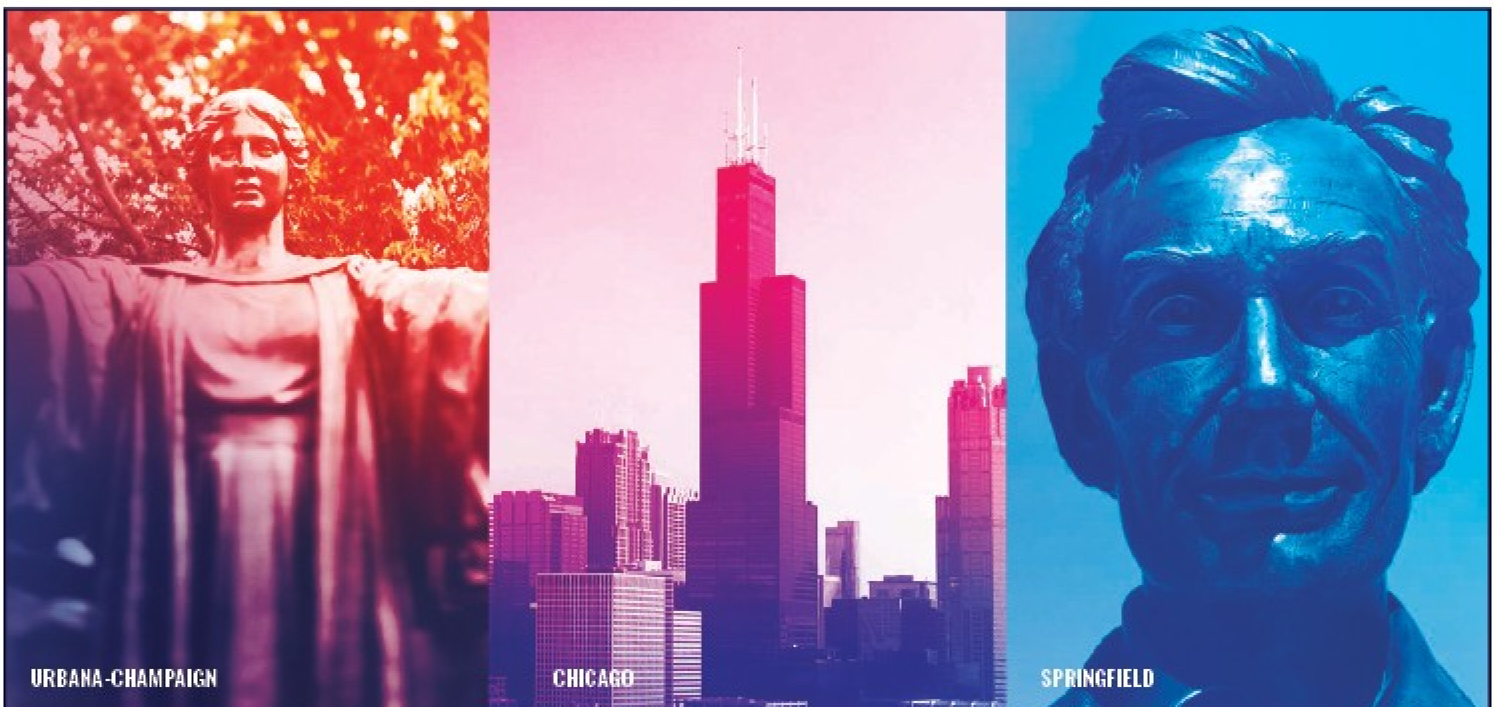
HRFE Overview and Navigation
HR FRONT END TRAINING
HOW-TO GUIDE



UNIVERSITY OF ILLINOIS SYSTEM

Acknowledgements

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

Course Information

Course ID:	HRFE Overview and Navigation
Date:	October 10, 2020
Version:	1.0

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

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

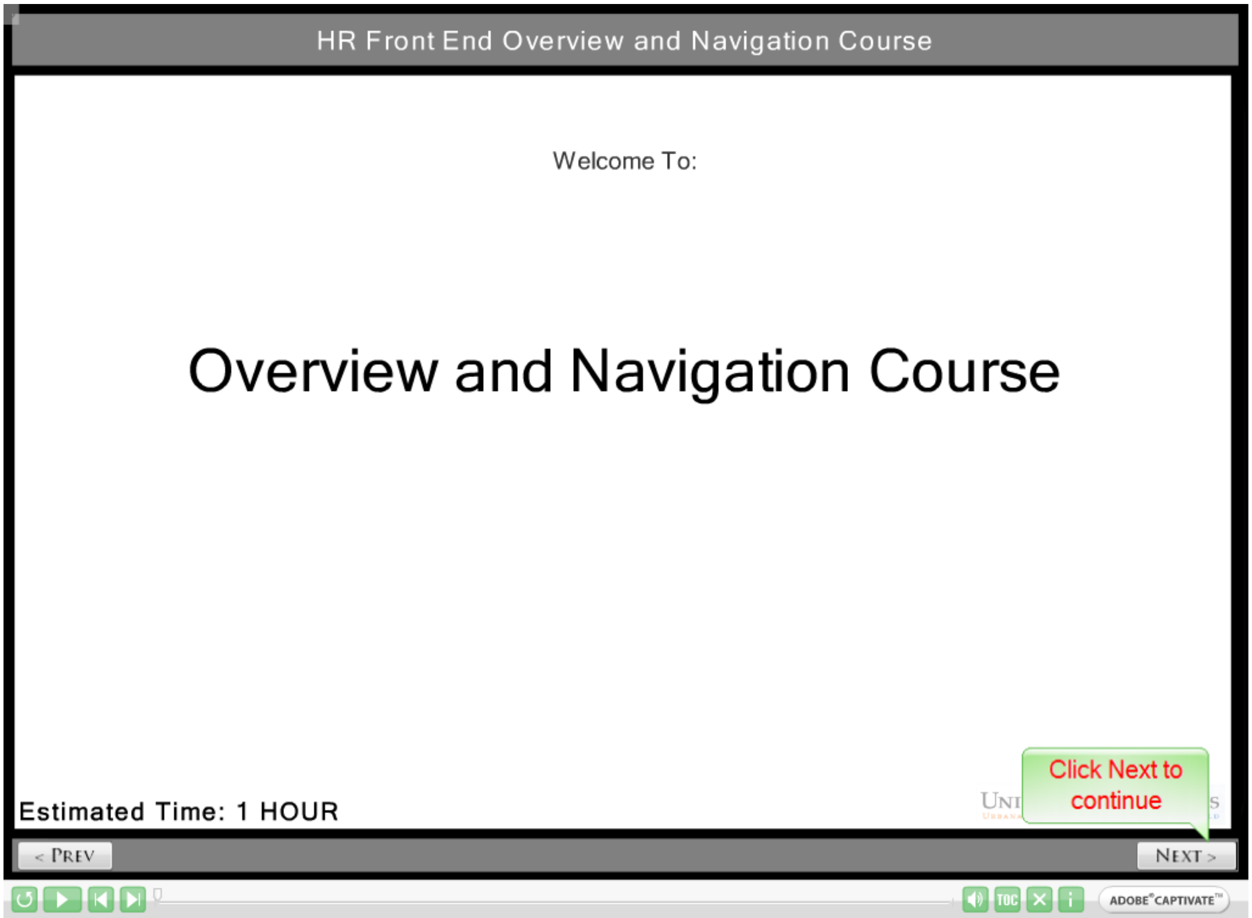
You are responsible for any activity that occurs using your logon

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

You have access to very sensitive personal information

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

Any violation could subject you to disciplinary action.


HR Front End Overview and Navigation Course
Welcome To:
Overview and Navigation Course
Estimated Time: 1 HOUR
Click Next to continue
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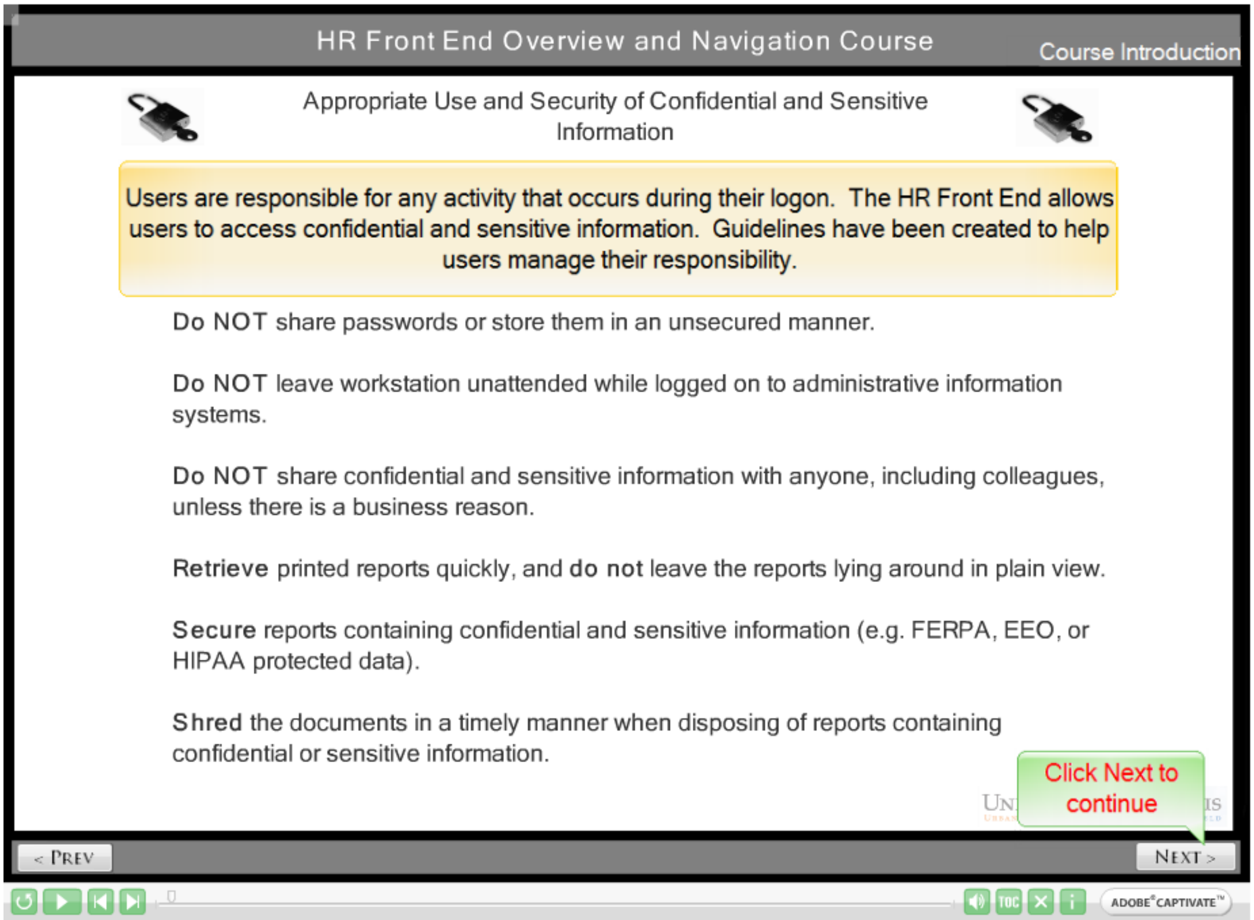
HR Front End Overview and Navigation Course
Course Introduction
Appropriate Use and Security of Confidential and Sensitive Information
Users are responsible for any activity that occurs during their logon. The HR Front End allows users to access confidential and sensitive information. Guidelines have 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.
Click Next to continue
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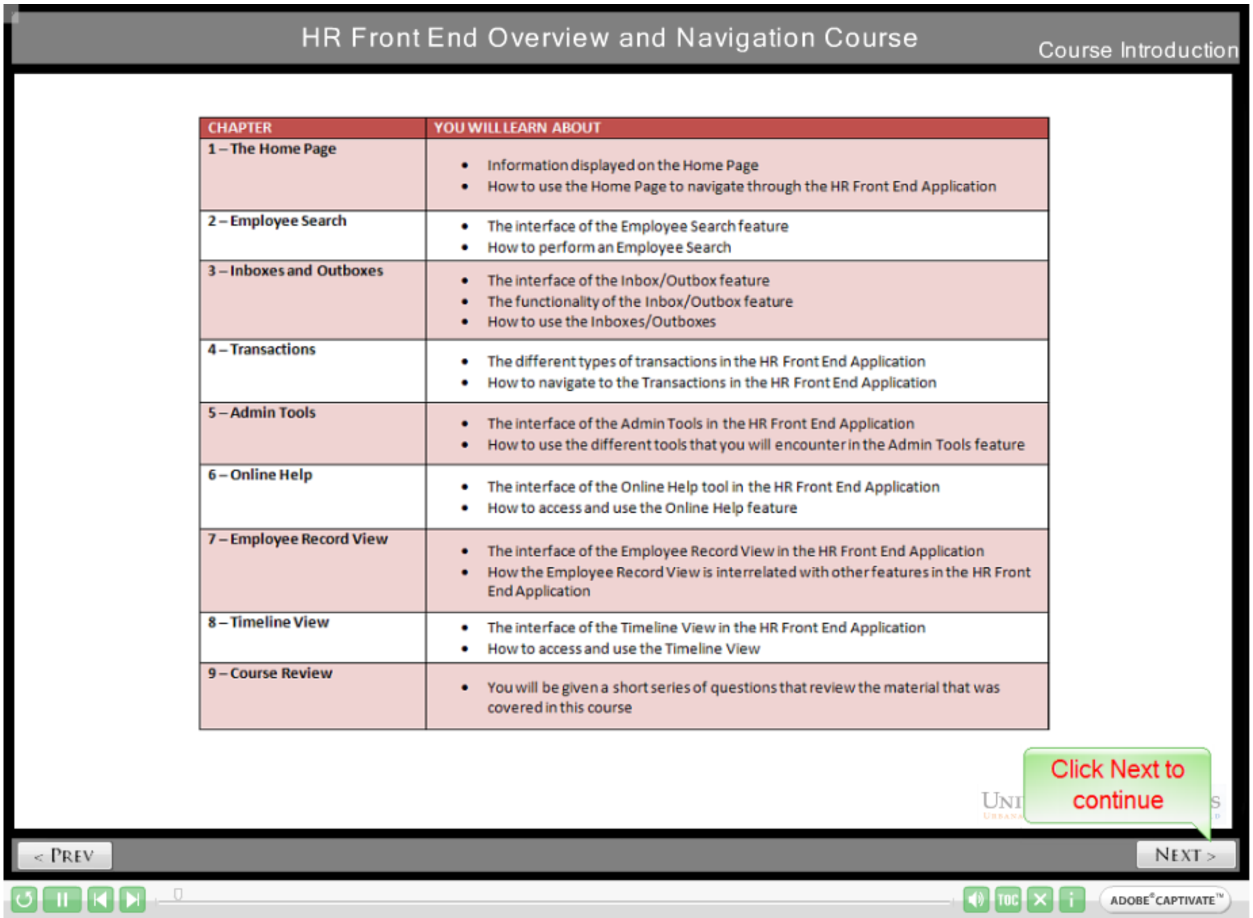
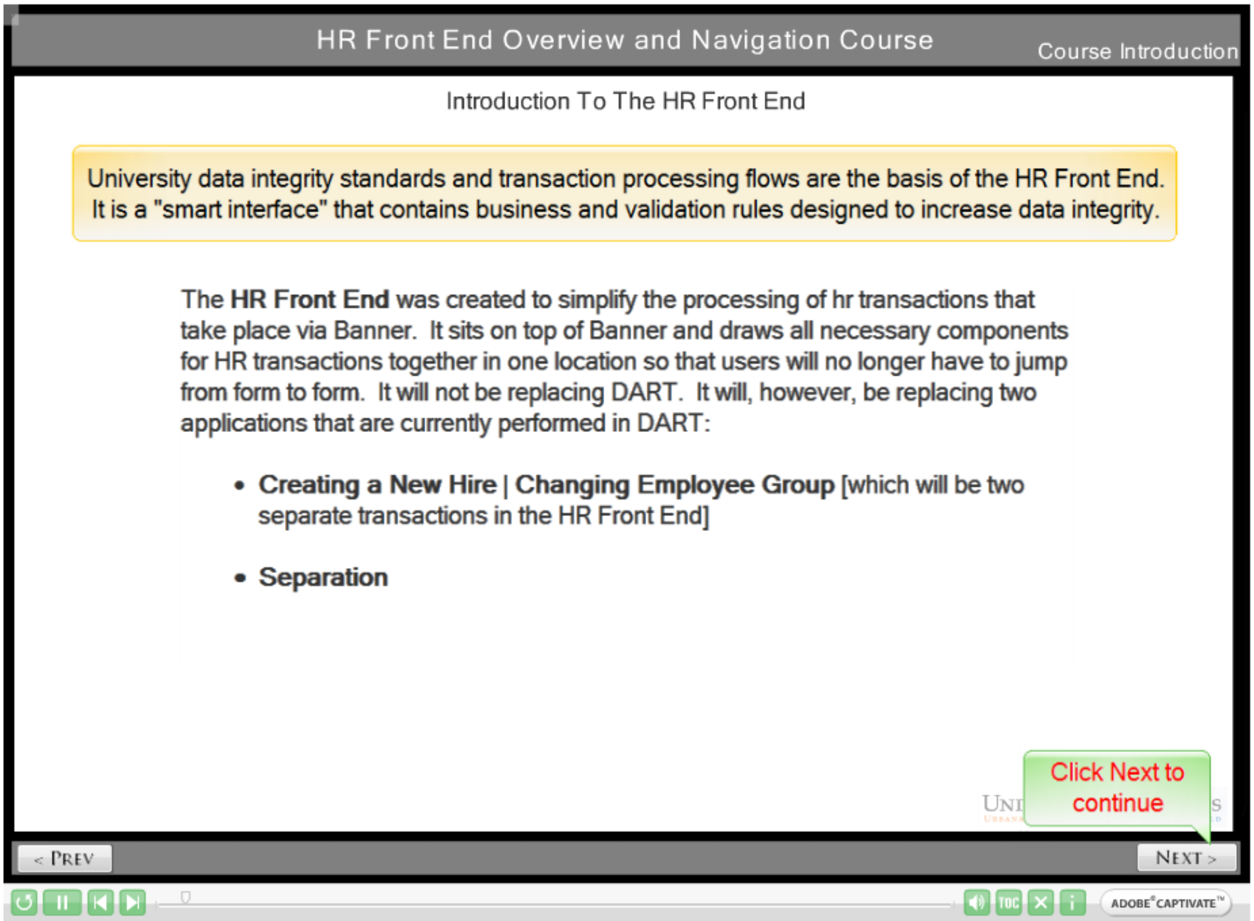


CHAPTER	YOU WILL LEARN ABOUT
1 – The Home Page	• Information displayed on the Home Page • How to use the Home Page to navigate through the HR Front End Application
2 – Employee Search	• The interface of the Employee Search feature • How to perform an Employee Search
3 – Inboxes and Outboxes	• The interface of the Inbox/Outbox feature • The functionality of the Inbox/Outbox feature • How to use the Inboxes/Outboxes
4 – Transactions	• The different types of transactions in the HR Front End Application • How to navigate to the Transactions in the HR Front End Application
5 – Admin Tools	• The interface of the Admin Tools in the HR Front End Application • How to use the different tools that you will encounter in the Admin Tools feature
6 – Online Help	• The interface of the Online Help tool in the HR Front End Application • How to access and use the Online Help feature
7 – Employee Record View	• The interface of the Employee Record View in the HR Front End Application • How the Employee Record View is interrelated with other features in the HR Front End Application
8 – Timeline View	• The interface of the Timeline View in the HR Front End Application • How to access and use the Timeline View
9 – Course Review	• You will be given a short series of questions that review the material that was covered in this course


HR Front End Overview and Navigation Course
Course Introduction
Introduction To The HR Front End
University data integrity standards and transaction processing flows are the basis of the HR Front End. It is a "smart interface" that contains business and validation rules designed to increase data integrity.
The **HR Front End** was created to simplify the processing of hr transactions that take place via Banner. It sits on top of Banner and draws all necessary components for HR transactions together in one location so that users will no longer have to jump from form to form. It will not be replacing DART. It will, however, be replacing two applications that are currently performed in DART:
• **Creating a New Hire** | **Changing Employee Group** [which will be two separate transactions in the HR Front End]
• **Separation**
Click Next to continue
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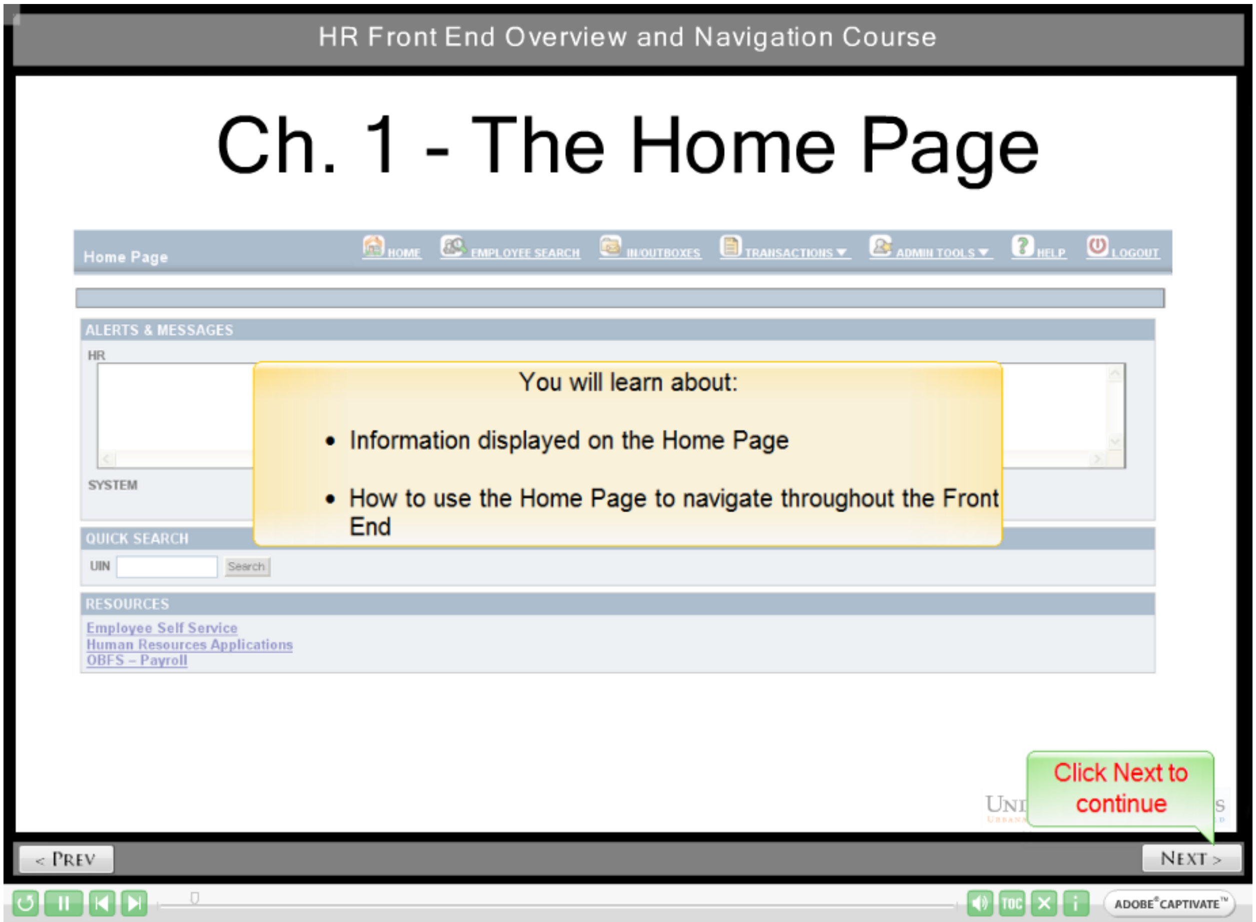
HR Front End Overview and Navigation Course
Ch. 1 - The Home Page
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
ALERTS & MESSAGES
HR
SYSTEM
You will learn about:
Information displayed on the Home Page
How to use the Home Page to navigate throughout the Front End
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
Click Next to continue
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TOC
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HR Front End Overview and Navigation Course
Ch1. Home Page
In order to log in to the HR Front End, you will encounter this screen. You will need to enter your EnterpriseID and Password in order to access the Application.
Enterprise Application Login
(Important: DO NOT include "@uillinois.edu", "@uiuc.edu", "@uic.edu" or "@uis.edu" when entering your EnterpriseID)
1 EnterpriseID: Enter EnterpriseID
Password: *********
2 Login
ATTENTION: FIRST-TIME USERS
of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.
1. Enter your Enterprise ID (for this course, you will not need your password)
2. Click the Login button
Change Your Password
For access problems, questions, or comments, contact the AITS Help Desk at (217) 333-3102 (Illinois/UIUC & UIS) or (312) 996-4806 (UIC).
You can also e-mail the AITS Help Desk at helpdesk2@uillinois.edu
Enterprise Application Service, Version 2.0
Click Next to continue
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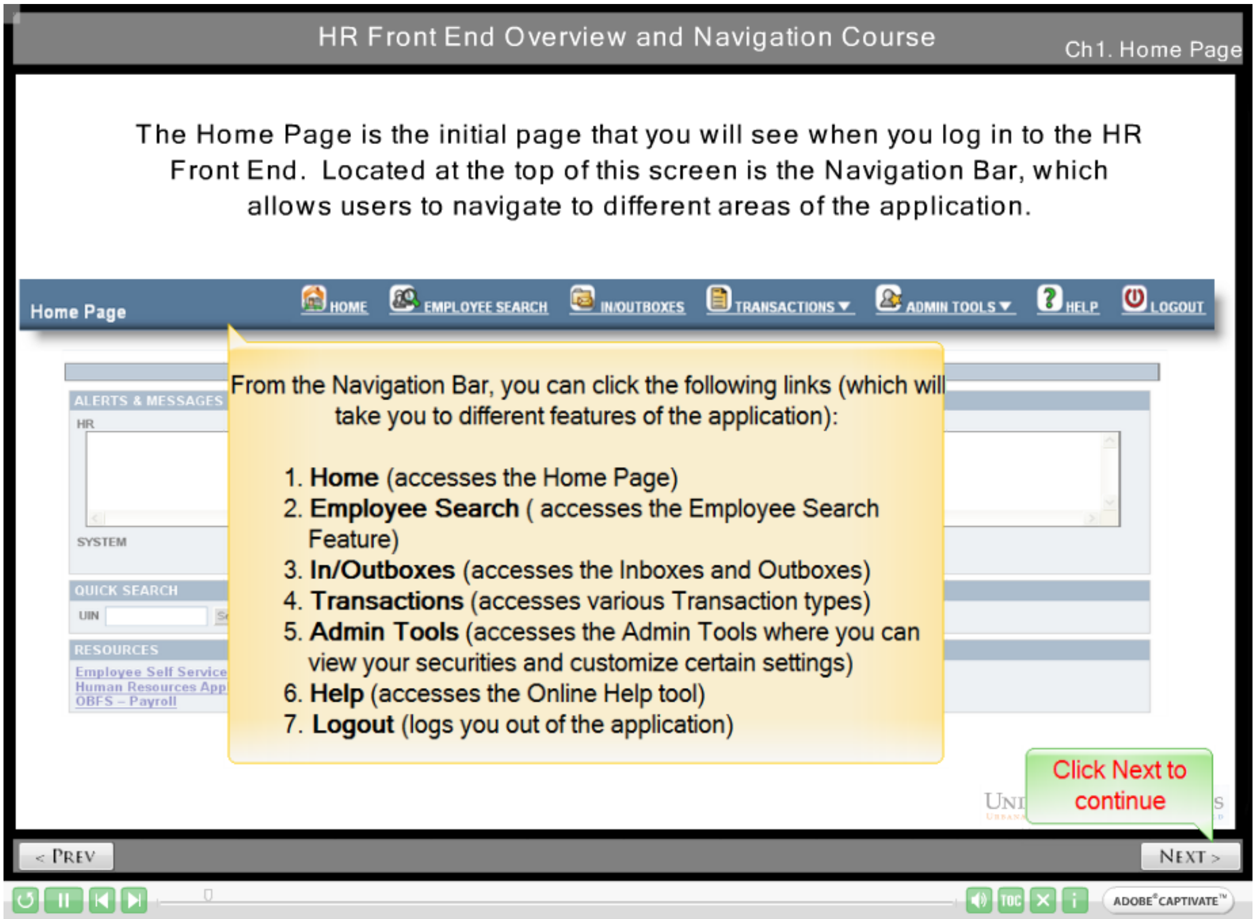
HR Front End Overview and Navigation Course
Ch1. Home Page
The Home Page is the initial page that you will see when you log in to the HR Front End. Located at the top of this screen is the Navigation Bar, which allows users to navigate to different areas of the application.
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
ALERTS & MESSAGES
HR
SYSTEM
QUICK SEARCH
UIN
RESOURCES
Employee Self Service
Human Resources App
OBFS – Payroll
From the Navigation Bar, you can click the following links (which will take you to different features of the application):
1. Home (accesses the Home Page)
2. Employee Search (accesses the Employee Search Feature)
3. In/Outboxes (accesses the Inboxes and Outboxes)
4. Transactions (accesses various Transaction types)
5. Admin Tools (accesses the Admin Tools where you can view your securities and customize certain settings)
6. Help (accesses the Online Help tool)
7. Logout (logs you out of the application)
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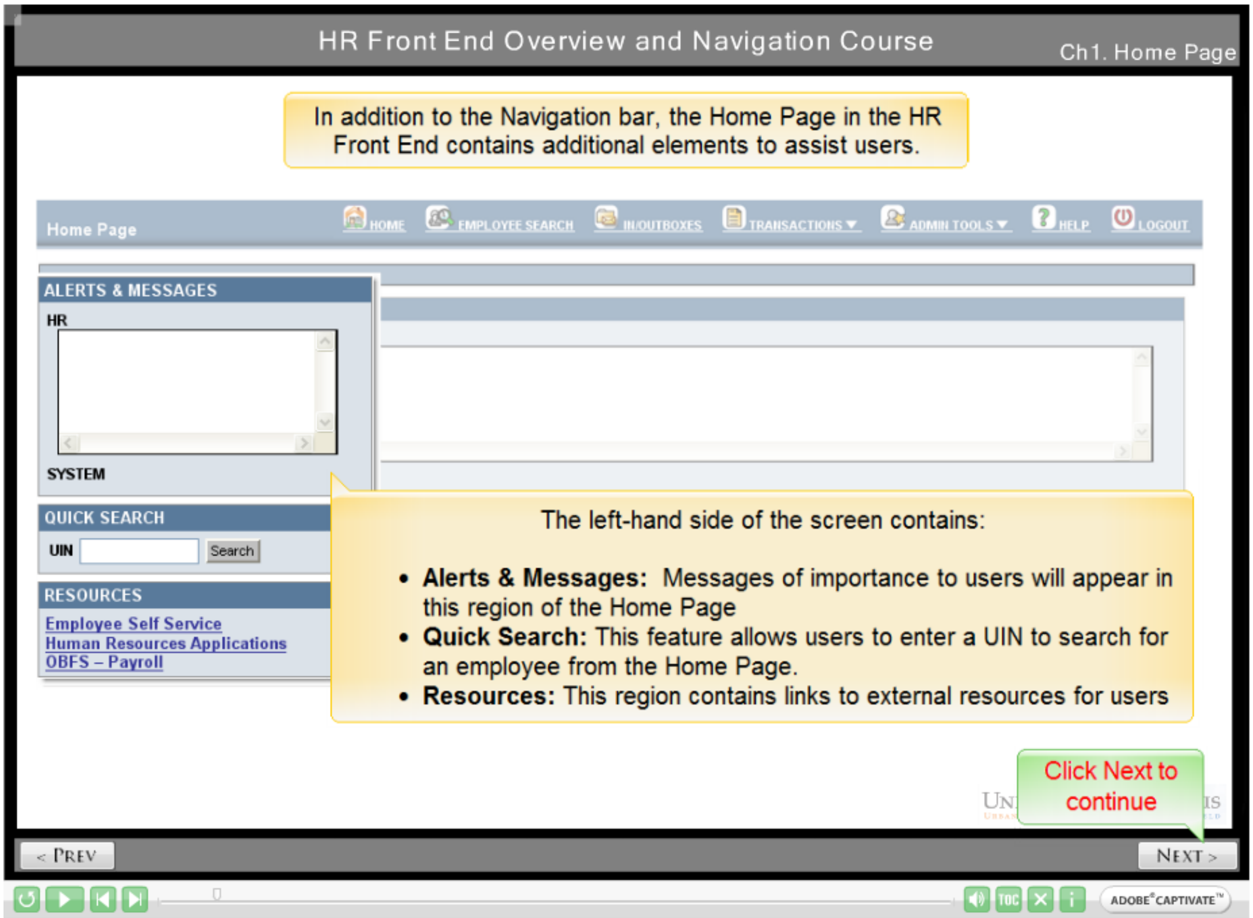
HR Front End Overview and Navigation Course
Ch1. Home Page
In addition to the Navigation bar, the Home Page in the HR Front End contains additional elements to assist users.
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
ALERTS & MESSAGES
HR
SYSTEM
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
The left-hand side of the screen contains:
• Alerts & Messages: Messages of importance to users will appear in this region of the Home Page
• Quick Search: This feature allows users to enter a UIN to search for an employee from the Home Page.
• Resources: This region contains links to external resources for users
Click Next to continue
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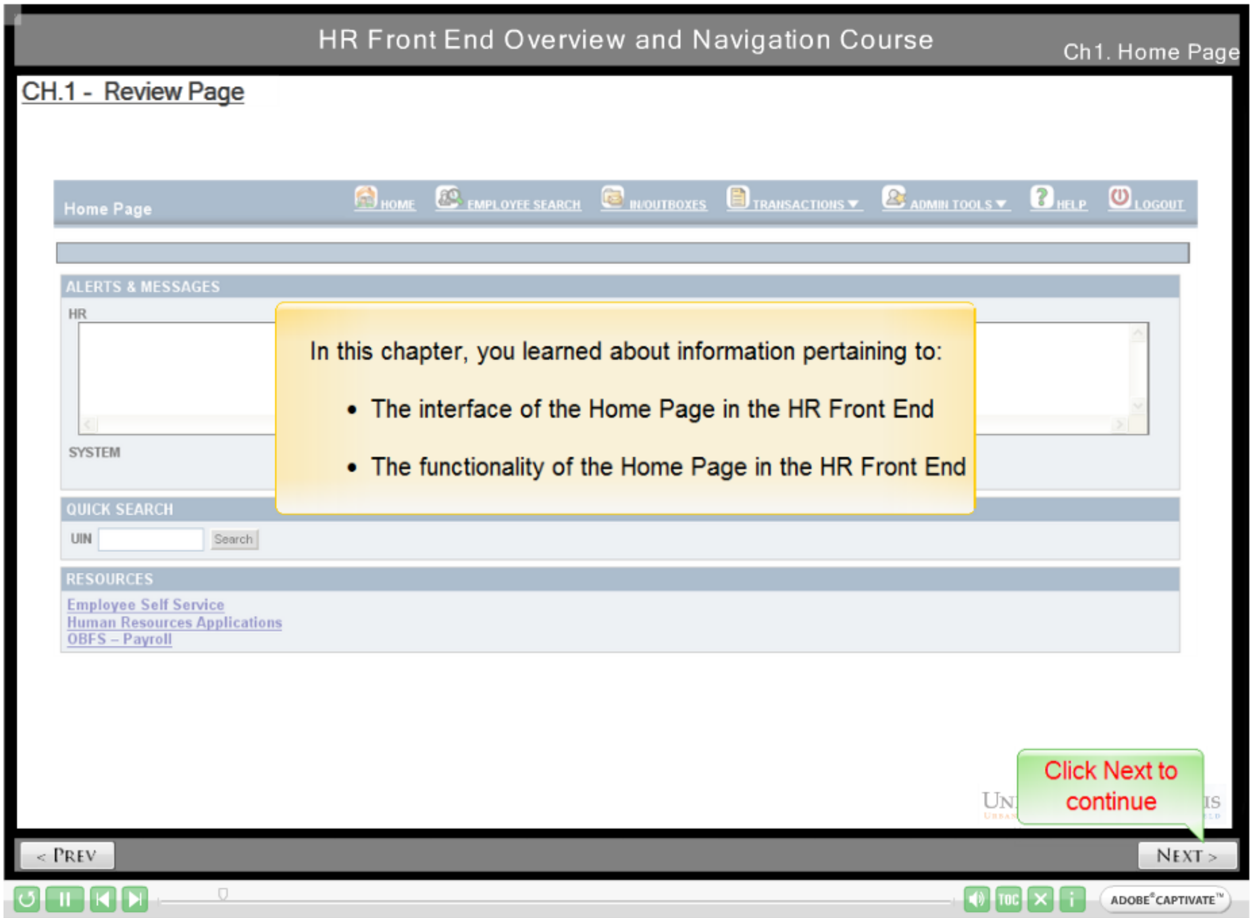
HR Front End Overview and Navigation Course
Ch1. Home Page
CH.1 - Review Page
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
ALERTS & MESSAGES
HR
SYSTEM
In this chapter, you learned about information pertaining to:
• The interface of the Home Page in the HR Front End
• The functionality of the Home Page in the HR Front End
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
Click Next to continue
< PREV
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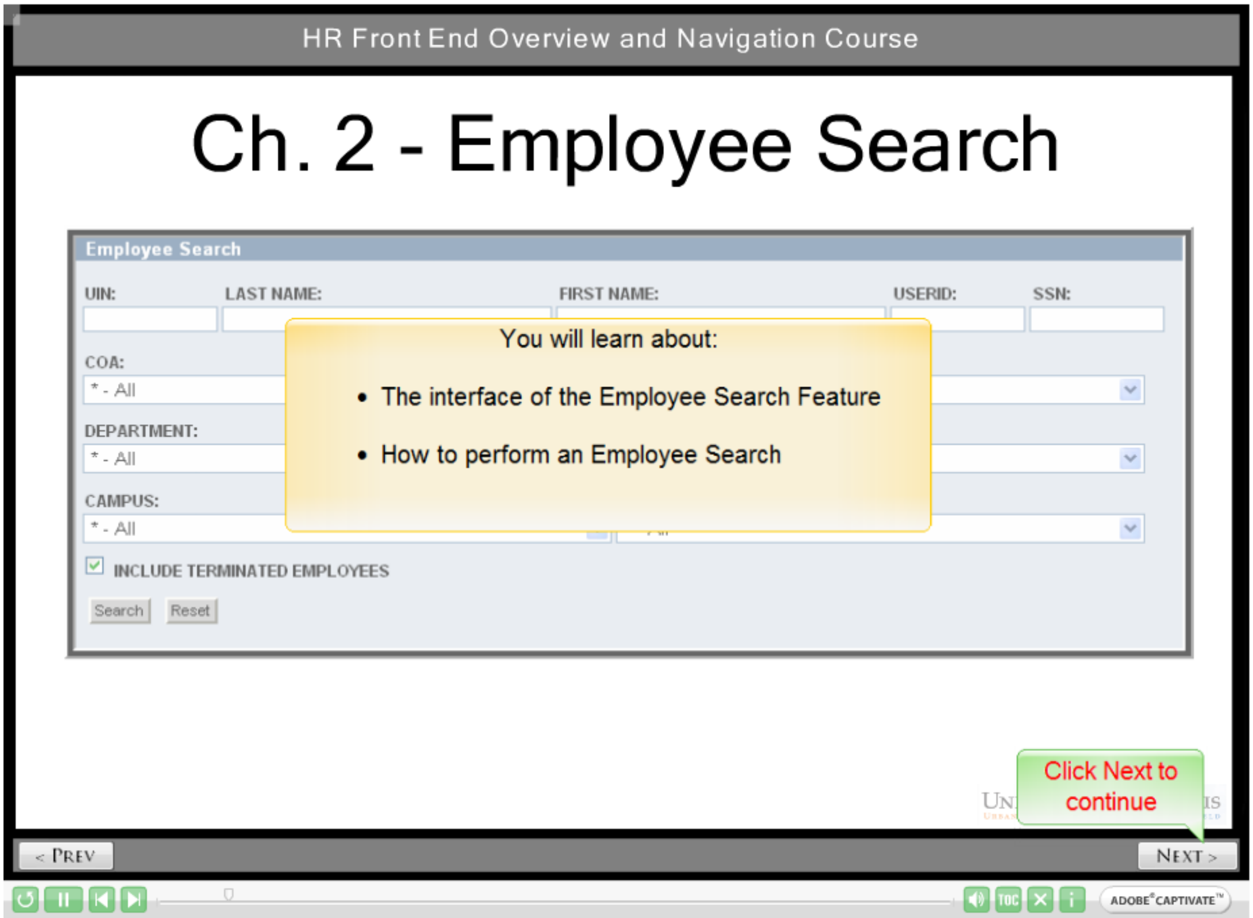
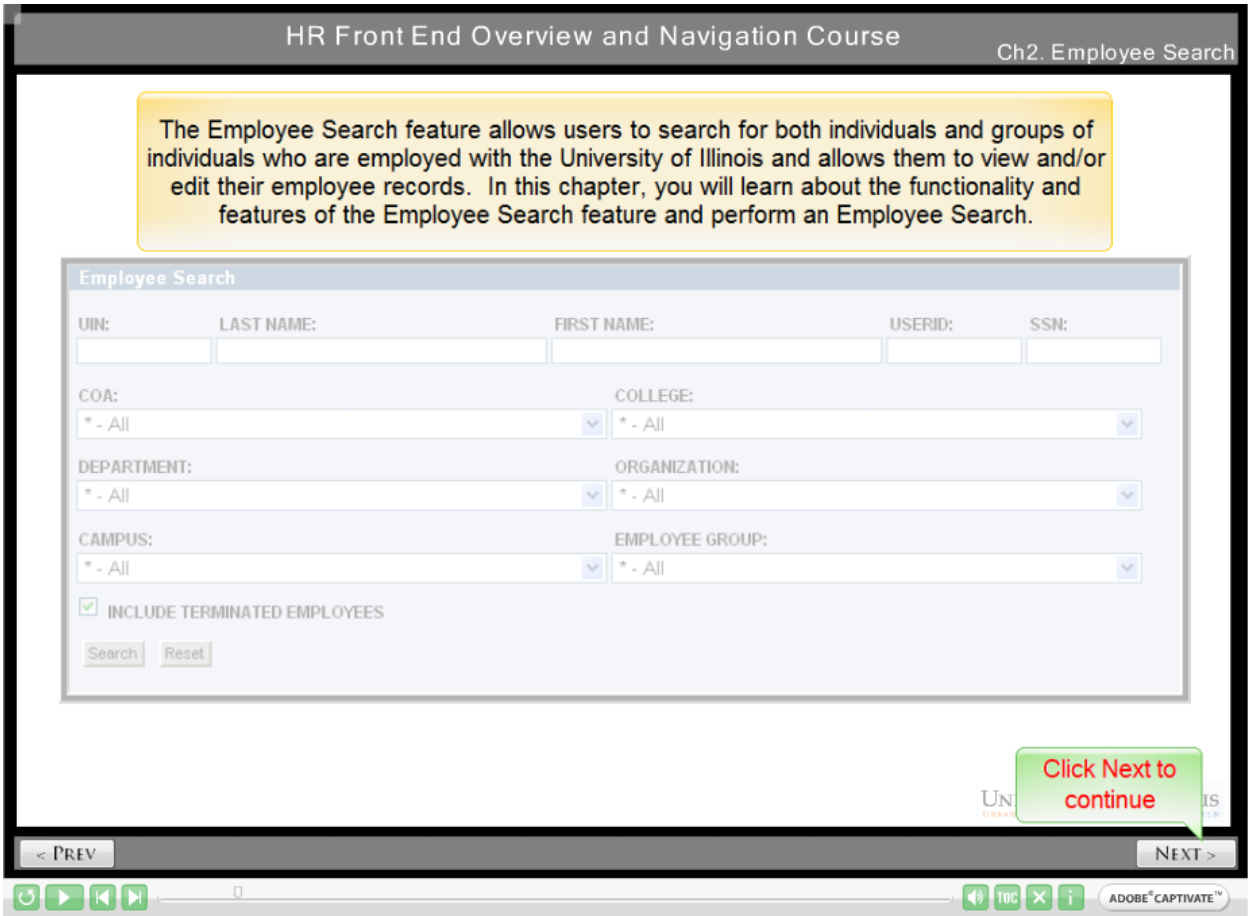
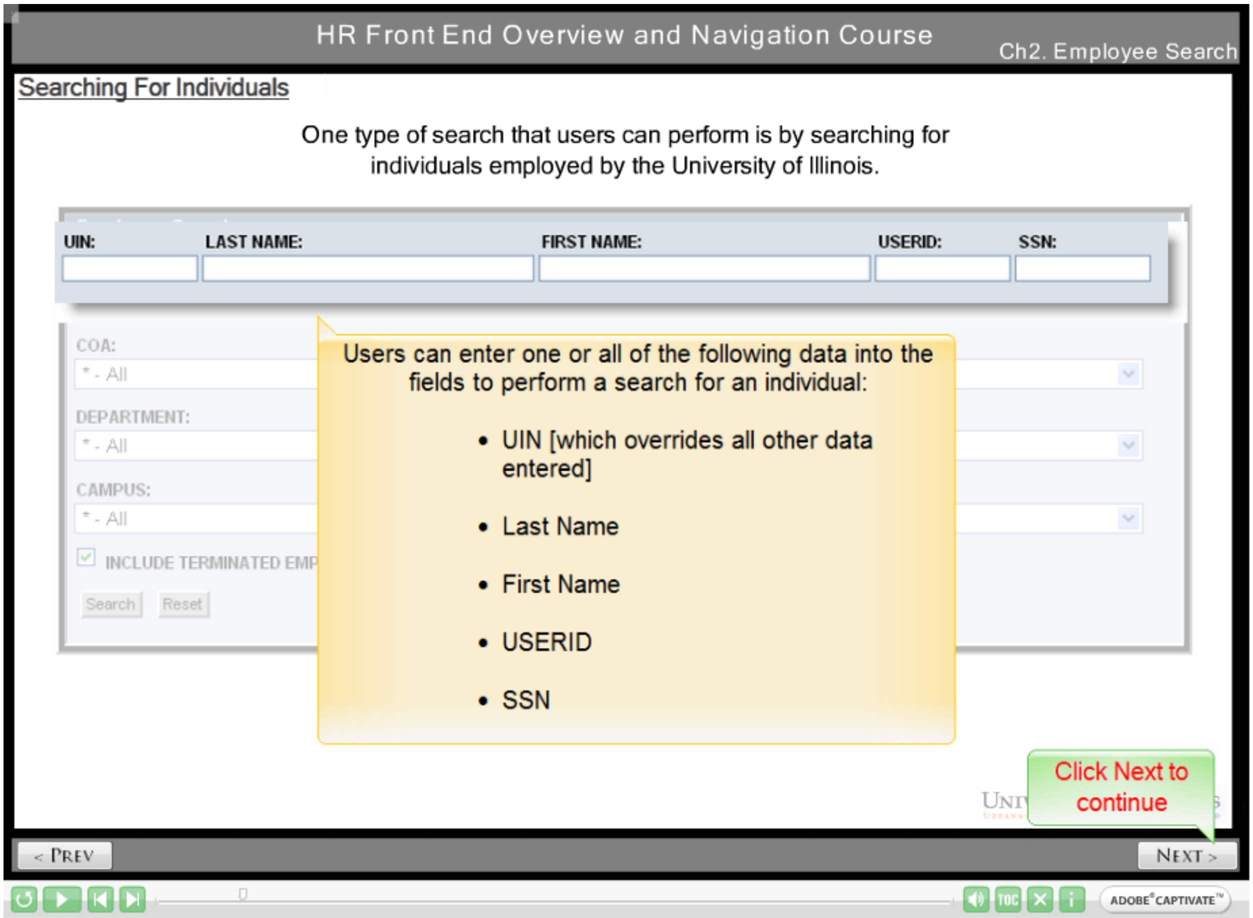

HR Front End Overview and Navigation Course
Ch. 2 - Employee Search
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
DEPARTMENT:
* - All
CAMPUS:
* - All
INCLUDE TERMINATED EMPLOYEES
Search
Reset
You will learn about:
The interface of the Employee Search Feature
How to perform an Employee Search
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch2. Employee Search
The Employee Search feature allows users to search for both individuals and groups of individuals who are employed with the University of Illinois and allows them to view and/or edit their employee records. In this chapter, you will learn about the functionality and features of the Employee Search feature and perform an Employee Search.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
COLLEGE:
DEPARTMENT:
ORGANIZATION:
CAMPUS:
EMPLOYEE GROUP:
* - All
INCLUDE TERMINATED EMPLOYEES
Search
Reset
Click Next to continue
< PREV
NEXT >
TOC
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Individuals
One type of search that users can perform is by searching for individuals employed by the University of Illinois.
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
DEPARTMENT:
* - All
CAMPUS:
* - All
INCLUDE TERMINATED EMP
Search
Reset
Users can enter one or all of the following data into the fields to perform a search for an individual:
• UIN [which overrides all other data entered]
• Last Name
• First Name
• USERID
• SSN
Click Next to continue
< PREV
NEXT >
TOC
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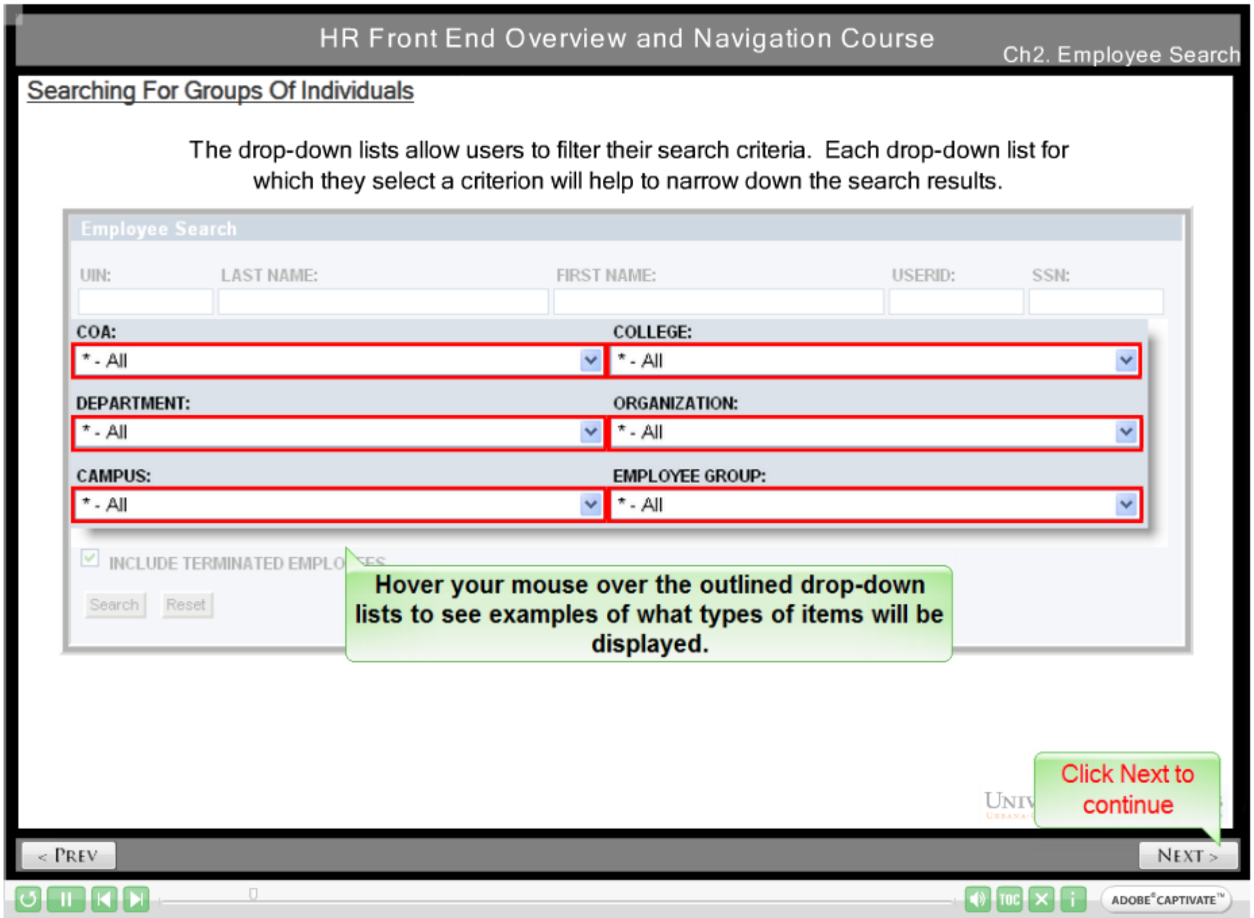
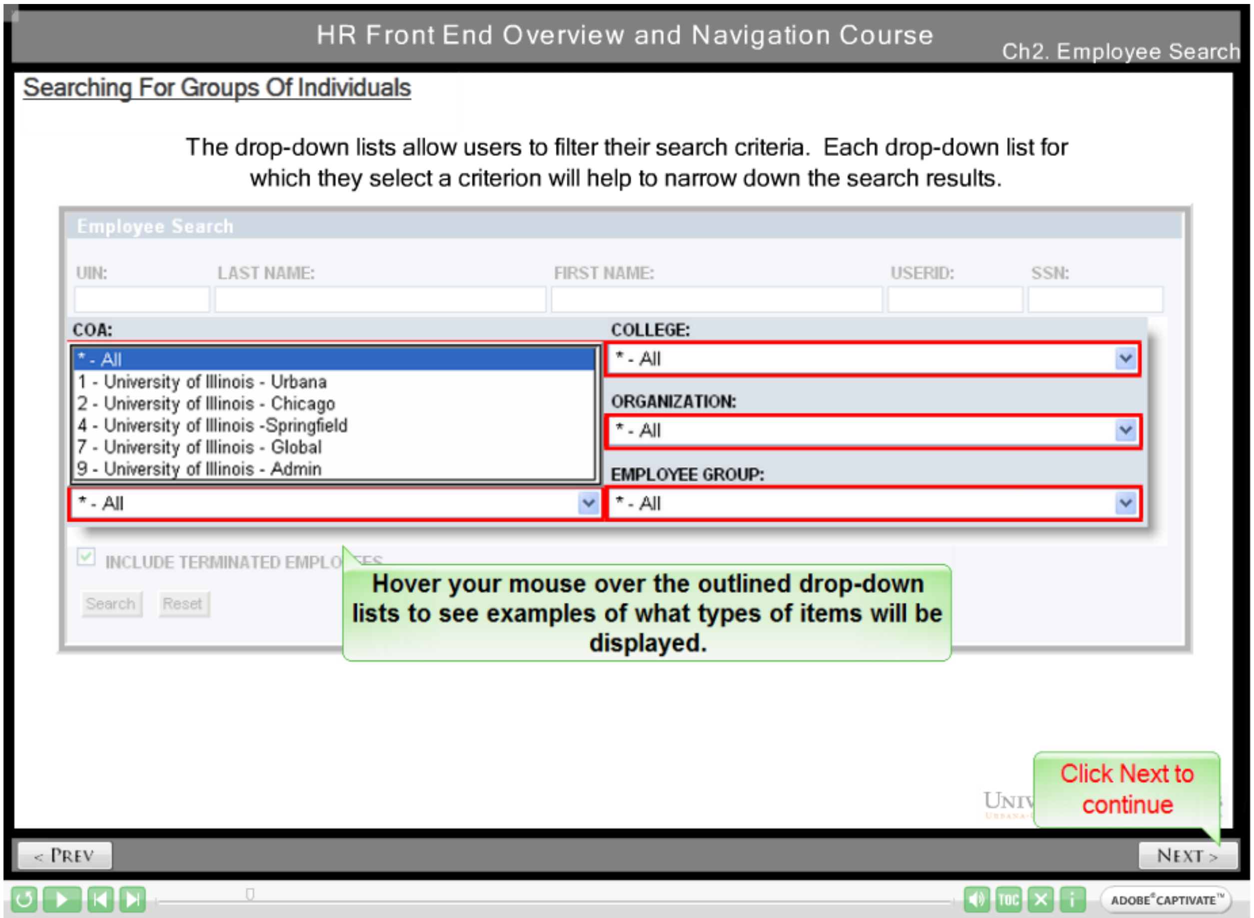

HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
COLLEGE:
* - All
DEPARTMENT:
* - All
ORGANIZATION:
* - All
CAMPUS:
* - All
EMPLOYEE GROUP:
* - All
Search
Reset
Hover your mouse over the outlined drop-down lists to see examples of what types of items will be displayed.
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
1 - University of Illinois - Urbana
2 - University of Illinois - Chicago
4 - University of Illinois -Springfield
7 - University of Illinois - Global
9 - University of Illinois - Admin
* - All
COLLEGE:
* - All
ORGANIZATION:
* - All
EMPLOYEE GROUP:
* - All
Search
Reset
Hover your mouse over the outlined drop-down lists to see examples of what types of items will be displayed.
Click Next to continue
< PREV
NEXT >
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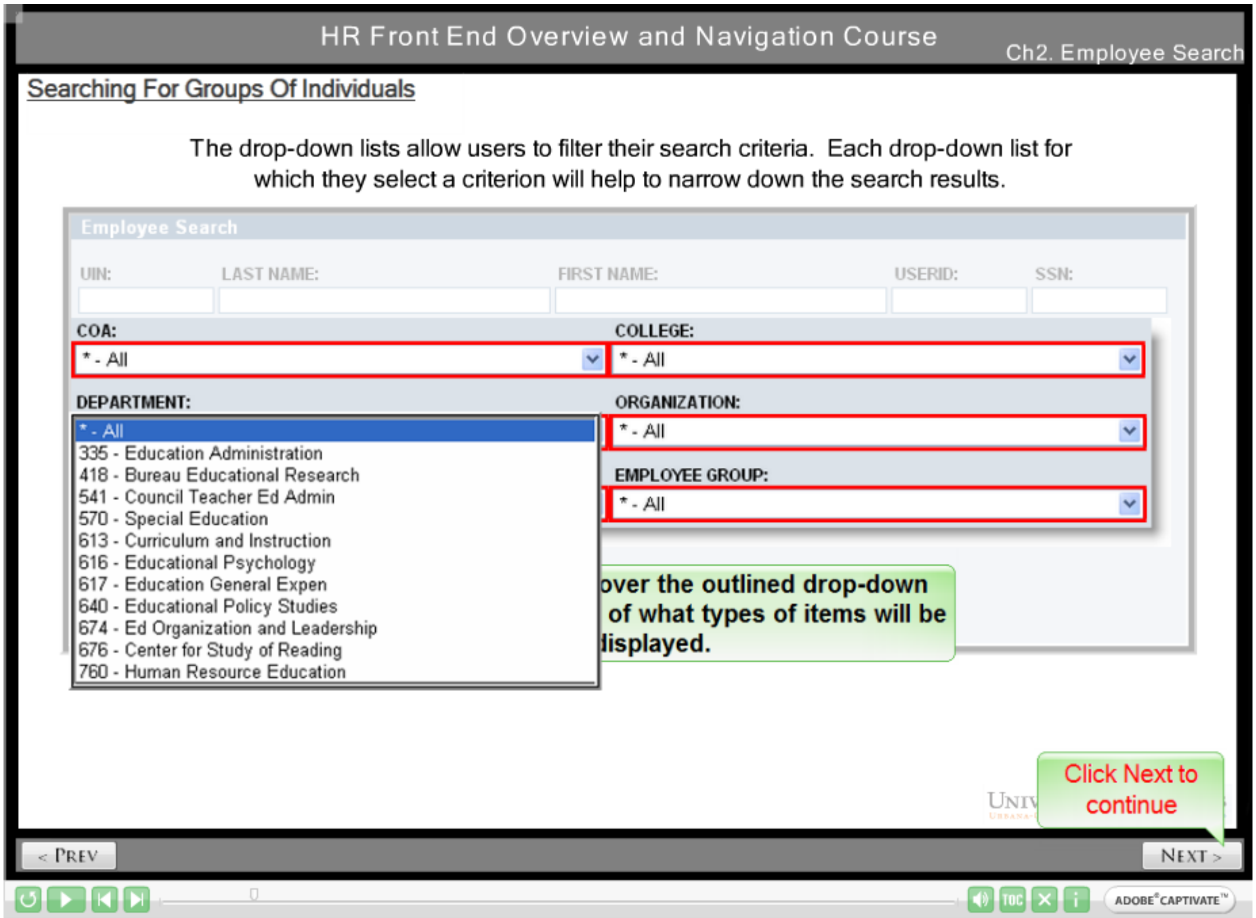
HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
COLLEGE:
* - All
DEPARTMENT:
* - All
335 - Education Administration
418 - Bureau Educational Research
541 - Council Teacher Ed Admin
570 - Special Education
613 - Curriculum and Instruction
616 - Educational Psychology
617 - Education General Expen
640 - Educational Policy Studies
674 - Ed Organization and Leadership
676 - Center for Study of Reading
760 - Human Resource Education
ORGANIZATION:
* - All
EMPLOYEE GROUP:
* - All
over the outlined drop-down
of what types of items will be
isplayed.
Click Next to continue
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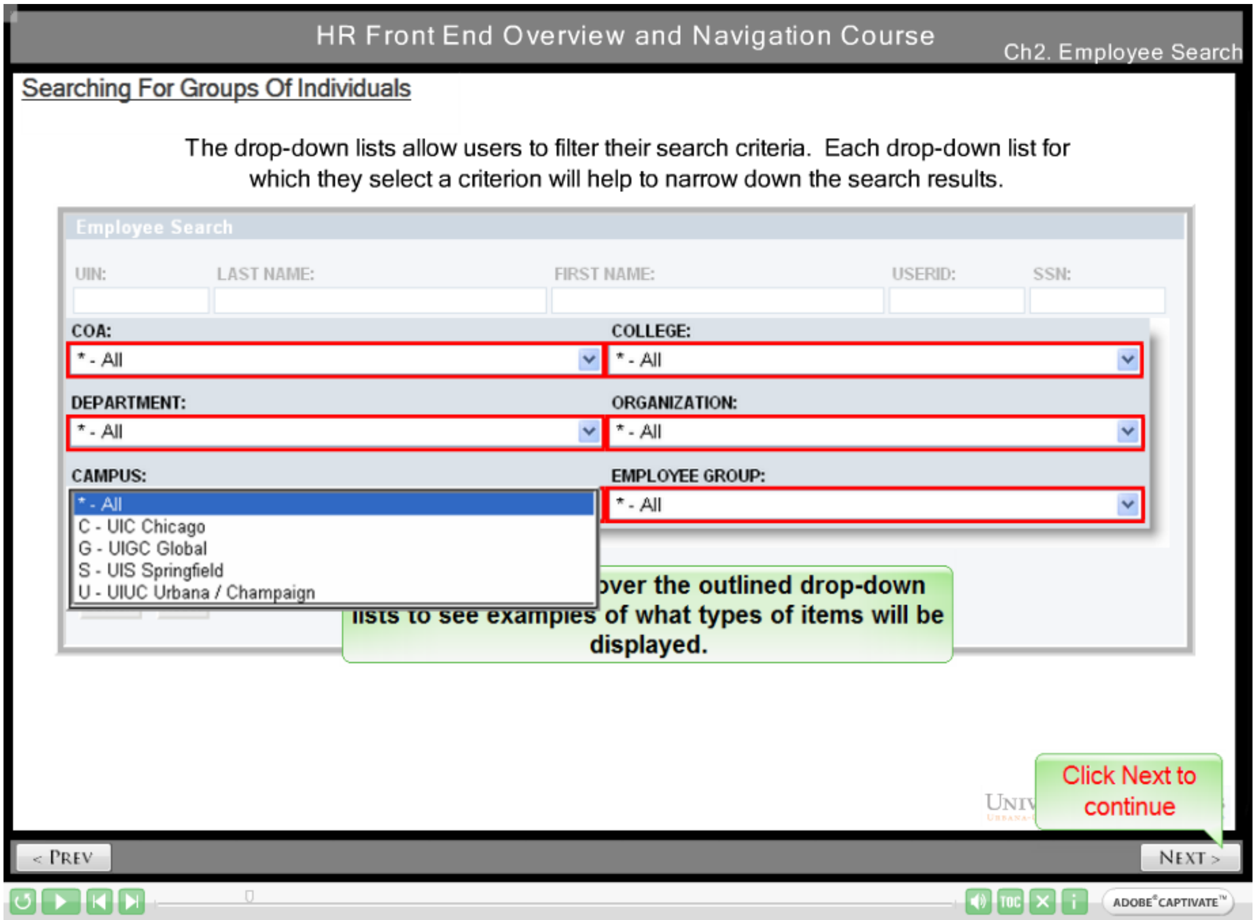

HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
COLLEGE:
* - All
DEPARTMENT:
* - All
ORGANIZATION:
* - All
CAMPUS:
* - All
C - UIC Chicago
G - UIGC Global
S - UIS Springfield
U - UIUC Urbana / Champaign
EMPLOYEE GROUP:
* - All
over the outlined drop-down lists to see examples of what types of items will be displayed.
Click Next to continue
< PREV
NEXT >
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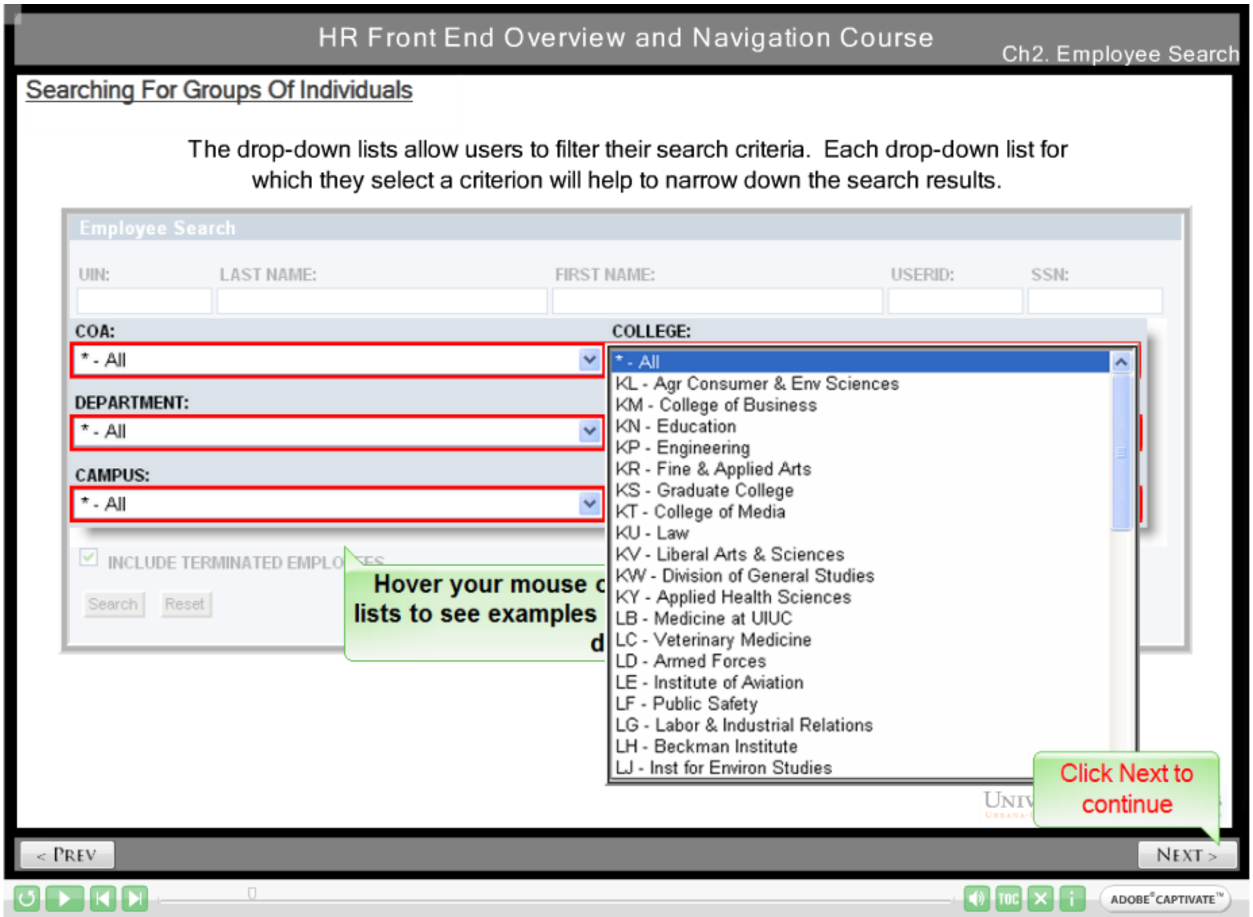
HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
DEPARTMENT:
* - All
CAMPUS:
* - All
COLLEGE:
* - All
KL - Agr Consumer & Env Sciences
KM - College of Business
KN - Education
KP - Engineering
KR - Fine & Applied Arts
KS - Graduate College
KT - College of Media
KU - Law
KV - Liberal Arts & Sciences
KW - Division of General Studies
KY - Applied Health Sciences
LB - Medicine at UIUC
LC - Veterinary Medicine
LD - Armed Forces
LE - Institute of Aviation
LF - Public Safety
LG - Labor & Industrial Relations
LH - Beckman Institute
LJ - Inst for Environ Studies
Search
Reset
Click Next to continue
< PREV
NEXT >
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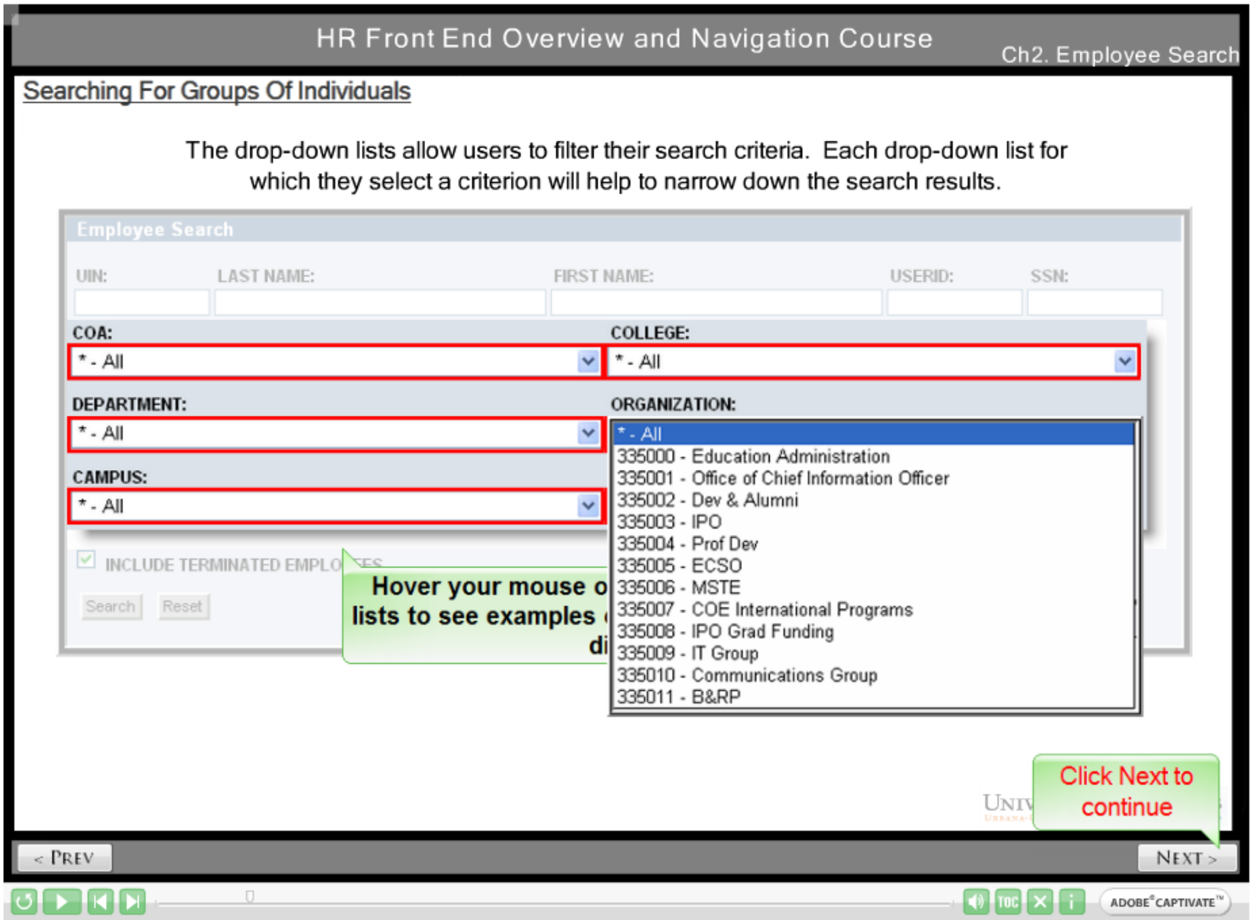
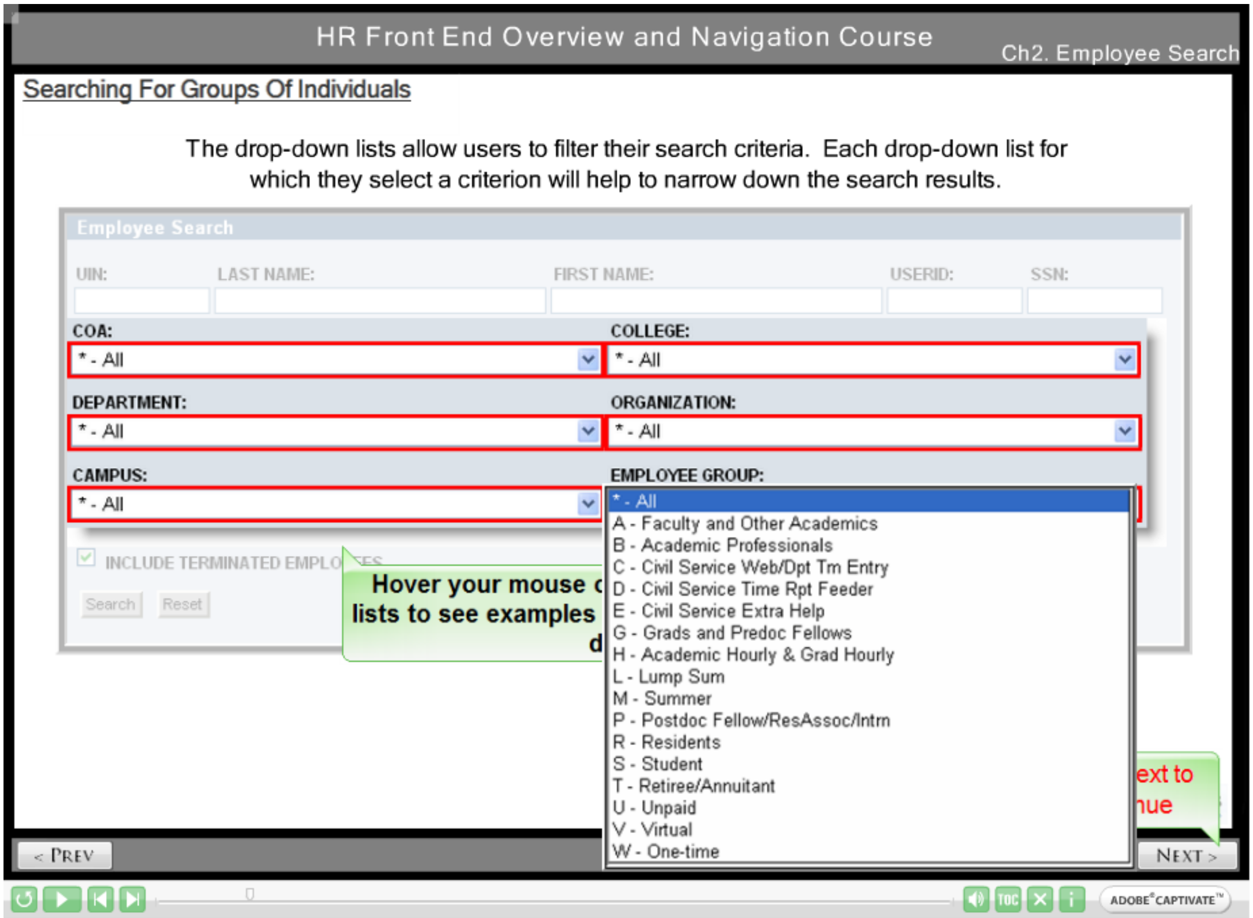

HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
COLLEGE:
* - All
DEPARTMENT:
* - All
ORGANIZATION:
* - All
335000 - Education Administration
335001 - Office of Chief Information Officer
335002 - Dev & Alumni
335003 - IPO
335004 - Prof Dev
335005 - ECSO
335006 - MSTE
335007 - COE International Programs
335008 - IPO Grad Funding
335009 - IT Group
335010 - Communications Group
335011 - B&RP
CAMPUS:
* - All
Search
Reset
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch2. Employee Search
Searching For Groups Of Individuals
The drop-down lists allow users to filter their search criteria. Each drop-down list for which they select a criterion will help to narrow down the search results.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
COLLEGE:
DEPARTMENT:
ORGANIZATION:
CAMPUS:
EMPLOYEE GROUP:
* - All
* - All
* - All
* - All
* - All
* - All
A - Faculty and Other Academics
B - Academic Professionals
C - Civil Service Web/Dpt Tm Entry
D - Civil Service Time Rpt Feeder
E - Civil Service Extra Help
G - Grads and Predoc Fellows
H - Academic Hourly & Grad Hourly
L - Lump Sum
M - Summer
P - Postdoc Fellow/ResAssoc/Intrn
R - Residents
S - Student
T - Retiree/Annuitant
U - Unpaid
V - Virtual
W - One-time
Search
Reset
Hover your mouse
lists to see examples
< PREV
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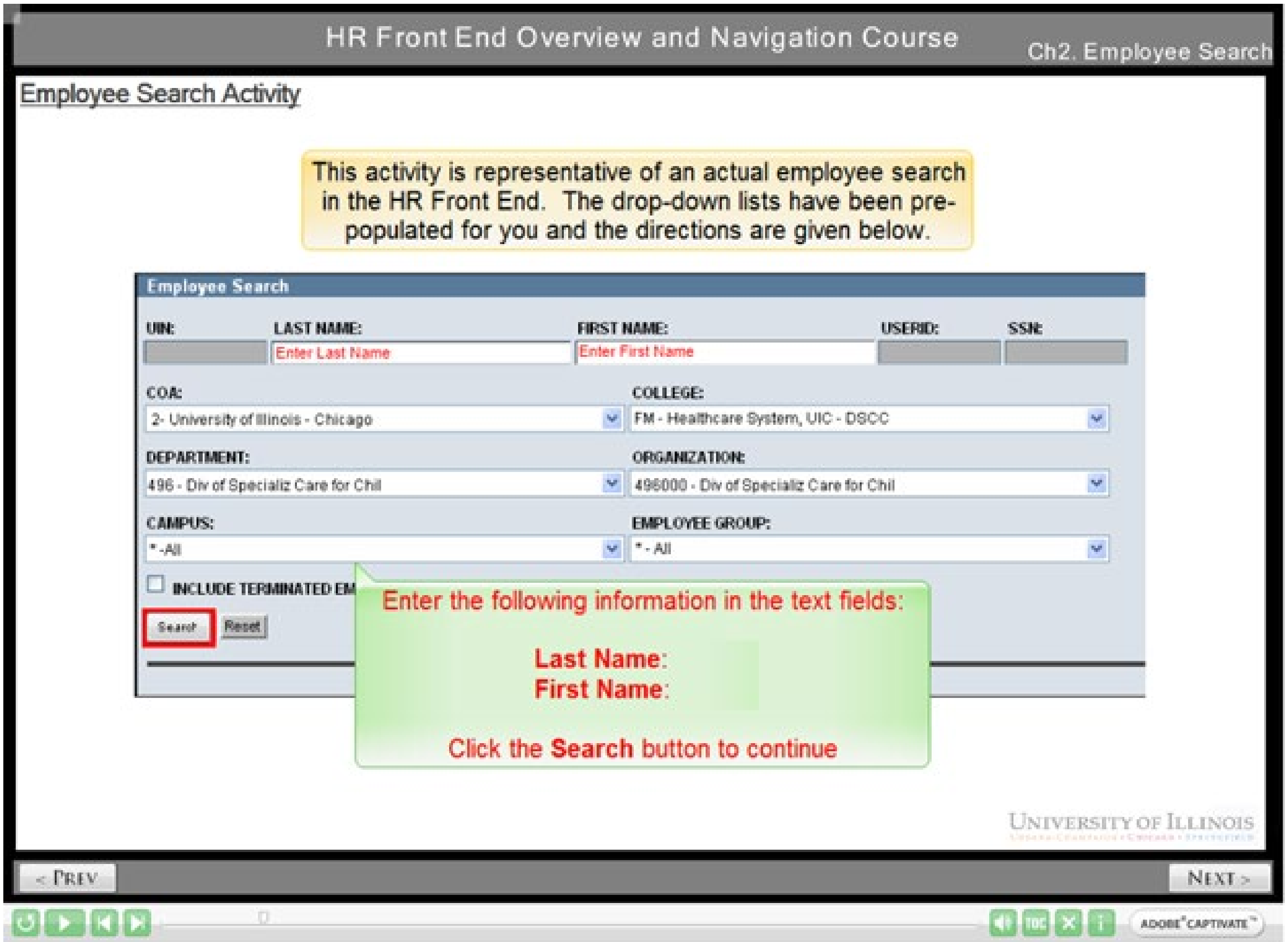
HR Front End Overview and Navigation Course
Ch2. Employee Search
Employee Search Activity
This activity is representative of an actual employee search in the HR Front End. The drop-down lists have been pre-populated for you and the directions are given below.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
Enter Last Name
Enter First Name
COA:
2- University of Illinois - Chicago
COLLEGE:
FM - Healthcare System, UIC - DSCC
DEPARTMENT:
496 - Div of Specializ Care for Chil
ORGANIZATION:
496000 - Div of Specializ Care for Chil
CAMPUS:
* -All
EMPLOYEE GROUP:
* - All
INCLUDE TERMINATED EM
Search
Reset
Enter the following information in the text fields:
Last Name:
First Name:
Click the Search button to continue
UNIVERSITY OF ILLINOIS
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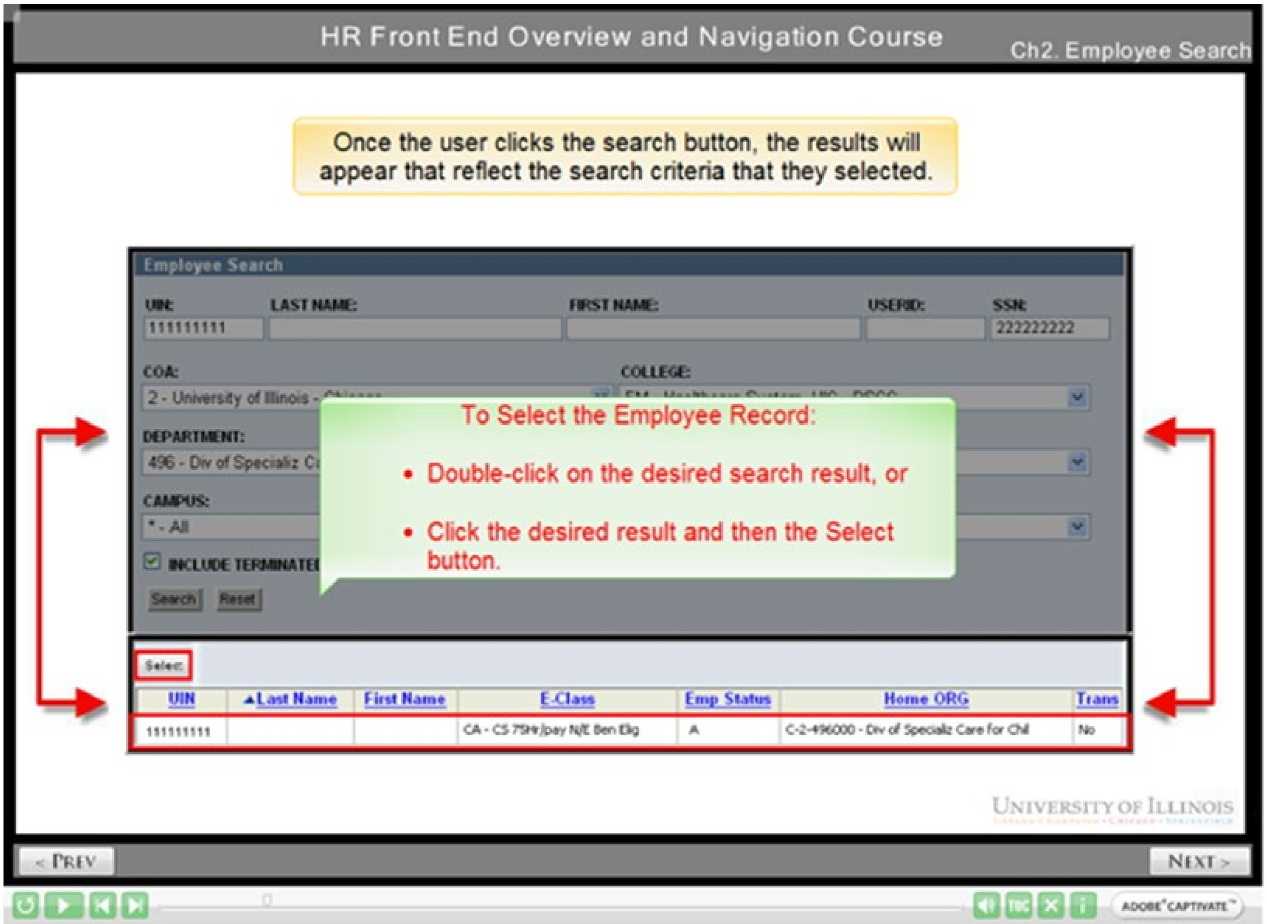
HR Front End Overview and Navigation Course
Ch2. Employee Search
Once the user clicks the search button, the results will appear that reflect the search criteria that they selected.
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
111111111
222222222
COA:
COLLEGE:
2 - University of Illinois -
DEPARTMENT:
496 - Div of Specializ C
CAMPUS:
* - All
INCLUDE TERMINATED
Search
Reset
To Select the Employee Record:
• Double-click on the desired search result, or
• Click the desired result and then the Select button.
Select
UIN
Last Name
First Name
E-Class
Emp Status
Home ORG
Trans
111111111
CA - CS 75Hr/pay N/E Ben Elig
A
C-2-496000 - Div of Specializ Care for Chil
No
UNIVERSITY OF ILLINOIS
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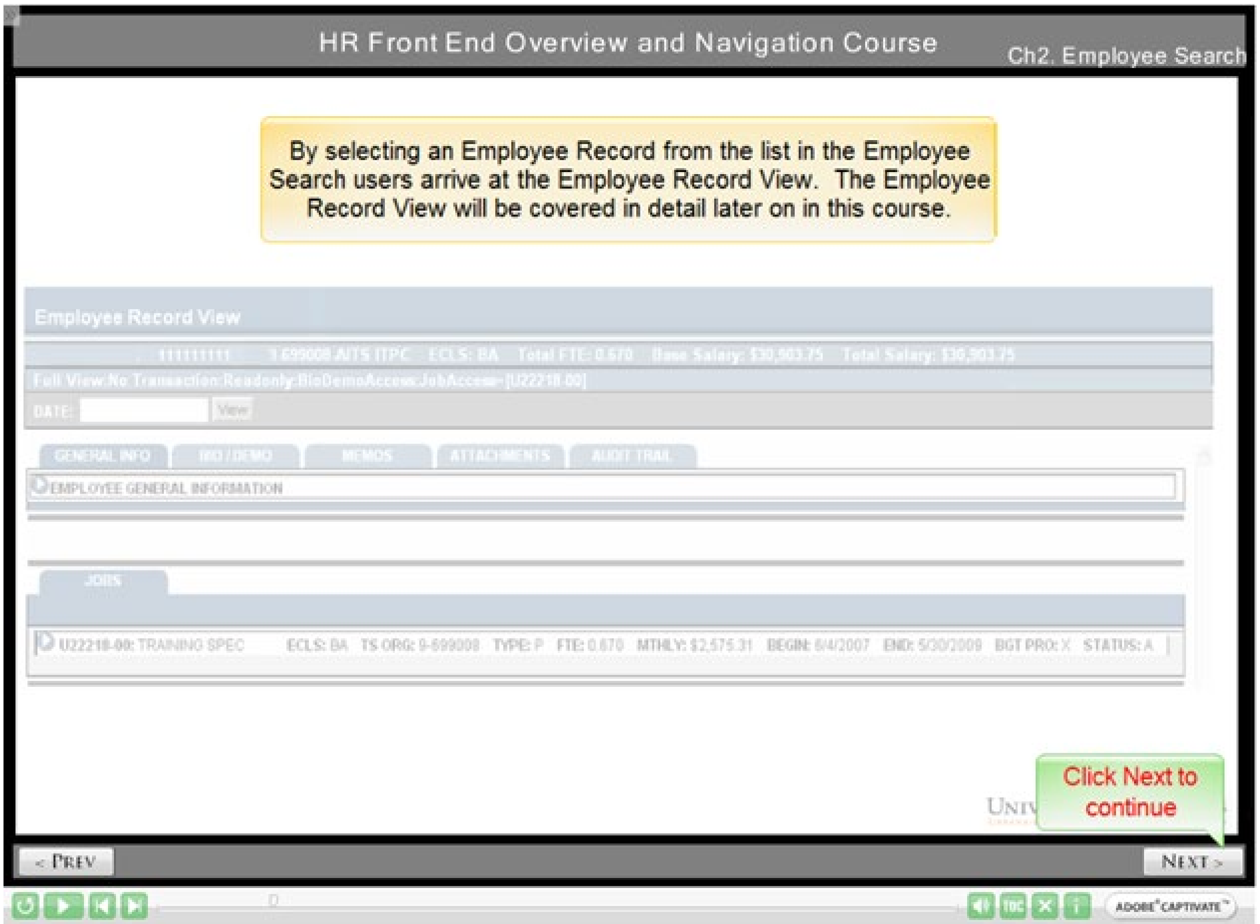
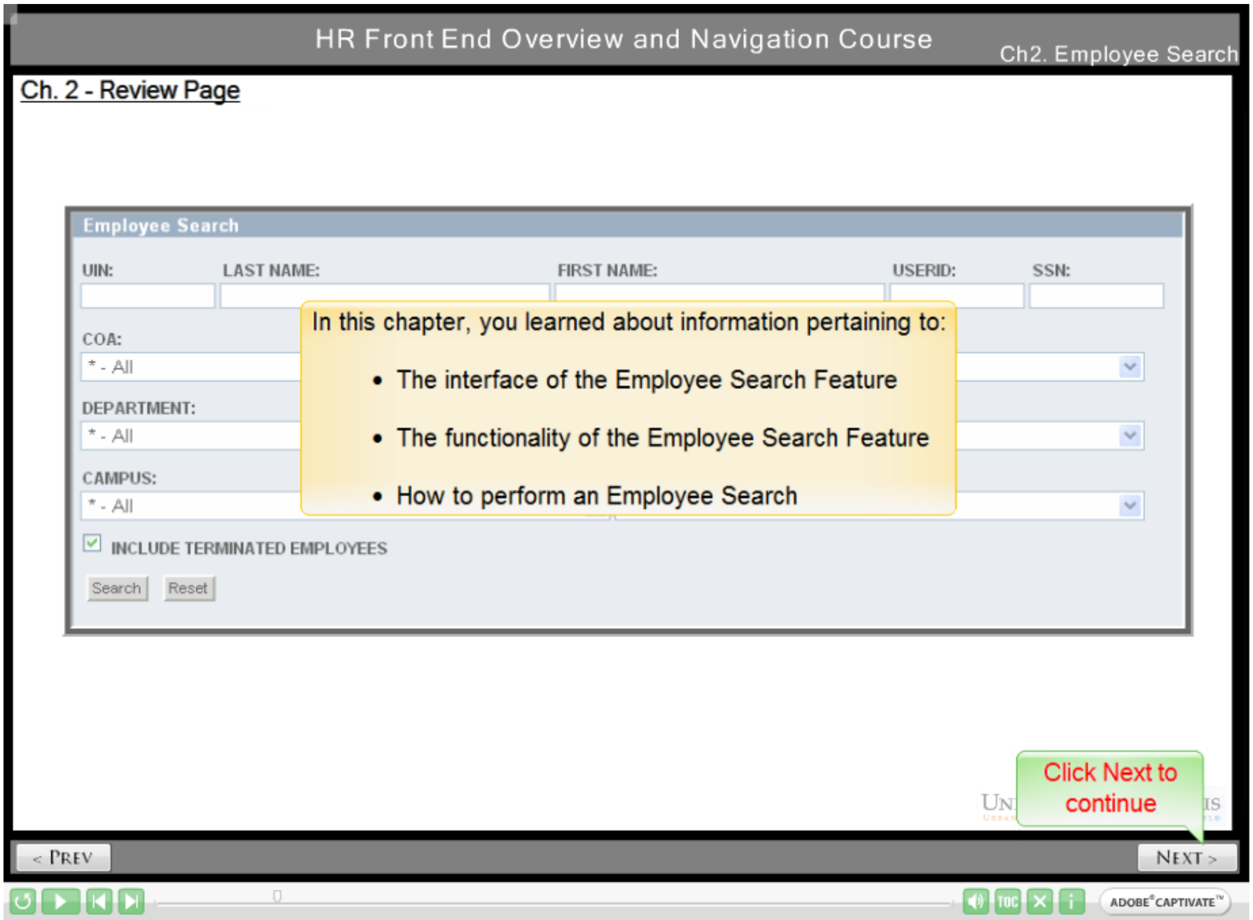
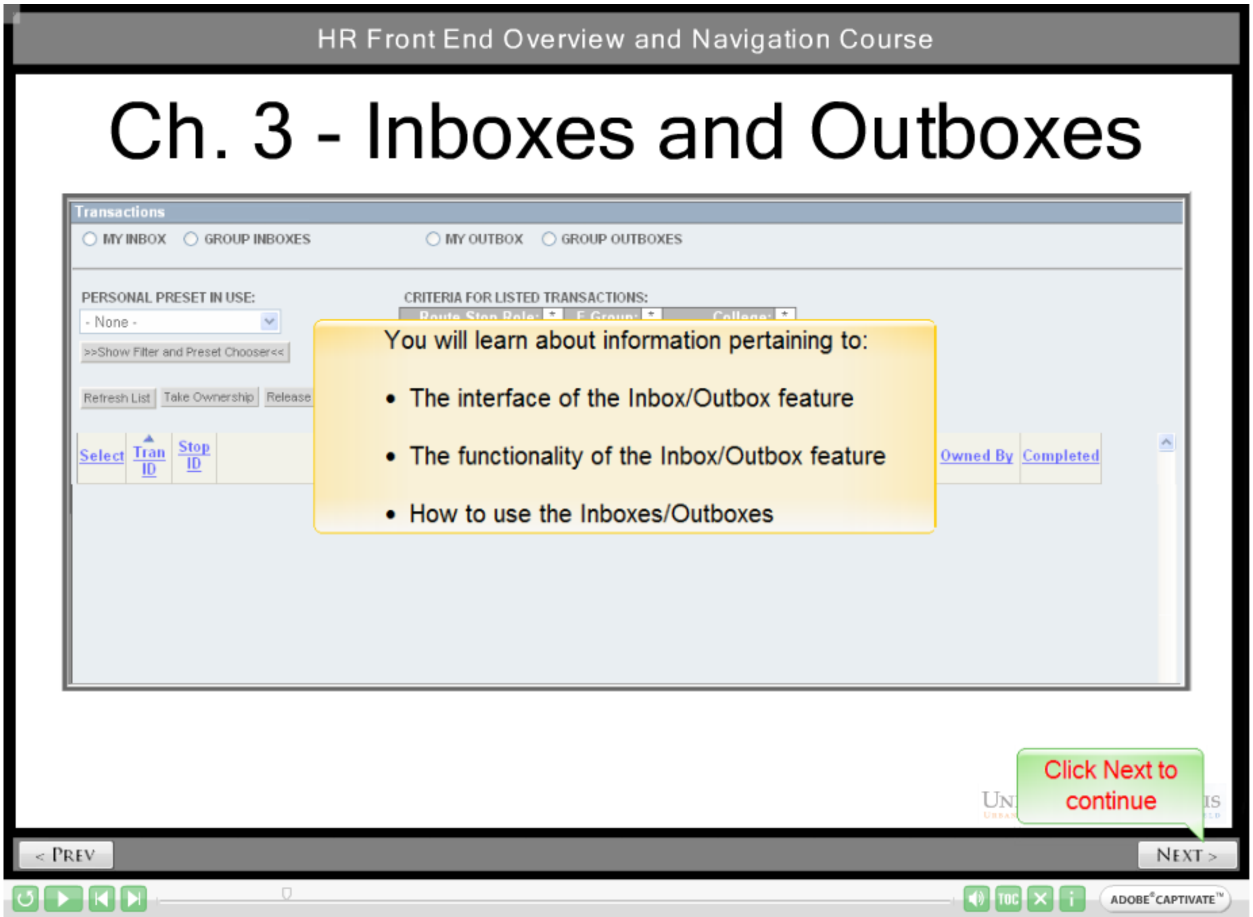

HR Front End Overview and Navigation Course
Ch2. Employee Search
By selecting an Employee Record from the list in the Employee Search users arrive at the Employee Record View. The Employee Record View will be covered in detail later on in this course.
Employee Record View
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch2. Employee Search
Ch. 2 - Review Page
Employee Search
UIN:
LAST NAME:
FIRST NAME:
USERID:
SSN:
COA:
* - All
DEPARTMENT:
* - All
CAMPUS:
* - All
In this chapter, you learned about information pertaining to:
• The interface of the Employee Search Feature
• The functionality of the Employee Search Feature
• How to perform an Employee Search
INCLUDE TERMINATED EMPLOYEES
Search
Reset
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch. 3 - Inboxes and Outboxes
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
CRITERIA FOR LISTED TRANSACTIONS:
- None -
>>Show Filter and Preset Chooser<<
Refresh List
Take Ownership
Release
Select
Tran ID
Stop ID
Owned By
Completed
You will learn about information pertaining to:
• The interface of the Inbox/Outbox feature
• The functionality of the Inbox/Outbox feature
• How to use the Inboxes/Outboxes
Click Next to continue
< PREV
NEXT >
TOC
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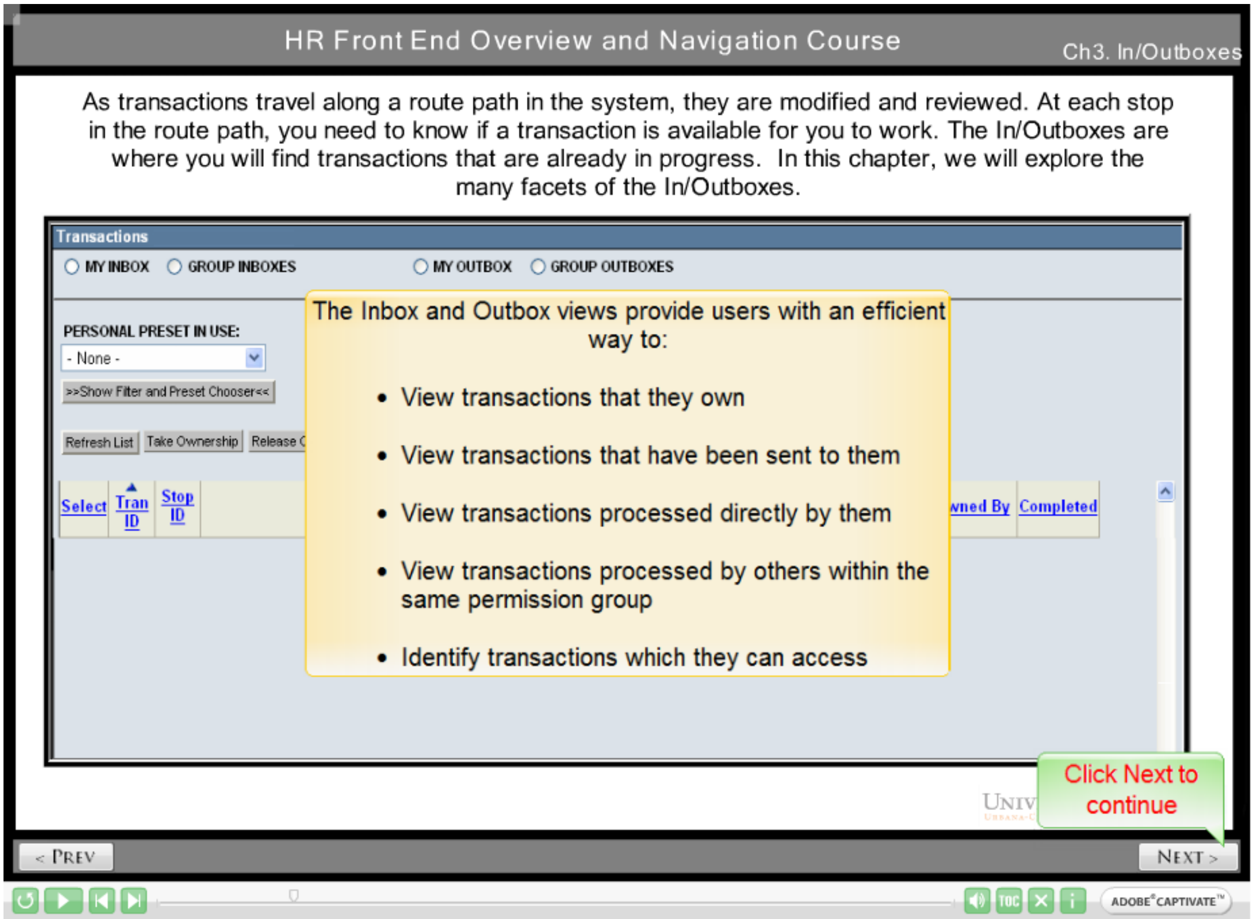
HR Front End Overview and Navigation Course
Ch3. In/Outboxes
As transactions travel along a route path in the system, they are modified and reviewed. At each stop in the route path, you need to know if a transaction is available for you to work. The In/Outboxes are where you will find transactions that are already in progress. In this chapter, we will explore the many facets of the In/Outboxes.
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
Refresh List
Take Ownership
Select
Tran ID
Stop ID
Completed
The Inbox and Outbox views provide users with an efficient way to:
• View transactions that they own
• View transactions that have been sent to them
• View transactions processed directly by them
• View transactions processed by others within the same permission group
• Identify transactions which they can access
Click Next to continue
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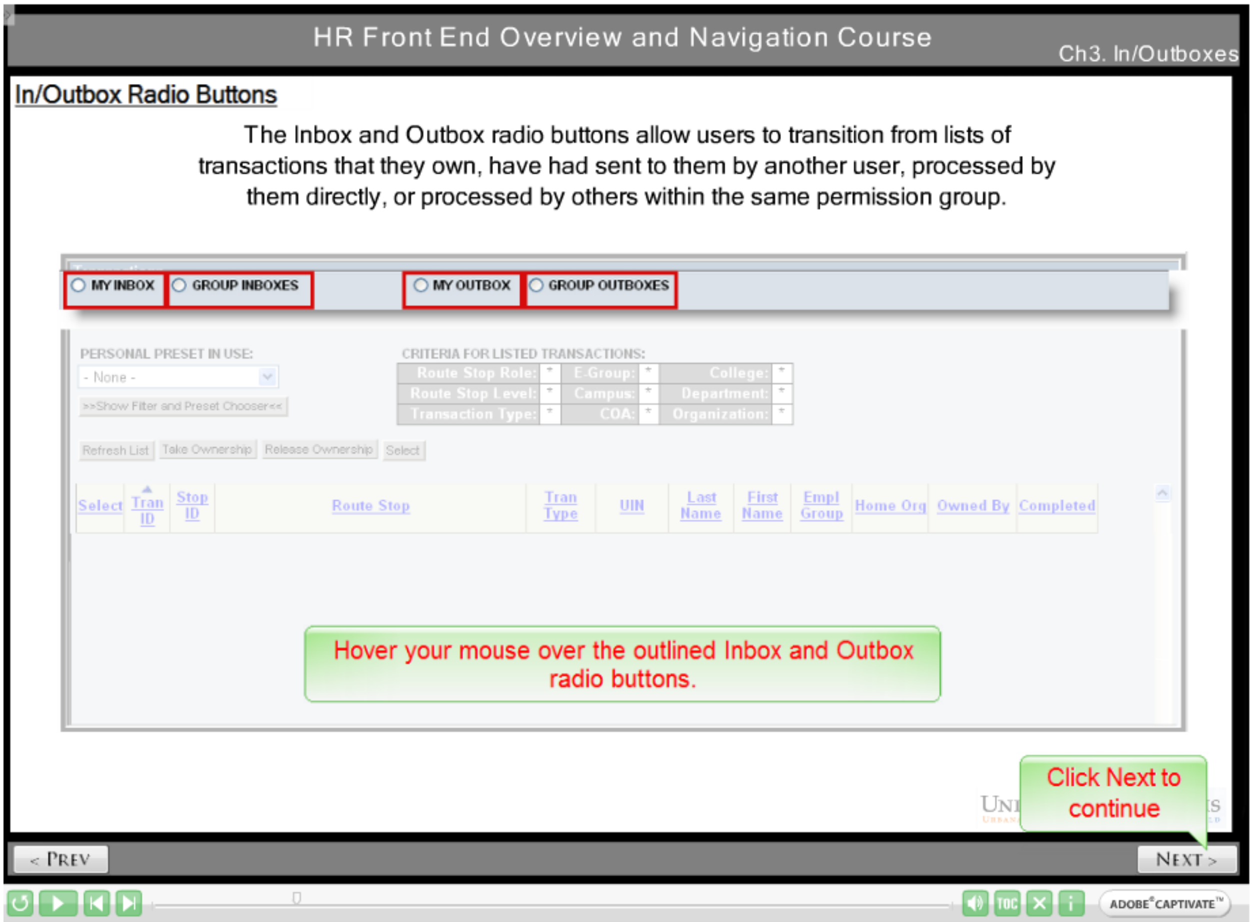
HR Front End Overview and Navigation Course
Ch3. In/Outboxes
In/Outbox Radio Buttons
The Inbox and Outbox radio buttons allow users to transition from lists of transactions that they own, have had sent to them by another user, processed by them directly, or processed by others within the same permission group.
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Take Ownership
Release Ownership
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
Hover your mouse over the outlined Inbox and Outbox radio buttons.
Click Next to continue
< PREV
NEXT >
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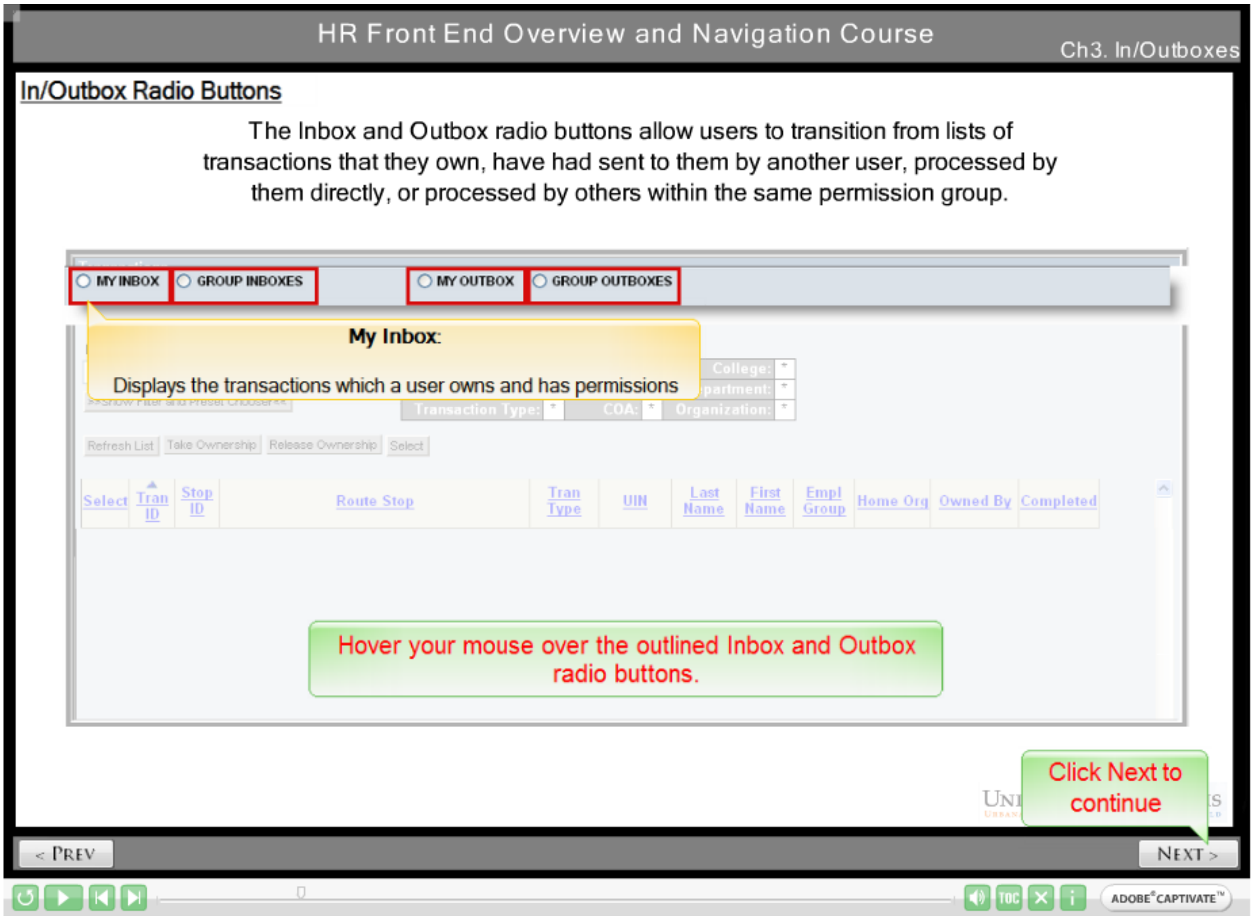
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In/Outbox Radio Buttons
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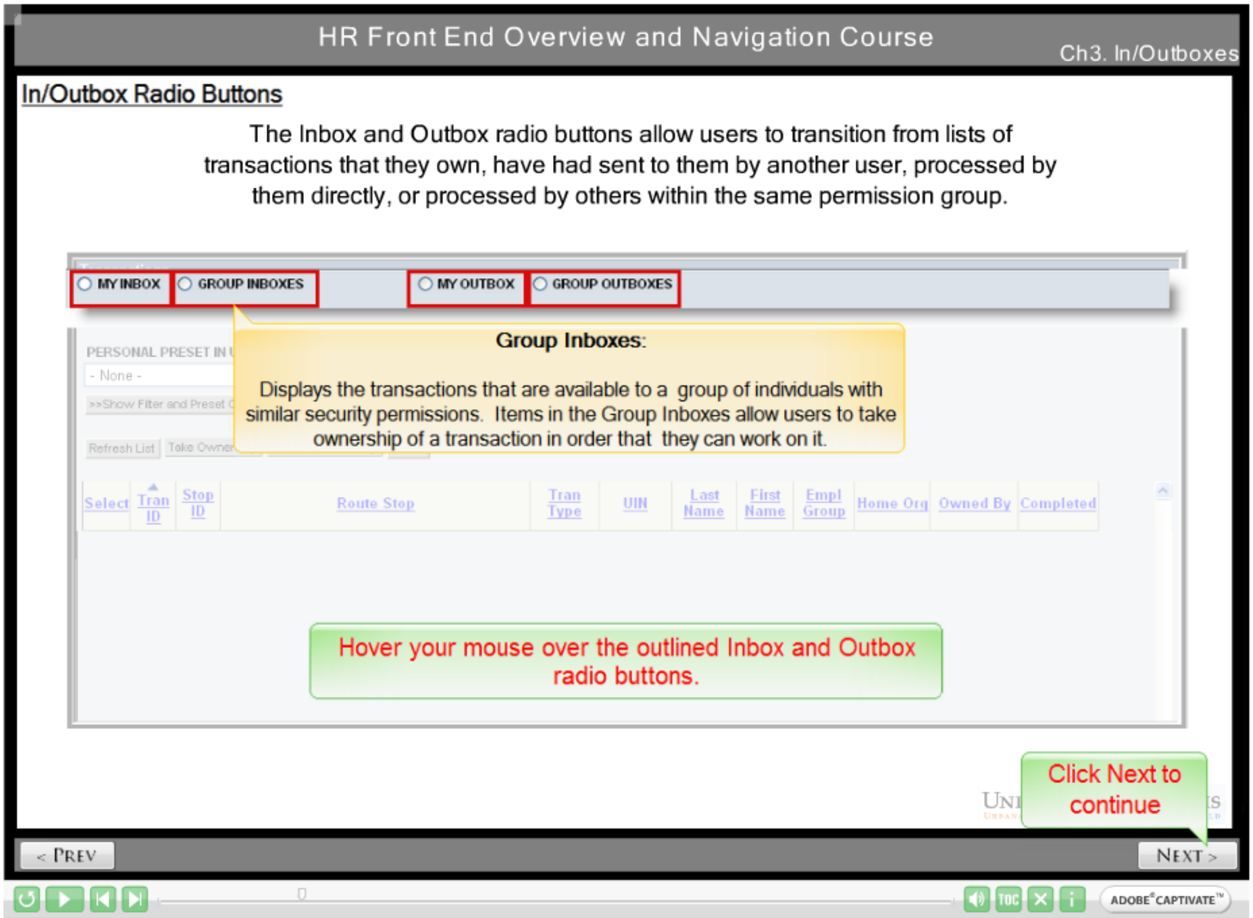
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
My Inbox:
Displays the transactions which a user owns and has permissions
Hover your mouse over the outlined Inbox and Outbox radio buttons.
Click Next to continue
< PREV
NEXT >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MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
Group Inboxes:
Displays the transactions that are available to a group of individuals with similar security permissions. Items in the Group Inboxes allow users to take ownership of a transaction in order that they can work on it.
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
Hover your mouse over the outlined Inbox and Outbox radio buttons.
Click Next to continue
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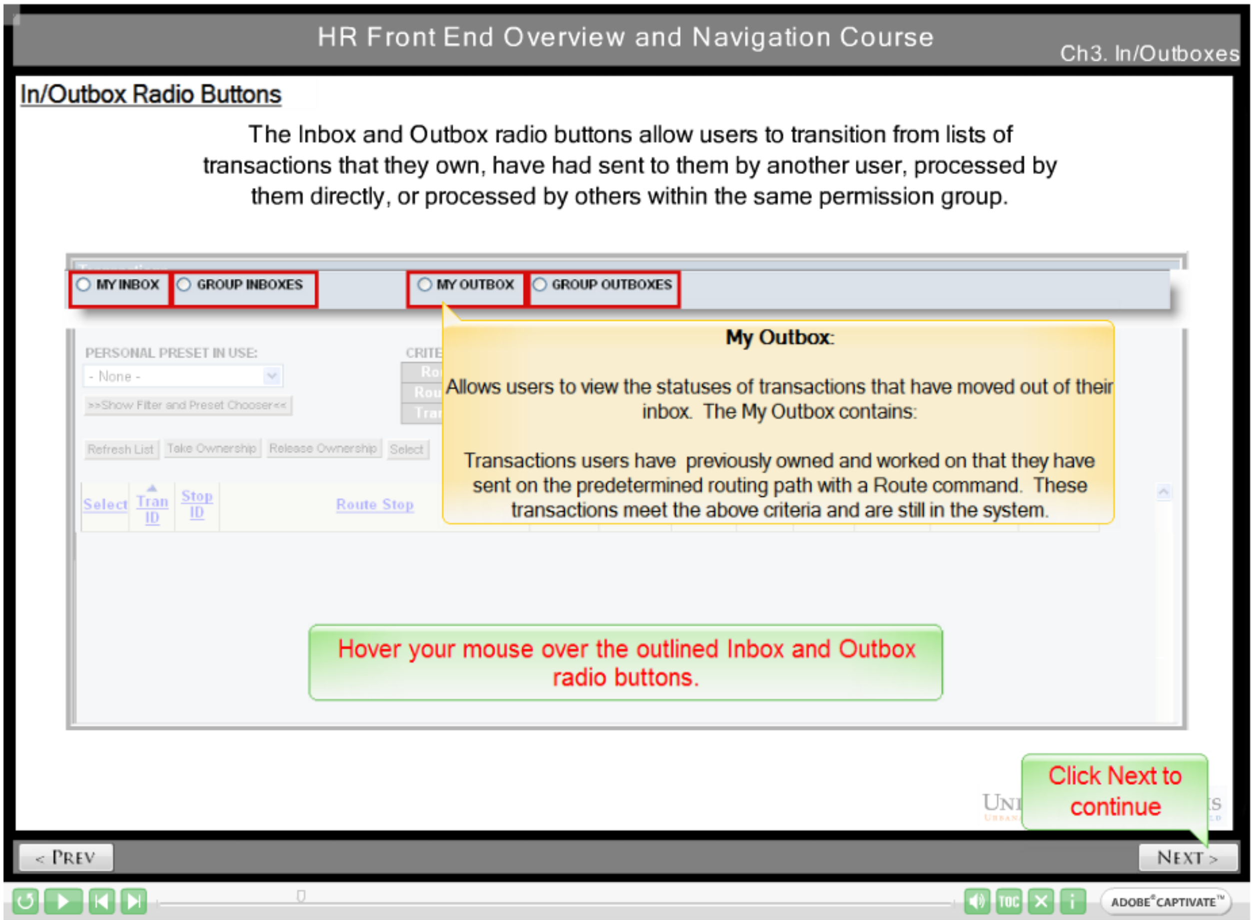

