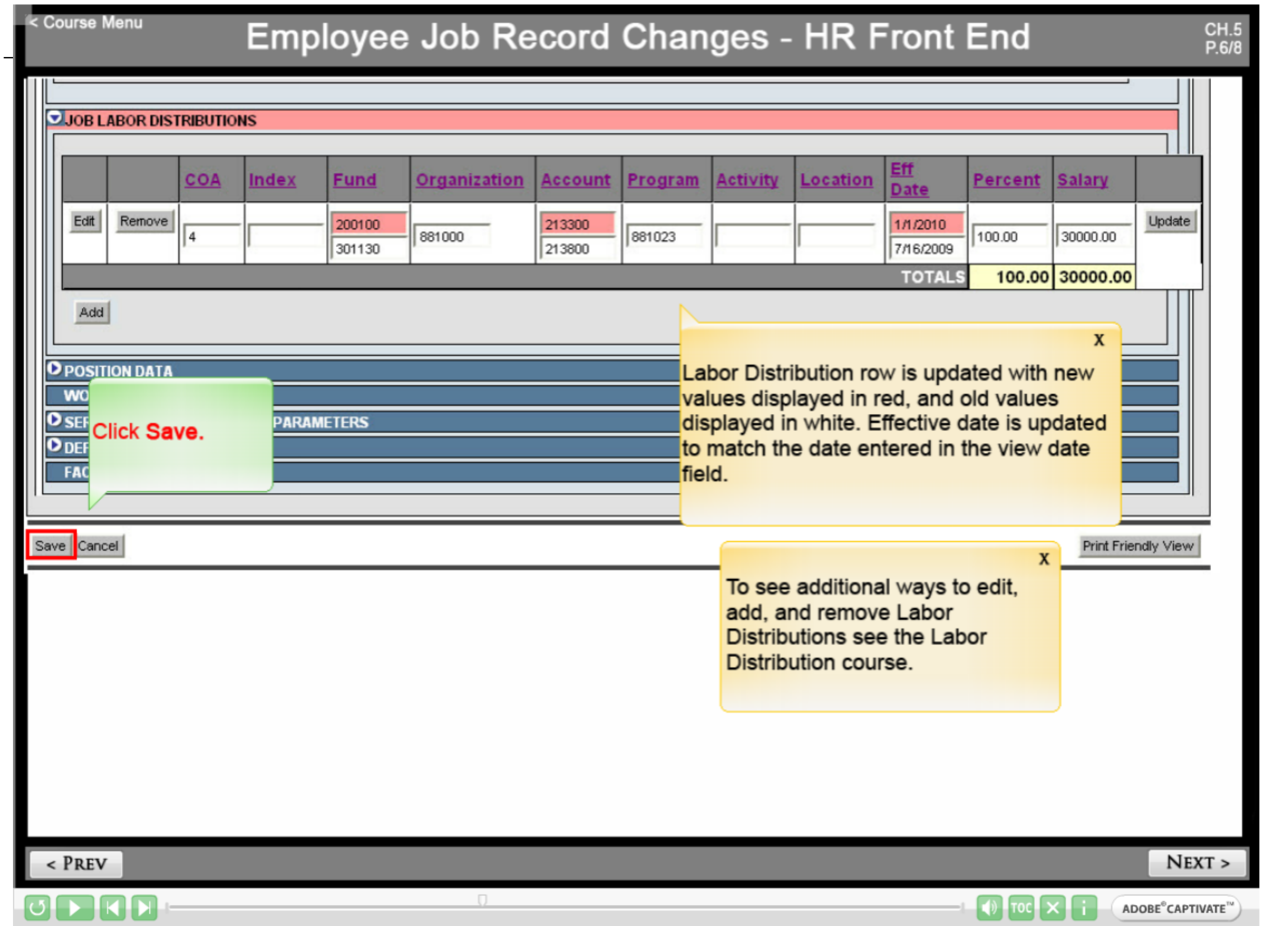
Edit
Remove
4
301130
881000
213800
881023
Close
COA: 4 - University of Illinois -Springfield
Index:
Fund: 301130 - 881 Intercollegiate Athl
Organization: 881000
881000 - Athletics
Account: 213800 - Other Staff Salary
Program: 881023
Activity:
Location:
Effective Date: 1/1/2010
Percent: 100.00
Salary: 30000.00
Add
Update
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.
Enter 200100 in the Fund field and enter 213300 in the Account field.
Then click Update.
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.
< PREV
NEXT >



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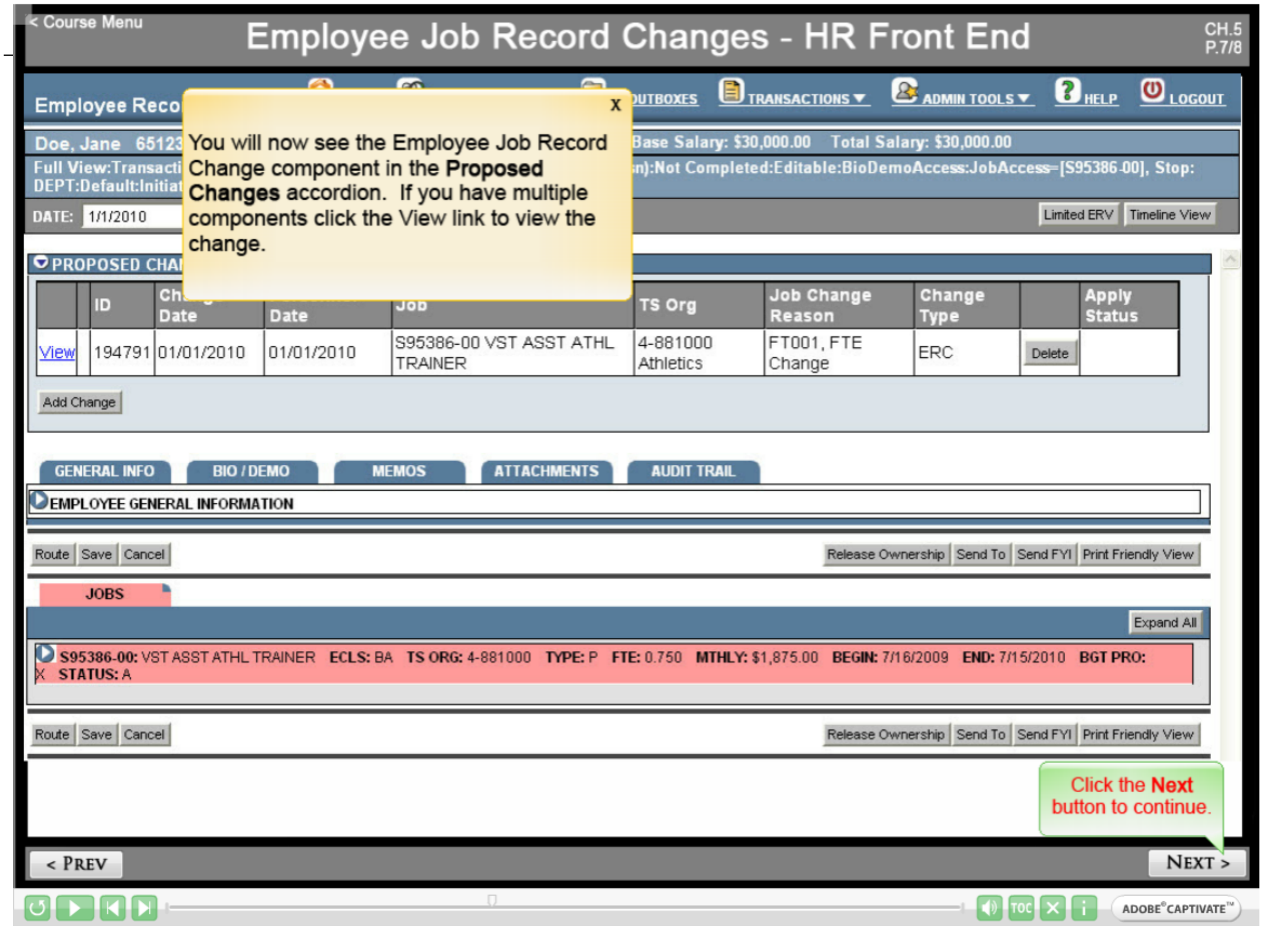
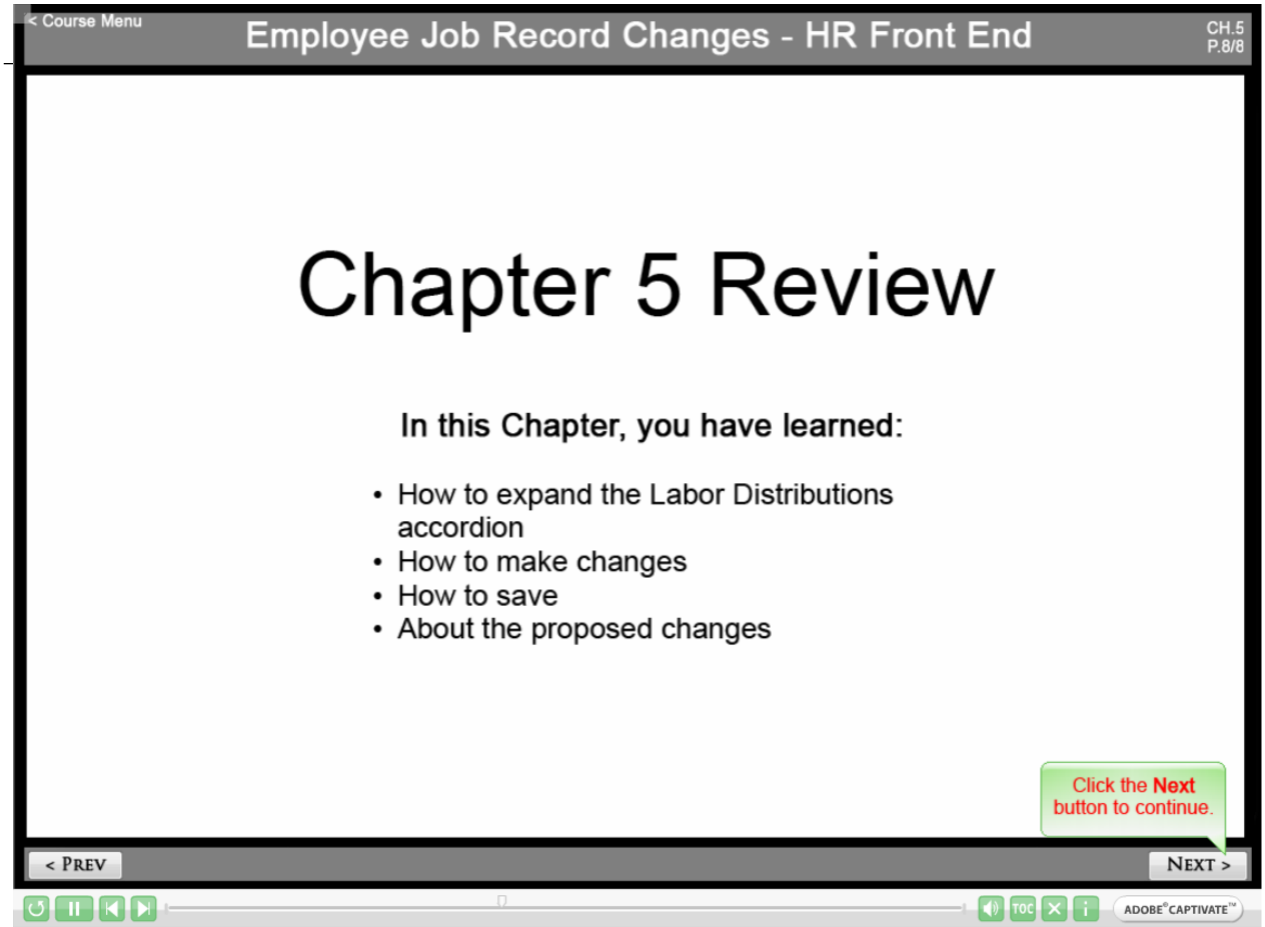
Remove
4
200100
301130
881000
213300
213800
881023
1/1/2010
7/16/2009
100.00
30000.00
Update
TOTALS
100.00
30000.00
Add
POSITION DATA
PARAMETERS
Click Save.
Labor Distribution row is updated with new values displayed in red, and old values displayed in white. Effective date is updated to match the date entered in the view date field.
Save
Cancel
Print Friendly View
To see additional ways to edit, add, and remove Labor Distributions see the Labor Distribution course.
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™


< Course Menu
Employee Job Record Changes - HR Front End
CH.5
P.7/8
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.
Click the Next button to continue.
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
CH.5
P.8/8
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
Click the Next button to continue.
< PREV
NEXT >
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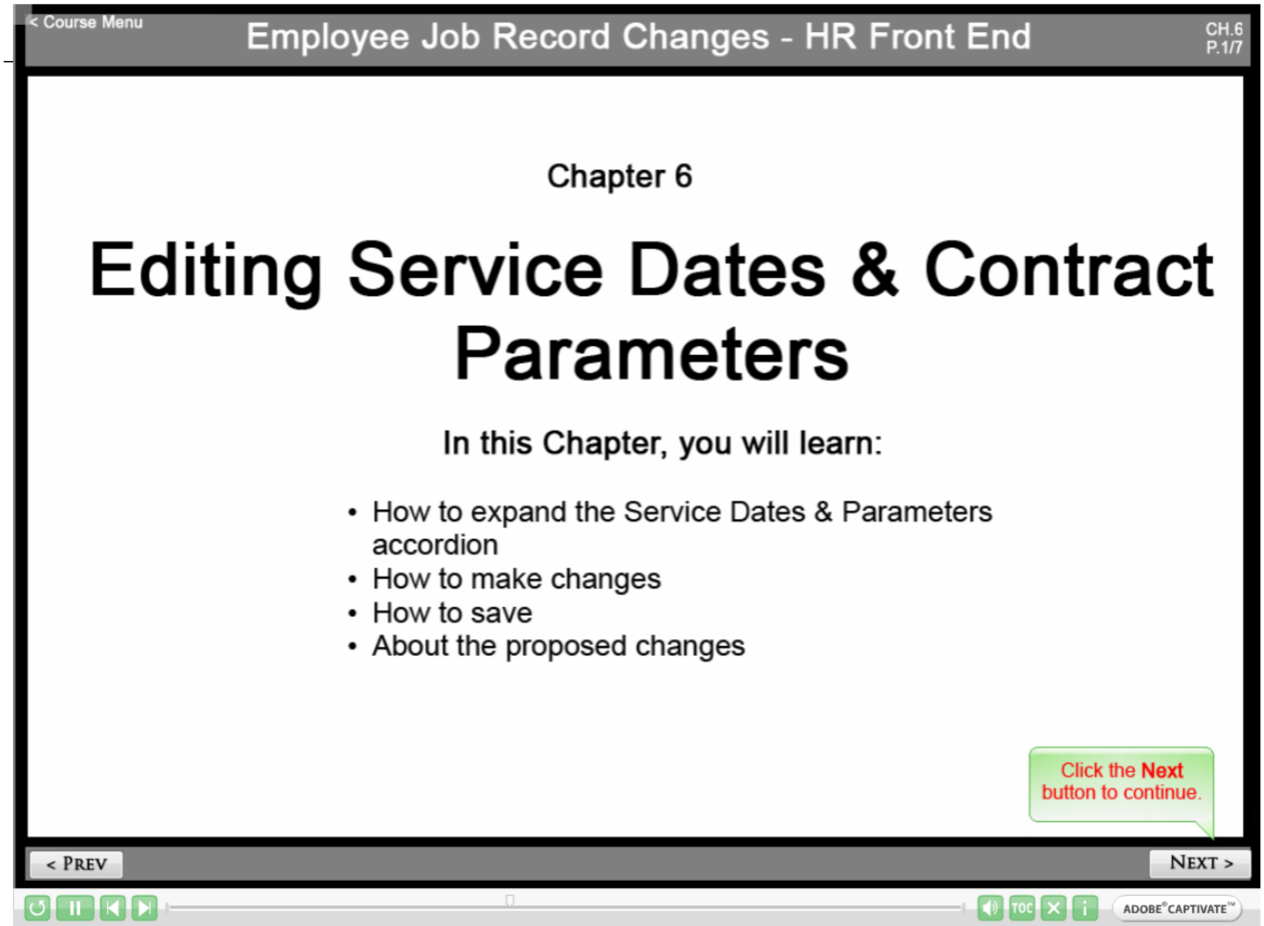
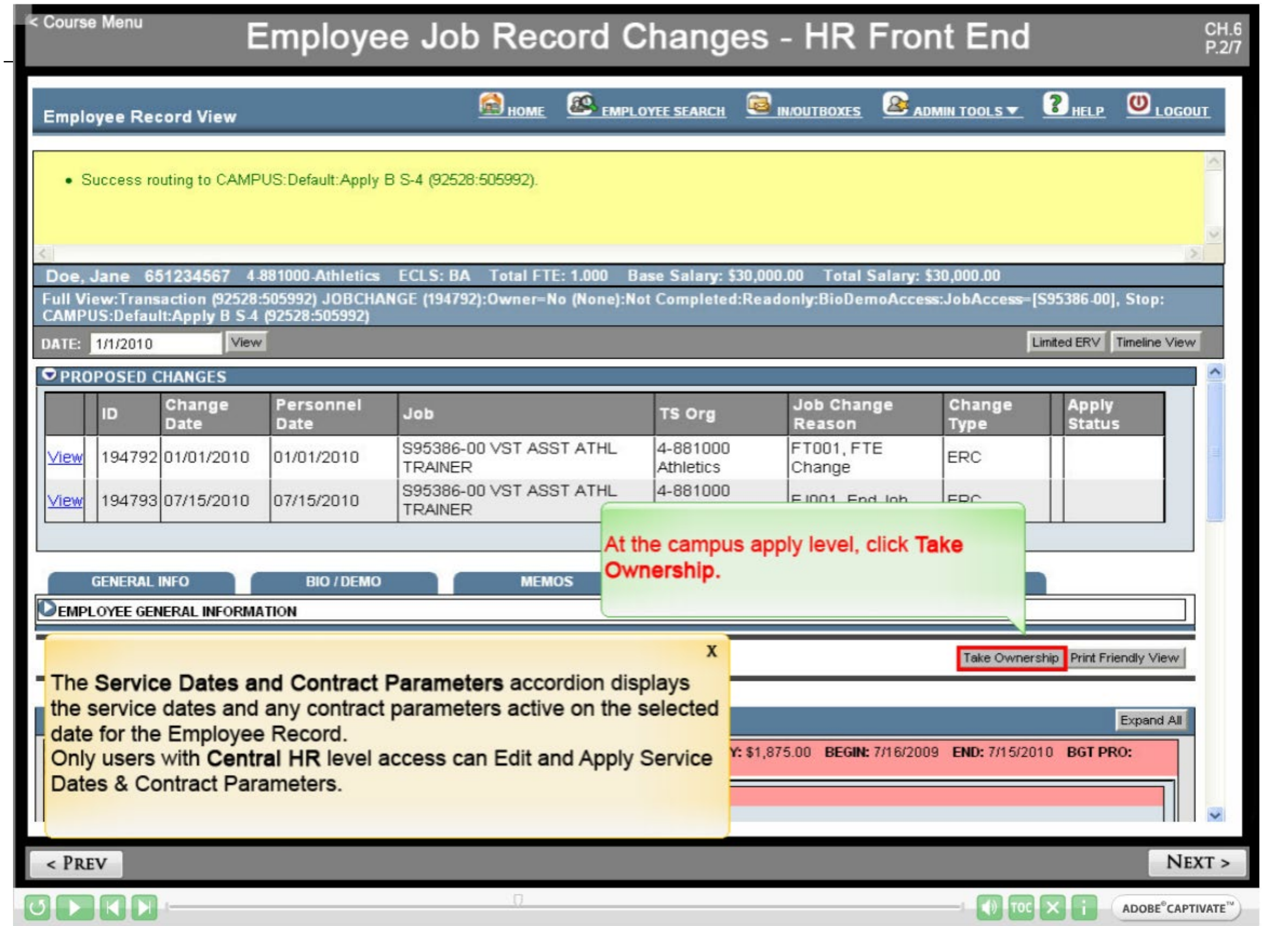
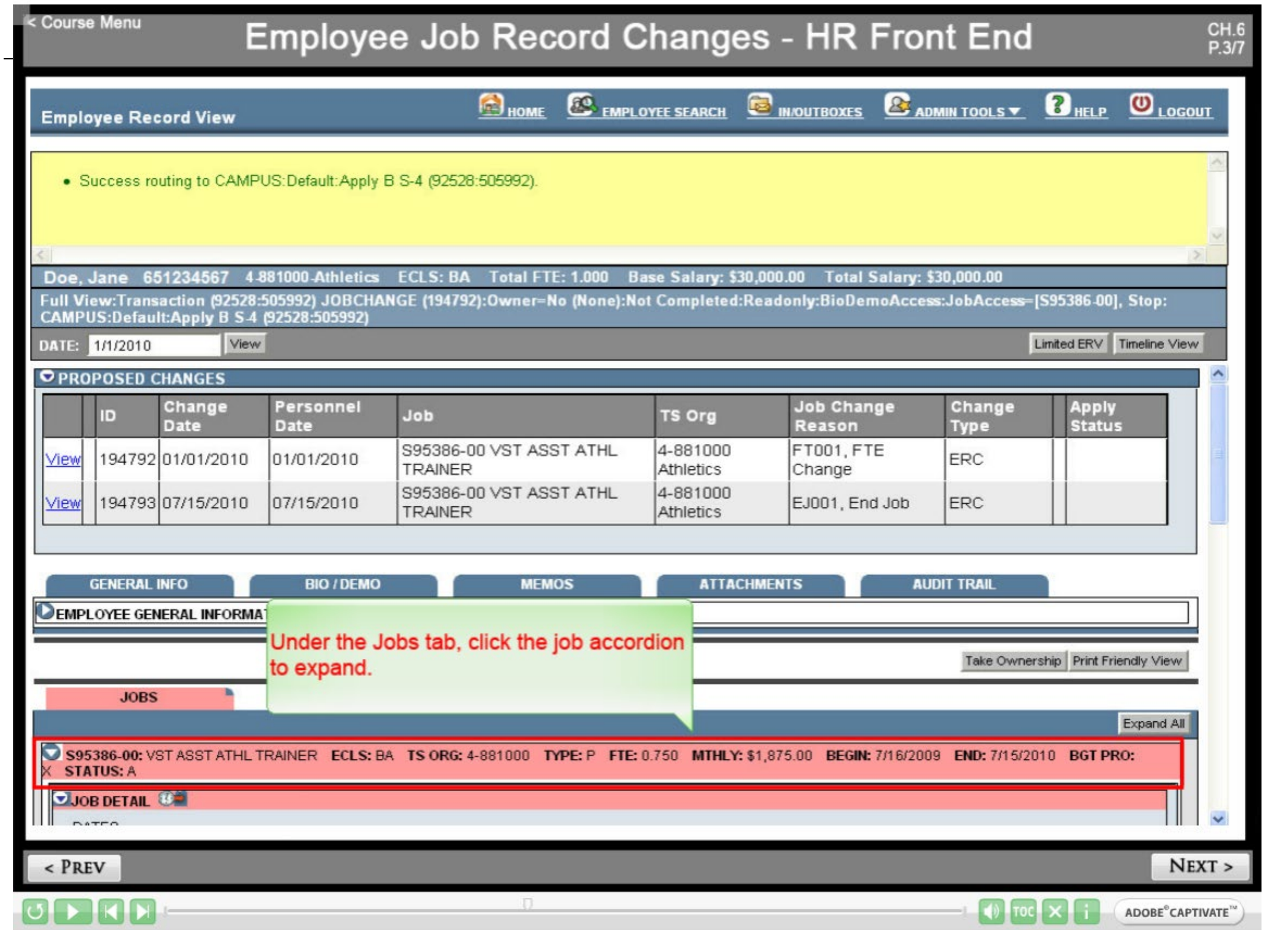
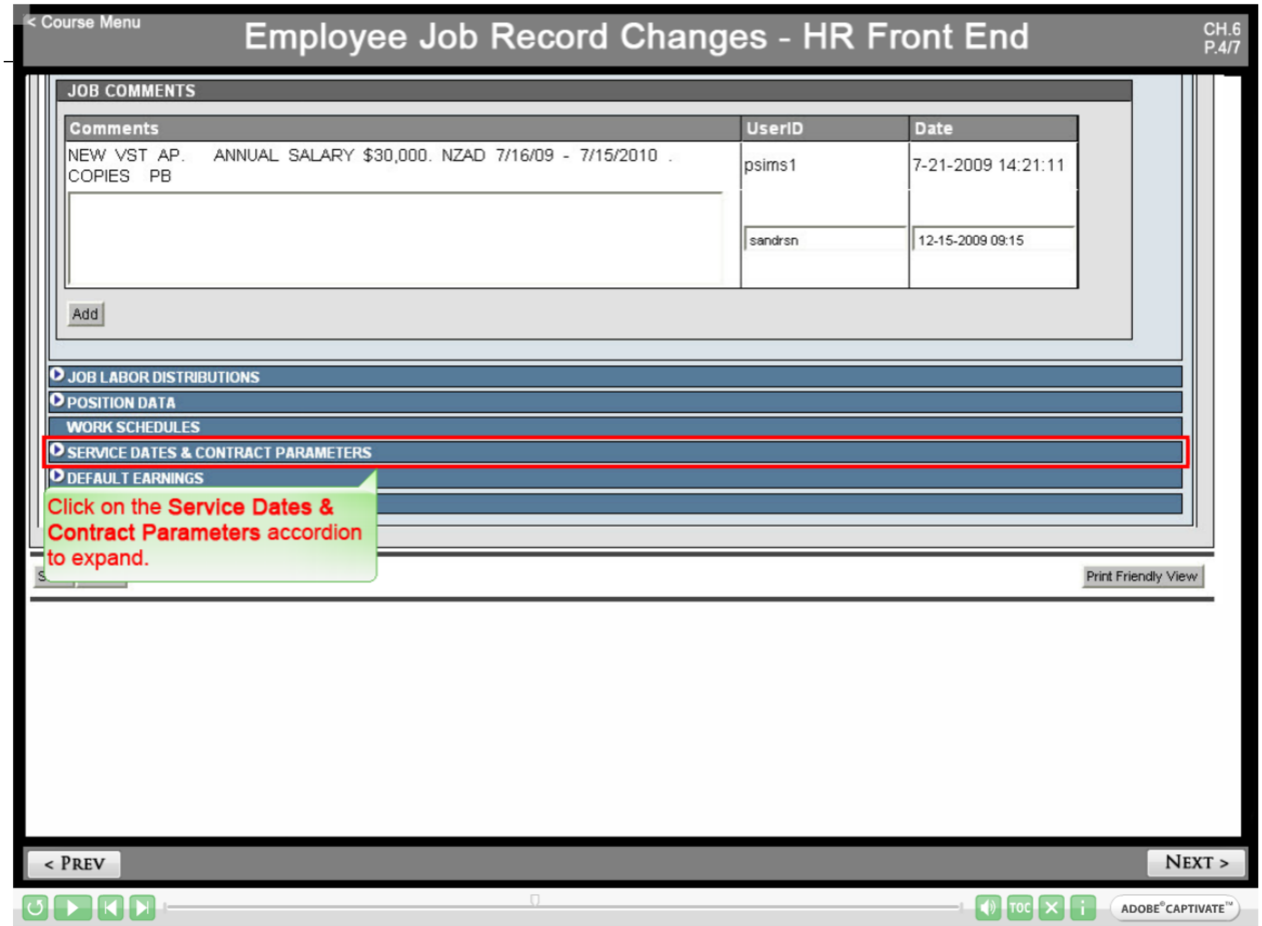
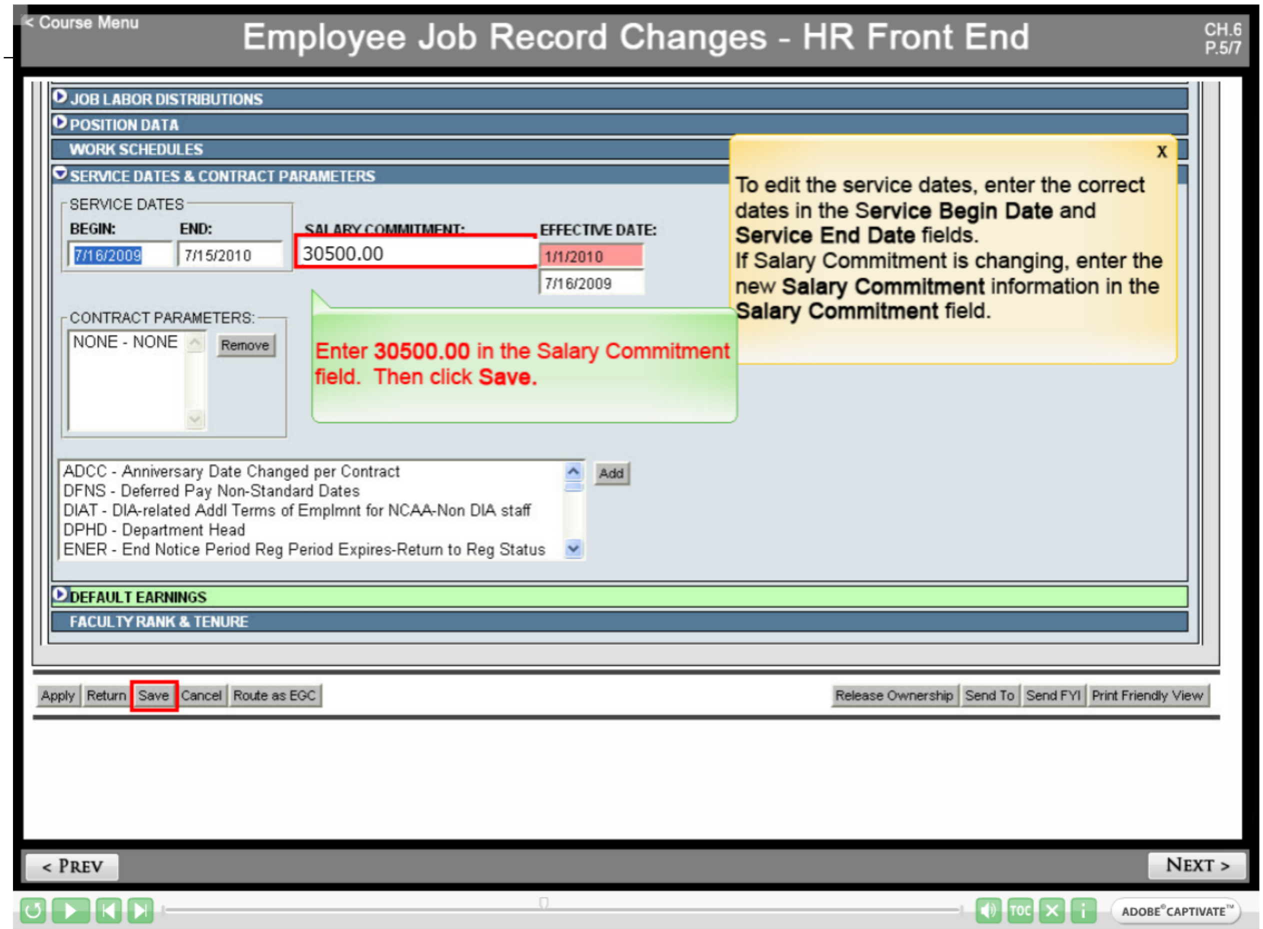
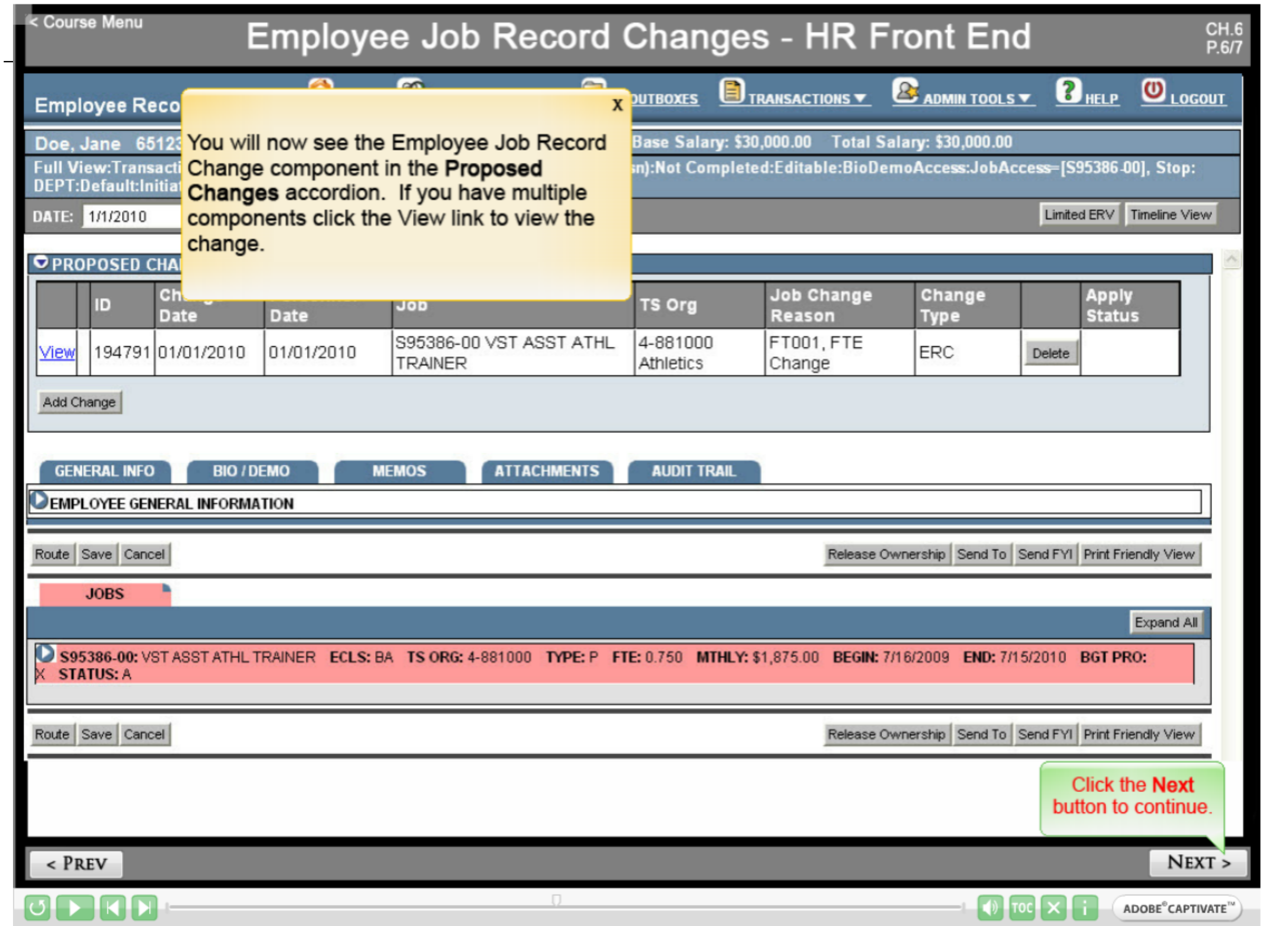

