

Historical Job 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

Course ID: Historical Job Change

Revision Date: October 10, 2020

Version: 1.0

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

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

You are responsible for any activity that occurs using your login

- 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 Historical Job Change Quick View

1

- Locate the employee's record and initiate a Historical Job Change transaction.

2

- Complete the Job Selection screen.

3

- Complete the Change Date & Comment screen.

4

- Review the Employee Record View.

5

- Transaction is routed and applied to Banner.

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Introduction

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

Before processing a Historical Job Change transaction, ensure that prior approvals have been obtained where applicable.

What is a Historical Job Change?

Historical Job Change transactions in the HR Front End are used to correct the Personnel Date on job records. Two conditions must *both* be met to use a Historical Job Change on a record:

- The job record is dated on or before the Last Paid Date.
- All information on the job record is correct except for the date.

When both of these apply to a job record, use a Historical Job Change to edit the Personnel Date on the job record. The HR Front End contains a wizard to lead you through the screens involved in a Historical Job Change. Since Historical Job Changes are processed on a job record after pay has been calculated, a pay adjustment outside of the HR Front End is often required, as well.

It is possible to complete multiple historical changes for an employee on a single transaction. You will need to add a component for each historical change needed. For each Historical Job Change component added, you will be taken through the wizard to complete the component.

If you need to change any information on a job record other than the Personnel Date, use an Employee Job Record Change. You should also use an Employee Record Change to correct the Personnel Date on a job record dated after the Last Paid Date. Historical Job Change cannot be used on a record with an Effective Date equal to the Job Begin Date. If the Job Begin Date in the system should have been earlier, a new job needs to be created.

For example, the job labor distribution for an employee is supposed to change on 08/01/08. When entering the record to change the labor distribution a date of 10/16/08 is used instead. The employee is paid before the date discrepancy is discovered. Use a Historical Job Change to change the Personnel Date of the labor distribution change from 10/16/08 to 08/01/08.

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.

Making a Historical Job Change

A Historical Job Change is used **only** to correct the Personnel Date on an existing job record after pay has already been issued. If the job change should have taken effect before the Last Paid Date on the record but the change was never entered, use an Employee Job Record Change. Instructions for adding a job record that is dated before the Last Paid Date are found in the Employee Job Record Change guide.

Initiating a Historical Job Change

To begin a Historical Job Change, you must first open the employee's record.

1. Click **Employee Search** in the navigation bar at the top of the screen.

*The **Employee Search** screen appears.*

HRFE: Employee Search - Mozilla Firefox

https://appserv5-dev.admin.uillinois.edu/hrFrontEnd/jsp/search.do

Employee Search

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Employee Search

UIN: **2** LAST NAME: Edwards FIRST NAME: Timothy USERID: SSN:

COA: 1 - University of Illinois - Urbana COLLEGE: * - All

DEPARTMENT: * - All ORGANIZATION: * - All

CAMPUS: U - UIUC Urbana / Champaign EMPLOYEE GROUP: * - All

☒ INCLUDE TERMINATED EMPLOYEES

Search Reset

Select Query returned 2 rows.

UIN	Last Name	First Name	E-Class	Emp Status	Home ORG
123456780	Edwards	Timothy	HA - Academic Hourly	T	U-1-375000 - State Natural History Survey
123456789	Edwards	Timothy	AA - Acad 9/12mth Ben Elig	A	U-1-251000 - Civil & Environmental Eng

Select

Done appserv5-dev.admin.uillinois.edu

Figure 1: Completed Employee Search screen

2. Type or select the search criteria in the available fields and click **Search**.

The search results appear in a table in the area below the solid black line.