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Ch3. In/Outboxes
In/Outbox Radio Buttons
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MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
Refresh List
Take Ownership
Release Ownership
Select
Select
Tran ID
Stop ID
Route Stop
My Outbox:
Allows users to view the statuses of transactions that have moved out of their inbox. The My Outbox contains:
Transactions users have previously owned and worked on that they have sent on the predetermined routing path with a Route command. These transactions meet the above criteria and are still in the system.
Hover your mouse over the outlined Inbox and Outbox radio buttons.
Click Next to continue
< PREV
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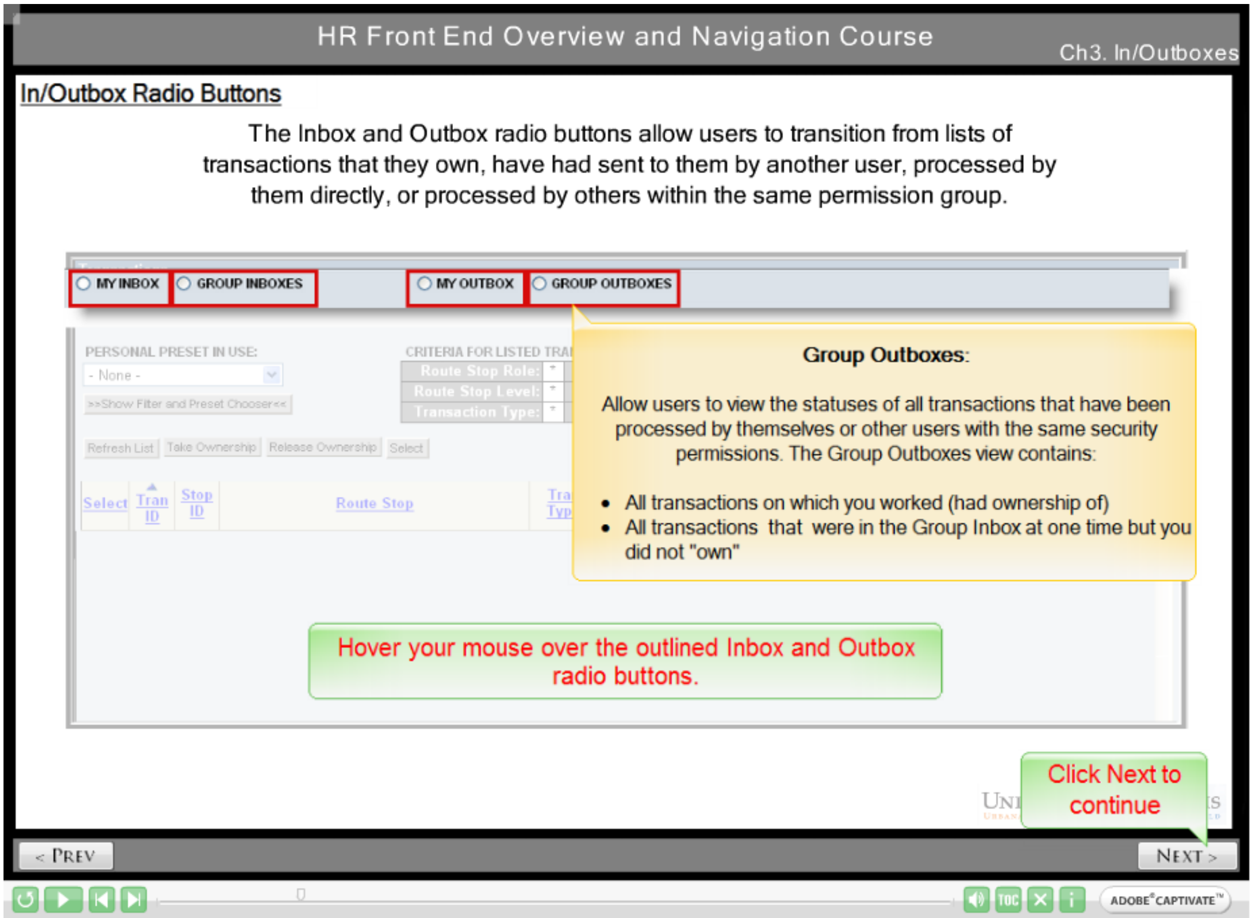
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MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
Refresh List
Take Ownership
Release Ownership
Select
Route Stop
Group Outboxes:
Allow users to view the statuses of all transactions that have been processed by themselves or other users with the same security permissions. The Group Outboxes view contains:
All transactions on which you worked (had ownership of)
All transactions that were in the Group Inbox at one time but you did not "own"
Hover your mouse over the outlined Inbox and Outbox radio buttons.
Click Next to continue
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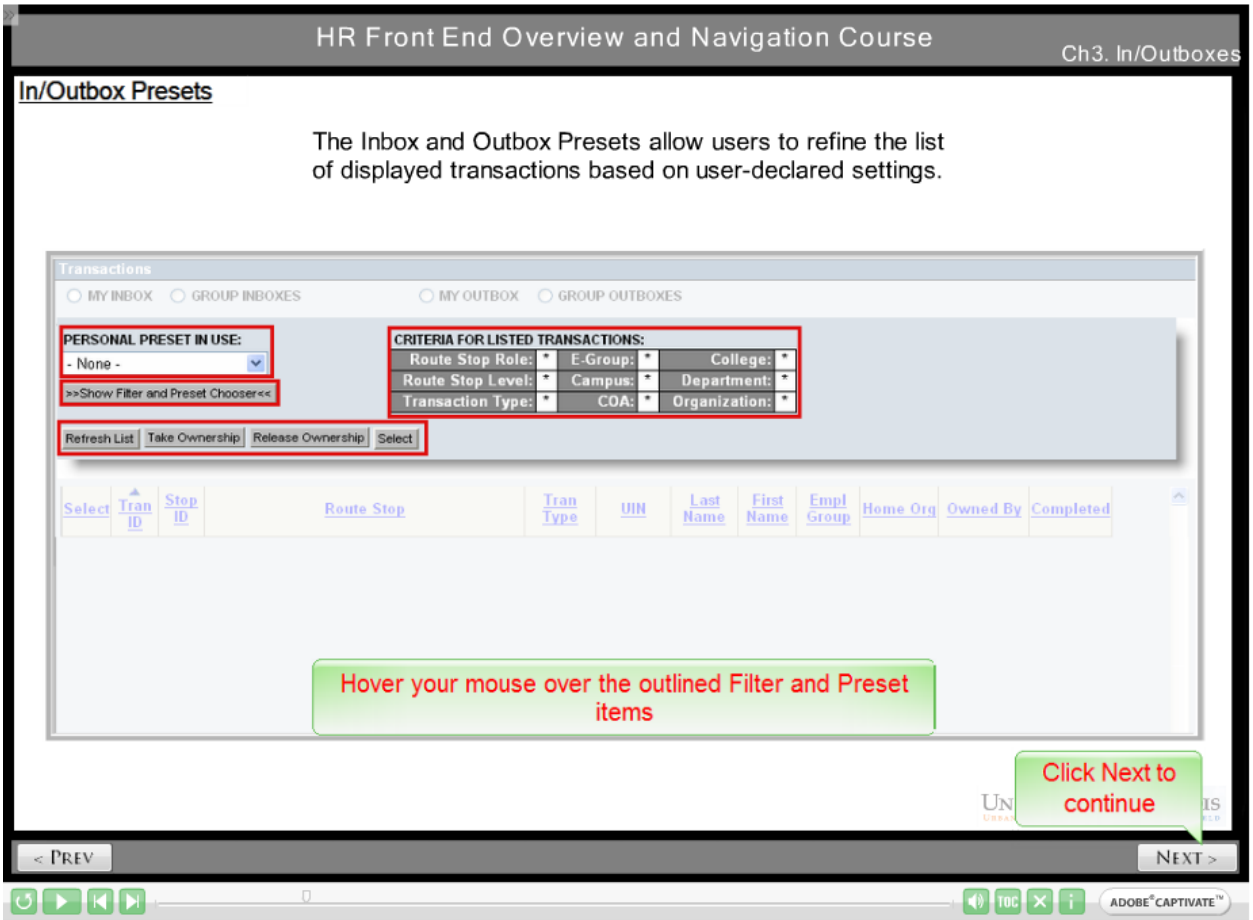
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Ch3. In/Outboxes
In/Outbox Presets
The Inbox and Outbox Presets allow users to refine the list of displayed transactions based on user-declared settings.
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role: *
E-Group: *
College: *
Route Stop Level: *
Campus: *
Department: *
Transaction Type: *
COA: *
Organization: *
Refresh List
Take Ownership
Release Ownership
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
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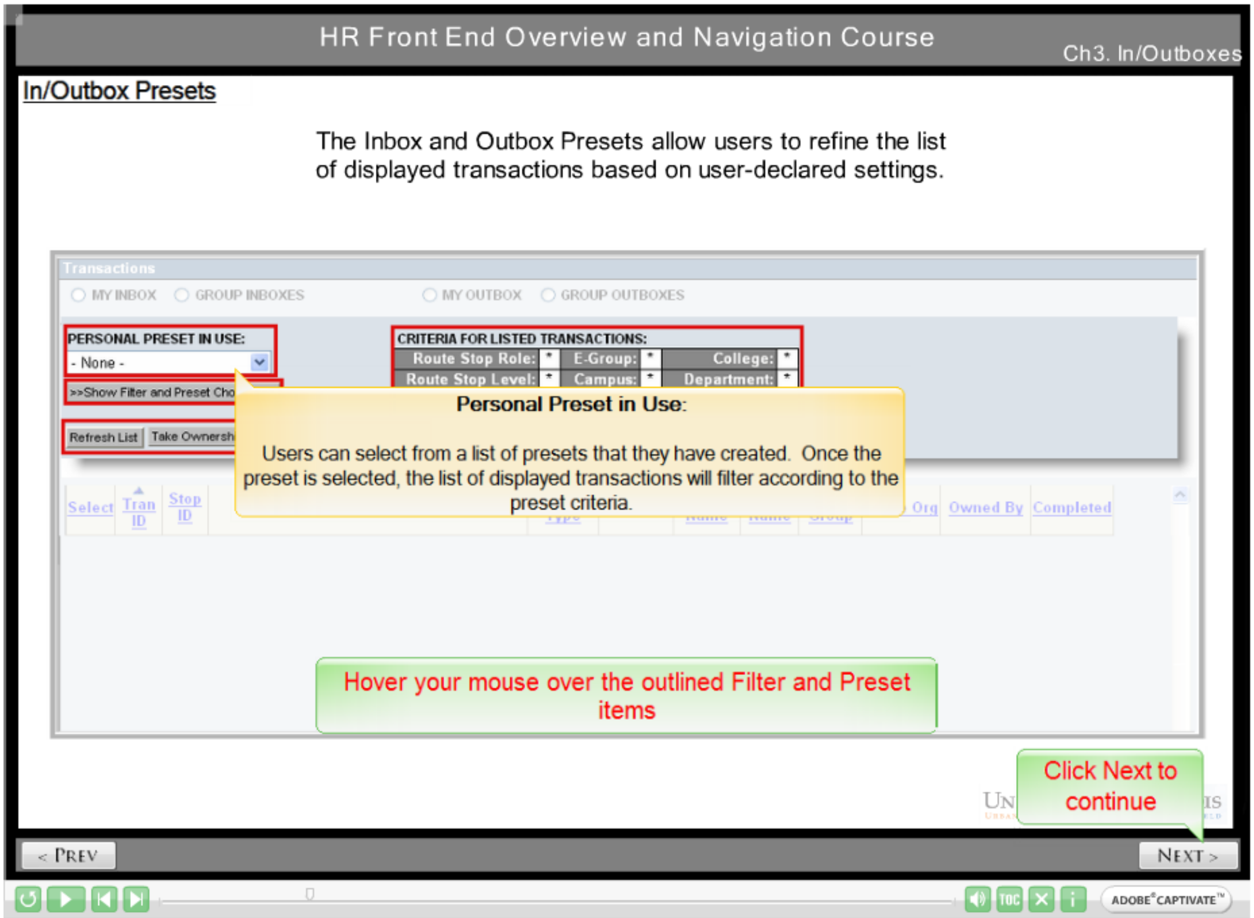
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Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Refresh List
Personal Preset in Use:
Users can select from a list of presets that they have created. Once the preset is selected, the list of displayed transactions will filter according to the preset criteria.
Select
Tran ID
Stop ID
Owned By
Completed
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >
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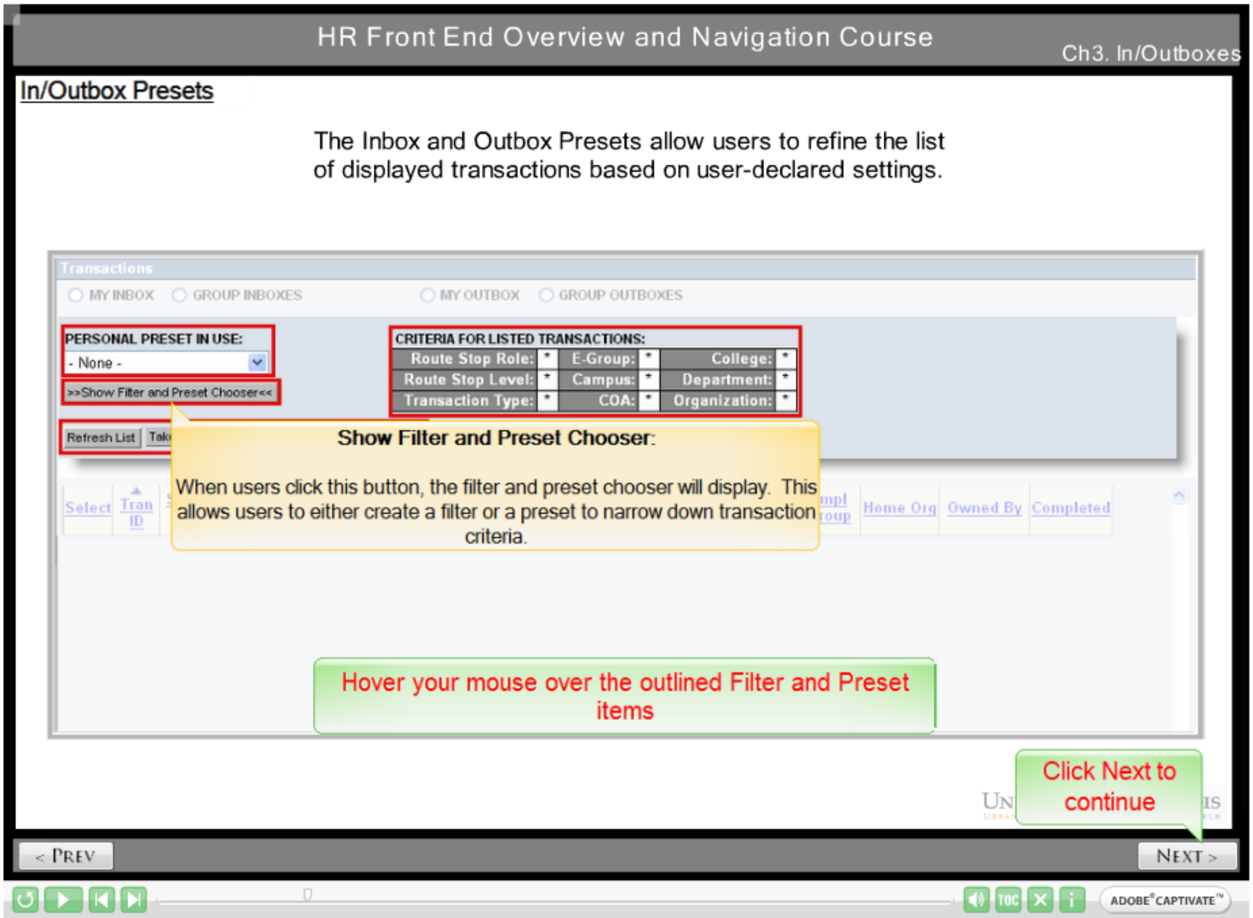
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Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
Refresh List
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Show Filter and Preset Chooser:
When users click this button, the filter and preset chooser will display. This allows users to either create a filter or a preset to narrow down transaction criteria.
Select
Tran ID
Home Org
Owned By
Completed
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >
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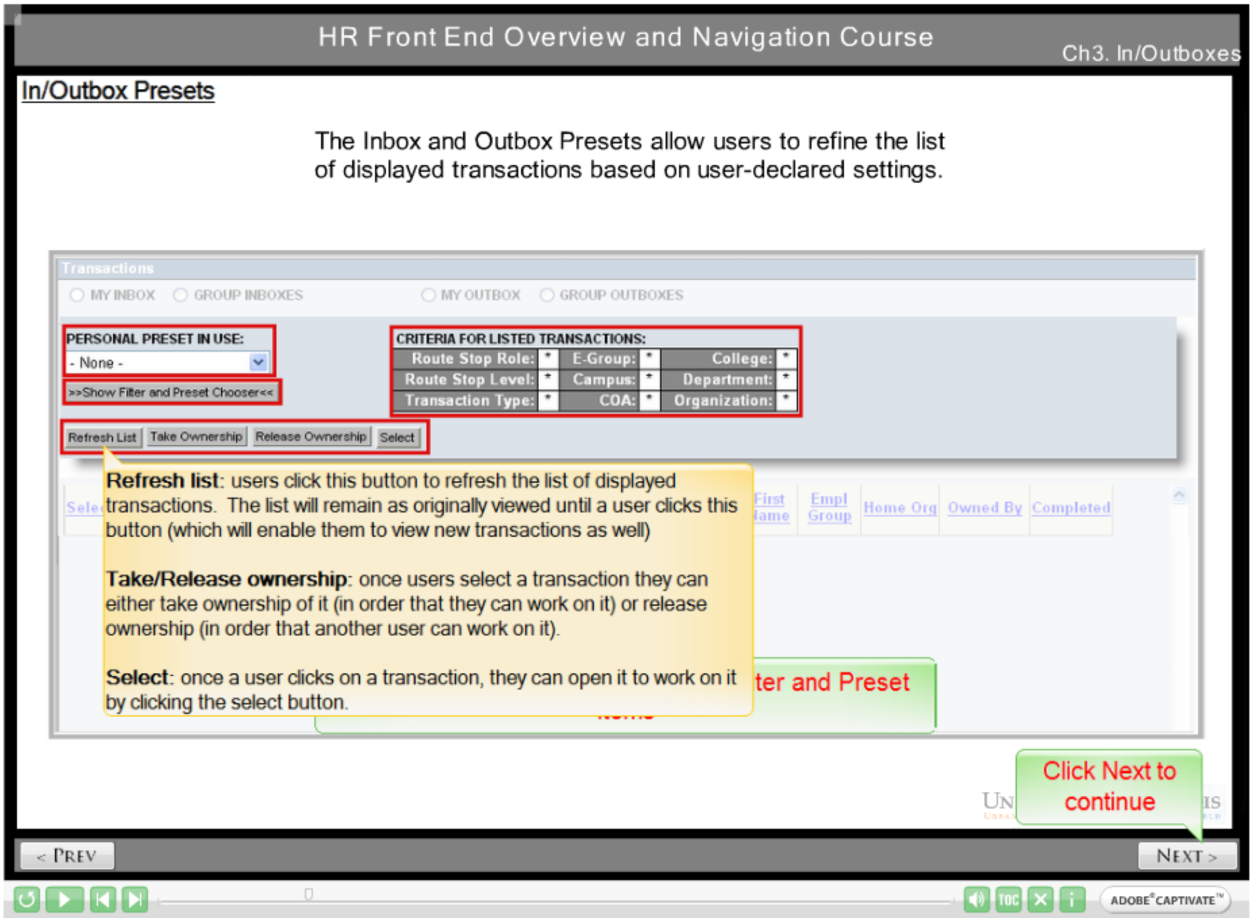
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The Inbox and Outbox Presets allow users to refine the list of displayed transactions based on user-declared settings.
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role: *
E-Group: *
College: *
Route Stop Level: *
Campus: *
Department: *
Transaction Type: *
COA: *
Organization: *
Refresh List
Take Ownership
Release Ownership
Select
First Name
Empl Group
Home Org
Owned By
Completed
Refresh list: users click this button to refresh the list of displayed transactions. The list will remain as originally viewed until a user clicks this button (which will enable them to view new transactions as well)
Take/Release ownership: once users select a transaction they can either take ownership of it (in order that they can work on it) or release ownership (in order that another user can work on it).
Select: once a user clicks on a transaction, they can open it to work on it by clicking the select button.
ter and Preset
Click Next to continue
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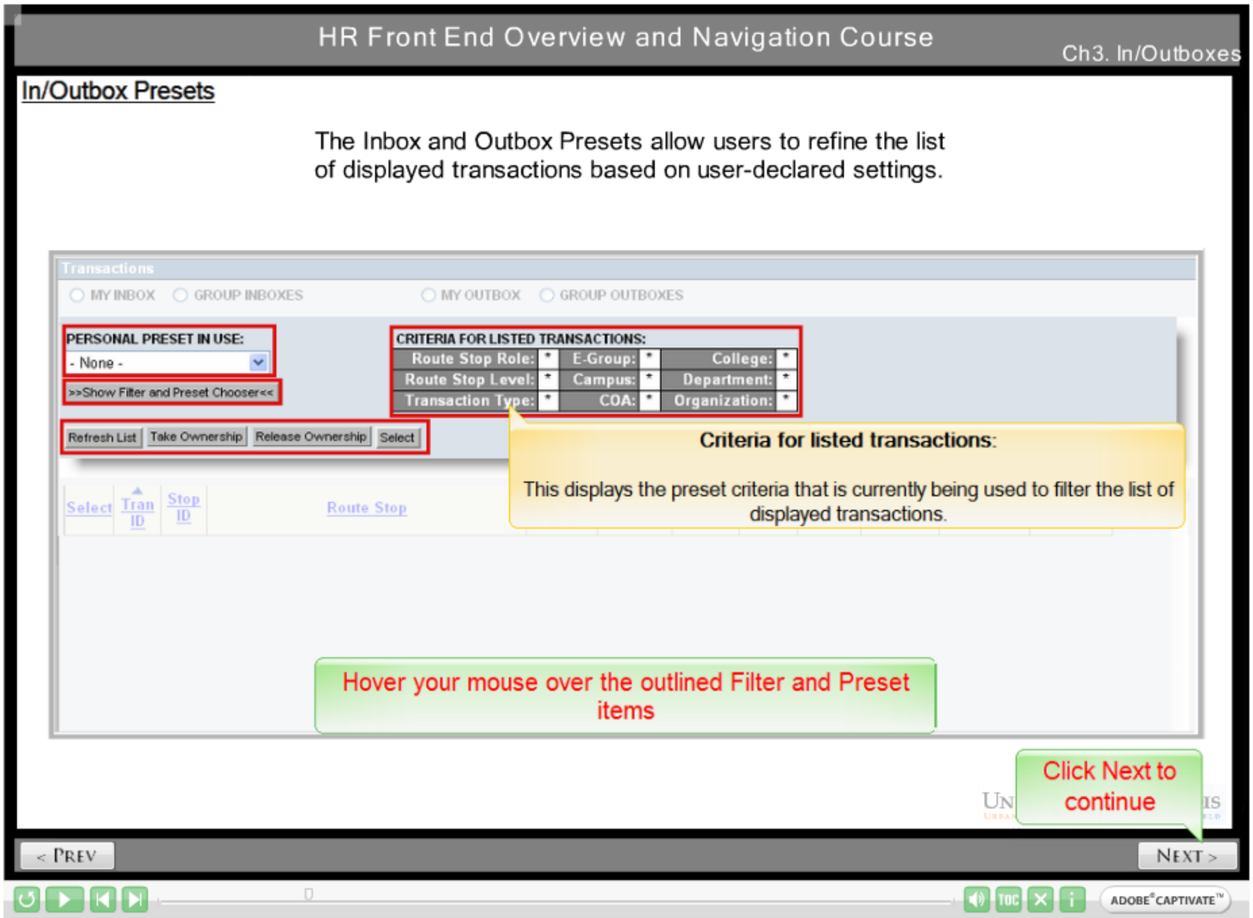
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Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role: *
E-Group: *
College: *
Route Stop Level: *
Campus: *
Department: *
Transaction Type: *
COA: *
Organization: *
Refresh List
Take Ownership
Release Ownership
Select
Criteria for listed transactions:
This displays the preset criteria that is currently being used to filter the list of displayed transactions.
Select
Tran ID
Stop ID
Route Stop
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >
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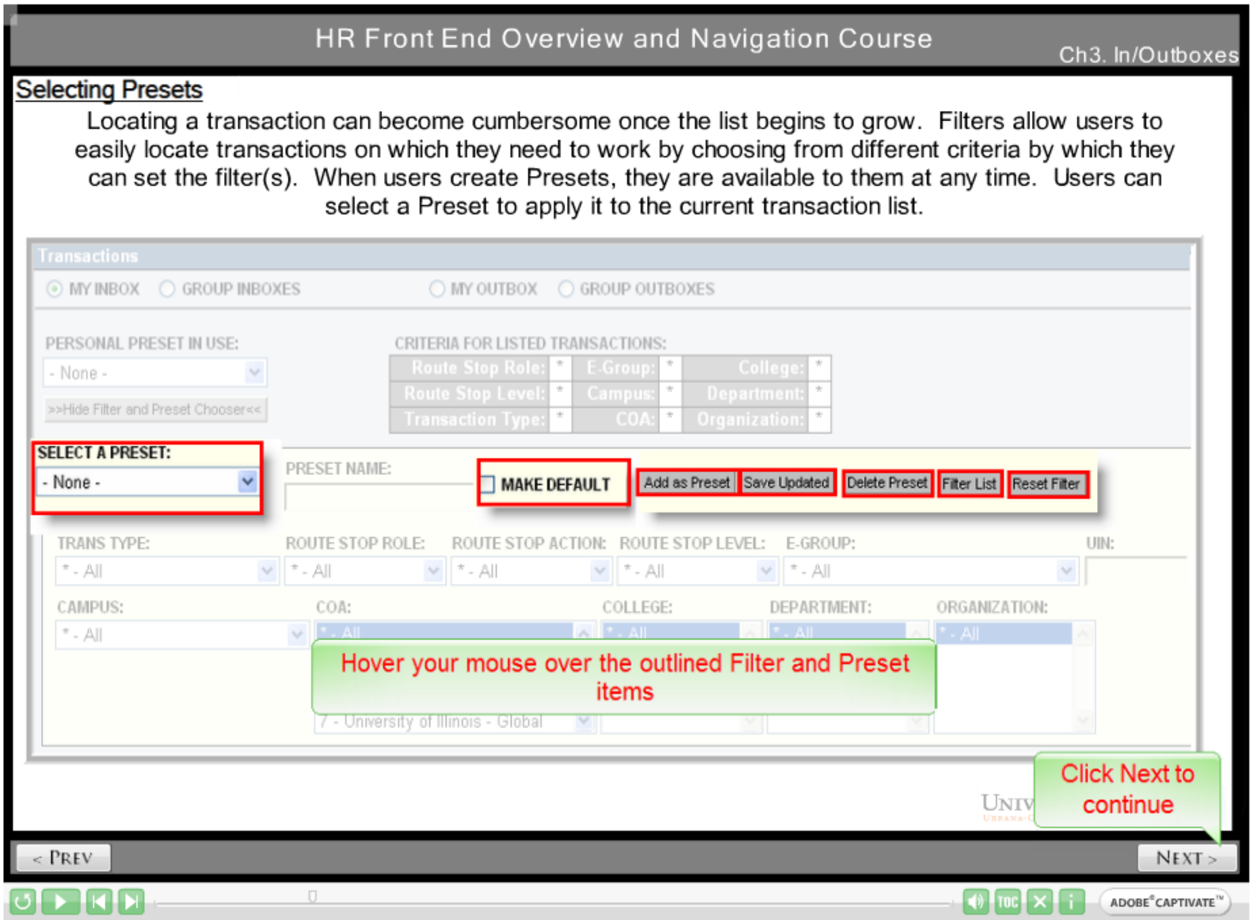
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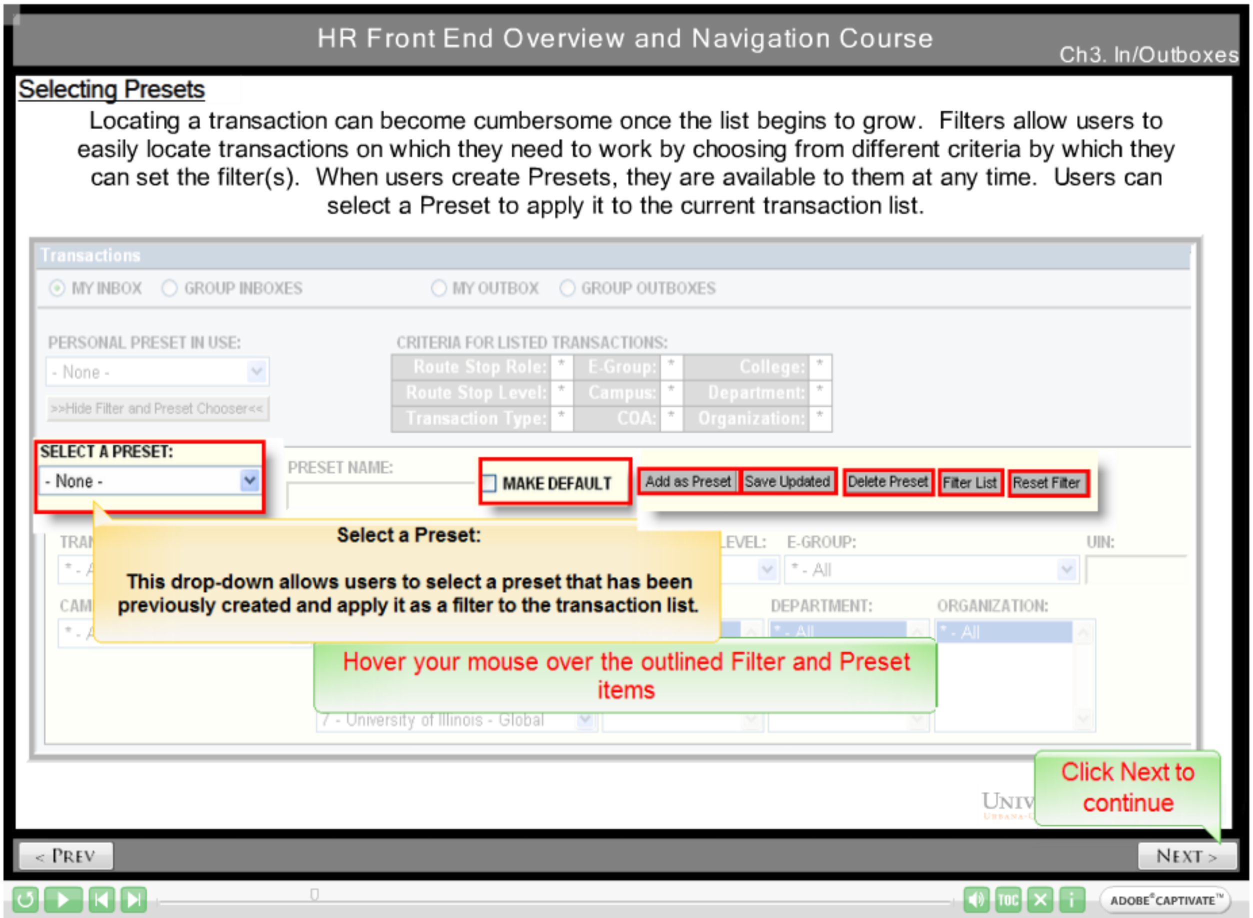
Ch3. In/Outboxes
Selecting Presets
Locating a transaction can become cumbersome once the list begins to grow. Filters allow users to easily locate transactions on which they need to work by choosing from different criteria by which they can set the filter(s). When users create Presets, they are available to them at any time. Users can select a Preset to apply it to the current transaction list.
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
CRITERIA FOR LISTED TRANSACTIONS:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
ROUTE STOP ROLE:
ROUTE STOP ACTION:
ROUTE STOP LEVEL:
E-GROUP:
UIN:
CAMPUS:
COA:
COLLEGE:
DEPARTMENT:
ORGANIZATION:
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >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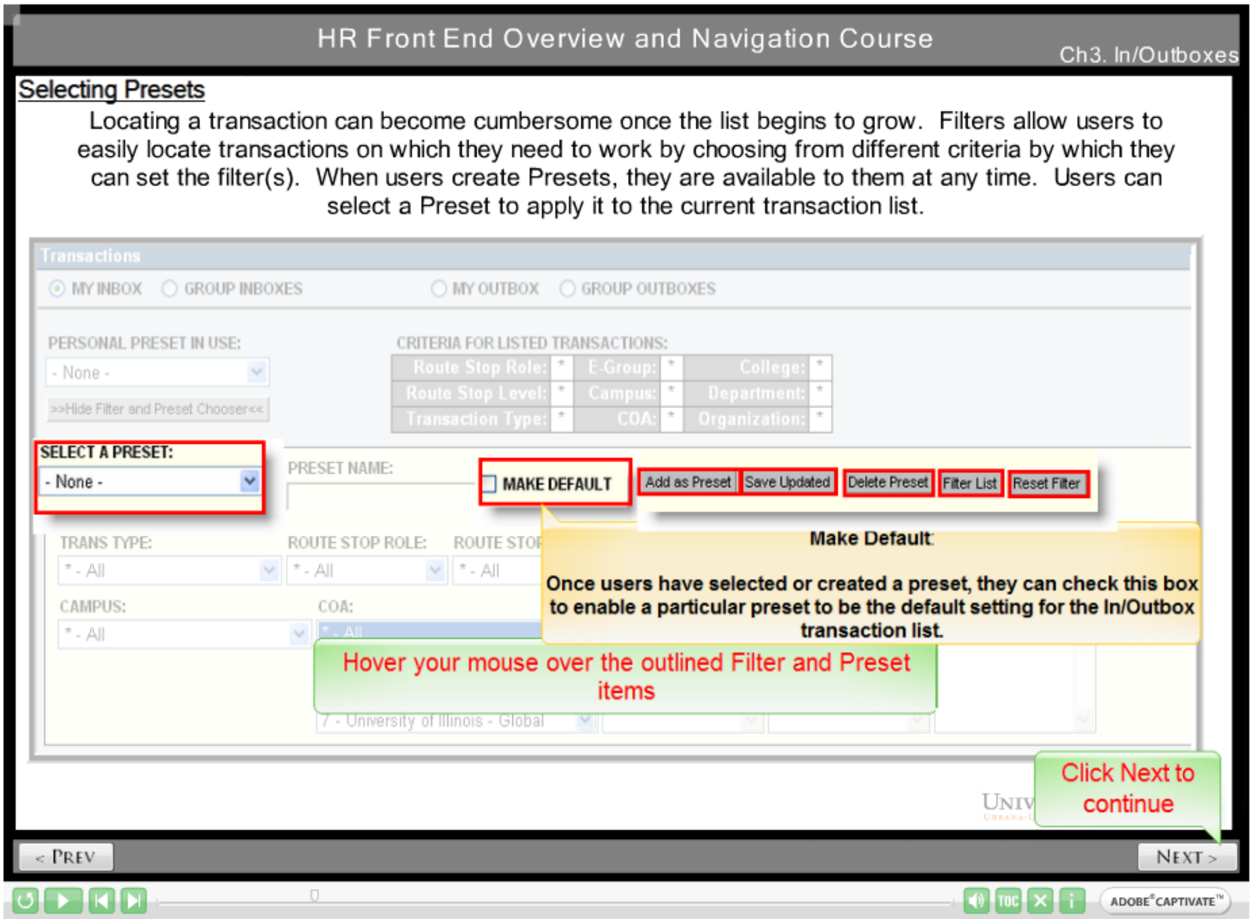
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
Select a Preset:
This drop-down allows users to select a preset that has been previously created and apply it as a filter to the transaction list.
E-GROUP:
UIN:
DEPARTMENT:
ORGANIZATION:
Hover your mouse over the outlined Filter and Preset items
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >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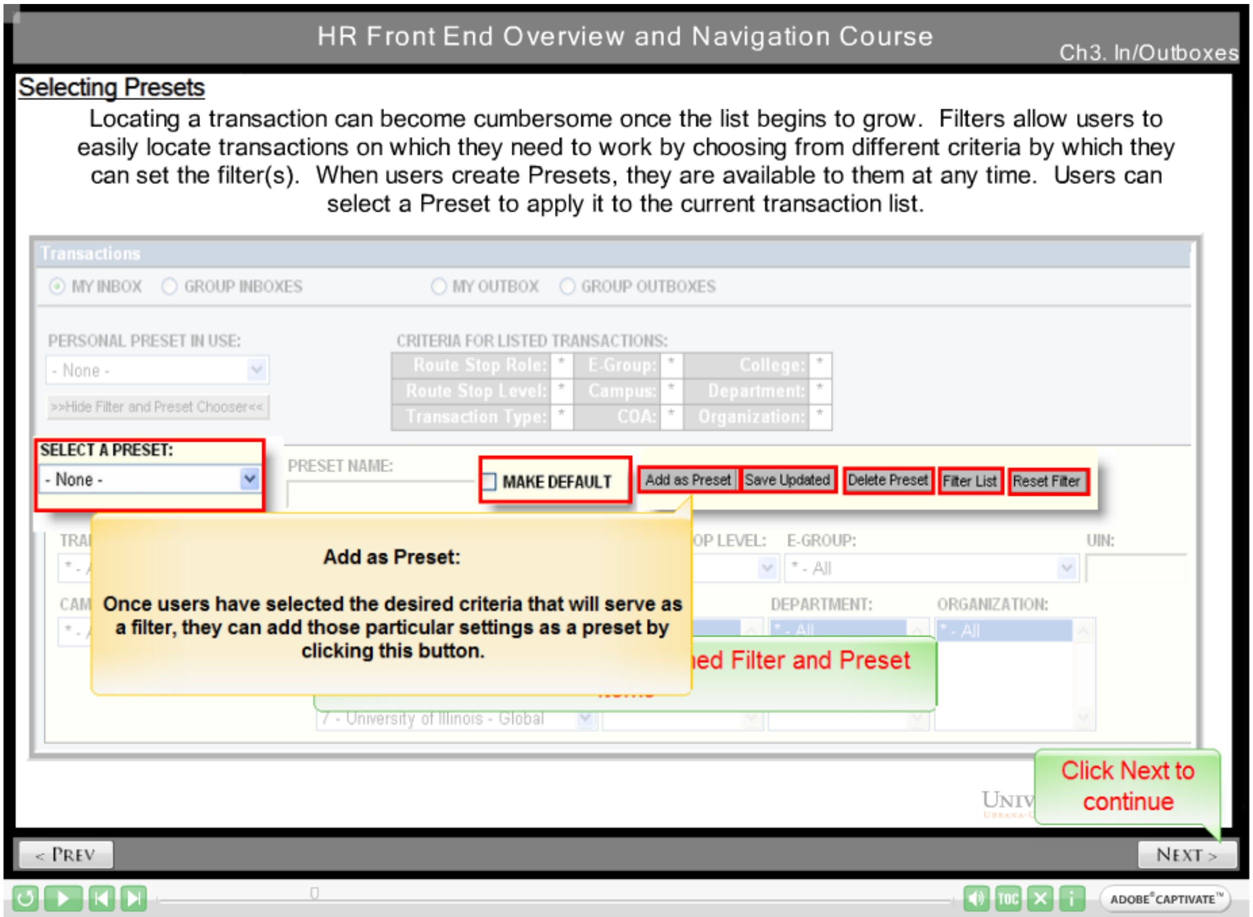
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
ROUTE STOP ROLE:
CAMPUS:
COA:
Make Default:
Once users have selected or created a preset, they can check this box to enable a particular preset to be the default setting for the In/Outbox transaction list.
Hover your mouse over the outlined Filter and Preset items
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >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Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
Add as Preset:
Once users have selected the desired criteria that will serve as a filter, they can add those particular settings as a preset by clicking this button.
E-GROUP:
UIN:
DEPARTMENT:
ORGANIZATION:
ed Filter and Preset
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >
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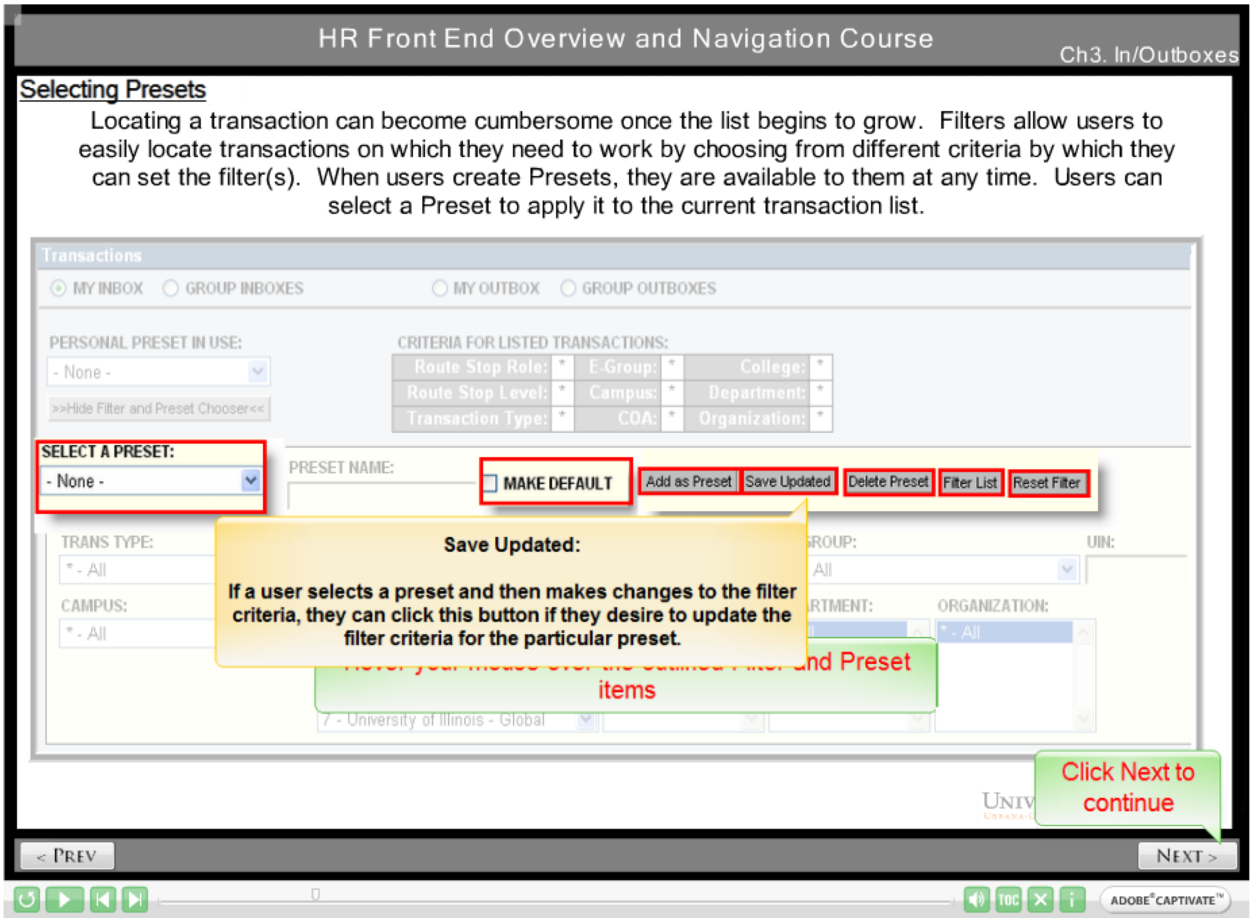
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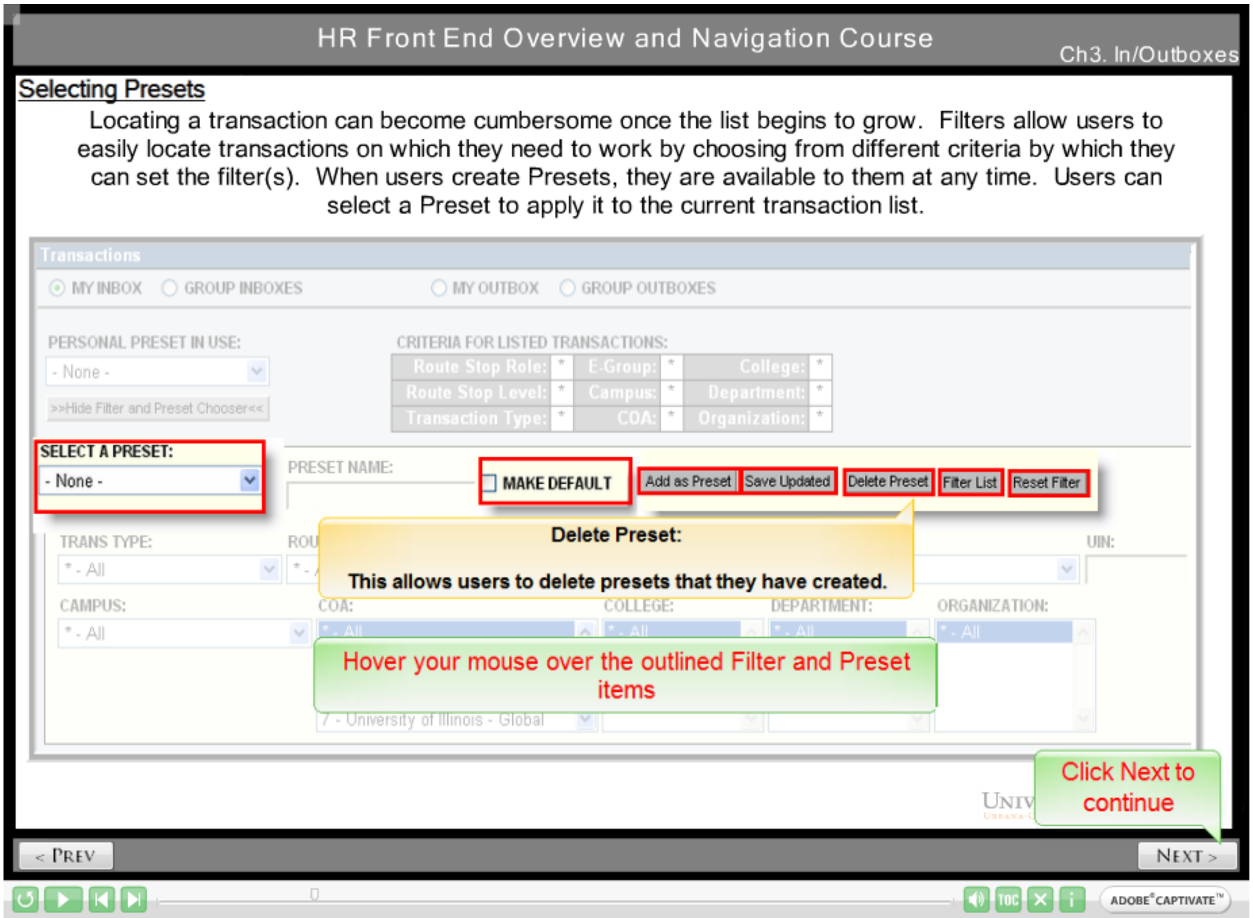
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
* - All
CAMPUS:
* - All
UIN:
ORGANIZATION:
* - All
Save Updated:
If a user selects a preset and then makes changes to the filter criteria, they can click this button if they desire to update the filter criteria for the particular preset.
items
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >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Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
Delete Preset:
This allows users to delete presets that they have created.
TRANS TYPE:
UIN:
CAMPUS:
COA:
COLLEGE:
DEPARTMENT:
ORGANIZATION:
Hover your mouse over the outlined Filter and Preset items
7 - University of Illinois - Global
Click Next to continue
< PREV
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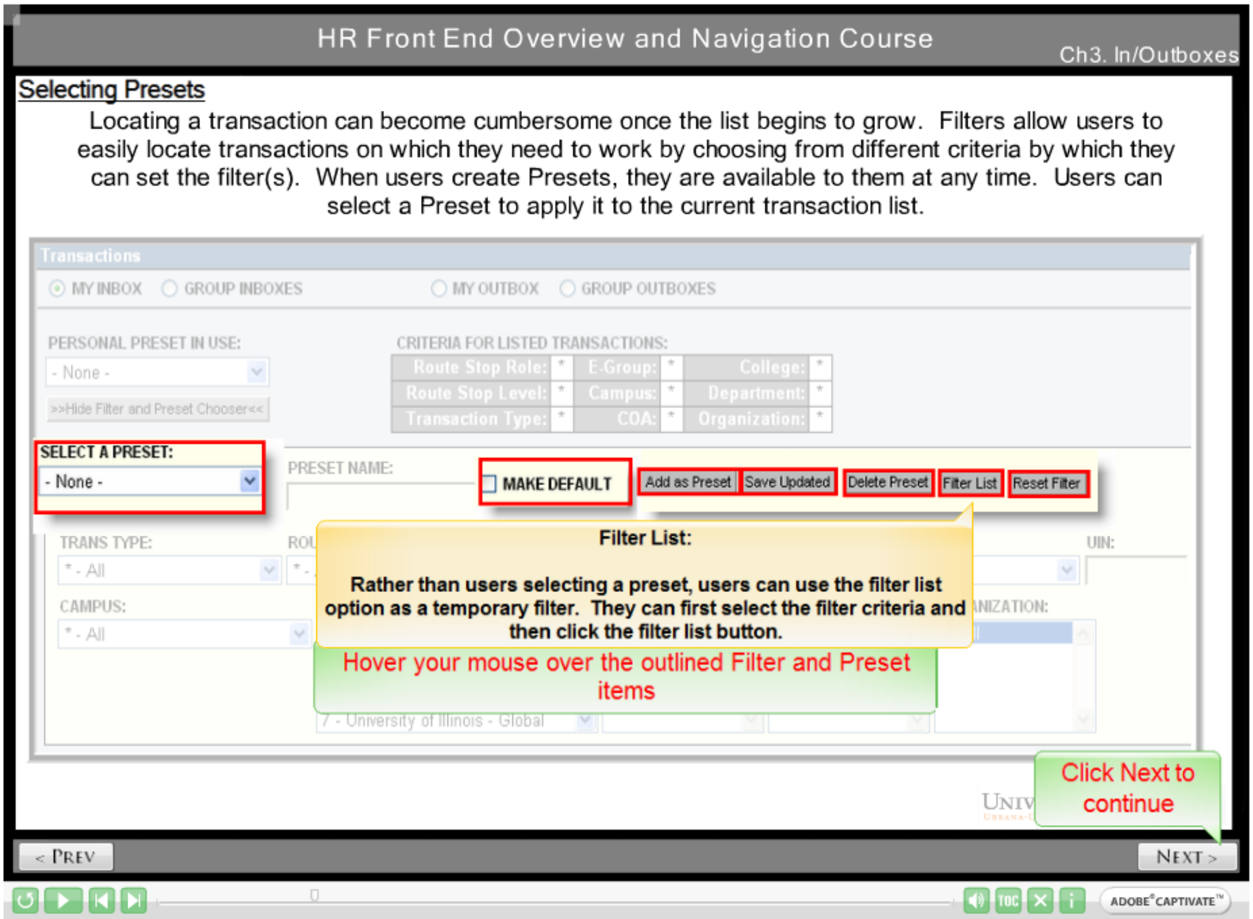
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Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
* - All
CAMPUS:
* - All
UIN:
Filter List:
Rather than users selecting a preset, users can use the filter list option as a temporary filter. They can first select the filter criteria and then click the filter list button.
Hover your mouse over the outlined Filter and Preset items
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >
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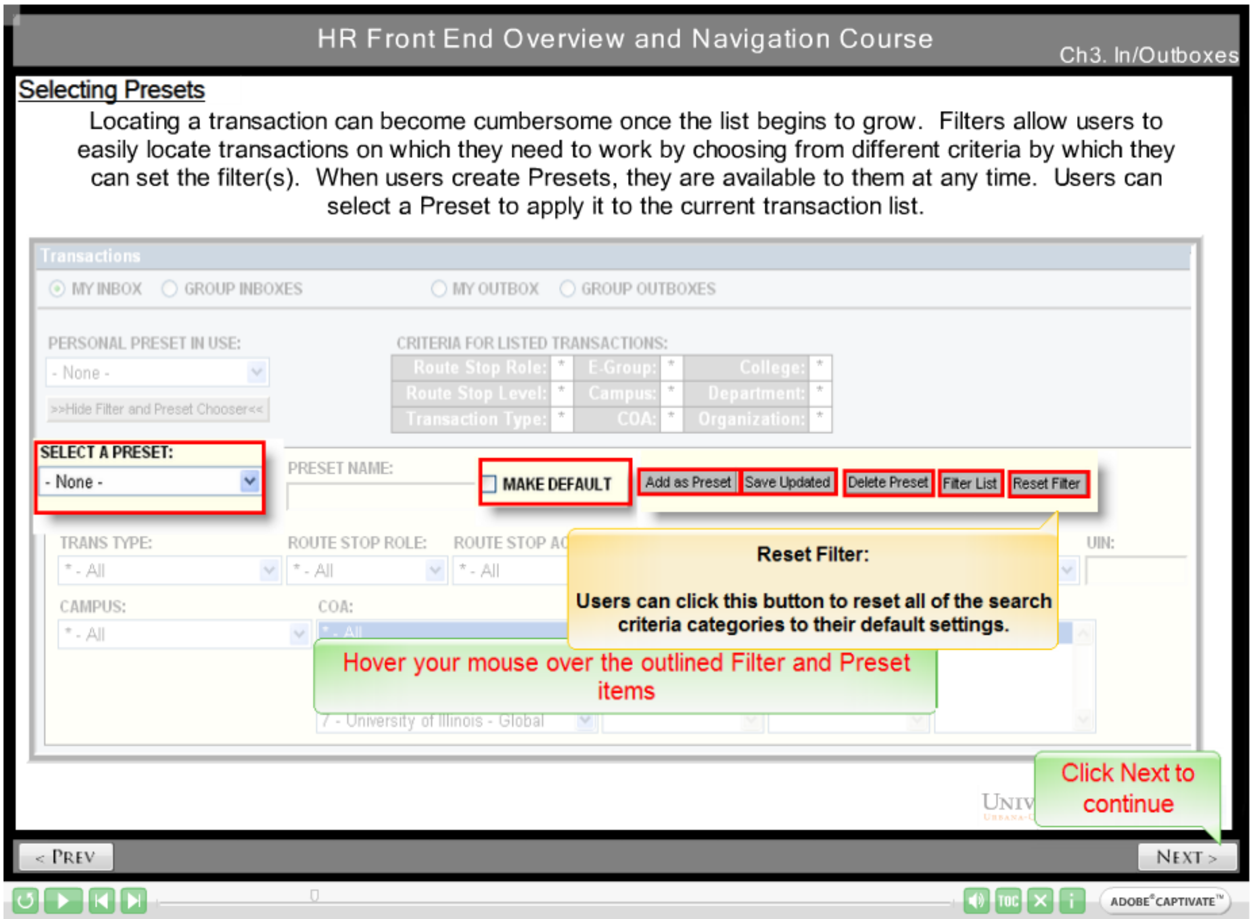
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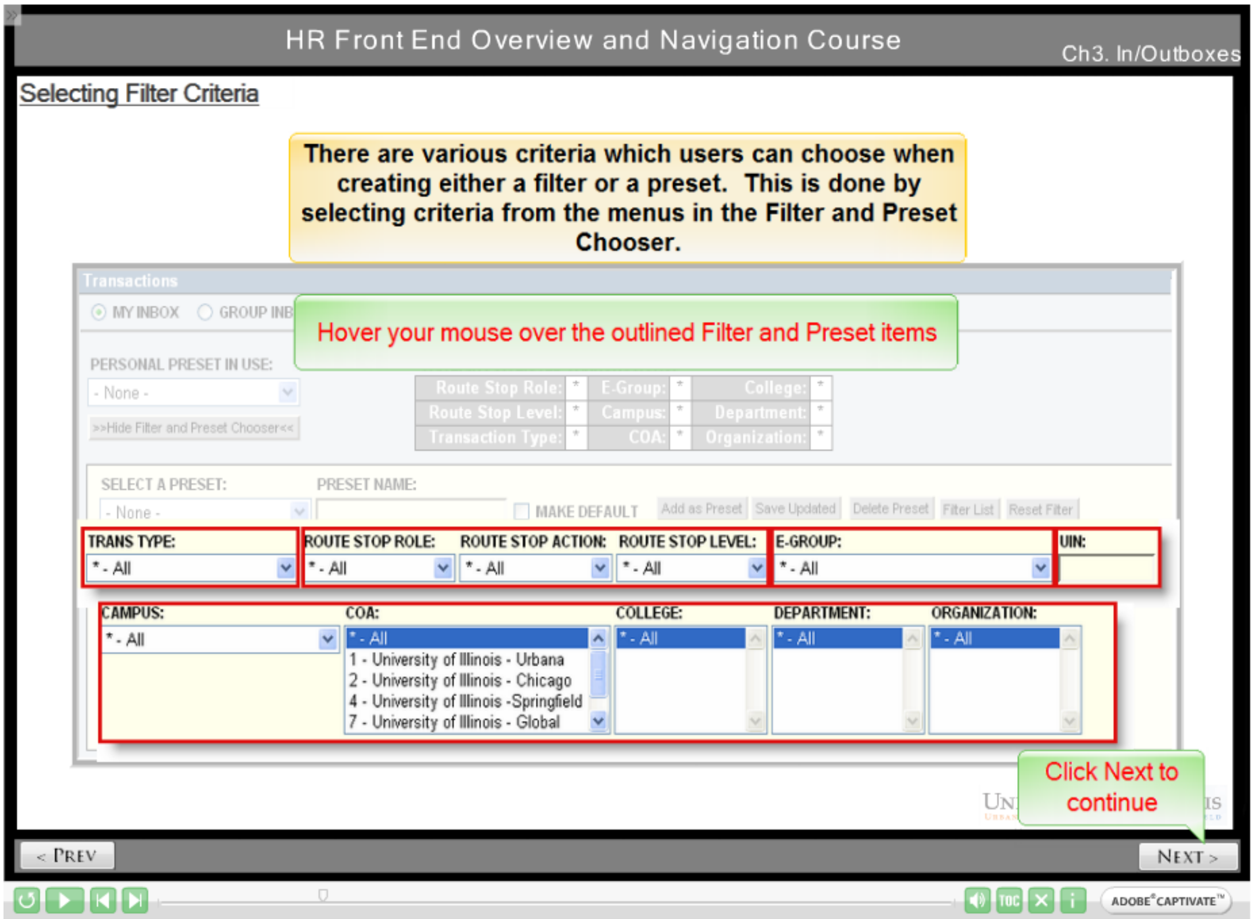
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
- None -
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
ROUTE STOP ROLE:
UIN:
CAMPUS:
COA:
Reset Filter:
Users can click this button to reset all of the search criteria categories to their default settings.
Hover your mouse over the outlined Filter and Preset items
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE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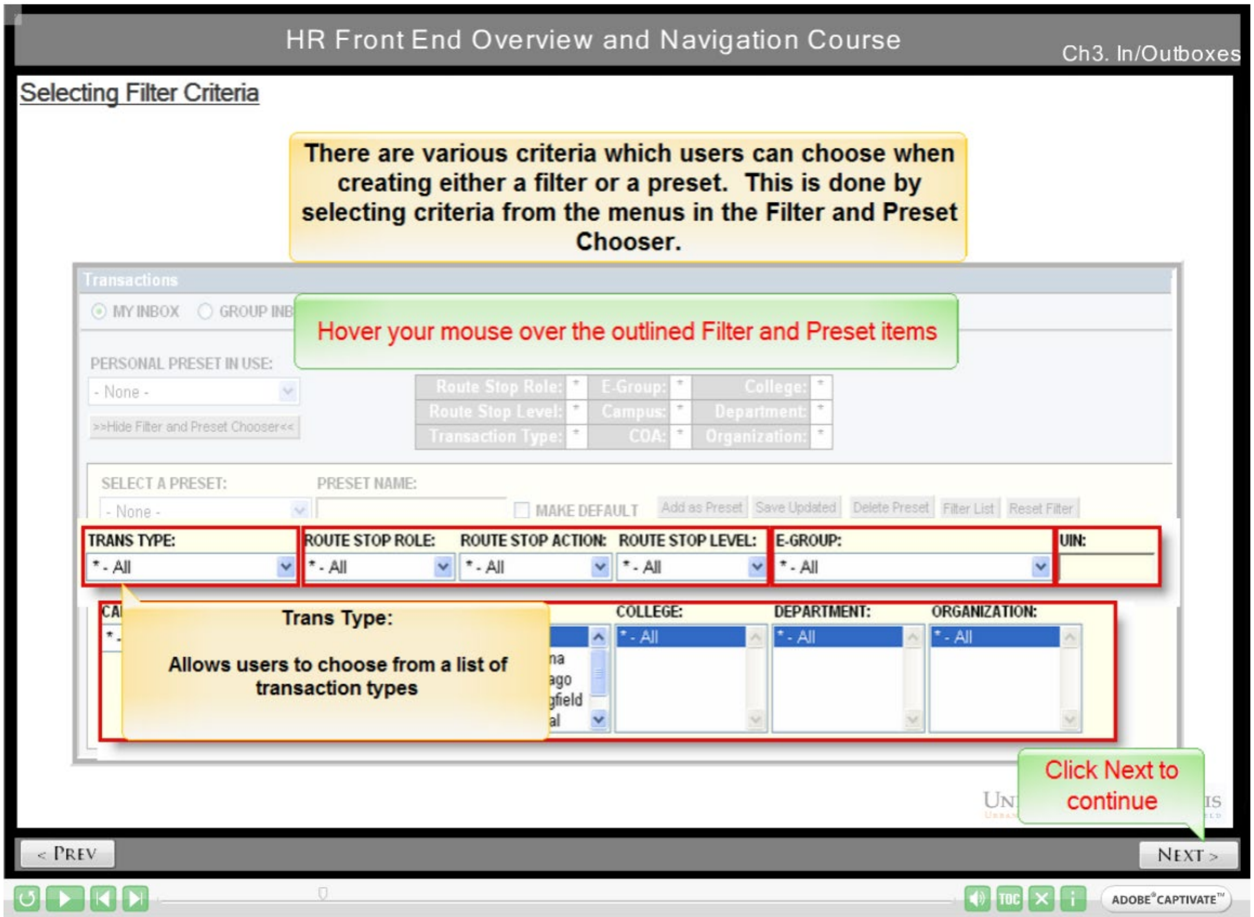
Ch3. In/Outboxes
Selecting Filter Criteria
There are various criteria which users can choose when creating either a filter or a preset. This is done by selecting criteria from the menus in the Filter and Preset Chooser.
Hover your mouse over the outlined Filter and Preset items
TRANS TYPE:
ROUTE STOP ROLE:
ROUTE STOP ACTION:
ROUTE STOP LEVEL:
E-GROUP:
UIN:
CAMPUS:
COA:
COLLEGE:
DEPARTMENT:
ORGANIZATION:
1 - University of Illinois - Urbana
2 - University of Illinois - Chicago
4 - University of Illinois -Springfield
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >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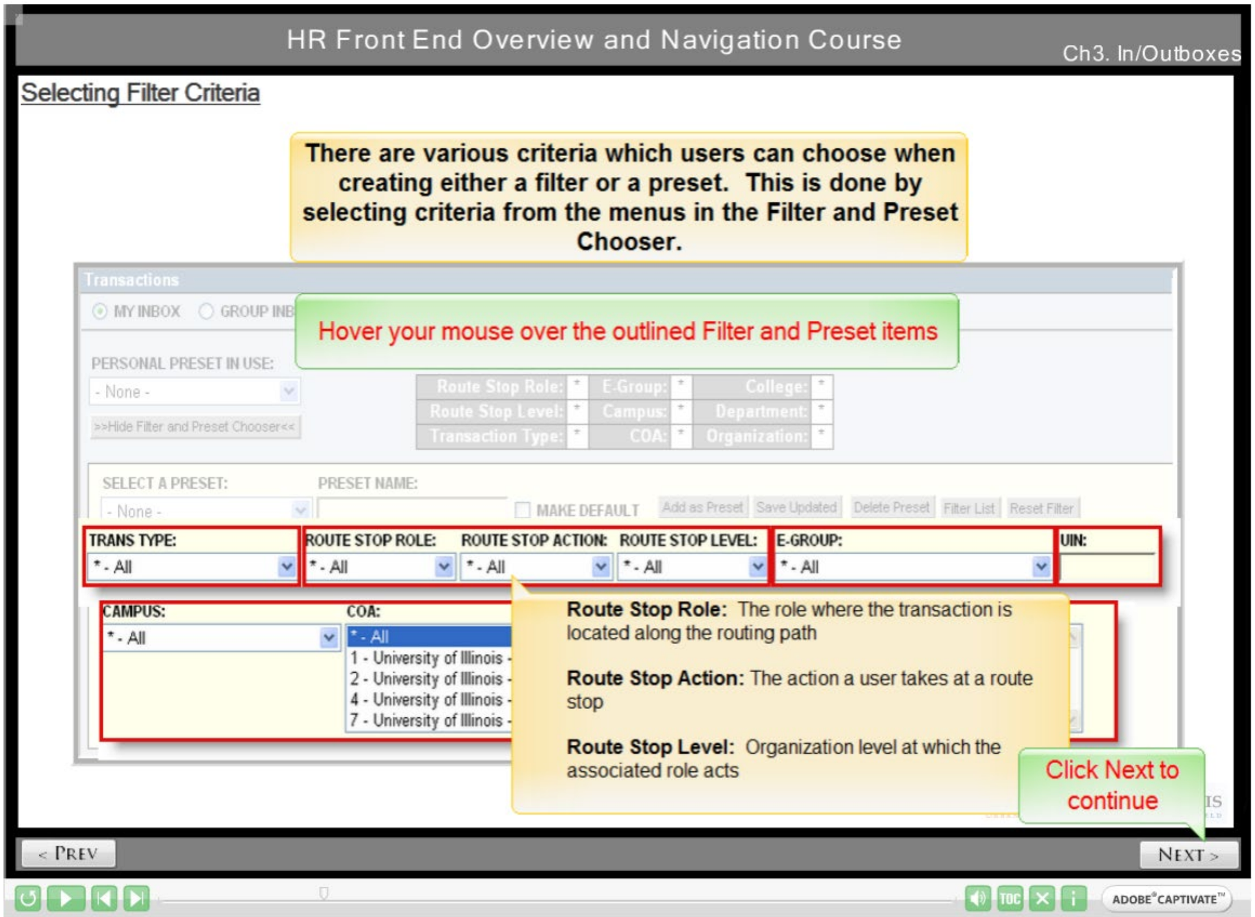
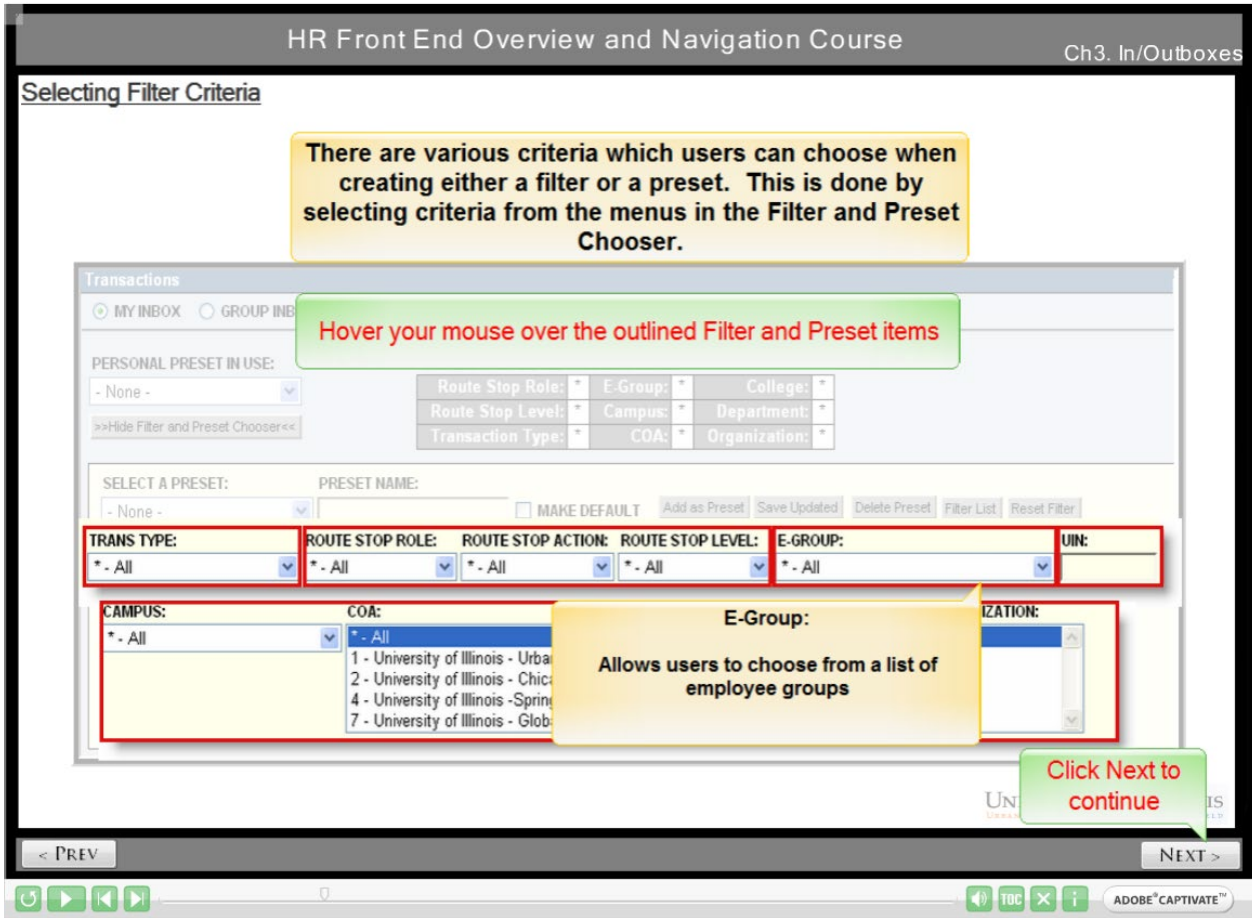
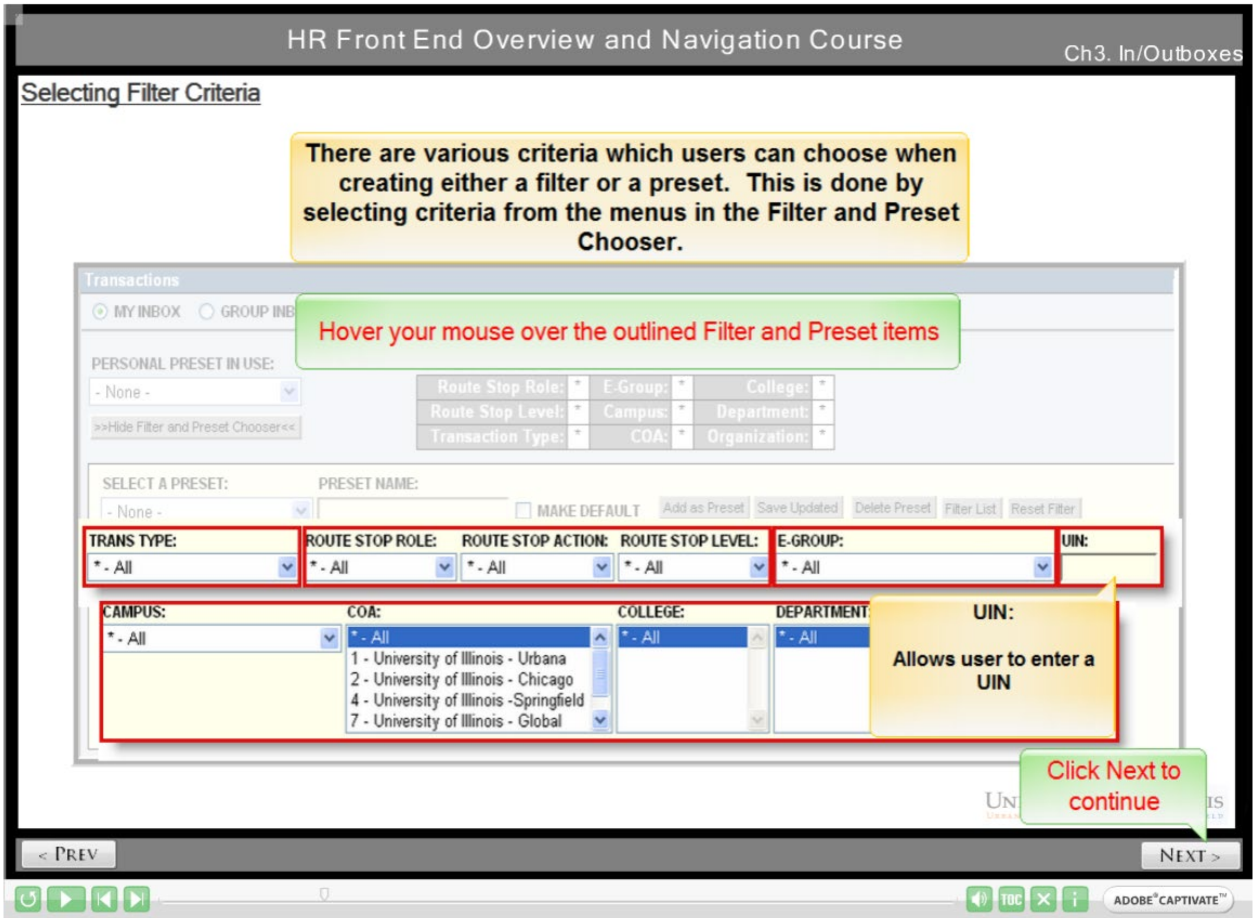
Selecting Filter Criteria
There are various criteria which users can choose when creating either a filter or a preset. This is done by selecting criteria from the menus in the Filter and Preset Chooser.
Transactions
MY INBOX
Hover your mouse over the outlined Filter and Preset items
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
PRESET NAME:
- None -
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
ROUTE STOP ROLE:
ROUTE STOP ACTION:
ROUTE STOP LEVEL:
E-GROUP:
UIN:
*- All
COLLEGE:
DEPARTMENT:
ORGANIZATION:
Trans Type:
Allows users to choose from a list of transaction types
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Selecting Filter Criteria
There are various criteria which users can choose when creating either a filter or a preset. This is done by selecting criteria from the menus in the Filter and Preset Chooser.
Hover your mouse over the outlined Filter and Preset items
TRANS TYPE:
ROUTE STOP ROLE:
ROUTE STOP ACTION:
ROUTE STOP LEVEL:
E-GROUP:
UIN:
CAMPUS:
COA:
Route Stop Role: The role where the transaction is located along the routing path
Route Stop Action: The action a user takes at a route stop
Route Stop Level: Organization level at which the associated role acts
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Selecting Filter Criteria
There are various criteria which users can choose when creating either a filter or a preset. This is done by selecting criteria from the menus in the Filter and Preset Chooser.
Hover your mouse over the outlined Filter and Preset items
TRANS TYPE:
ROUTE STOP ROLE:
ROUTE STOP ACTION:
ROUTE STOP LEVEL:
E-GROUP:
UIN:
CAMPUS:
COA:
E-Group:
Allows users to choose from a list of employee groups
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Selecting Filter Criteria
There are various criteria which users can choose when creating either a filter or a preset. This is done by selecting criteria from the menus in the Filter and Preset Chooser.
Transactions
MY INBOX
Hover your mouse over the outlined Filter and Preset items
PERSONAL PRESET IN USE:
- None -
>>Hide Filter and Preset Chooser<<
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
SELECT A PRESET:
PRESET NAME:
- None -
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
ROUTE STOP ROLE:
ROUTE STOP ACTION:
ROUTE STOP LEVEL:
E-GROUP:
UIN:
* - All
CAMPUS:
COA:
COLLEGE:
DEPARTMENT:
1 - University of Illinois - Urbana
2 - University of Illinois - Chicago
4 - University of Illinois -Springfield
7 - University of Illinois - Global
UIN:
Allows user to enter a UIN
Click Next to continue
< PREV
NEXT >
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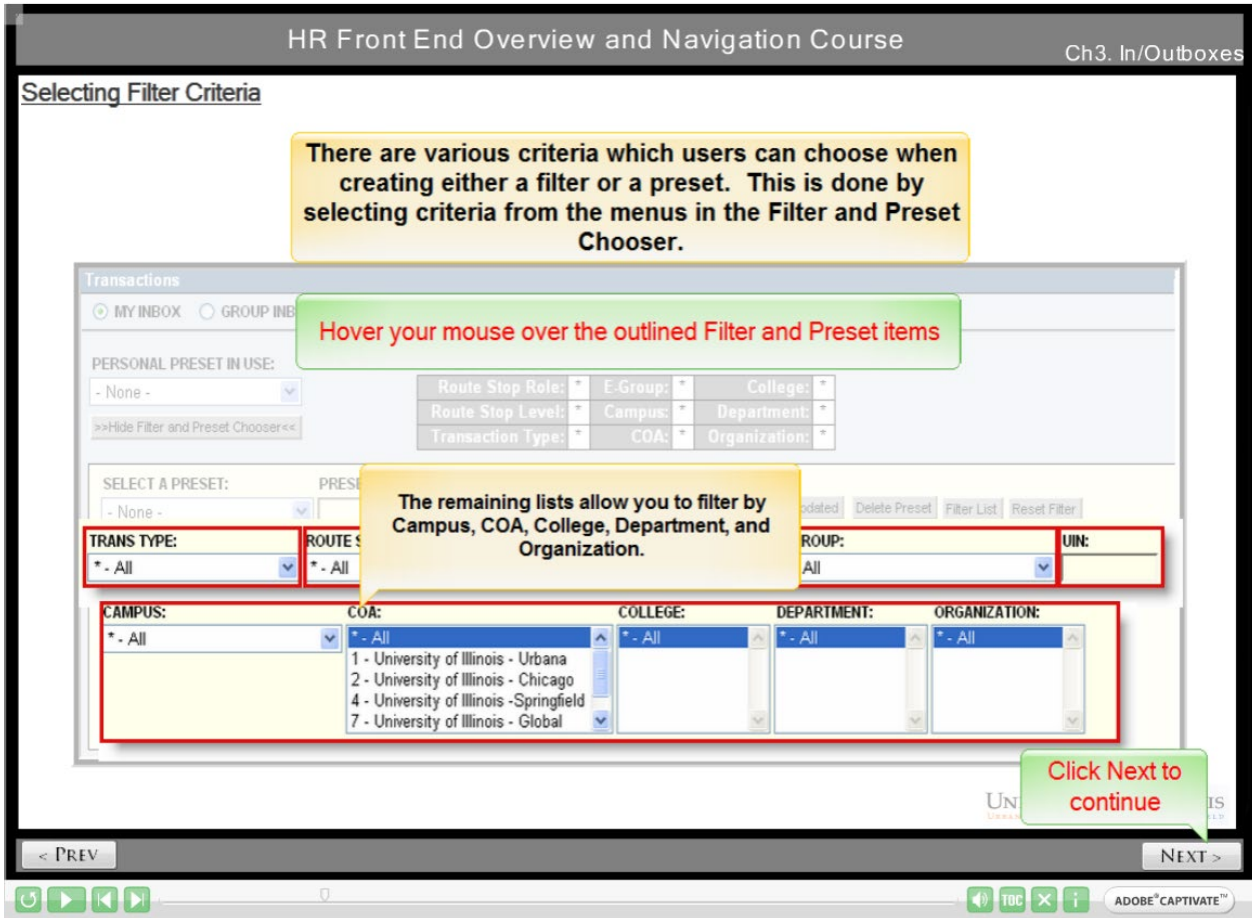
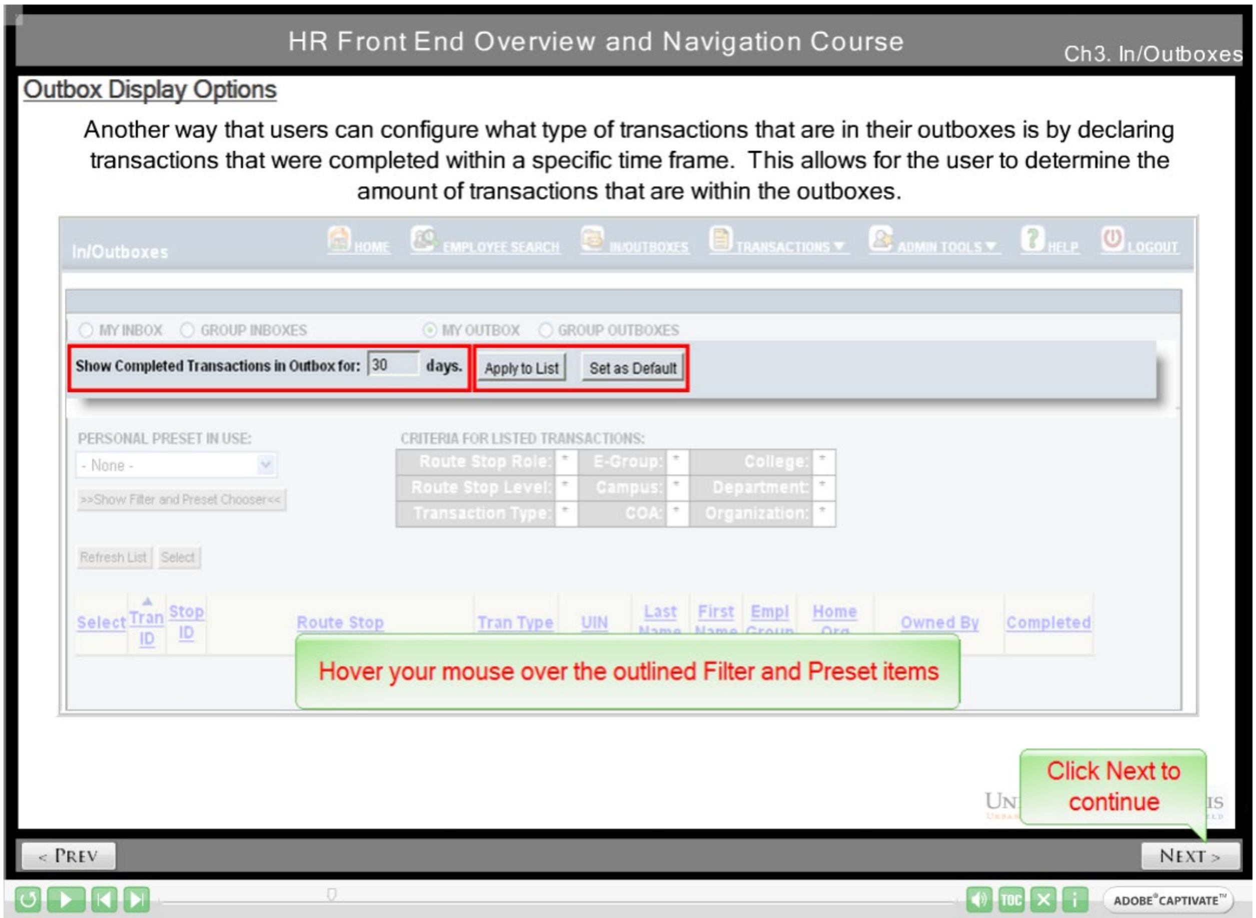
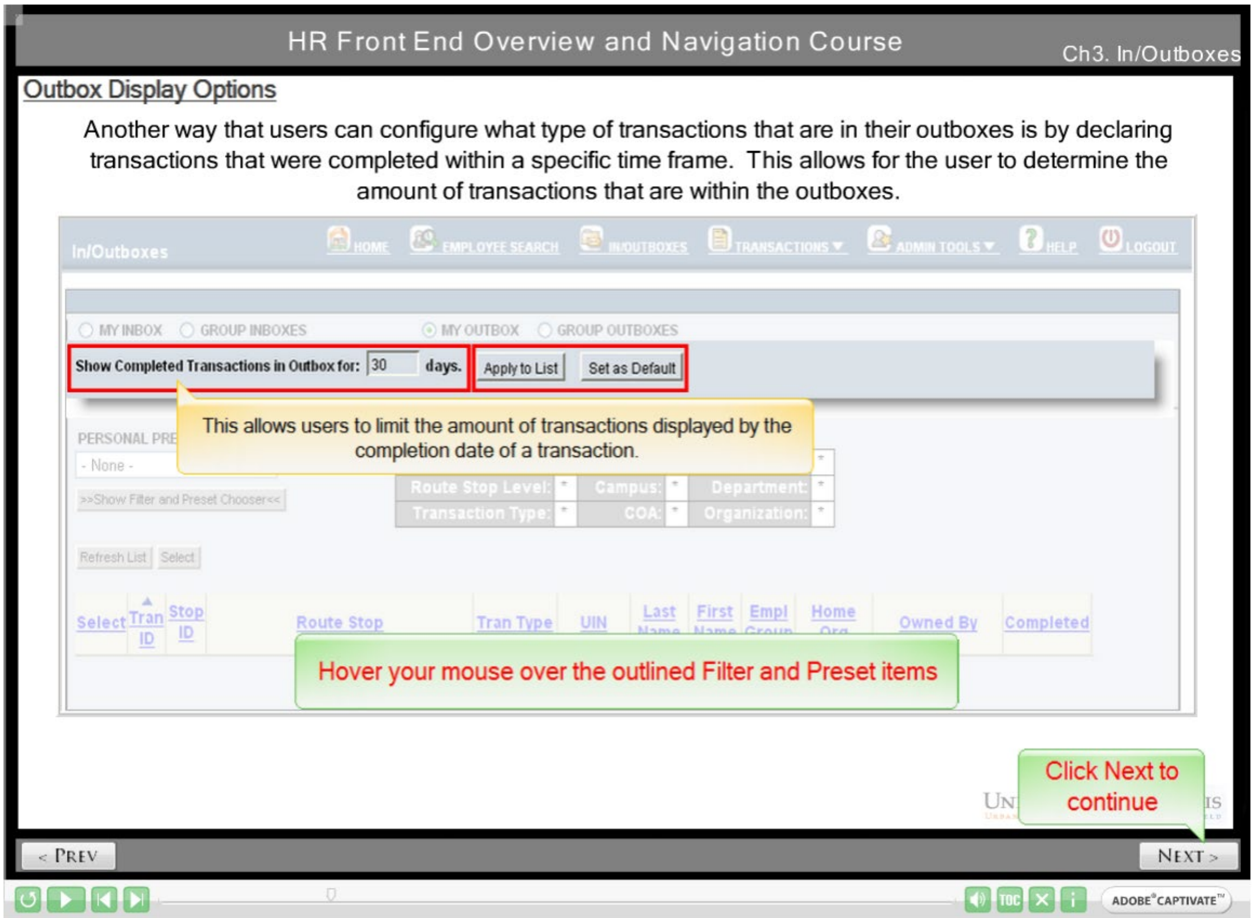
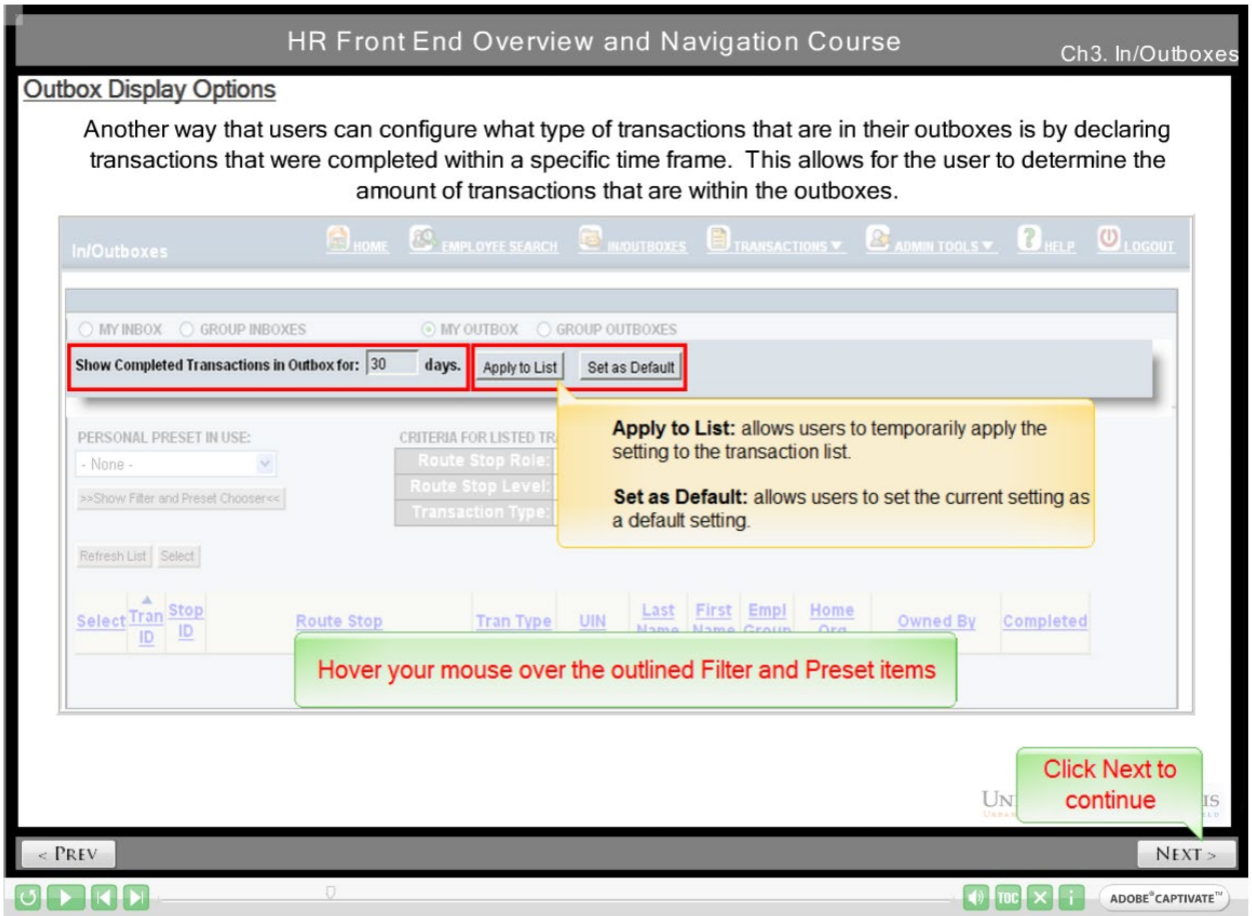
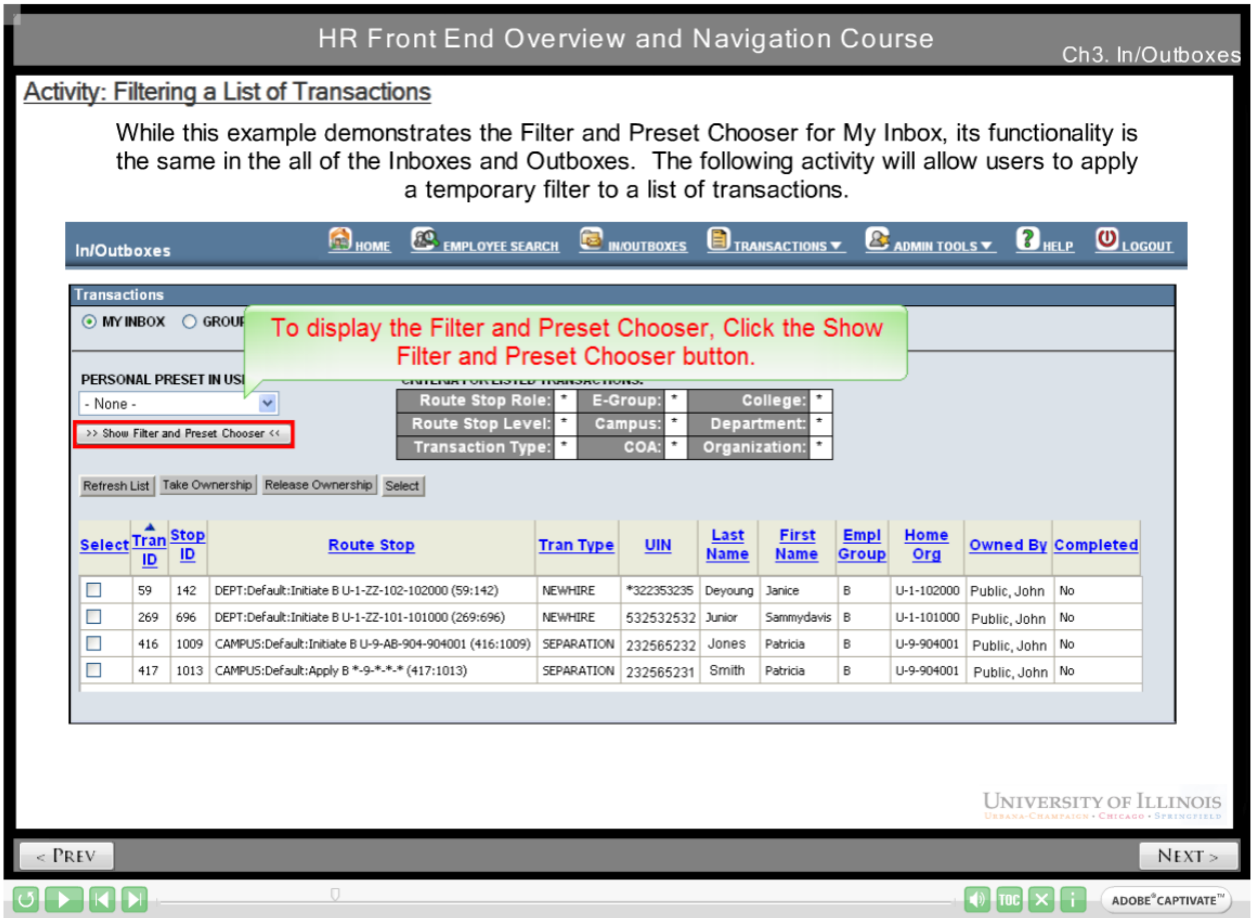

HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Selecting Filter Criteria
There are various criteria which users can choose when creating either a filter or a preset. This is done by selecting criteria from the menus in the Filter and Preset Chooser.
Hover your mouse over the outlined Filter and Preset items
The remaining lists allow you to filter by Campus, COA, College, Department, and Organization.
TRANS TYPE:
CAMPUS:
COA:
COLLEGE:
DEPARTMENT:
ORGANIZATION:
UIN:
1 - University of Illinois - Urbana
2 - University of Illinois - Chicago
4 - University of Illinois -Springfield
7 - University of Illinois - Global
Click Next to continue
< PREV
NEXT >

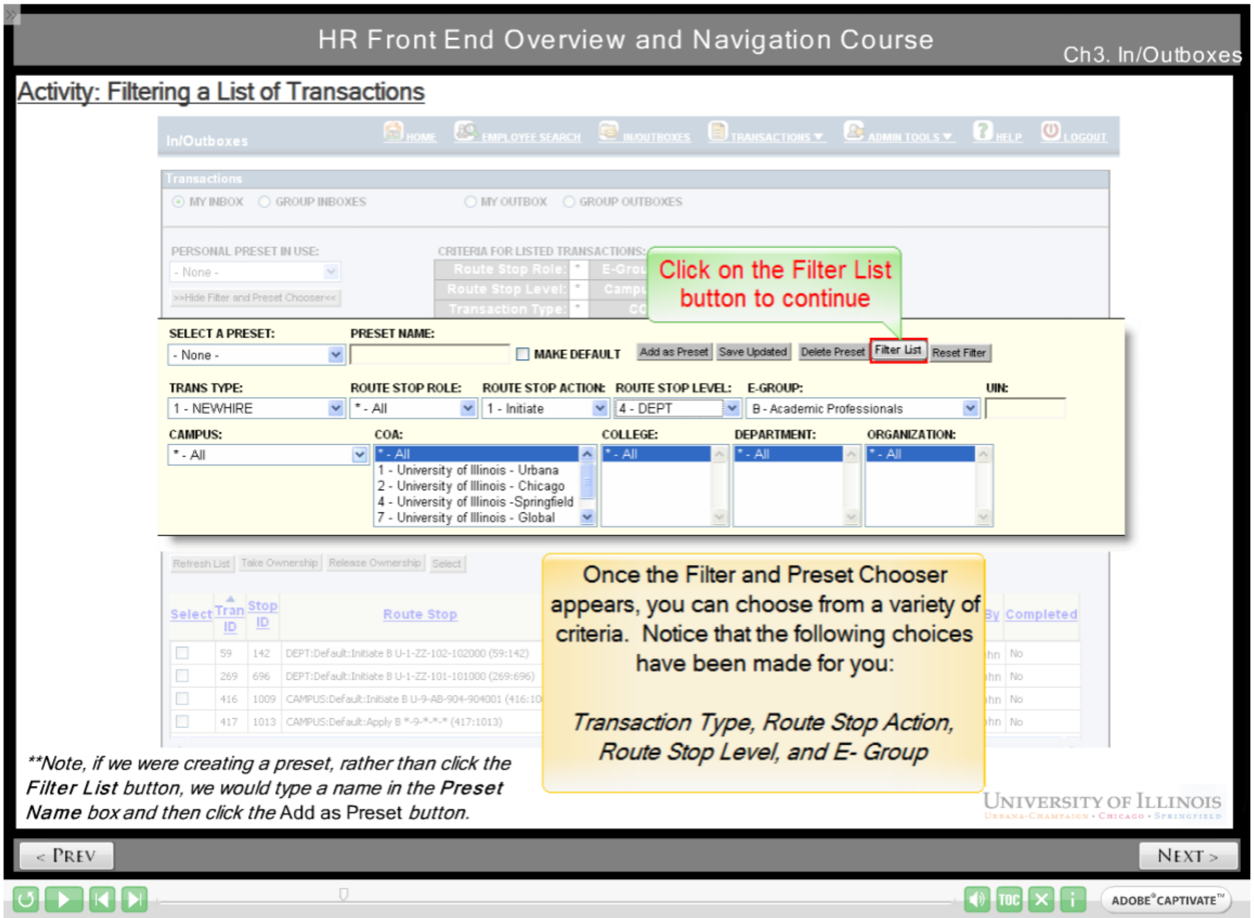

HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Outbox Display Options
Another way that users can configure what type of transactions that are in their outboxes is by declaring transactions that were completed within a specific time frame. This allows for the user to determine the amount of transactions that are within the outboxes.
In/Outboxes
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
Show Completed Transactions in Outbox for: 30 days.
Apply to List
Set as Default
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Home
Owned By
Completed
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