< Course Menu
Employee Job Record Changes - HR Front End
CH.6
P.1/7
Chapter 6
Editing Service Dates & Contract Parameters
In this Chapter, you will learn:
• How to expand the Service Dates & Parameters accordion
• How to make changes
• How to save
• About the proposed changes
Click the Next button to continue.
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™

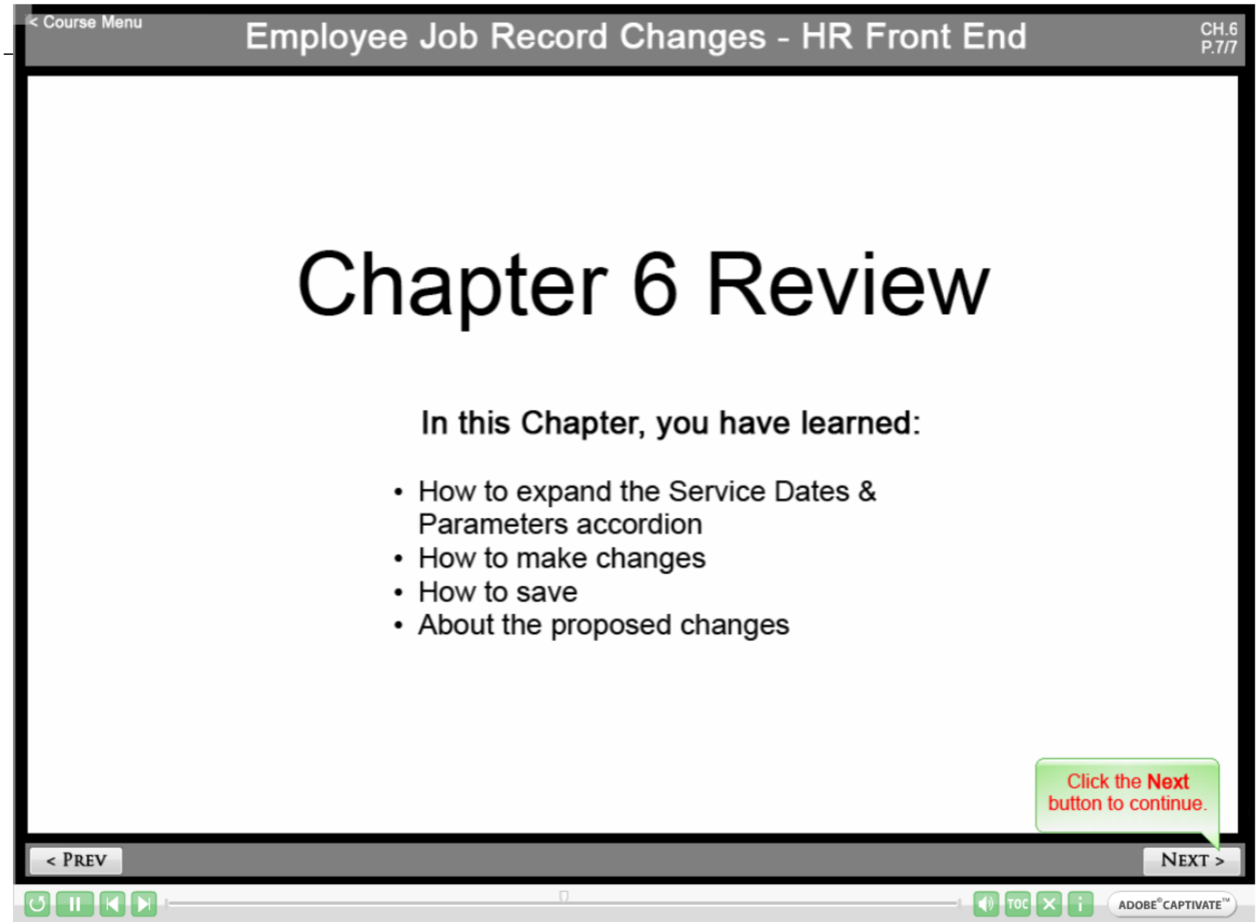

< Course Menu
Employee Job Record Changes - HR Front End
CH.6
P.2/7
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Success routing to CAMPUS:Default:Apply B S-4 (92528:505992).
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:Transaction (92528:505992) JOBCHANGE (194792):Owner=No (None):Not Completed:Readonly:BioDemoAccess:JobAccess=[S95386-00], Stop: CAMPUS:Default:Apply B S-4 (92528:505992)
DATE: 1/1/2010 View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View 194792 01/01/2010 01/01/2010 S95386-00 VST ASST ATHL TRAINER 4-881000 Athletics FT001, FTE Change ERC
View 194793 07/15/2010 07/15/2010 S95386-00 VST ASST ATHL TRAINER 4-881000
At the campus apply level, click Take Ownership.
GENERAL INFO
BIO / DEMO
MEMOS
EMPLOYEE GENERAL INFORMATION
Take Ownership
Print Friendly View
X
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.
Expand All
Y: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
< PREV
NEXT >
ADOBE CAPTIVATE


Employee Job Record Changes - HR Front End
Employee Record View
Success routing to CAMPUS:Default:Apply B S-4 (92528:505992).
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
PROPOSED CHANGES
Under the Jobs tab, click the job accordion to expand.
JOBS
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 0.750 MTHLY: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010


< Course Menu
Employee Job Record Changes - HR Front End
CH.6
P.4/7
JOB COMMENTS
Comments
UserID
Date
NEW VST AP. ANNUAL SALARY $30,000. NZAD 7/16/09 - 7/15/2010 . COPIES PB
psims1
7-21-2009 14:21:11
sandrsn
12-15-2009 09:15
Add
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
Click on the Service Dates & Contract Parameters accordion to expand.
Print Friendly View
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.6
P.5/7
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
SERVICE DATES
BEGIN:
END:
7/16/2009
7/15/2010
SALARY COMMITMENT:
30500.00
EFFECTIVE DATE:
1/1/2010
7/16/2009
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.
CONTRACT PARAMETERS:
NONE - NONE
Remove
Enter 30500.00 in the Salary Commitment field. Then click Save.
ADCC - Anniversary Date Changed per Contract
DFNS - Deferred Pay Non-Standard Dates
DIAT - DIA-related Addl Terms of Emplmnt for NCAA-Non DIA staff
DPHD - Department Head
ENER - End Notice Period Reg Period Expires-Return to Reg Status
Add
DEFAULT EARNINGS
FACULTY RANK & TENURE
Apply
Return
Save
Cancel
Route as EGC
Release Ownership
Send To
Send FYI
Print Friendly View
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.6
P.6/7
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.
Base Salary: $30,000.00 Total Salary: $30,000.00
OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
DATE: 1/1/2010
Limited ERV
Timeline View
PROPOSED CHA
ID
TS Org
Job Change Reason
Change Type
Apply Status
View
194791
01/01/2010
01/01/2010
S95386-00 VST ASST ATHL TRAINER
4-881000 Athletics
FT001, FTE Change
ERC
Delete
Add Change
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Route
Save
Cancel
Release Ownership
Send To
Send FYI
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 0.750 MTHLY: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
STATUS: A
Click the Next button to continue.
< PREV
NEXT >


< Course Menu
Employee Job Record Changes - HR Front End
CH.6
P.7/7
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
Click the Next button to continue.
< PREV
NEXT >
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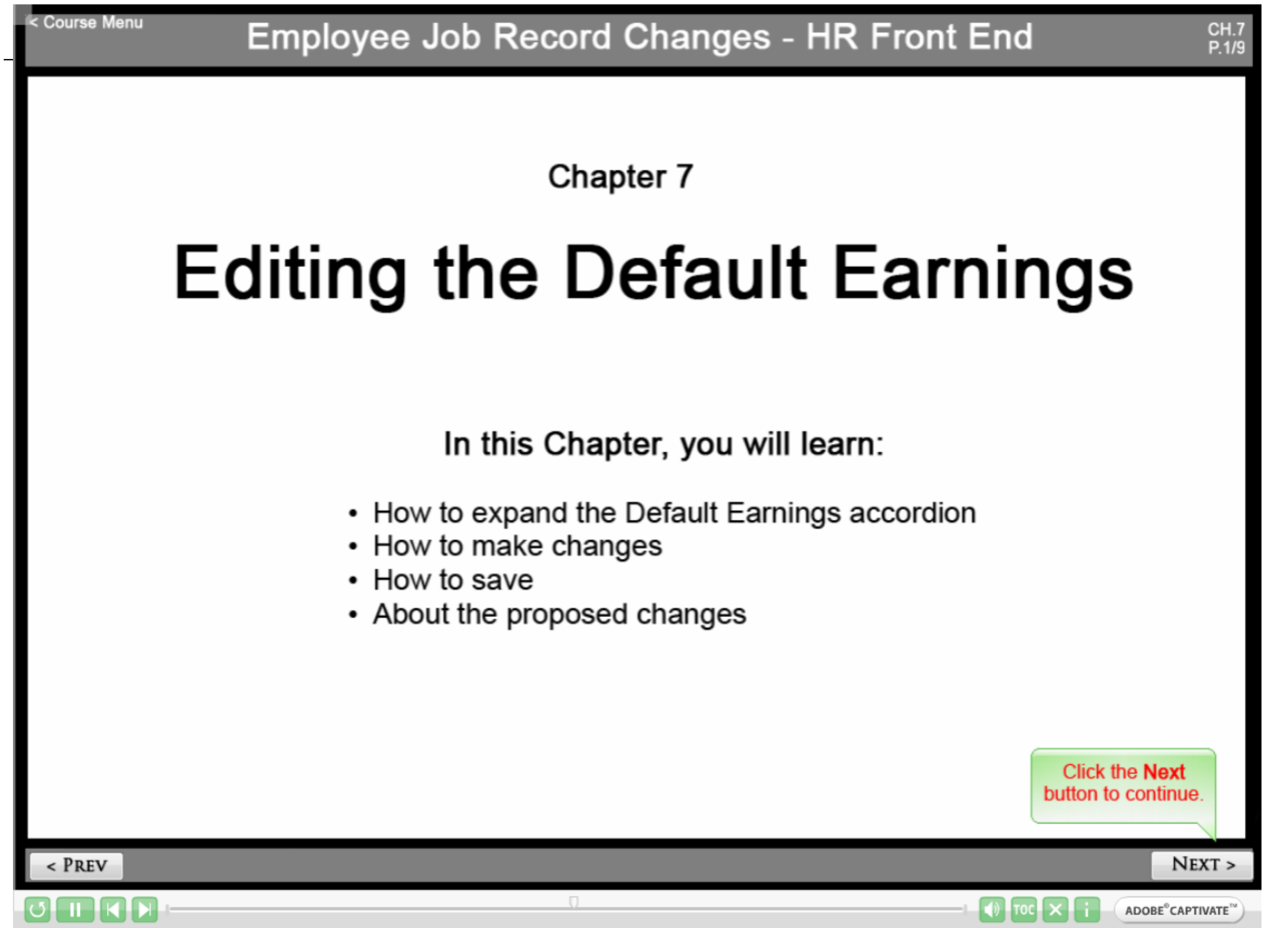
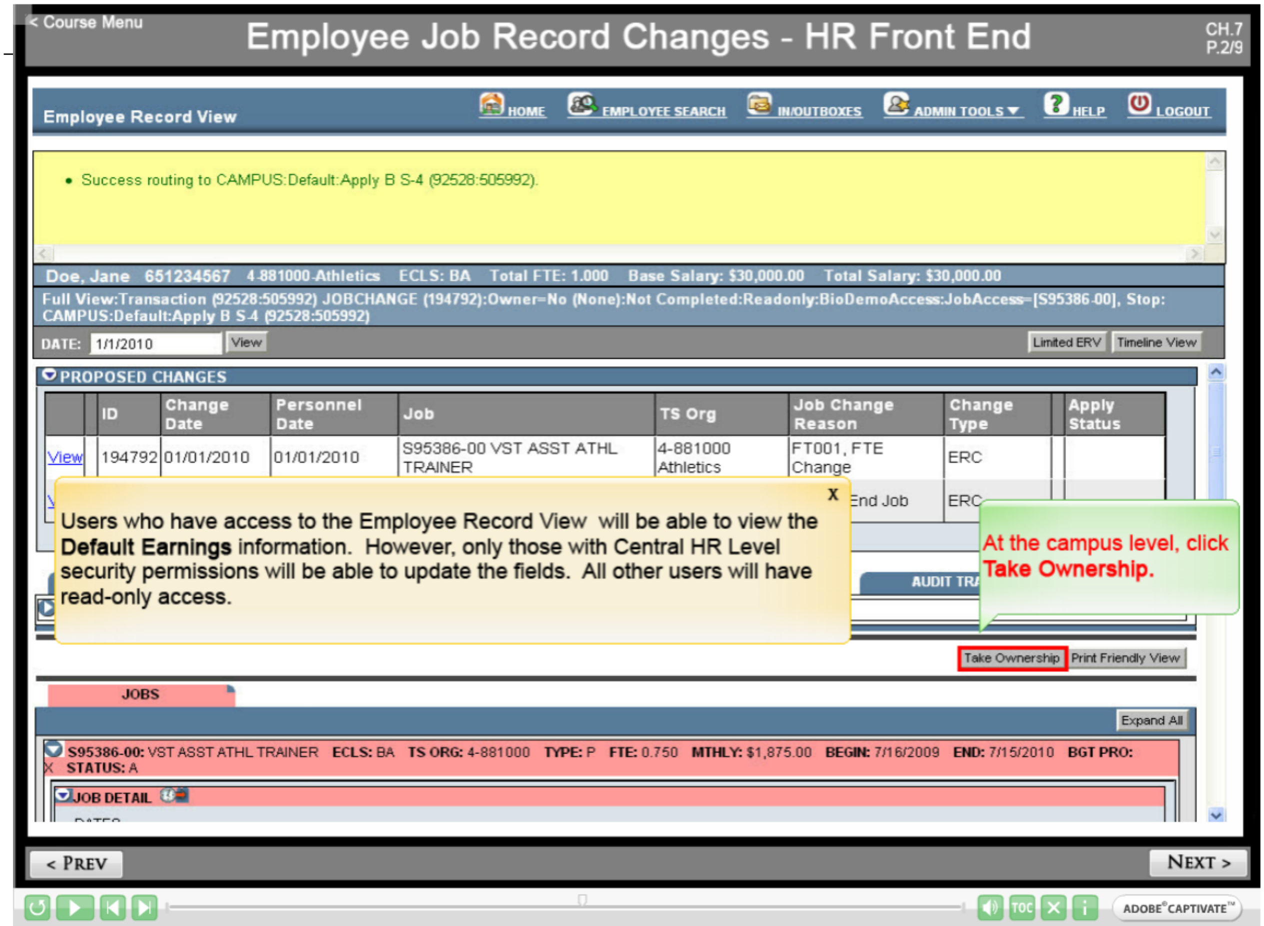
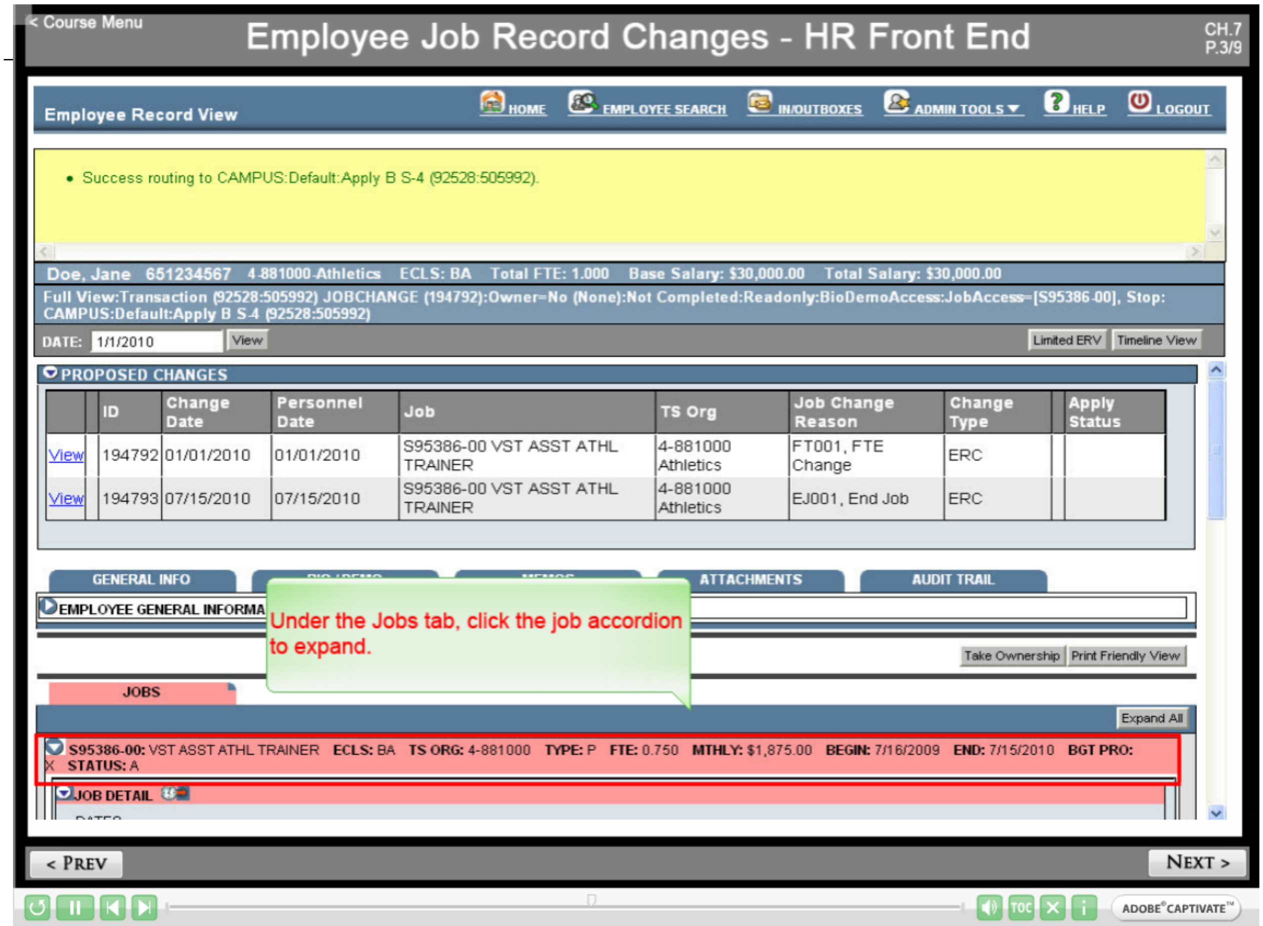
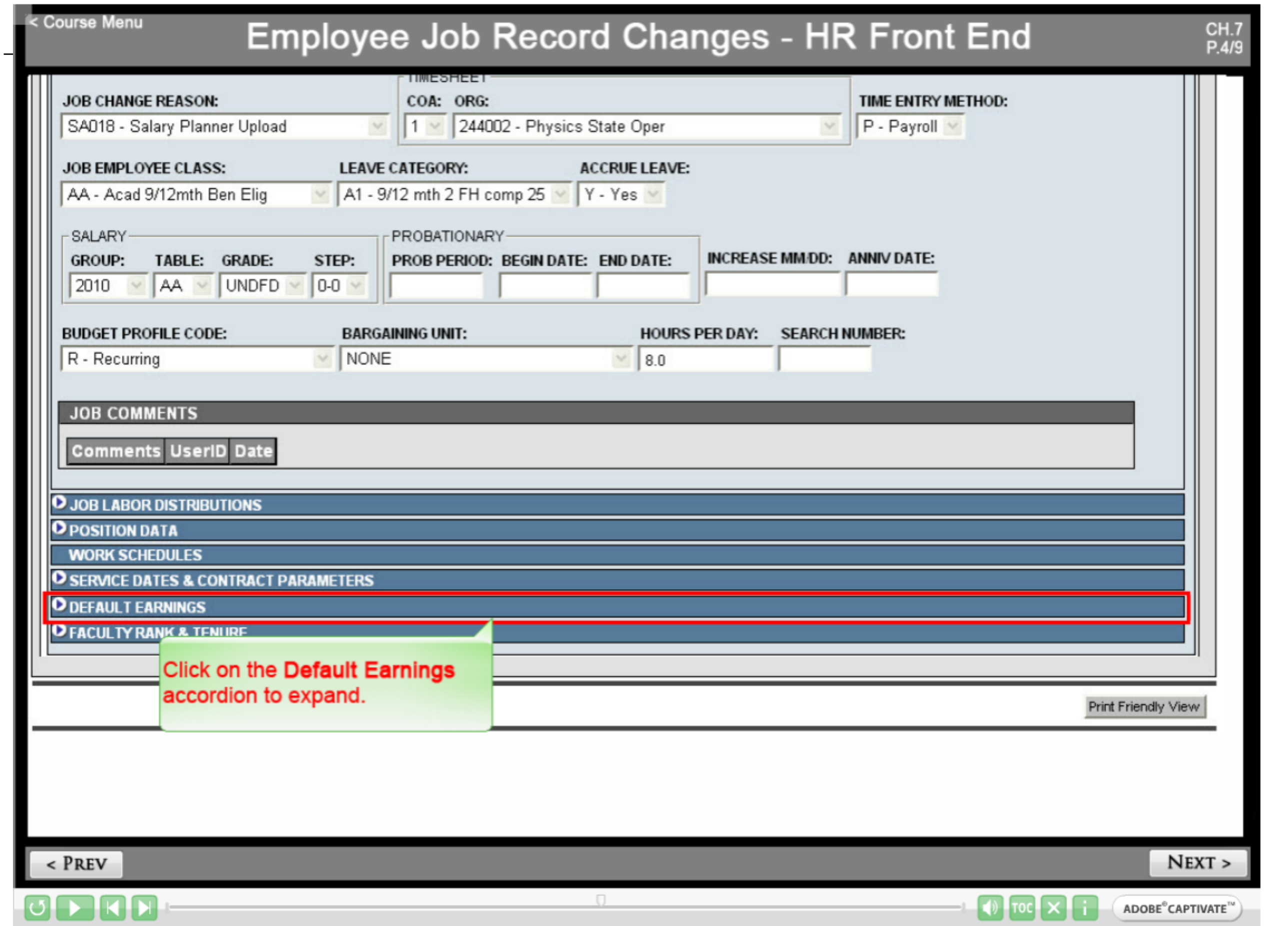
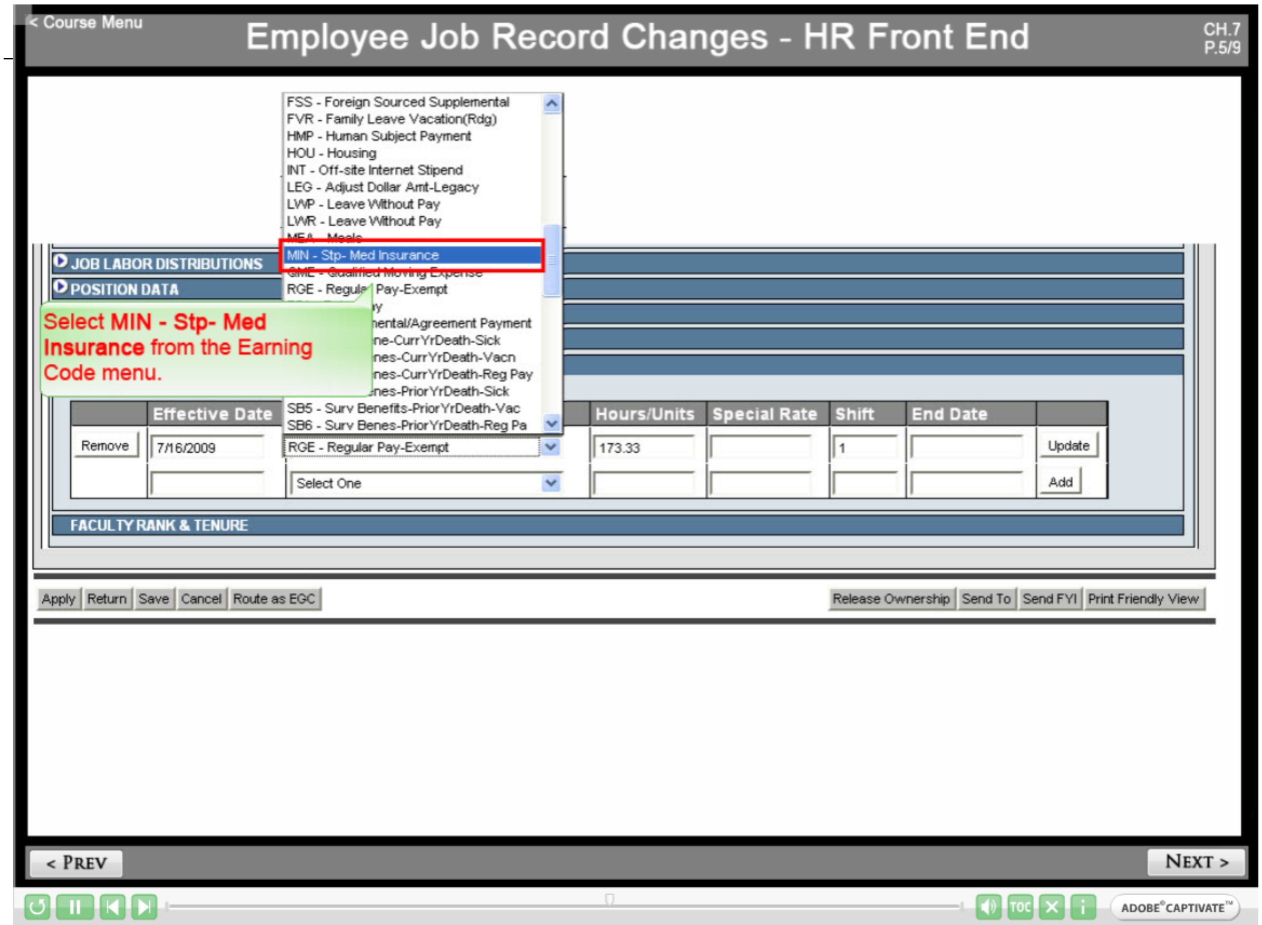
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.1/9
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
Click the Next button to continue.
< PREV
NEXT >
TOC
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.2/9
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Success routing to CAMPUS:Default:Apply B S-4 (92528:505992).
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:Transaction (92528:505992) JOBCHANGE (194792):Owner=No (None):Not Completed:Readonly:BioDemoAccess:JobAccess=[S95386-00], Stop: CAMPUS:Default:Apply B S-4 (92528:505992)
DATE: 1/1/2010 View
Limited ERV Timeline View
PROPOSED CHANGES
ID Change Date Personnel Date Job TS Org Job Change Reason Change Type Apply Status
View 194792 01/01/2010 01/01/2010 S95386-00 VST ASST ATHL TRAINER 4-881000 Athletics FT001, FTE Change ERC
End Job ERC
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.
At the campus level, click Take Ownership.
AUDIT TRA
Take Ownership Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 0.750 MTHLY: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: STATUS: A
JOB DETAIL
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.3/9
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Success routing to CAMPUS:Default:Apply B S-4 (92528:505992).
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:Transaction (92528:505992) JOBCHANGE (194792):Owner=No (None):Not Completed:Readonly:BioDemoAccess:JobAccess=[S95386-00], Stop: CAMPUS:Default:Apply B S-4 (92528:505992)
DATE: 1/1/2010 View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View 194792 01/01/2010 01/01/2010 S95386-00 VST ASST ATHL TRAINER 4-881000 Athletics FT001, FTE Change ERC
View 194793 07/15/2010 07/15/2010 S95386-00 VST ASST ATHL TRAINER 4-881000 Athletics EJ001, End Job ERC
GENERAL INFO
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMA
Under the Jobs tab, click the job accordion to expand.
Take Ownership
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 0.750 MTHLY: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
STATUS: A
JOB DETAIL
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.4/9
JOB CHANGE REASON:
SA018 - Salary Planner Upload
TIMESHEET
COA:
ORG:
1
244002 - Physics State Oper
TIME ENTRY METHOD:
P - Payroll
JOB EMPLOYEE CLASS:
AA - Acad 9/12mth Ben Elig
LEAVE CATEGORY:
A1 - 9/12 mth 2 FH comp 25
ACCRUE LEAVE:
Y - Yes
SALARY
GROUP:
TABLE:
GRADE:
STEP:
2010
AA
UNDFD
0-0
PROBATIONARY
PROB PERIOD:
BEGIN DATE:
END DATE:
INCREASE MM/DD:
ANNIV DATE:
BUDGET PROFILE CODE:
R - Recurring
BARGAINING UNIT:
NONE
HOURS PER DAY:
8.0
SEARCH NUMBER:
JOB COMMENTS
Comments
UserID
Date
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE
Click on the Default Earnings accordion to expand.
Print Friendly View
< PREV
NEXT >
ADOBE® CAPTIVATE™



< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.5/9
FSS - Foreign Sourced Supplemental
FVR - Family Leave Vacation(Rdg)
HMP - Human Subject Payment
HOU - Housing
INT - Off-site Internet Stipend
LEG - Adjust Dollar Amt-Legacy
LWP - Leave Without Pay
LWR - Leave Without Pay
MIN - Stp- Med Insurance
RGE - Regular Pay-Exempt
SB5 - Surv Benefits-PriorYrDeath-Vac
SB6 - Surv Benes-PriorYrDeath-Reg Pa
JOB LABOR DISTRIBUTIONS
POSITION DATA
Select MIN - Stp- Med Insurance from the Earning Code menu.
Effective Date
Hours/Units
Special Rate
Shift
End Date
Remove
7/16/2009
RGE - Regular Pay-Exempt
173.33
1
Update
Select One
Add
FACULTY RANK & TENURE
Apply
Return
Save
Cancel
Route as EGC
Release Ownership
Send To
Send FYI
Print Friendly View
< PREV
NEXT >
TOC
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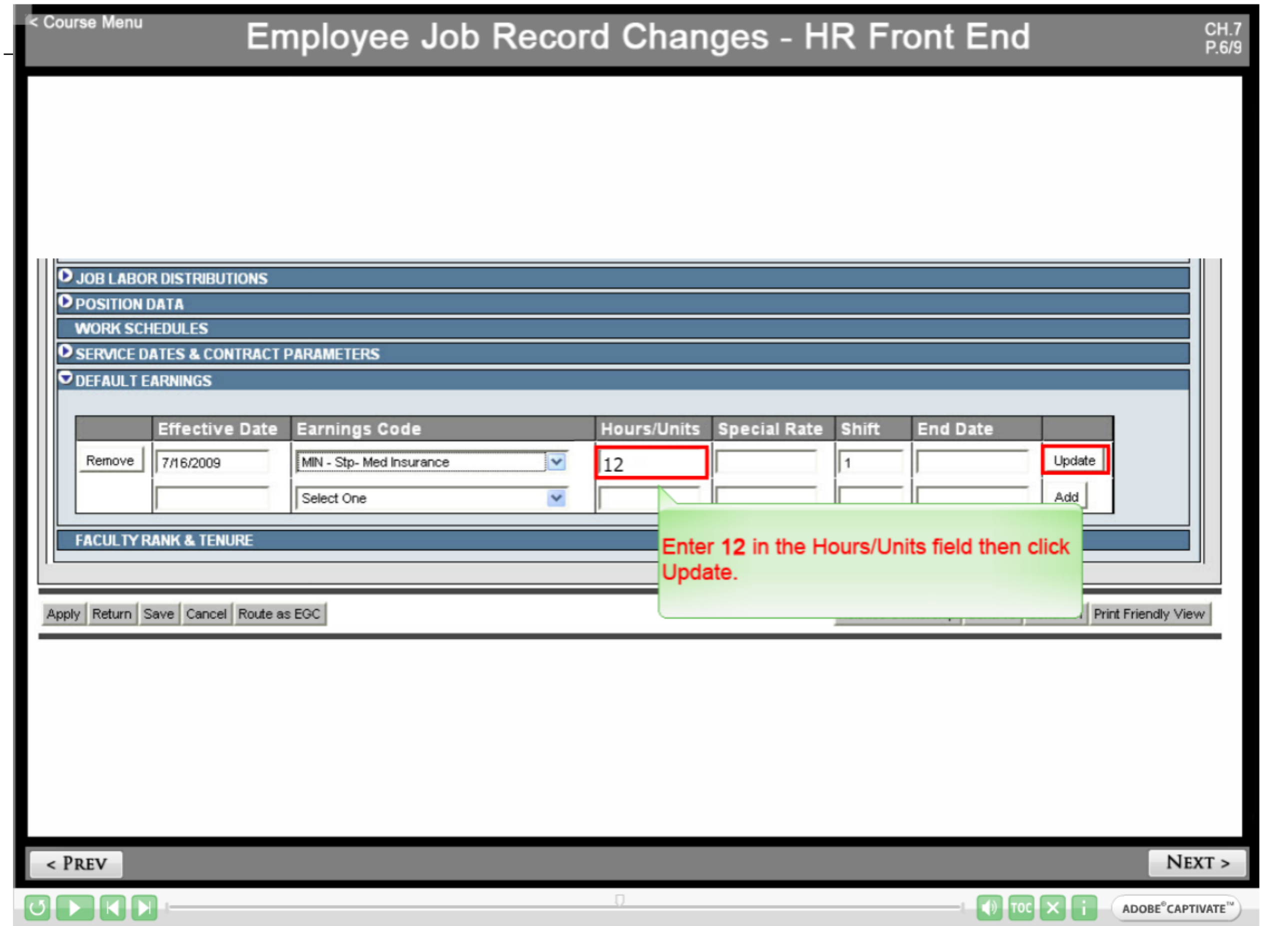
< Course Menu
Employee Job Record Changes - HR Front End
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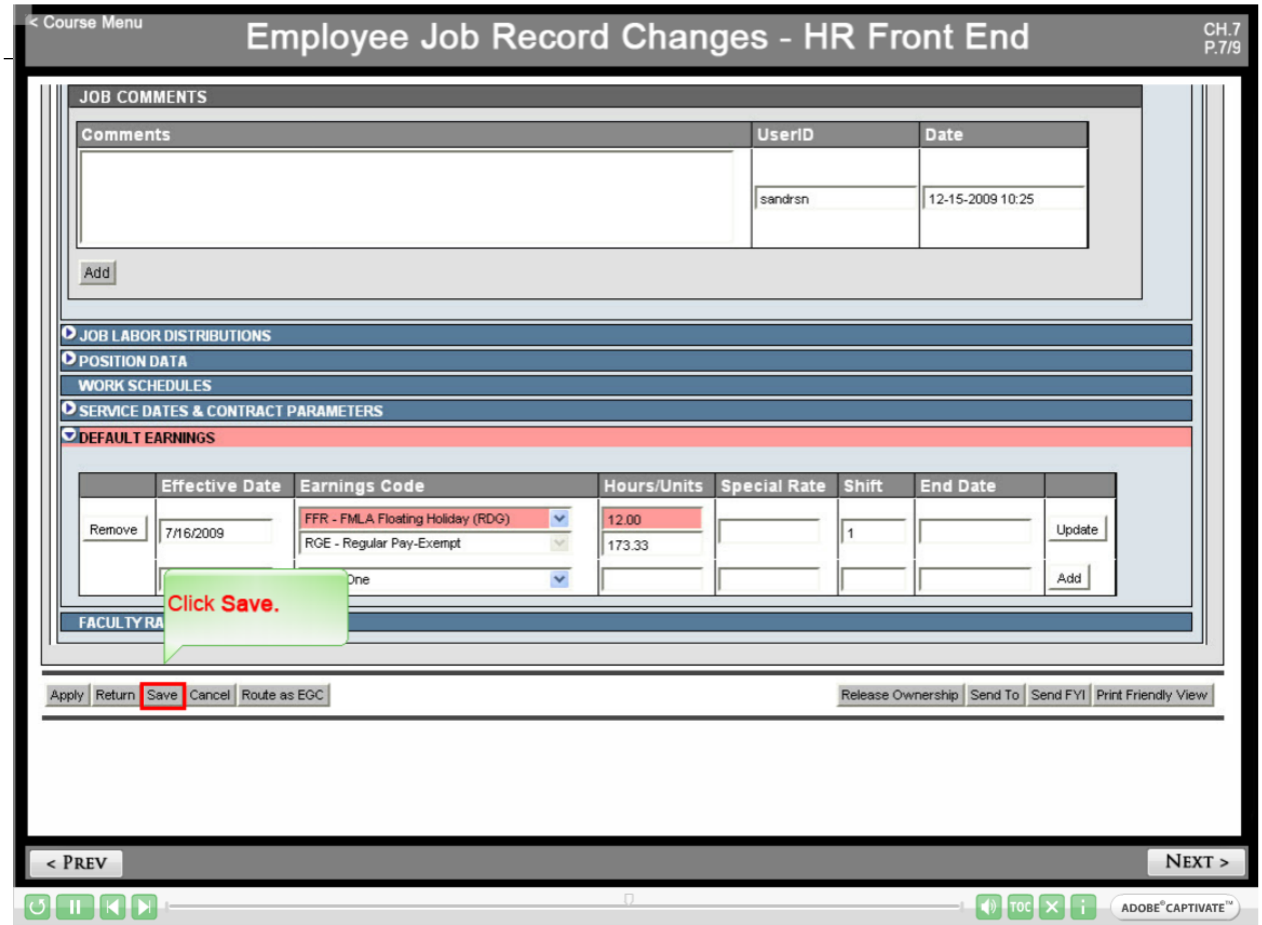
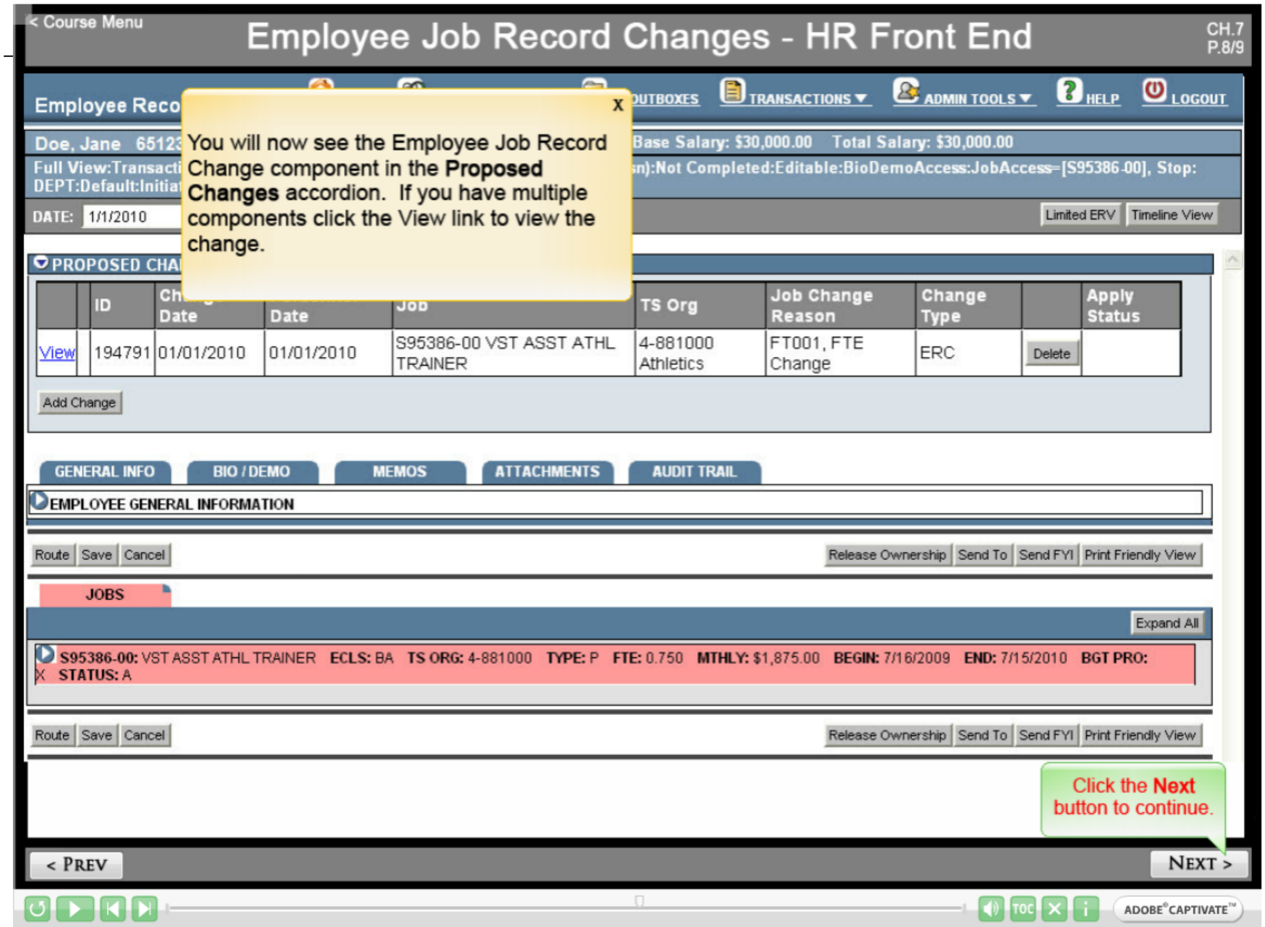
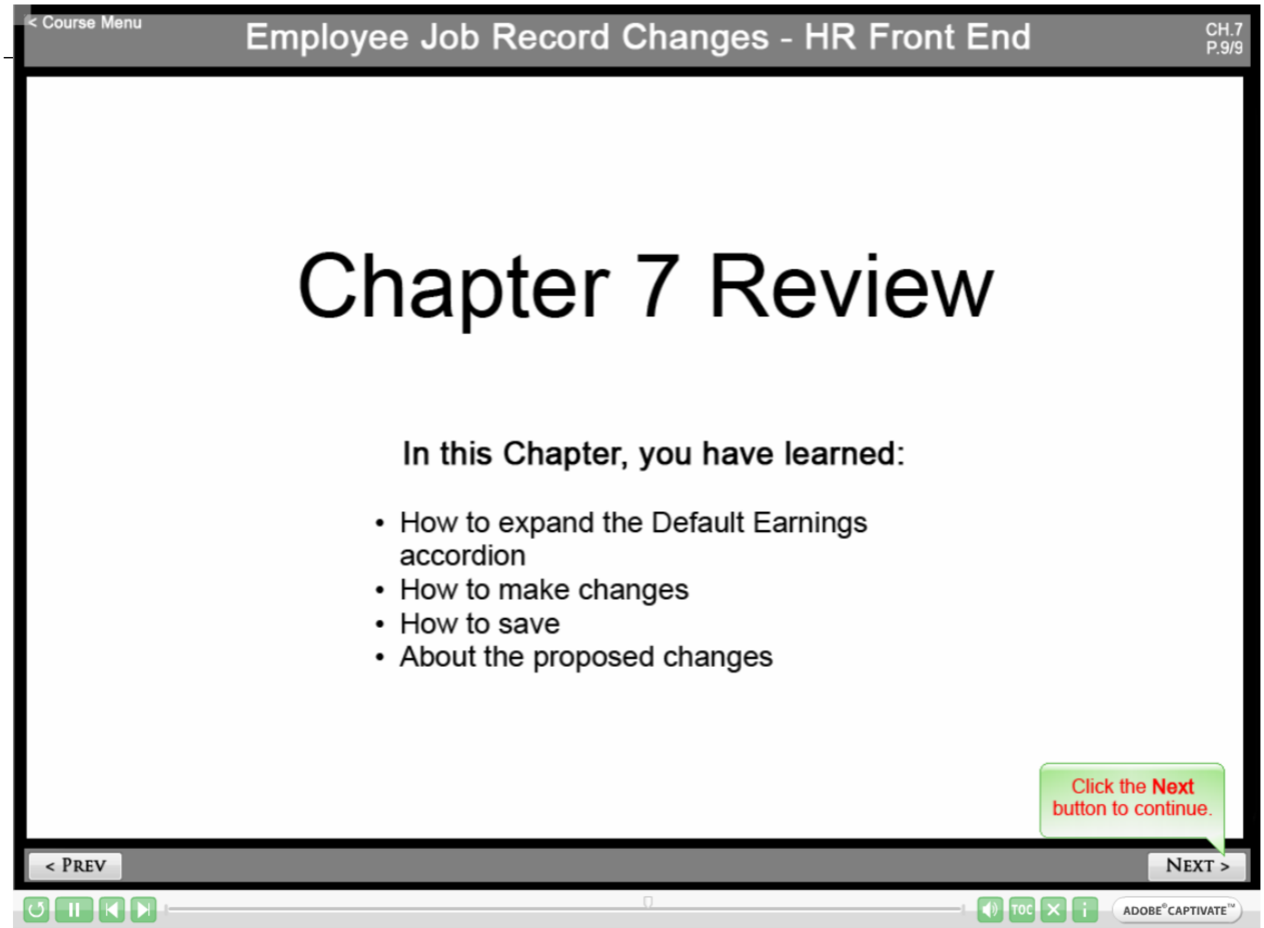
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
Effective Date
Earnings Code
Hours/Units
Special Rate
Shift
End Date
Remove
7/16/2009
MIN - Stp- Med Insurance
12
1
Update
Select One
Add
FACULTY RANK & TENURE
Enter 12 in the Hours/Units field then click Update.
Apply
Return
Save
Cancel
Route as EGC
Print Friendly View
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.7/9
JOB COMMENTS
Comments
UserID
Date
sandrsn
12-15-2009 10:25
Add
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
Effective Date
Earnings Code
Hours/Units
Special Rate
Shift
End Date
Remove
7/16/2009
FFR - FMLA Floating Holiday (RDG)
RGE - Regular Pay-Exempt
12.00
173.33
1
Update
Add
Click Save.
Apply
Return
Save
Cancel
Route as EGC
Release Ownership
Send To
Send FYI
Print Friendly View
< PREV
NEXT >



< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.8/9
Employee Reco
OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
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.
Doe, Jane 65123
Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:Transacti
n):Not Completed:Editable:BioDemoAccess:JobAccess=[S95386-00], Stop:
DEPT:Default:Initia
DATE: 1/1/2010
Limited ERV
Timeline View
PROPOSED CHA
ID
Date
Date
TS Org
Job Change Reason
Change Type
Apply Status
View
194791
01/01/2010
01/01/2010
S95386-00 VST ASST ATHL TRAINER
4-881000 Athletics
FT001, FTE Change
ERC
Delete
Add Change
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Route Save Cancel
Release Ownership Send To Send FYI Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 0.750 MTHLY: $1,875.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
X STATUS: A
Route Save Cancel
Release Ownership Send To Send FYI Print Friendly View
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
CH.7
P.9/9
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
Click the Next button to continue.
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TOC
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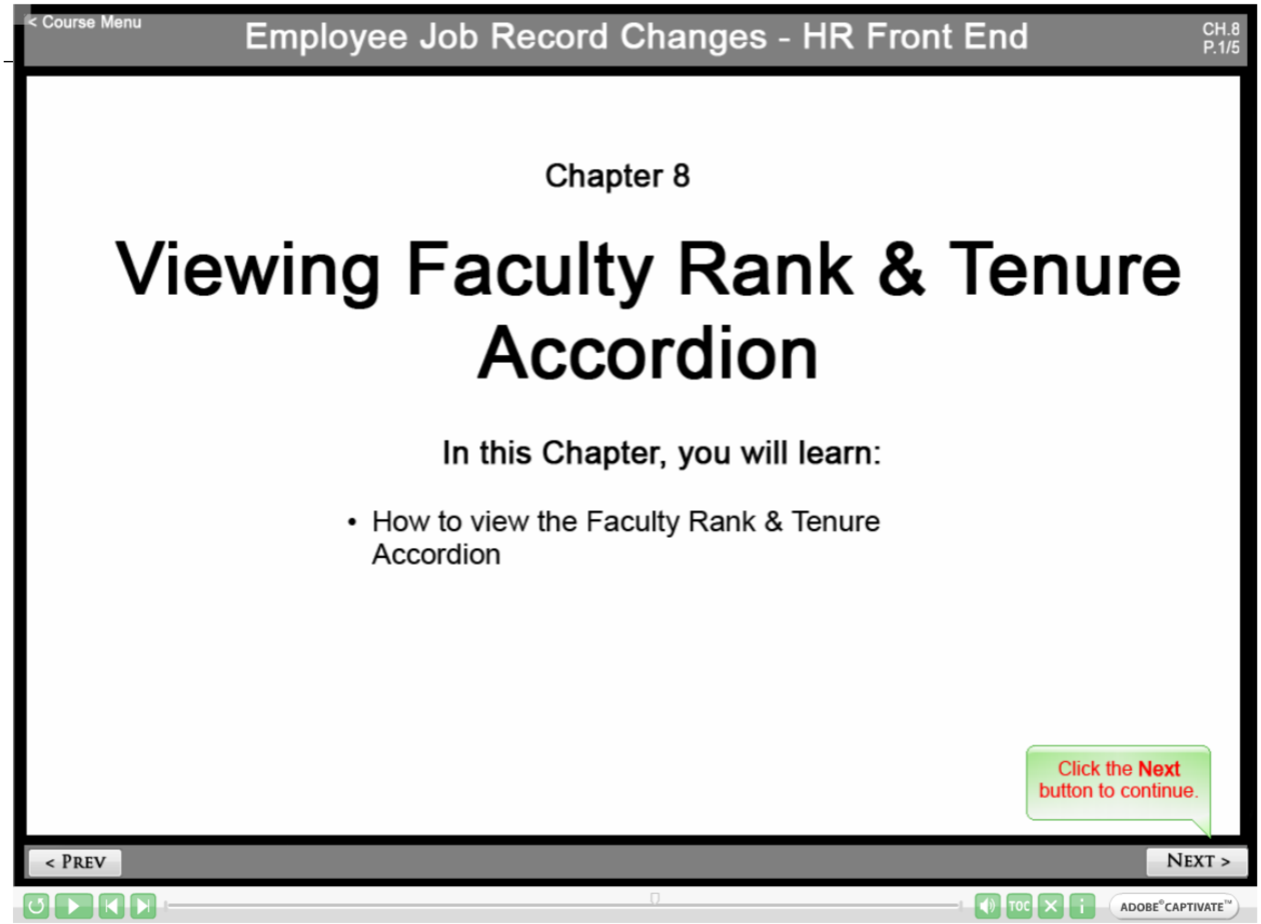
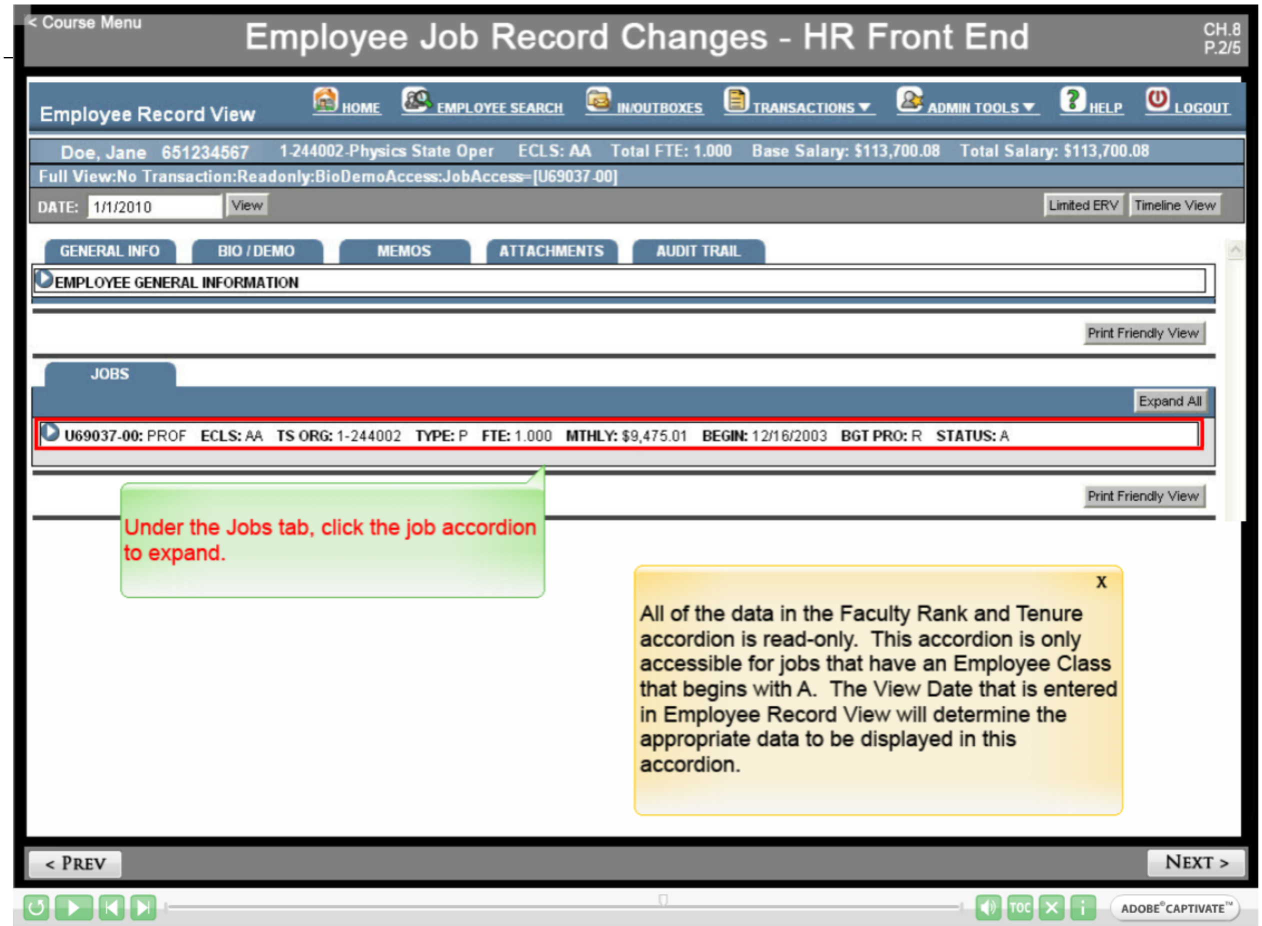
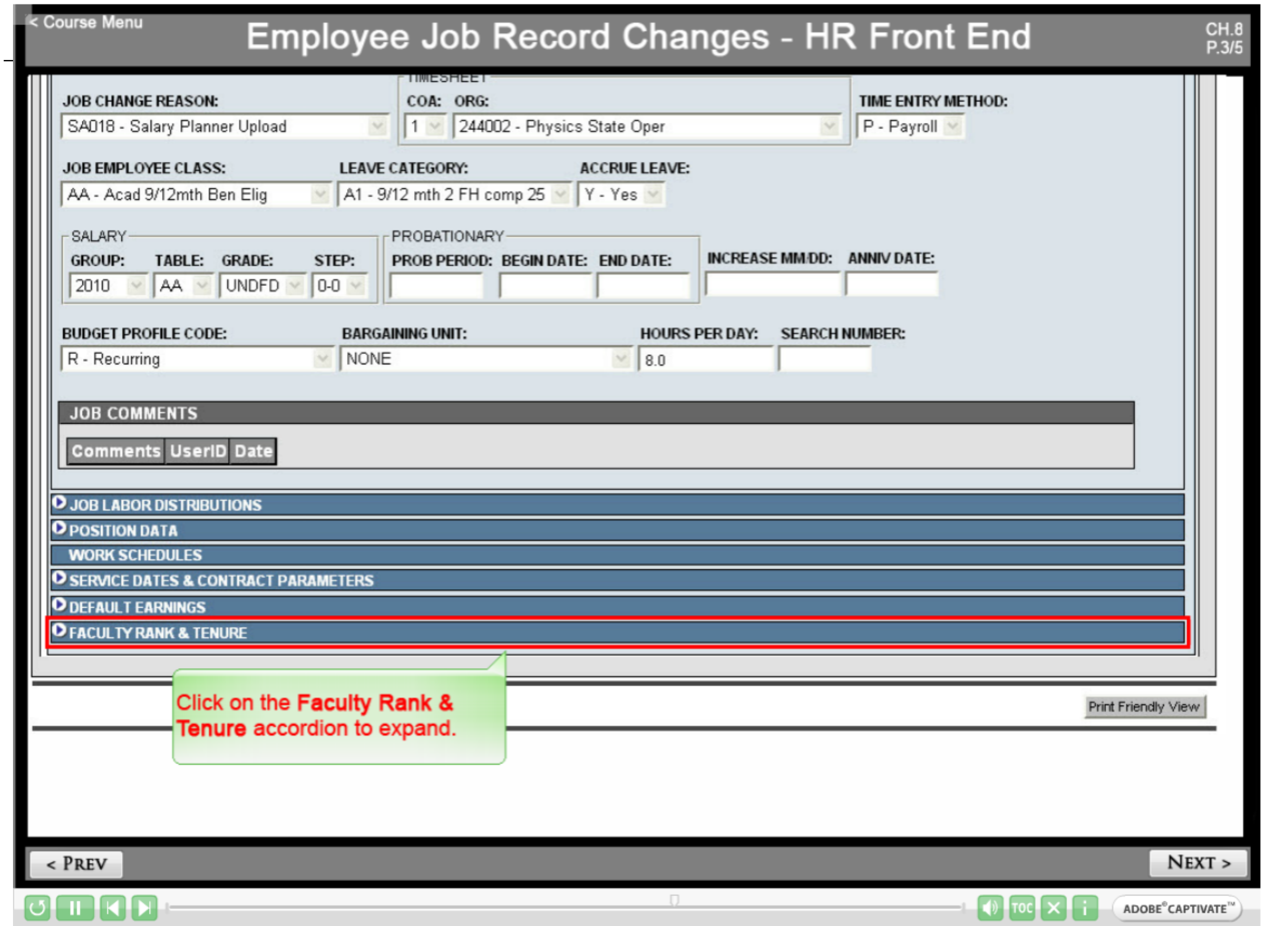

< Course Menu
Employee Job Record Changes - HR Front End
CH.8
P.1/5
Chapter 8
Viewing Faculty Rank & Tenure Accordion
In this Chapter, you will learn:
• How to view the Faculty Rank & Tenure Accordion
Click the Next button to continue.
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™


< Course Menu
Employee Job Record Changes - HR Front End
CH.8
P.2/5
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Doe, Jane 651234567 1-244002-Physics State Oper ECLS: AA Total FTE: 1.000 Base Salary: $113,700.08 Total Salary: $113,700.08
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[U69037-00]
DATE: 1/1/2010 View
Limited ERV Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
Expand All
U69037-00: PROF ECLS: AA TS ORG: 1-244002 TYPE: P FTE: 1.000 MTHLY: $9,475.01 BEGIN: 12/16/2003 BGT PRO: R STATUS: A
Print Friendly View
Under the Jobs tab, click the job accordion to expand.
X
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.
< PREV
NEXT >
TOC
ADOBE CAPTIVATE



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Employee Job Record Changes - HR Front End
CH.8
P.3/5
TIMESHEET
JOB CHANGE REASON:
SA018 - Salary Planner Upload
COA:
ORG:
1
244002 - Physics State Oper
TIME ENTRY METHOD:
P - Payroll
JOB EMPLOYEE CLASS:
AA - Acad 9/12mth Ben Elig
LEAVE CATEGORY:
A1 - 9/12 mth 2 FH comp 25
ACCRUE LEAVE:
Y - Yes
SALARY
GROUP:
TABLE:
GRADE:
STEP:
2010
AA
UNDFD
0-0
PROBATIONARY
PROB PERIOD:
BEGIN DATE:
END DATE:
INCREASE MM/DD:
ANNIV DATE:
BUDGET PROFILE CODE:
R - Recurring
BARGAINING UNIT:
NONE
HOURS PER DAY:
8.0
SEARCH NUMBER:
JOB COMMENTS
Comments
UserID
Date
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE
Click on the Faculty Rank & Tenure accordion to expand.
Print Friendly View
< PREV
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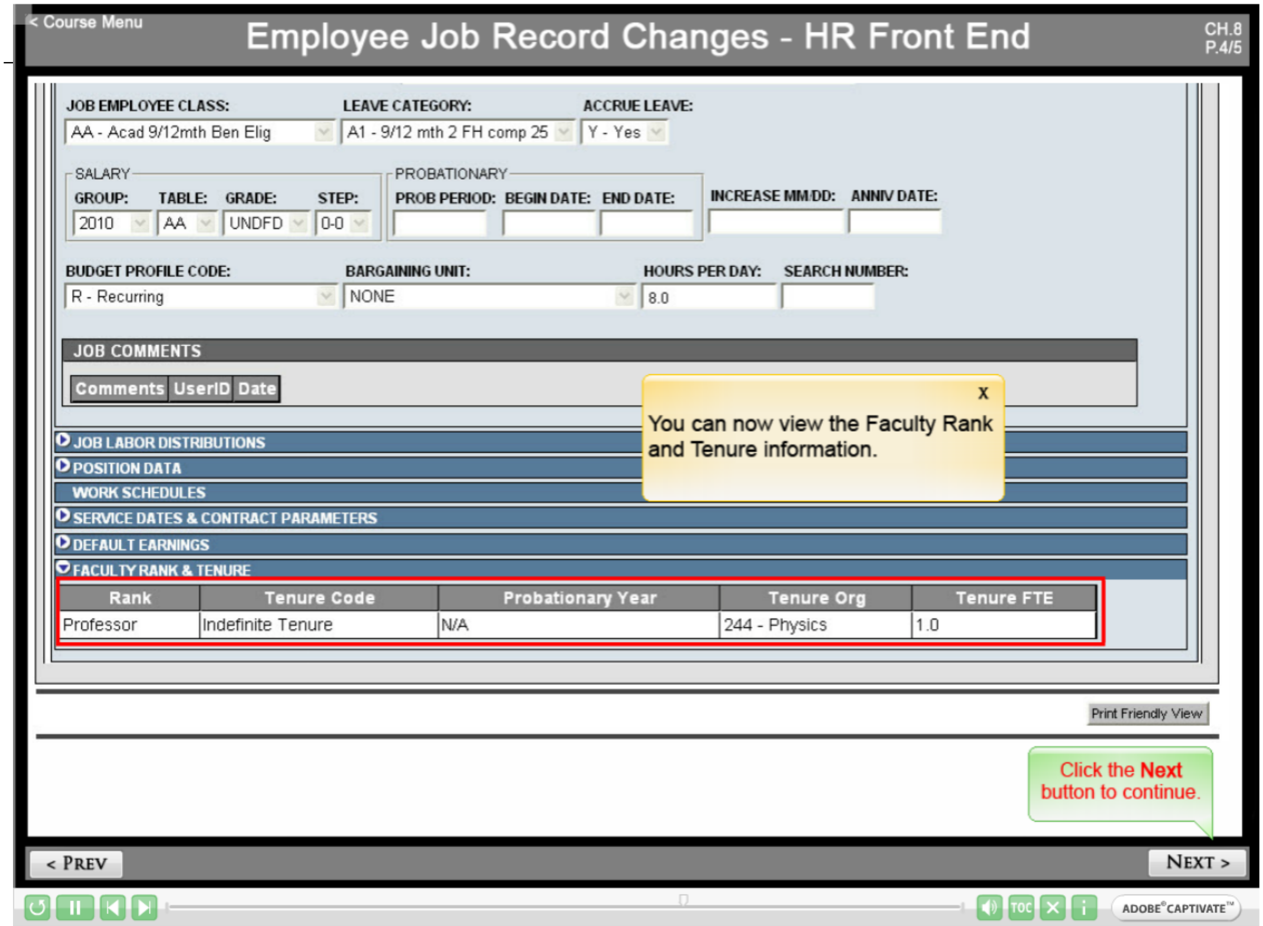
TOC
ADOBE® CAPTIVATE™


< Course Menu
Employee Job Record Changes - HR Front End
CH.8
P.4/5
JOB EMPLOYEE CLASS:
AA - Acad 9/12mth Ben Elig
LEAVE CATEGORY:
A1 - 9/12 mth 2 FH comp 25
ACCRUE LEAVE:
Y - Yes
SALARY
GROUP: TABLE: GRADE: STEP:
2010 AA UNDFD 0-0
PROBATIONARY
PROB PERIOD: BEGIN DATE: END DATE:
INCREASE MM/DD: ANNIV DATE:
BUDGET PROFILE CODE:
R - Recurring
BARGAINING UNIT:
NONE
HOURS PER DAY:
8.0
SEARCH NUMBER:
JOB COMMENTS
Comments UserID Date
You can now view the Faculty Rank and Tenure information.
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE
Rank | Tenure Code | Probationary Year | Tenure Org | Tenure FTE
Professor | Indefinite Tenure | N/A | 244 - Physics | 1.0
Print Friendly View
Click the Next button to continue.
< PREV
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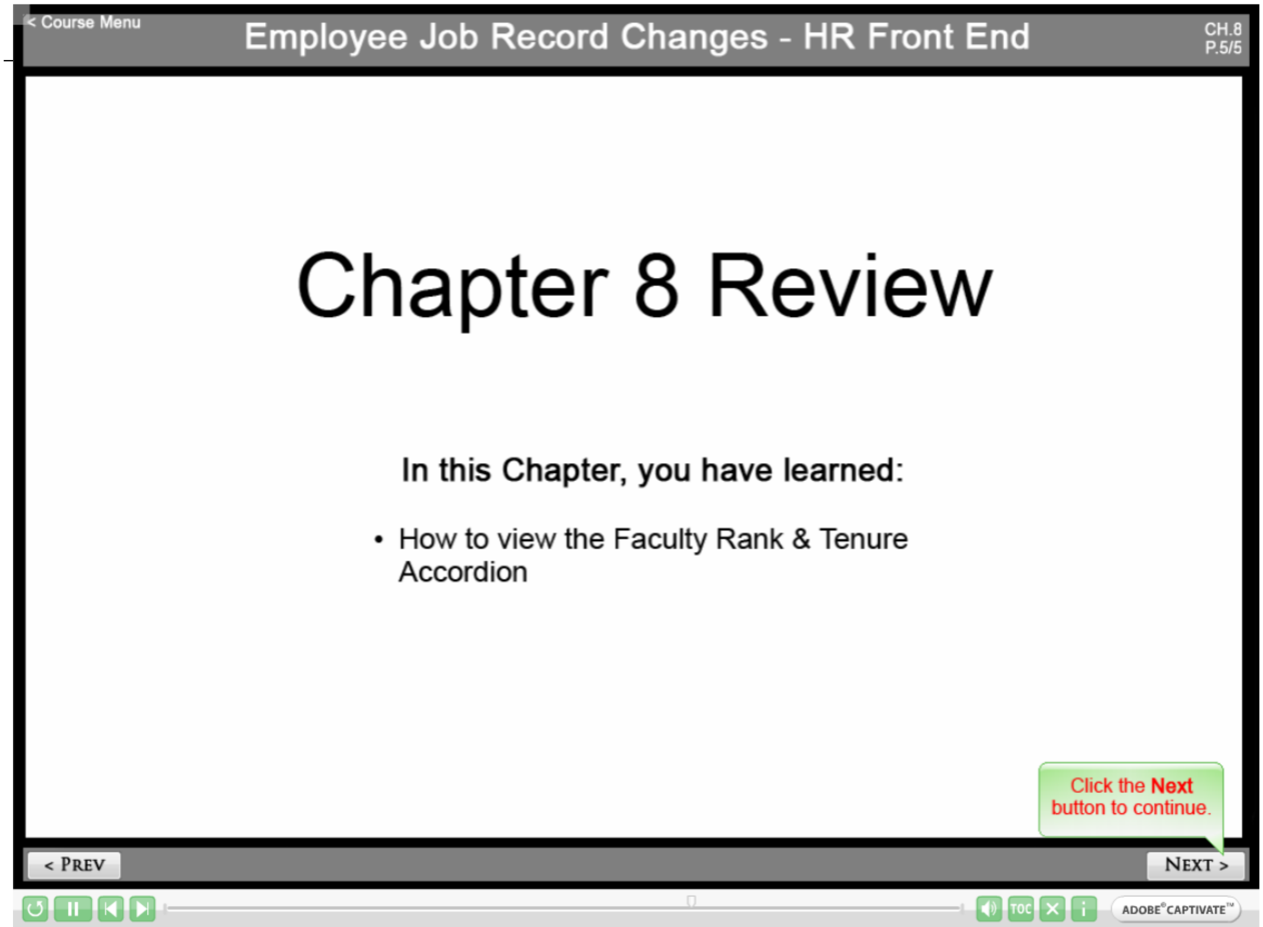
< Course Menu
Employee Job Record Changes - HR Front End
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Chapter 8 Review
In this Chapter, you have learned:
• How to view the Faculty Rank & Tenure Accordion
Click the Next button to continue.
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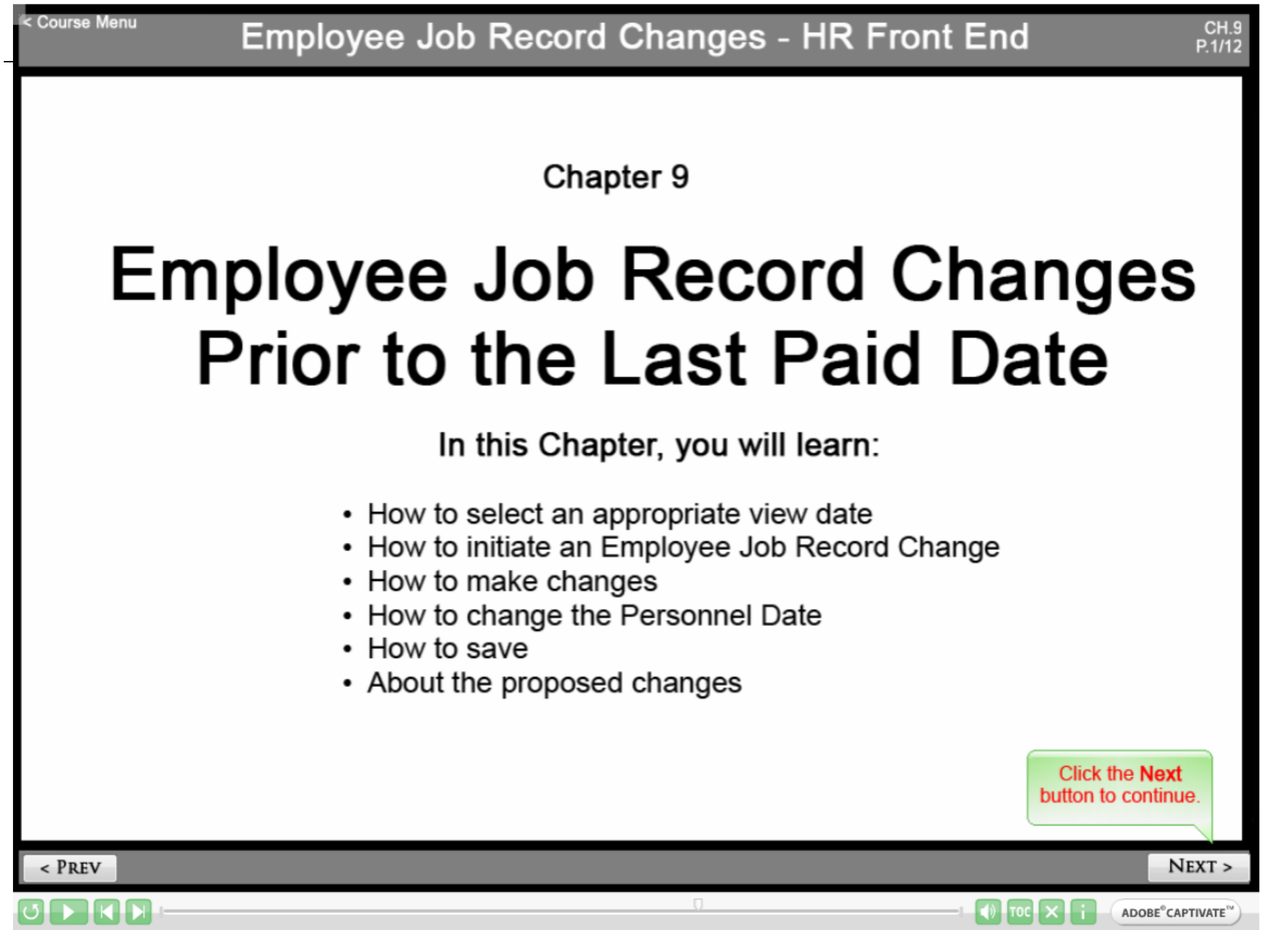
< Course Menu
Employee Job Record Changes - HR Front End
CH.9
P.1/12
Chapter 9
Employee Job Record Changes Prior to the Last Paid Date
In this Chapter, you will learn:
• How to select an appropriate view date
• How to initiate an Employee Job Record Change
• How to make changes
• How to change the Personnel Date
• How to save
• About the proposed changes
Click the Next button to continue.
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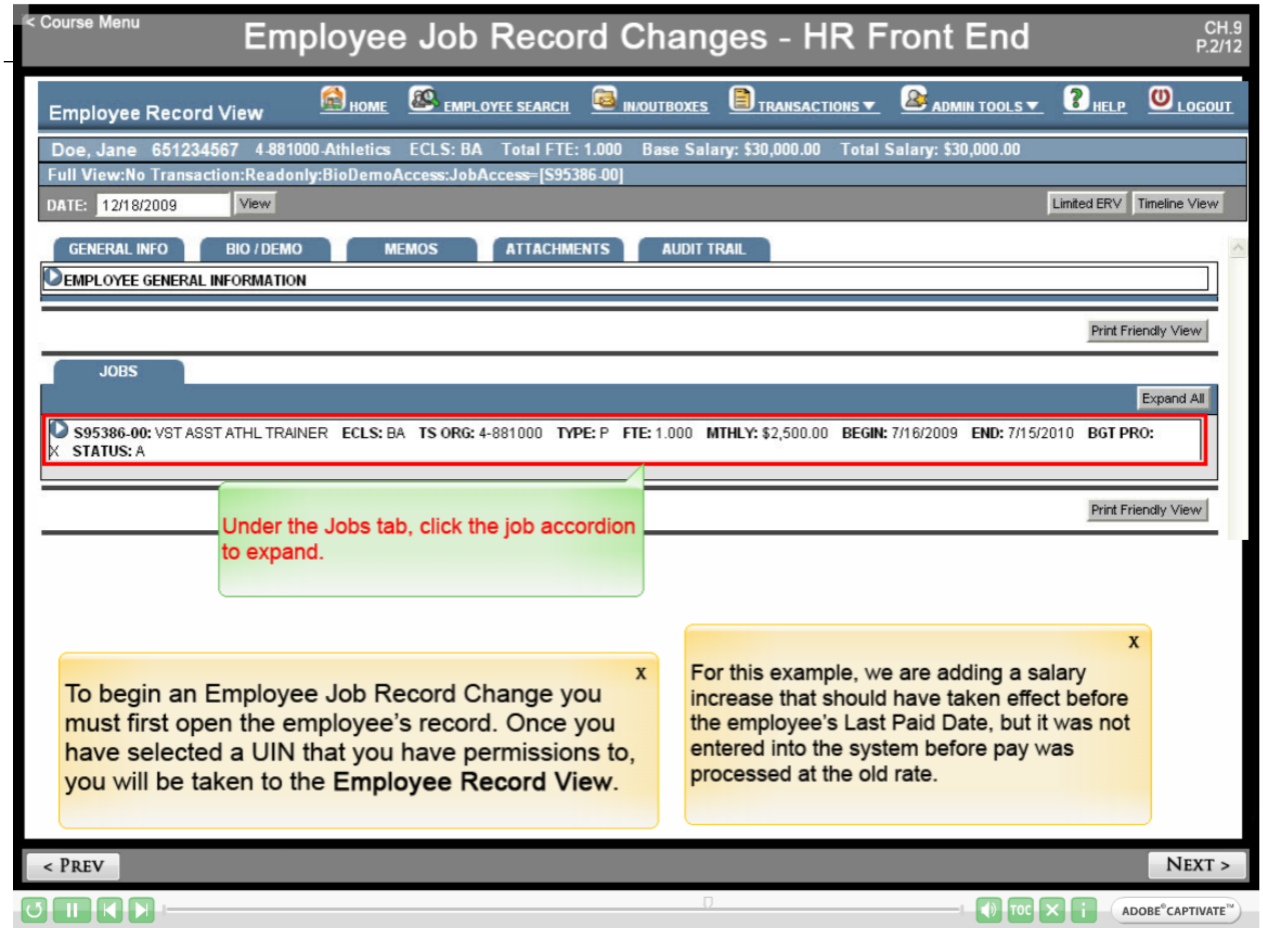