3. Highlight the desired employee in the results list and click **Select**.

*The **Employee Record View** for the selected employee appears.*

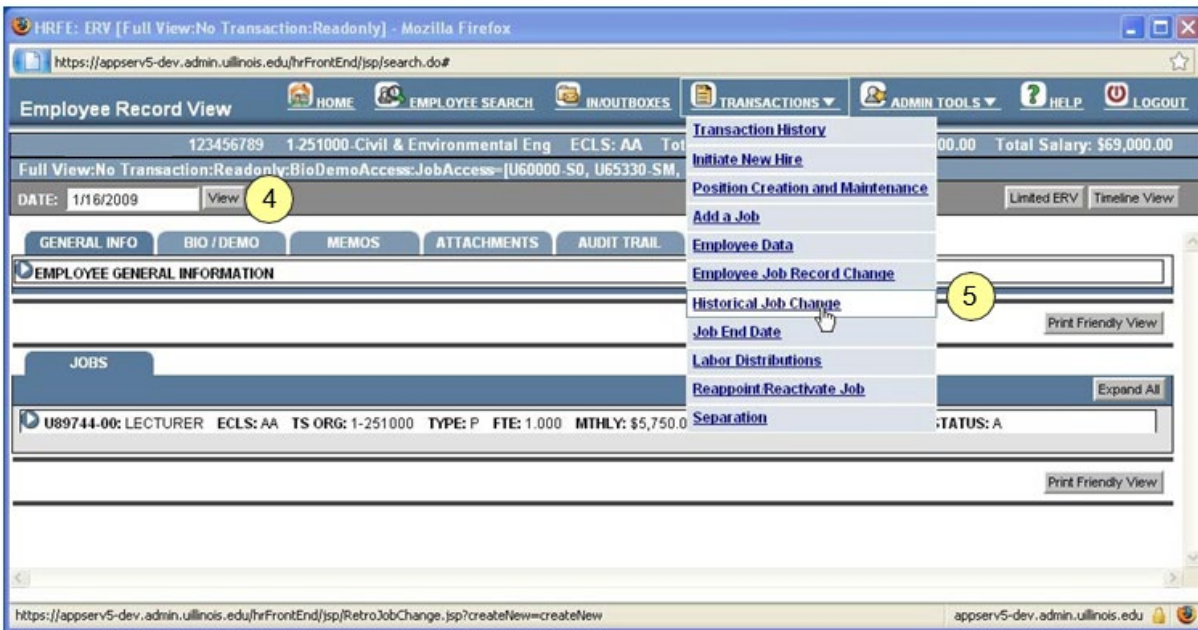


Figure 2: Employee Record View

4. If desired, type a different date in the **View Date** and click **View**. You can make changes only to jobs that exist as of the **View Date**, so choose a date accordingly.

The **Employee Record View** refreshes as of the date typed into the **View Date** field.



HINT: If you are not sure what date to use for the **View Date** you may want to click **Timeline View**. You can find the appropriate date here for the job you want to change and then click **ERV** to return to the **Employee Record View** and begin the transaction.

5. From the **Transactions** menu, select **Historical Job Change**.

The **Job Selection** screen of the **Historical Job Change Wizard** appears.

Selecting the Job

On the **Job Selection** screen of the wizard, you choose the specific job record that needs to be corrected. Selecting this record is a two-part process.

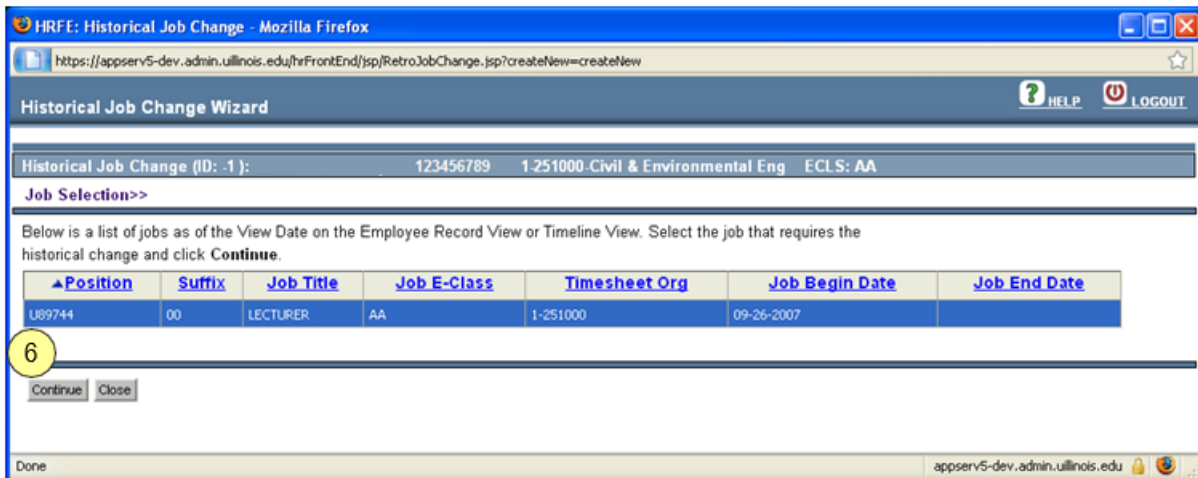


Figure 3: Initial Job Selection screen

- Highlight the job that requires the change and click **Continue**.