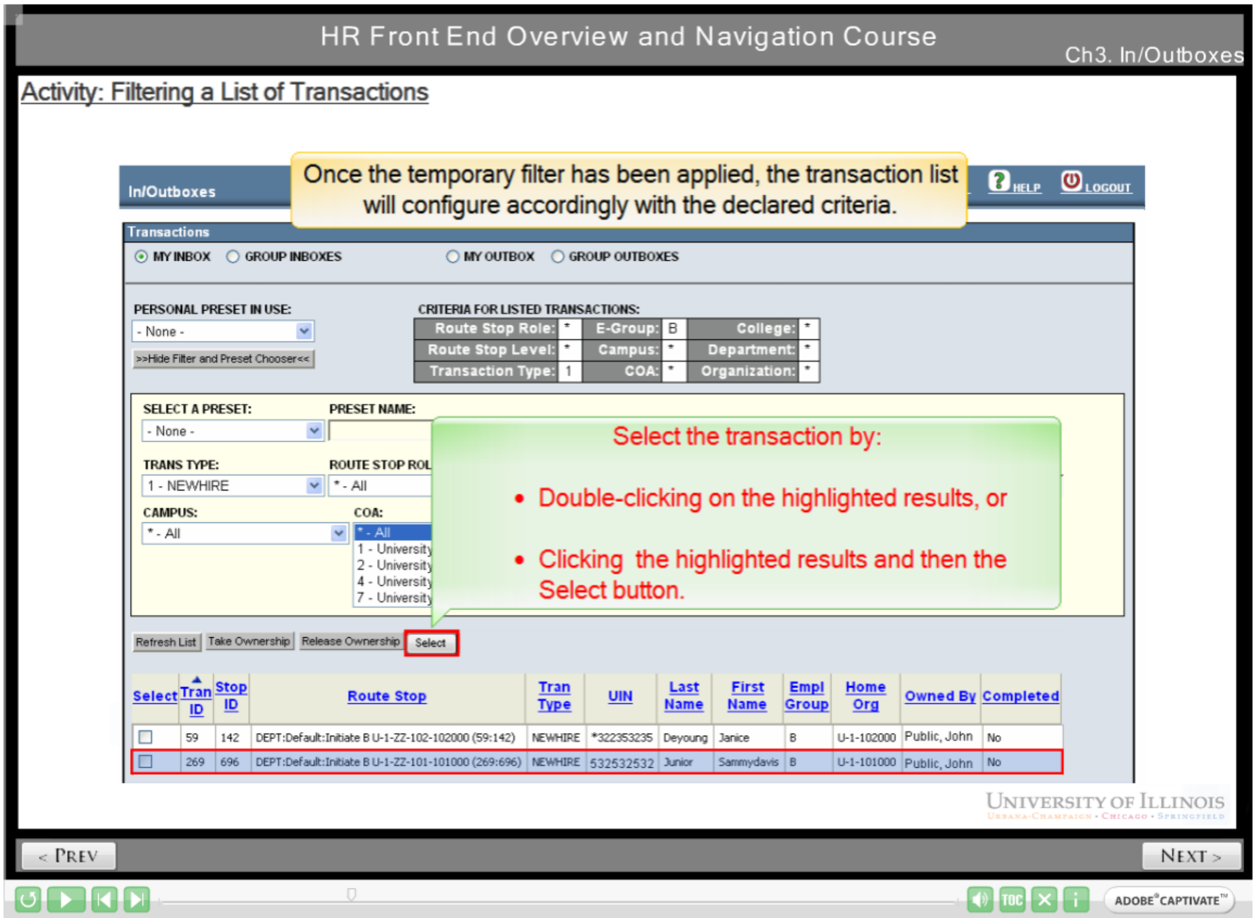


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Outbox Display Options
Another way that users can configure what type of transactions that are in their outboxes is by declaring transactions that were completed within a specific time frame. This allows for the user to determine the amount of transactions that are within the outboxes.
In/Outboxes
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
Show Completed Transactions in Outbox for: 30 days.
Apply to List
Set as Default
This allows users to limit the amount of transactions displayed by the completion date of a transaction.
- None -
>>Show Filter and Preset Chooser<<
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Owned By
Completed
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

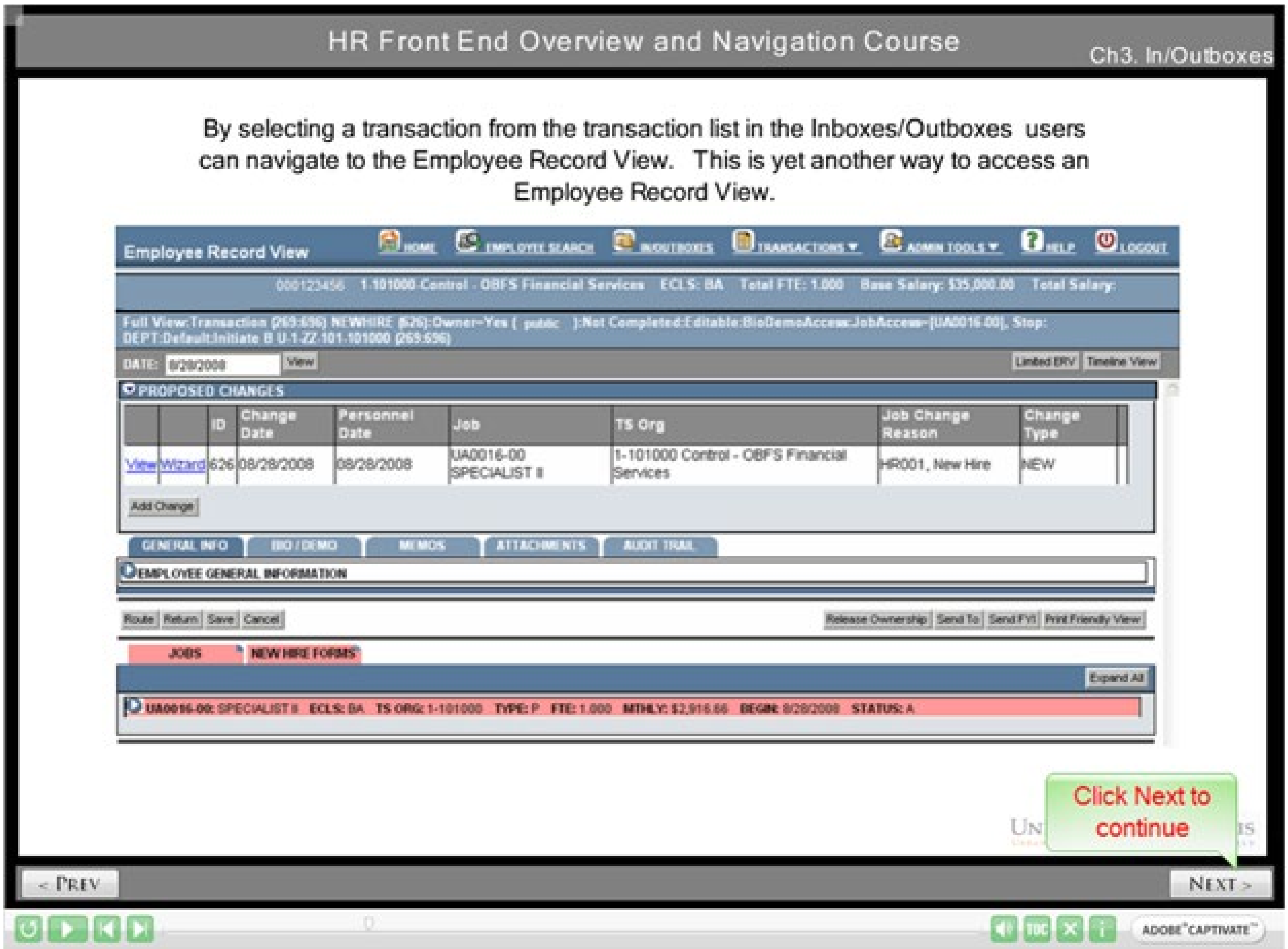

HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Outbox Display Options
Another way that users can configure what type of transactions that are in their outboxes is by declaring transactions that were completed within a specific time frame. This allows for the user to determine the amount of transactions that are within the outboxes.
In/Outboxes
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
Show Completed Transactions in Outbox for: 30 days.
Apply to List
Set as Default
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
Route Stop Role:
Route Stop Level:
Transaction Type:
Apply to List: allows users to temporarily apply the setting to the transaction list.
Set as Default: allows users to set the current setting as a default setting.
Refresh List
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
Hover your mouse over the outlined Filter and Preset items
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

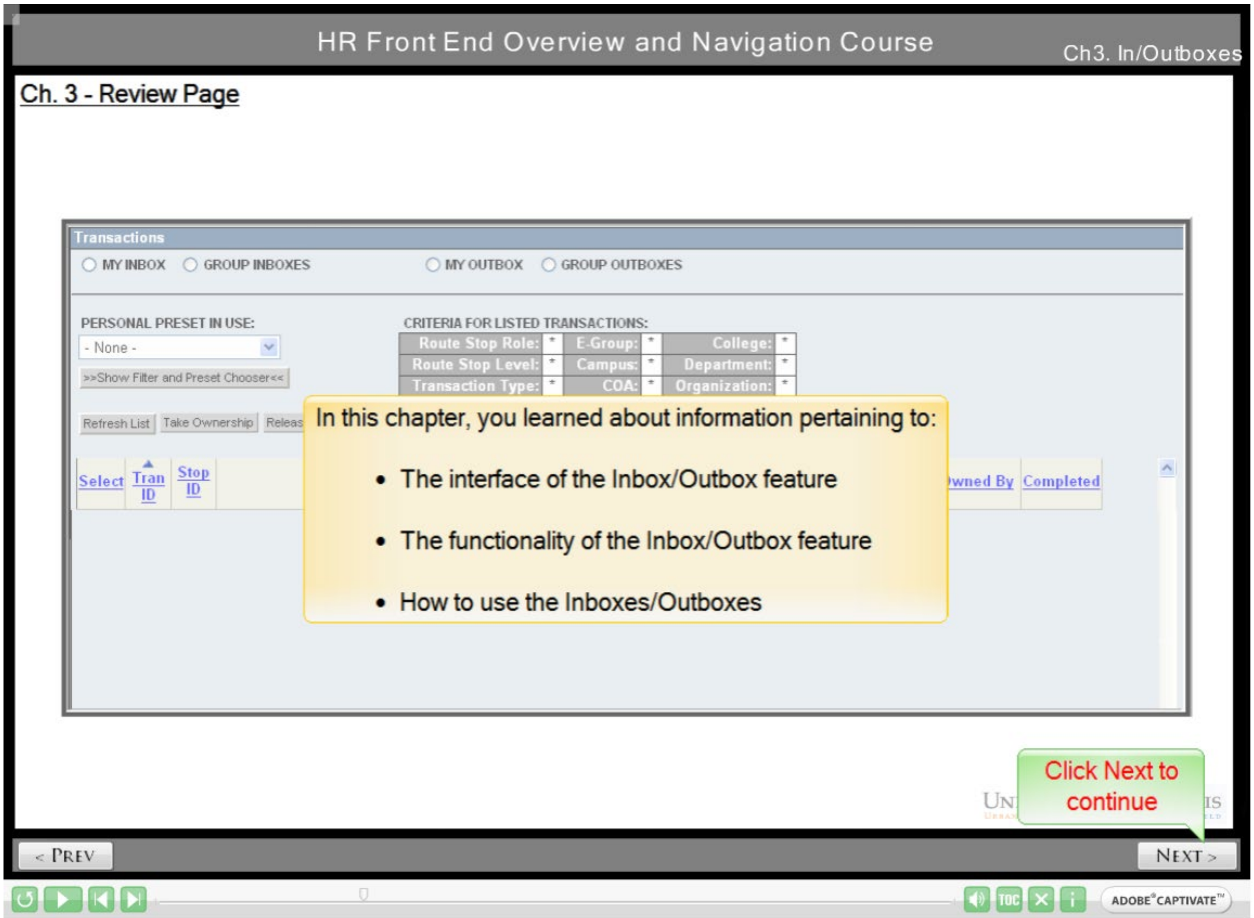

HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Activity: Filtering a List of Transactions
While this example demonstrates the Filter and Preset Chooser for My Inbox, its functionality is the same in the all of the Inboxes and Outboxes. The following activity will allow users to apply a temporary filter to a list of transactions.
In/Outboxes
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Transactions
MY INBOX
To display the Filter and Preset Chooser, Click the Show Filter and Preset Chooser button.
- None -
>> Show Filter and Preset Chooser <<
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Take Ownership
Release Ownership
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
59 142 DEPT:Default:Initiate B U-1-ZZ-102-102000 (59:142) NEWHIRE *322353235 Deyoung Janice B U-1-102000 Public, John No
269 696 DEPT:Default:Initiate B U-1-ZZ-101-101000 (269:696) NEWHIRE 532532532 Junior Sammydavis B U-1-101000 Public, John No
416 1009 CAMPUS:Default:Initiate B U-9-AB-904-904001 (416:1009) SEPARATION 232565232 Jones Patricia B U-9-904001 Public, John No
417 1013 CAMPUS:Default:Apply B *-9-*-*-* (417:1013) SEPARATION 232565231 Smith Patricia B U-9-904001 Public, John No
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

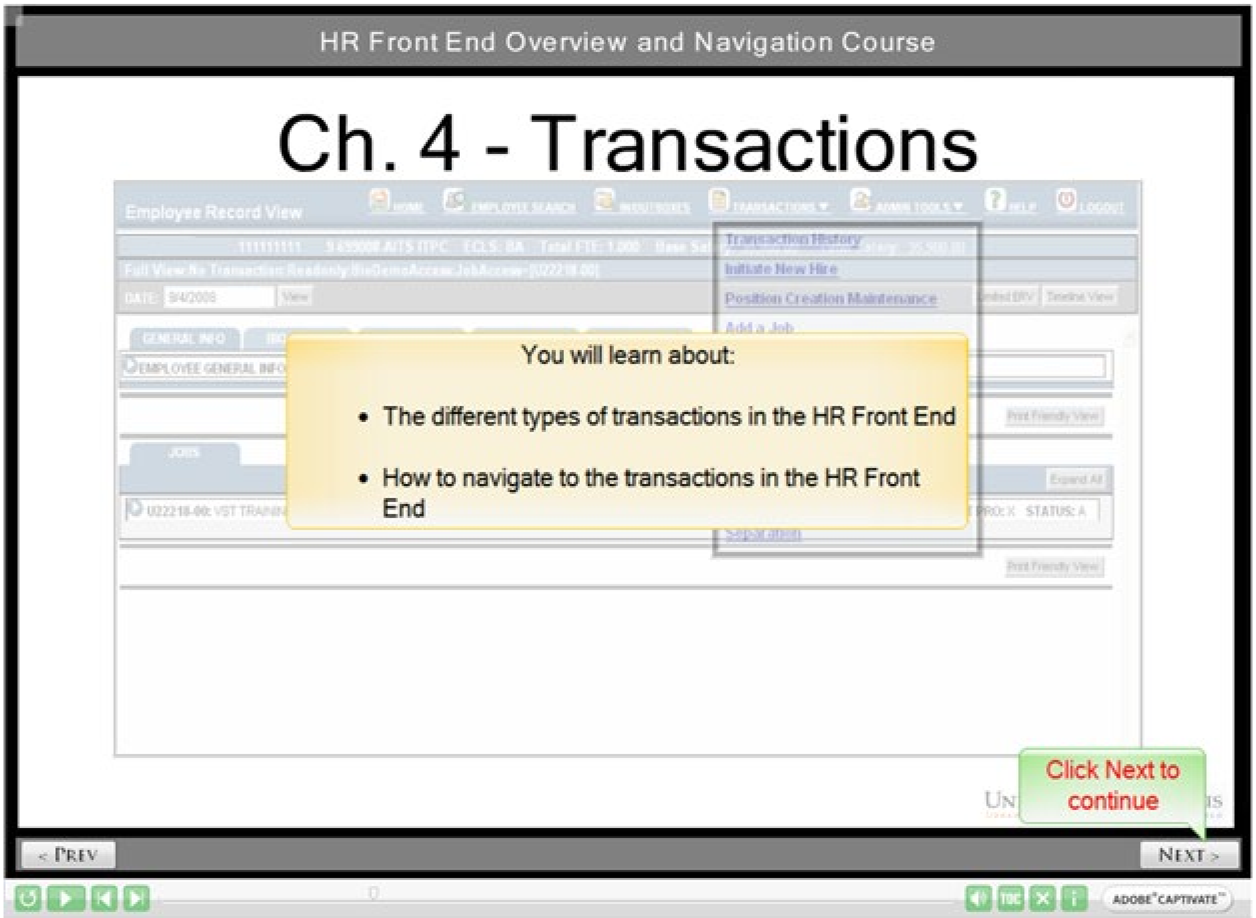

HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Activity: Filtering a List of Transactions
Click on the Filter List button to continue
SELECT A PRESET:
PRESET NAME:
MAKE DEFAULT
Add as Preset
Save Updated
Delete Preset
Filter List
Reset Filter
TRANS TYPE:
1 - NEWHIRE
ROUTE STOP ROLE:
ROUTE STOP ACTION:
1 - Initiate
ROUTE STOP LEVEL:
4 - DEPT
E-GROUP:
B - Academic Professionals
UIN:
CAMPUS:
COA:
1 - University of Illinois - Urbana
2 - University of Illinois - Chicago
4 - University of Illinois -Springfield
7 - University of Illinois - Global
COLLEGE:
DEPARTMENT:
ORGANIZATION:
Once the Filter and Preset Chooser appears, you can choose from a variety of criteria. Notice that the following choices have been made for you:
Transaction Type, Route Stop Action, Route Stop Level, and E- Group
**Note, if we were creating a preset, rather than click the Filter List button, we would type a name in the Preset Name box and then click the Add as Preset button.
University of Illinois
< Prev
Next >

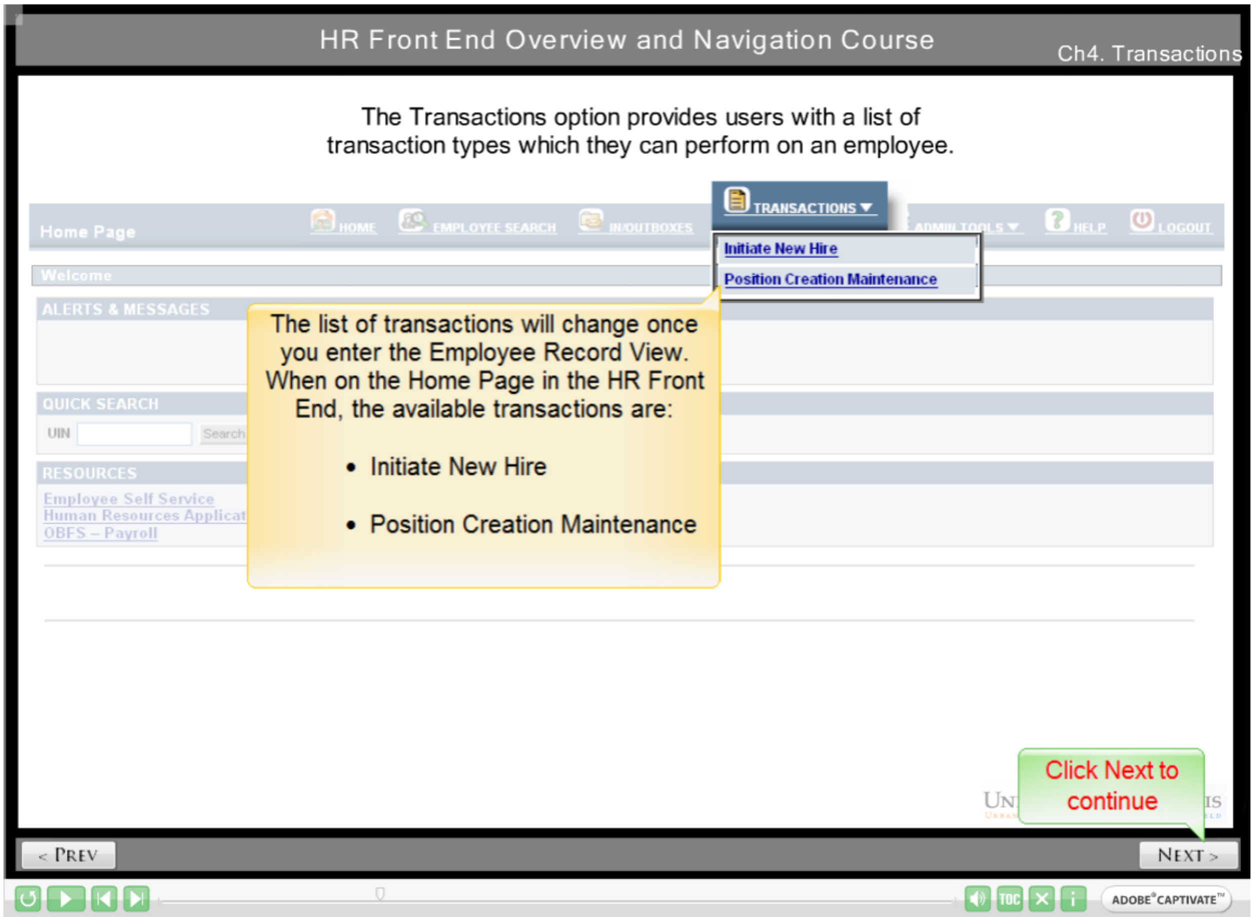


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Activity: Filtering a List of Transactions
Once the temporary filter has been applied, the transaction list will configure accordingly with the declared criteria.
Select the transaction by:
Double-clicking on the highlighted results, or
Clicking the highlighted results and then the Select button.
In/Outboxes
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
CRITERIA FOR LISTED TRANSACTIONS:
Refresh List
Take Ownership
Release Ownership
Select
University of Illinois
< Prev
Next >


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
By selecting a transaction from the transaction list in the Inboxes/Outboxes users can navigate to the Employee Record View. This is yet another way to access an Employee Record View.
Employee Record View
PROPOSED CHANGES
GENERAL INFO
EMPLOYEE GENERAL INFORMATION
JOBS
NEW HIRE FORMS
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch3. In/Outboxes
Ch. 3 - Review Page
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Take Ownership
Select
Tran ID
Stop ID
Completed
In this chapter, you learned about information pertaining to:
The interface of the Inbox/Outbox feature
The functionality of the Inbox/Outbox feature
How to use the Inboxes/Outboxes
Click Next to continue
< PREV
NEXT >
TOC
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch. 4 - Transactions
Employee Record View
Transaction History
Initiate New Hire
Position Creation Maintenance
Add a Job
You will learn about:
• The different types of transactions in the HR Front End
• How to navigate to the transactions in the HR Front End
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch4. Transactions
The Transactions option provides users with a list of transaction types which they can perform on an employee.
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Initiate New Hire
Position Creation Maintenance
Welcome
ALERTS & MESSAGES
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
OBFS – Payroll
The list of transactions will change once you enter the Employee Record View. When on the Home Page in the HR Front End, the available transactions are:
• Initiate New Hire
• Position Creation Maintenance
Click Next to continue
< PREV
NEXT >
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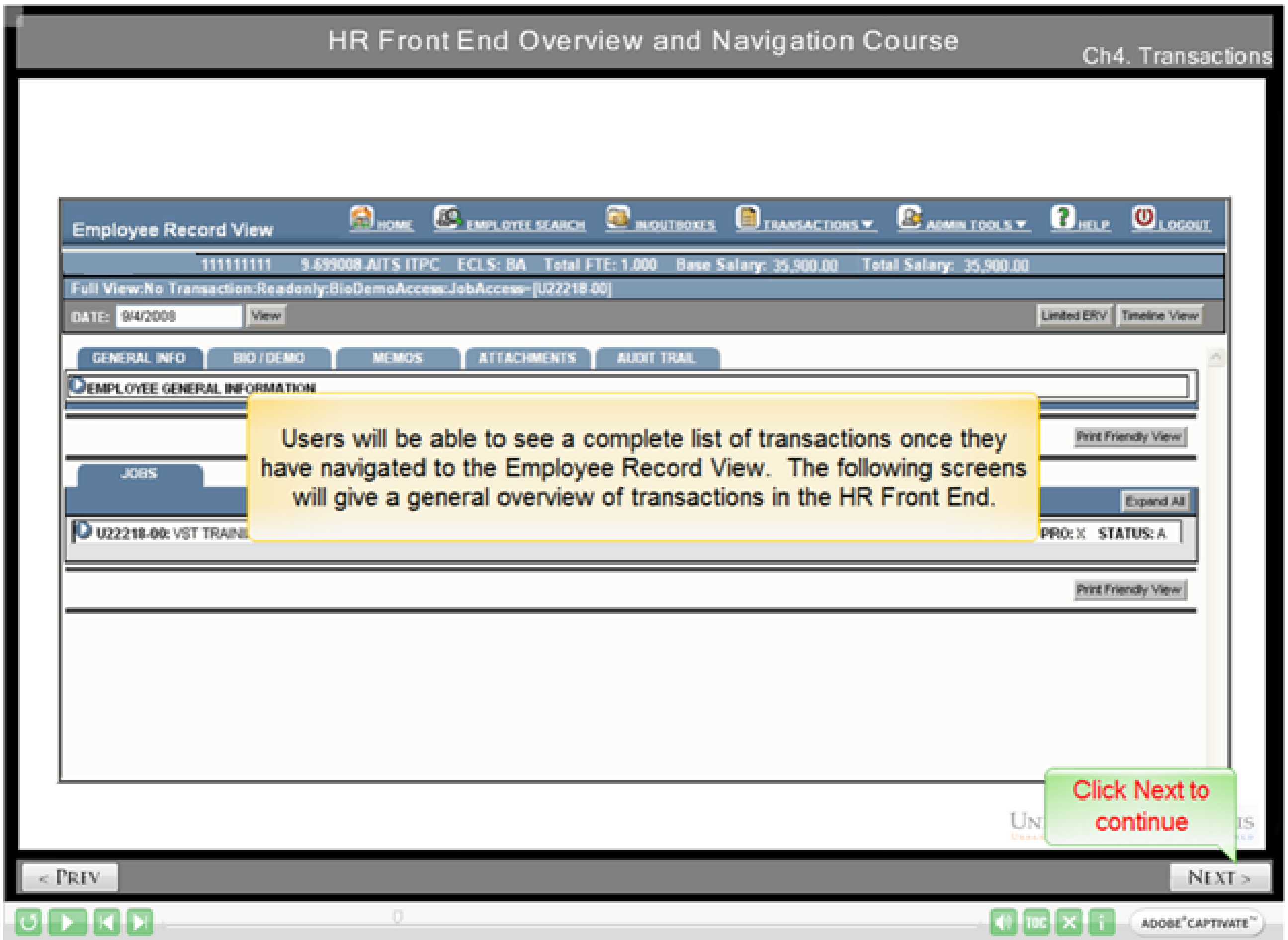
HR Front End Overview and Navigation Course
Ch4. Transactions
Employee Record View
Users will be able to see a complete list of transactions once they have navigated to the Employee Record View. The following screens will give a general overview of transactions in the HR Front End.
Click Next to continue
< PREV
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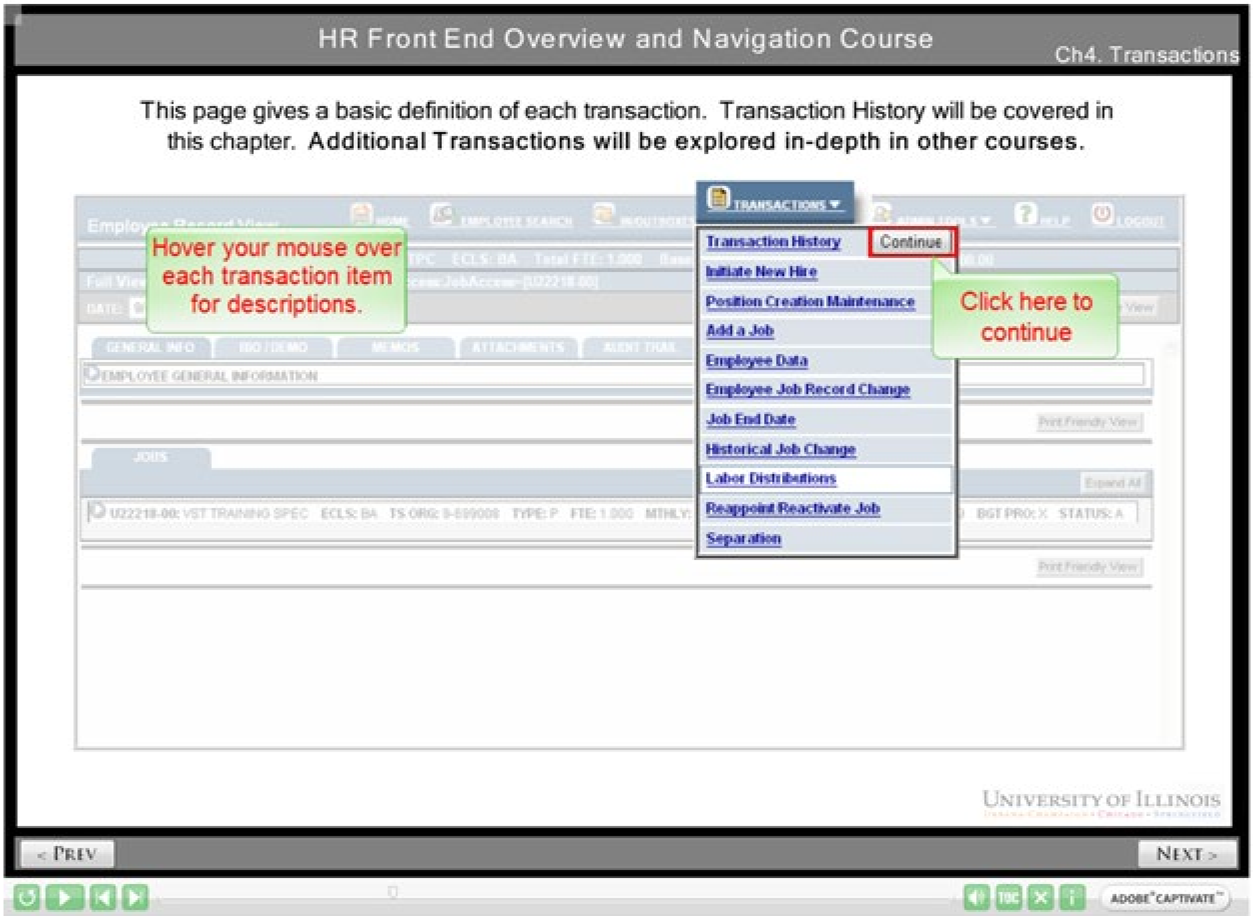
HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
TRANSACTIONS
Hover your mouse over each transaction item for descriptions.
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
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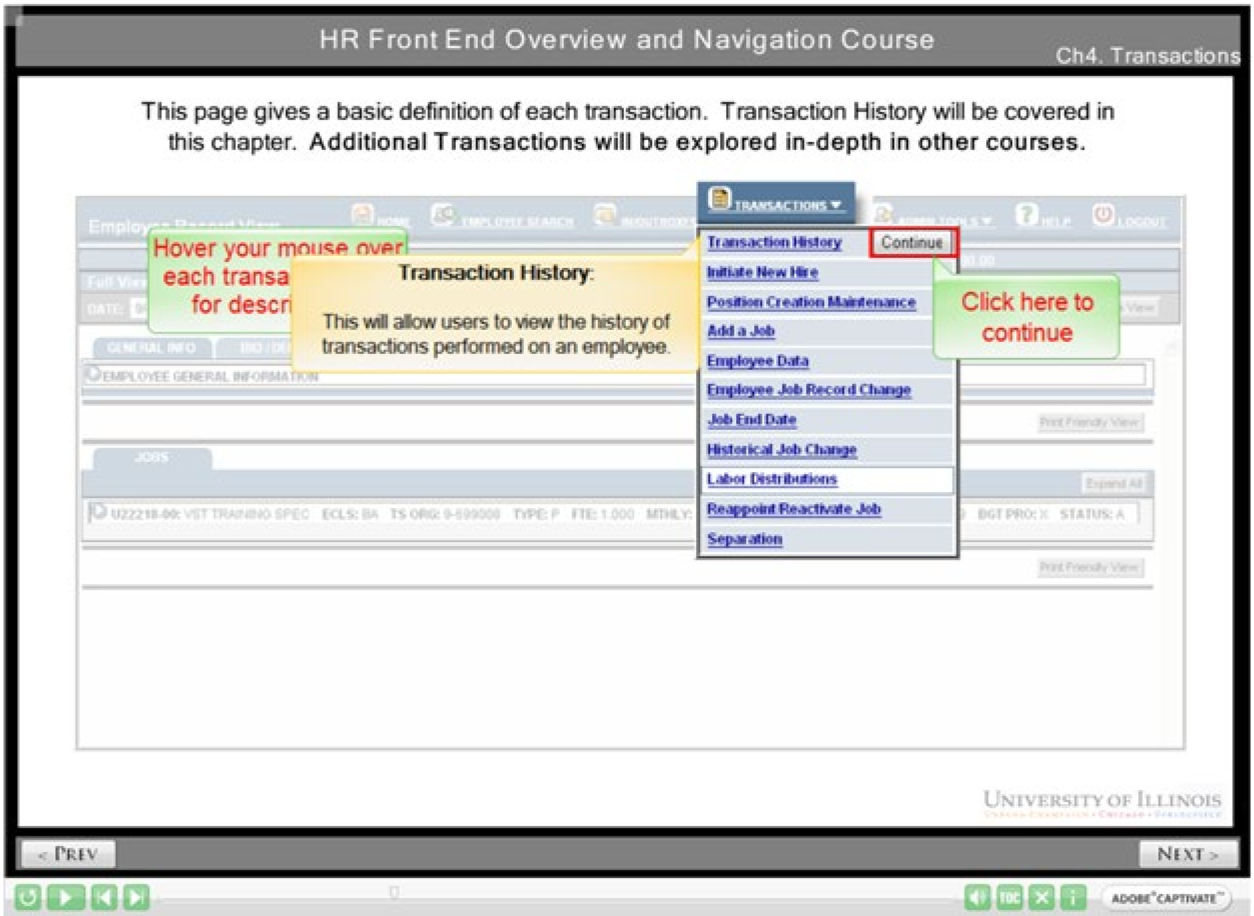
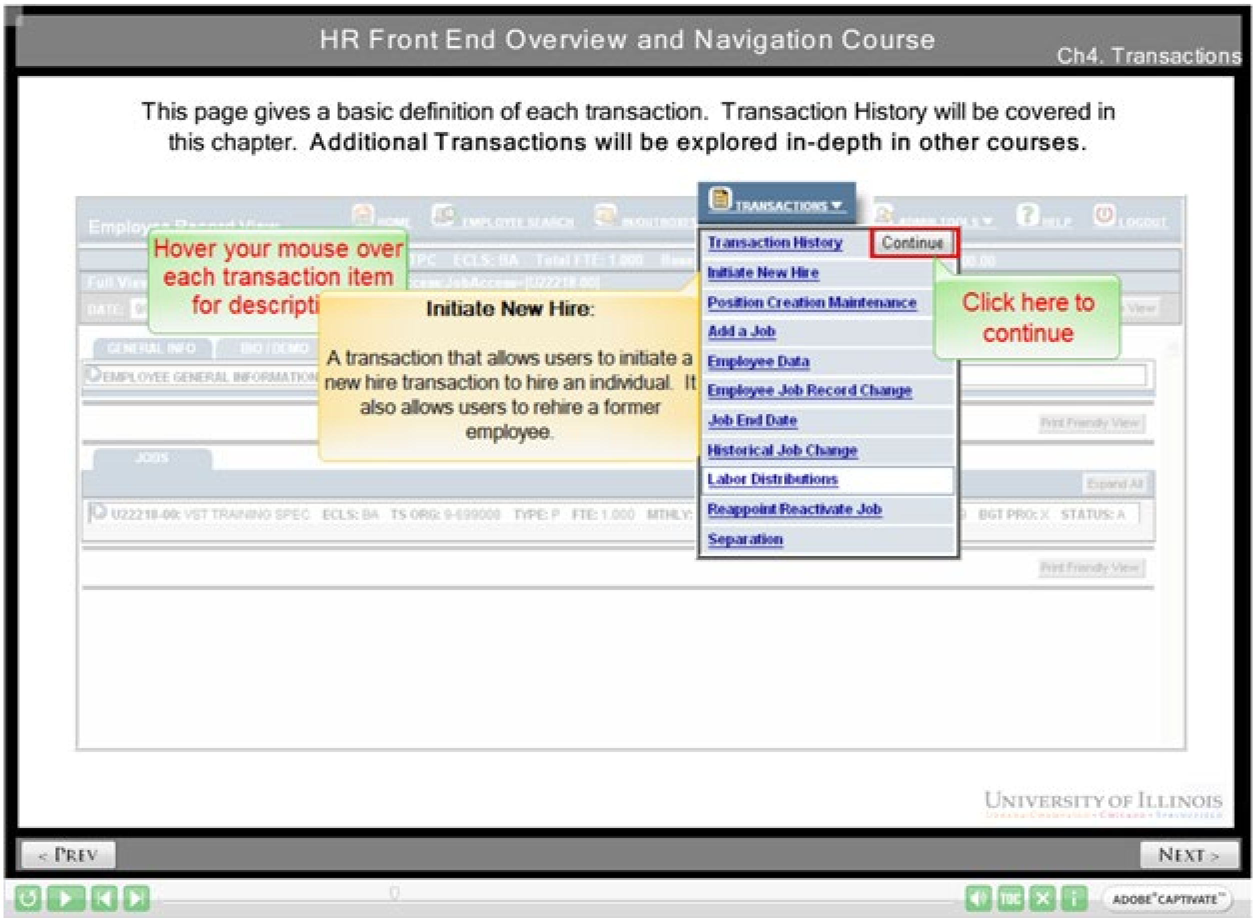
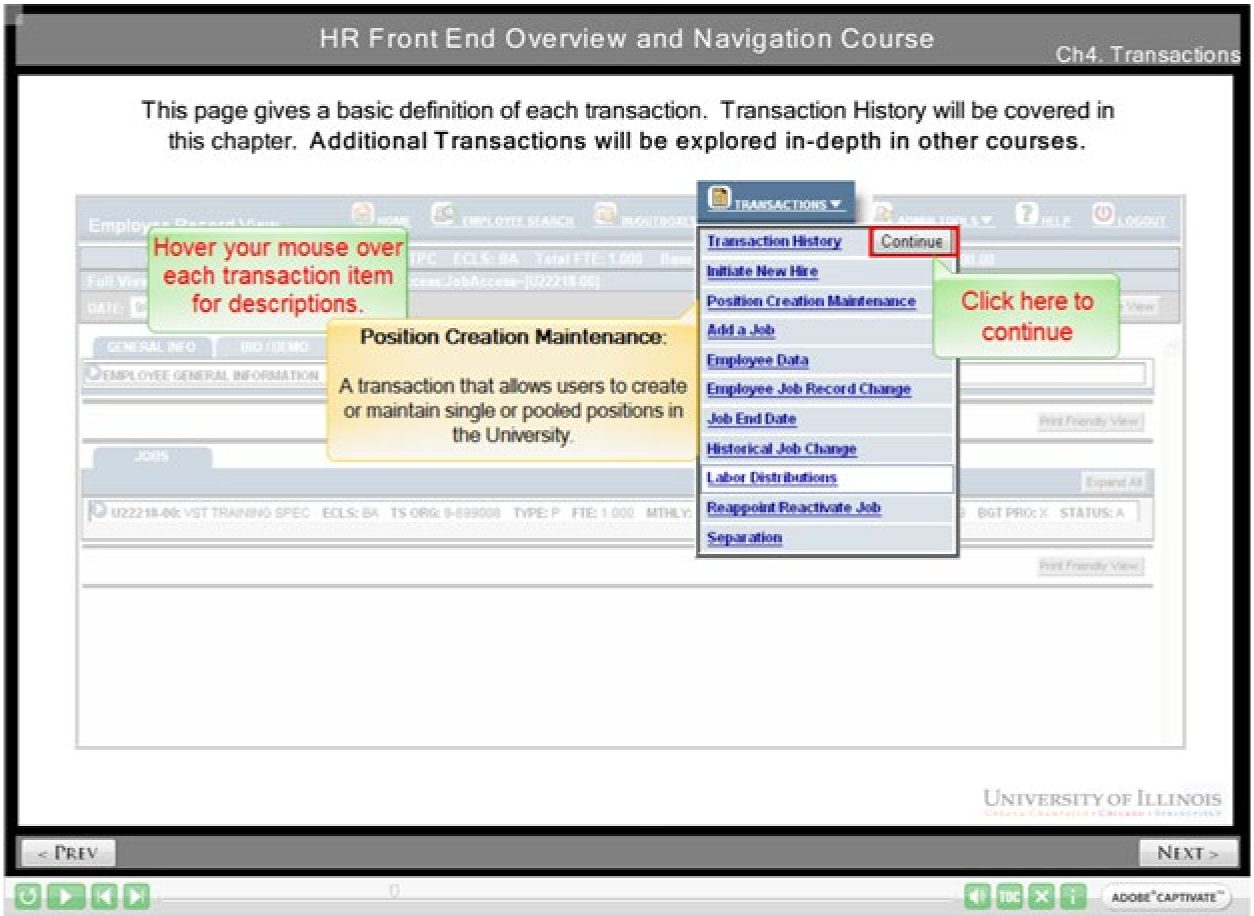
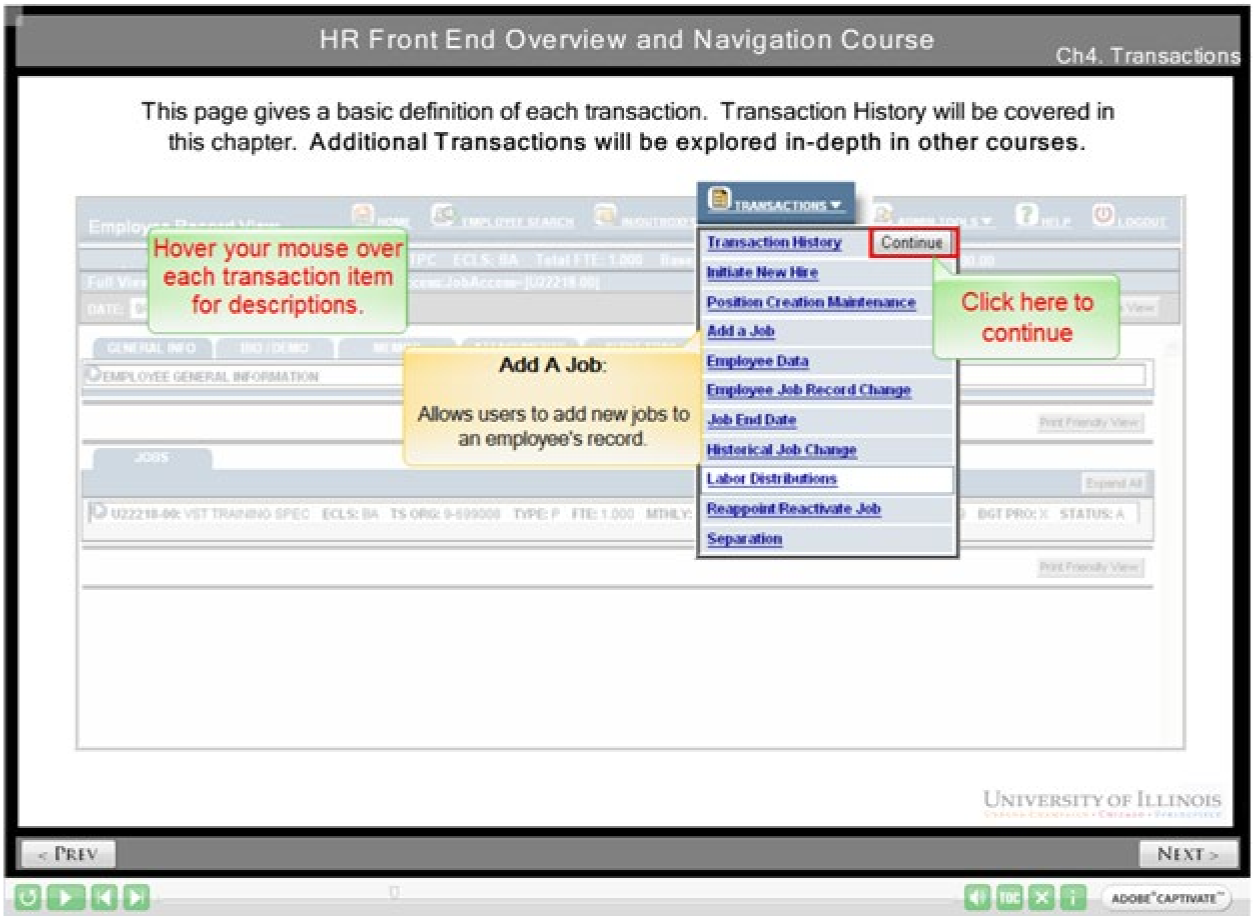

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
TRANSACTIONS
Hover your mouse over
each transa
for descri
Transaction History:
This will allow users to view the history of transactions performed on an employee.
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

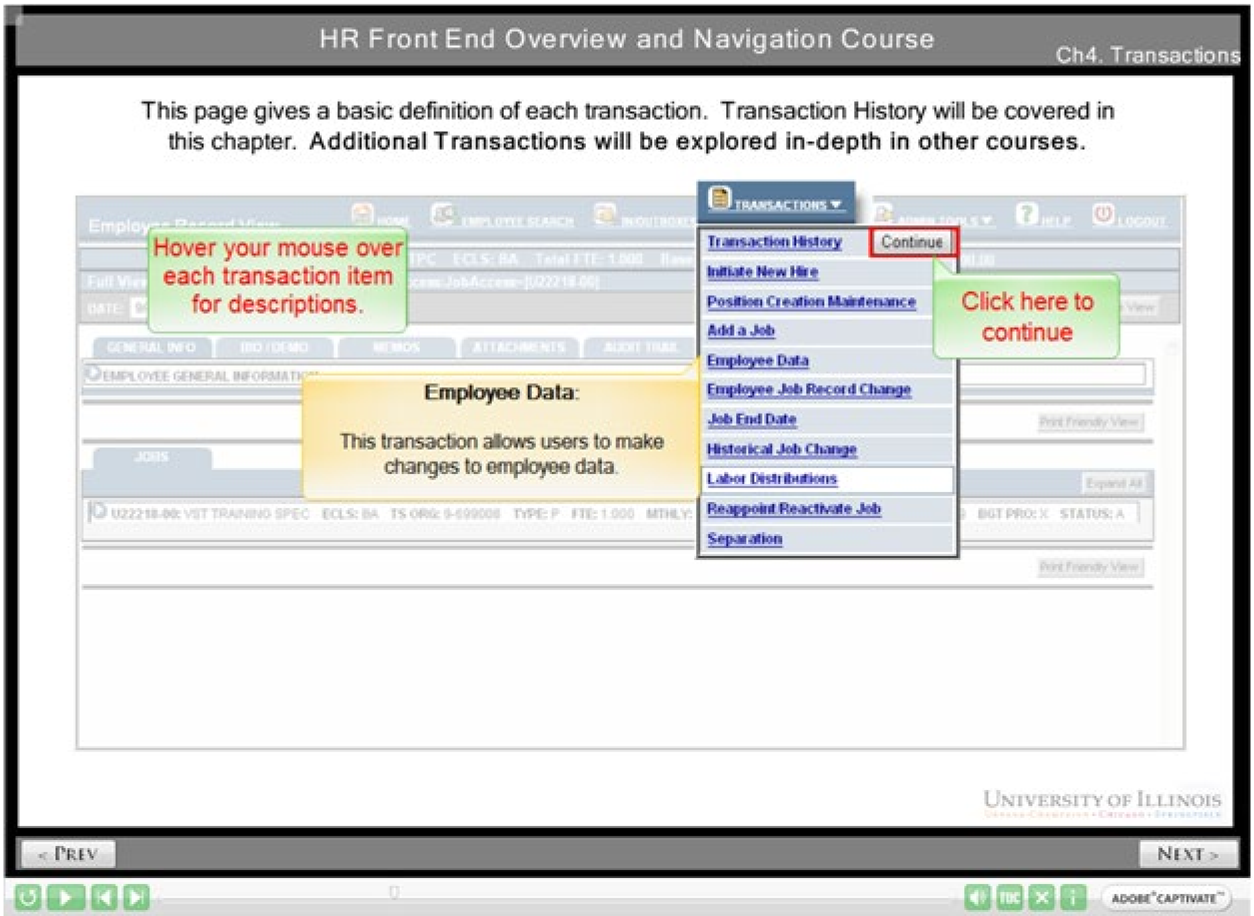

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descripti
Initiate New Hire:
A transaction that allows users to initiate a new hire transaction to hire an individual. It also allows users to rehire a former employee.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

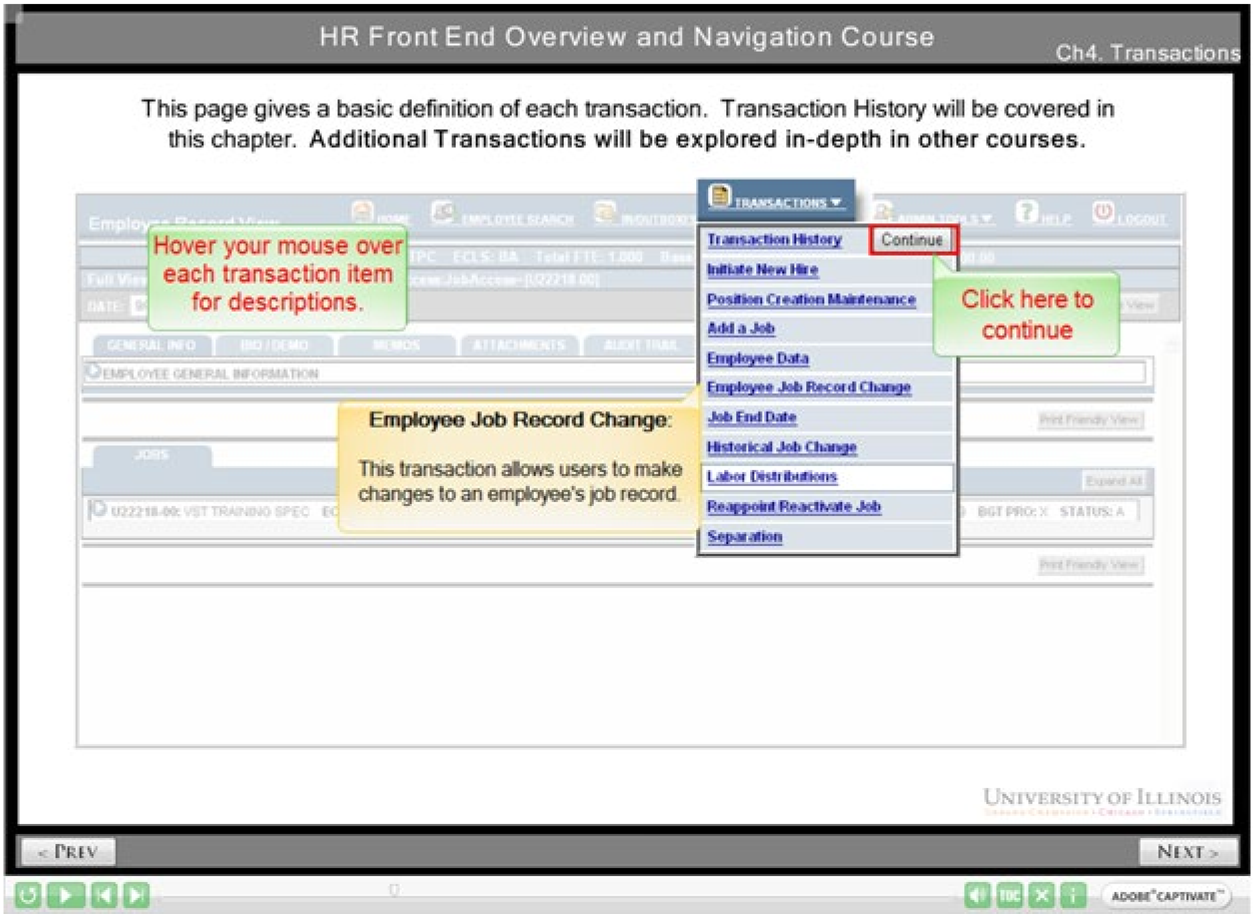


HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descriptions.
Position Creation Maintenance:
A transaction that allows users to create or maintain single or pooled positions in the University.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

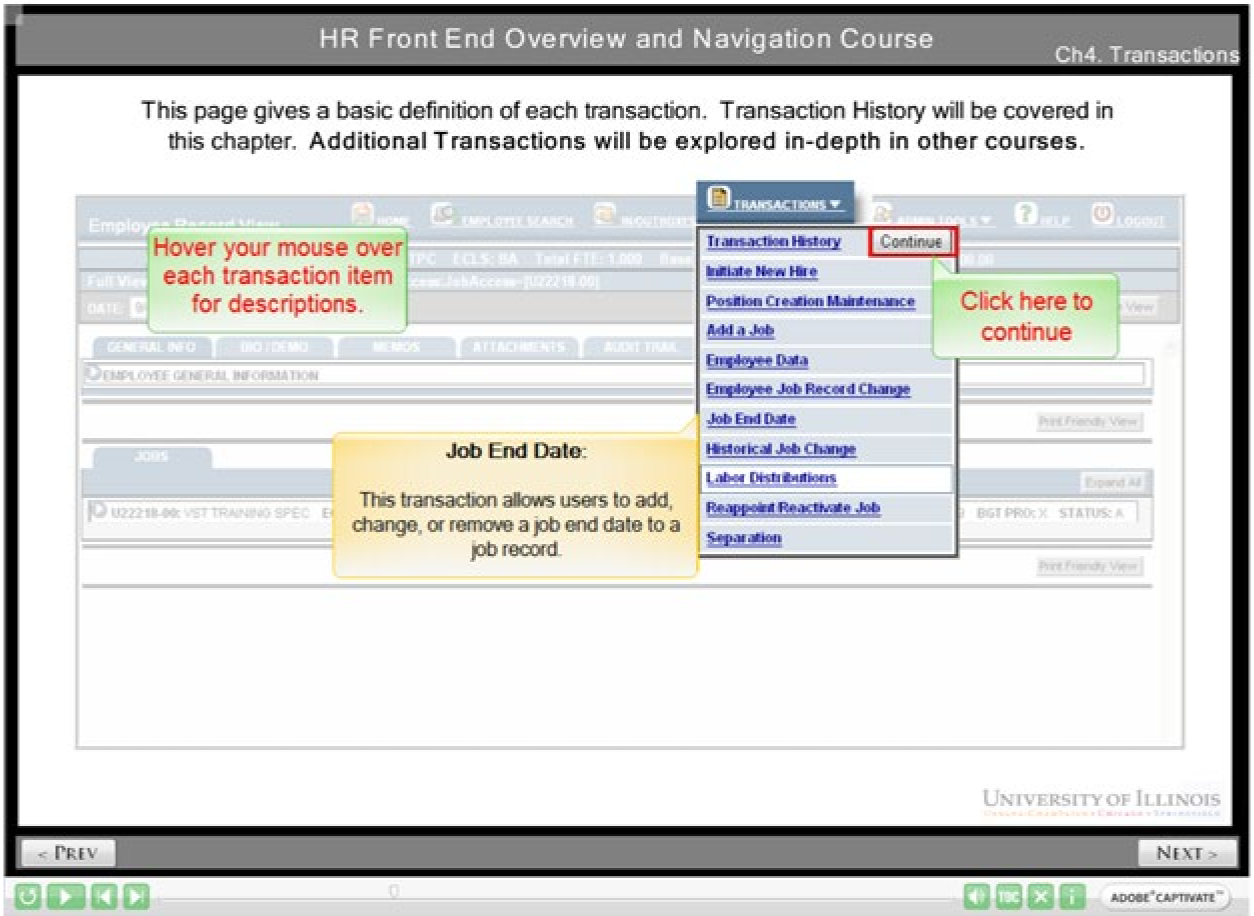


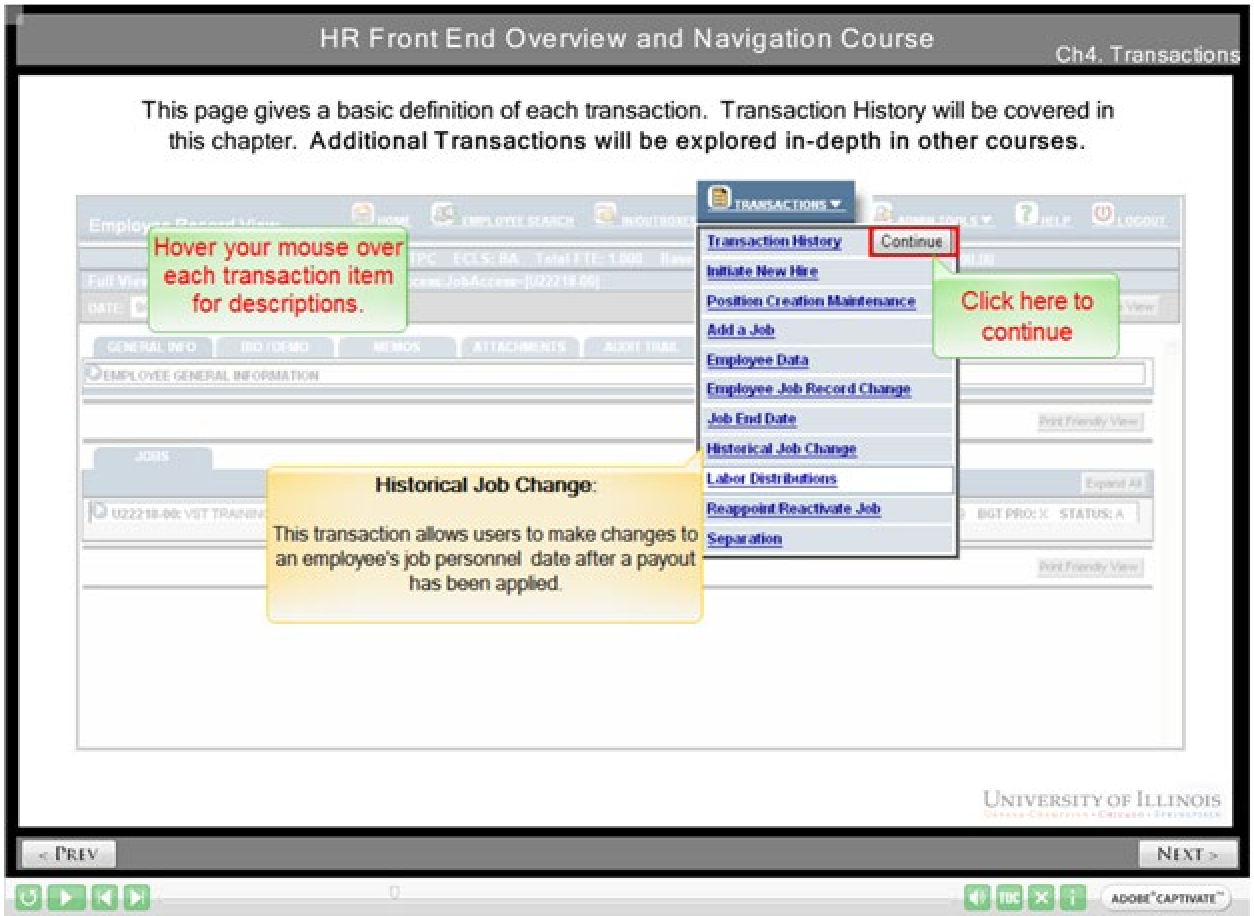
HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descriptions.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
Add A Job:
Allows users to add new jobs to an employee's record.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

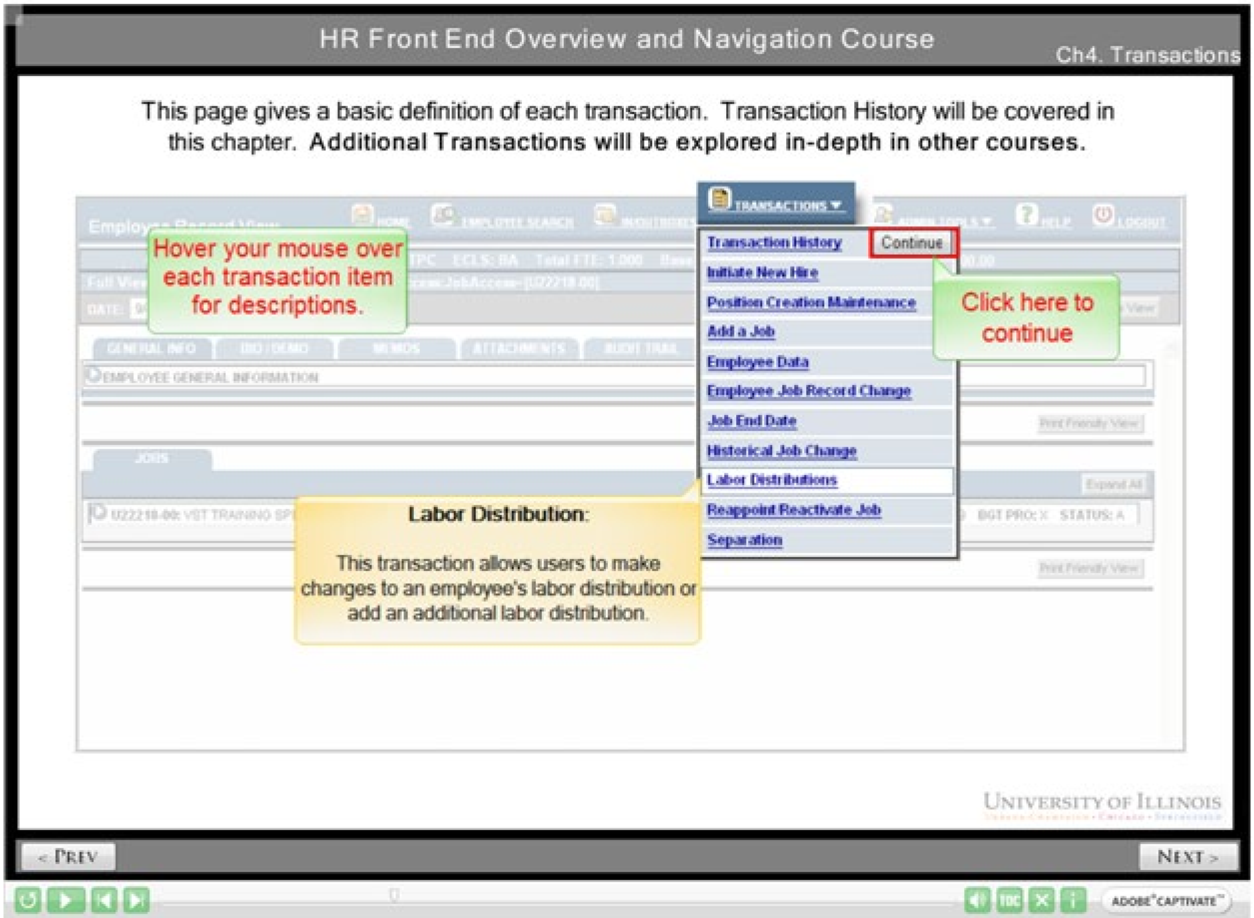

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Hover your mouse over each transaction item for descriptions.
Click here to continue
Employee Data:
This transaction allows users to make changes to employee data.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

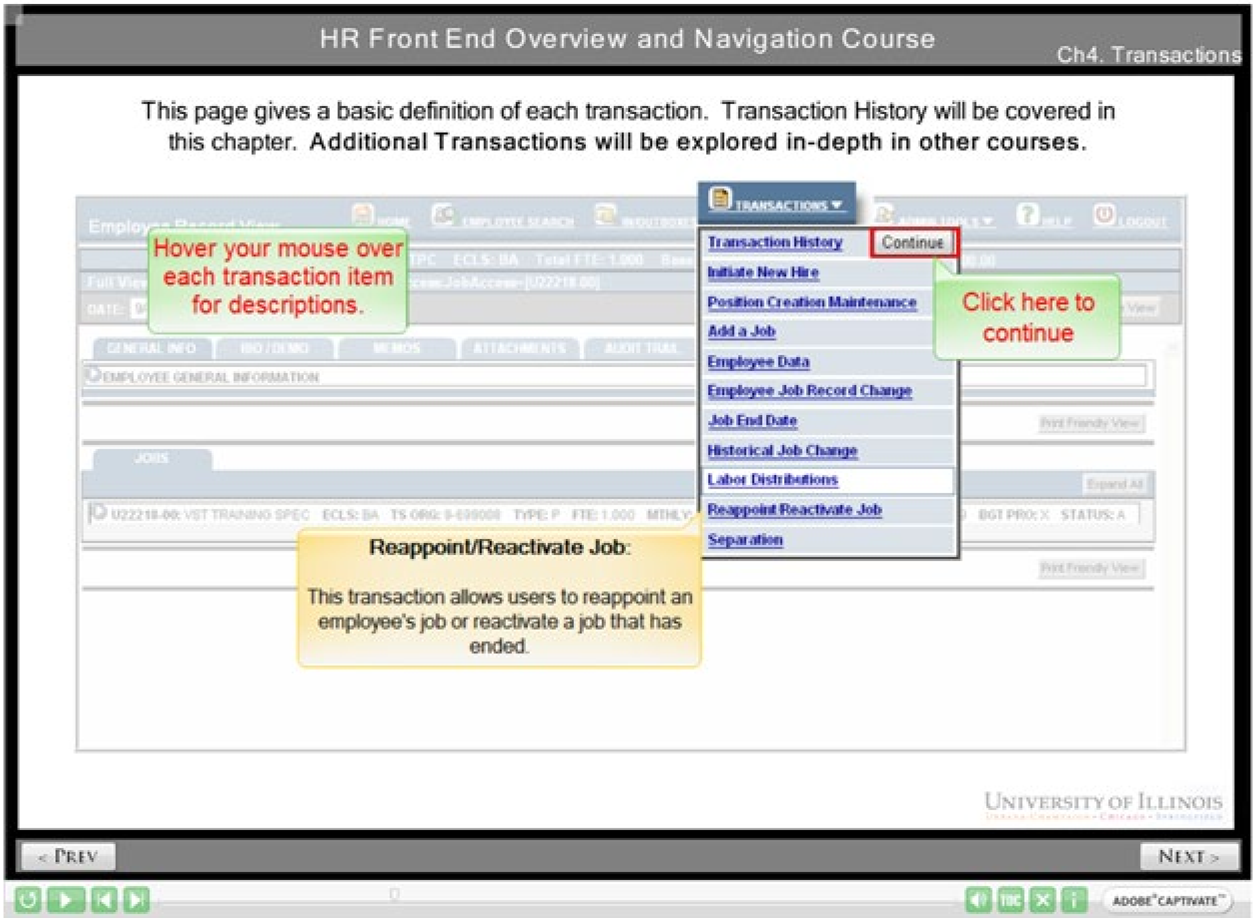


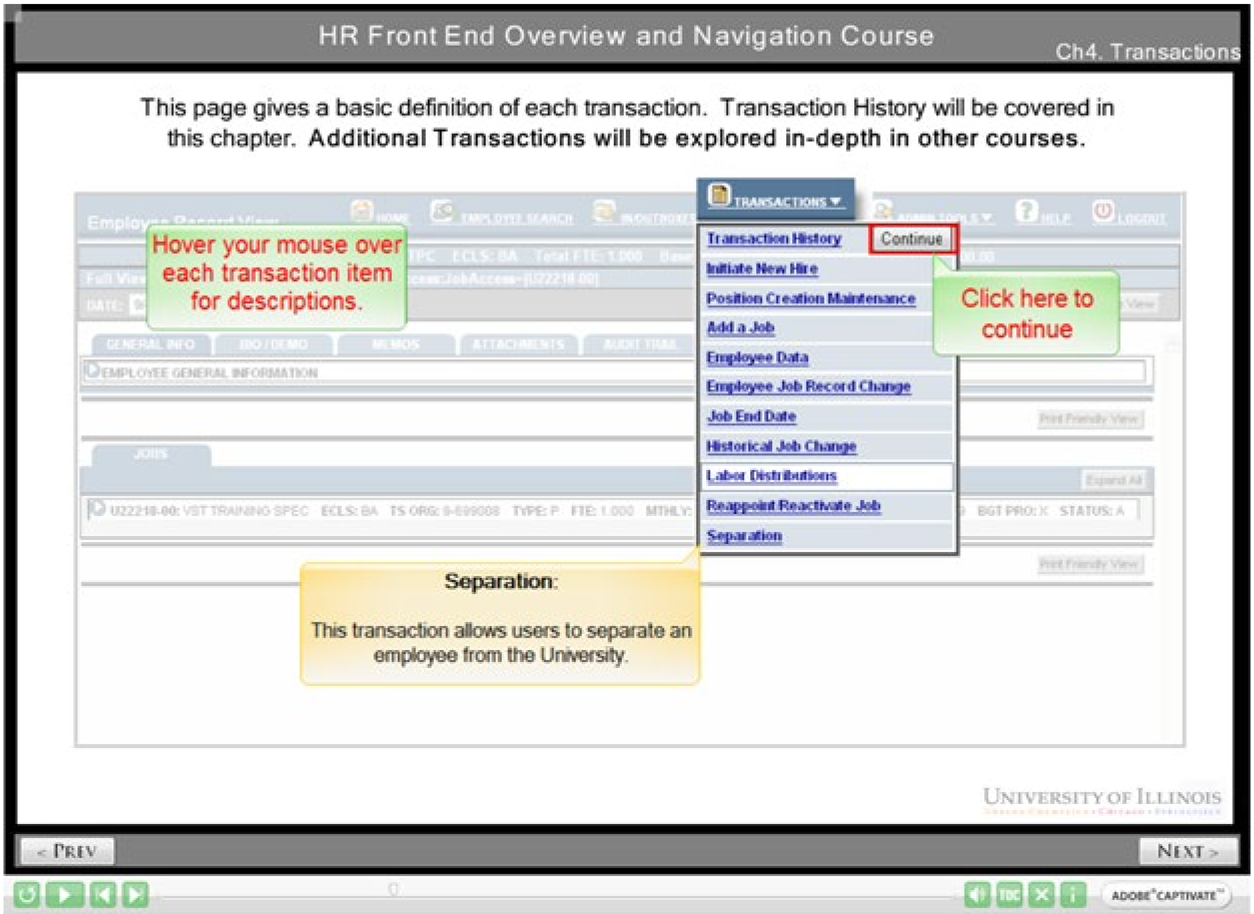
HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descriptions.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
Employee Job Record Change:
This transaction allows users to make changes to an employee's job record.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

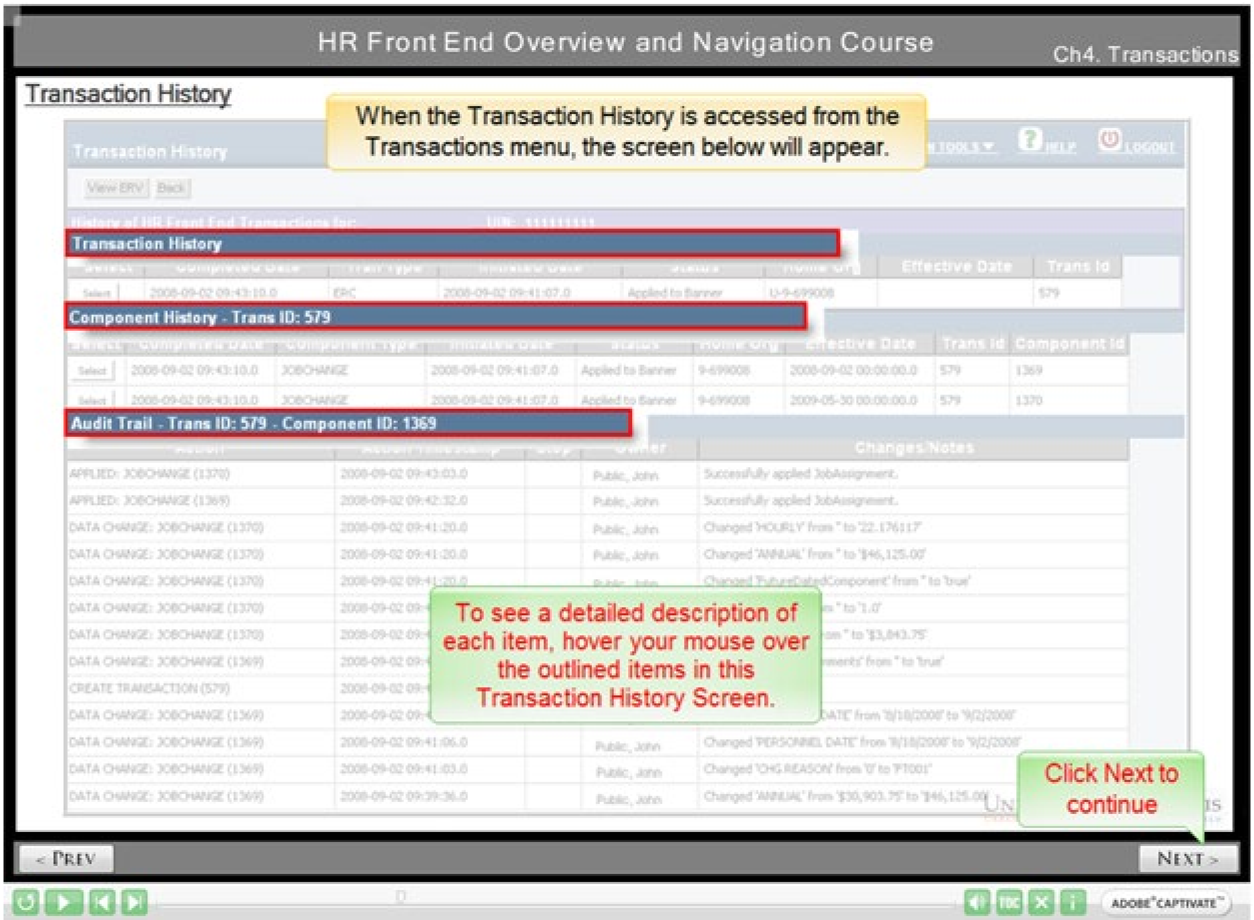

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descriptions.
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
Job End Date:
This transaction allows users to add, change, or remove a job end date to a job record.
< PREV
NEXT >