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HELP
LOGOUT
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[S95386-00]
DATE: 12/18/2009 View
Limited ERV Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: X STATUS: A
Print Friendly View
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.
< PREV
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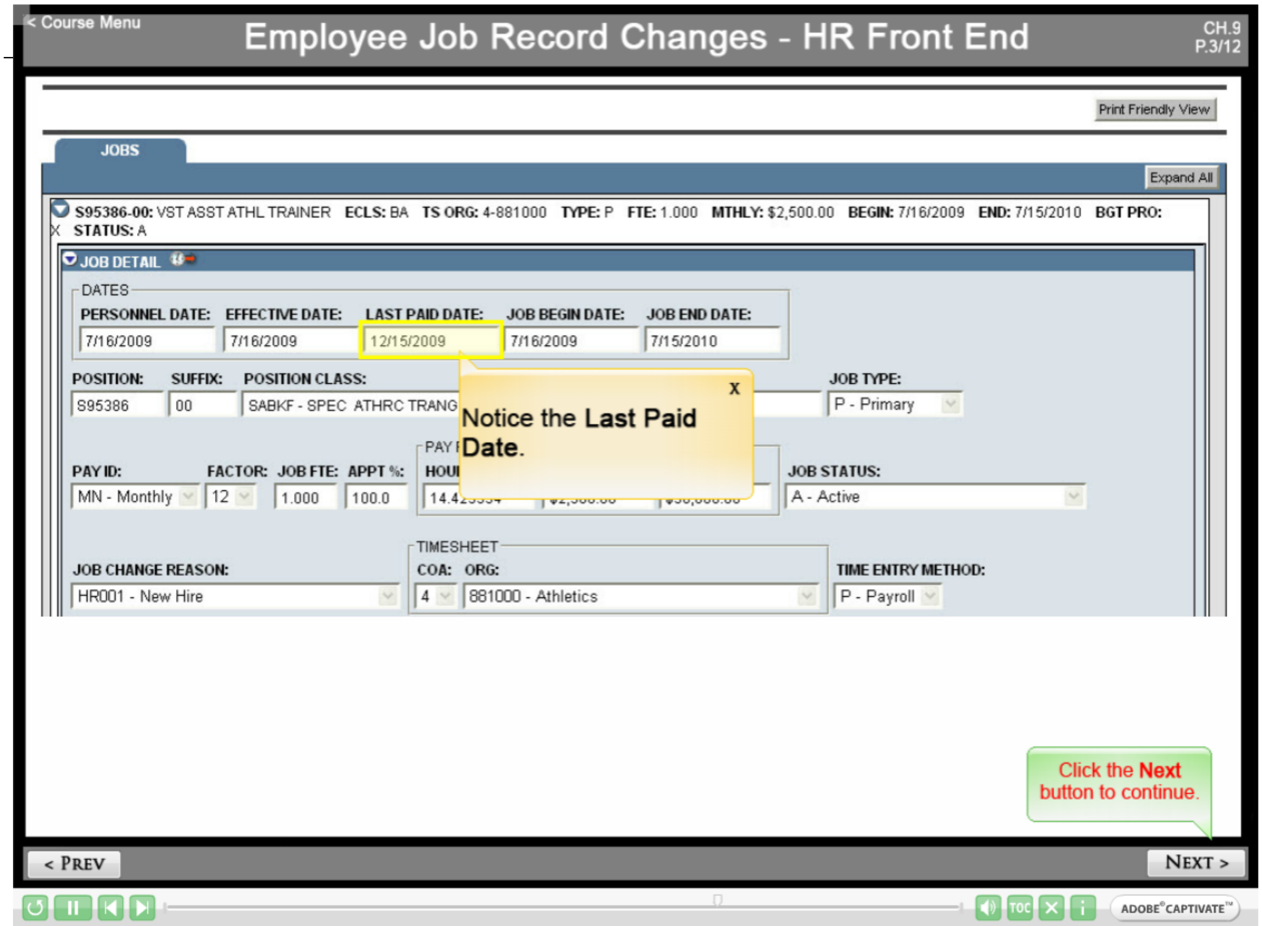
< Course Menu
Employee Job Record Changes - HR Front End
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JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
STATUS: A
JOB DETAIL
DATES
PERSONNEL DATE: EFFECTIVE DATE: LAST PAID DATE: JOB BEGIN DATE: JOB END DATE:
7/16/2009 7/16/2009 12/15/2009 7/16/2009 7/15/2010
POSITION: SUFFIX: POSITION CLASS:
S95386 00 SABKF - SPEC ATHRC TRANG
JOB TYPE:
P - Primary
Notice the Last Paid Date.
PAY ID: FACTOR: JOB FTE: APPT %:
MN - Monthly 12 1.000 100.0
JOB STATUS:
A - Active
JOB CHANGE REASON:
HR001 - New Hire
TIMESHEET
COA: ORG:
4 881000 - Athletics
TIME ENTRY METHOD:
P - Payroll
Click the Next button to continue.
< PREV
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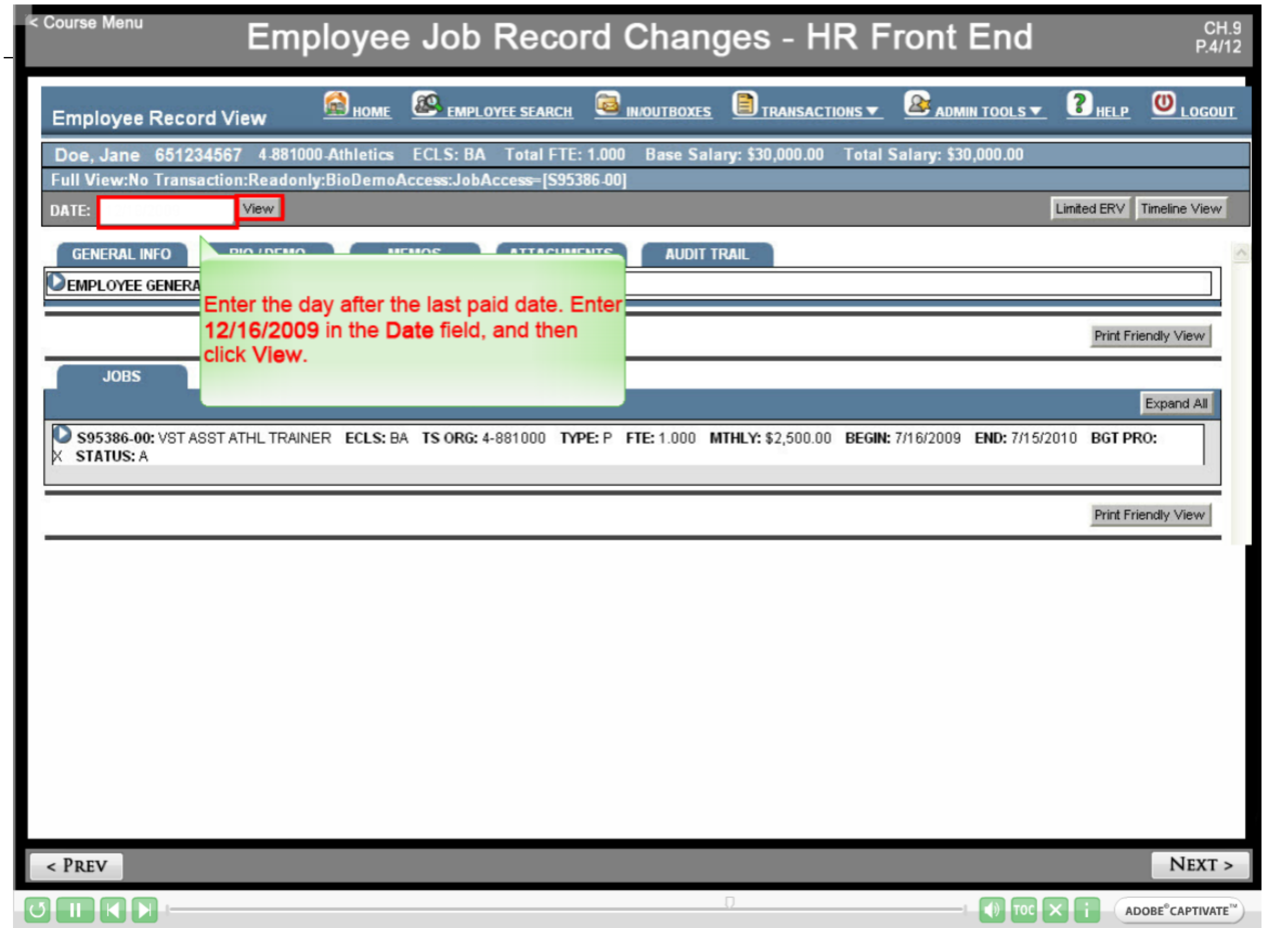
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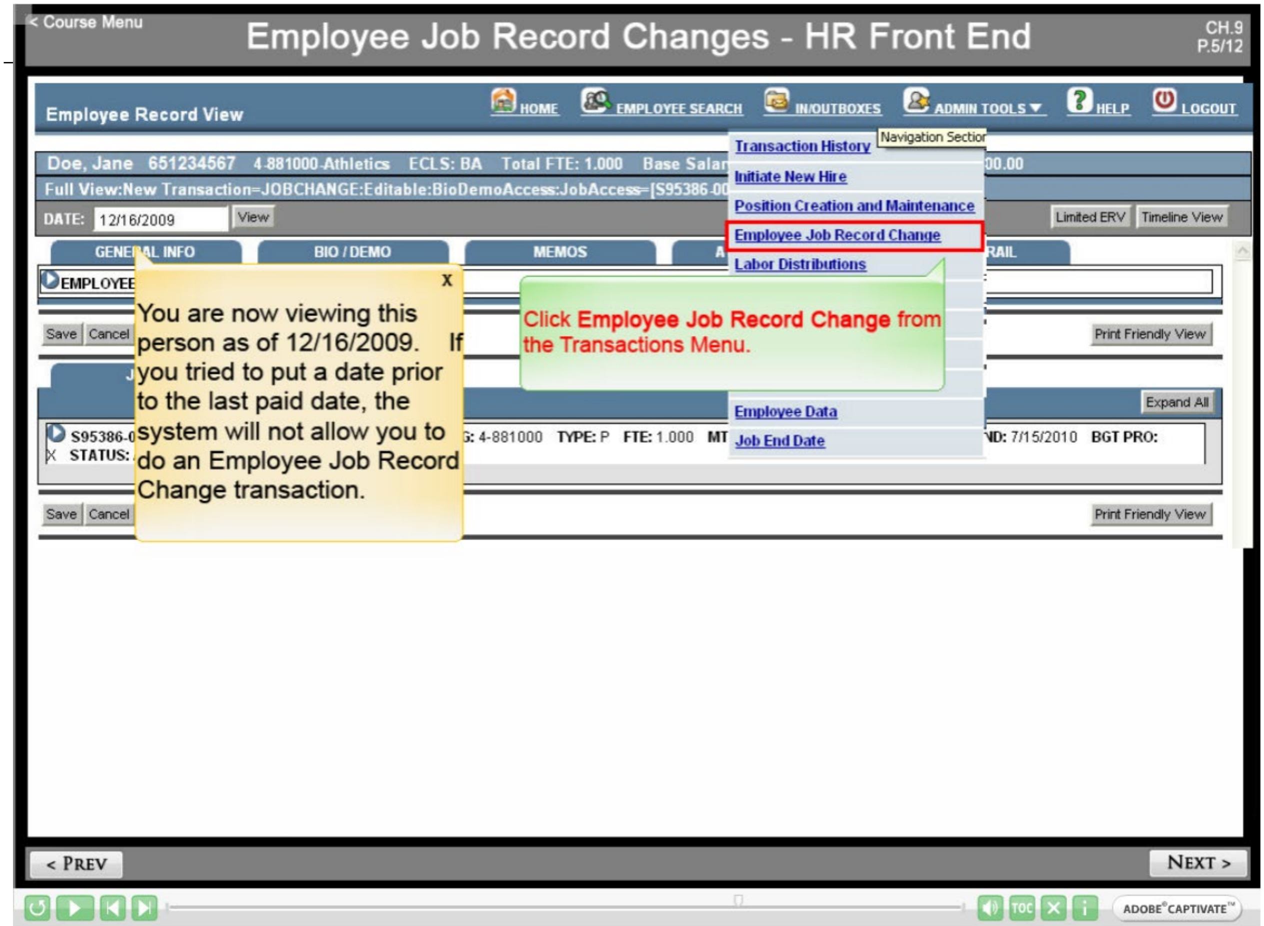
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[S95386-00]
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
AUDIT TRAIL
EMPLOYEE GENERA
Enter the day after the last paid date. Enter 12/16/2009 in the Date field, and then click View.
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: X STATUS: A
Print Friendly View
< PREV
NEXT >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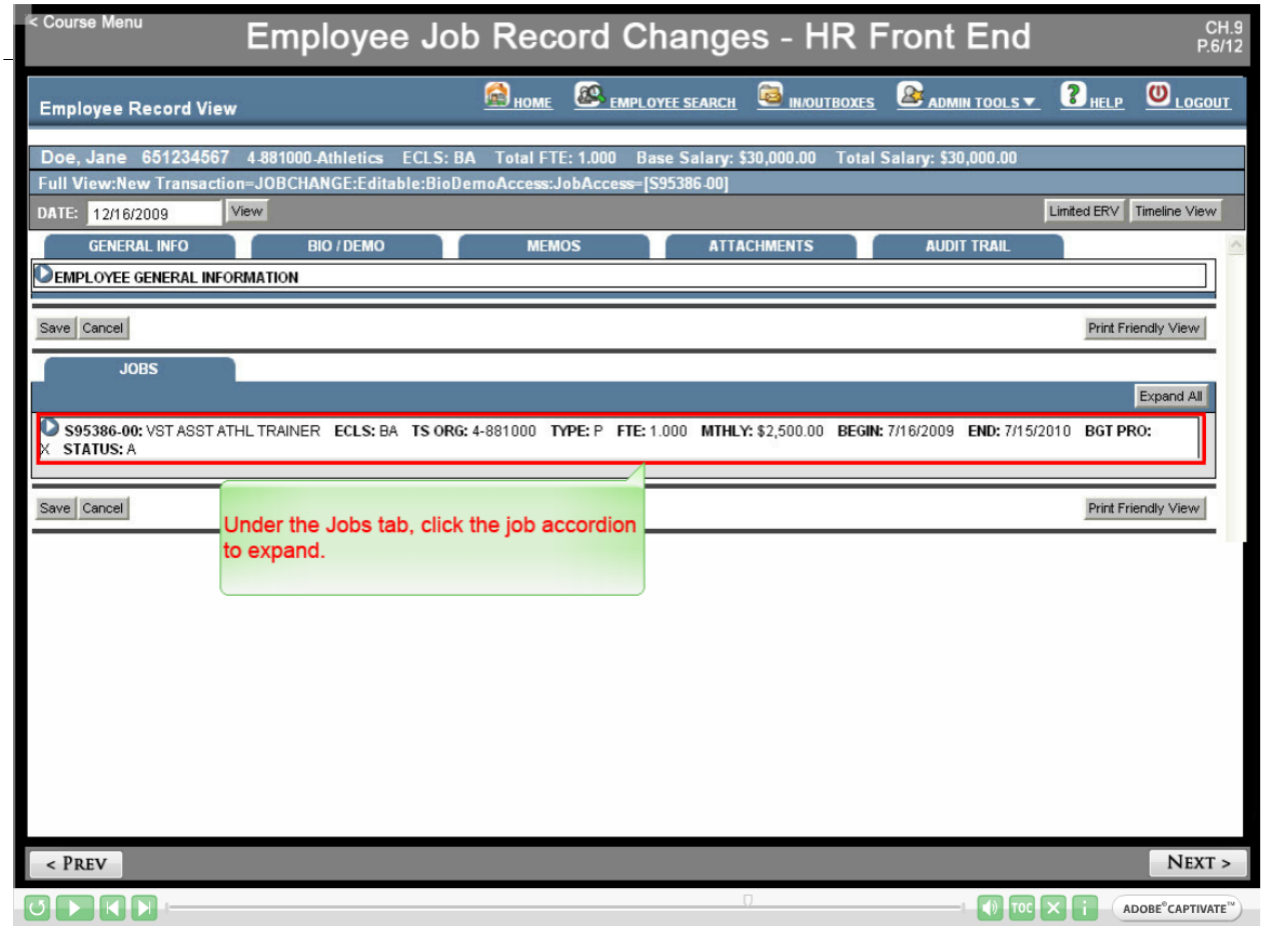
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000
DATE: 12/16/2009
View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
Save
Cancel
Print Friendly View
Expand All
You are now viewing this person as of 12/16/2009. If you tried to put a date prior to the last paid date, the system will not allow you to do an Employee Job Record Change transaction.
Click Employee Job Record Change from the Transactions Menu.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
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EMPLOYEE SEARCH
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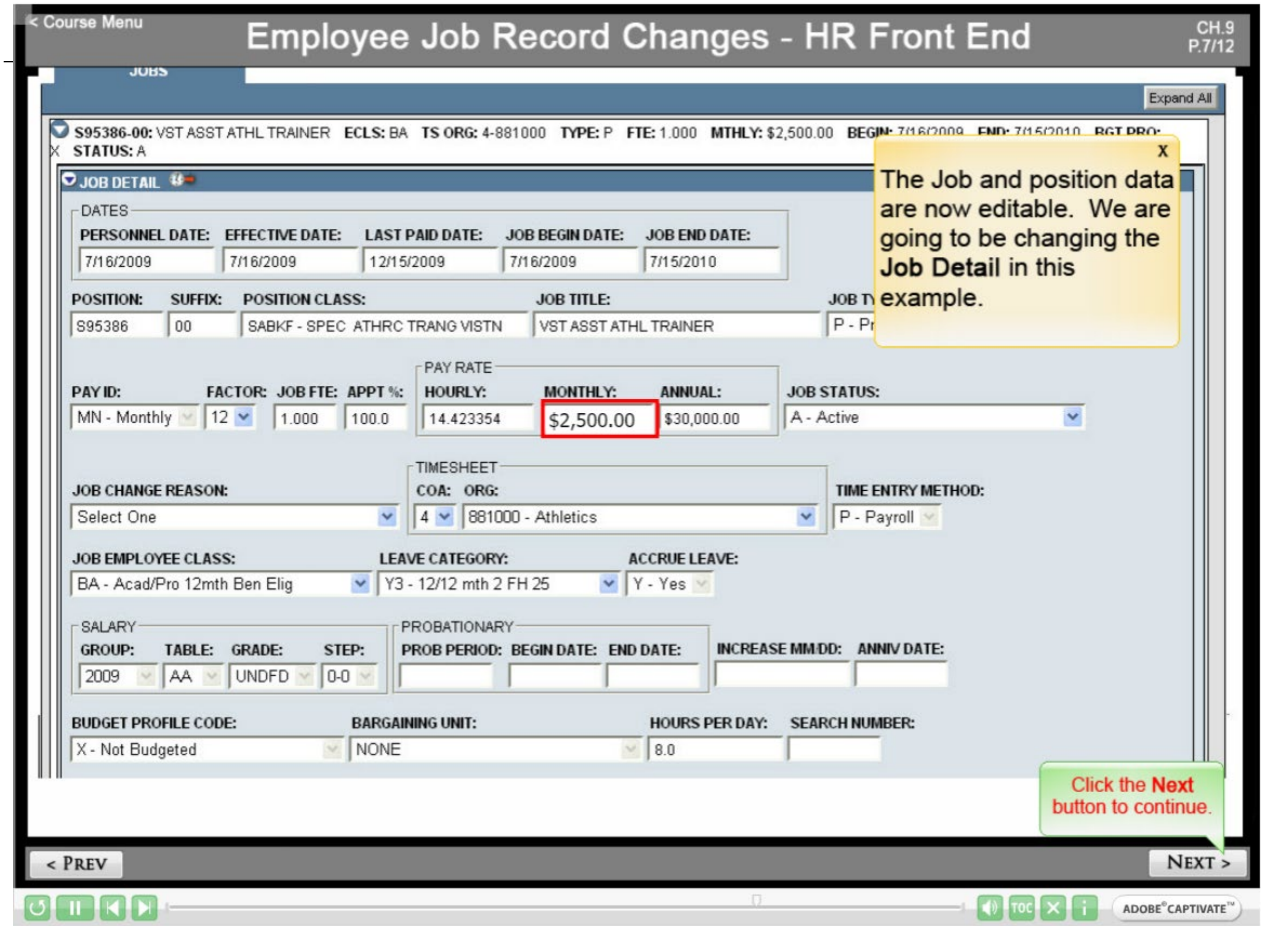
Doe, Jane 651234567 4-881000-Athletics ECLS: BA Total FTE: 1.000 Base Salary: $30,000.00 Total Salary: $30,000.00
Full View:New Transaction=JOBCHANGE:Editable:BioDemoAccess:JobAccess=[S95386-00]
DATE: 12/16/2009 View
Limited ERV Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Save Cancel
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO: X STATUS: A
Save Cancel
Print Friendly View
Under the Jobs tab, click the job accordion to expand.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Employee Job Record Changes - HR Front End
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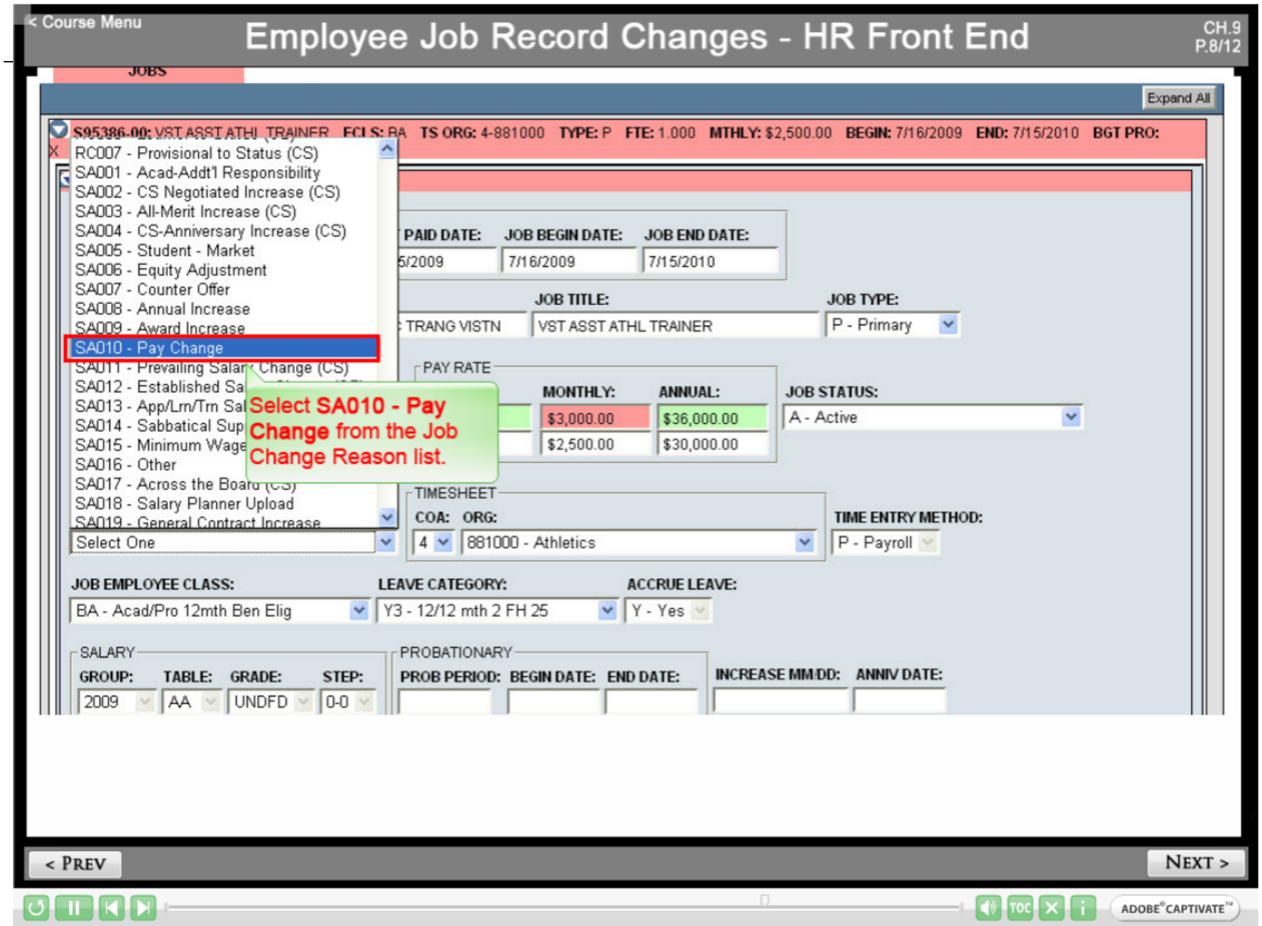
Expand All
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00
STATUS: A
JOB DETAIL
DATES
PERSONNEL DATE: 7/16/2009
EFFECTIVE DATE: 7/16/2009
LAST PAID DATE: 12/15/2009
JOB BEGIN DATE: 7/16/2009
JOB END DATE: 7/15/2010
POSITION: S95386
SUFFIX: 00
POSITION CLASS: SABKF - SPEC ATHRC TRANG VISTN
JOB TITLE: VST ASST ATHL TRAINER
The Job and position data are now editable. We are going to be changing the Job Detail in this example.
PAY ID: MN - Monthly
FACTOR: 12
JOB FTE: 1.000
APPT %: 100.0
PAY RATE
HOURLY: 14.423354
MONTHLY: $2,500.00
ANNUAL: $30,000.00
JOB STATUS: A - Active
JOB CHANGE REASON: Select One
TIMESHEET
COA: 4
ORG: 881000 - Athletics
TIME ENTRY METHOD: P - Payroll
JOB EMPLOYEE CLASS: BA - Acad/Pro 12mth Ben Elig
LEAVE CATEGORY: Y3 - 12/12 mth 2 FH 25
ACCRUE LEAVE: Y - Yes
SALARY
GROUP: 2009
TABLE: AA
GRADE: UNDFD
STEP: 0-0
PROBATIONARY
PROB PERIOD:
BEGIN DATE:
END DATE:
INCREASE MM/DD:
ANNIV DATE:
BUDGET PROFILE CODE: X - Not Budgeted
BARGAINING UNIT: NONE
HOURS PER DAY: 8.0
SEARCH NUMBER:
Click the Next button to continue.
< PREV
NEXT >