NOTE: The only jobs that appear in the **Job Selection** screen are:

- Jobs for which you have security access.
- Jobs as of the **View Date** specified in the **Employee Record View**.

A table of effective-dated job records associated with the selected job appears below the list of jobs.

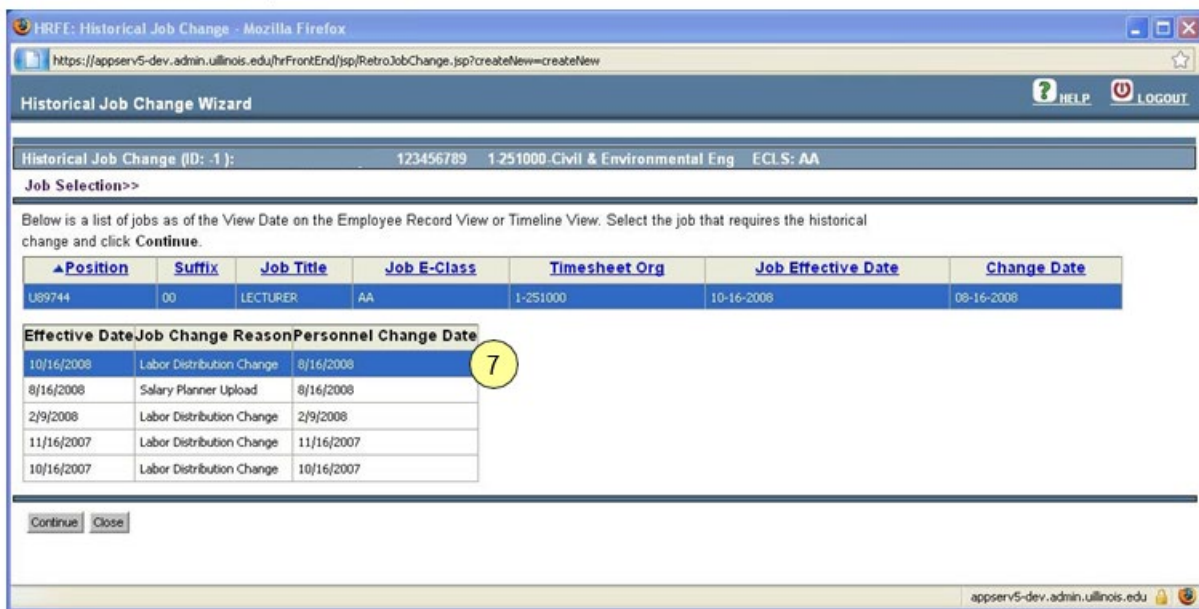


Figure 4: Job Selection screen after a job is selected

- Highlight the effective-dated record that requires a change to the **Personnel Date** and click **Continue**.

The **Change Date and Comment** screen appears (see Figure 5 below). The **Original Effective Date** and the **Original Change Date** default from the job record selected and are not editable.



HINT: If the employee has multiple jobs and you realize that you have selected the wrong job, you can still select the correct job without leaving the **Job Selection** screen. Simply click the correct job in the jobs list at the top of the screen. Then click **Continue** again.

Entering the Change Date and Comments

In the **Change Date and Comment** screen of the wizard, you add the correct **Personnel Date**.

Figure 5: Completed Change Date and Comment screen

- Type the corrected date in the **New Personnel Date** field.



NOTE: The **New Personnel Date** must be on or before the **Original Effective Date**.

- Type notes explaining the new date in the **Comments** field.
- Click **Continue**.

The **Employee Record View** appears as of the **New Personnel Date**.