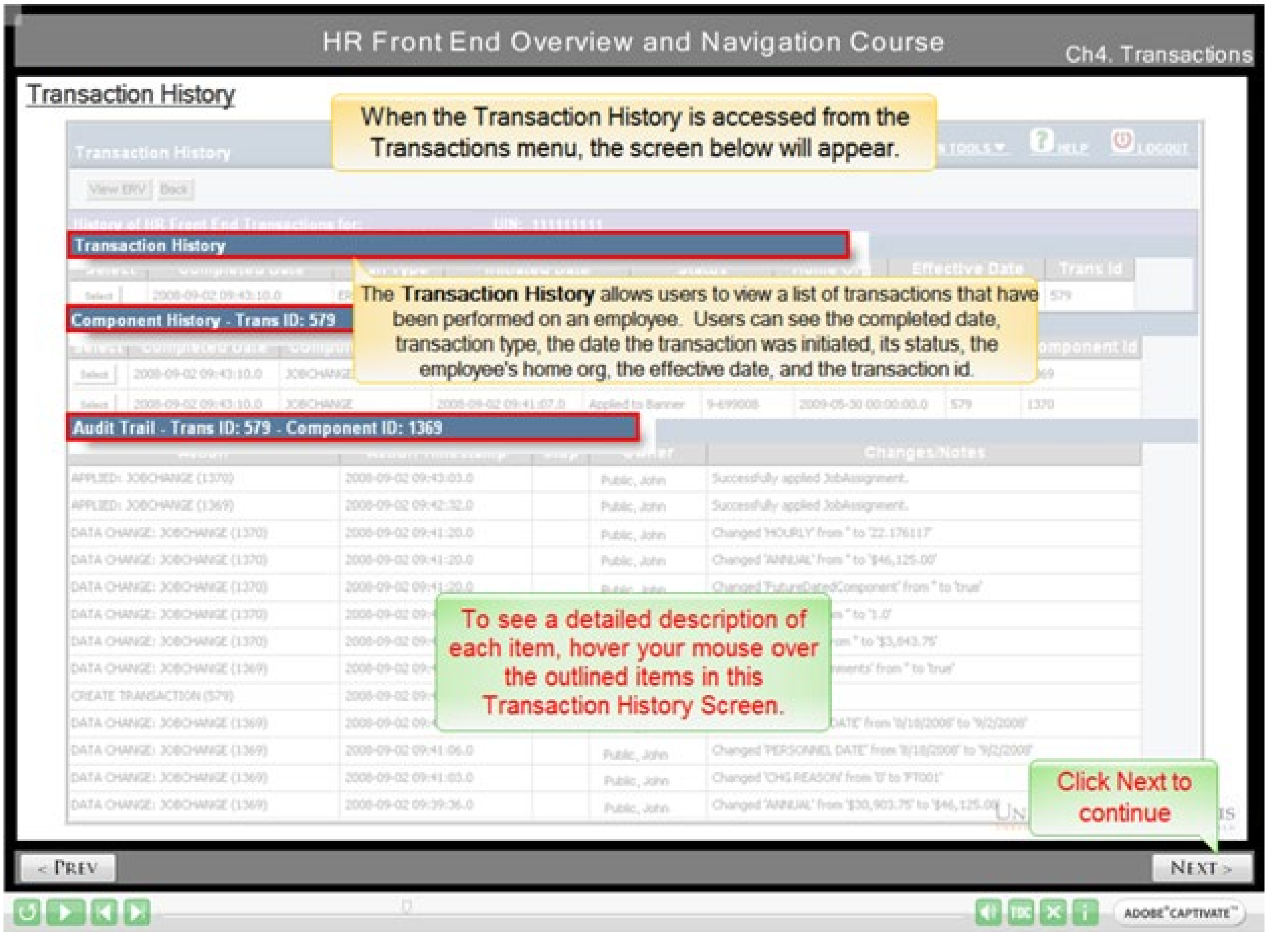

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descriptions.
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
Historical Job Change:
This transaction allows users to make changes to an employee's job personnel date after a payout has been applied.
University of Illinois
< Prev
Next >

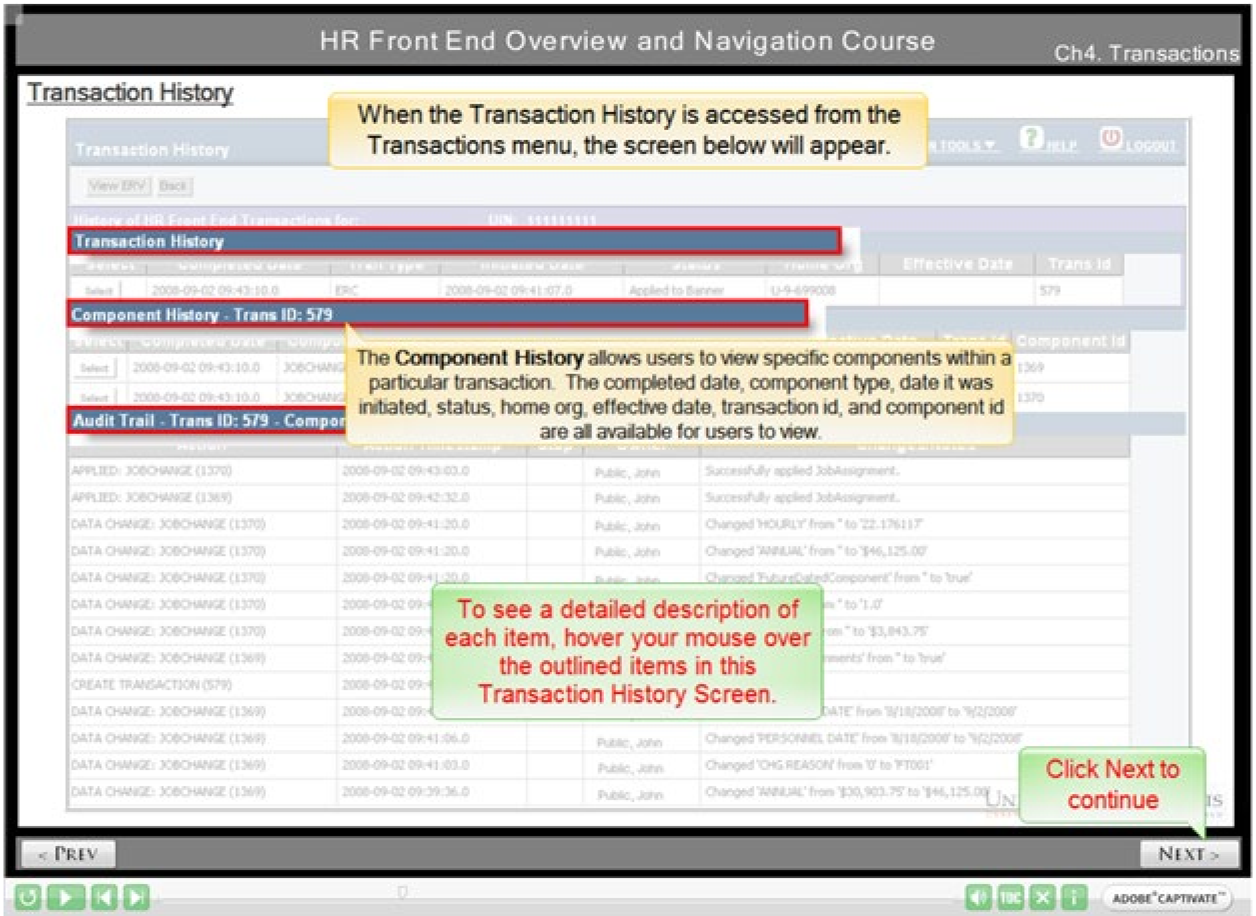

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
Hover your mouse over each transaction item for descriptions.
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
Labor Distribution:
This transaction allows users to make changes to an employee's labor distribution or add an additional labor distribution.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

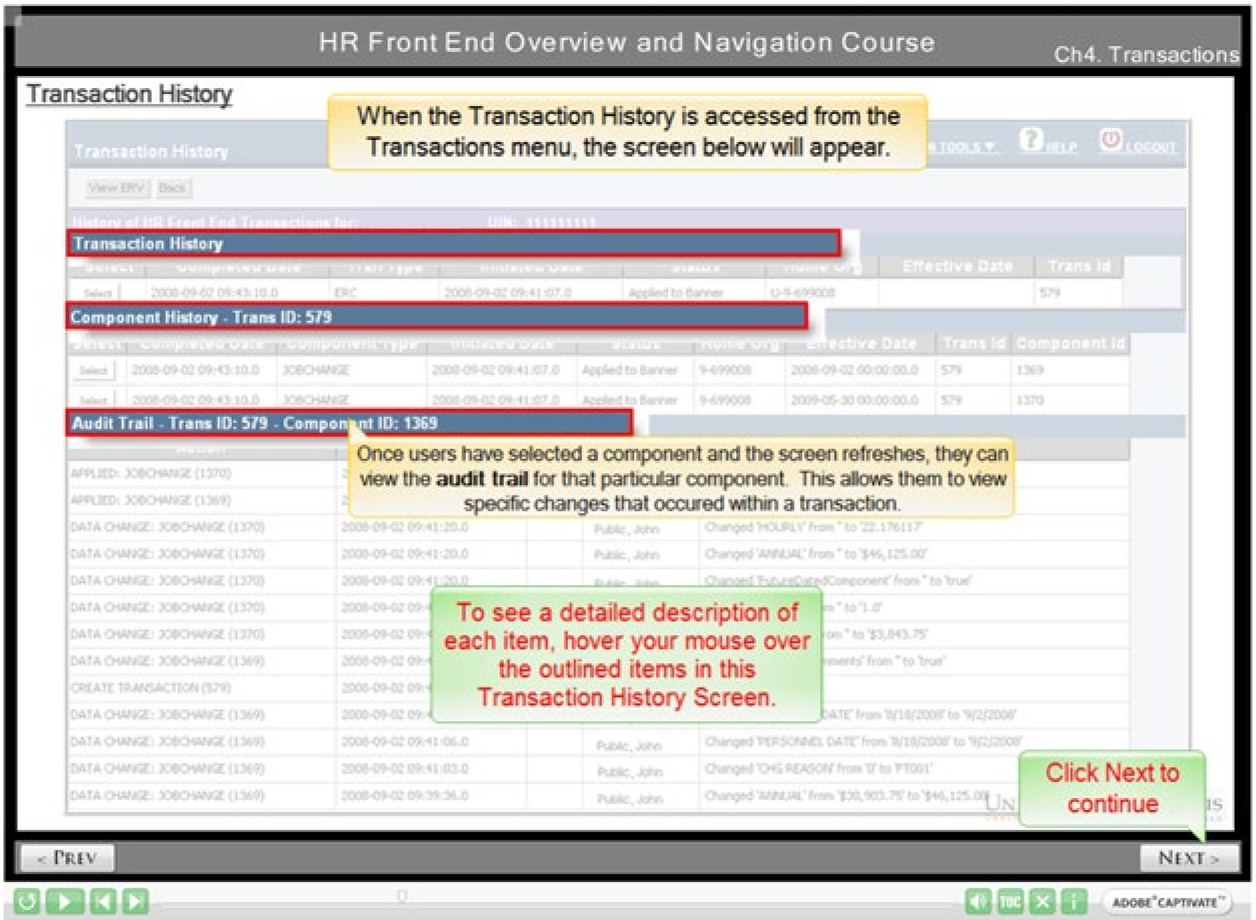

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. Additional Transactions will be explored in-depth in other courses.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Hover your mouse over each transaction item for descriptions.
Click here to continue
Reappoint/Reactivate Job:
This transaction allows users to reappoint an employee's job or reactivate a job that has ended.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

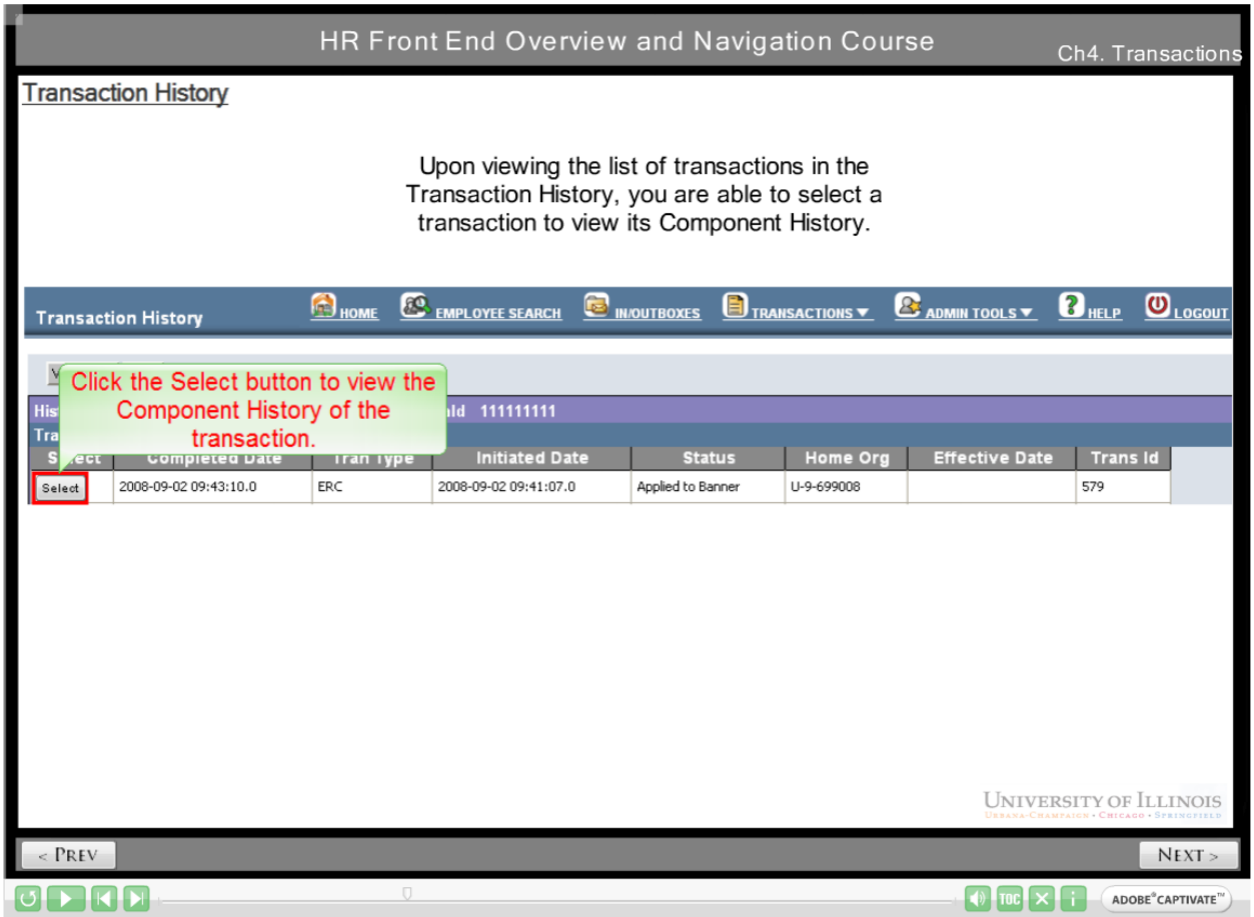

HR Front End Overview and Navigation Course
Ch4. Transactions
This page gives a basic definition of each transaction. Transaction History will be covered in this chapter. **Additional Transactions will be explored in-depth in other courses.**
Hover your mouse over each transaction item for descriptions.
TRANSACTIONS
Transaction History
Continue
Initiate New Hire
Position Creation Maintenance
Add a Job
Employee Data
Employee Job Record Change
Job End Date
Historical Job Change
Labor Distributions
Reappoint Reactivate Job
Separation
Click here to continue
Separation:
This transaction allows users to separate an employee from the University.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

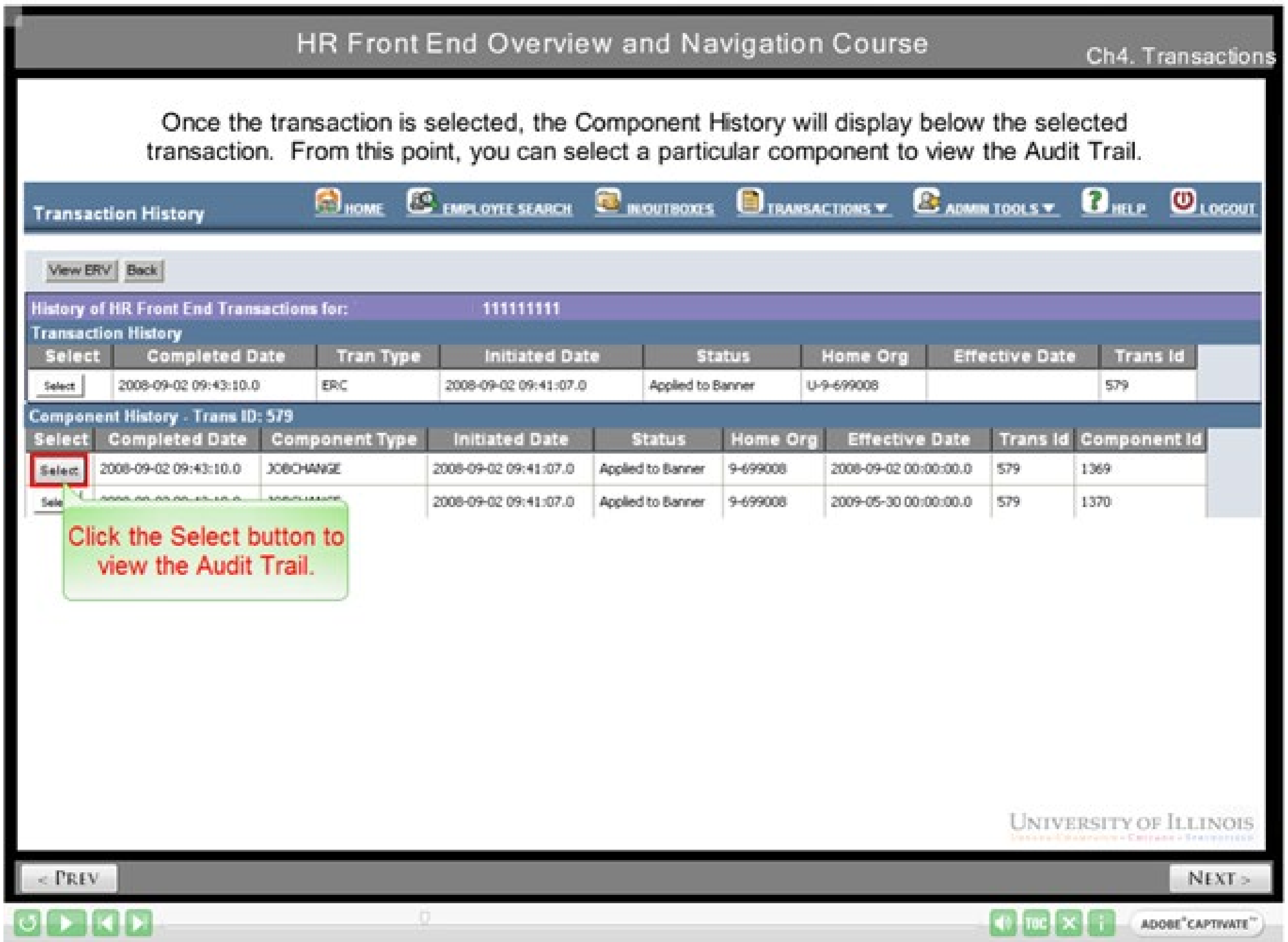

HR Front End Overview and Navigation Course
Ch4. Transactions
Transaction History
When the Transaction History is accessed from the Transactions menu, the screen below will appear.
Transaction History
Component History - Trans ID: 579
Audit Trail - Trans ID: 579 - Component ID: 1369
To see a detailed description of each item, hover your mouse over the outlined items in this Transaction History Screen.
Click Next to continue
< PREV
NEXT >

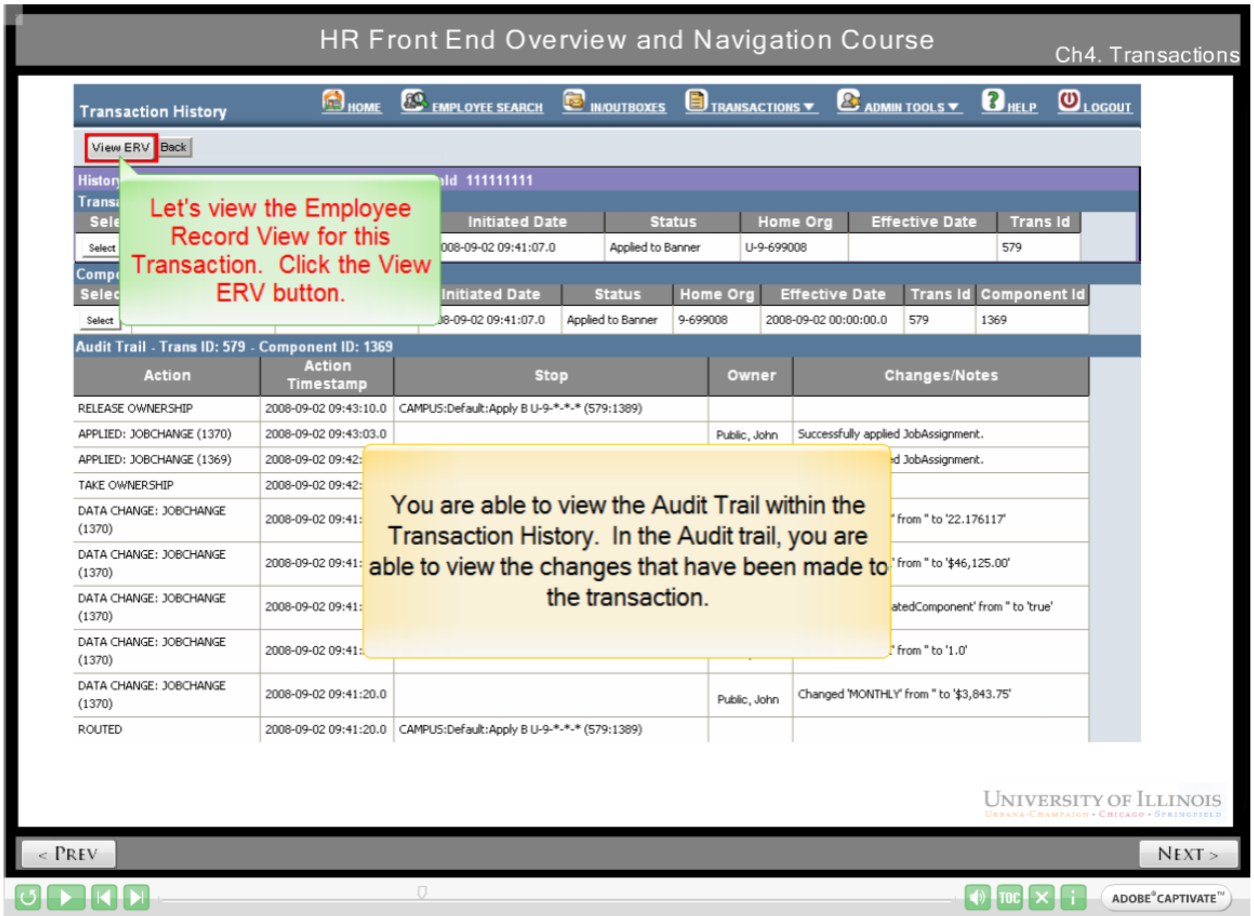

HR Front End Overview and Navigation Course
Ch4. Transactions
Transaction History
When the Transaction History is accessed from the Transactions menu, the screen below will appear.
Transaction History
Component History - Trans ID: 579
The **Transaction History** allows users to view a list of transactions that have been performed on an employee. Users can see the completed date, transaction type, the date the transaction was initiated, its status, the employee's home org, the effective date, and the transaction id.
Audit Trail - Trans ID: 579 - Component ID: 1369
To see a detailed description of each item, hover your mouse over the outlined items in this Transaction History Screen.
Click Next to continue
< PREV
NEXT >

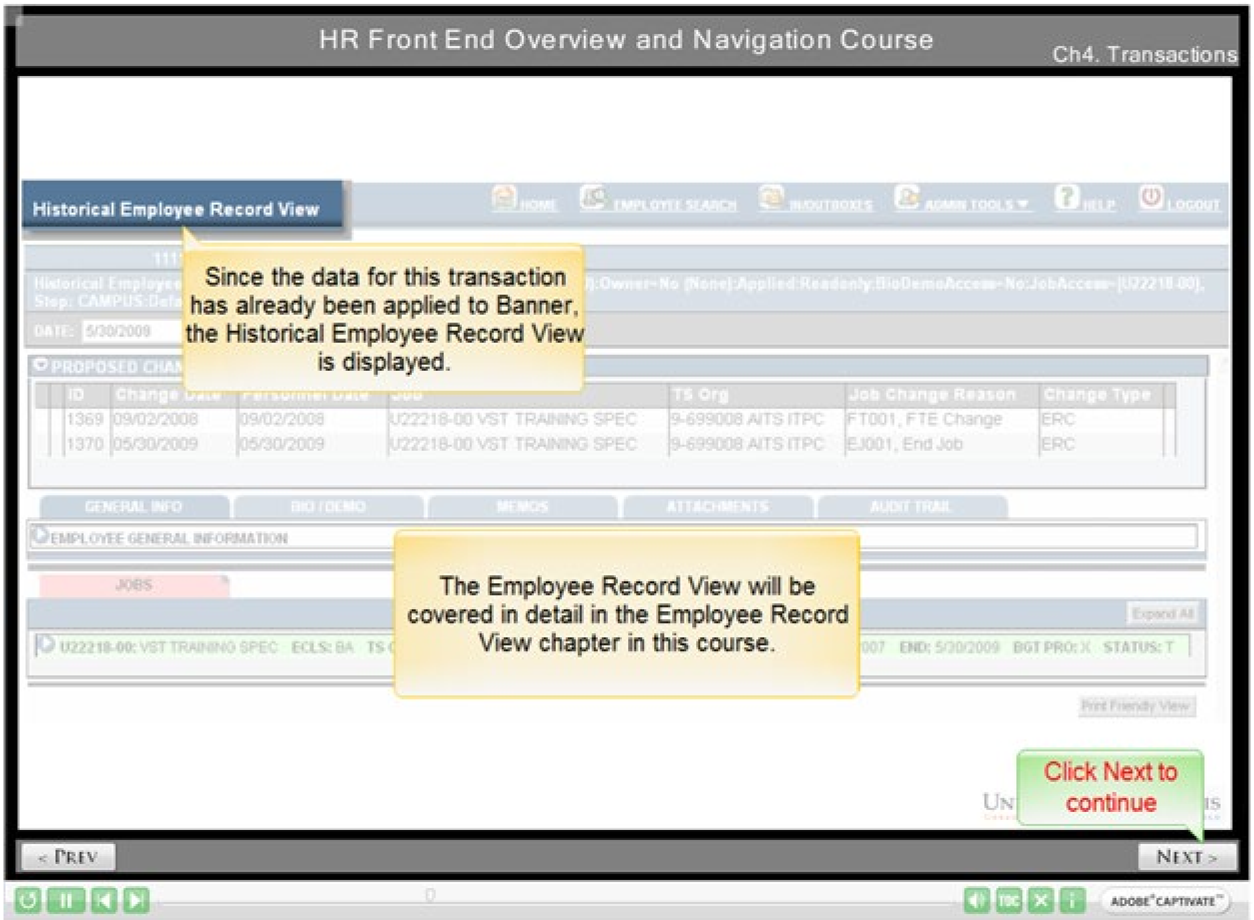

HR Front End Overview and Navigation Course
Ch4. Transactions
Transaction History
When the Transaction History is accessed from the Transactions menu, the screen below will appear.
Transaction History
Component History - Trans ID: 579
Audit Trail - Trans ID: 579 - Compor
The Component History allows users to view specific components within a particular transaction. The completed date, component type, date it was initiated, status, home org, effective date, transaction id, and component id are all available for users to view.
To see a detailed description of each item, hover your mouse over the outlined items in this Transaction History Screen.
Click Next to continue
< PREV
NEXT >

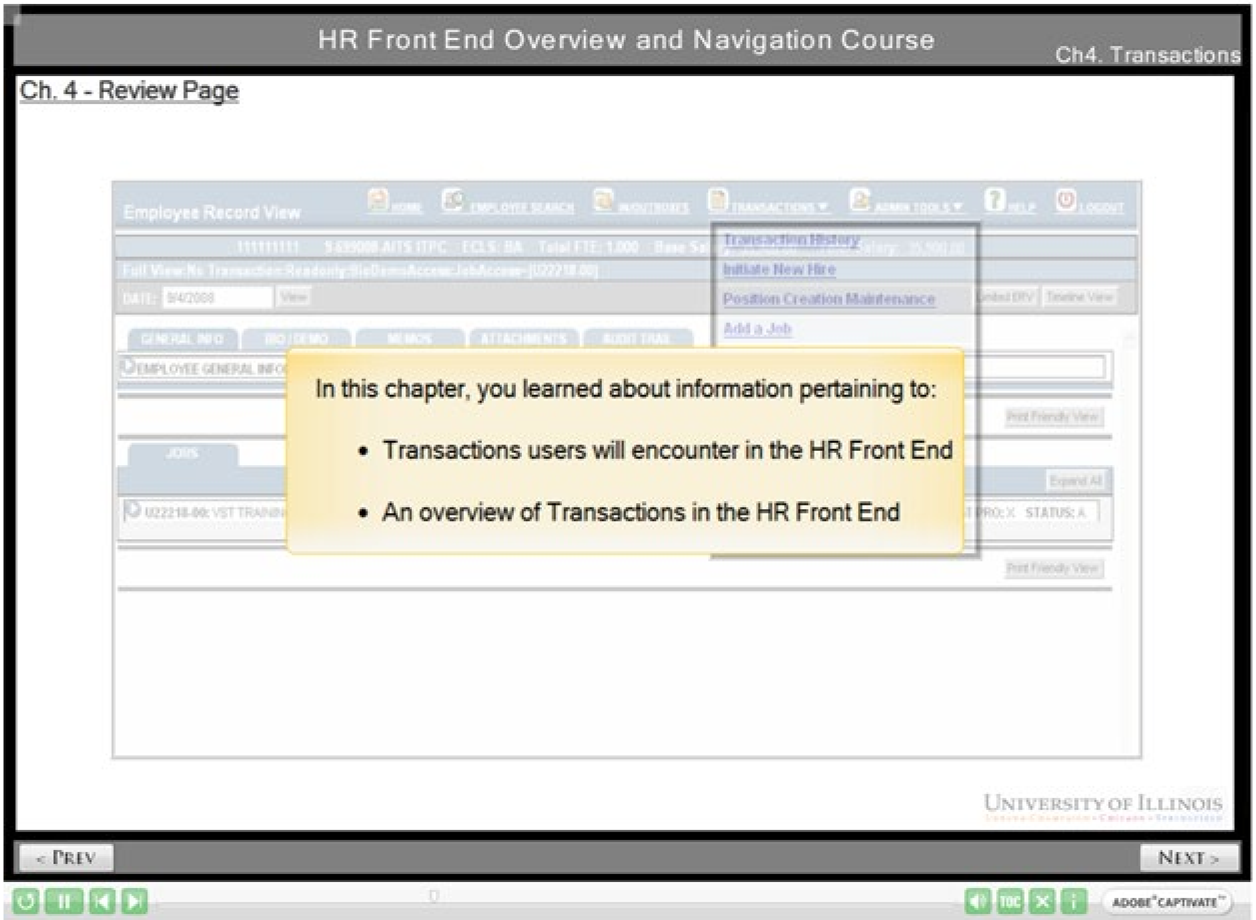

HR Front End Overview and Navigation Course
Ch4. Transactions
Transaction History
When the Transaction History is accessed from the Transactions menu, the screen below will appear.
Transaction History
Component History - Trans ID: 579
Audit Trail - Trans ID: 579 - Component ID: 1369
Once users have selected a component and the screen refreshes, they can view the audit trail for that particular component. This allows them to view specific changes that occured within a transaction.
To see a detailed description of each item, hover your mouse over the outlined items in this Transaction History Screen.
Click Next to continue
< PREV
NEXT >

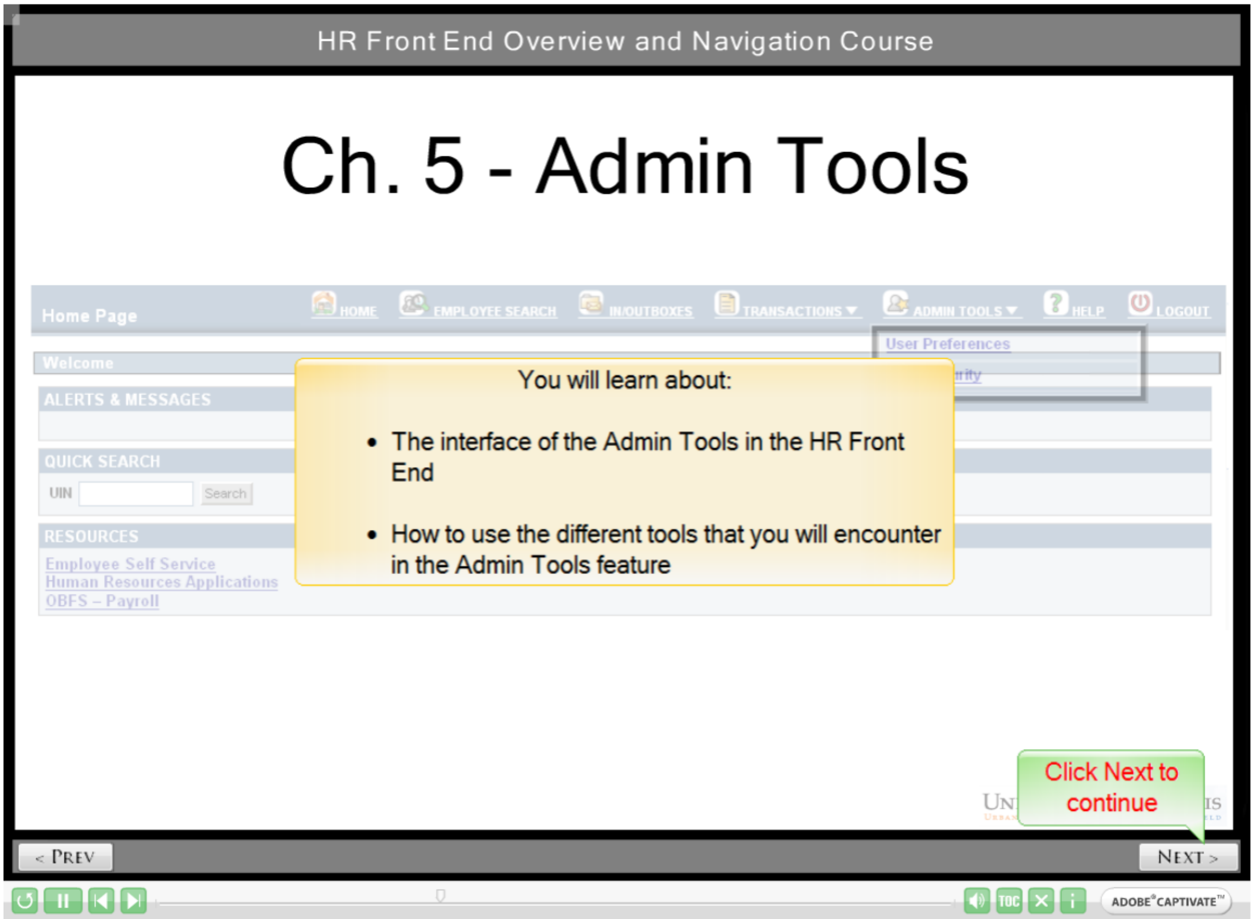

HR Front End Overview and Navigation Course
Ch4. Transactions
Transaction History
Upon viewing the list of transactions in the Transaction History, you are able to select a transaction to view its Component History.
Transaction History
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Click the Select button to view the Component History of the transaction.
Initiated Date
Status
Home Org
Effective Date
Trans Id
Select
2008-09-02 09:43:10.0
ERC
2008-09-02 09:41:07.0
Applied to Banner
U-9-699008
579
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
TOC
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch4. Transactions
Once the transaction is selected, the Component History will display below the selected transaction. From this point, you can select a particular component to view the Audit Trail.
Transaction History
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
View ERV
Back
History of HR Front End Transactions for: 111111111
Transaction History
Select | Completed Date | Tran Type | Initiated Date | Status | Home Org | Effective Date | Trans Id
Select | 2008-09-02 09:43:10.0 | ERC | 2008-09-02 09:41:07.0 | Applied to Banner | U-9-699008 | | 579
Component History - Trans ID: 579
Select | Completed Date | Component Type | Initiated Date | Status | Home Org | Effective Date | Trans Id | Component Id
Select | 2008-09-02 09:43:10.0 | JOBCHANGE | 2008-09-02 09:41:07.0 | Applied to Banner | 9-699008 | 2008-09-02 00:00:00.0 | 579 | 1369
2008-09-02 09:41:07.0 | Applied to Banner | 9-699008 | 2009-05-30 00:00:00.0 | 579 | 1370
Click the Select button to view the Audit Trail.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
TOC
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch4. Transactions
Transaction History
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
View ERV
Back
Let's view the Employee Record View for this Transaction. Click the View ERV button.
Audit Trail - Trans ID: 579 - Component ID: 1369
You are able to view the Audit Trail within the Transaction History. In the Audit trail, you are able to view the changes that have been made to the transaction.
University of Illinois
< Prev
Next >


HR Front End Overview and Navigation Course
Ch4. Transactions
Historical Employee Record View
Since the data for this transaction has already been applied to Banner, the Historical Employee Record View is displayed.
The Employee Record View will be covered in detail in the Employee Record View chapter in this course.
Click Next to continue
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch4. Transactions
Ch. 4 - Review Page
Employee Record View
Transaction History
Initiate New Hire
Position Creation Maintenance
Add a Job
In this chapter, you learned about information pertaining to:
• Transactions users will encounter in the HR Front End
• An overview of Transactions in the HR Front End
University of Illinois
< Prev
Next >



HR Front End Overview and Navigation Course
Ch. 5 - Admin Tools
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
Welcome
ALERTS & MESSAGES
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
You will learn about:
• The interface of the Admin Tools in the HR Front End
• How to use the different tools that you will encounter in the Admin Tools feature
Click Next to continue
< PREV
NEXT >
TOC
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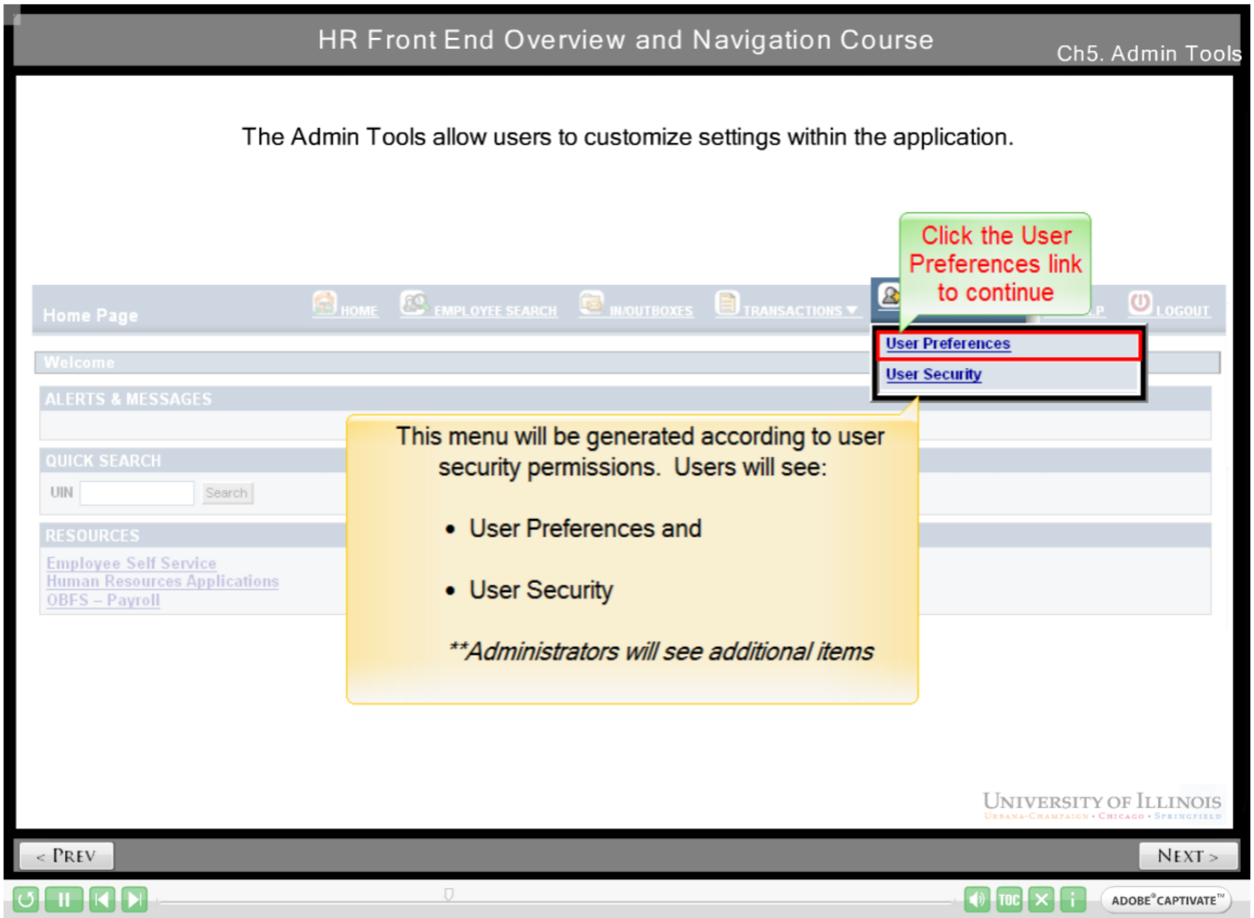
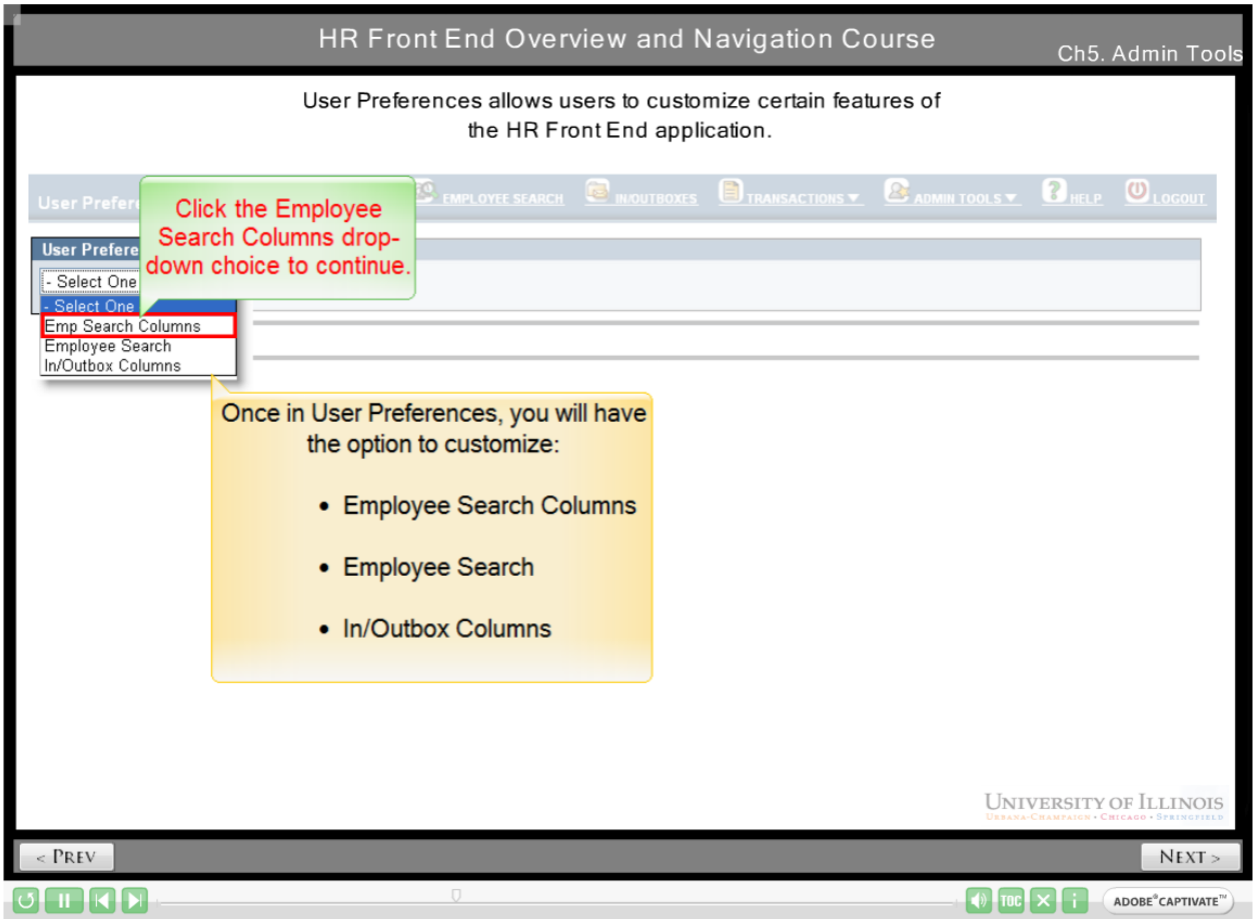
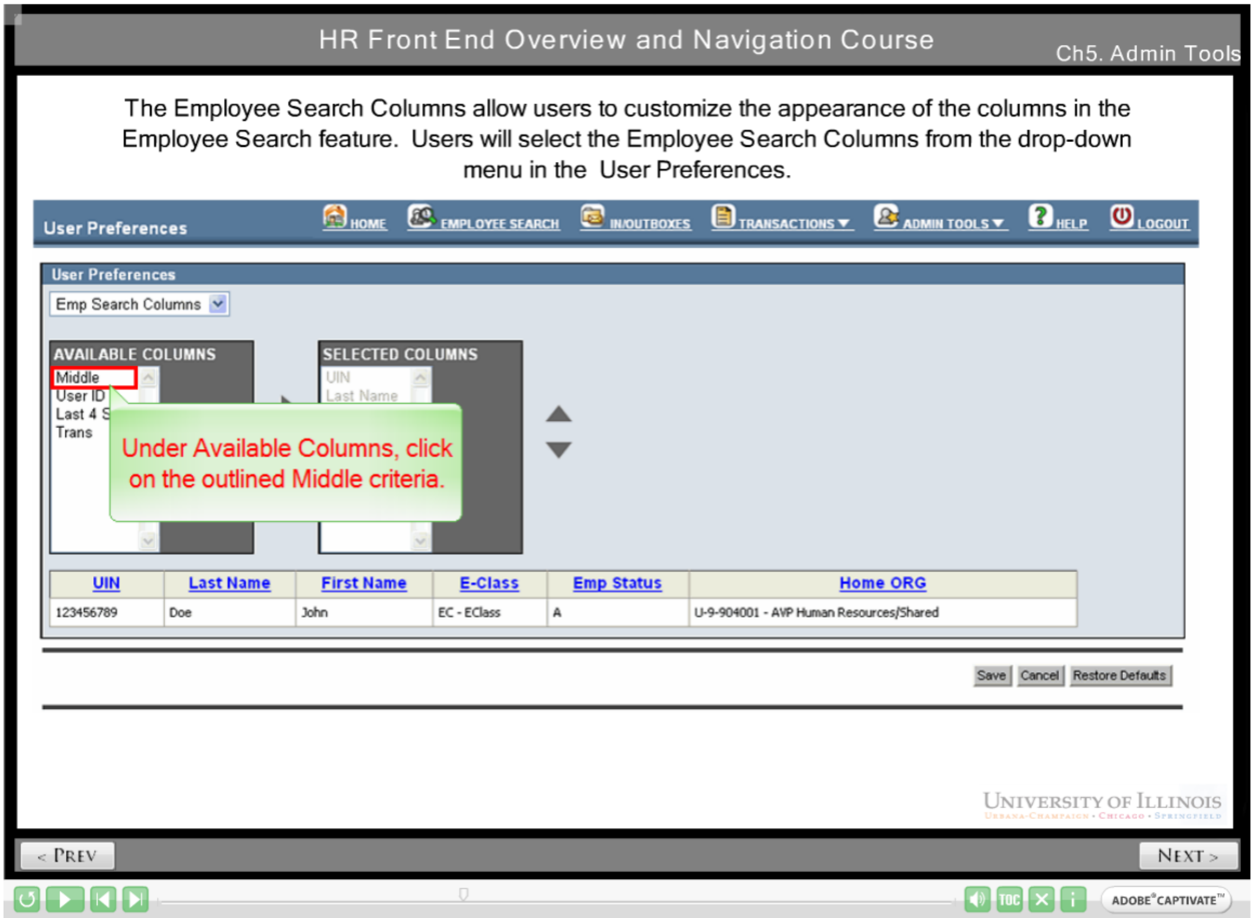
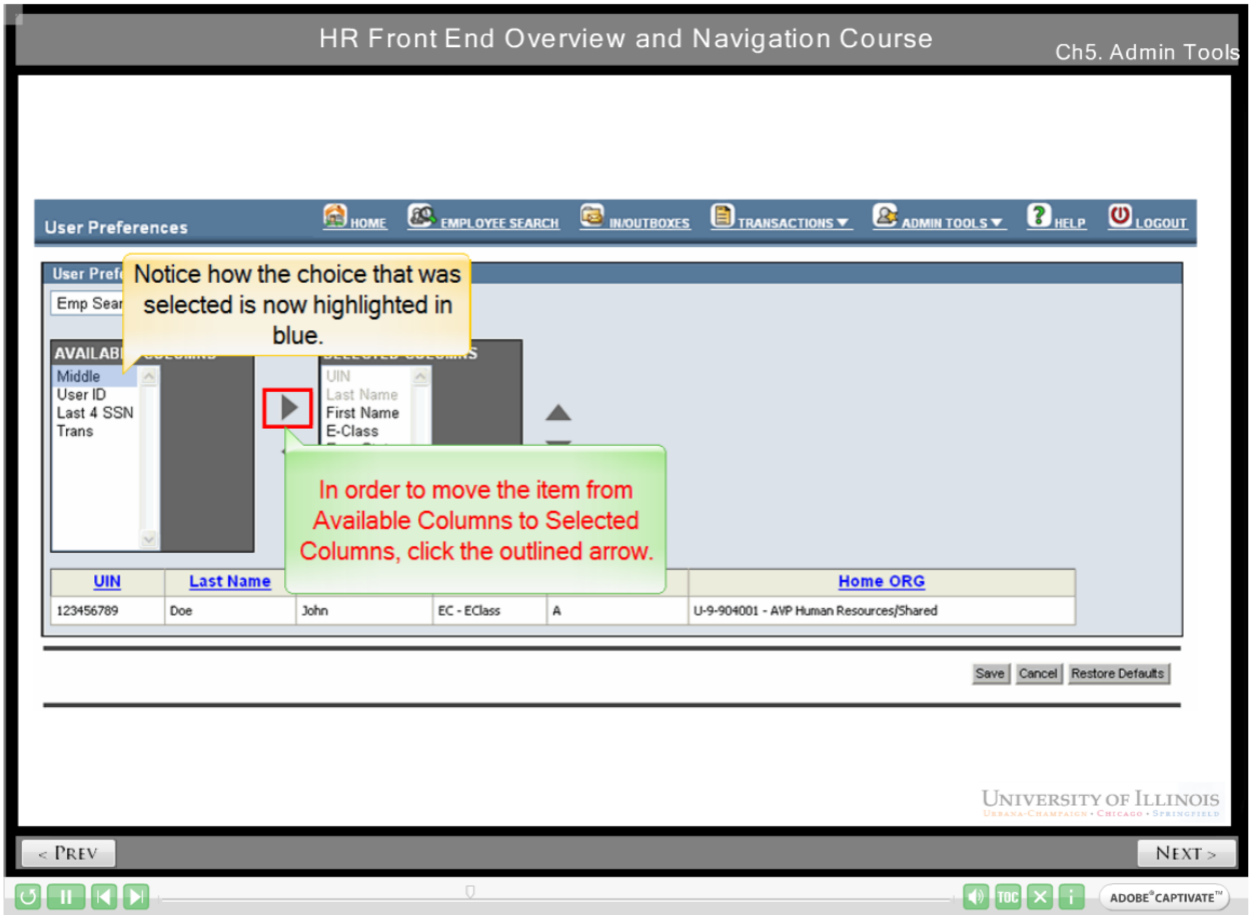
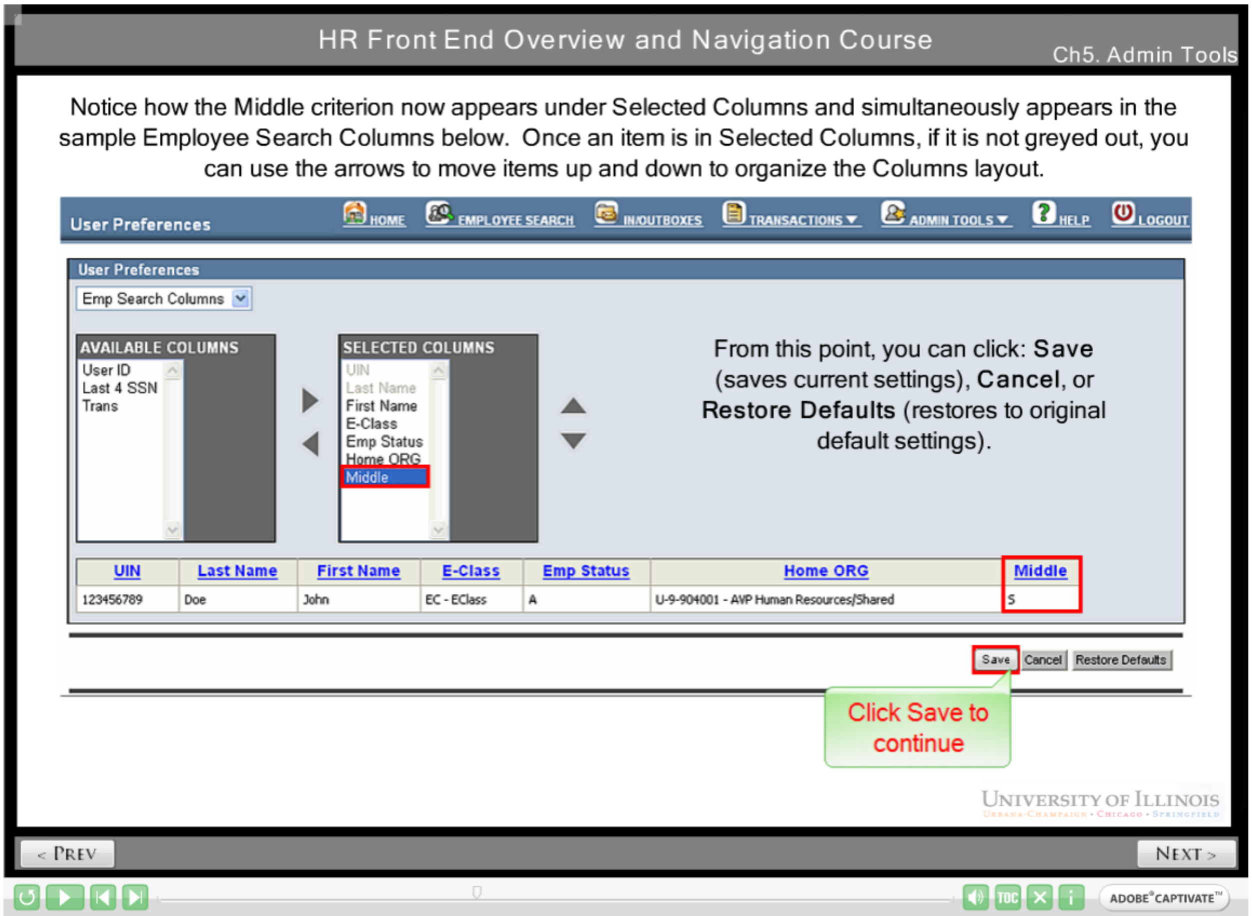
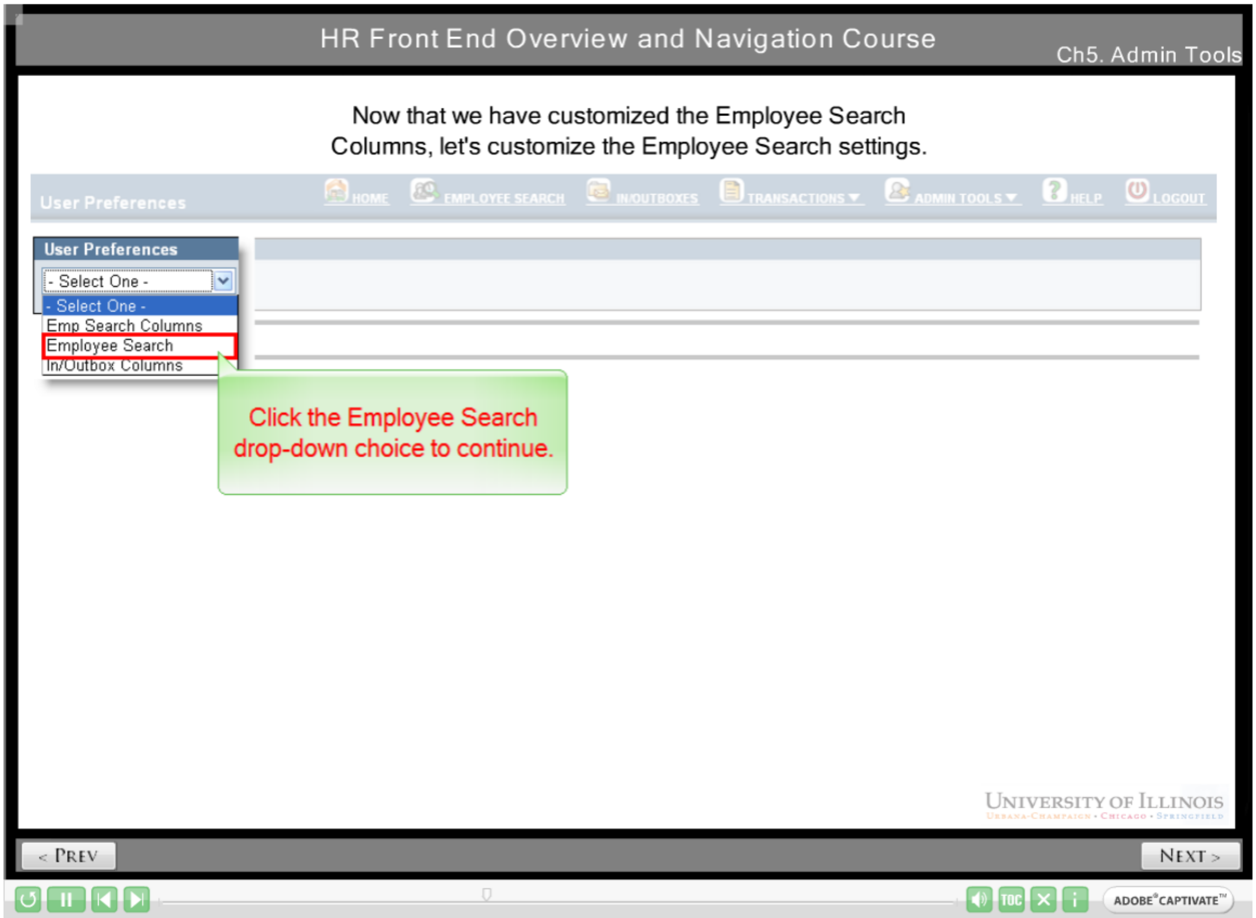

HR Front End Overview and Navigation Course
Ch5. Admin Tools
The Admin Tools allow users to customize settings within the application.
Click the User Preferences link to continue
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
LOGOUT
User Preferences
User Security
Welcome
ALERTS & MESSAGES
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
This menu will be generated according to user security permissions. Users will see:
• User Preferences and
• User Security
**Administrators will see additional items
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences allows users to customize certain features of the HR Front End application.
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Click the Employee Search Columns drop-down choice to continue.
- Select One
- Select One
Emp Search Columns
Employee Search
In/Outbox Columns
Once in User Preferences, you will have the option to customize:
• Employee Search Columns
• Employee Search
• In/Outbox Columns
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
TOC
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch5. Admin Tools
The Employee Search Columns allow users to customize the appearance of the columns in the Employee Search feature. Users will select the Employee Search Columns from the drop-down menu in the User Preferences.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
Emp Search Columns
AVAILABLE COLUMNS
Middle
User ID
Trans
SELECTED COLUMNS
UIN
Last Name
Under Available Columns, click on the outlined Middle criteria.
UIN
Last Name
First Name
E-Class
Emp Status
Home ORG
123456789
Doe
John
EC - EClass
A
U-9-904001 - AVP Human Resources/Shared
Save
Cancel
Restore Defaults
University of Illinois
< Prev
Next >
Adobe Captivate


HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Notice how the choice that was selected is now highlighted in blue.
Middle
User ID
Last 4 SSN
Trans
UIN
Last Name
First Name
E-Class
In order to move the item from Available Columns to Selected Columns, click the outlined arrow.
UIN
Last Name
Home ORG
123456789
Doe
John
EC - EClass
A
U-9-904001 - AVP Human Resources/Shared
Save
Cancel
Restore Defaults
UNIVERSITY OF ILLINOIS
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch5. Admin Tools
Notice how the Middle criterion now appears under Selected Columns and simultaneously appears in the sample Employee Search Columns below. Once an item is in Selected Columns, if it is not greyed out, you can use the arrows to move items up and down to organize the Columns layout.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
Emp Search Columns
AVAILABLE COLUMNS
User ID
Last 4 SSN
Trans
SELECTED COLUMNS
UIN
Last Name
First Name
E-Class
Emp Status
Home ORG
Middle
From this point, you can click: Save (saves current settings), Cancel, or Restore Defaults (restores to original default settings).
UIN
Last Name
First Name
E-Class
Emp Status
Home ORG
Middle
123456789
Doe
John
EC - EClass
A
U-9-904001 - AVP Human Resources/Shared
S
Save
Cancel
Restore Defaults
Click Save to continue
University of Illinois
< Prev
Next >
TOC
Adobe Captivate


HR Front End Overview and Navigation Course
Ch5. Admin Tools
Now that we have customized the Employee Search Columns, let's customize the Employee Search settings.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
- Select One -
- Select One -
Emp Search Columns
Employee Search
In/Outbox Columns
Click the Employee Search drop-down choice to continue.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
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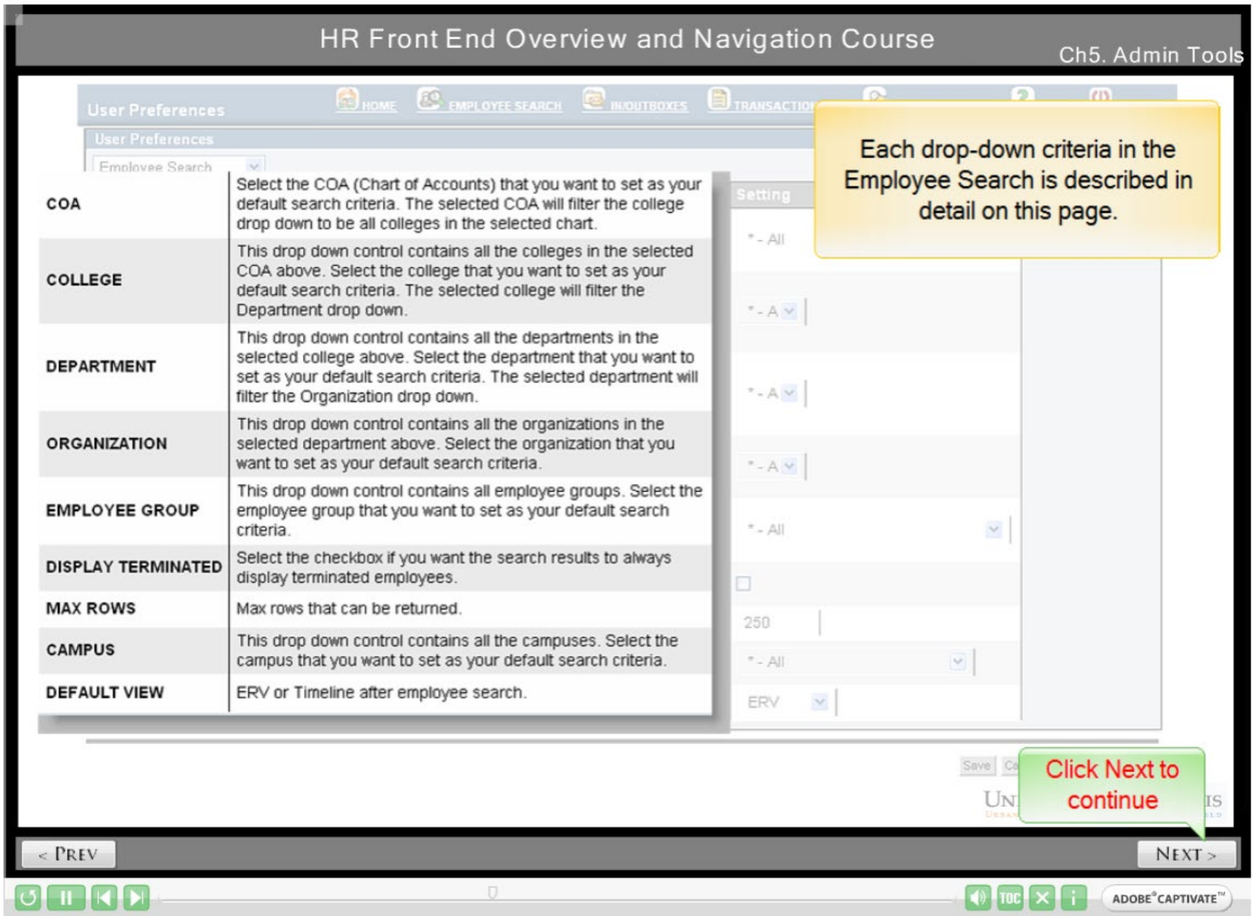
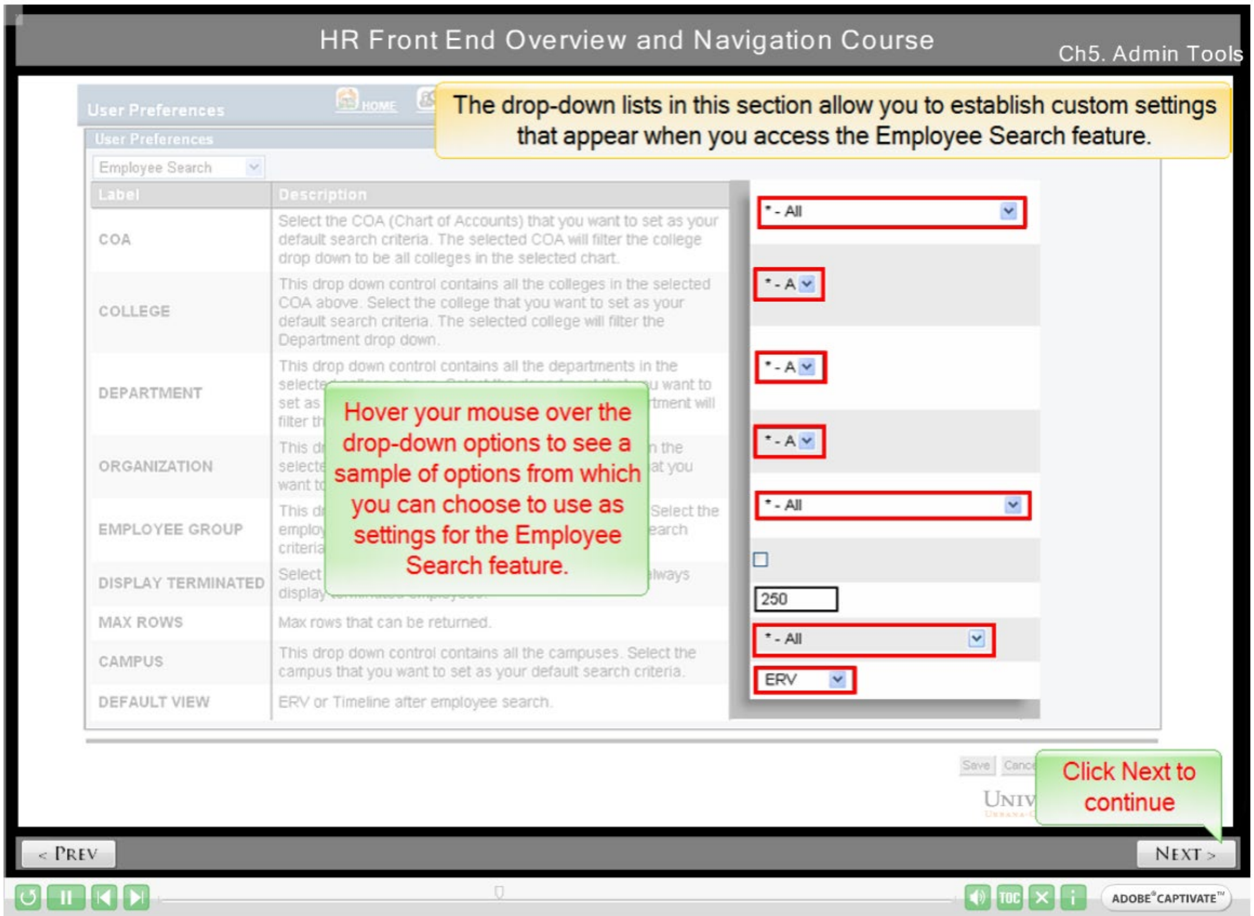
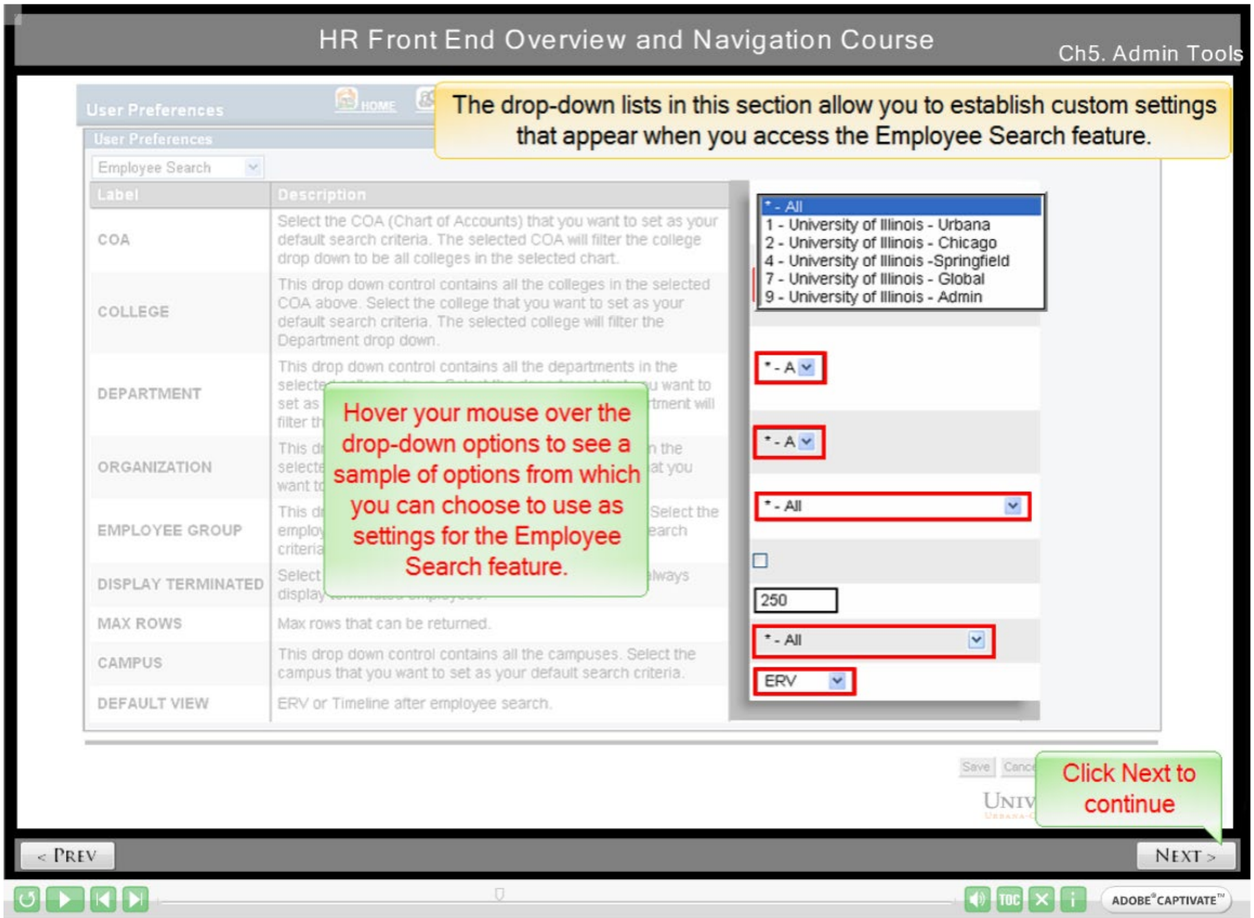
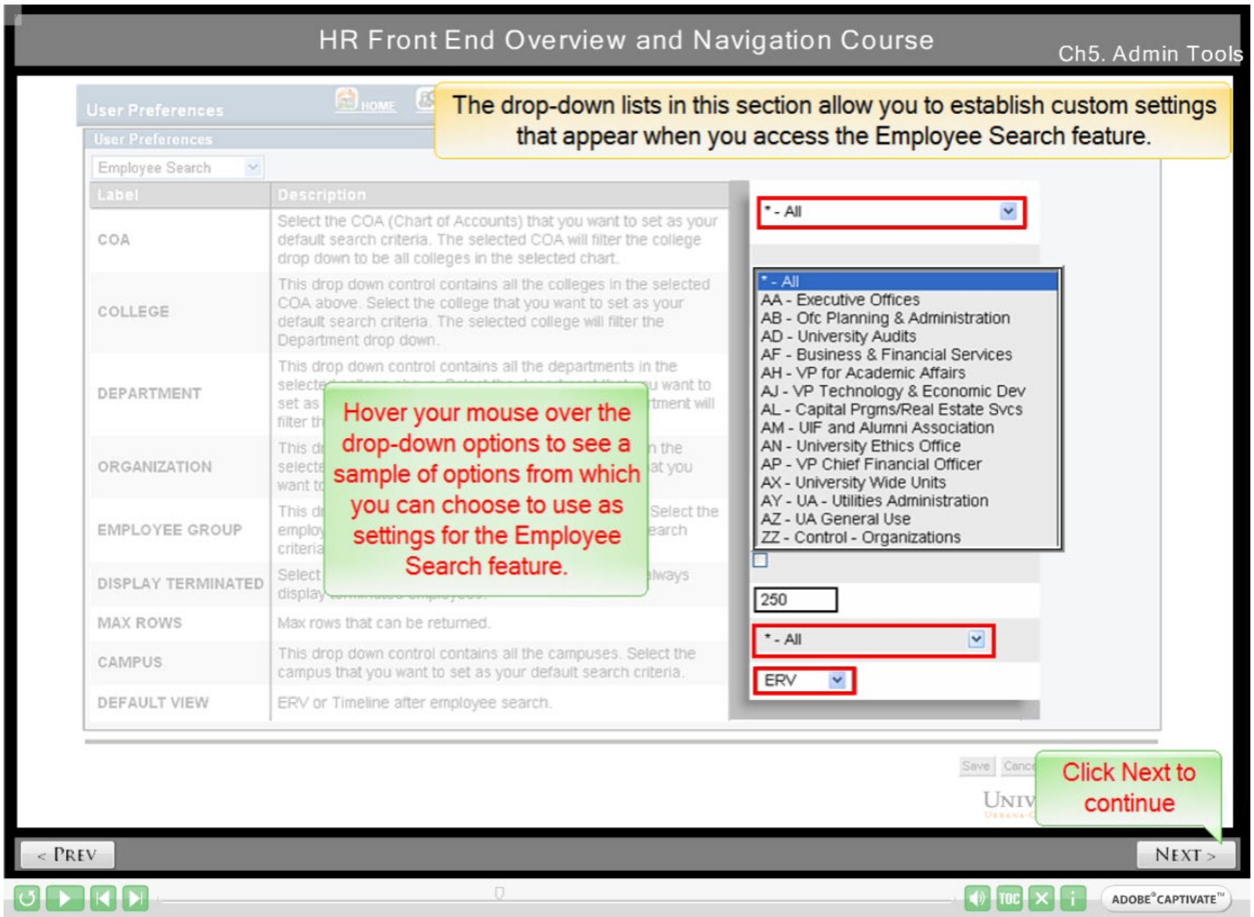
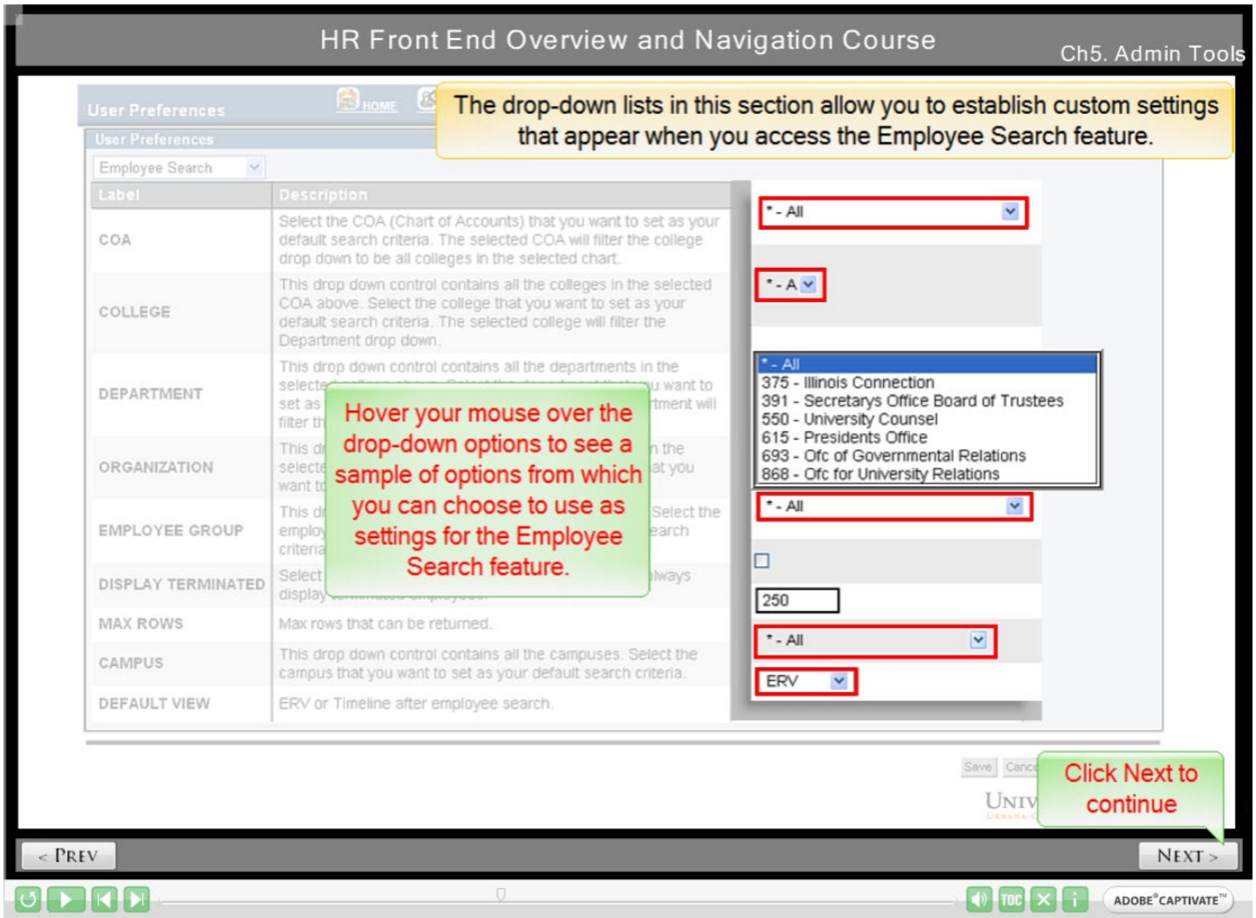