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Employee Job Record Changes - HR Front End
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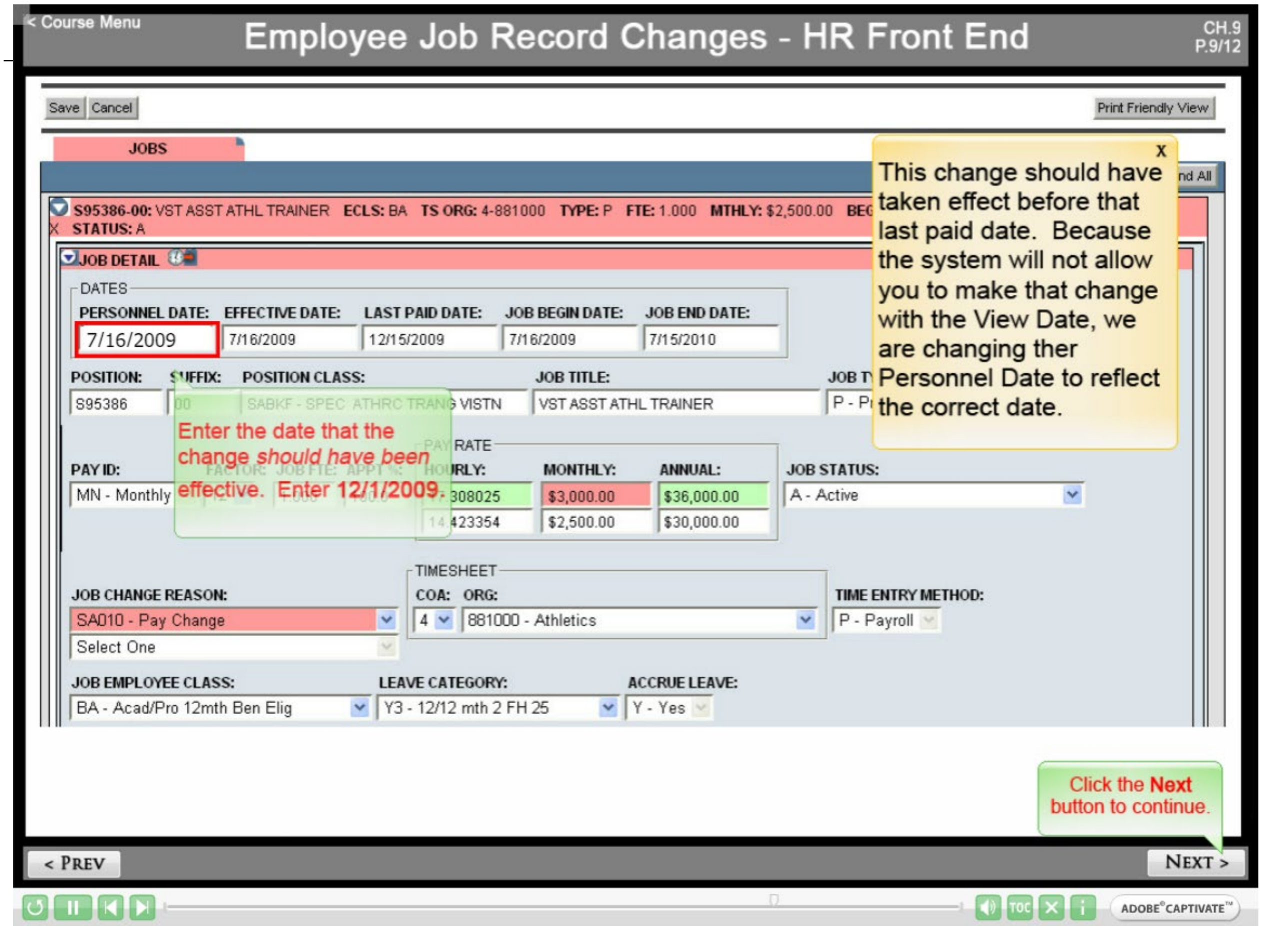
Select SA010 - Pay Change from the Job Change Reason list.
RC007 - Provisional to Status (CS)
SA001 - Acad-Addt'l Responsibility
SA002 - CS Negotiated Increase (CS)
SA003 - All-Merit Increase (CS)
SA004 - CS-Anniversary Increase (CS)
SA005 - Student - Market
SA006 - Equity Adjustment
SA007 - Counter Offer
SA008 - Annual Increase
SA009 - Award Increase
SA010 - Pay Change
SA016 - Other
SA018 - Salary Planner Upload
Select One
JOB BEGIN DATE: 7/16/2009
JOB END DATE: 7/15/2010
JOB TITLE: VST ASST ATHL TRAINER
JOB TYPE: P - Primary
MONTHLY: $3,000.00 $2,500.00
ANNUAL: $36,000.00 $30,000.00
JOB STATUS: A - Active
COA: 4
ORG: 881000 - Athletics
TIME ENTRY METHOD: P - Payroll
JOB EMPLOYEE CLASS: BA - Acad/Pro 12mth Ben Elig
LEAVE CATEGORY: Y3 - 12/12 mth 2 FH 25
ACCRUE LEAVE: Y - Yes
< PREV
NEXT >


< Course Menu
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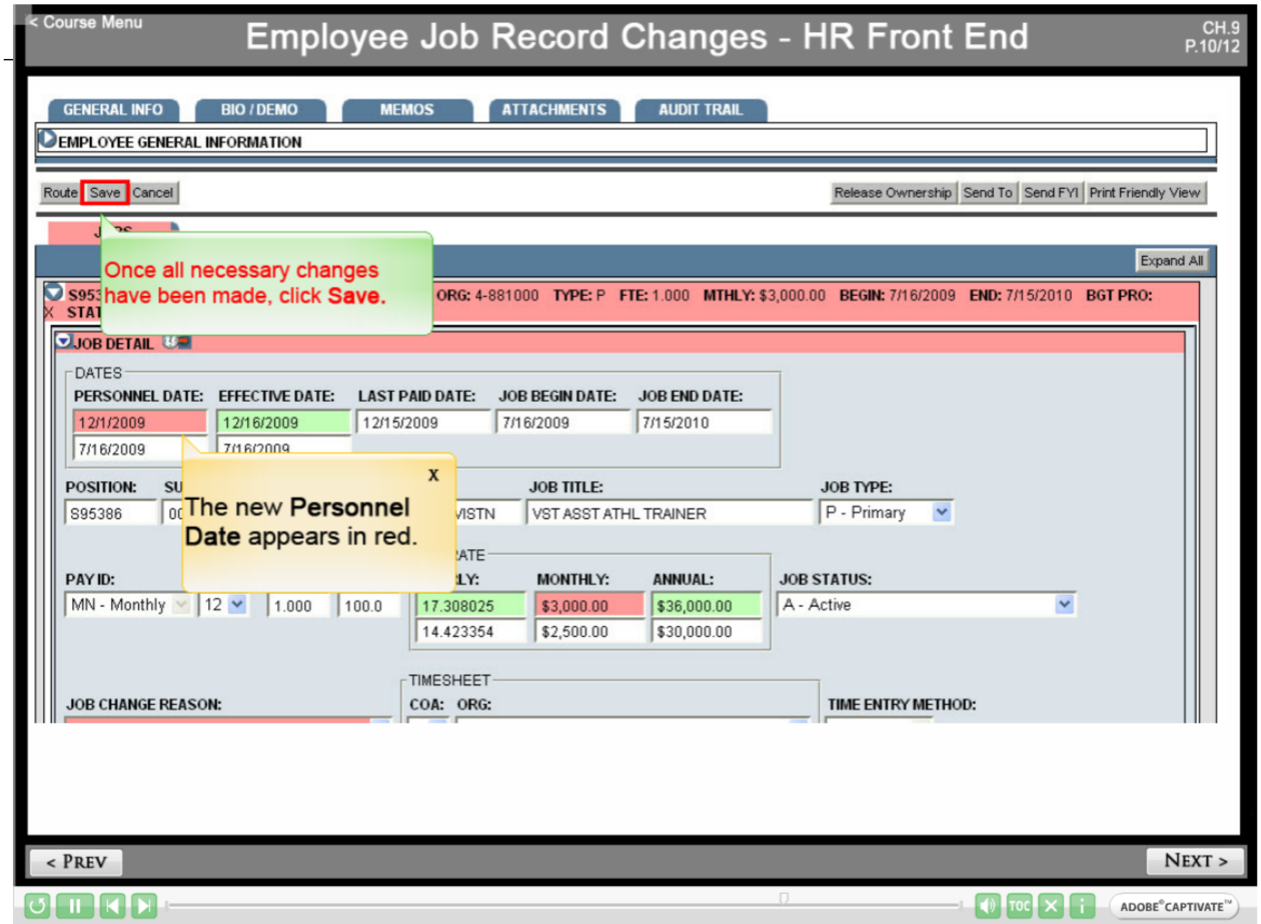
Save
Cancel
Print Friendly View
JOBS
S95386-00: VST ASST ATHL TRAINER ECLS: BA TS ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $2,500.00
STATUS: A
JOB DETAIL
DATES
PERSONNEL DATE:
EFFECTIVE DATE:
LAST PAID DATE:
JOB BEGIN DATE:
JOB END DATE:
7/16/2009
7/16/2009
12/15/2009
7/16/2009
7/15/2010
POSITION:
SUFFIX:
POSITION CLASS:
JOB TITLE:
S95386
VST ASST ATHL TRAINER
Enter the date that the change should have been effective. Enter 12/1/2009.
PAY RATE
PAY ID:
MONTHLY:
ANNUAL:
JOB STATUS:
MN - Monthly
$3,000.00
$36,000.00
A - Active
$2,500.00
$30,000.00
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 ther Personnel Date to reflect the correct date.
JOB CHANGE REASON:
SA010 - Pay Change
Select One
TIMESHEET
COA:
ORG:
4
881000 - Athletics
TIME ENTRY METHOD:
P - Payroll
JOB EMPLOYEE CLASS:
BA - Acad/Pro 12mth Ben Elig
LEAVE CATEGORY:
Y3 - 12/12 mth 2 FH 25
ACCRUE LEAVE:
Y - Yes
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
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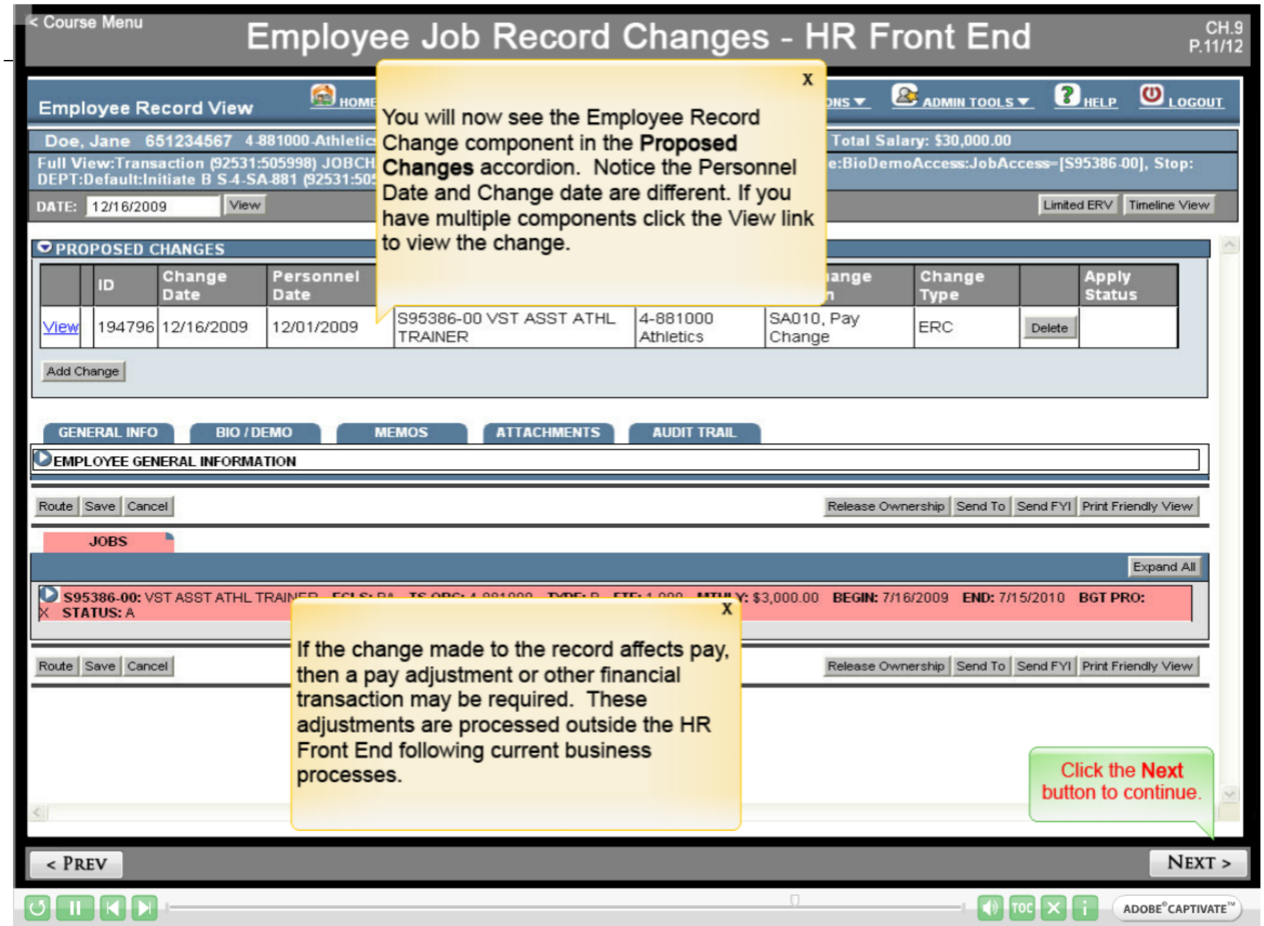
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Route
Save
Cancel
Release Ownership
Send To
Send FYI
Print Friendly View
Expand All
Once all necessary changes have been made, click Save.
ORG: 4-881000 TYPE: P FTE: 1.000 MTHLY: $3,000.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
JOB DETAIL
DATES
PERSONNEL DATE:
EFFECTIVE DATE:
LAST PAID DATE:
JOB BEGIN DATE:
JOB END DATE:
12/1/2009
12/16/2009
12/15/2009
7/16/2009
7/15/2010
7/16/2009
The new Personnel Date appears in red.
POSITION:
S95386
JOB TITLE:
VST ASST ATHL TRAINER
JOB TYPE:
P - Primary
PAY ID:
MN - Monthly
12
1.000
100.0
MONTHLY:
ANNUAL:
17.308025
$3,000.00
$36,000.00
14.423354
$2,500.00
$30,000.00
JOB STATUS:
A - Active
TIMESHEET
JOB CHANGE REASON:
COA:
ORG:
TIME ENTRY METHOD:
< PREV
NEXT >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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.
Doe, Jane 651234567
Total Salary: $30,000.00
DATE: 12/16/2009
View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Change Type
Apply Status
View
194796
12/16/2009
12/01/2009
S95386-00 VST ASST ATHL TRAINER
4-881000 Athletics
SA010, Pay Change
ERC
Delete
Add Change
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Route
Save
Cancel
Release Ownership
Send To
Send FYI
Print Friendly View
JOBS
Expand All
S95386-00: VST ASST ATHL TRAINER
MTHLY: $3,000.00 BEGIN: 7/16/2009 END: 7/15/2010 BGT PRO:
STATUS: A
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.
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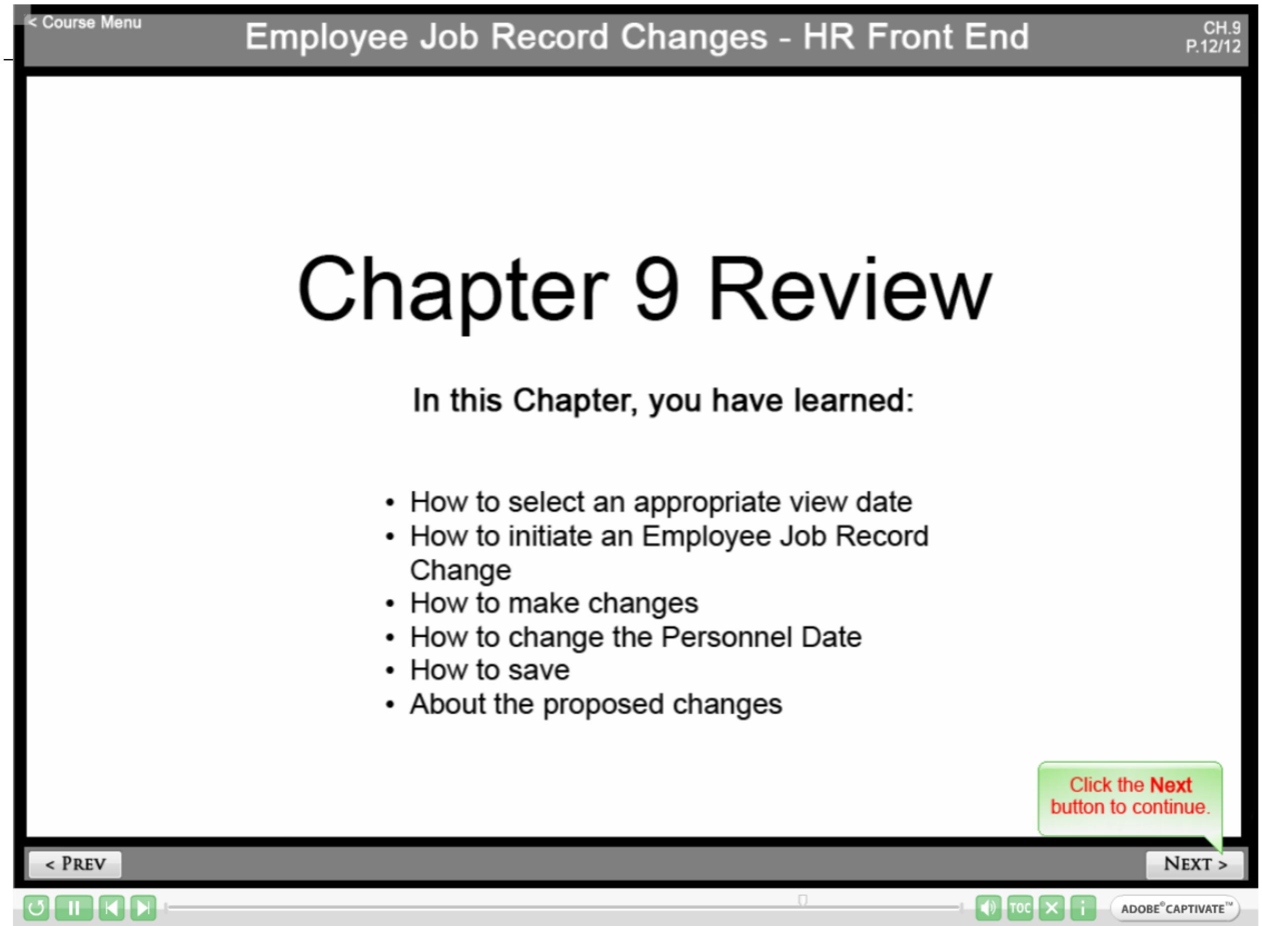
< Course Menu
Employee Job Record Changes - HR Front End
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Chapter 9 Review
In this Chapter, you have learned:
• How to select an appropriate view date
• How to initiate an Employee Job Record Change
• How to make changes
• How to change the Personnel Date
• How to save
• About the proposed changes
Click the Next button to continue.
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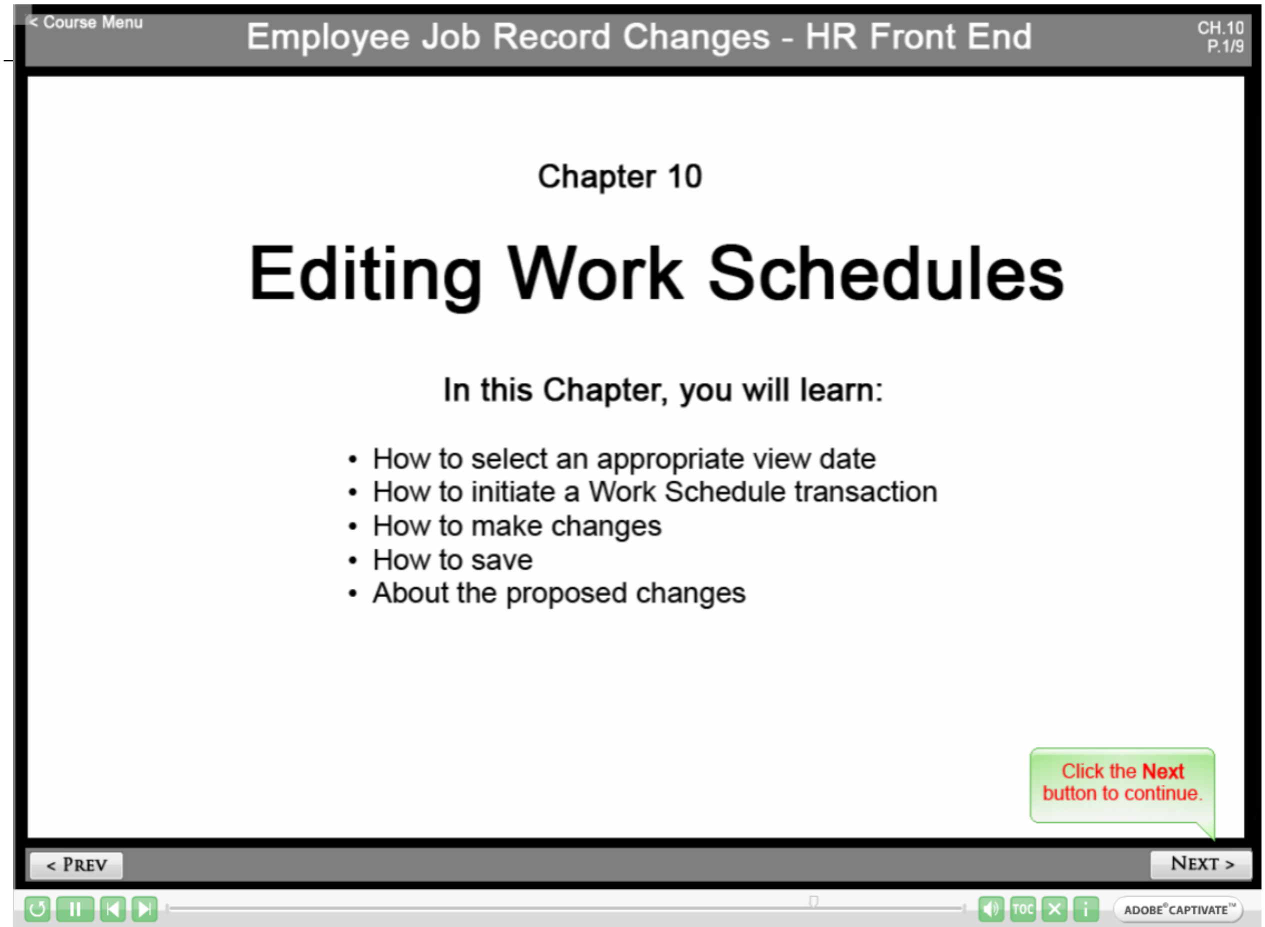
< Course Menu
Employee Job Record Changes - HR Front End
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Chapter 10
Editing Work Schedules
In this Chapter, you will learn:
• How to select an appropriate view date
• How to initiate a Work Schedule transaction
• How to make changes
• How to save
• About the proposed changes
Click the Next button to continue.
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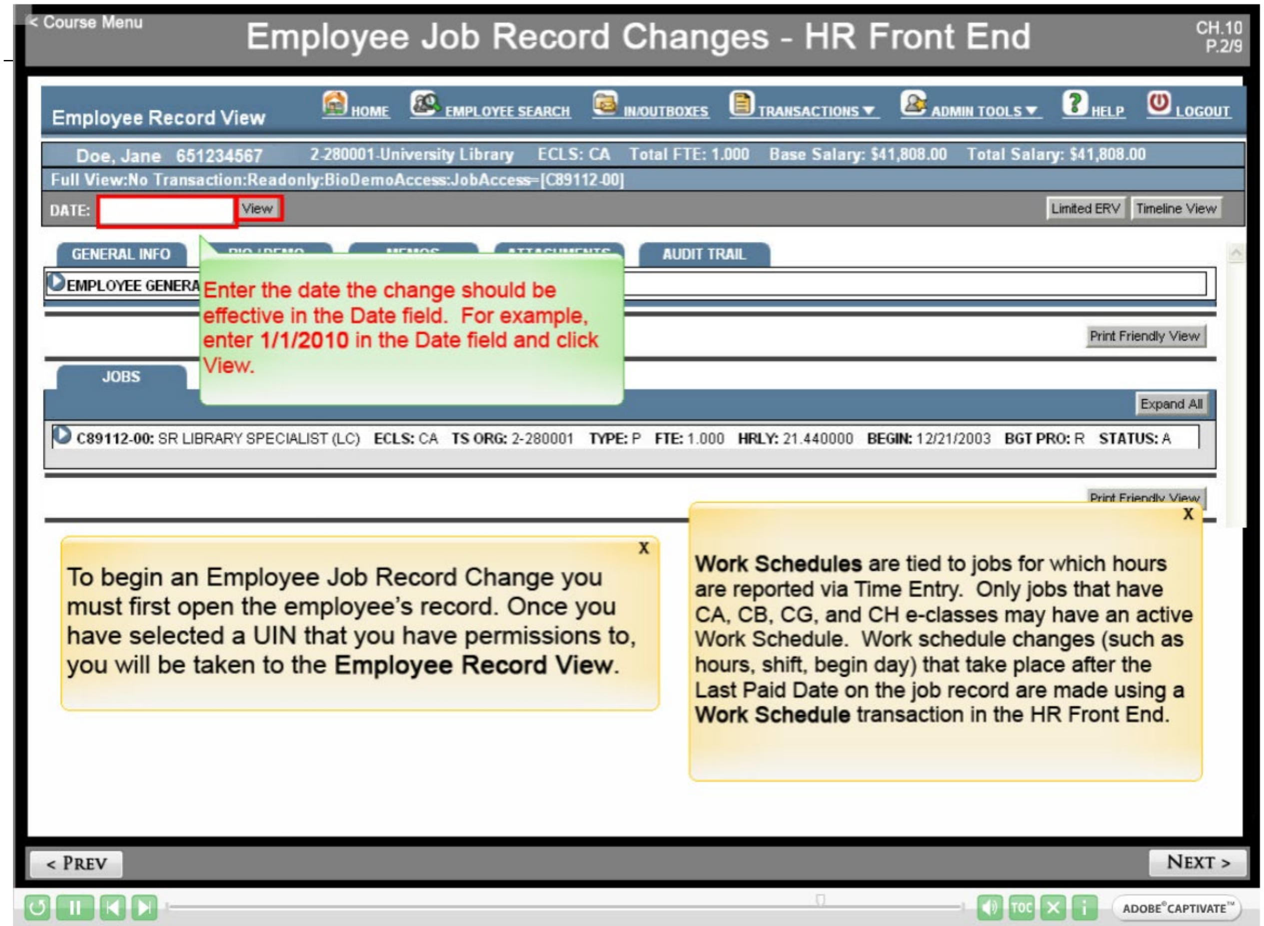
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LOGOUT
Doe, Jane 651234567
2-280001-University Library ECLS: CA Total FTE: 1.000 Base Salary: $41,808.00 Total Salary: $41,808.00
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[C89112-00]
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
AUDIT TRAIL
EMPLOYEE GENERA
Enter the date the change should be effective in the Date field. For example, enter 1/1/2010 in the Date field and click View.
Print Friendly View
JOBS
Expand All
C89112-00: SR LIBRARY SPECIALIST (LC) ECLS: CA TS ORG: 2-280001 TYPE: P FTE: 1.000 HRLY: 21.440000 BEGIN: 12/21/2003 BGT PRO: R STATUS: A
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.
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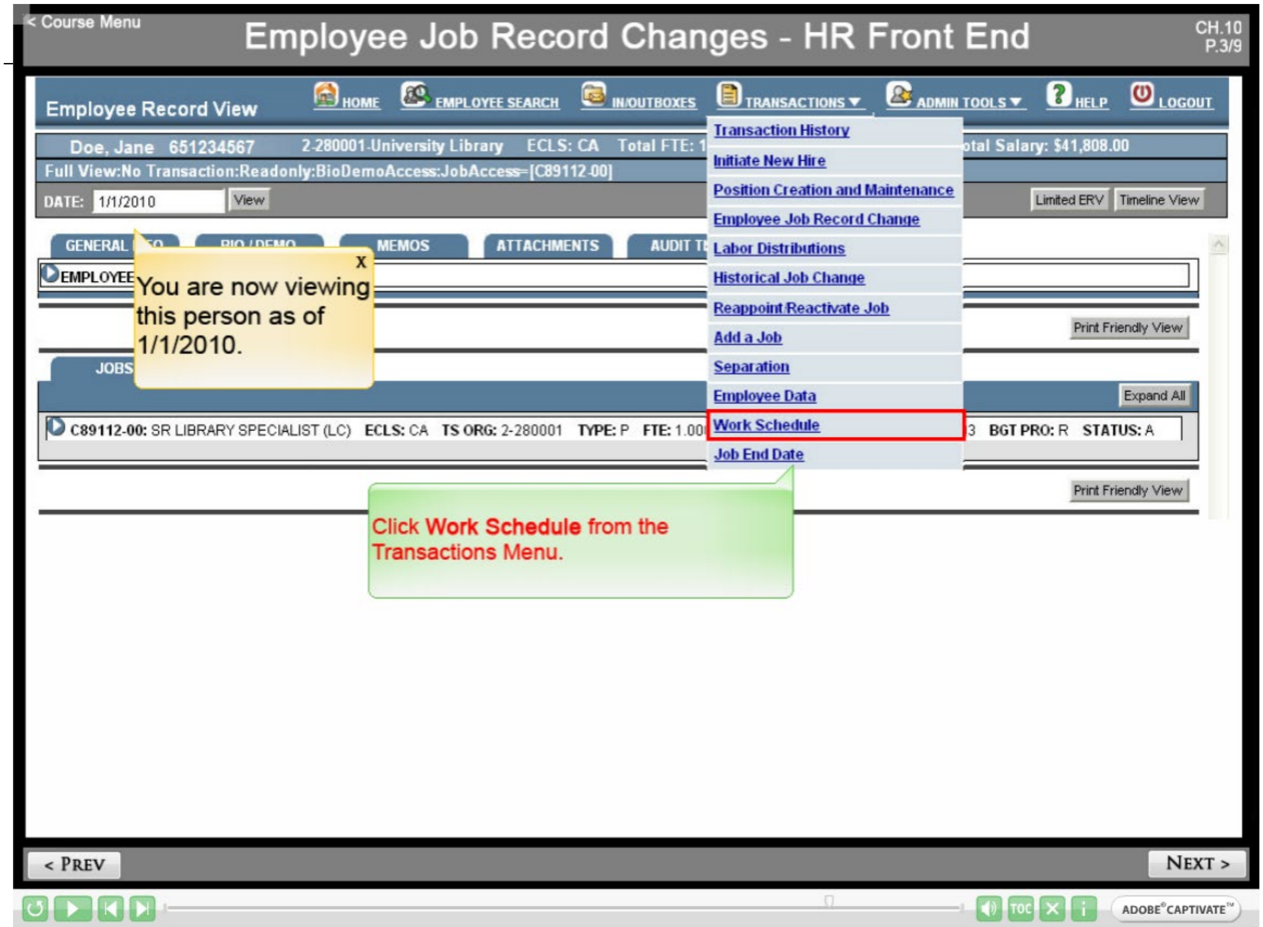
< Course Menu
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Doe, Jane 651234567
Transaction History
Initiate New Hire
Position Creation and Maintenance
Employee Job Record Change
Labor Distributions
Historical Job Change
Reappoint/Reactivate Job
Add a Job
Separation
Employee Data
Work Schedule
Job End Date
You are now viewing this person as of 1/1/2010.
Click Work Schedule from the Transactions Menu.
< PREV
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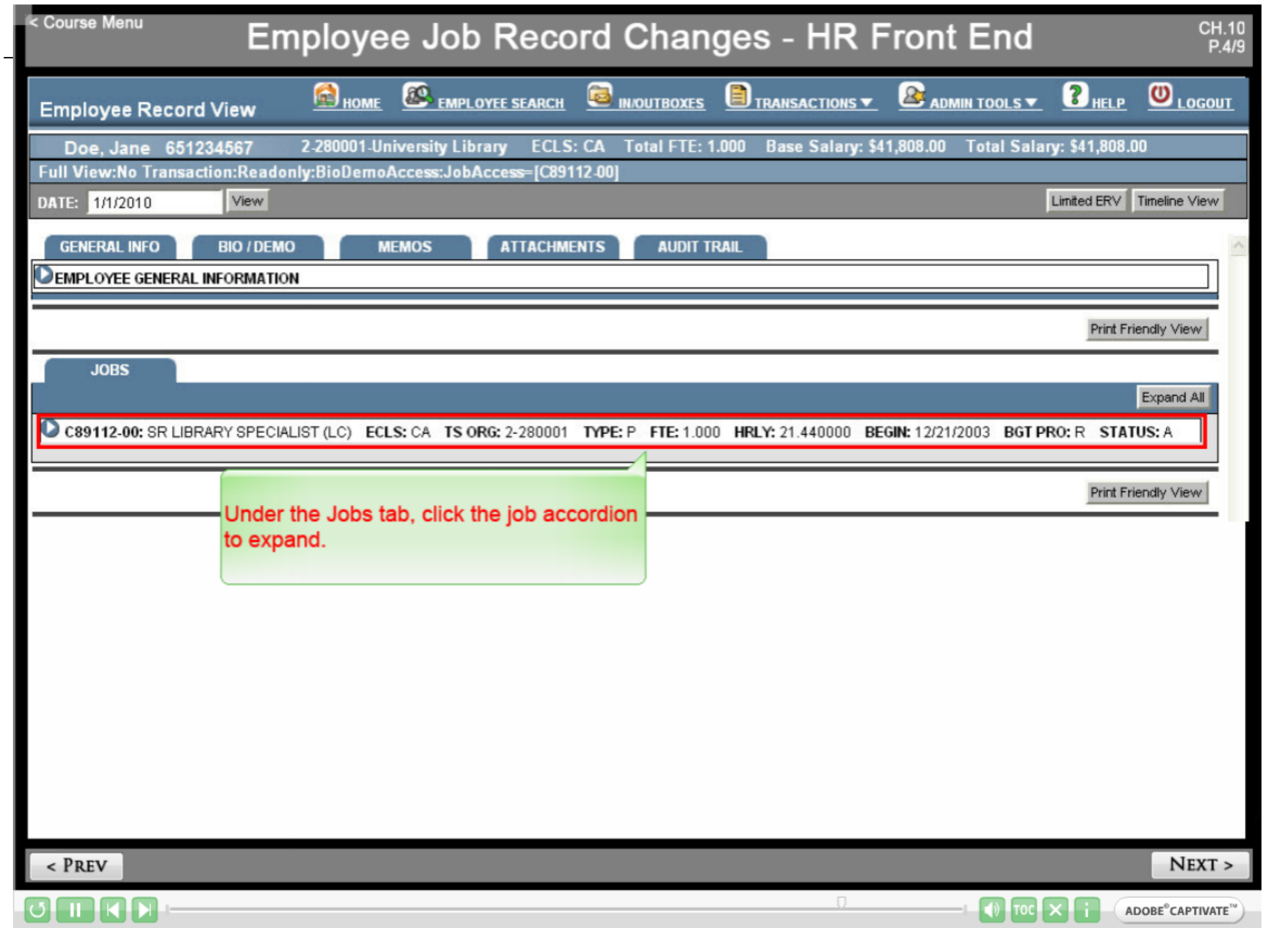