Completing the Historical Job Change

After the last screen of the wizard is completed, the **Employee Record View** displays the state of the employee as of the **New Personnel Date** entered into the wizard.

HRFE: ERV [Full View:Transaction (1229:3182) RETRO (3799):Editable] - Mozilla Firefox

https://appserv5-dev.admin.uillinois.edu/hrFrontEnd/jsp/ERV.jsp

Employee Record View | HOME | EMPLOYEE SEARCH | IN/OUTBOXES | TRANSACTIONS | ADMIN TOOLS | HELP | LOGOUT

Edwards, Timothy 123456789 1-251000-Civil & Environmental Eng ECLS: AA Total FTE: 1.000 Base Salary: \$69,000.00 Total Salary: \$69,000.00

Full View:Transaction (1229:3182) RETRO (3799):Owner=Yes (eret):Not Completed:Editable:BioDemoAccess:JobAccess=[U60000-S0, U65330-SM, U65245-00, U89744-00, U65232-00], Stop: DEPT:Default:Initiate A U-1-KP-251 251000 (1229:3182)

DATE: 8/1/2008 View Limited ERV Timeline View

PROPOSED CHANGES

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	
11	View Wizard	3799	08/01/2008	08/01/2008	U89744-00 LECTURER	1-251000 Civil & Environmental Eng	LD001, Labor Distribution Change	HJC

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

U89744-00: LECTURER	ECLS: AA	TS ORG: 1-251000	TYPE: P	FTE: 1.000	MTHLY: \$5,750.00	BEGIN: 9/26/2007	BGT PRO: R	STATUS: A
U60000-S0: LECTURER	ECLS: MM	TS ORG: 1-251000	TYPE: O	FTE: 0.500	MTHLY: \$3,722.22	BEGIN: 5/16/2008	END: 8/15/2008	STATUS: A

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

Done appserv5-dev.admin.uillinois.edu

Figure 6: Employee Record View after Historical Job Change Wizard



NOTE: The **Proposed Changes** accordion at the top of the **Employee Record View** summarizes all changes proposed on this transaction. The **Change Date** and **Personnel Date** for the Historical Job Change (noted by 'HJC' in the **Change Type** column) are the same as the **New Personnel Date** typed into the wizard.

- If there are multiple components for the transactions, click the **View** link to the left of the Historical Job Change component.

*The **Employee Record View** refreshes as of the **Change Date** for the component.*

- Under the **Jobs** tab, click the accordion bar for the changed job to expand and review the **Job Detail**.

*The **Job Detail** accordion for the job is expanded.*

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

U89744-00: LECTURER ECLS: AA TS ORG: 1-251000 TYPE: P FTE: 1.000 MTHLY: \$5,750.00 BEGIN: 9/26/2007 BGT PRO: R STATUS: A

JOB DETAIL

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
8/1/2008	10/16/2008	1/15/2009	9/26/2007	
8/16/2008				

POSITION: U89744 **SUFFIX:** 00 **POSITION CLASS:** BAEAA - OTHAC 9MO LCTUR **JOB TITLE:** LECTURER **JOB TYPE:** P - Primary

PAY ID: MN - Monthly **FACTOR:** 12 **JOB FTE:** 1.000 **APPT %:** 100.0 **PAY RATE:** **HOURLY:** 33.173715 **MONTHLY:** \$5,750.00 **ANNUAL:** \$69,000.00 **JOB STATUS:** A - Active

JOB CHANGE REASON: LD001 - Labor Distribution Change **COA:** 1 **ORG:** 251000 - Civil & Environmental Eng **TIME ENTRY METHOD:** P - Payroll

JOB EMPLOYEE CLASS: AA - Acad 9/12mth Ben Elig **LEAVE CATEGORY:** A3 - 9/12 mth 2 FH 25 **ACCUE LEAVE:** Y - Yes

SALARY

GROUP:	TABLE:	GRADE:	STEP:
2009	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
Labor Distribution change entered for wrong date. Change to earlier date.	eret	01-16-2009 15:06:36

Old Comments	UserID	Date
account change per K. Hepler.	SWALTZ	10-14-2008 16:25:04

Figure 7: Job Detail in Employee Record View

13. If you need to make corrections to the information entered into the **Historical Job Change Wizard**, click the **Wizard** link to the left of the component in the **Proposed Changes**.