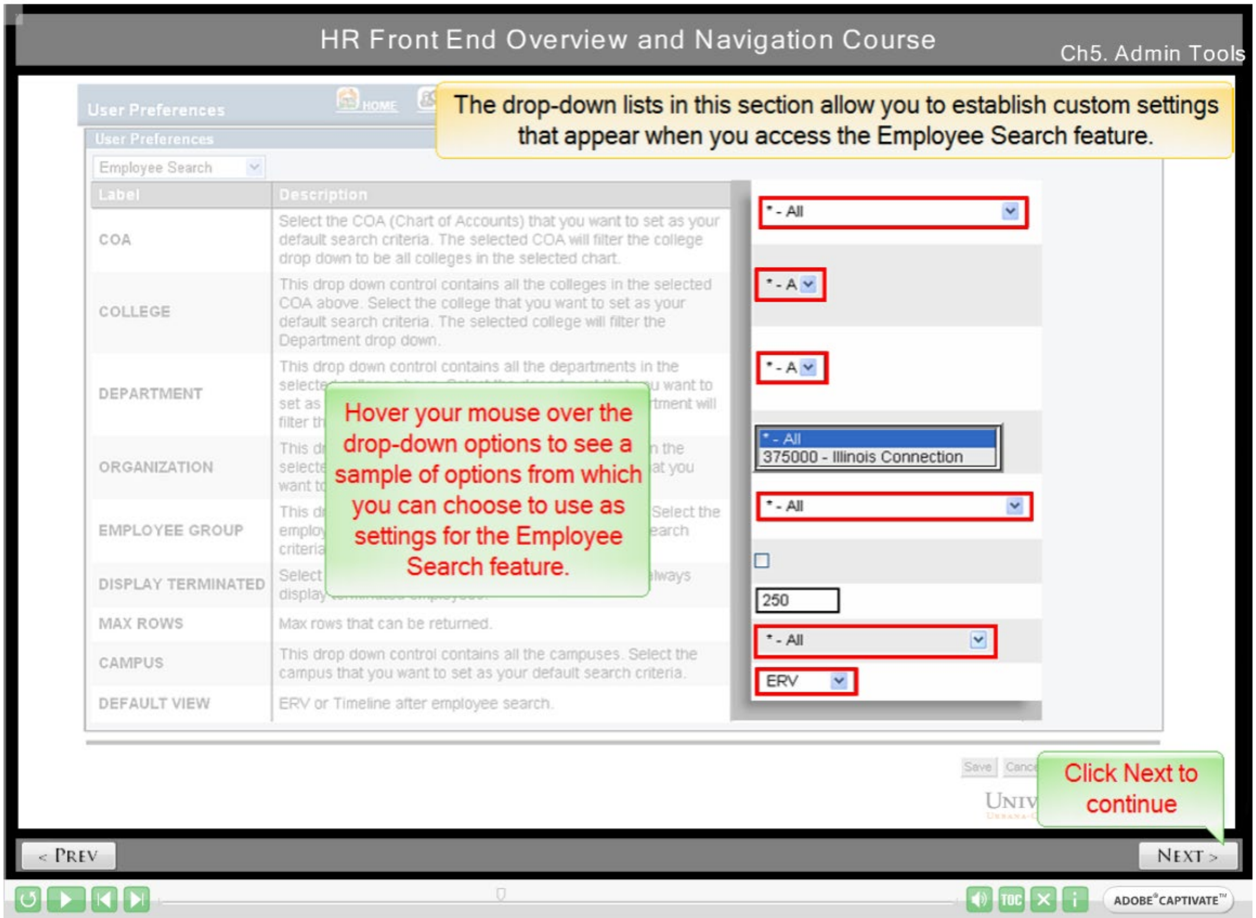
COA	Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE	This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT	This drop down control contains all the departments in the selected college above. Select the department that you want to set as your default search criteria. The selected department will filter the Organization drop down.
ORGANIZATION	This drop down control contains all the organizations in the selected department above. Select the organization that you want to set as your default search criteria.
EMPLOYEE GROUP	This drop down control contains all employee groups. Select the employee group that you want to set as your default search criteria.
DISPLAY TERMINATED	Select the checkbox if you want the search results to always display terminated employees.
MAX ROWS	Max rows that can be returned.
CAMPUS	This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW	ERV or Timeline after employee search.

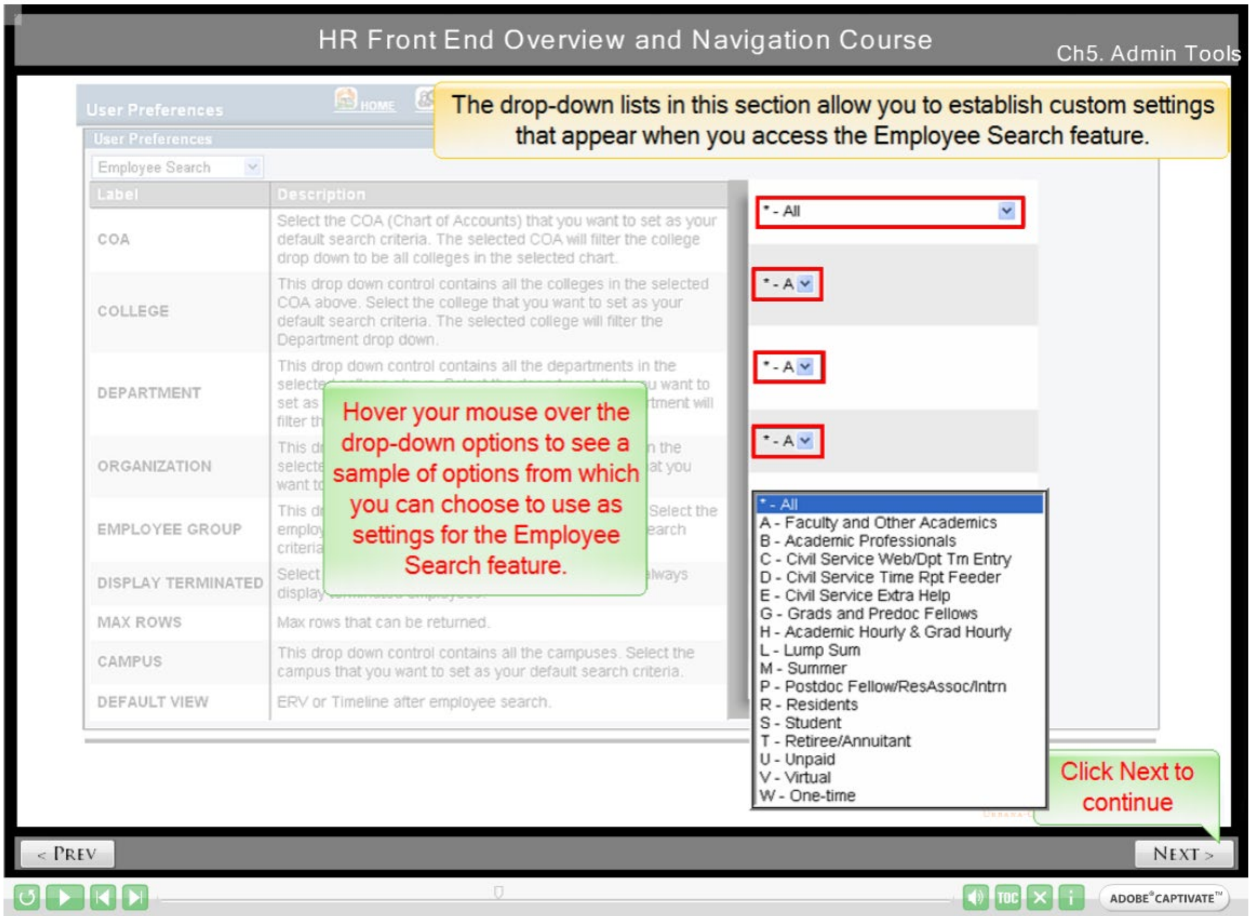

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
* - All
250
ERV
Click Next to continue
< PREV
NEXT >

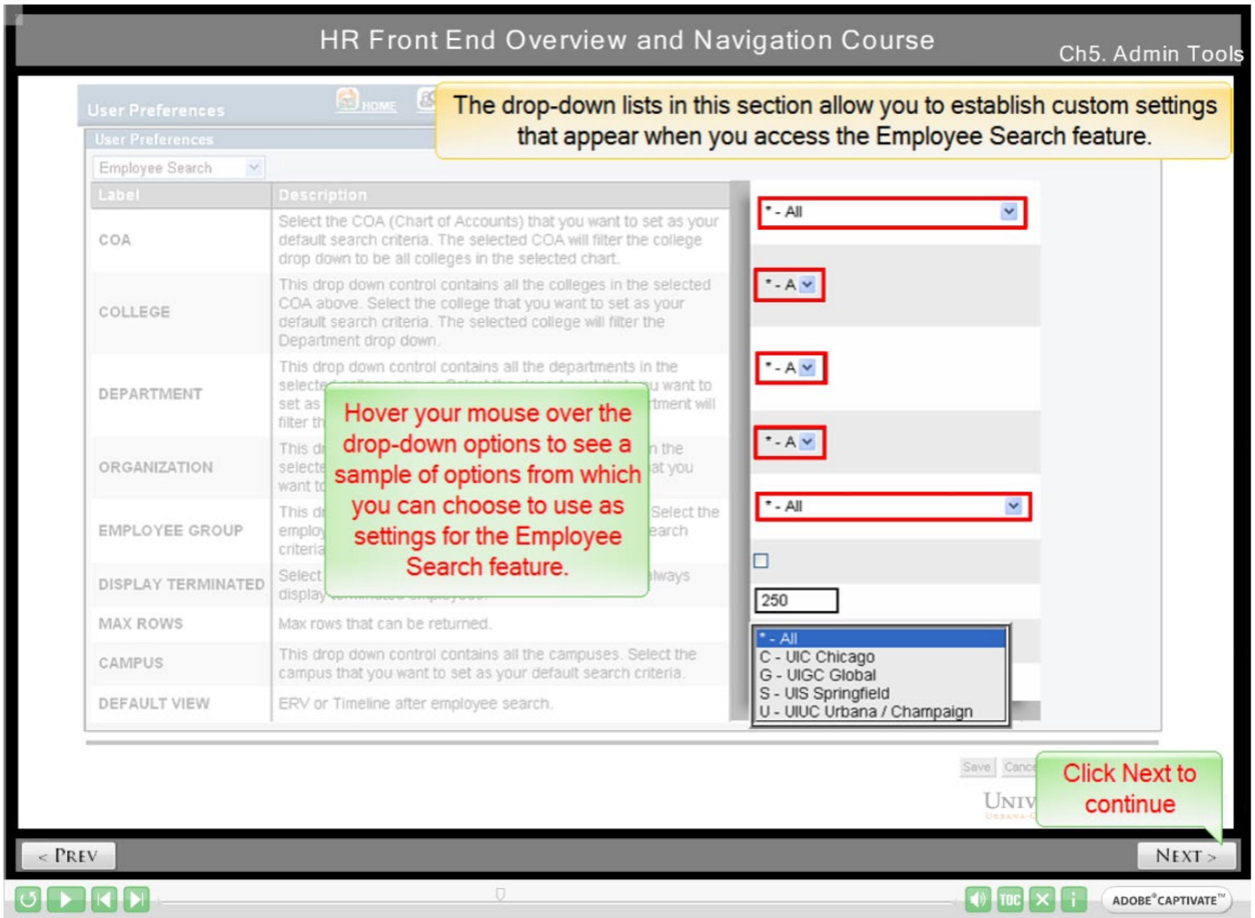

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
* - All
1 - University of Illinois - Urbana
2 - University of Illinois - Chicago
4 - University of Illinois -Springfield
7 - University of Illinois - Global
9 - University of Illinois - Admin
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
250
ERV
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

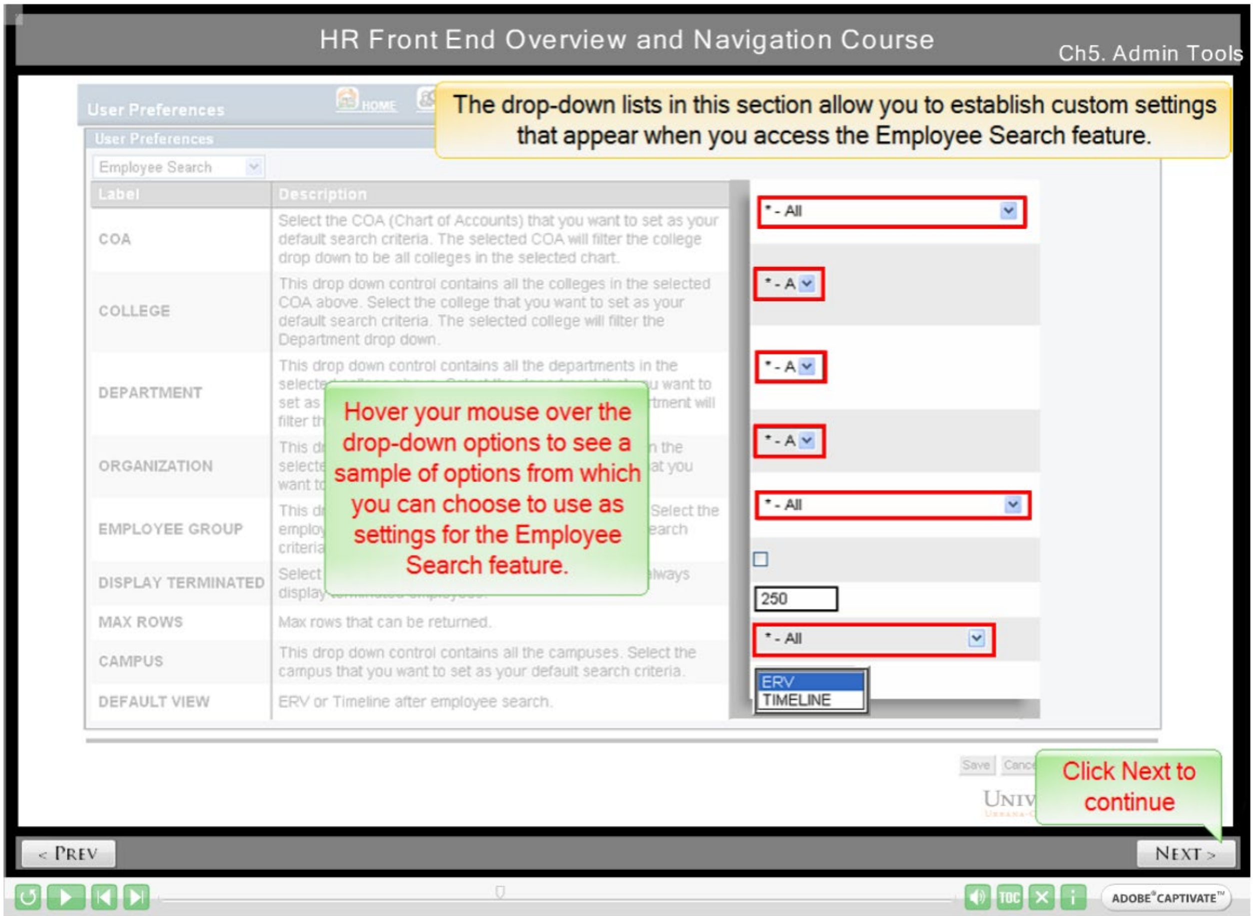

HR Front End Overview and Navigation Course
Ch5. Admin Tools
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
User Preferences
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
* - All
AA - Executive Offices
AB - Ofc Planning & Administration
AD - University Audits
AF - Business & Financial Services
AH - VP for Academic Affairs
AJ - VP Technology & Economic Dev
AL - Capital Prgms/Real Estate Svcs
AM - UIF and Alumni Association
AN - University Ethics Office
AP - VP Chief Financial Officer
AX - University Wide Units
AY - UA - Utilities Administration
AZ - UA General Use
ZZ - Control - Organizations
250
ERV
Click Next to continue
< PREV
NEXT >

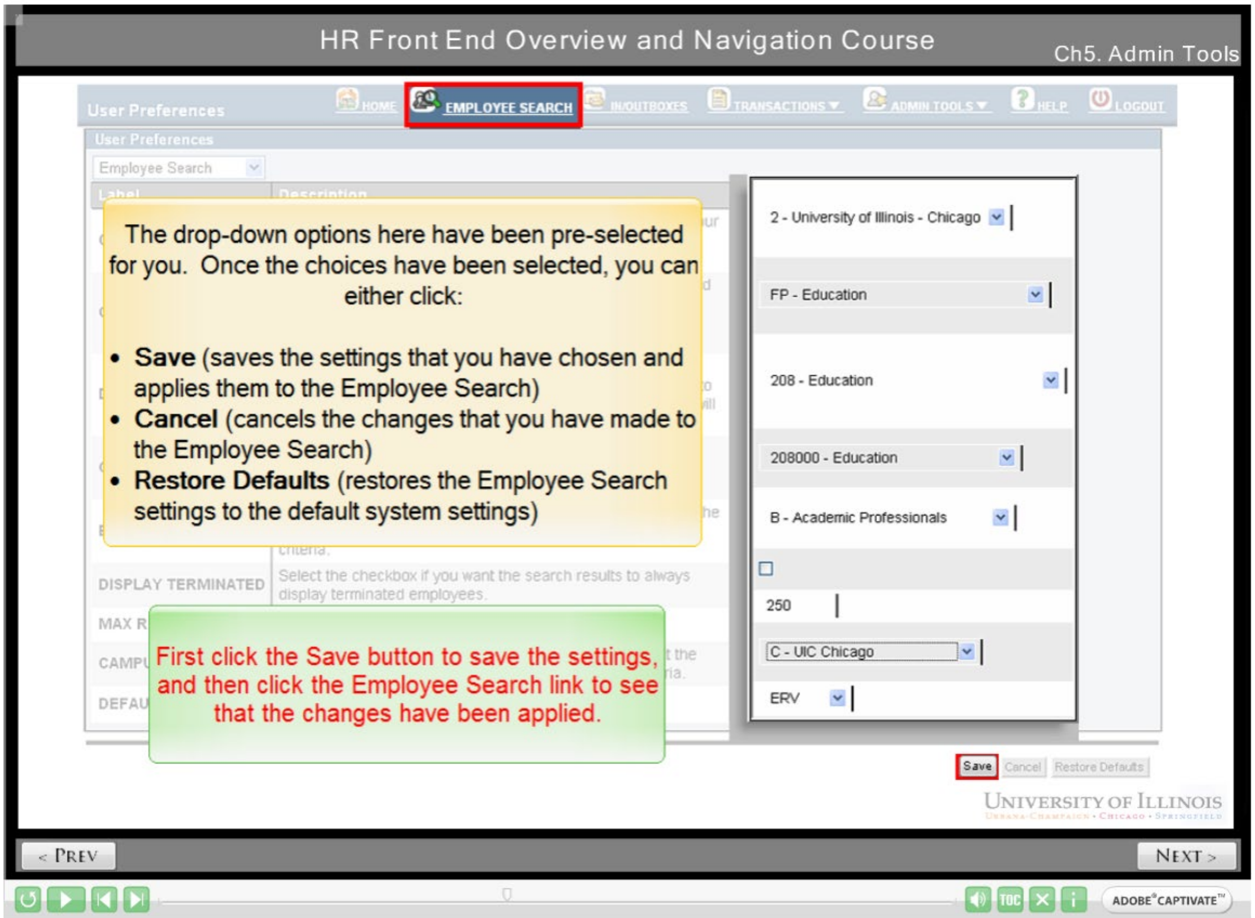

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
* - All
375 - Illinois Connection
391 - Secretarys Office Board of Trustees
550 - University Counsel
615 - Presidents Office
693 - Ofc of Governmental Relations
868 - Ofc for University Relations
250
ERV
Click Next to continue
< PREV
NEXT >

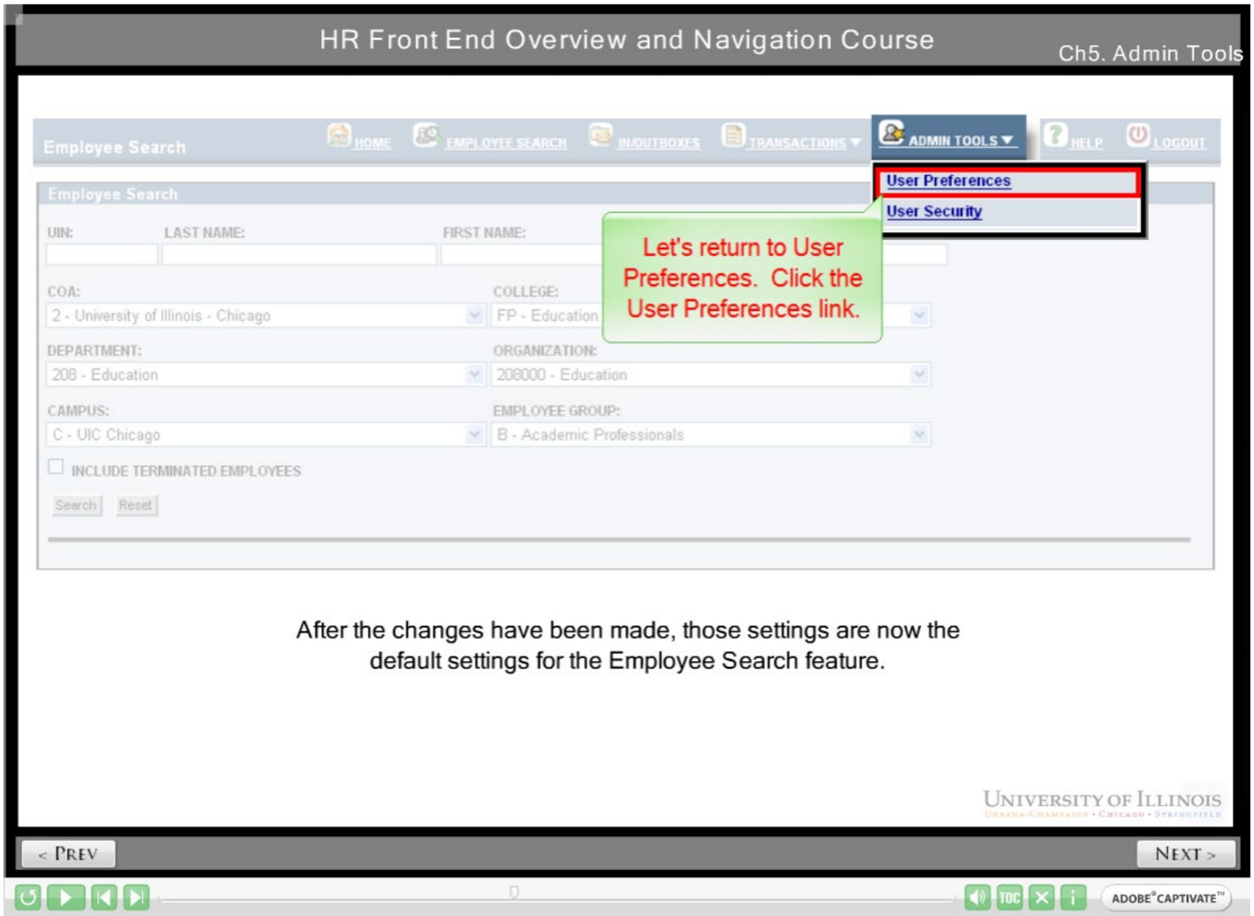

HR Front End Overview and Navigation Course
Ch5. Admin Tools
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
Click Next to continue
User Preferences
Employee Search
Label
Description
COA
COLLEGE
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
CAMPUS
DEFAULT VIEW
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
Max rows that can be returned.
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
ERV or Timeline after employee search.
* - All
375000 - Illinois Connection
250
ERV
< PREV
NEXT >


HR Front End Overview and Navigation Course
Ch5. Admin Tools
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
Click Next to continue
User Preferences
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
* - All
A - Faculty and Other Academics
B - Academic Professionals
C - Civil Service Web/Dpt Tm Entry
D - Civil Service Time Rpt Feeder
E - Civil Service Extra Help
G - Grads and Predoc Fellows
H - Academic Hourly & Grad Hourly
L - Lump Sum
M - Summer
P - Postdoc Fellow/ResAssoc/Intrn
R - Residents
S - Student
T - Retiree/Annuitant
U - Unpaid
V - Virtual
W - One-time
< PREV
NEXT >

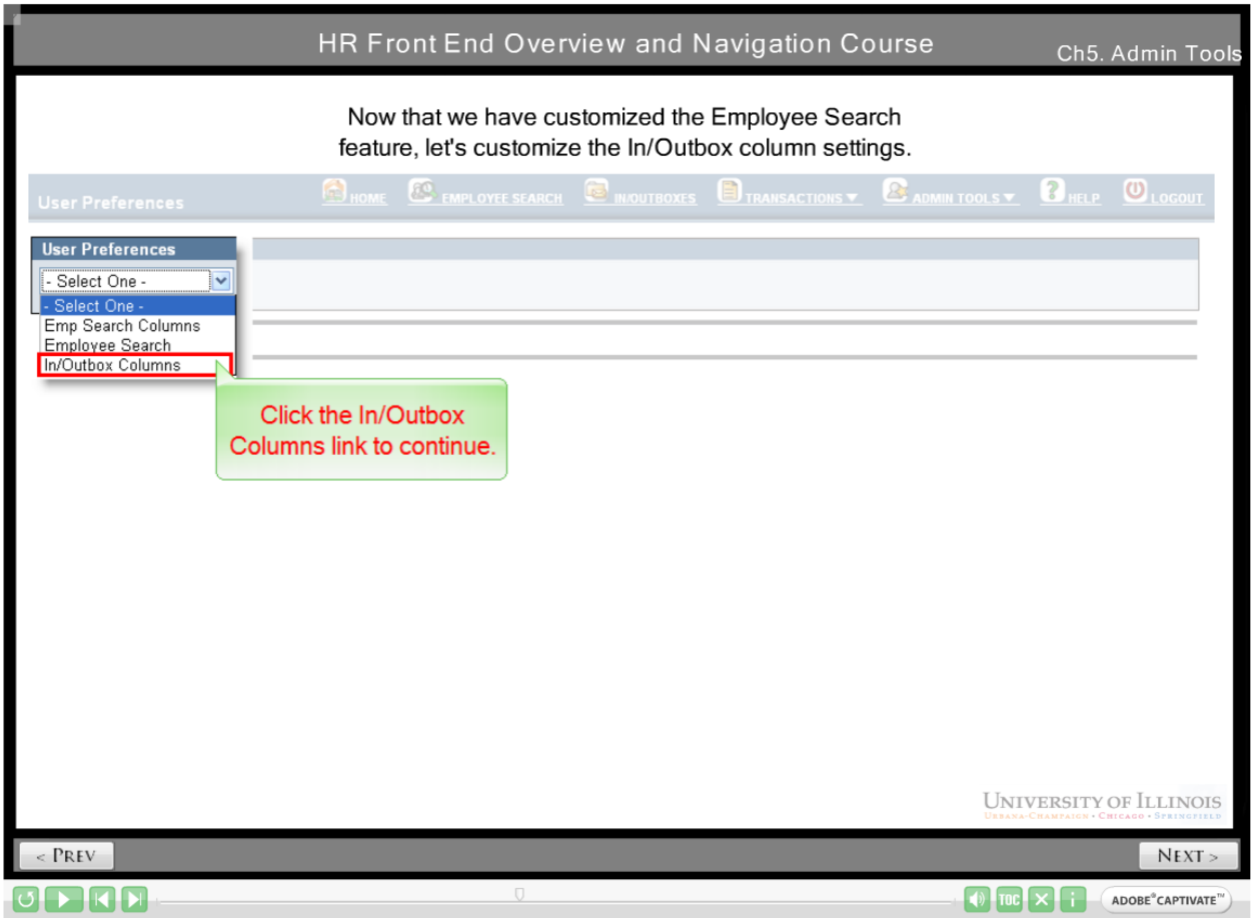

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
HOME
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
* - All
250
C - UIC Chicago
G - UIGC Global
S - UIS Springfield
U - UIUC Urbana / Champaign
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

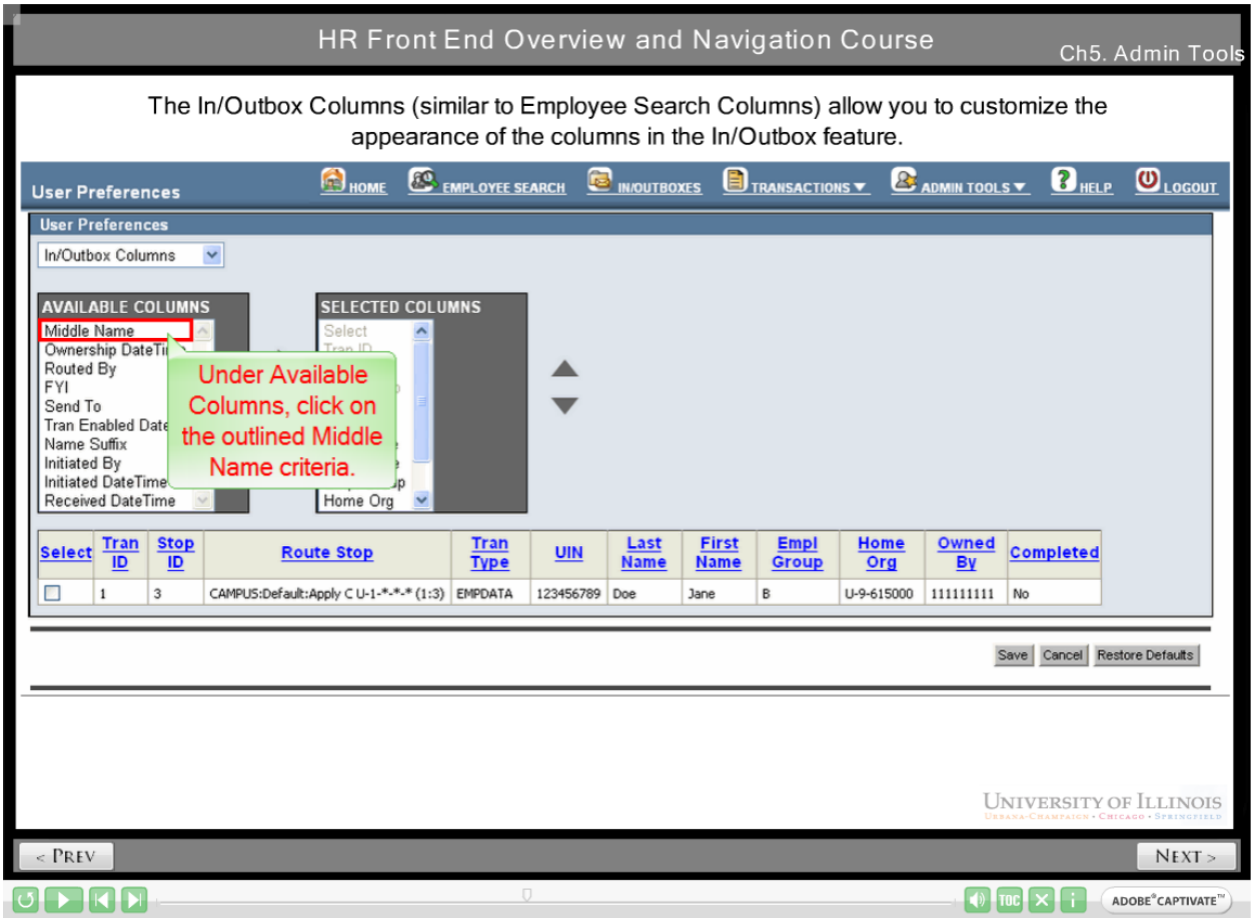

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
HOME
The drop-down lists in this section allow you to establish custom settings that appear when you access the Employee Search feature.
User Preferences
Employee Search
Label
Description
COA
Select the COA (Chart of Accounts) that you want to set as your default search criteria. The selected COA will filter the college drop down to be all colleges in the selected chart.
COLLEGE
This drop down control contains all the colleges in the selected COA above. Select the college that you want to set as your default search criteria. The selected college will filter the Department drop down.
DEPARTMENT
ORGANIZATION
EMPLOYEE GROUP
DISPLAY TERMINATED
MAX ROWS
Max rows that can be returned.
CAMPUS
This drop down control contains all the campuses. Select the campus that you want to set as your default search criteria.
DEFAULT VIEW
ERV or Timeline after employee search.
Hover your mouse over the drop-down options to see a sample of options from which you can choose to use as settings for the Employee Search feature.
* - All
250
ERV
TIMELINE
Save
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

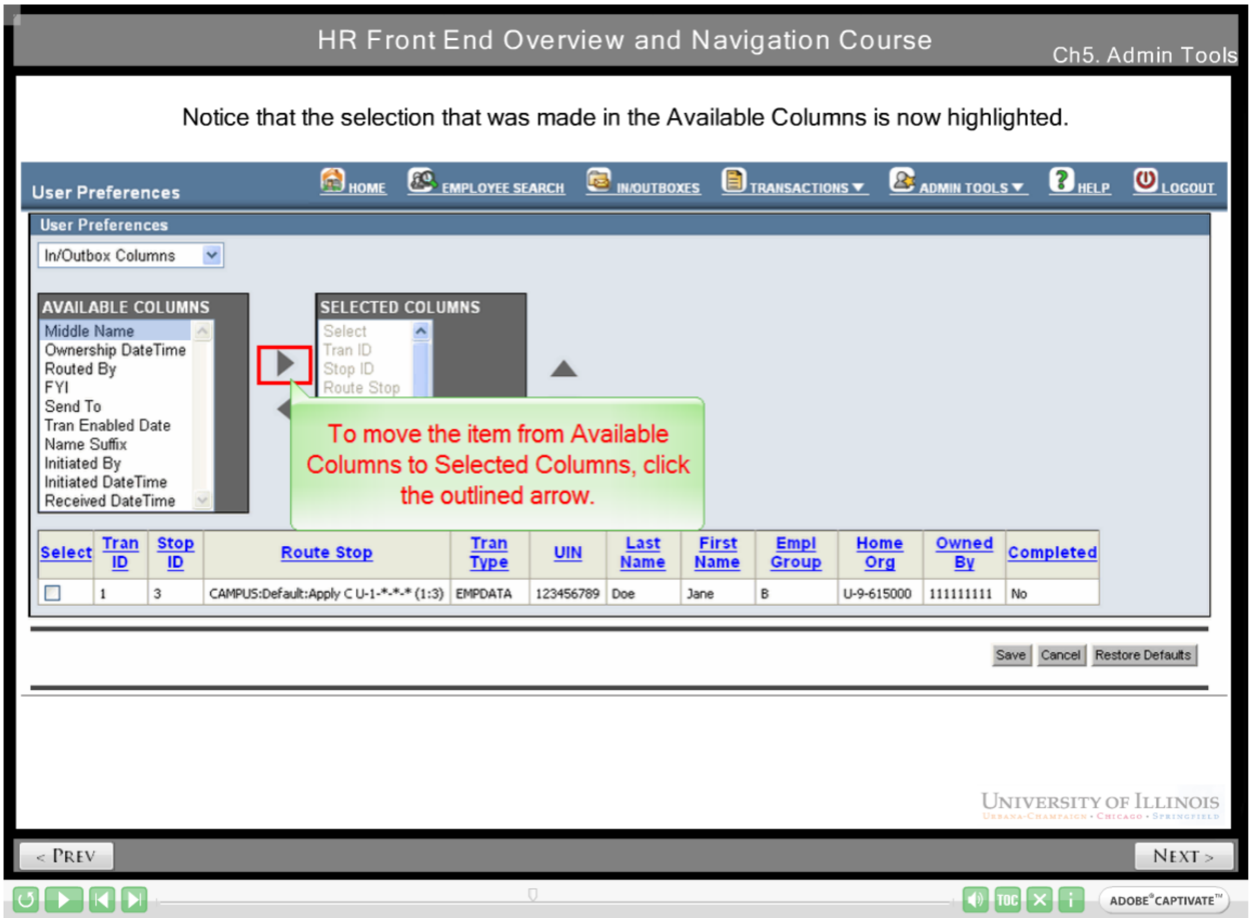

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Employee Search
The drop-down options here have been pre-selected for you. Once the choices have been selected, you can either click:
Save (saves the settings that you have chosen and applies them to the Employee Search)
Cancel (cancels the changes that you have made to the Employee Search)
Restore Defaults (restores the Employee Search settings to the default system settings)
DISPLAY TERMINATED
Select the checkbox if you want the search results to always display terminated employees.
First click the Save button to save the settings, and then click the Employee Search link to see that the changes have been applied.
2 - University of Illinois - Chicago
FP - Education
208 - Education
208000 - Education
B - Academic Professionals
250
C - UIC Chicago
ERV
Save
Cancel
Restore Defaults
University of Illinois
< Prev
Next >

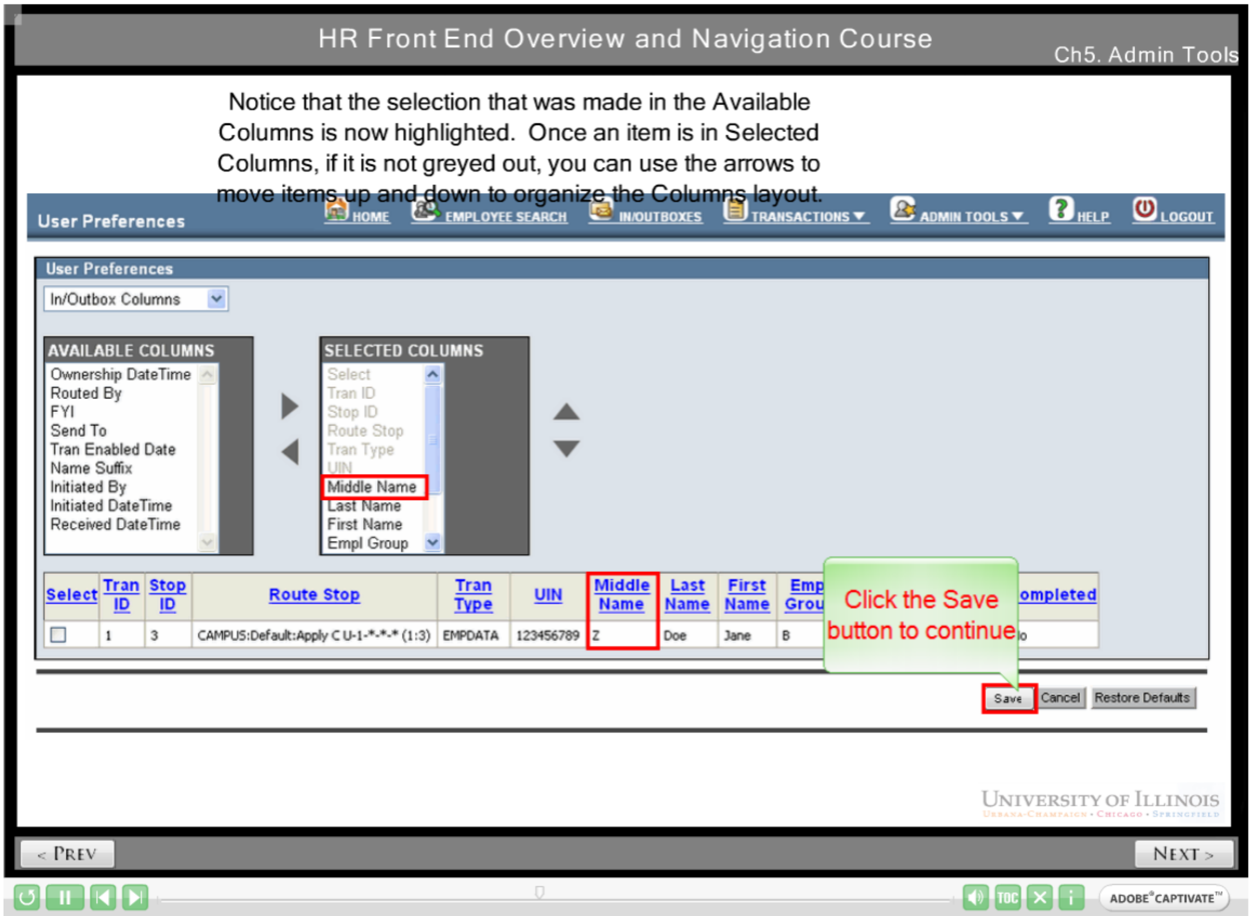


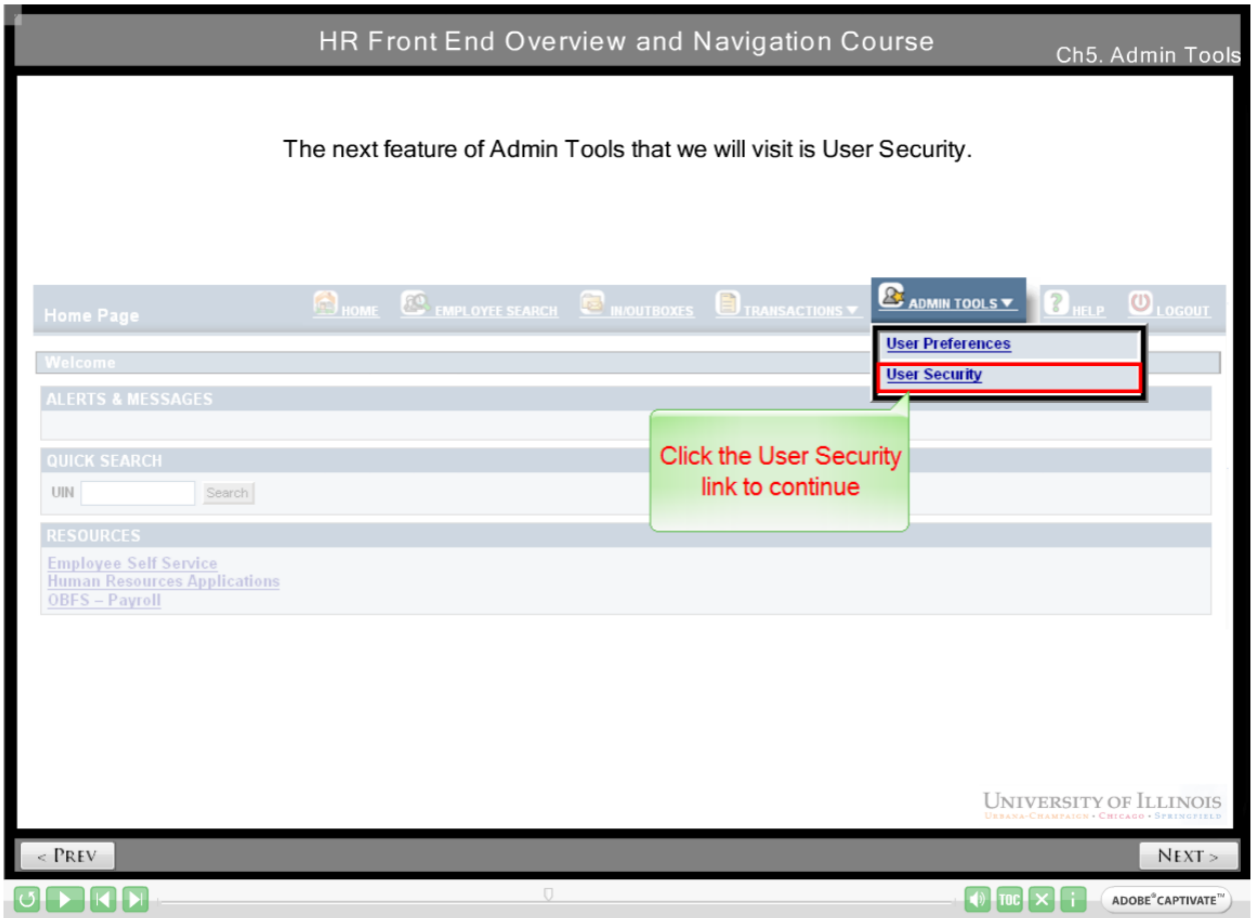
HR Front End Overview and Navigation Course
Ch5. Admin Tools
Employee Search
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
User Security
Employee Search
UIN:
LAST NAME:
FIRST NAME:
Let's return to User Preferences. Click the User Preferences link.
COA:
2 - University of Illinois - Chicago
COLLEGE:
FP - Education
DEPARTMENT:
208 - Education
ORGANIZATION:
208000 - Education
CAMPUS:
C - UIC Chicago
EMPLOYEE GROUP:
B - Academic Professionals
INCLUDE TERMINATED EMPLOYEES
Search
Reset
After the changes have been made, those settings are now the default settings for the Employee Search feature.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

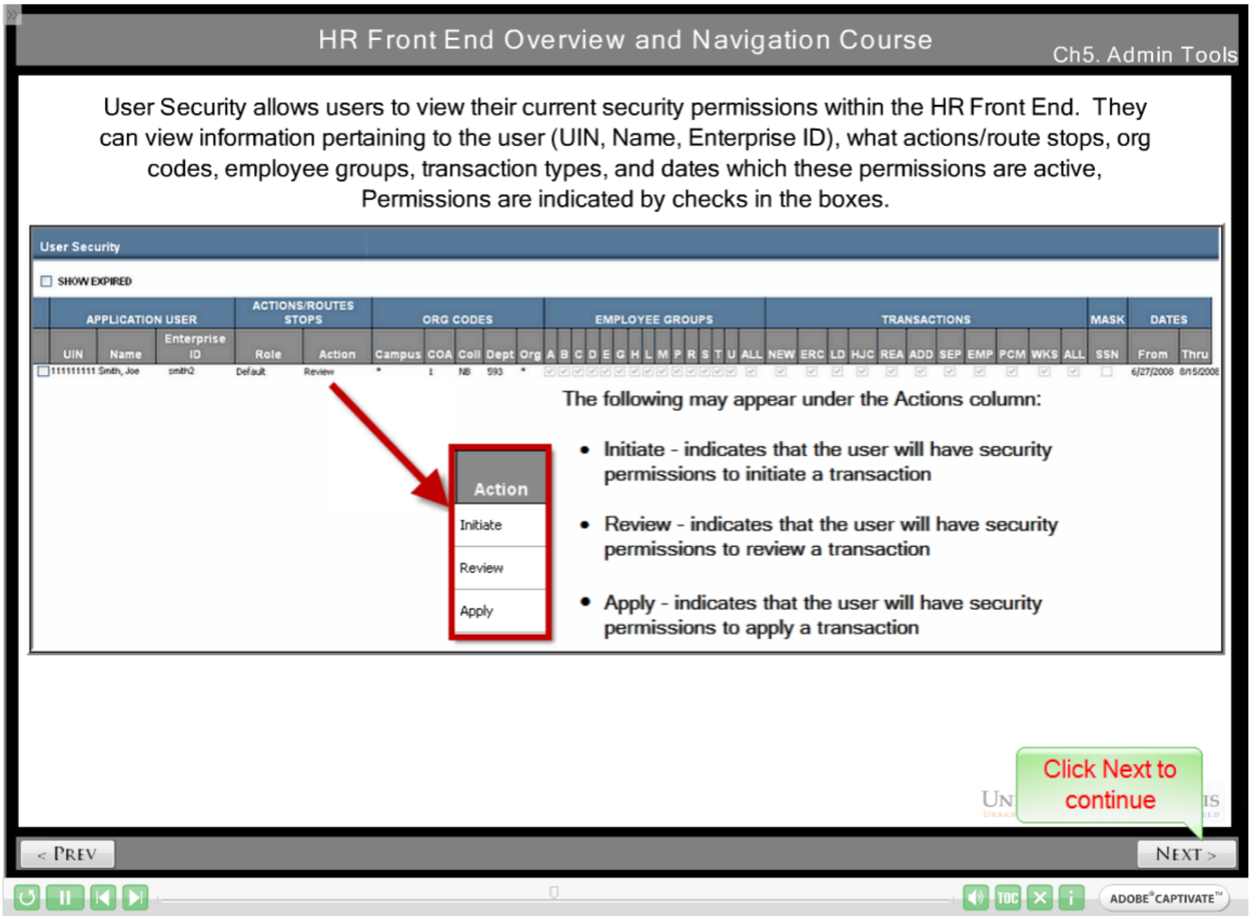

HR Front End Overview and Navigation Course
Ch5. Admin Tools
Now that we have customized the Employee Search
feature, let's customize the In/Outbox column settings.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
- Select One -
- Select One -
Emp Search Columns
Employee Search
In/Outbox Columns
Click the In/Outbox
Columns link to continue.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™

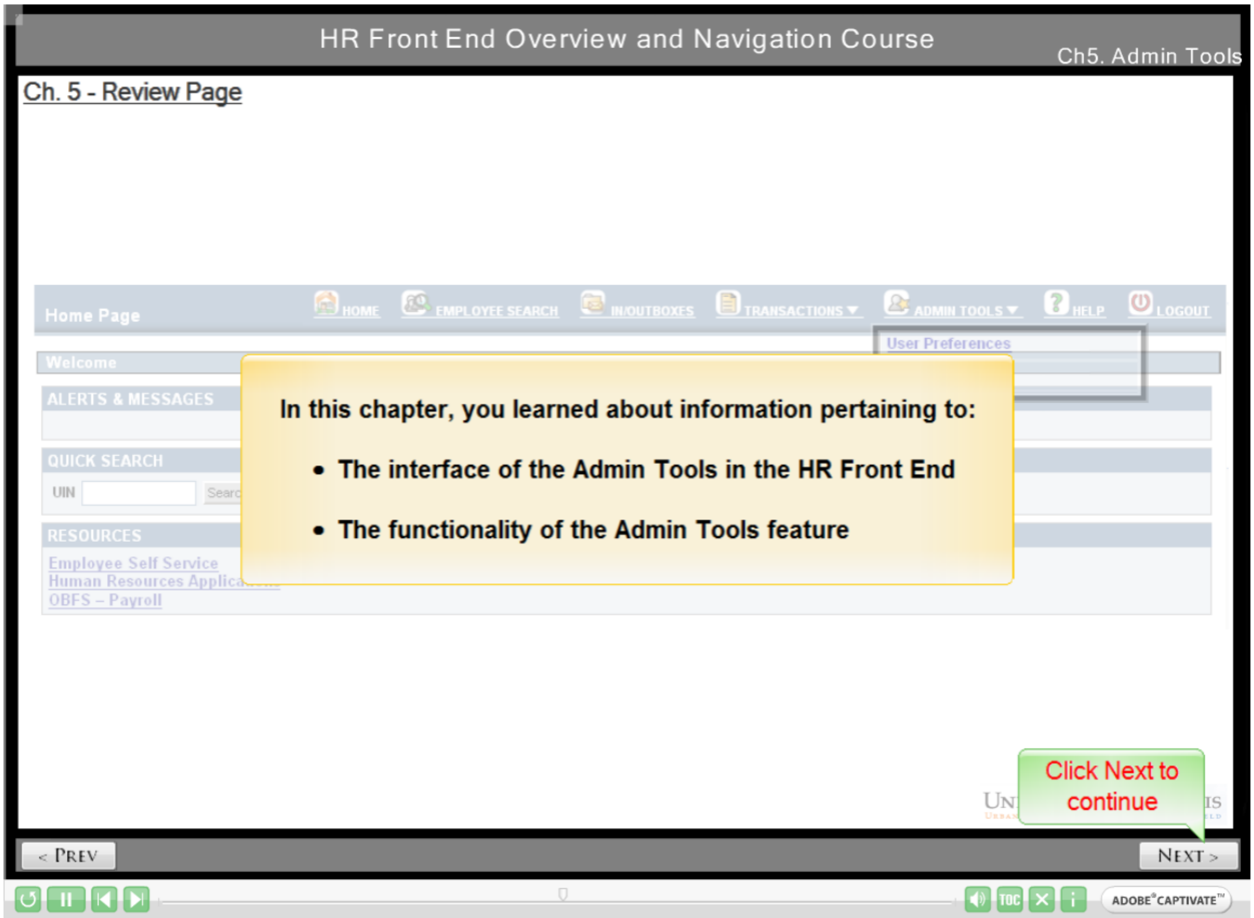

HR Front End Overview and Navigation Course
Ch5. Admin Tools
The In/Outbox Columns (similar to Employee Search Columns) allow you to customize the appearance of the columns in the In/Outbox feature.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
In/Outbox Columns
AVAILABLE COLUMNS
Middle Name
Ownership DateTi
Routed By
FYI
Send To
Tran Enabled Date
Name Suffix
Initiated By
Initiated DateTime
Received DateTime
SELECTED COLUMNS
Select
Home Org
Under Available Columns, click on the outlined Middle Name criteria.
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
1
3
CAMPUS:Default:Apply C U-1-*-*-* (1:3)
EMPDATA
123456789
Doe
Jane
B
U-9-615000
111111111
No
Save
Cancel
Restore Defaults
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

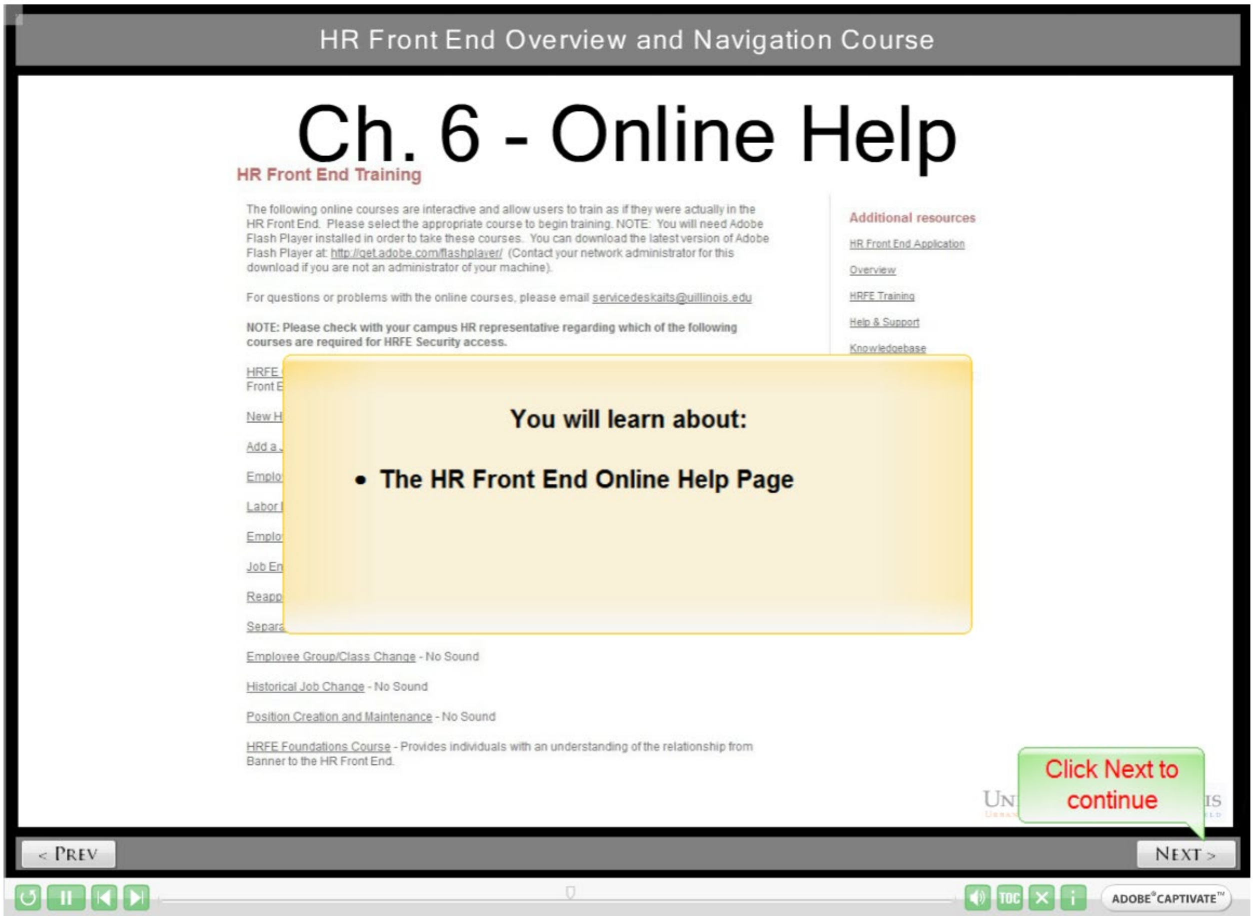

HR Front End Overview and Navigation Course
Ch5. Admin Tools
Notice that the selection that was made in the Available Columns is now highlighted.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
In/Outbox Columns
AVAILABLE COLUMNS
Middle Name
Ownership DateTime
Routed By
FYI
Send To
Tran Enabled Date
Name Suffix
Initiated By
Initiated DateTime
Received DateTime
SELECTED COLUMNS
Select
Tran ID
Stop ID
Route Stop
To move the item from Available Columns to Selected Columns, click the outlined arrow.
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Completed
1
3
CAMPUS:Default:Apply C U-1-*-*-* (1:3)
EMPDATA
123456789
Doe
Jane
B
U-9-615000
111111111
No
Save
Cancel
Restore Defaults
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

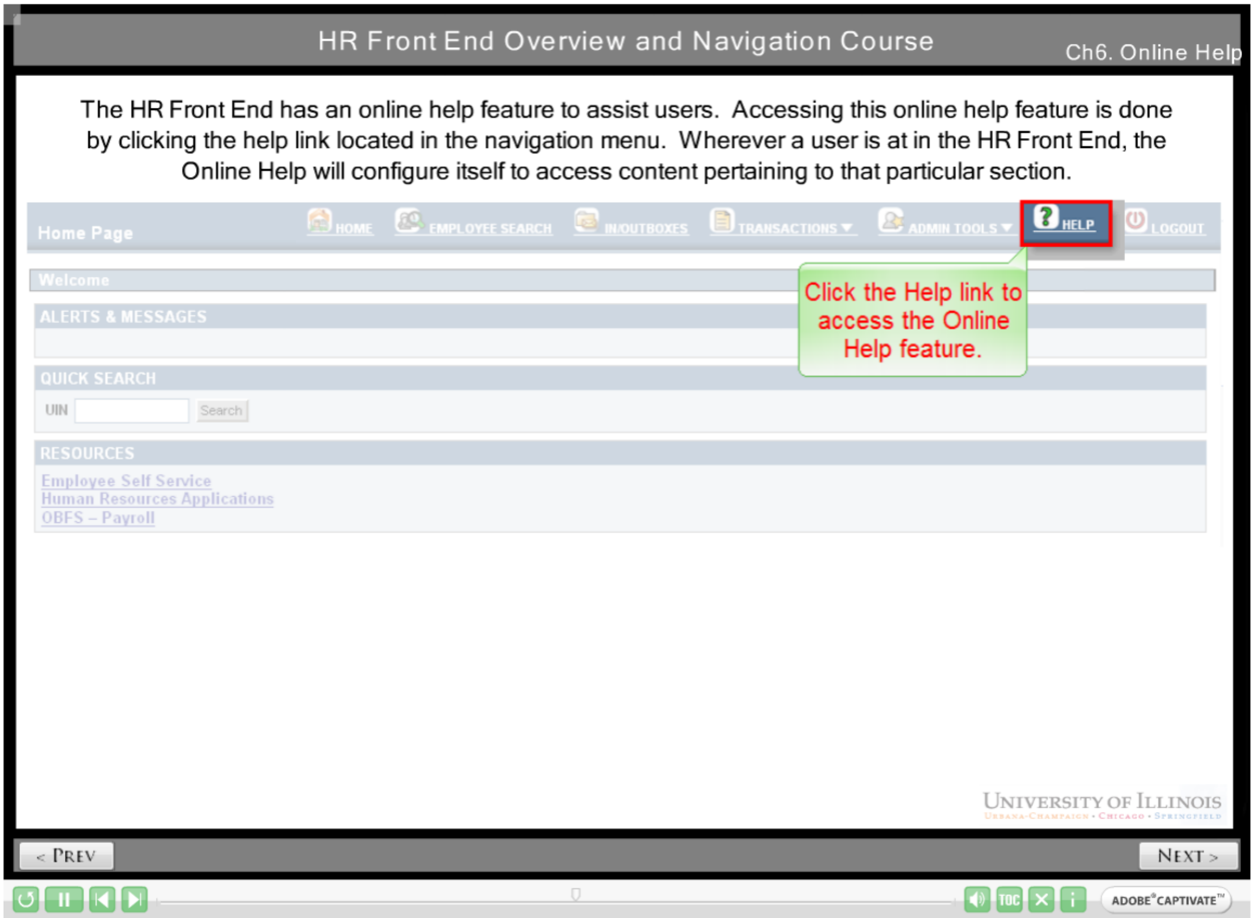

HR Front End Overview and Navigation Course
Ch5. Admin Tools
Notice that the selection that was made in the Available Columns is now highlighted. Once an item is in Selected Columns, if it is not greyed out, you can use the arrows to move items up and down to organize the Columns layout.
User Preferences
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
In/Outbox Columns
AVAILABLE COLUMNS
Ownership DateTime
Routed By
FYI
Send To
Tran Enabled Date
Name Suffix
Initiated By
Initiated DateTime
Received DateTime
SELECTED COLUMNS
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Middle Name
Last Name
First Name
Empl Group
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Middle Name
Last Name
First Name
Emp Grou
ompleted
1
3
CAMPUS:Default:Apply C U-1-*-*-* (1:3)
EMPDATA
123456789
Z
Doe
Jane
B
Click the Save button to continue
Save
Cancel
Restore Defaults
University of Illinois
< Prev
Next >

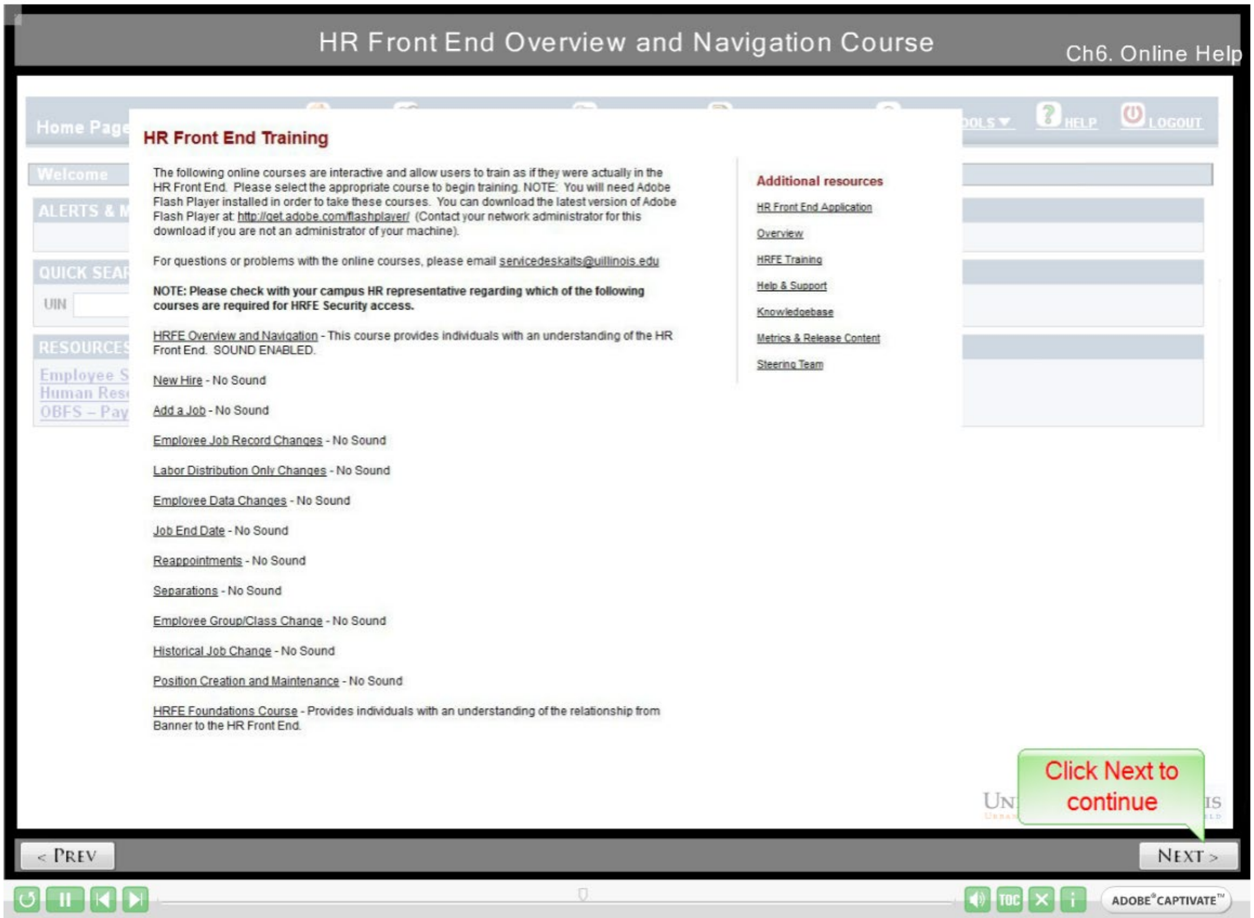

HR Front End Overview and Navigation Course
Ch5. Admin Tools
The next feature of Admin Tools that we will visit is User Security.
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
User Security
Welcome
ALERTS & MESSAGES
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
Click the User Security link to continue
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
TOC
ADOBE CAPTIVATE