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HOME
EMPLOYEE SEARCH
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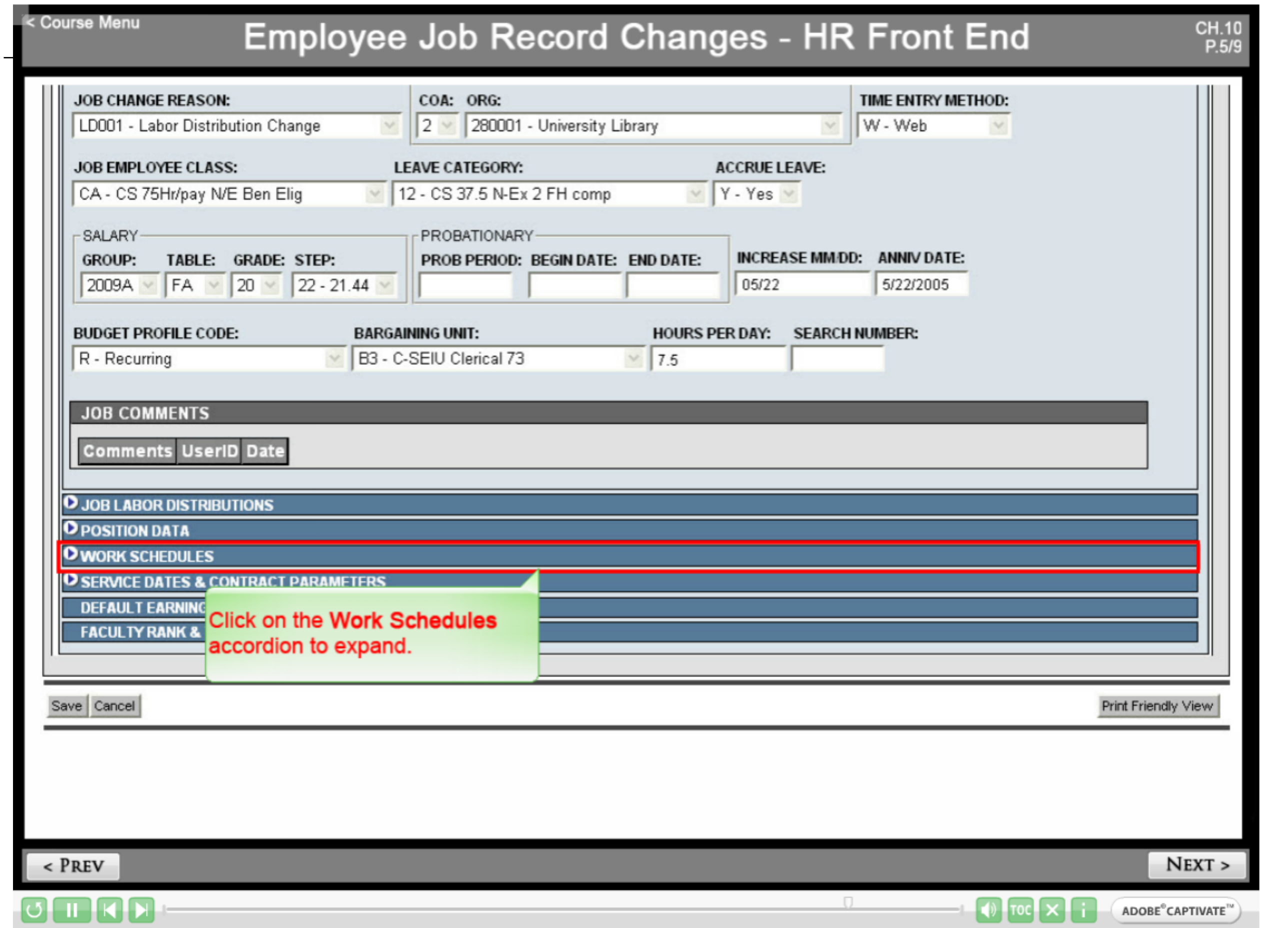
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Doe, Jane 651234567
2-280001-University Library ECLS: CA Total FTE: 1.000 Base Salary: $41,808.00 Total Salary: $41,808.00
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[C89112-00]
DATE: 1/1/2010 View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
Expand All
C89112-00: SR LIBRARY SPECIALIST (LC) ECLS: CA TS ORG: 2-280001 TYPE: P FTE: 1.000 HRLY: 21.440000 BEGIN: 12/21/2003 BGT PRO: R STATUS: A
Under the Jobs tab, click the job accordion to expand.
Print Friendly View
< PREV
NEXT >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Employee Job Record Changes - HR Front End
CH.10
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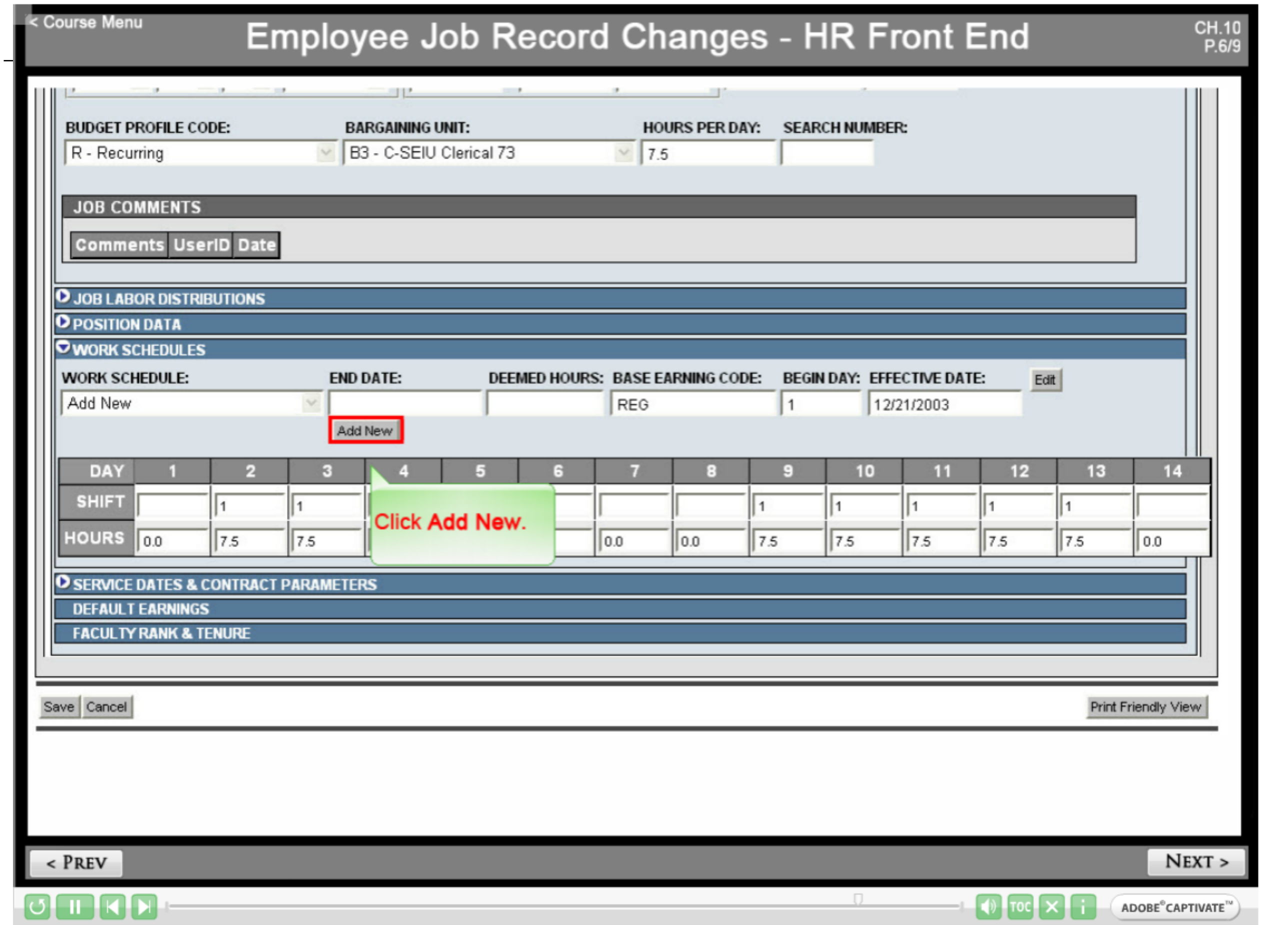
JOB CHANGE REASON:
LD001 - Labor Distribution Change
COA:
ORG:
2
280001 - University Library
TIME ENTRY METHOD:
W - Web
JOB EMPLOYEE CLASS:
CA - CS 75Hr/pay N/E Ben Elig
LEAVE CATEGORY:
12 - CS 37.5 N-Ex 2 FH comp
ACCRUE LEAVE:
Y - Yes
SALARY
GROUP:
TABLE:
GRADE:
STEP:
2009A
FA
20
22 - 21.44
PROBATIONARY
PROB PERIOD:
BEGIN DATE:
END DATE:
INCREASE MM/DD:
ANNIV DATE:
05/22
5/22/2005
BUDGET PROFILE CODE:
R - Recurring
BARGAINING UNIT:
B3 - C-SEIU Clerical 73
HOURS PER DAY:
7.5
SEARCH NUMBER:
JOB COMMENTS
Comments
UserID
Date
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNING
FACULTY RANK &
Click on the Work Schedules accordion to expand.
Save
Cancel
Print Friendly View
< PREV
NEXT >