*The initial screen of the Historical Job Change wizard (the **Job Selection** screen) appears.*



NOTE: When the returning to the wizard, you must continue through all successive screens of the wizard in order for the system to properly validate data.

14. Click **Add Change** to add a component if another Historical Job Change (or other change type) is needed.
15. Add transaction memos in the **Memos** tab and attach supporting documents in the **Attachments** tab, if applicable.



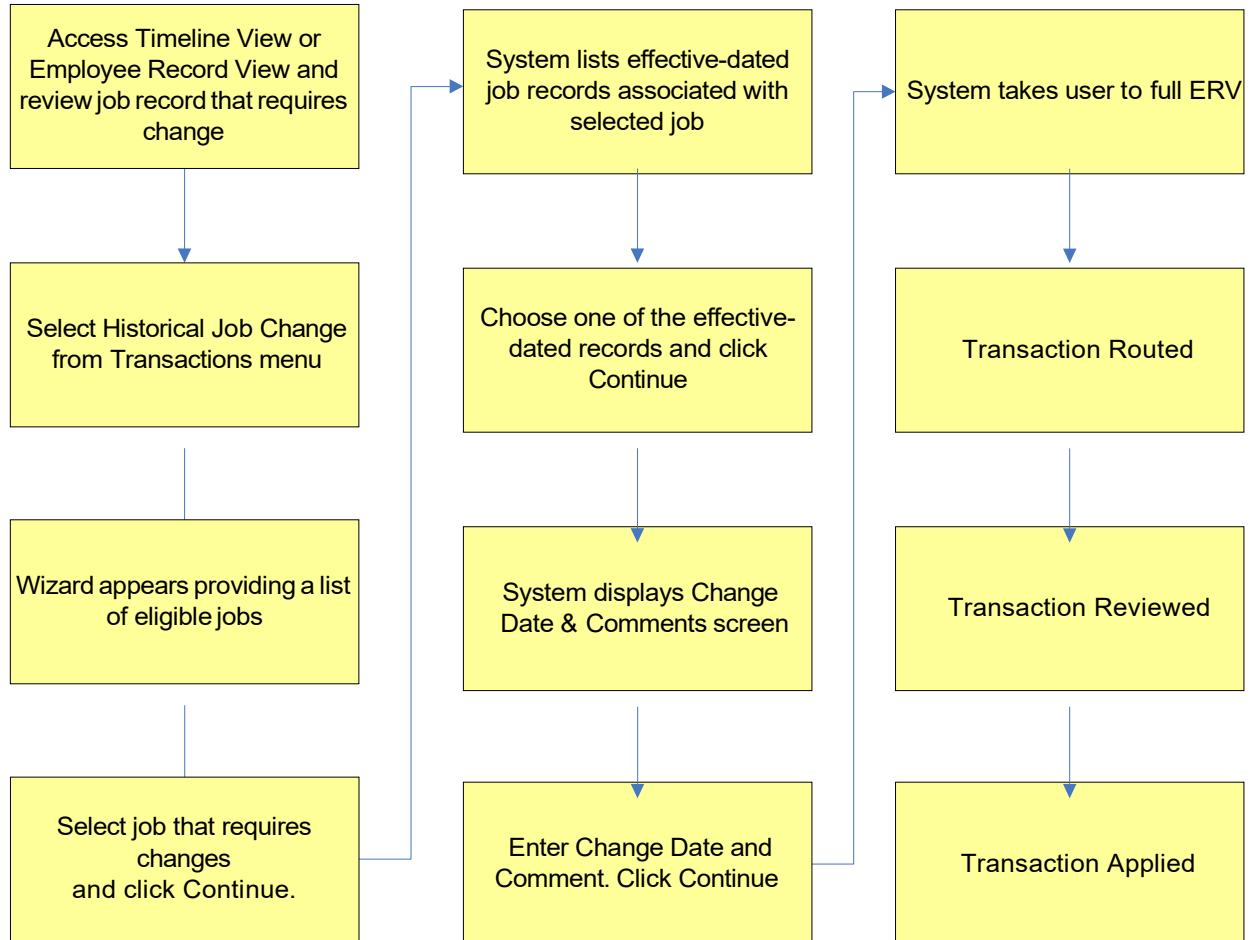
NOTE: More information on how to complete steps 14 and 15 is available in the Additional Elements guide.