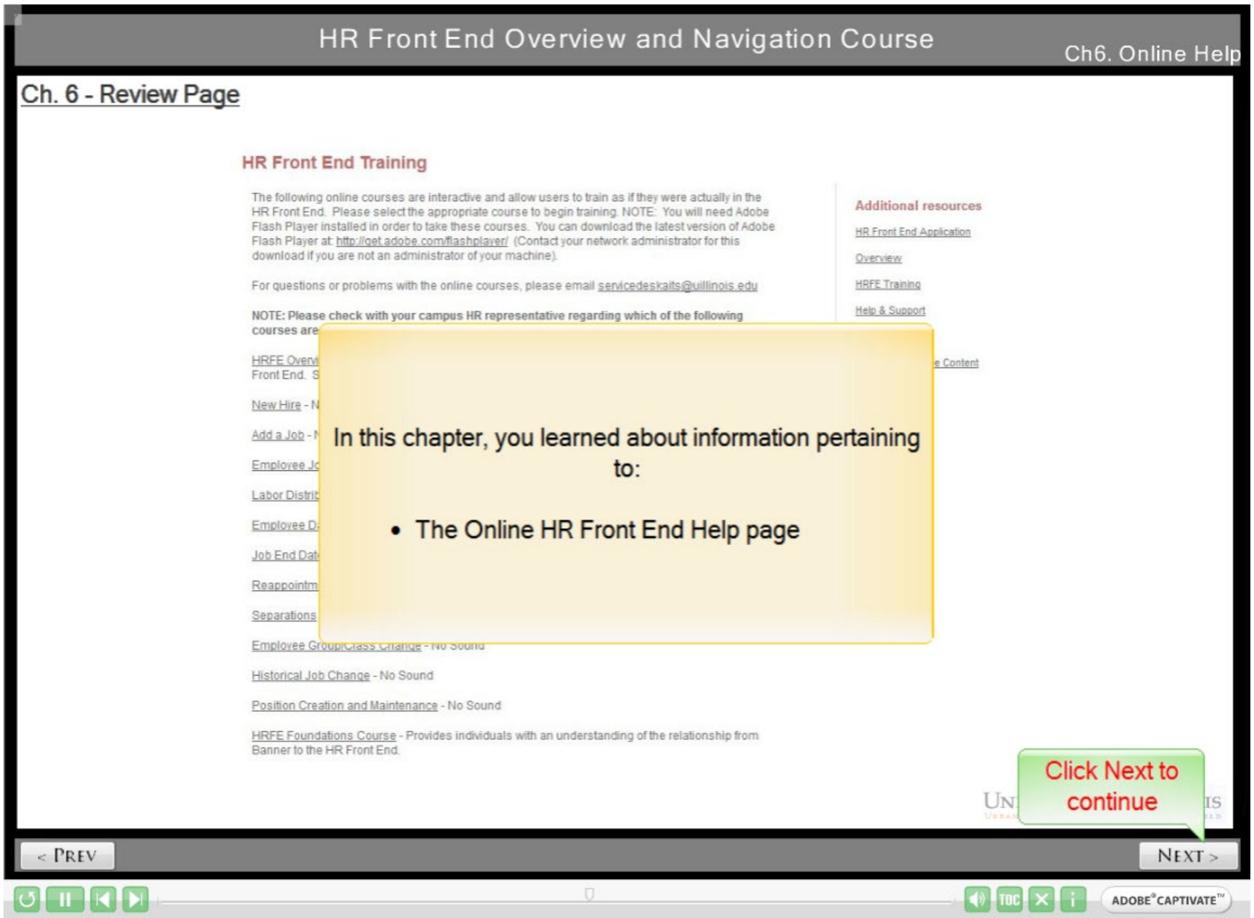

HR Front End Overview and Navigation Course
Ch5. Admin Tools
User Security allows users to view their current security permissions within the HR Front End. They can view information pertaining to the user (UIN, Name, Enterprise ID), what actions/route stops, org codes, employee groups, transaction types, and dates which these permissions are active. Permissions are indicated by checks in the boxes.
User Security
SHOW EXPIRED
APPLICATION USER
ACTIONS/ROUTES STOPS
ORG CODES
EMPLOYEE GROUPS
TRANSACTIONS
MASK
DATES
UIN
Name
Enterprise ID
Role
Action
Campus
COA
Coll
Dept
Org
A B C D E G H L M P R S T U ALL
NEW ERC LD HJC REA ADD SEP EMP PCM WKS ALL
SSN
From
Thru
The following may appear under the Actions column:
Action
Initiate
Review
Apply
• Initiate - indicates that the user will have security permissions to initiate a transaction
• Review - indicates that the user will have security permissions to review a transaction
• Apply - indicates that the user will have security permissions to apply a transaction
Click Next to continue
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™

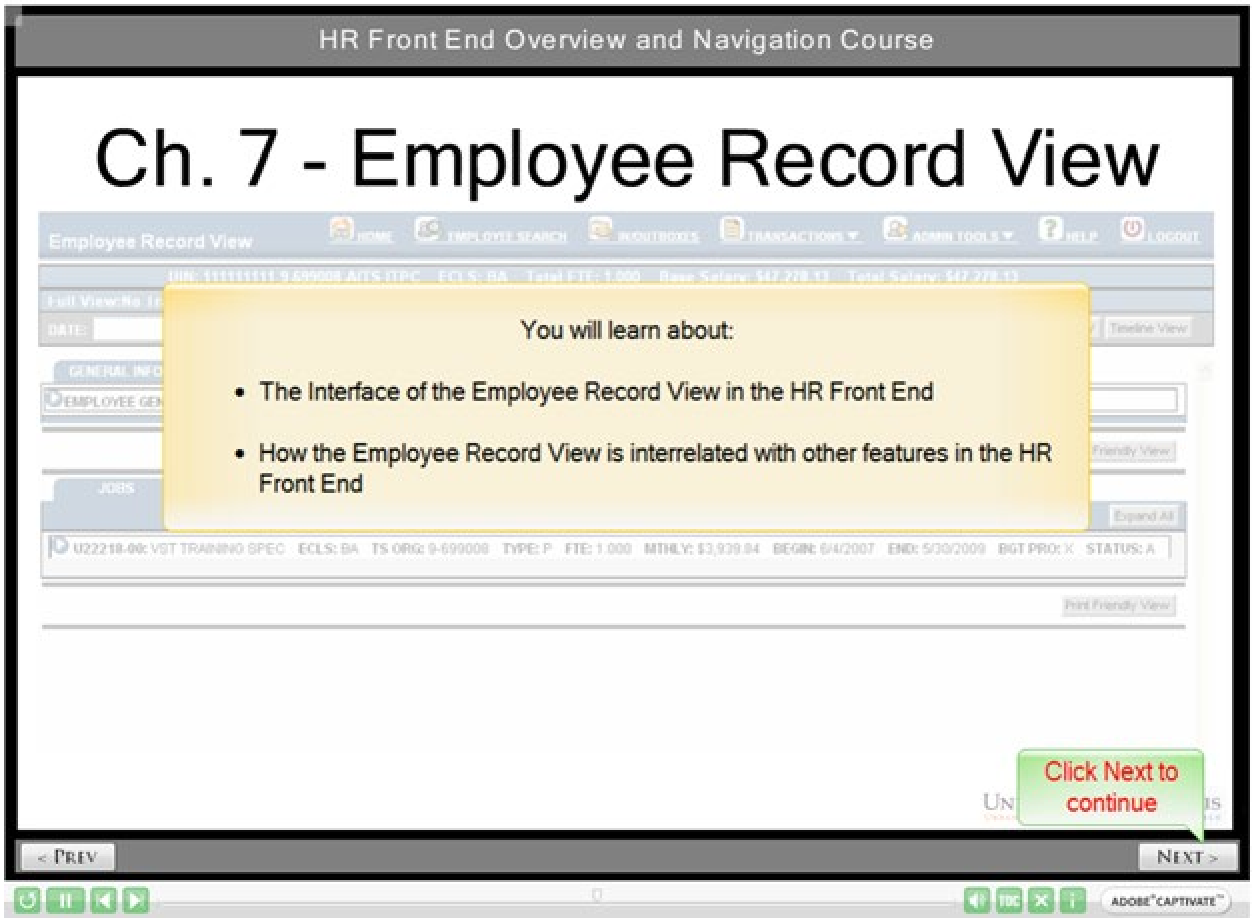

HR Front End Overview and Navigation Course
Ch5. Admin Tools
Ch. 5 - Review Page
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
User Preferences
Welcome
ALERTS & MESSAGES
QUICK SEARCH
UIN
RESOURCES
Employee Self Service
OBFS – Payroll
In this chapter, you learned about information pertaining to:
• The interface of the Admin Tools in the HR Front End
• The functionality of the Admin Tools feature
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

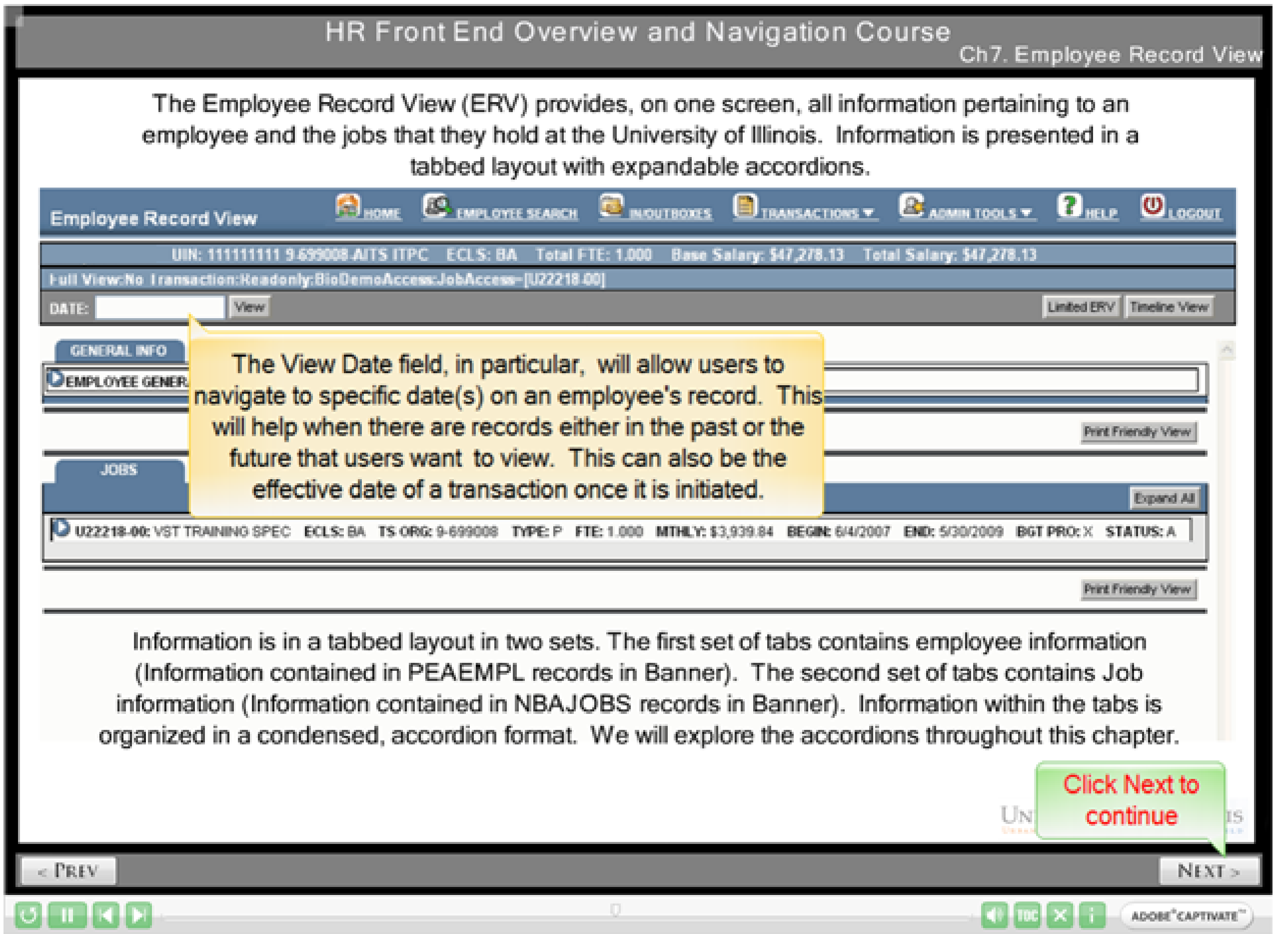

HR Front End Overview and Navigation Course
Ch. 6 - Online Help
HR Front End Training
The following online courses are interactive and allow users to train as if they were actually in the HR Front End. Please select the appropriate course to begin training. NOTE: You will need Adobe Flash Player installed in order to take these courses. You can download the latest version of Adobe Flash Player at: http://get.adobe.com/flashplayer/ (Contact your network administrator for this download if you are not an administrator of your machine).
For questions or problems with the online courses, please email servicedeskaits@uillinois.edu
NOTE: Please check with your campus HR representative regarding which of the following courses are required for HRFE Security access.
Additional resources
HR Front End Application
Overview
HRFE Training
Help & Support
Knowledgebase
You will learn about:
• The HR Front End Online Help Page
Employee Group/Class Change - No Sound
Historical Job Change - No Sound
Position Creation and Maintenance - No Sound
HRFE Foundations Course - Provides individuals with an understanding of the relationship from Banner to the HR Front End.
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

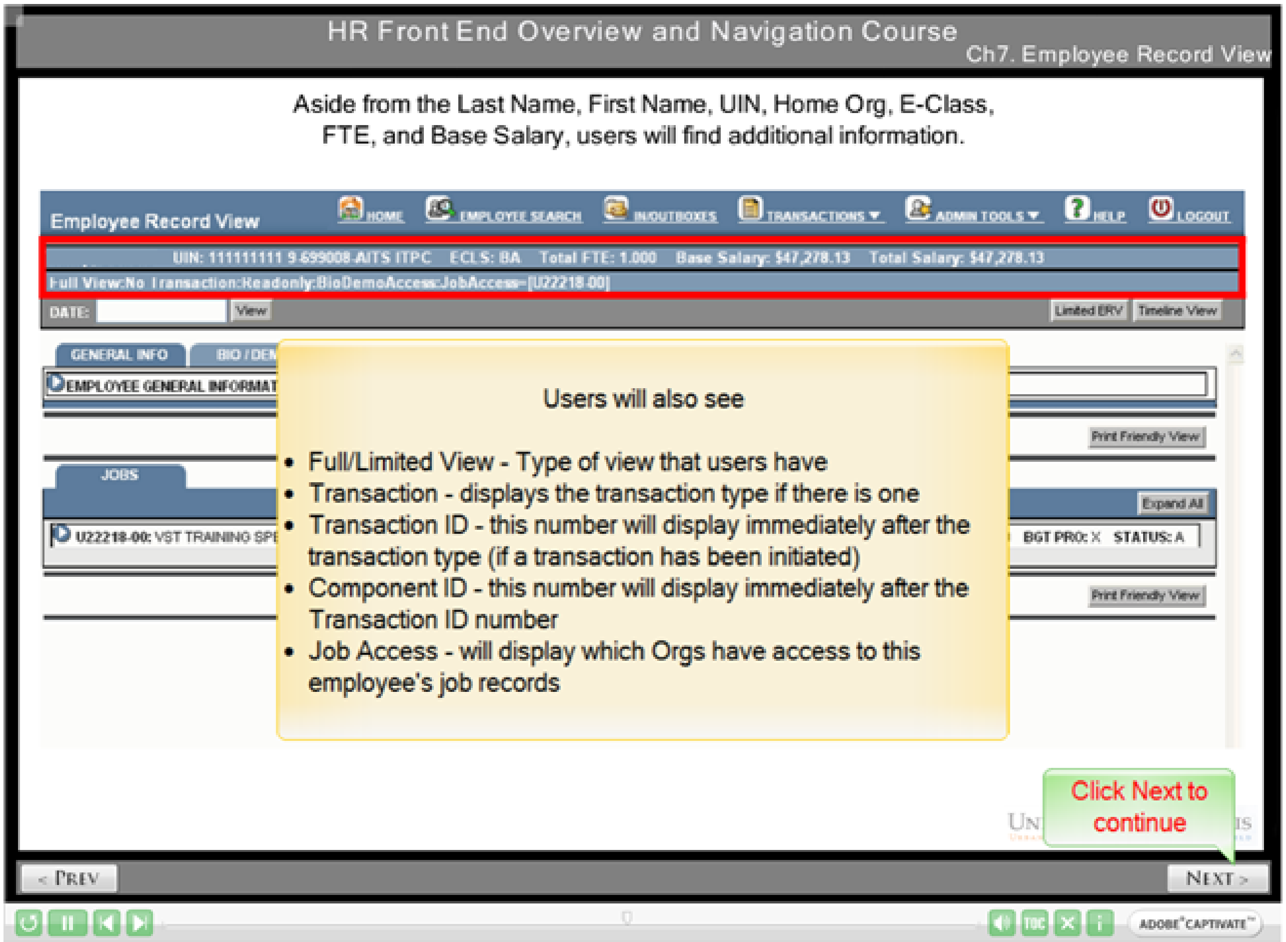

HR Front End Overview and Navigation Course
Ch6. Online Help
The HR Front End has an online help feature to assist users. Accessing this online help feature is done by clicking the help link located in the navigation menu. Wherever a user is at in the HR Front End, the Online Help will configure itself to access content pertaining to that particular section.
Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Welcome
ALERTS & MESSAGES
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
Click the Help link to access the Online Help feature.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

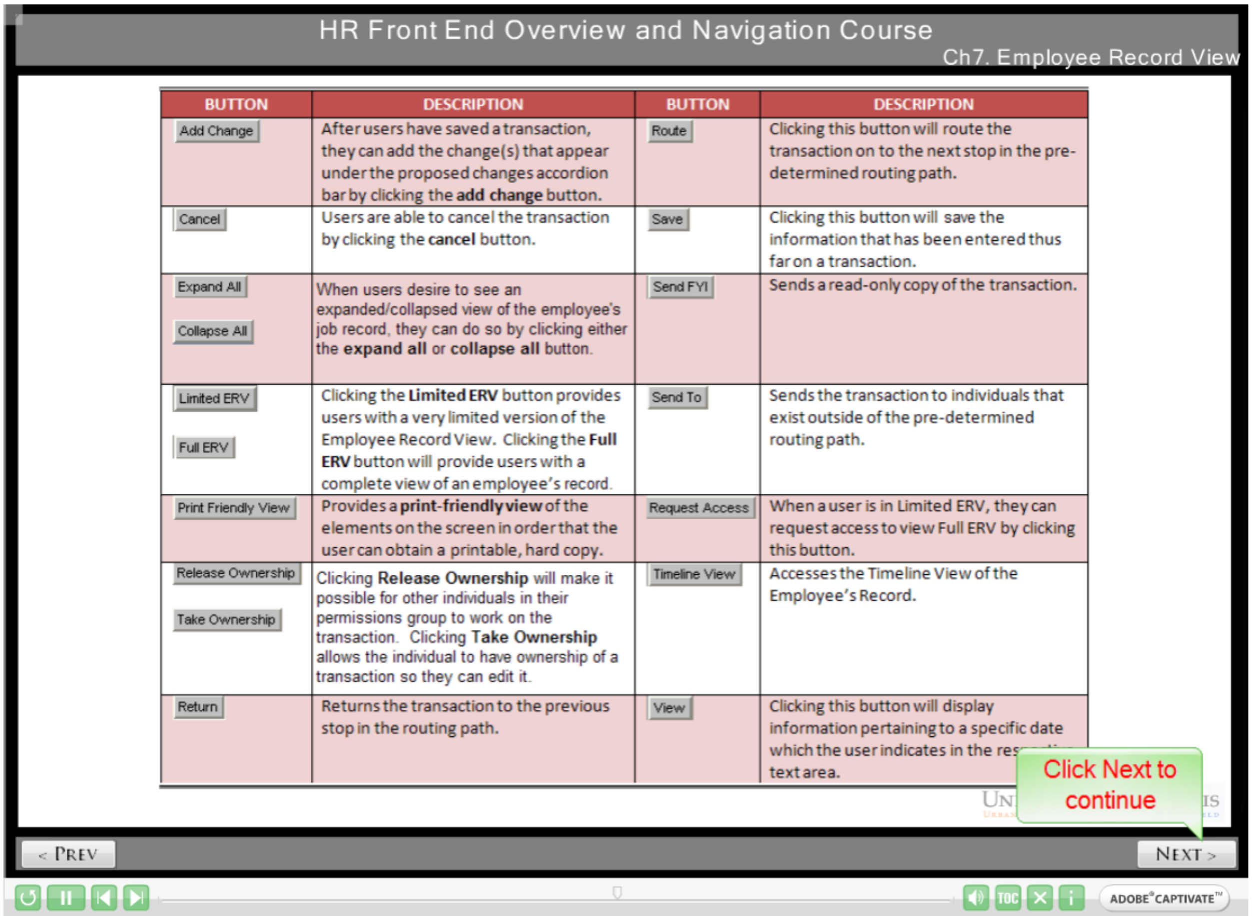

HR Front End Overview and Navigation Course
Ch6. Online Help
HR Front End Training
The following online courses are interactive and allow users to train as if they were actually in the HR Front End. Please select the appropriate course to begin training. NOTE: You will need Adobe Flash Player installed in order to take these courses. You can download the latest version of Adobe Flash Player at http://get.adobe.com/flashplayer/ (Contact your network administrator for this download if you are not an administrator of your machine).
For questions or problems with the online courses, please email servicedeskaits@uillinois.edu
NOTE: Please check with your campus HR representative regarding which of the following courses are required for HRFE Security access.
HRFE Overview and Navigation - This course provides individuals with an understanding of the HR Front End. SOUND ENABLED.
New Hire - No Sound
Add a Job - No Sound
Employee Job Record Changes - No Sound
Labor Distribution Only Changes - No Sound
Employee Data Changes - No Sound
Job End Date - No Sound
Reappointments - No Sound
Separations - No Sound
Employee Group/Class Change - No Sound
Historical Job Change - No Sound
Position Creation and Maintenance - No Sound
HRFE Foundations Course - Provides individuals with an understanding of the relationship from Banner to the HR Front End.
Additional resources
HR Front End Application
Overview
HRFE Training
Help & Support
Knowledgebase
Metrics & Release Content
Steering Team
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch6. Online Help
Ch. 6 - Review Page
HR Front End Training
Additional resources
HR Front End Application
Overview
HRFE Training
Help & Support
In this chapter, you learned about information pertaining to:
• The Online HR Front End Help page
Historical Job Change - No Sound
Position Creation and Maintenance - No Sound
HRFE Foundations Course - Provides individuals with an understanding of the relationship from Banner to the HR Front End.
Click Next to continue
< PREV
NEXT >

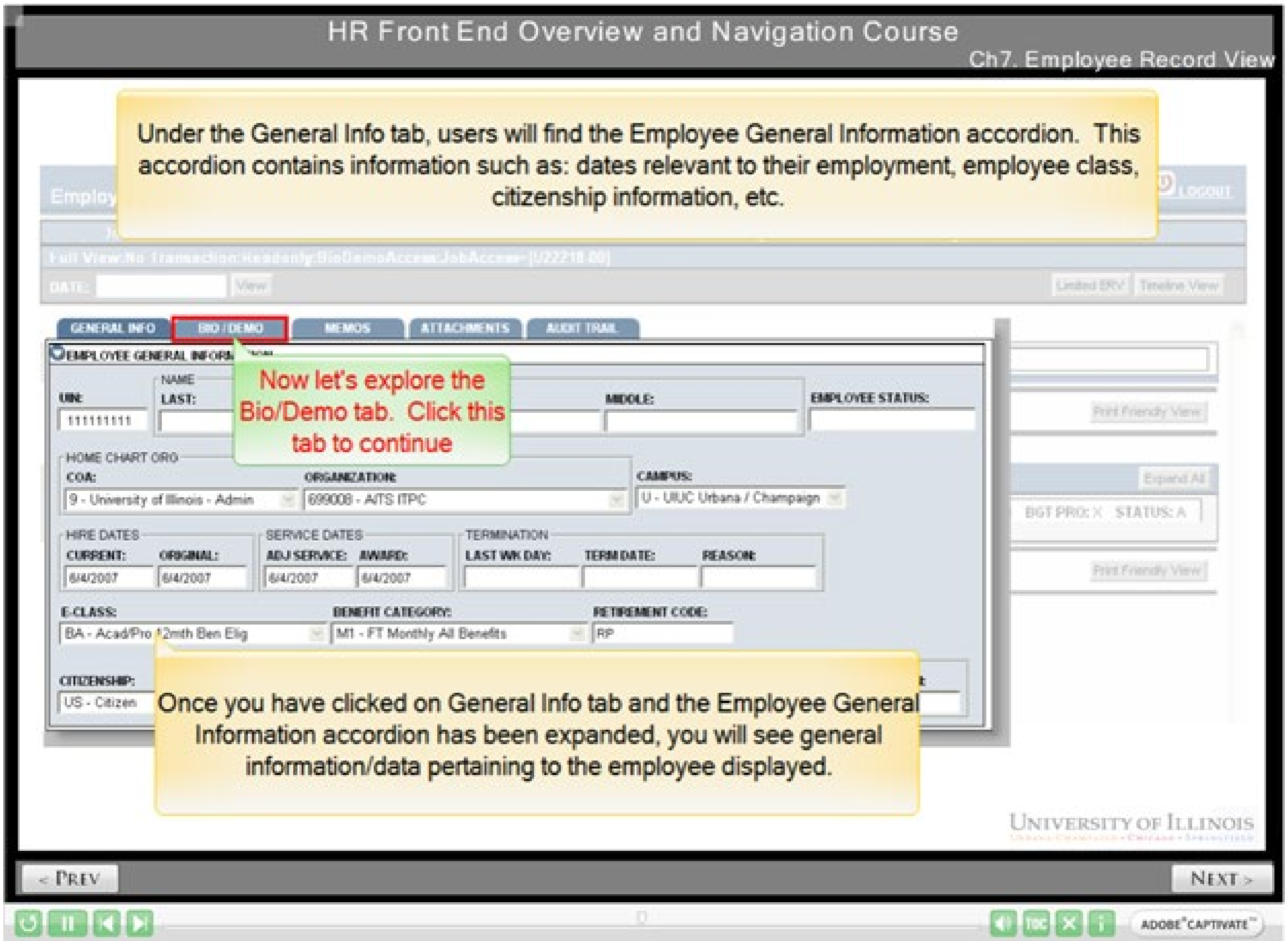

HR Front End Overview and Navigation Course
Ch. 7 - Employee Record View
You will learn about:
• The Interface of the Employee Record View in the HR Front End
• How the Employee Record View is interrelated with other features in the HR Front End
Click Next to continue
< PREV
NEXT >

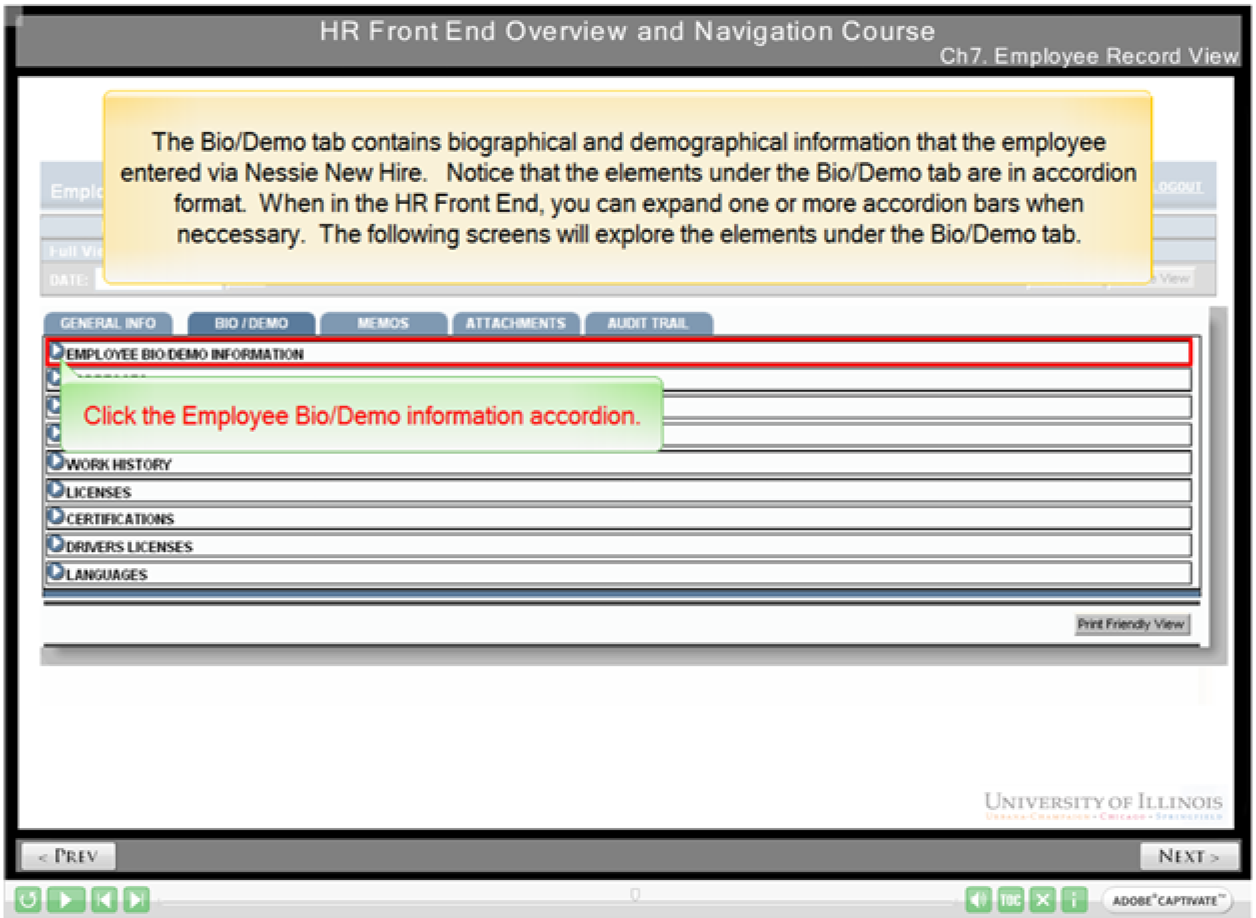

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Employee Record View (ERV) provides, on one screen, all information pertaining to an employee and the jobs that they hold at the University of Illinois. Information is presented in a tabbed layout with expandable accordions.
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
UIN: 111111111 9-699008-AITS ITPC ECLS: BA Total FTE: 1.000 Base Salary: $47,278.13 Total Salary: $47,278.13
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[U22218-00]
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
EMPLOYEE GENER
The View Date field, in particular, will allow users to navigate to specific date(s) on an employee's record. This will help when there are records either in the past or the future that users want to view. This can also be the effective date of a transaction once it is initiated.
Print Friendly View
JOBS
Expand All
U22218-00: VST TRAINING SPEC ECLS: BA TS-ORG: 9-699008 TYPE: P FTE: 1.000 MTHLY: $3,939.84 BEGIN: 6/4/2007 END: 5/30/2009 BGT PRO: X STATUS: A
Print Friendly View
Information is in a tabbed layout in two sets. The first set of tabs contains employee information (Information contained in PEAEMPL records in Banner). The second set of tabs contains Job information (Information contained in NBAJOBS records in Banner). Information within the tabs is organized in a condensed, accordion format. We will explore the accordions throughout this chapter.
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

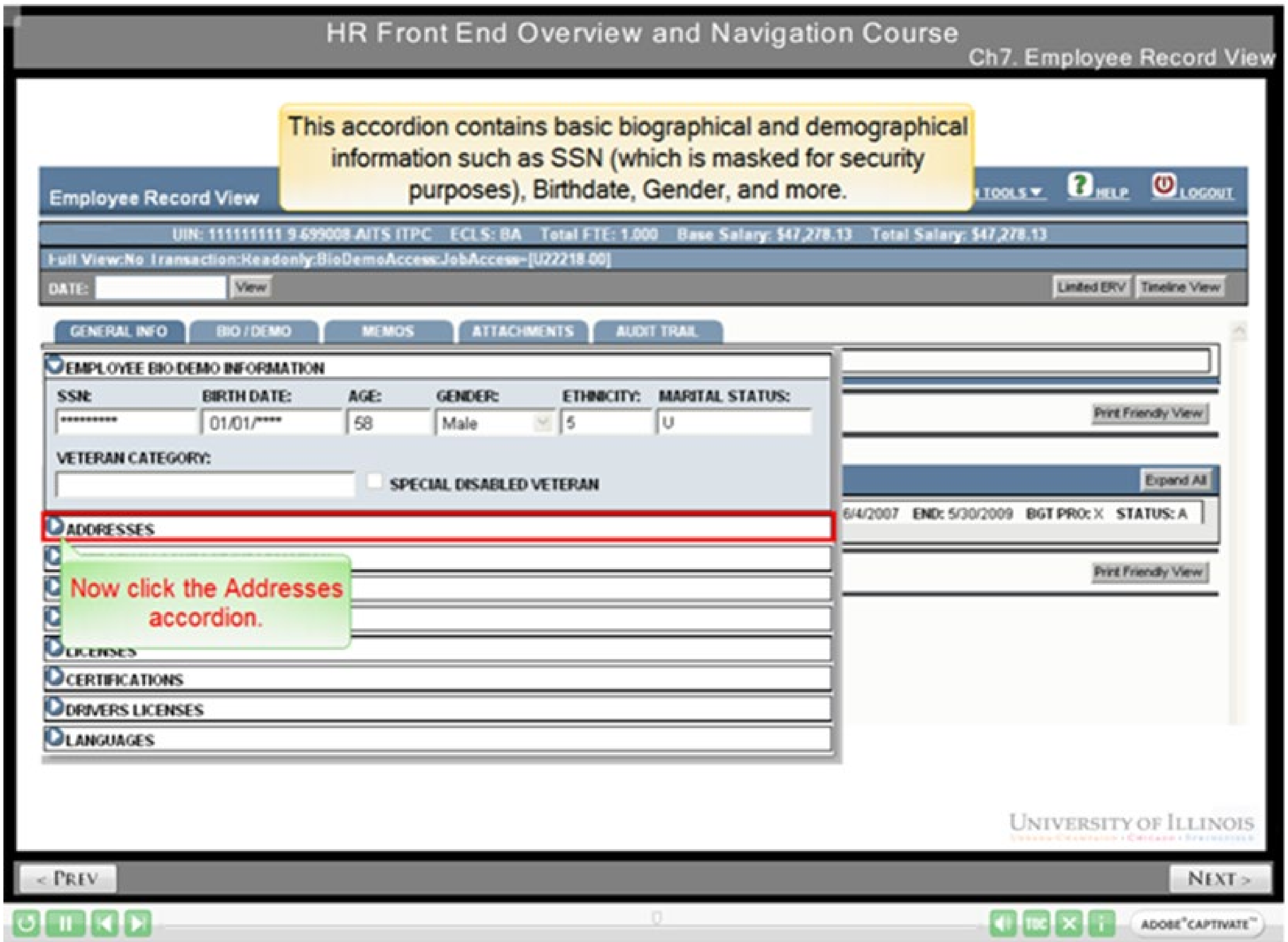

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Aside from the Last Name, First Name, UIN, Home Org, E-Class, FTE, and Base Salary, users will find additional information.
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
UIN: 111111111 9 699008-AITS ITPC ECLS: BA Total FTE: 1.000 Base Salary: $47,278.13 Total Salary: $47,278.13
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[U22218-00]
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
EMPLOYEE GENERAL INFORMAT
Print Friendly View
JOBS
Expand All
U22218-00: VST TRAINING SPE
BGT PRO: X STATUS: A
Print Friendly View
Users will also see
• Full/Limited View - Type of view that users have
• Transaction - displays the transaction type if there is one
• Transaction ID - this number will display immediately after the transaction type (if a transaction has been initiated)
• Component ID - this number will display immediately after the Transaction ID number
• Job Access - will display which Orgs have access to this employee's job records
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

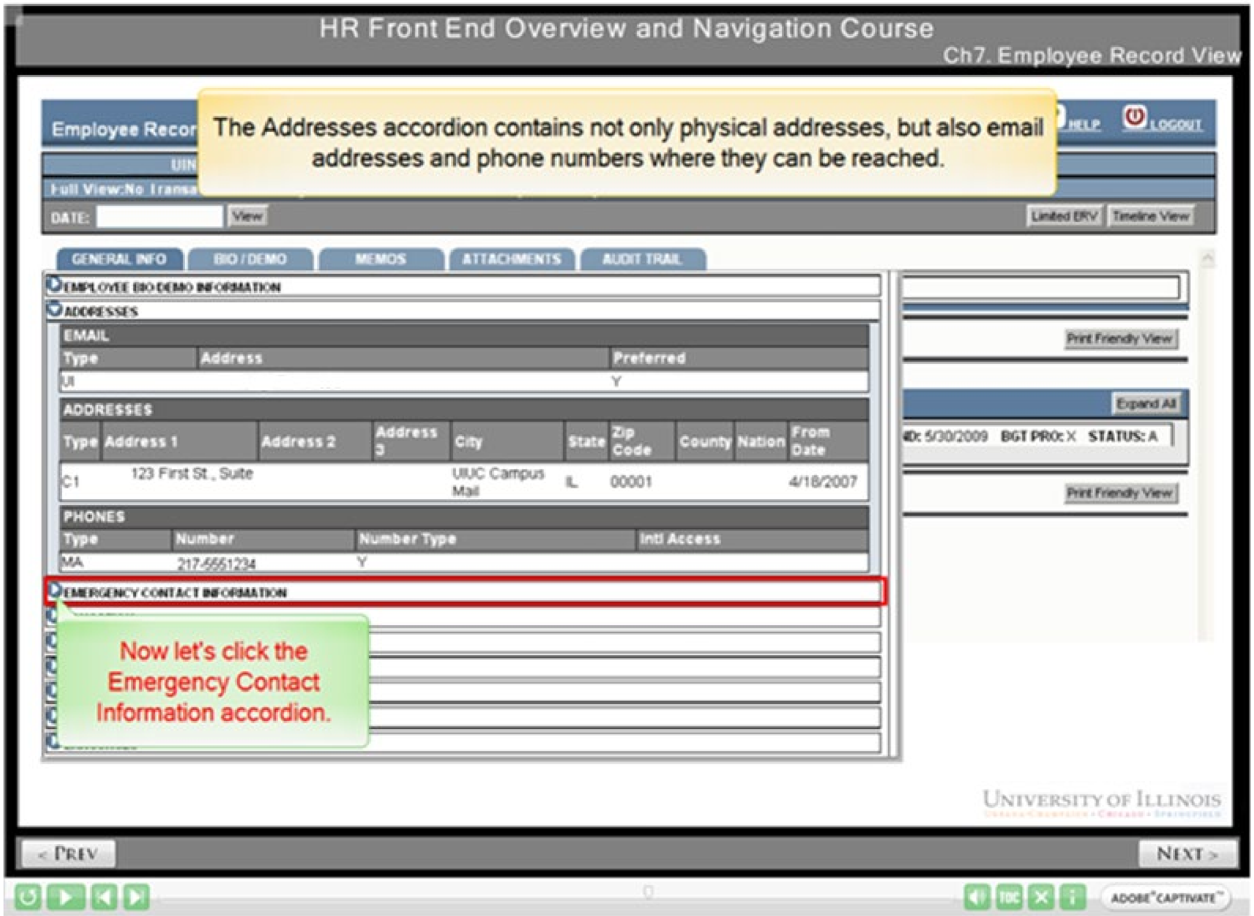


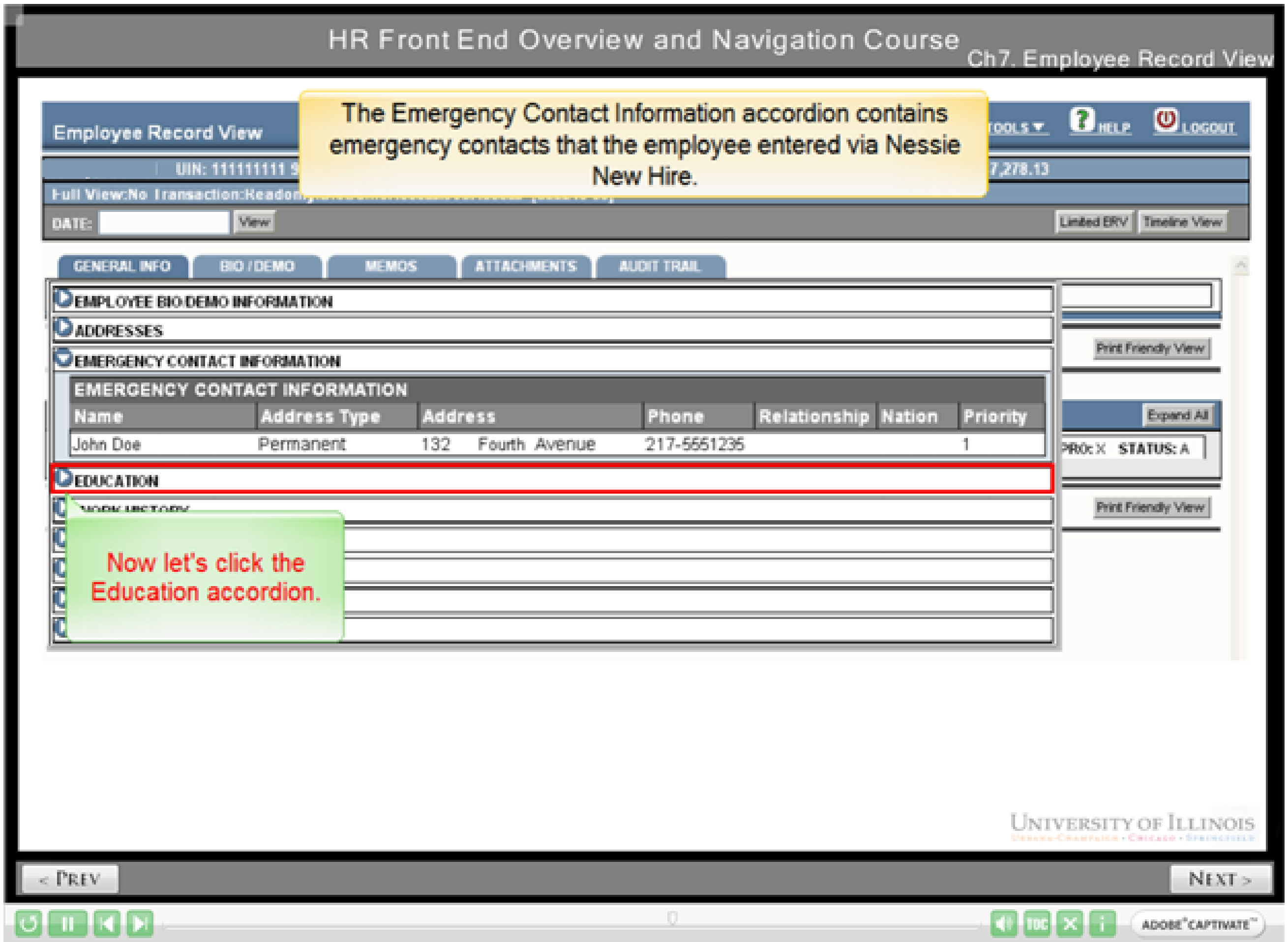
BUTTON	DESCRIPTION	BUTTON	DESCRIPTION
Add Change	After users have saved a transaction, they can add the change(s) that appear under the proposed changes accordion bar by clicking the **add change** button.	Route	Clicking this button will route the transaction on to the next stop in the pre-determined routing path.
Cancel	Users are able to cancel the transaction by clicking the **cancel** button.	Save	Clicking this button will save the information that has been entered thus far on a transaction.
Expand All Collapse All	When users desire to see an expanded/collapsed view of the employee's job record, they can do so by clicking either the **expand all** or **collapse all** button.	Send FYI	Sends a read-only copy of the transaction.
Limited ERV Full ERV	Clicking the **Limited ERV** button provides users with a very limited version of the Employee Record View. Clicking the **Full ERV** button will provide users with a complete view of an employee's record.	Send To	Sends the transaction to individuals that exist outside of the pre-determined routing path.
Print Friendly View	Provides a **print-friendly view** of the elements on the screen in order that the user can obtain a printable, hard copy.	Request Access	When a user is in Limited ERV, they can request access to view Full ERV by clicking this button.
Release Ownership Take Ownership	Clicking **Release Ownership** will make it possible for other individuals in their permissions group to work on the transaction. Clicking **Take Ownership** allows the individual to have ownership of a transaction so they can edit it.	Timeline View	Accesses the Timeline View of the Employee's Record.
Return	Returns the transaction to the previous stop in the routing path.	View	Clicking this button will display information pertaining to a specific date which the user indicates in the res text area.


HR Front End Overview and Navigation Course
Ch7. Employee Record View
Under the General Info tab, users will find the Employee General Information accordion. This accordion contains information such as: dates relevant to their employment, employee class, citizenship information, etc.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
Now let's explore the Bio/Demo tab. Click this tab to continue
UIN:
LAST:
MIDDLE:
EMPLOYEE STATUS:
HOME CHART ORG
COA:
9 - University of Illinois - Admin
ORGANIZATION:
699008 - AITS ITPC
CAMPUS:
U - UIUC Urbana / Champaign
HIRE DATES
CURRENT:
ORIGINAL:
SERVICE DATES
ADJ SERVICE:
AWARD:
TERMINATION
LAST WK DAY:
TERM DATE:
REASON:
E-CLASS:
BENEFIT CATEGORY:
M1 - FT Monthly All Benefits
RETIREMENT CODE:
RP
CITIZENSHIP:
US - Citizen
Once you have clicked on General Info tab and the Employee General Information accordion has been expanded, you will see general information/data pertaining to the employee displayed.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

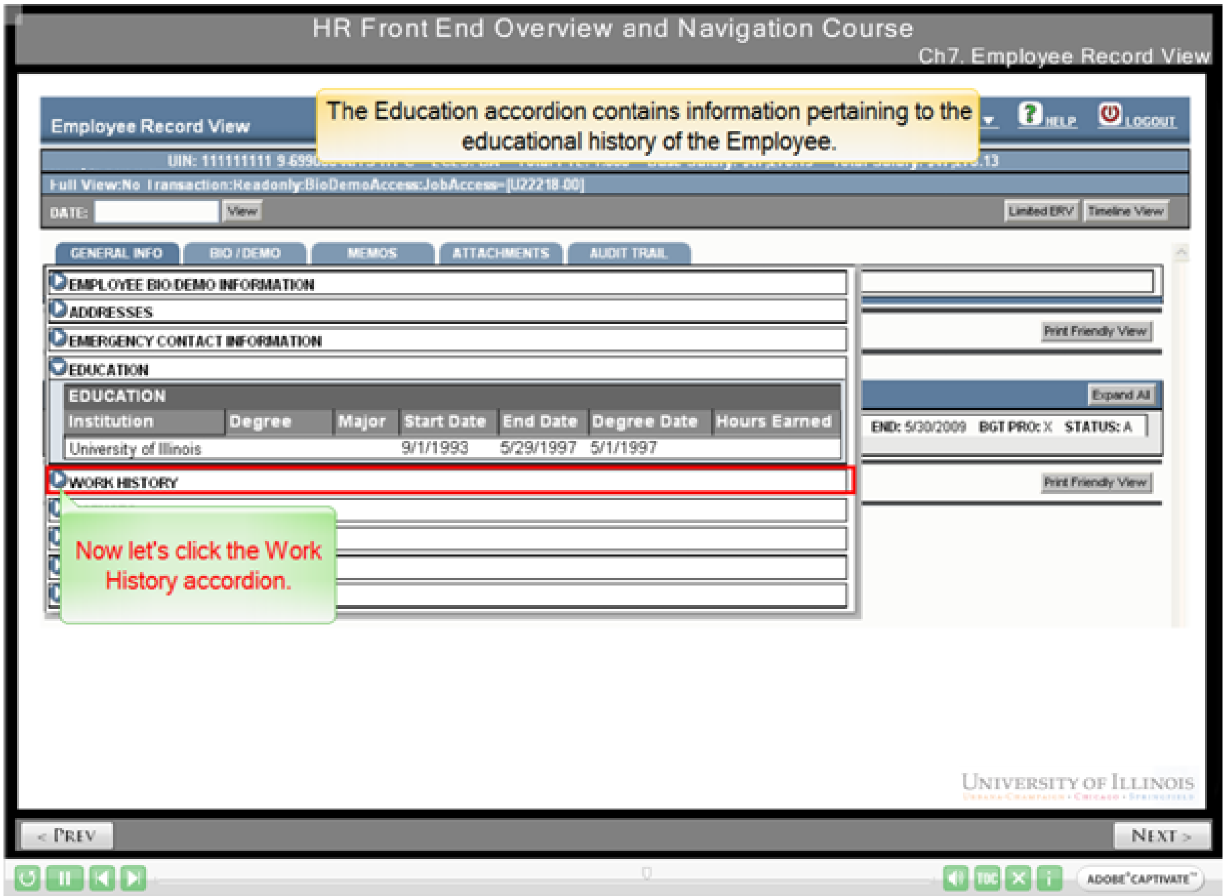

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Bio/Demo tab contains biographical and demographical information that the employee entered via Nessie New Hire. Notice that the elements under the Bio/Demo tab are in accordion format. When in the HR Front End, you can expand one or more accordion bars when neccessary. The following screens will explore the elements under the Bio/Demo tab.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
Click the Employee Bio/Demo information accordion.
WORK HISTORY
LICENSES
CERTIFICATIONS
DRIVERS LICENSES
LANGUAGES
Print Friendly View
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

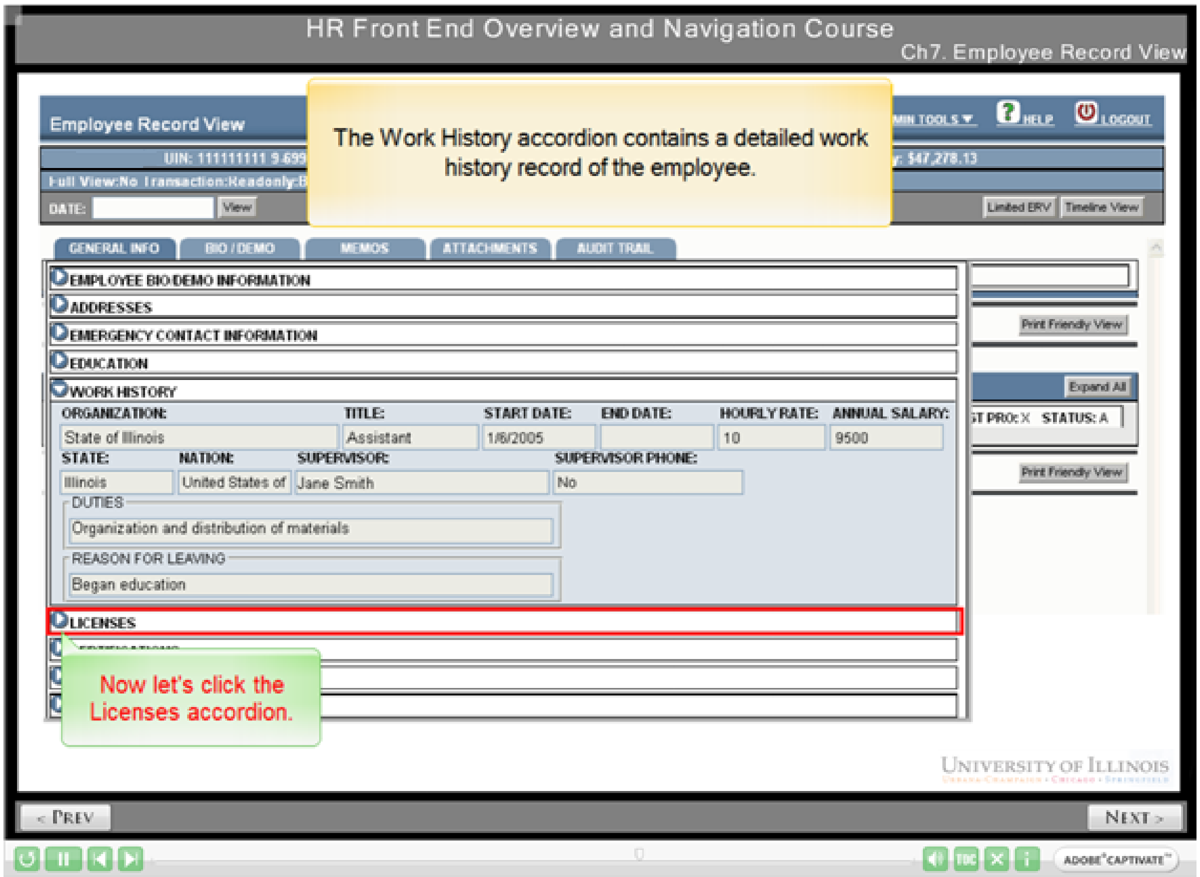

HR Front End Overview and Navigation Course
Ch7. Employee Record View
This accordion contains basic biographical and demographical information such as SSN (which is masked for security purposes), Birthdate, Gender, and more.
Employee Record View
EMPLOYEE BIO DEMO INFORMATION
SSN:
BIRTH DATE:
AGE:
GENDER:
ETHNICITY:
MARITAL STATUS:
VETERAN CATEGORY:
SPECIAL DISABLED VETERAN
ADDRESSES
Now click the Addresses accordion.
CERTIFICATIONS
DRIVERS LICENSES
LANGUAGES
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

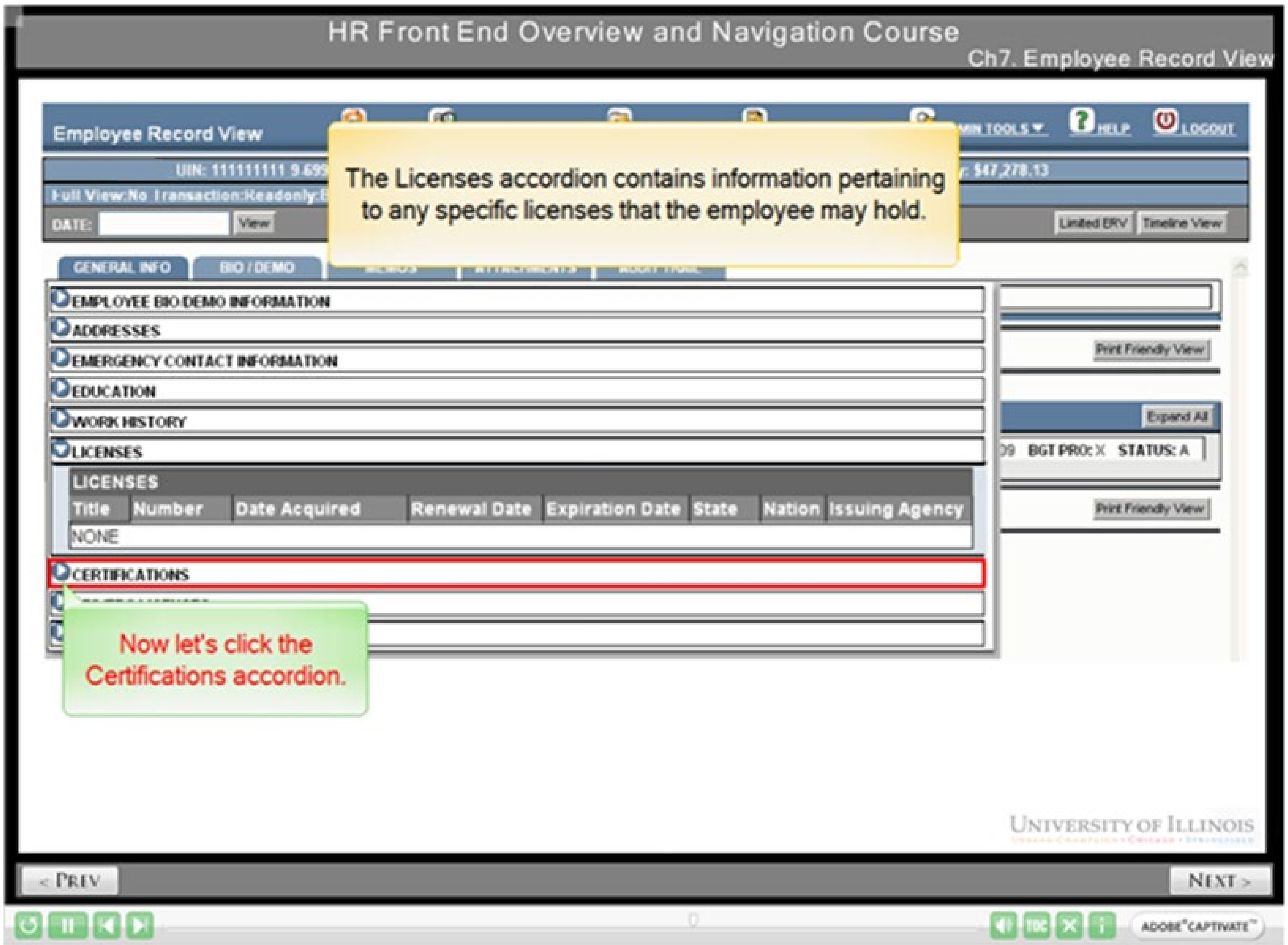

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Addresses accordion contains not only physical addresses, but also email addresses and phone numbers where they can be reached.
Now let's click the Emergency Contact Information accordion.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMAIL
ADDRESSES
123 First St., Suite
UIUC Campus Mail
00001
4/18/2007
PHONES
217-5551234
EMERGENCY CONTACT INFORMATION
Print Friendly View
Expand All
Limited ERV
Timeline View
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

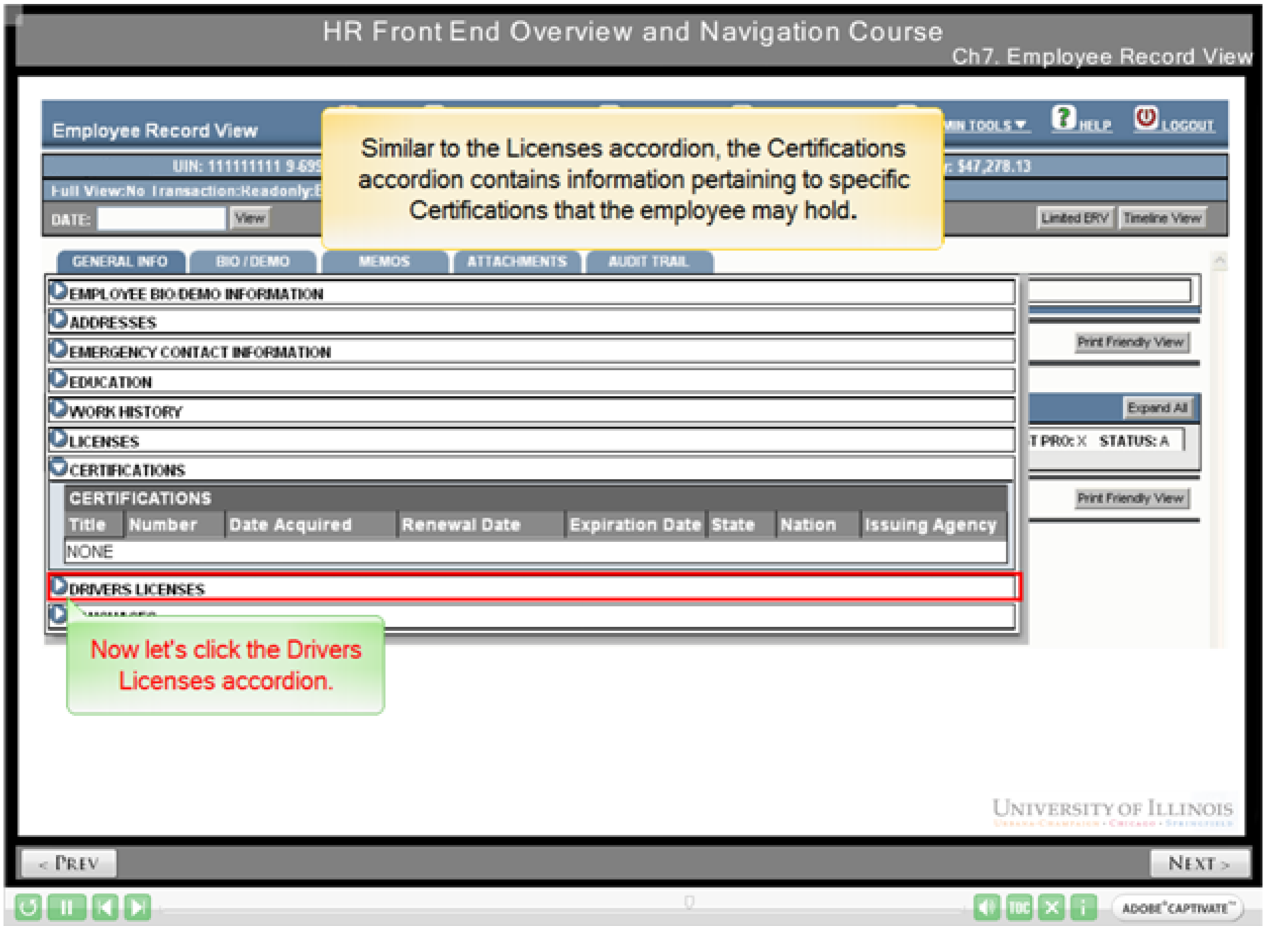


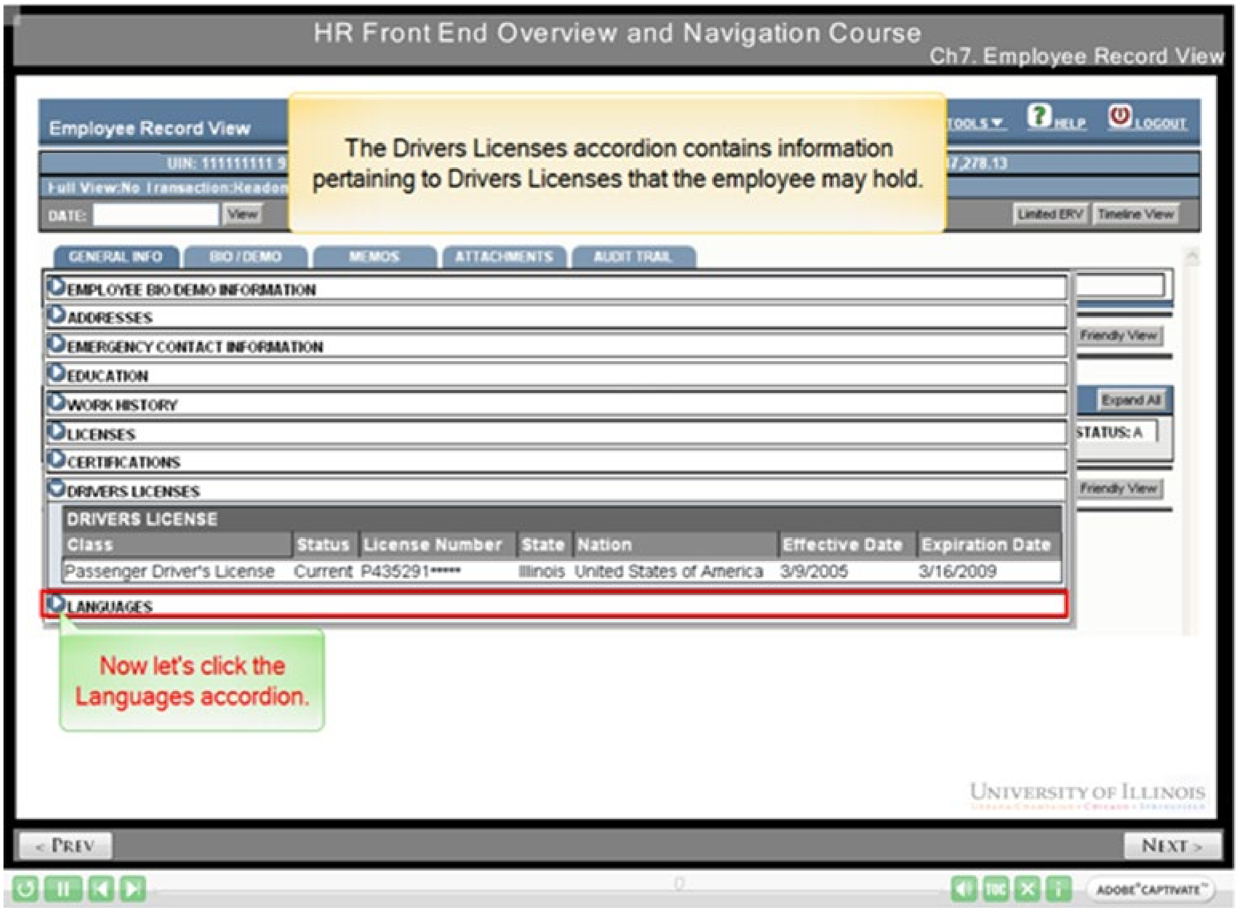
HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The Emergency Contact Information accordion contains emergency contacts that the employee entered via Nessie New Hire.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EMERGENCY CONTACT INFORMATION
Name
Address Type
Address
Phone
Relationship
Nation
Priority
John Doe
Permanent
132 Fourth Avenue
217-5551235
1
EDUCATION
Now let's click the Education accordion.
Print Friendly View
Expand All
Limited ERV
Timeline View
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

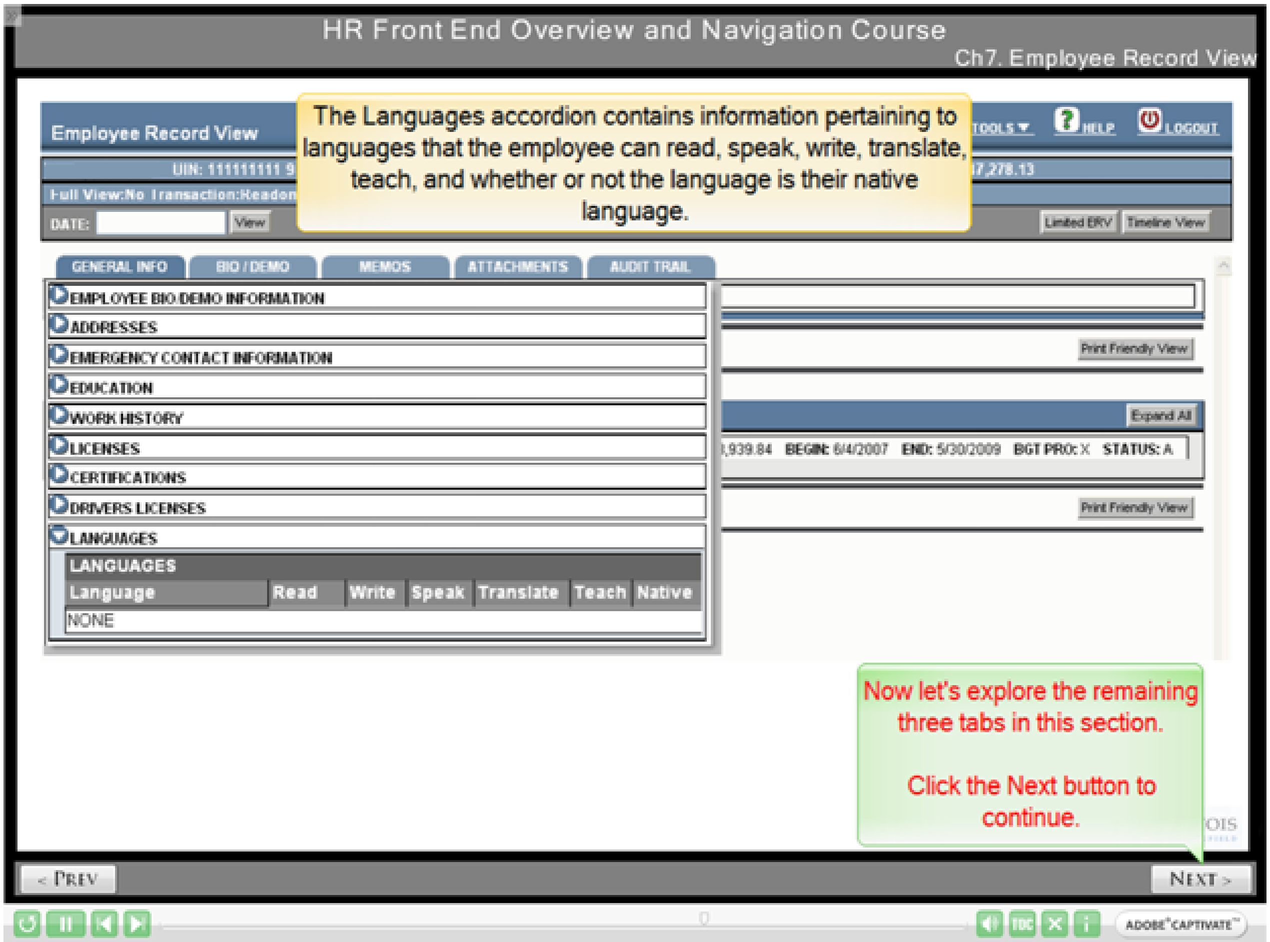

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The Education accordion contains information pertaining to the educational history of the Employee.
HELP
LOGOUT
Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[U22218-00]
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EDUCATION
EDUCATION
Institution Degree Major Start Date End Date Degree Date Hours Earned
University of Illinois 9/1/1993 5/29/1997 5/1/1997
WORK HISTORY
Now let's click the Work History accordion.
Print Friendly View
Expand All
END: 5/30/2009 BGT PRO: X STATUS: A
Print Friendly View
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