< Course Menu
Employee Job Record Changes - HR Front End
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BUDGET PROFILE CODE:
R - Recurring
BARGAINING UNIT:
B3 - C-SEIU Clerical 73
HOURS PER DAY:
7.5
SEARCH NUMBER:
JOB COMMENTS
Comments UserID Date
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
WORK SCHEDULE:
Add New
END DATE:
DEEMED HOURS:
BASE EARNING CODE:
REG
BEGIN DAY:
1
EFFECTIVE DATE:
12/21/2003
Edit
Add New
DAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14
SHIFT
HOURS
Click Add New.
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE
Save
Cancel
Print Friendly View
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NEXT >
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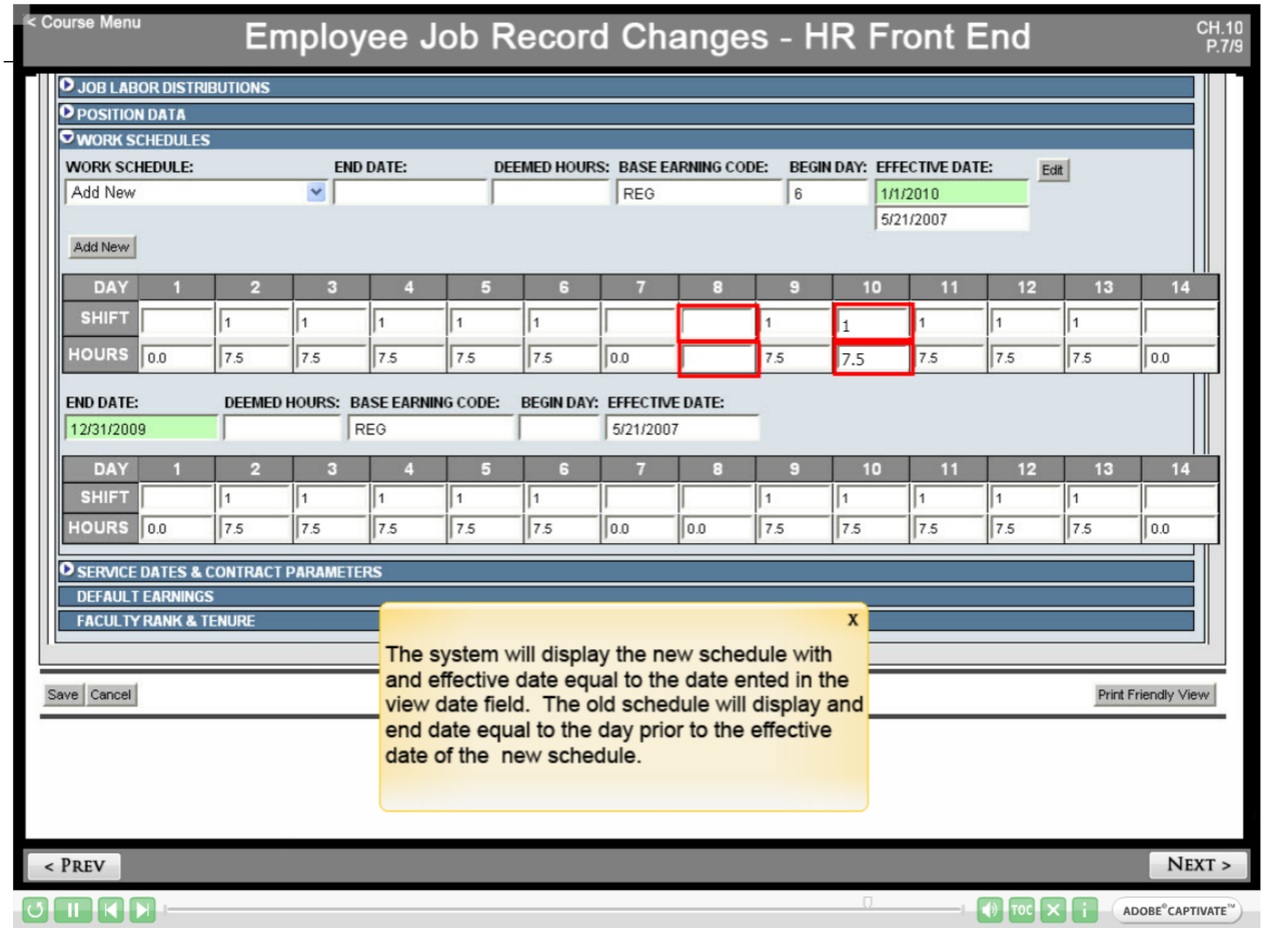
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JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
WORK SCHEDULE:
END DATE:
DEEMED HOURS:
BASE EARNING CODE:
BEGIN DAY:
EFFECTIVE DATE:
Edit
Add New
REG
6
1/1/2010
5/21/2007
Add New
DAY
SHIFT
HOURS
END DATE:
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BASE EARNING CODE:
BEGIN DAY:
EFFECTIVE DATE:
12/31/2009
REG
5/21/2007
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE
X
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.
Save
Cancel
Print Friendly View
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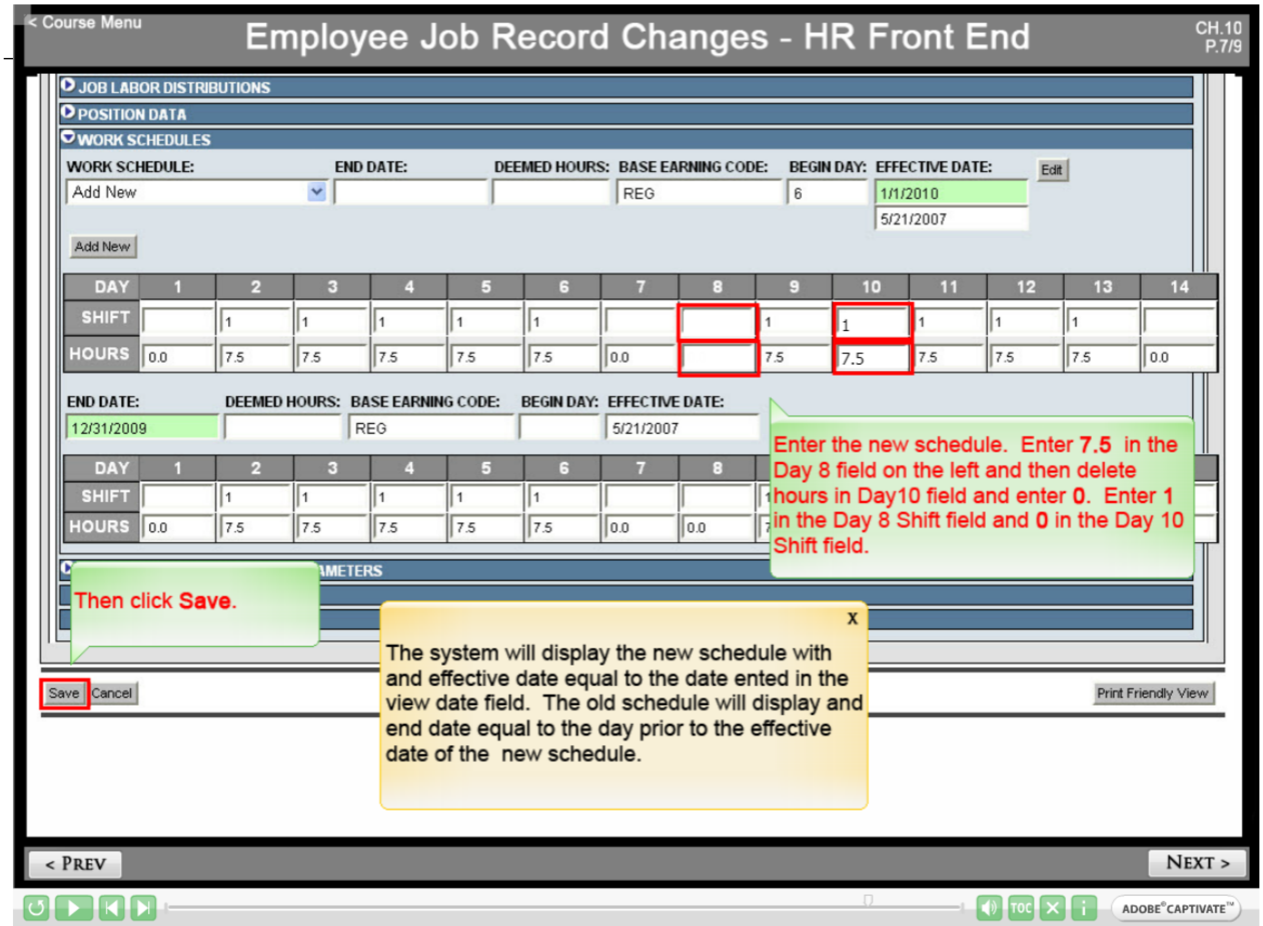
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JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
WORK SCHEDULE: END DATE: DEEMED HOURS: BASE EARNING CODE: BEGIN DAY: EFFECTIVE DATE:
Add New
REG
6
1/1/2010
5/21/2007
Edit
Add New
END DATE: DEEMED HOURS: BASE EARNING CODE: BEGIN DAY: EFFECTIVE DATE:
12/31/2009
REG
5/21/2007
Enter the new schedule. Enter 7.5 in the Day 8 field on the left and then delete hours in Day10 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.
Save
Cancel
Print Friendly View
< PREV
NEXT >
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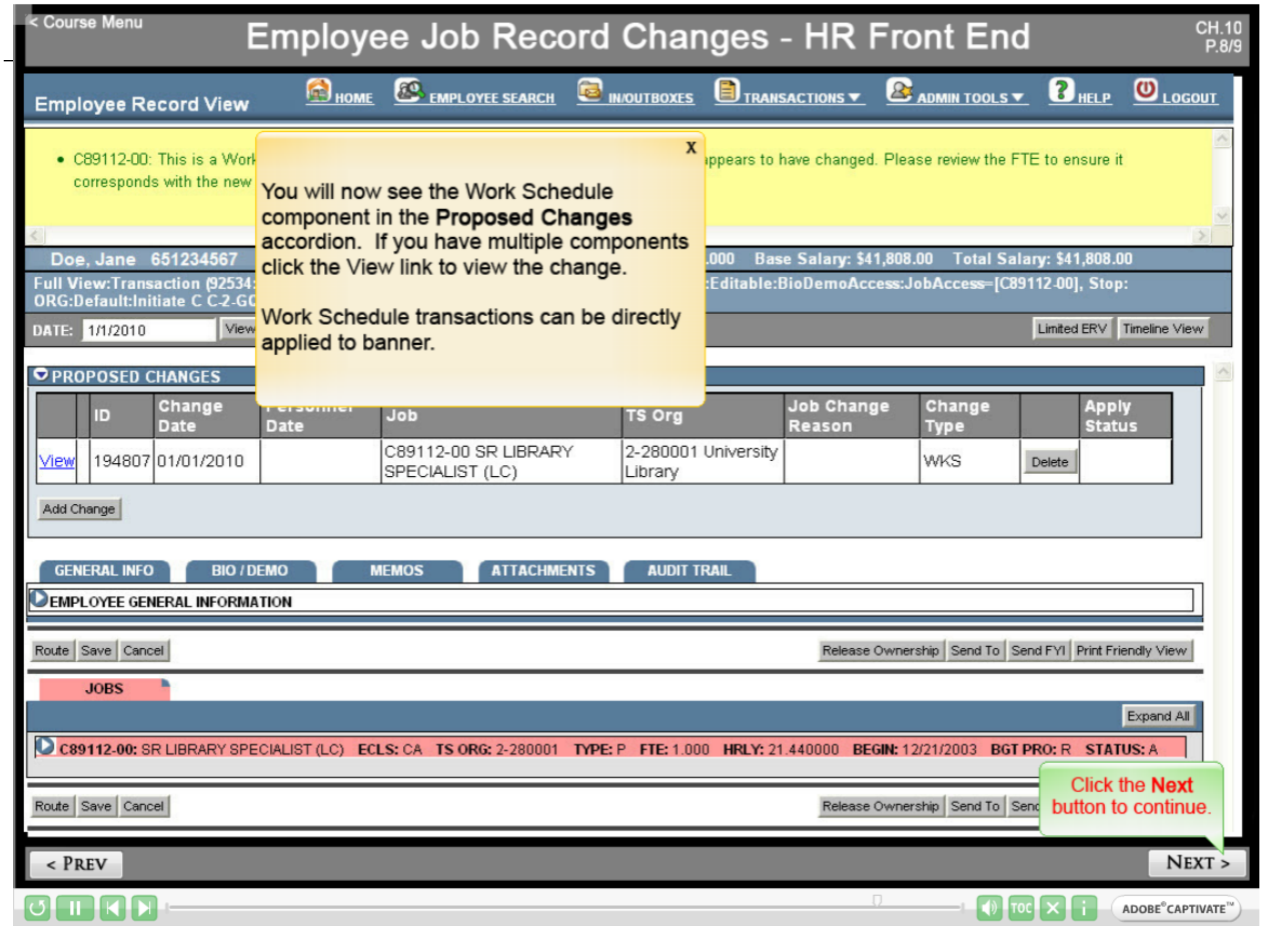
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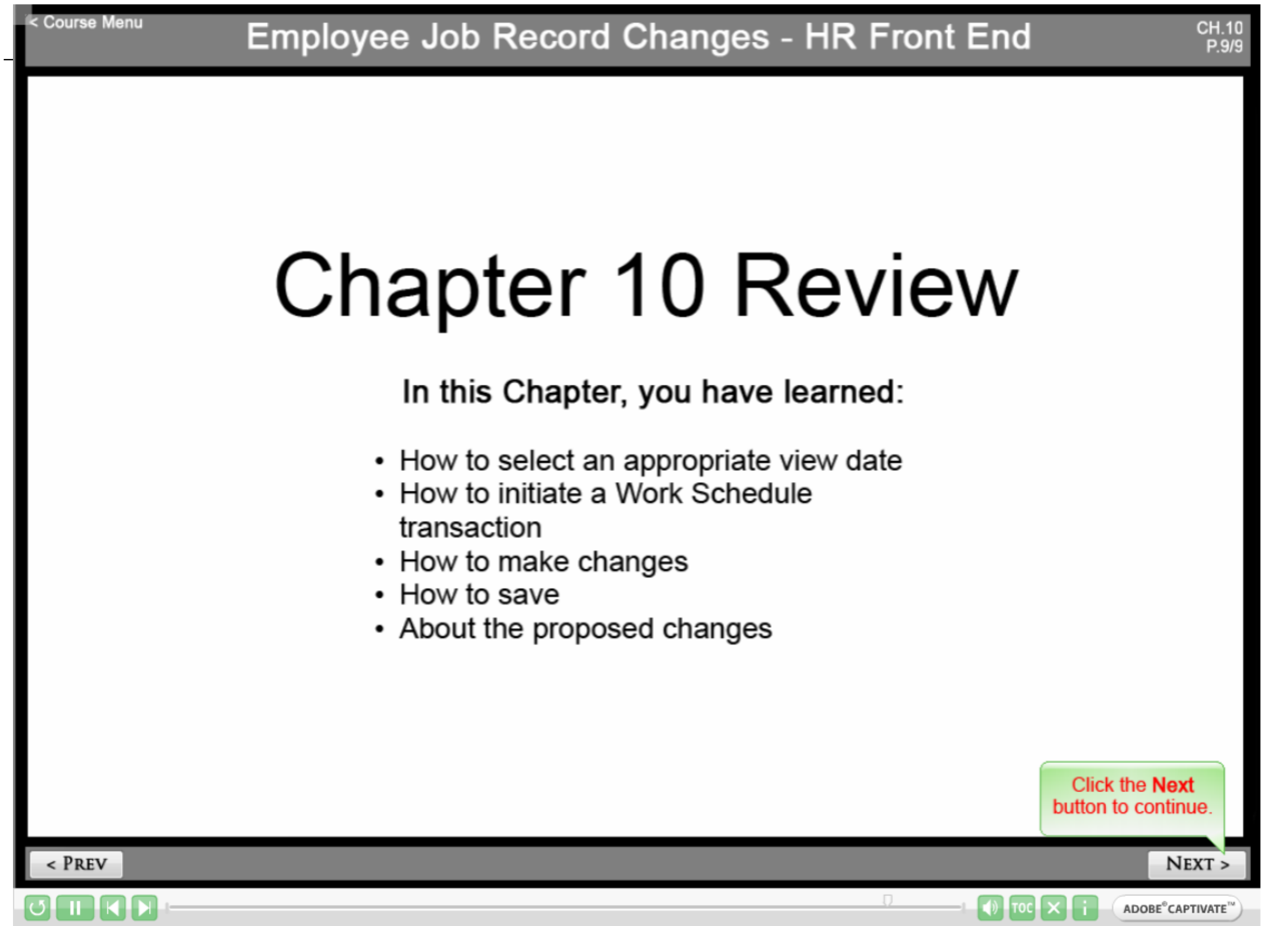
You will now see the Work Schedule component in the **Proposed Changes** accordion. If you have multiple components click the View link to view the change.
Work Schedule transactions can be directly applied to banner.
PROPOSED CHANGES
View 194807 01/01/2010 C89112-00 SR LIBRARY SPECIALIST (LC) 2-280001 University Library WKS Delete
Add Change
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
JOBS
Expand All
Click the Next button to continue.
< PREV
NEXT >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CH.10
P.9/9
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
Click the Next button to continue.
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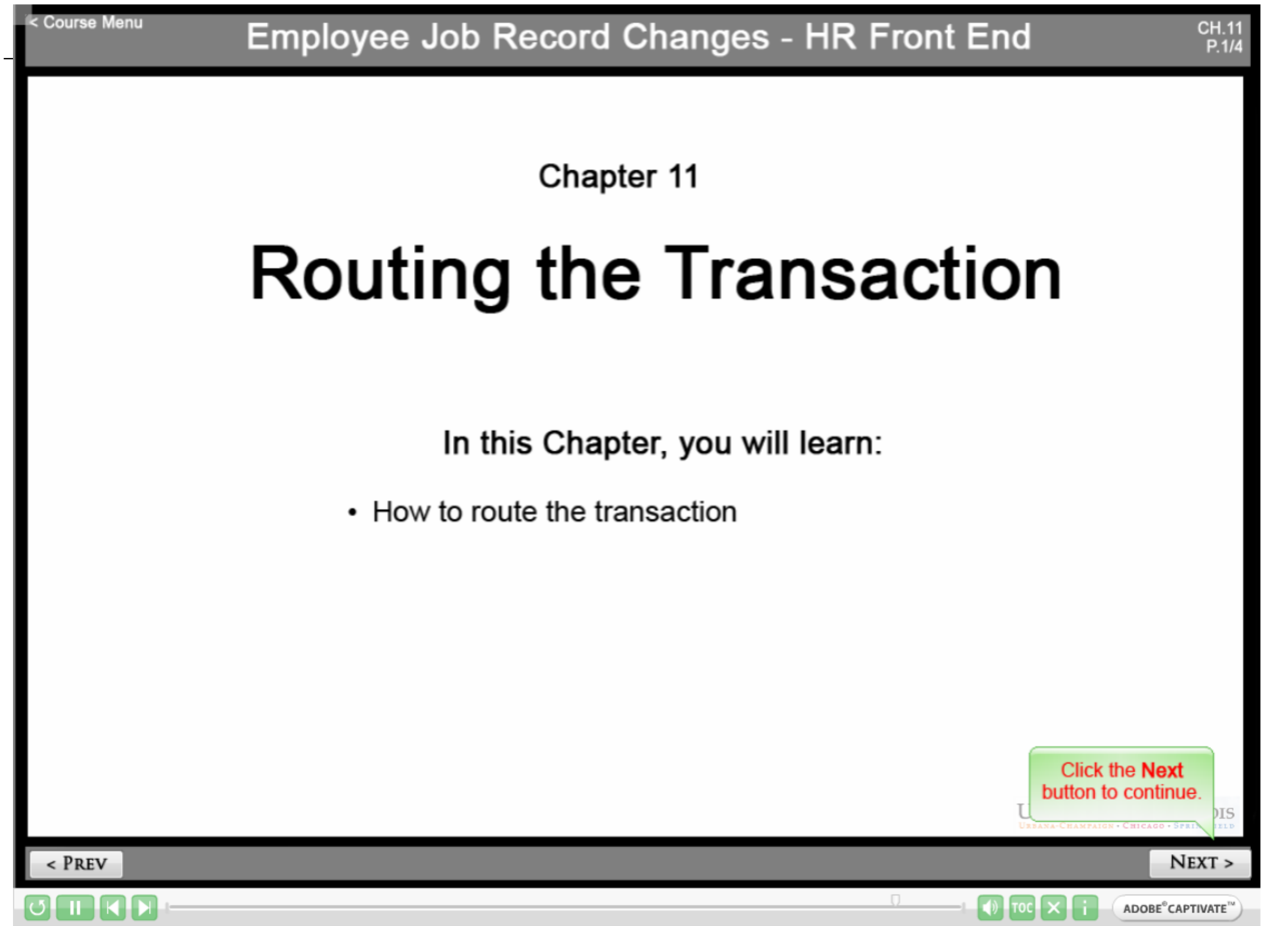
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Chapter 11
Routing the Transaction
In this Chapter, you will learn:
• How to route the transaction
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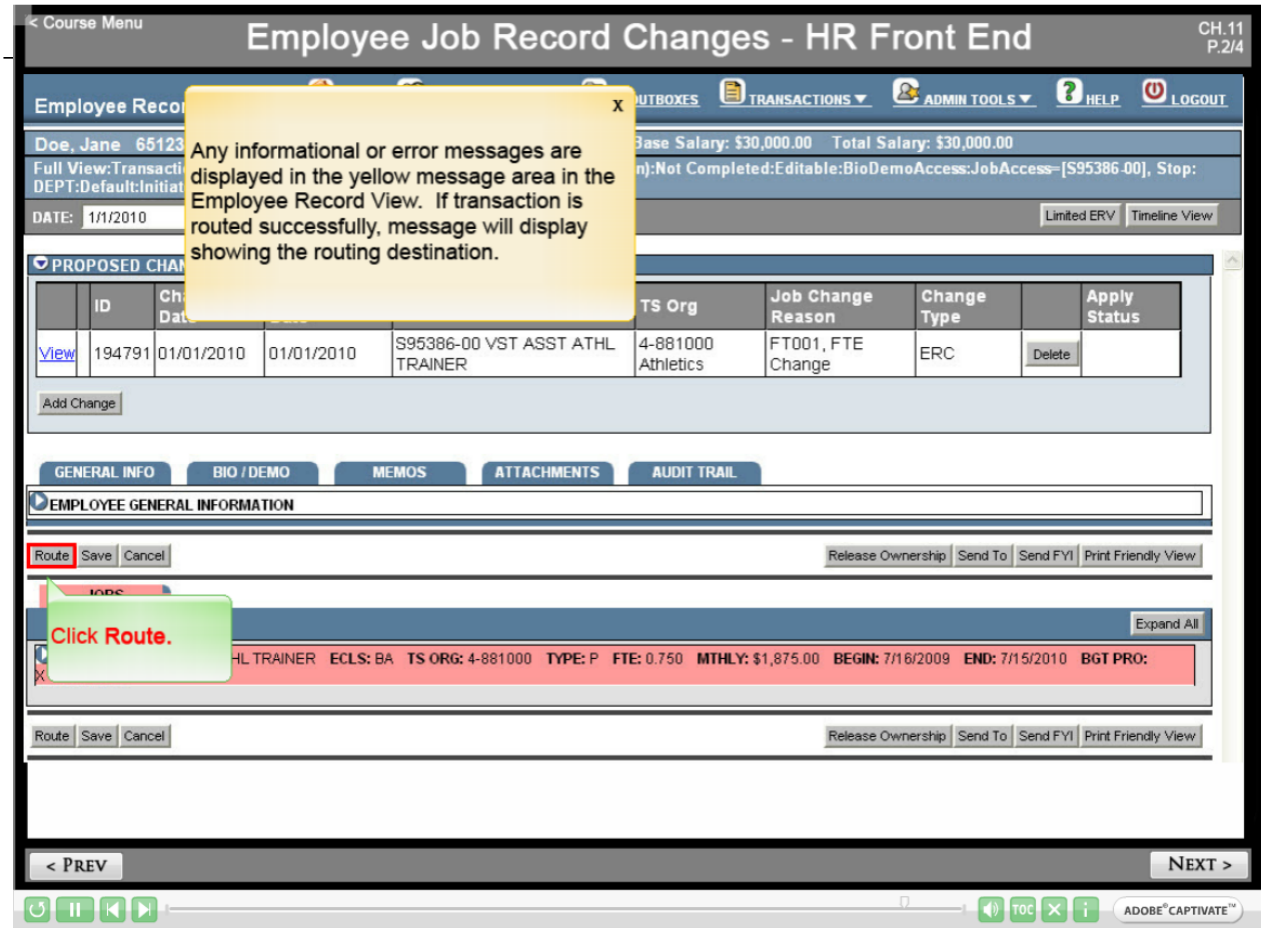

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Any informational or error messages are displayed in the yellow message area in the Employee Record View. If transaction is routed successfully, message will display showing the routing destination.
Click Route.
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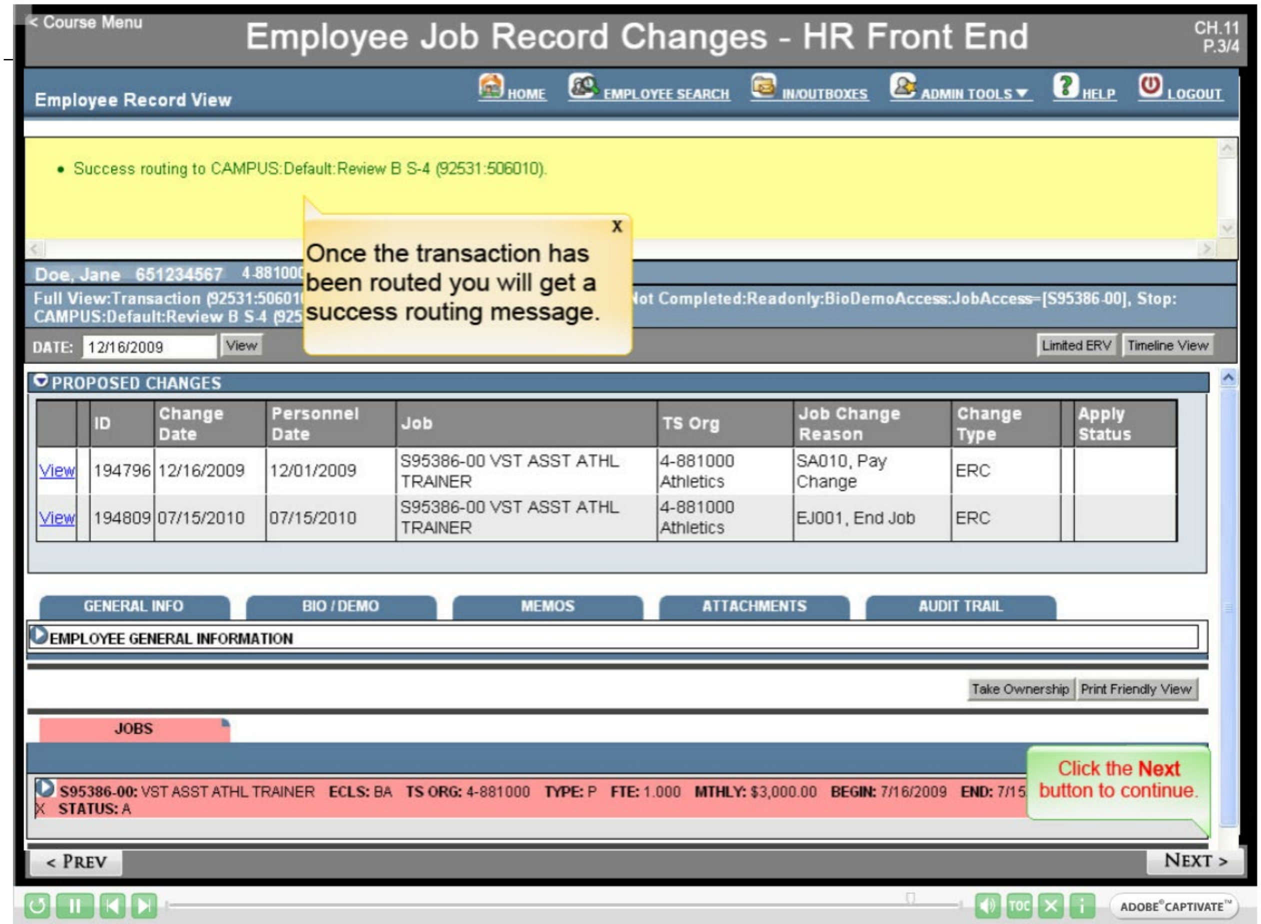

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LOGOUT
Success routing to CAMPUS:Default:Review B S-4 (92531:506010).
Once the transaction has been routed you will get a success routing message.
DATE: 12/16/2009
View
Limited ERV
Timeline View
PROPOSED CHANGES
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Take Ownership
Print Friendly View
JOBS
Click the Next button to continue.
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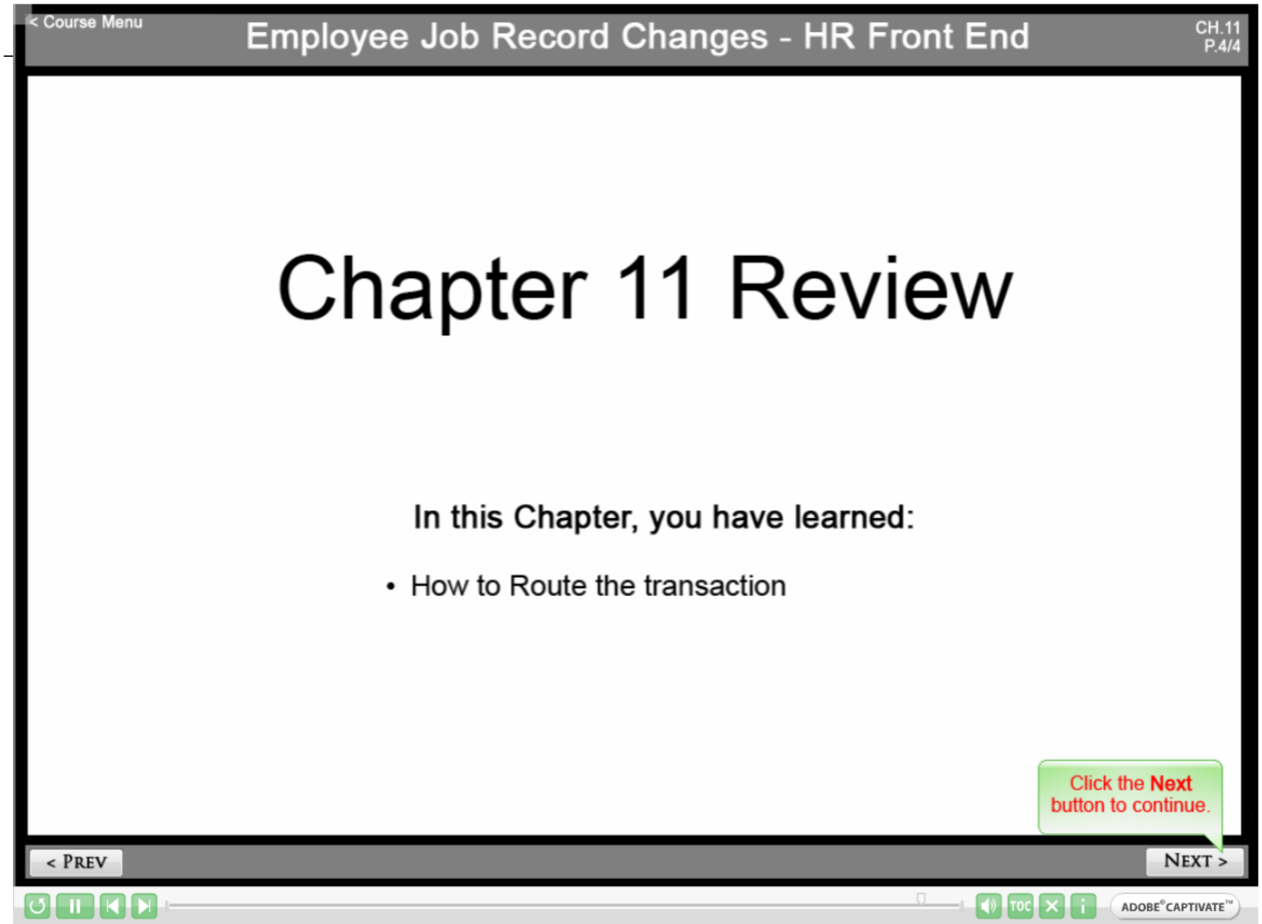
NEXT >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Chapter 11 Review
In this Chapter, you have learned:
• How to Route the transaction
Click the Next button to continue.
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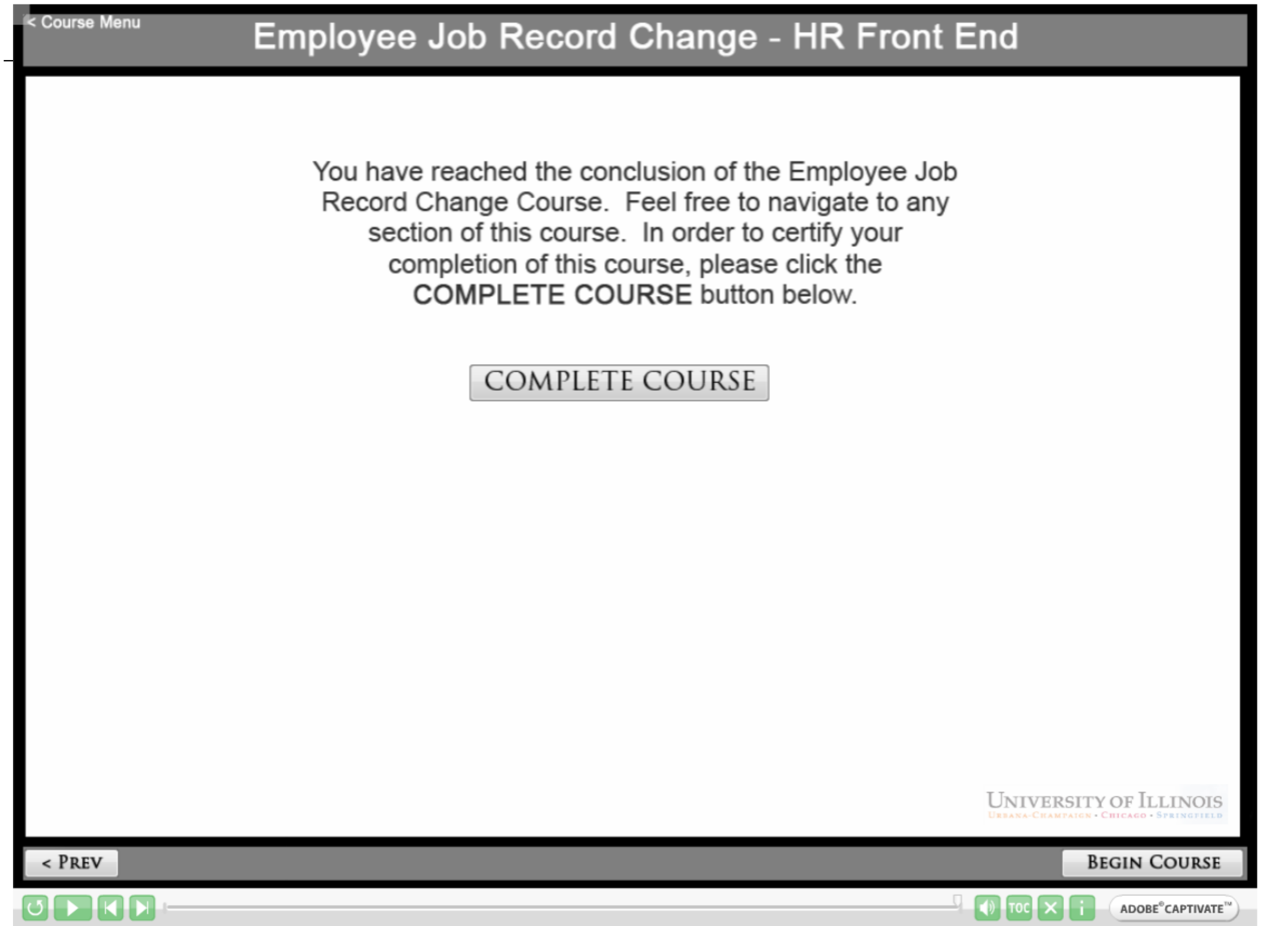
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Employee Job Record Change - HR Front End
You have reached the conclusion of the Employee Job Record Change Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the COMPLETE COURSE button below.
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UNIVERSITY OF ILLINOIS
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