The transaction is now ready to be routed and applied to Banner.

Remember that you may also need to process a pay adjustment outside of the HR Front End to correct pay the employee has already received.

Appendix A: Historical Job Change Process Flow

Historical Job Change transactions in the HR Front End are processed with the help of a wizard. Below is the flow for the Historical Job Change process, including steps before, during, and after the wizard.



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This course will help to equip you when working with Historical Job Change transactions in the HR Front End Application.

CHAPTER	• YOU WILL LEARN ABOUT
1 – Common Terminology	<ul style="list-style-type: none">• Common Terminology• What an Employee Job Record Change is• Employee Job Record Change Quick View
2 – Initiating and Navigating the Historical Job Change Wizard	<ul style="list-style-type: none">• How to initiate the Historical Job Change Transaction• How to enter the Wizard• How to select the job• How to select the effective-dated record• How to enter the new personnel date• How to enter a comment
3 – Reviewing the Transaction in the Employee Record View	<ul style="list-style-type: none">• About the Proposed Changes accordion• How to route the transaction
4 – Course Review	<ul style="list-style-type: none">• You will participate in activities that will assess your understanding of the content covered in this course

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Click the **Next** button to continue.

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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.

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Click the **Next** button
to continue.

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Chapter 1

Common Terminology

In this Chapter, you will learn:

- Common Terminology
- What a Historical Job Change transaction is
- Historical Job Change Quick View

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VERSITYClick the **Next** button
to continue.




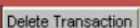




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Historical Job Change - Button Functionality

BUTTON	FUNCTIONALITY
	The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active
	The Close button enables the user to exit the transaction.
	The Continue button is used to proceed through the screens of a Wizard
	The Delete Transaction button is used to delete a transaction from the system.
	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.
	The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.
	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)
	The Send To feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.

Click the **Next** button to continue.

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What is Historical Job Change?

Historical Job Change transactions in the HR Front End are used to correct the Personnel Date on job records. Two conditions must *both* be met to use a Historical Job Change on a record:

- The job record is dated on or before the Last Paid Date.
- All information on the job record is correct except for the date.

When both of these apply to a job record, use a Historical Job Change to edit the Personnel Date on the job record. The HR Front End contains a wizard to lead you through the screens involved in a Historical Job Change. Since Historical Job Changes are processed on a job record after pay has been calculated, a pay adjustment outside of the HR Front End is often required, as well.

Click the **Next** button to continue.

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It is possible to complete multiple historical changes for an employee on a single transaction. You will need to add a component for each historical change needed. For each Historical Job Change component added, you will be taken through the wizard to complete the component.

If you need to change any information on a job record other than the Personnel Date, use an Employee Job Record Change. You should also use an Employee Record Change to correct the Personnel Date on a job record dated after the Last Paid Date. Historical Job Change cannot be used on a record with an Effective Date equal to the Job Begin Date. If the Job Begin Date in the system should have been earlier, a new job needs to be created.

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Historical Job Change Quick View

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- Locate the employee's record and initiate a Historical Job Change transaction.

2

- Complete the Job Selection screen.

3

- Complete the Change Date & Comment screen.

4

- Review the Employee Record View.

5

- Transaction is routed and applied to Banner.

Click the **Next** button to continue.

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Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What a Historical Job Change transaction is
- Historical Job Change Quick View

Click the **Next** button
to continue.

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Chapter 2

Initiating and Navigating the Historical Job Change Wizard

In this Chapter, you will learn:

- How to initiate the Historical Job Change Transaction
- How to enter the Wizard
- How to select the job
- How to select the effective-dated record
- How to enter the new personnel date
- How to enter a comment

Click the **Next** button to continue.

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Historical Job Change- HR Front End
CH.2 - P.2/6

Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT

Doe, John 651234567 2-967000-Pharmacy Practice ECLS: BA Total FTE:
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess-[C01631-00, C96917-02, C18382-00, C10707-00]
DATE: 12/2/2009 View

GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TR

EMPLOYEE GENERAL INFORMATION

JOBS

C18382-00: ASST DIR, PRIOR AUTH GROUP ECLS: BA TS ORG: 2-967000 TYPE: P FTE: 1.000 MTHLY: \$8,833.33 BEGIN: 10/16/2008 BGT PRO: R STATUS:
C10753-00: CLIN INSTR ECLS: AL TS ORG: 2-967000 TYPE: S FTE: 0.000 MTHLY: \$0.00 BEGIN: 8/16/2007 BGT PRO: R STATUS: A

Transaction History
Initiate New Hire
Position Creation and Maintenance
Employee Job Record Change
Labor Distributions
Historical Job Change
Repoint Reactivate Job
a Job
ation
Employee Data
End Date

To initiate the transaction click **Historical Job Change** from the Transactions Menu.

To begin a Historical Job 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**.

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Historical Job Change- HR Front End
CH.2 - P.3/6

Historical Job Change Wizard
HELP
LOGOUT

Historical Job Change (ID: -1): Doe, John 651234567 2-967000-Pharmacy Practice ECLS: BA

Job Selection>>

Below is a list of jobs as of the View Date on the Employee Record View or Timeline View. Select the job that requires the historical change and click **Continue**.

Position	Suffix	Job Title	Job E-Class	Timesheet Org	Job Begin Date	Job End Date
C10725	00	DIR, APPE	BA	2-967000	08-16-2007	
C18386	00	ASST HEAD FOR EDUC	BA	2-967000	12-01-2008	
C92619	00	CLIN ASST PROF	AL	2-967000	12-16-2003	

Continue
Close

Select job then click **Continue**.

On the **Job Selection** screen of the wizard, you choose the specific job record that needs to be corrected.

The only jobs that appear in the **Job Selection** screen are:

- Jobs for which you have security access.
- Jobs as of the **View Date** specified in the **Employee Record View**.

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HR Front End Training

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Historical Job Change Wizard



HELP



LOGOUT

Historical Job Change (ID: -1): Doe, John 651234567 2-967000-Pharmacy Practice ECLS: BA

Job Selection>>

Below is a list of jobs as of the View Date on the Employee Record View or Timeline View. Select the job that requires the historical change and click **Continue**.

Position	Suffix	Job Title	Job E-Class	Timesheet Org	Job Begin Date	Job End Date
C10725	00	DIR, APPE	BA	2-967000	08-16-2007	
C18386	00	ASST HEAD FOR EDUC	BA	2-967000	12-01-2008	
C92619	00	CLIN ASST PROF	AL	2-967000	12-16-2003	

Effective Date	Job Change Reason	Personnel Change Date
8/16/2009	Reappointment	8/16/2009
7/1/2009	Labor Distribution Change	7/1/2009
7/1/2008	Labor Distribution Change	7/1/2008
11/19/2007	Title Change	11/19/2007
11/16/2007	Reappointment	11/16/2007
11/15/2007	End Job	11/15/2007

A table of effective-dated job records associated with the selected job appears below the list of jobs.

Continue Close

Select the effective-dated job record then click **Continue**.

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Historical Job Change- HR Front End
CH.2 - P.5/6

Historical Job Change Wizard
? HELP
LOGOUT

Historical Job Change (ID: -1): Doe, John 661234567 2-967000-Pharmacy Practice ECLS: BA

Job Selection>> Change Date & Comment

You have chosen to make a Historical Job Change. Please enter the New Change Date and a

Original Effective Date 8/16/2009 Original Change Date 8/16/2009

New Personnel Date 8/1/09

Enter new Personnel Date of 8/1/09

JOB COMMENTS

Comments

Test

UserID

sandrsn

Continue

Enter Job Comment: Test

Delete Transaction

The Change Date & Comment screen appears. The Original Effective Date and the Original Change Date default from the job record selected and are not editable.

You will now enter a new Personnel Date and Comment.

The New Personnel Date must be on or before the Original Effective Date.

Click the Next button to continue.

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NEXT >

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Chapter 2 Review

In this Chapter, you have learned:

- How to initiate the Historical Job Change Transaction
- How to enter the Wizard
- How to select the job
- How to select the effective-dated record
- How to enter the new personnel date
- How to enter a comment

Click the **Next** button to continue.

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Chapter 3

Reviewing the Transaction in the Employee Record View

In this Chapter, you will learn:

- About the Proposed Changes accordion
- How to route the transaction

Click the **Next** button to continue.

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Historical Job Change Wizard



Historical Job Change (ID: -1): **Doe, John** 651234567 2-967000-Pharmacy Practice ECLS: BA

Job Selection>> **Change Date & Comment**

You have chosen to make a Historical Job Change. Please enter the New Change Date and a Job Comment.

Original Effective Date 8/16/2009

Original Change Date 8/16/2009

New Personnel Date * 8/1/09

Once a new Personnel Date and Comment is entered, you are ready to review the transaction in the Employee Record View.

JOB COMMENTS

Comments

test

UserID

sandrsm

Continue

Save

Close

Delete Transaction

Click Continue.

< PREV

NEXT >



Course Menu

History

CH.3 - P.3/5

Employee Record View

HOME

HELP

LOGOUT

Doe, John

651234567

2-967000-Pharm

Full View:Transaction (92433:505689) HJC (194581):

C10588-00, C10753-00, C88883-00, C00563-00, C9691

DATE: 8/16/2009

View

106,000.00

C01631-00, C96917-02,

967-967000 (92433:505689)

Limited ERV

Timeline View

PROPOSED CHANGES

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View Wizard	194581	08/16/2009	08/01/2009	C18382-00 ASST DIR, PRIOR AUTH GROUP	2-967000 Pharmacy Practice	SA018, Salary Planner Upload	HJC	<div>Delete</div>

Add Change

GENERAL INFO

BIO / DEMO

EMPLOYEE GENERAL INFORMATION

Route

Save

Cancel

Release Ownership

Send To

Send FYI

Print Friendly View

JOBS

Expand All

GROUP	ECLS: BA	TS ORG: 2-967000	TYPE: P	FTE: 1.000	MTHLY: \$8,833.33	BEGIN: 10/16/2008	BGT PRO: R	STATUS:
C10753-00: CLIN INSTR	ECLS: AL	TS ORG: 2-967000	TYPE: S	FTE: 0.000	MTHLY: \$0.00	BEGIN: 8/16/2007	BGT PRO: R	STATUS: A

< PREV

NEXT >

After the last screen of the wizard is completed, the **Employee Record View** displays the state of the employee as of the **New Personnel Date** entered into the wizard.

You will now see the **Proposed Changes** accordion. If you have multiple components click the View Link to view the change.

You will notice the Personnel date is **8/1/09** which is the date you entered in the wizard.

Click the **Route** button.

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Employee Record View
HOME
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LOGOUT

- Success routing to ORG:Default:Review B C-2-FX-967-967000 (92433:505691).

Once the transaction has been routed you will get a success routing message.

Doe, John 651234567 2
Full View:Transaction (92433:505691)
Total FTE: 1.000 Base Salary: \$106,000.00 Total Salary: \$106,000.00
C10753-00, C88883-00, C00563-00, C96917-00, C96917-01, C18382-00, C10707-00], Stop: ORG:Default:Review B C-2-FX-967-967000 (92433:505691)
DATE: 8/16/2009 View Limited ERV Timeline View

GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION
Take Ownership Print Friendly View

JOBS
Expand All

C18382-00: ASST DIR, PRIOR AUTH GROUP	ECLS: BA	TS ORG: 2-967000	TYPE: P	FTE: 1.000	MTHLY: \$8,833.33	BEGIN: 10/16/2008	BGT PRO: R	STATUS:
C10753-00: CLIN INSTR	ECLS: AL	TS ORG: 2-967000	TYPE: S	FTE: 0.000	MTHLY: \$0.00	BEGIN: 8/16/2007	BGT PRO: R	STATUS: A

Take Ownership Print Friendly View

Click the **Next** button to continue.

< PREV
NEXT >

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Chapter 3 Review

In this Chapter, you have learned:

- About the Proposed Changes accordion
- How to route the transaction

Click the **Next** button
to continue.

< PREV

NEXT >



Historical Job Change- HR Front End

You have reached the conclusion of the Historical Job Change Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the **COMPLETE COURSE** button below.

[COMPLETE COURSE](#)

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