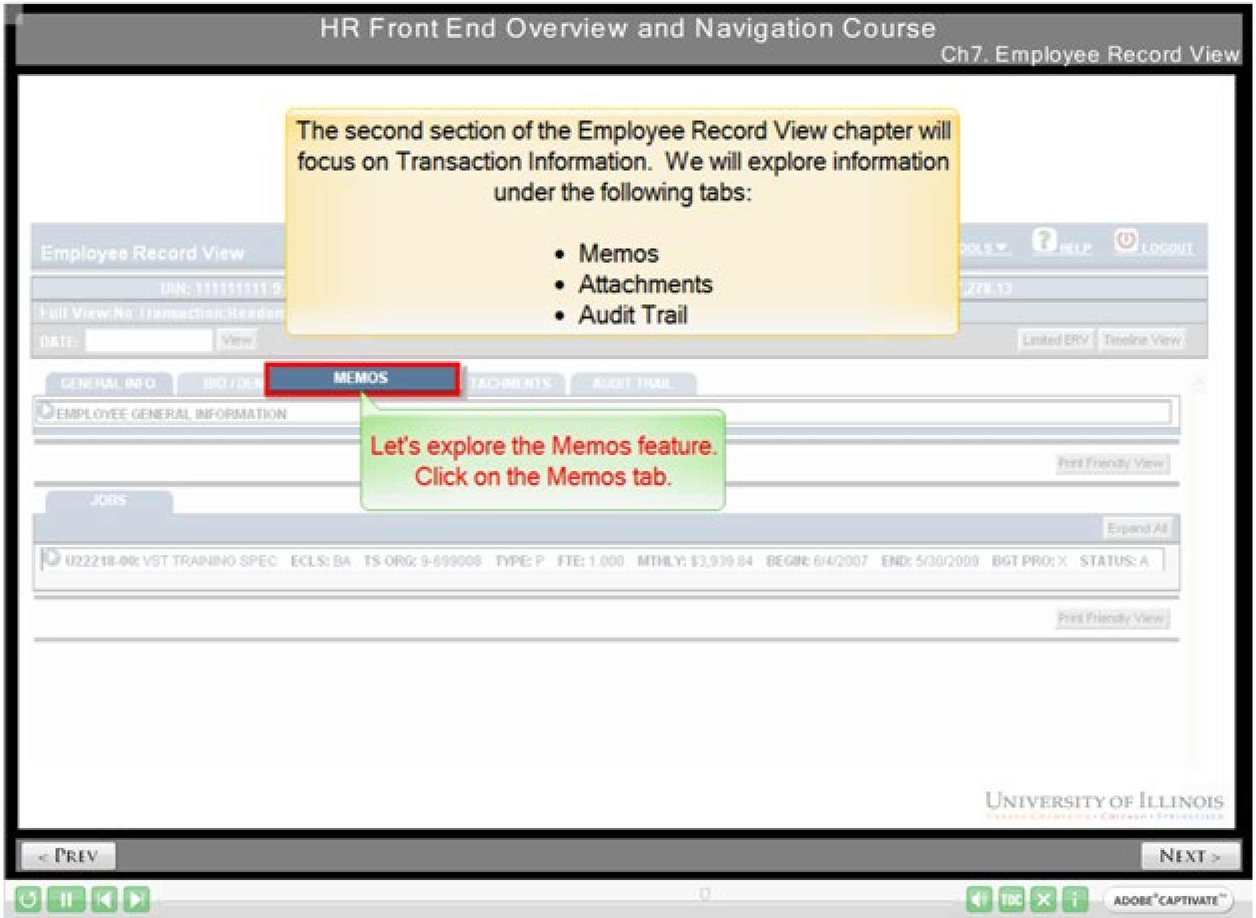

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The Work History accordion contains a detailed work history record of the employee.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EDUCATION
WORK HISTORY
ORGANIZATION: State of Illinois
TITLE: Assistant
START DATE: 1/6/2005
HOURLY RATE: 10
ANNUAL SALARY: 9500
STATE: Illinois
NATION: United States of
SUPERVISOR: Jane Smith
SUPERVISOR PHONE: No
DUTIES
Organization and distribution of materials
REASON FOR LEAVING
Began education
LICENSES
Now let's click the Licenses accordion.
Print Friendly View
Expand All
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

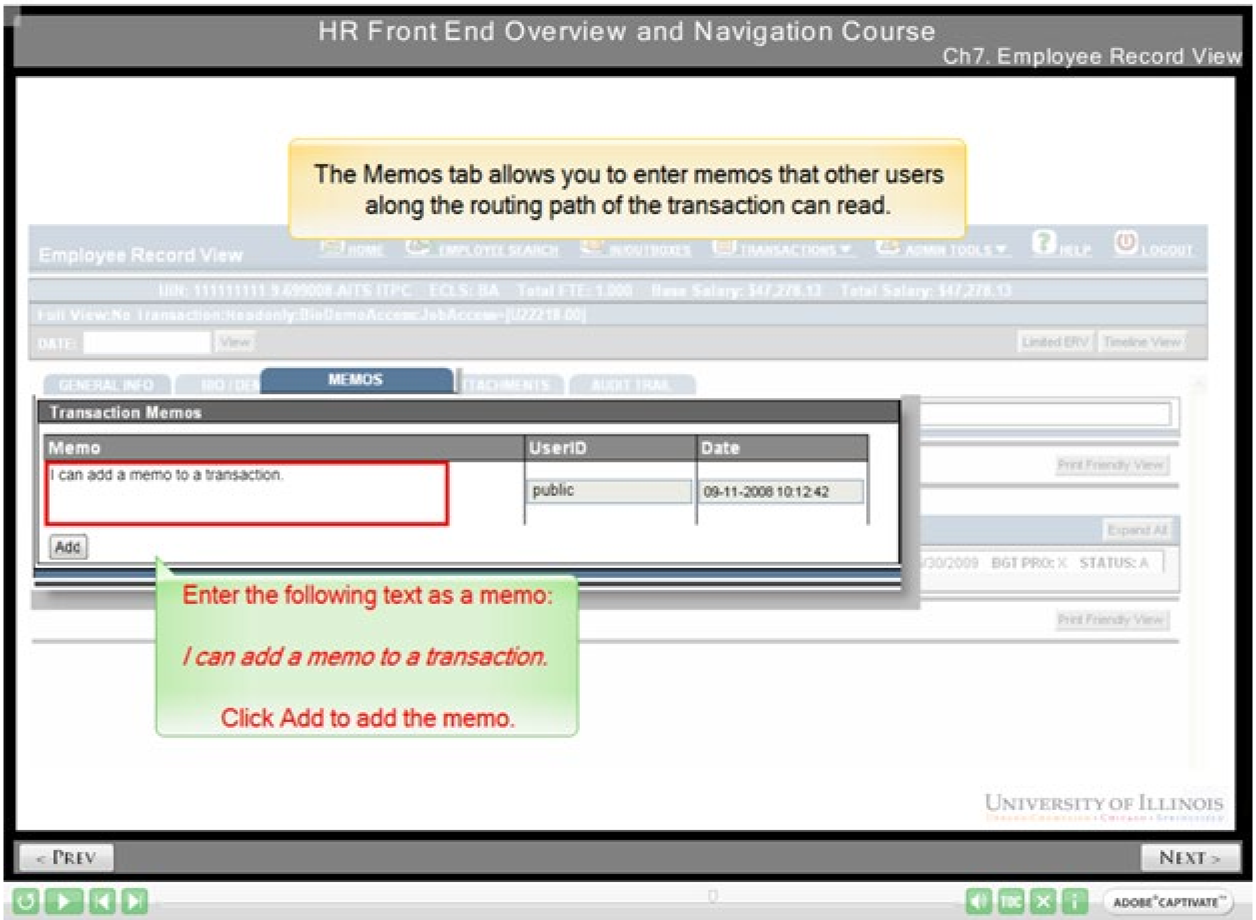

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The Licenses accordion contains information pertaining to any specific licenses that the employee may hold.
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EDUCATION
WORK HISTORY
LICENSES
LICENSES
Title Number Date Acquired Renewal Date Expiration Date State Nation Issuing Agency
NONE
CERTIFICATIONS
Now let's click the Certifications accordion.
< PREV
NEXT >

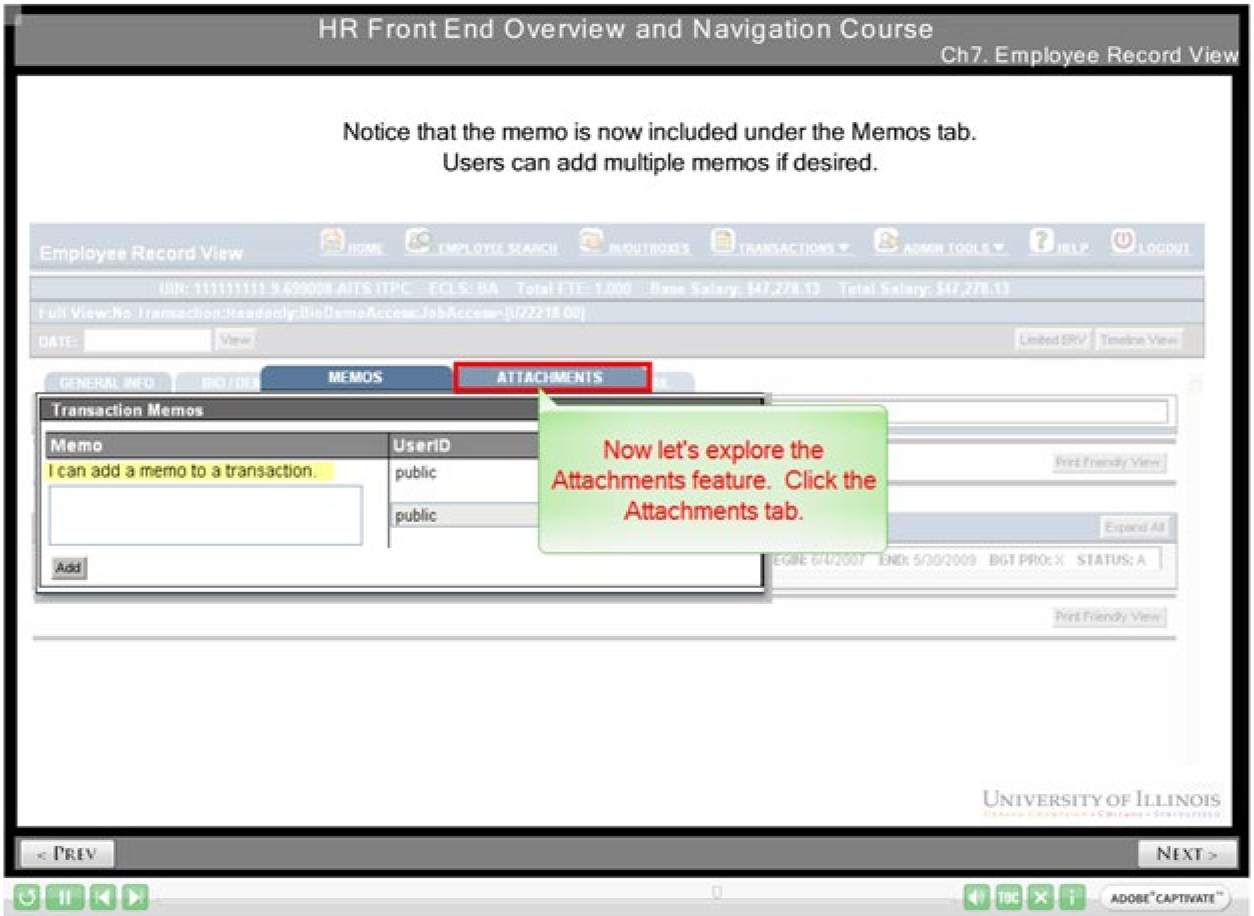

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
Similar to the Licenses accordion, the Certifications accordion contains information pertaining to specific Certifications that the employee may hold.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EDUCATION
WORK HISTORY
LICENSES
CERTIFICATIONS
CERTIFICATIONS
Title
Number
Date Acquired
Renewal Date
Expiration Date
State
Nation
Issuing Agency
NONE
DRIVERS LICENSES
Now let's click the Drivers Licenses accordion.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

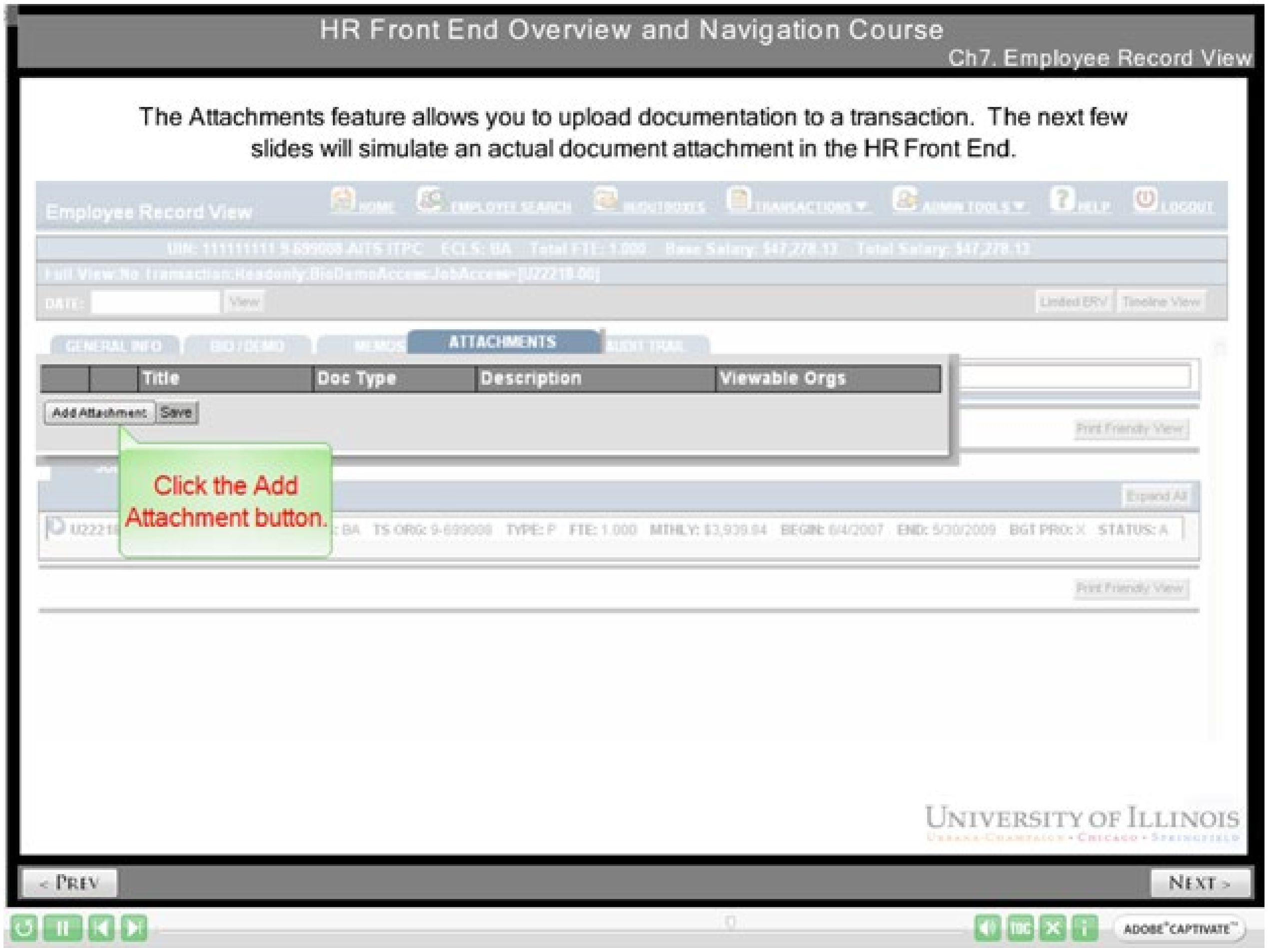

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The Drivers Licenses accordion contains information pertaining to Drivers Licenses that the employee may hold.
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EDUCATION
WORK HISTORY
LICENSES
CERTIFICATIONS
DRIVERS LICENSES
DRIVERS LICENSE
Class Status License Number State Nation Effective Date Expiration Date
Passenger Driver's License Current P435291***** Illinois United States of America 3/9/2005 3/16/2009
LANGUAGES
Now let's click the Languages accordion.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

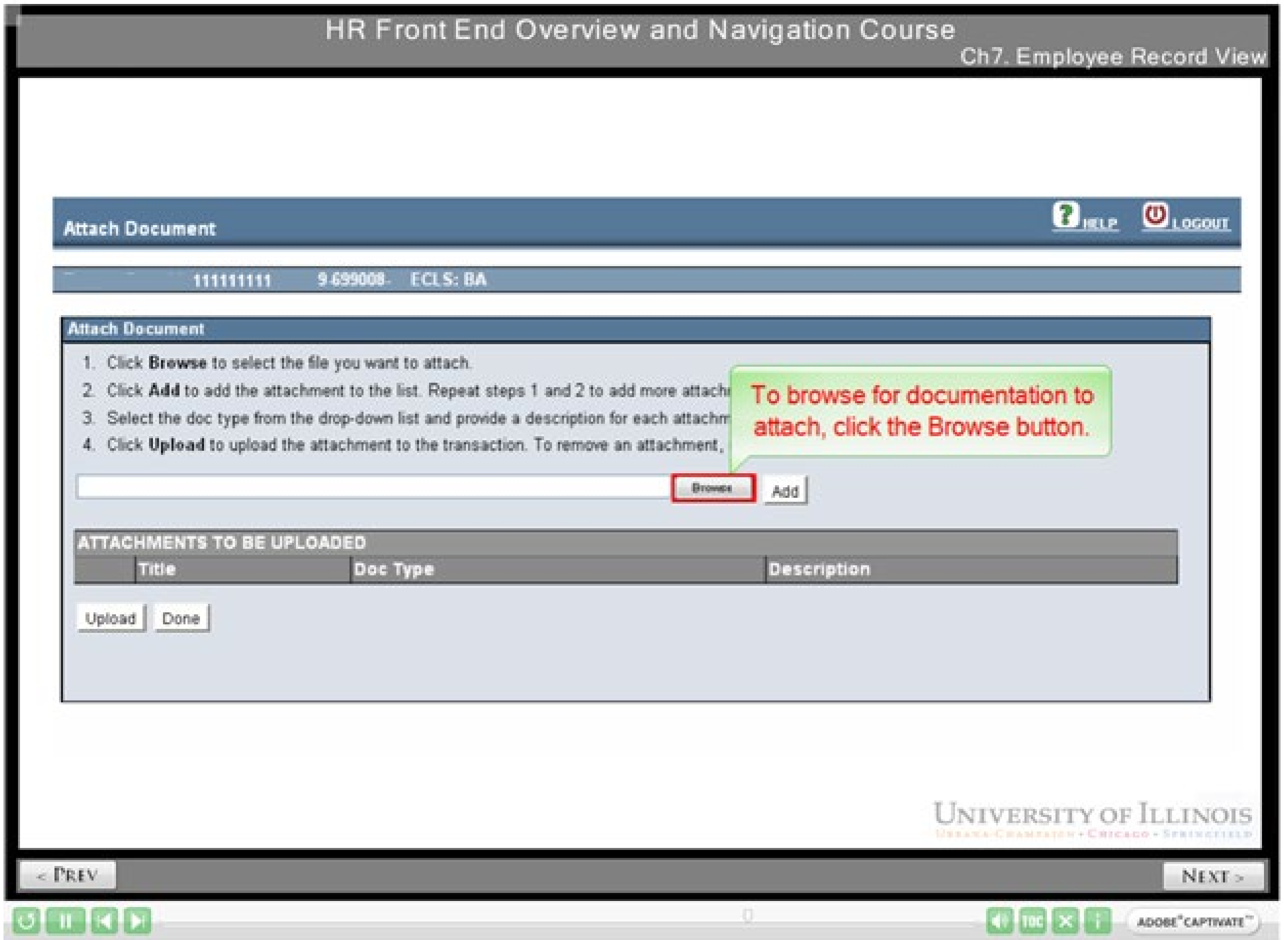

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The Languages accordion contains information pertaining to languages that the employee can read, speak, write, translate, teach, and whether or not the language is their native language.
TOOLS
HELP
LOGOUT
DATE:
View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE BIO/DEMO INFORMATION
ADDRESSES
EMERGENCY CONTACT INFORMATION
EDUCATION
WORK HISTORY
LICENSES
CERTIFICATIONS
DRIVERS LICENSES
LANGUAGES
LANGUAGES
Language
Read
Write
Speak
Translate
Teach
Native
NONE
Print Friendly View
Expand All
Now let's explore the remaining three tabs in this section.
Click the Next button to continue.
< PREV
NEXT >

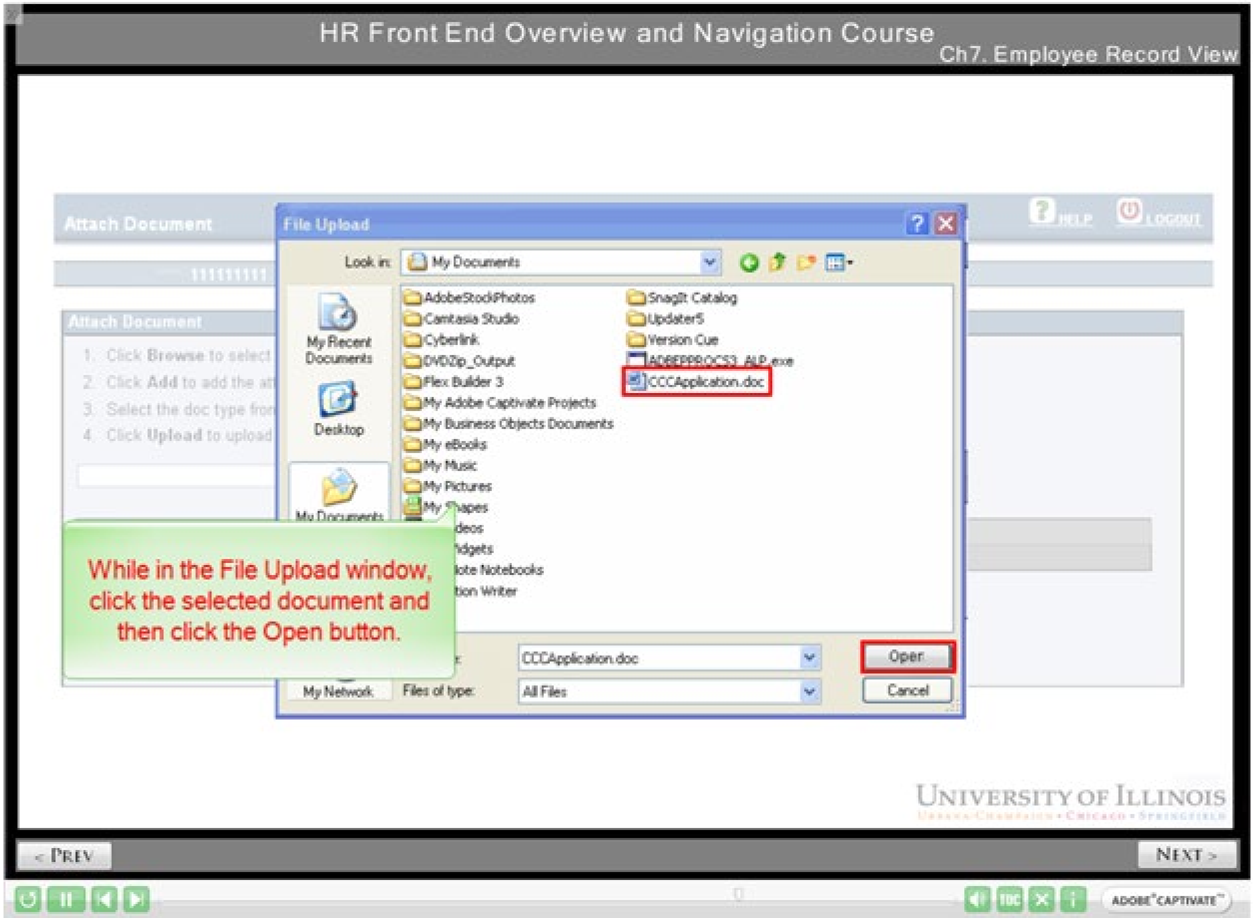

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The second section of the Employee Record View chapter will focus on Transaction Information. We will explore information under the following tabs:
• Memos
• Attachments
• Audit Trail
Employee Record View
MEMOS
Let's explore the Memos feature. Click on the Memos tab.
University of Illinois
< Prev
Next >

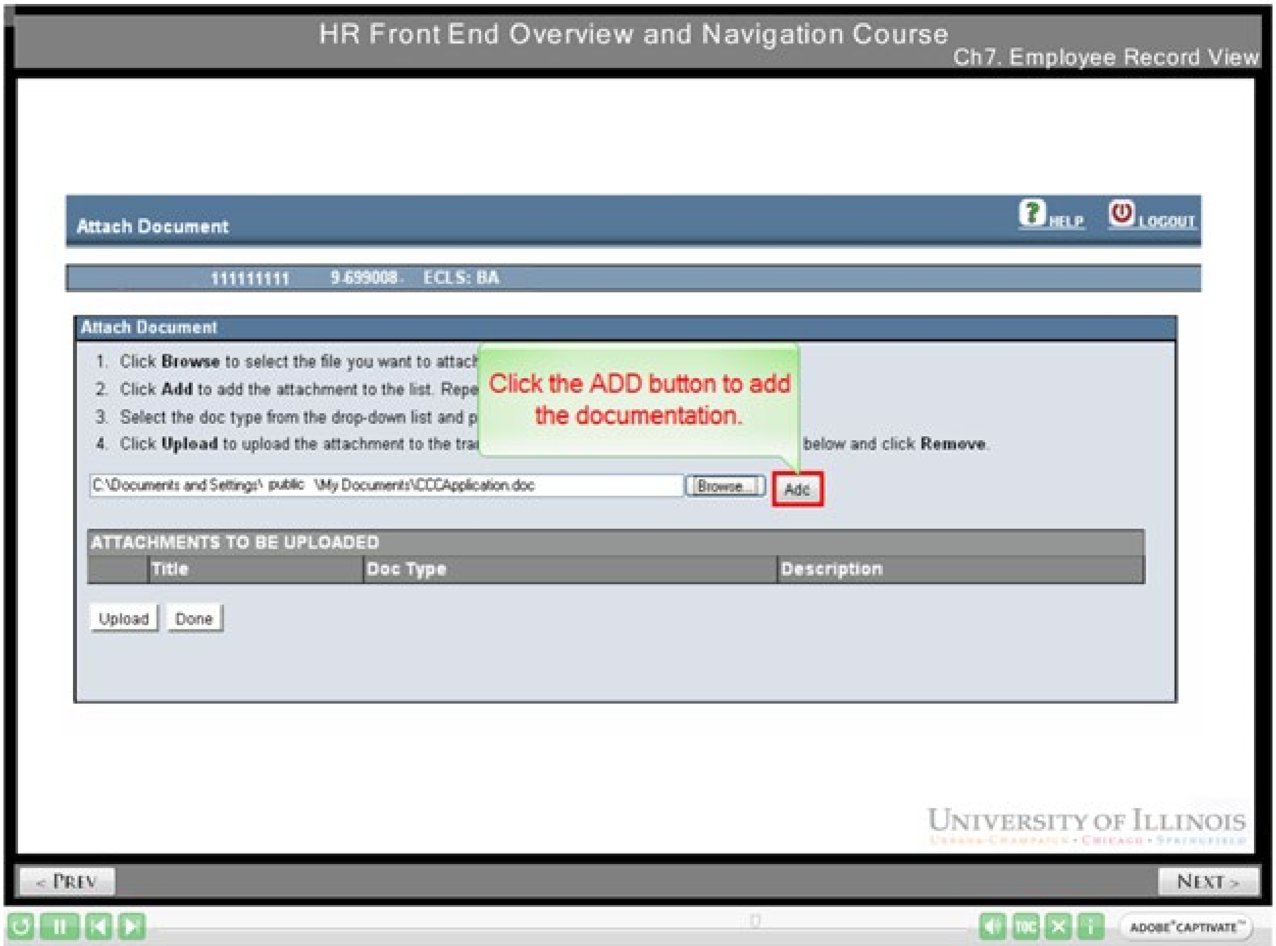

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Memos tab allows you to enter memos that other users along the routing path of the transaction can read.
Employee Record View
MEMOS
Transaction Memos
Memo
UserID
Date
I can add a memo to a transaction.
public
09-11-2008 10:12:42
Add
Enter the following text as a memo:
I can add a memo to a transaction.
Click Add to add the memo.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

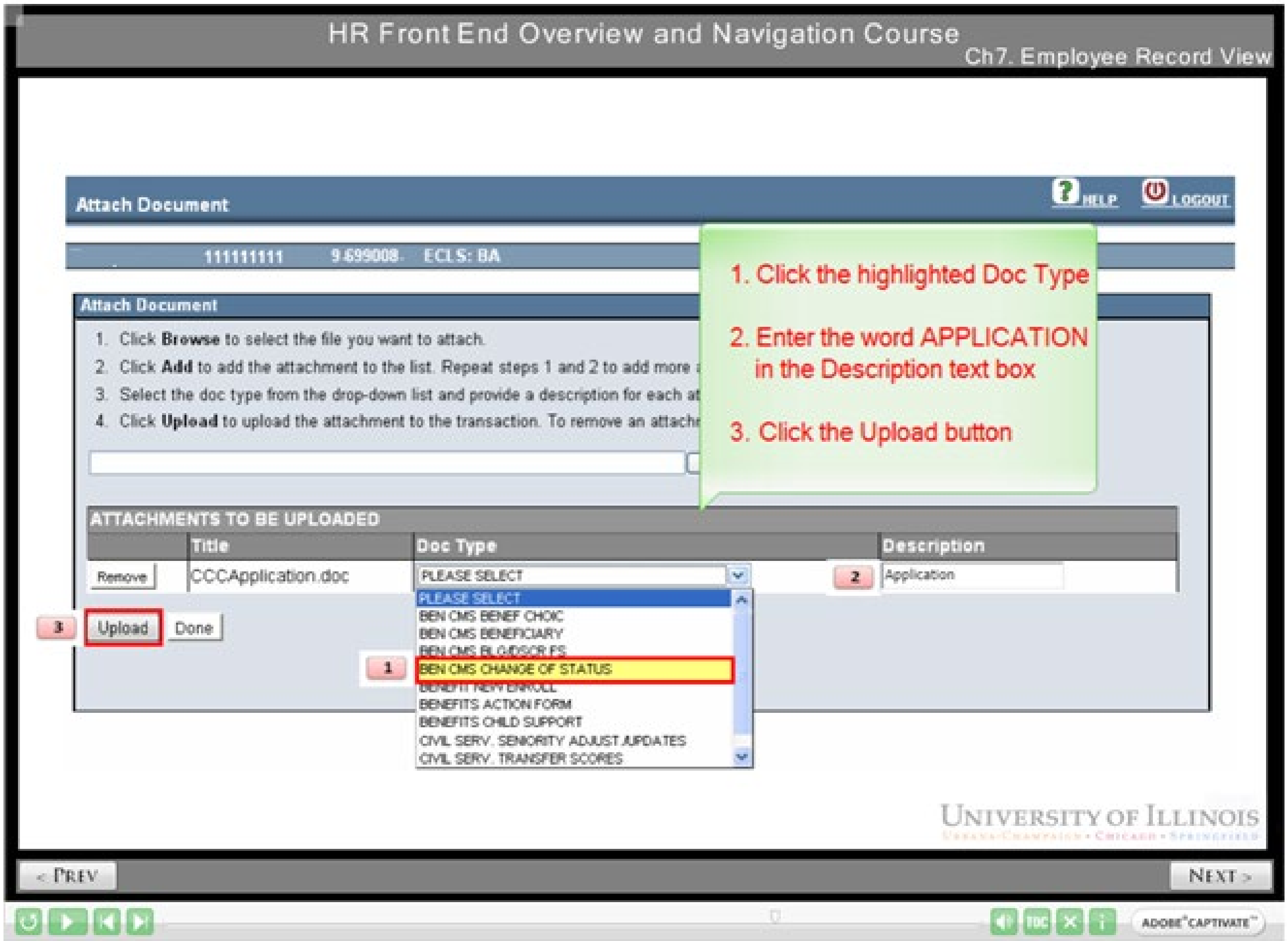

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Notice that the memo is now included under the Memos tab.
Users can add multiple memos if desired.
Employee Record View
MEMOS
ATTACHMENTS
Transaction Memos
Memo
UserID
I can add a memo to a transaction.
public
public
Add
Now let's explore the Attachments feature. Click the Attachments tab.
University of Illinois
< Prev
Next >

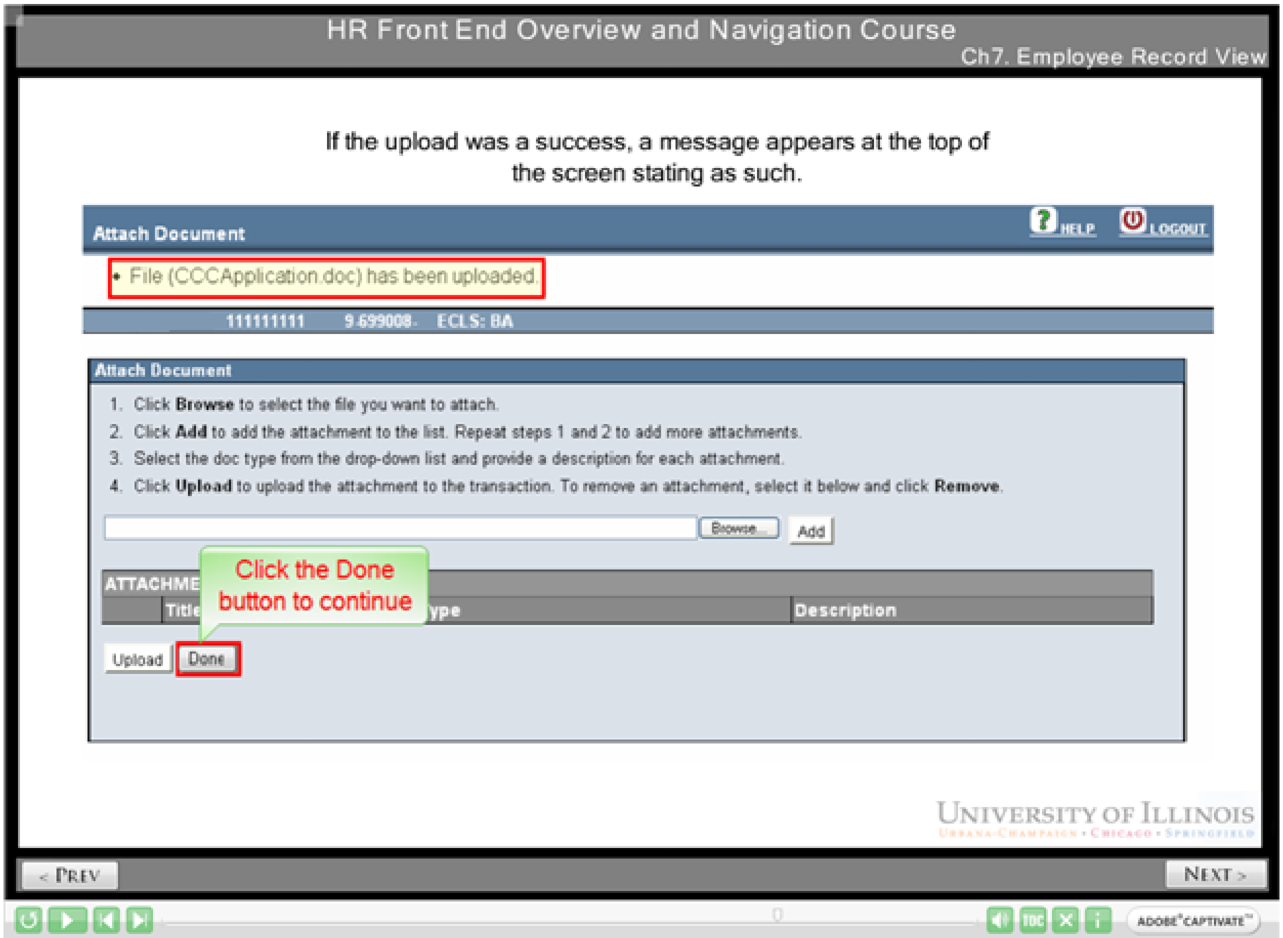

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Attachments feature allows you to upload documentation to a transaction. The next few slides will simulate an actual document attachment in the HR Front End.
Employee Record View
ATTACHMENTS
Title
Doc Type
Description
Viewable Orgs
Add Attachment
Save
Click the Add Attachment button.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

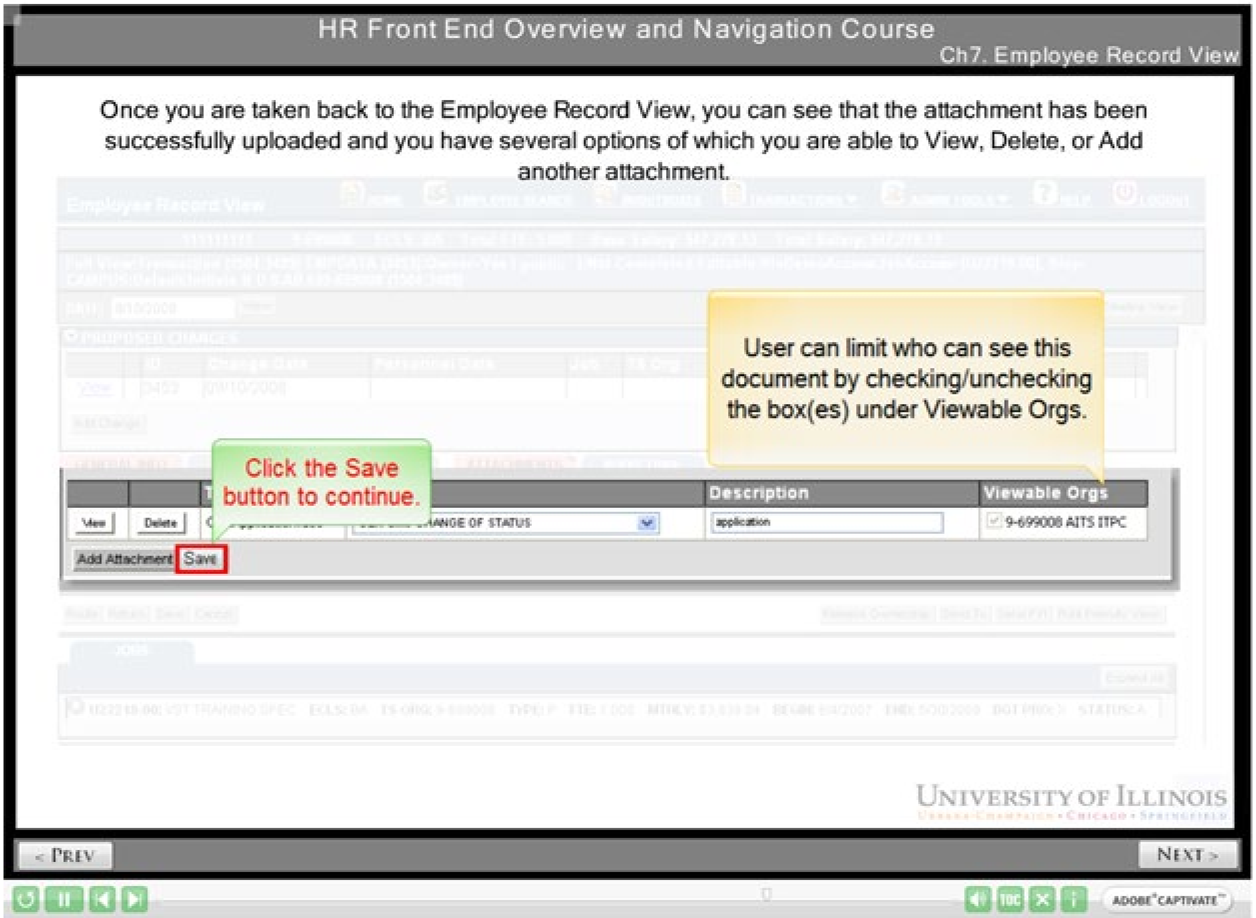

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Attach Document
HELP
LOGOUT
111111111 9-699008- ECLS: BA
Attach Document
1. Click Browse to select the file you want to attach.
2. Click Add to add the attachment to the list. Repeat steps 1 and 2 to add more attachi
3. Select the doc type from the drop-down list and provide a description for each attachm
4. Click Upload to upload the attachment to the transaction. To remove an attachment,
To browse for documentation to attach, click the Browse button.
Browse
Add
ATTACHMENTS TO BE UPLOADED
Title
Doc Type
Description
Upload
Done
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

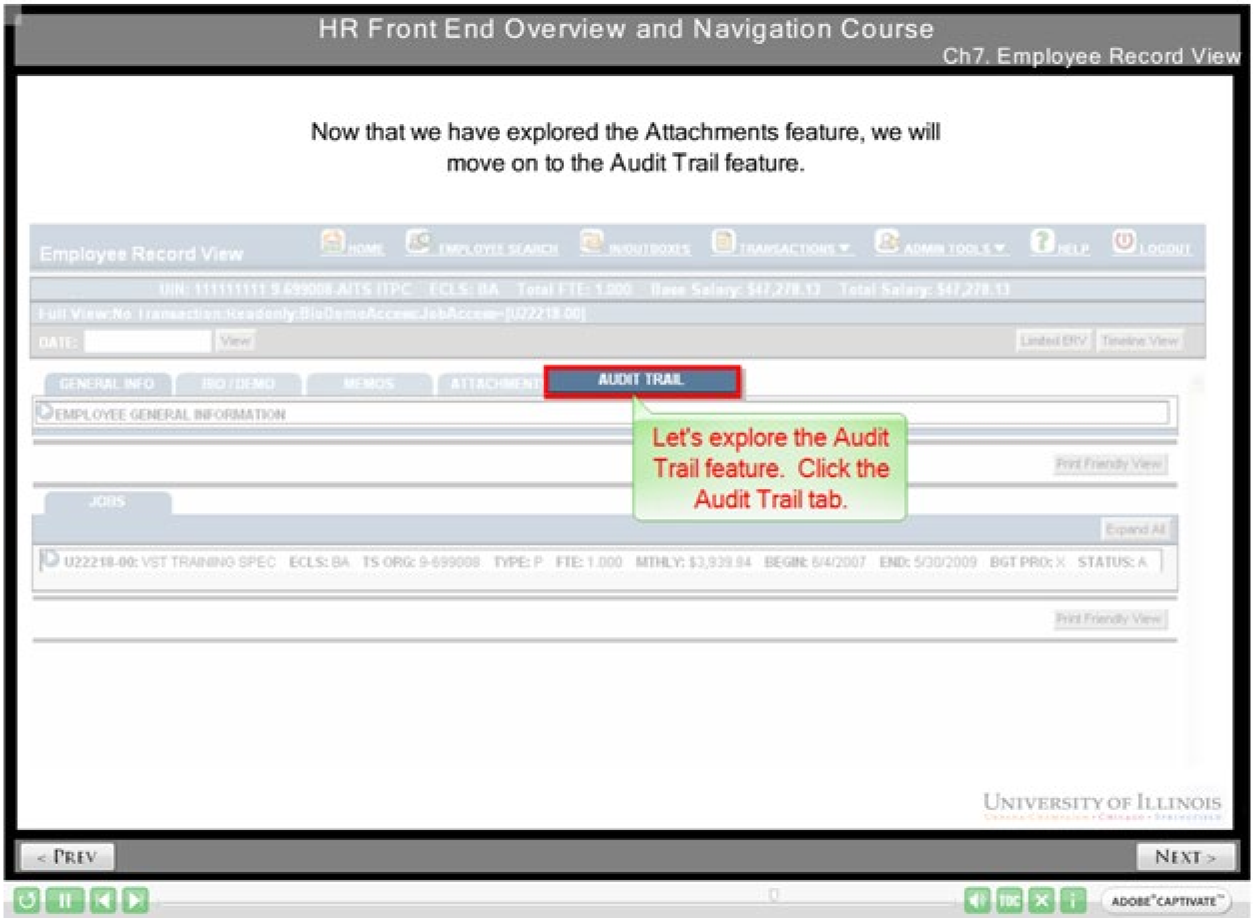

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Attach Document
File Upload
Look in: My Documents
AdobeStockPhotos
Camtasia Studio
Cyberlink
DVDZip_Output
Flex Builder 3
My Adobe Captivate Projects
My Business Objects Documents
My eBooks
My Music
My Pictures
SnagIt Catalog
Updater5
Version Cue
CCCApplication.doc
While in the File Upload window, click the selected document and then click the Open button.
CCCApplication.doc
Files of type: All Files
Cancel
My Network
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

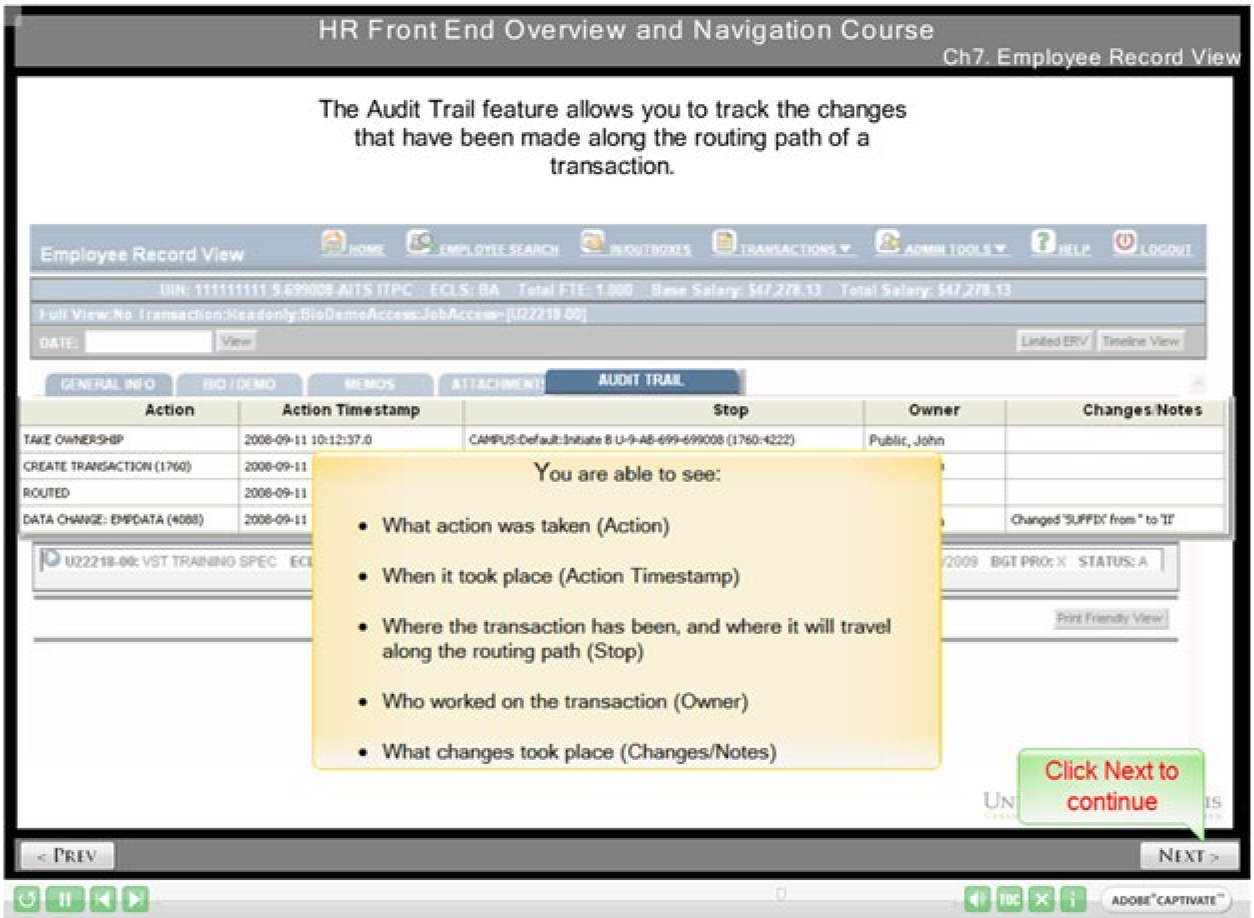

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Attach Document
HELP
LOGOUT
111111111 9.699008 ECLS: BA
Attach Document
1. Click Browse to select the file you want to attach
2. Click Add to add the attachment to the list. Repe
3. Select the doc type from the drop-down list and p
4. Click Upload to upload the attachment to the tra
below and click Remove.
Click the ADD button to add the documentation.
C:\Documents and Settings\ public \My Documents\CCCApplication.doc
Browse...
Add
ATTACHMENTS TO BE UPLOADED
Title
Doc Type
Description
Upload
Done
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

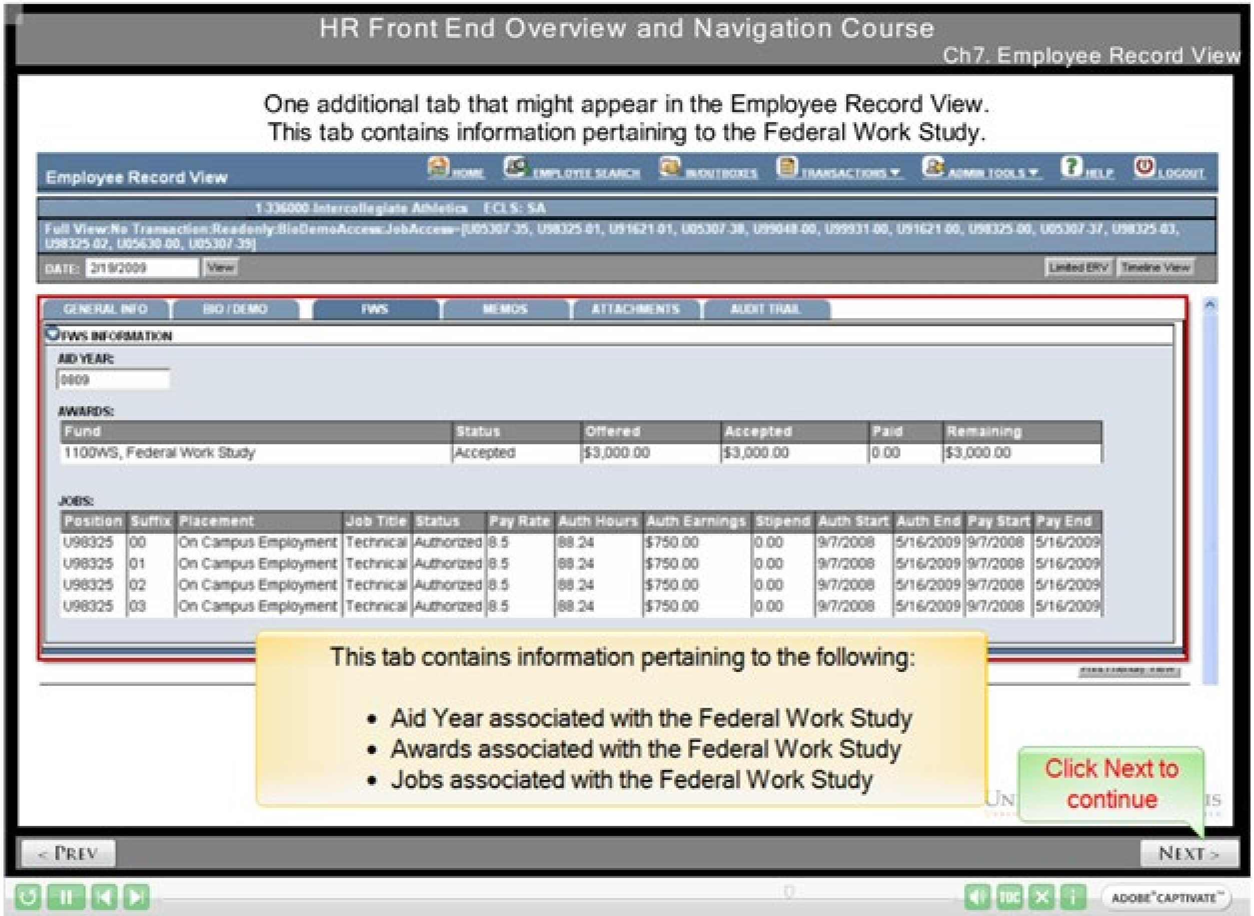

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Attach Document
HELP
LOGOUT
111111111 9.699008. ECLS: BA
Attach Document
1. Click Browse to select the file you want to attach.
2. Click Add to add the attachment to the list. Repeat steps 1 and 2 to add more
3. Select the doc type from the drop-down list and provide a description for each at
4. Click Upload to upload the attachment to the transaction. To remove an attachm
1. Click the highlighted Doc Type
2. Enter the word APPLICATION in the Description text box
3. Click the Upload button
ATTACHMENTS TO BE UPLOADED
Title
Doc Type
Description
Remove
CCCApplication.doc
PLEASE SELECT
2
Application
PLEASE SELECT
BEN CMS BENEF CHOIC
BEN CMS BENEFICIARY
BEN CMS BLG/DSCR FS
1
BEN CMS CHANGE OF STATUS
BENEFITS ACTION FORM
BENEFITS CHILD SUPPORT
CIVIL SERV. SENIORITY ADJUST./UPDATES
CIVIL SERV. TRANSFER SCORES
3
Upload
Done
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

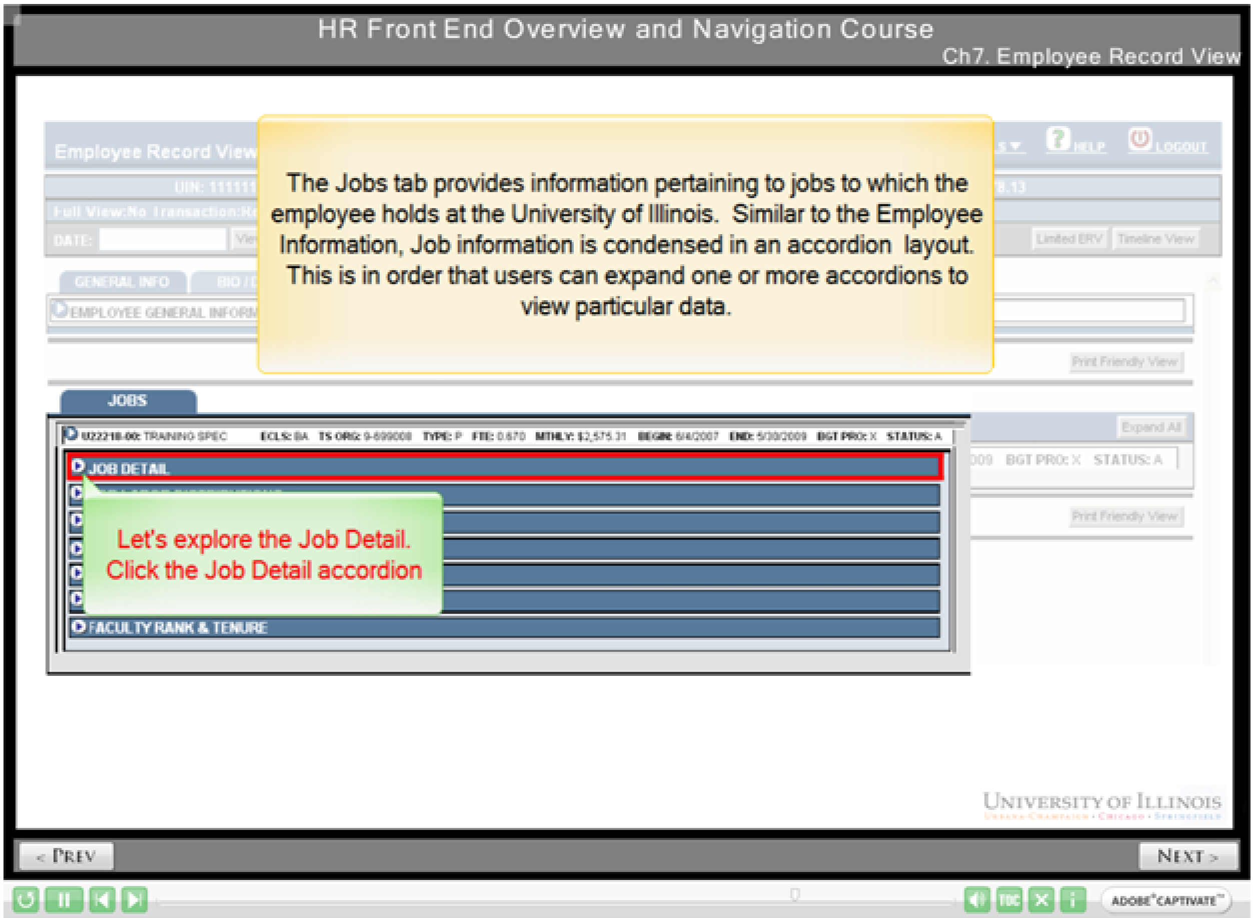

HR Front End Overview and Navigation Course
Ch7. Employee Record View
If the upload was a success, a message appears at the top of the screen stating as such.
Attach Document
HELP
LOGOUT
• File (CCCApplication.doc) has been uploaded.
111111111 9-699008- ECLS: BA
Attach Document
1. Click Browse to select the file you want to attach.
2. Click Add to add the attachment to the list. Repeat steps 1 and 2 to add more attachments.
3. Select the doc type from the drop-down list and provide a description for each attachment.
4. Click Upload to upload the attachment to the transaction. To remove an attachment, select it below and click Remove.
Browse...
Add
ATTACHME
Title
ype
Description
Click the Done button to continue
Upload
Done
UNIVERSITY OF ILLINOIS
< PREV
NEXT >
ADOBE CAPTIVATE

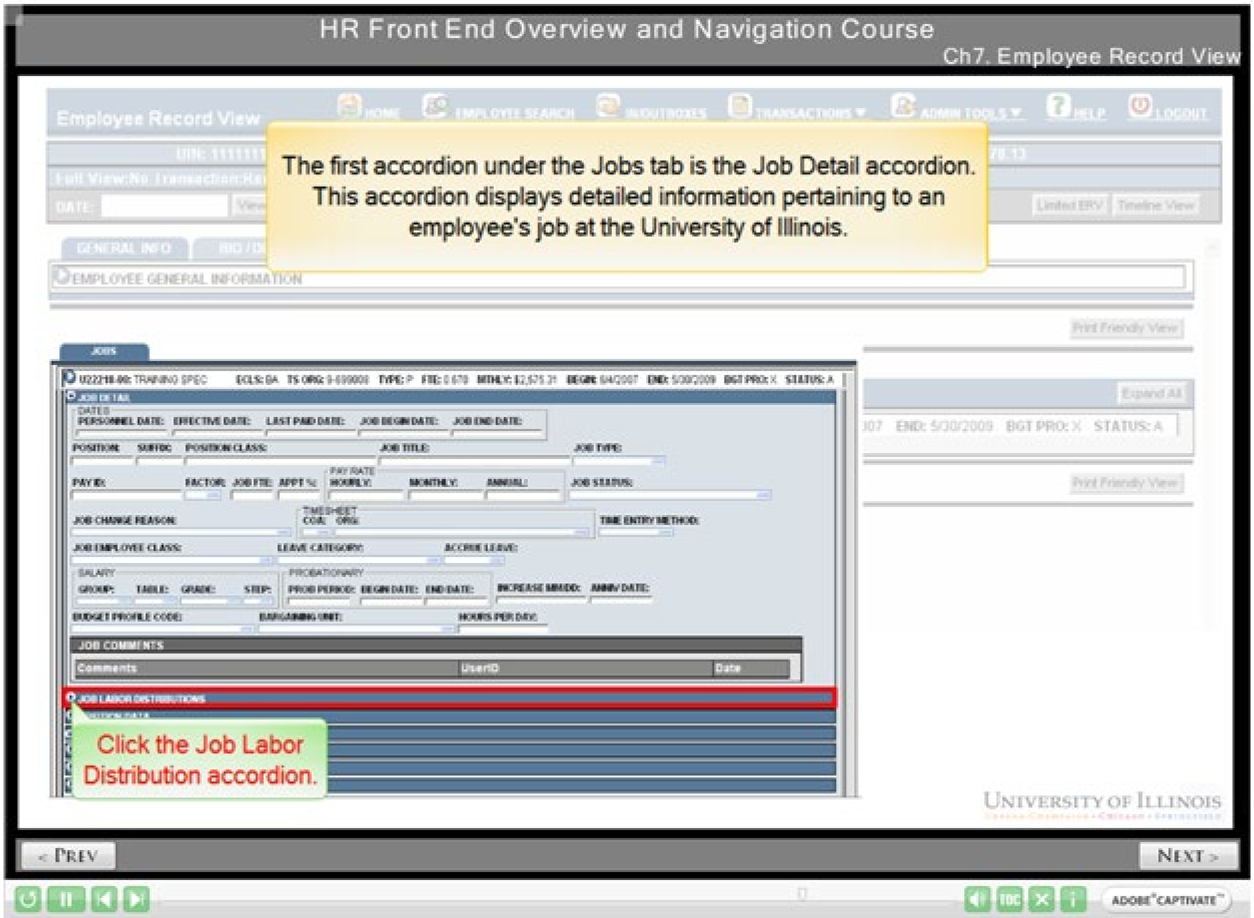

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Once you are taken back to the Employee Record View, you can see that the attachment has been successfully uploaded and you have several options of which you are able to View, Delete, or Add another attachment.
User can limit who can see this document by checking/unchecking the box(es) under Viewable Orgs.
Click the Save button to continue.
Description
Viewable Orgs
View
Delete
application
9-699008 AITS ITPC
Add Attachment
Save
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

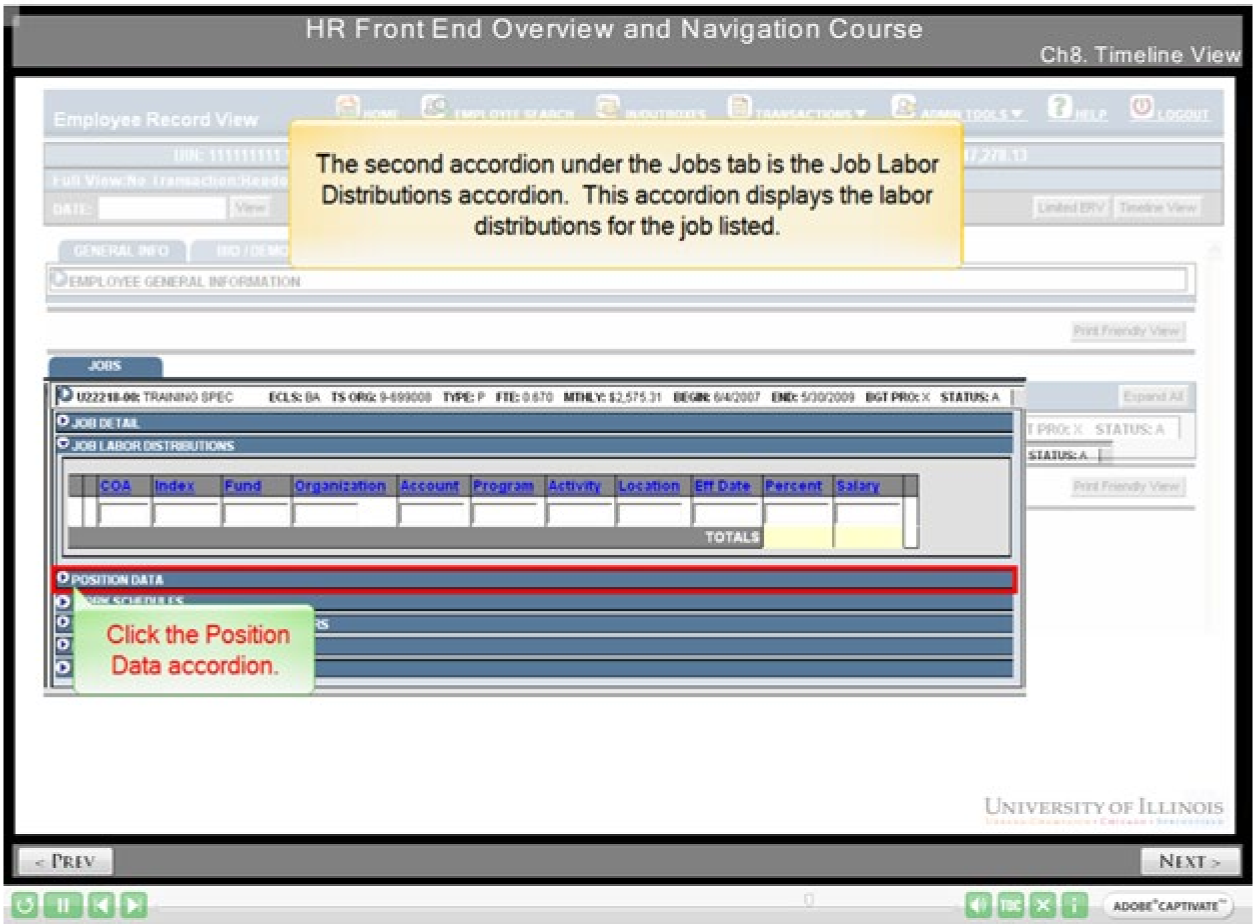

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Now that we have explored the Attachments feature, we will move on to the Audit Trail feature.
Employee Record View
AUDIT TRAIL
Let's explore the Audit Trail feature. Click the Audit Trail tab.
University of Illinois
< Prev
Next >

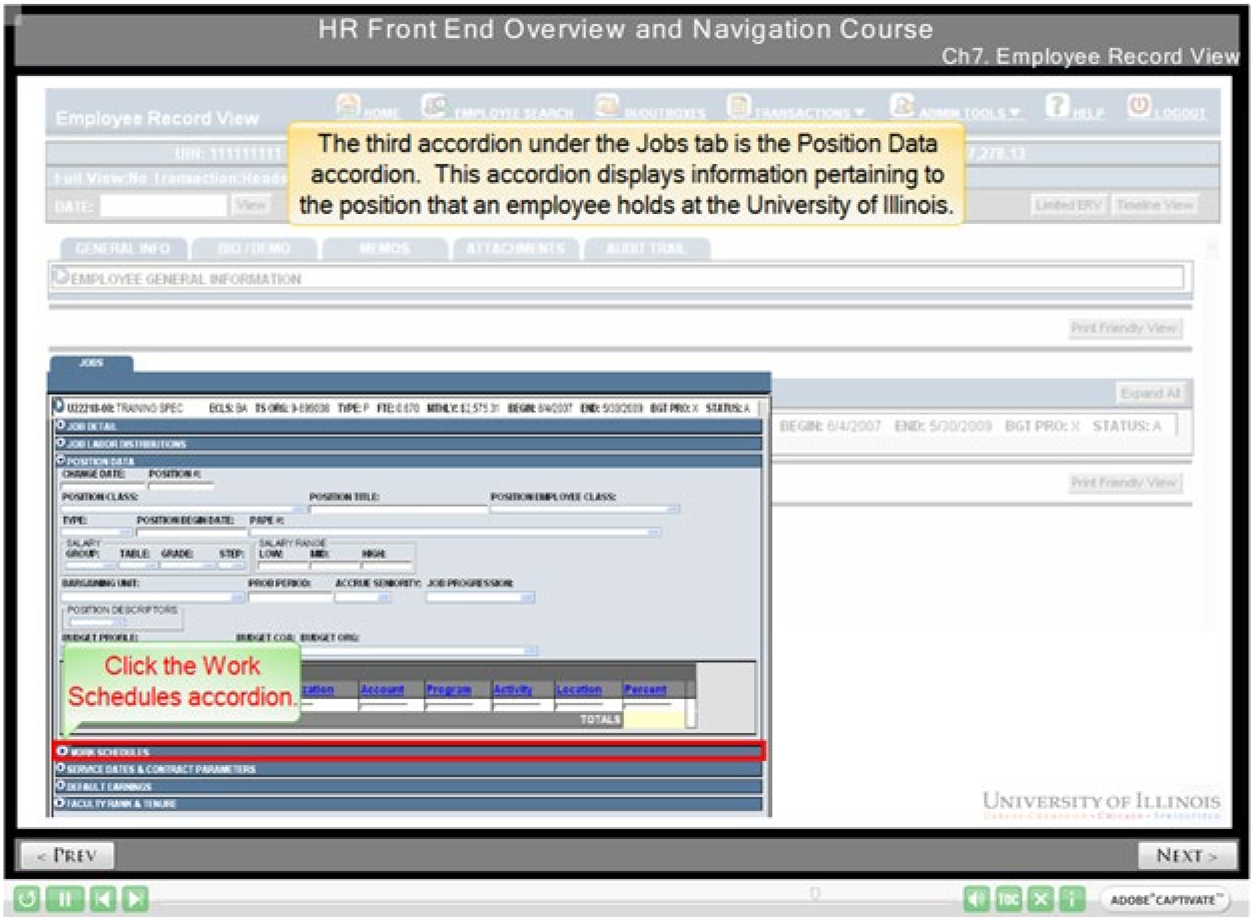

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Audit Trail feature allows you to track the changes that have been made along the routing path of a transaction.
Employee Record View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
Action
Action Timestamp
Stop
Owner
Changes/Notes
TAKE OWNERSHIP
2008-09-11 10:12:37.0
Public, John
CREATE TRANSACTION (1760)
ROUTED
DATA CHANGE: EMPDATA (4088)
You are able to see:
What action was taken (Action)
When it took place (Action Timestamp)
Where the transaction has been, and where it will travel along the routing path (Stop)
Who worked on the transaction (Owner)
What changes took place (Changes/Notes)
Click Next to continue
< PREV
NEXT >

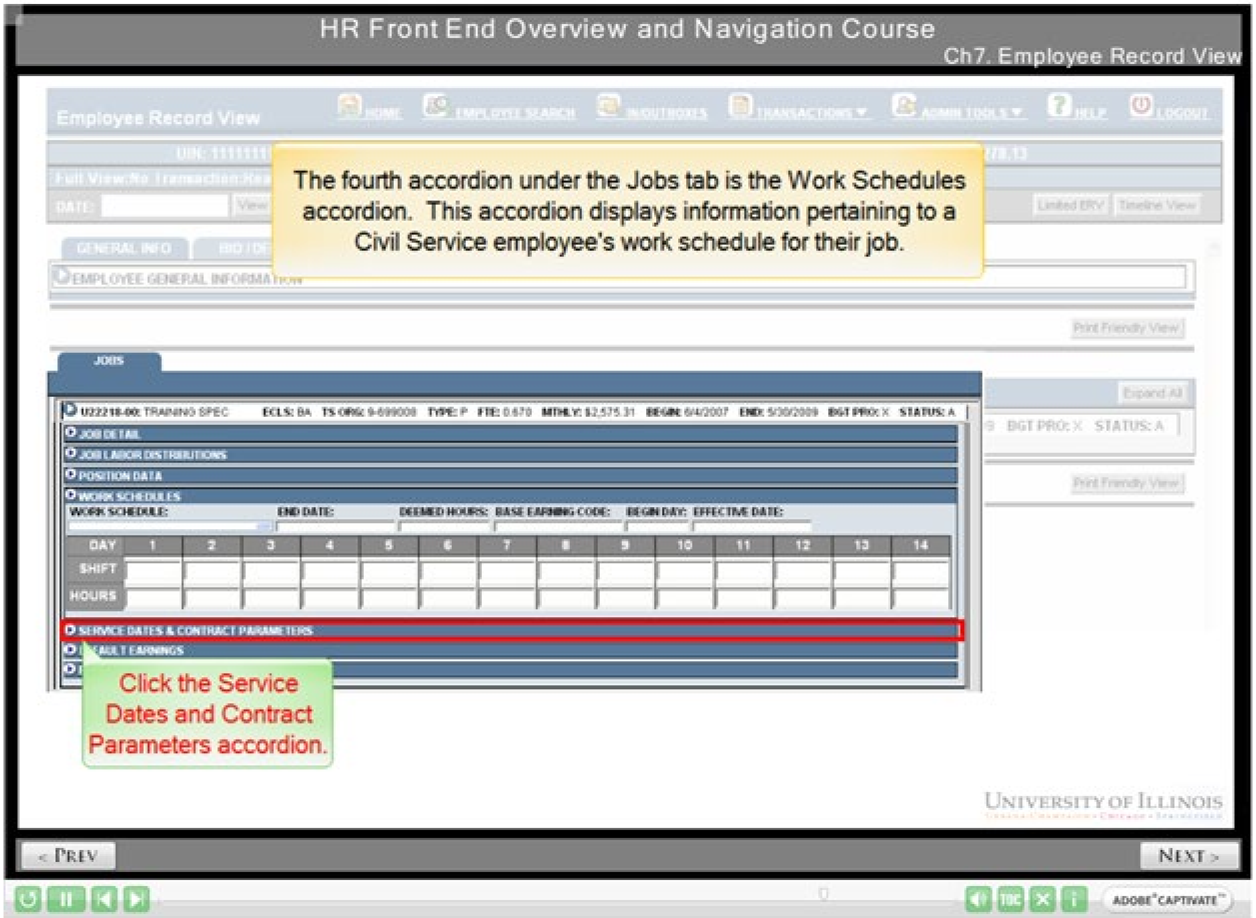

HR Front End Overview and Navigation Course
Ch7. Employee Record View
One additional tab that might appear in the Employee Record View.
This tab contains information pertaining to the Federal Work Study.
Employee Record View
1.336000 Intercollegiate Athletics ECLS: SA
DATE: 2/19/2009 View
Limited ERV Timeline View
GENERAL INFO
BIO / DEMO
FWS
MEMOS
ATTACHMENTS
AUDIT TRAIL
FWS INFORMATION
AID YEAR:
0809
AWARDS:
Fund Status Offered Accepted Paid Remaining
1100WS, Federal Work Study Accepted $3,000.00 $3,000.00 0.00 $3,000.00
JOBS:
Position Suffix Placement Job Title Status Pay Rate Auth Hours Auth Earnings Stipend Auth Start Auth End Pay Start Pay End
U98325 00 On Campus Employment Technical Authorized 8.5 88.24 $750.00 0.00 9/7/2008 5/16/2009 9/7/2008 5/16/2009
U98325 01 On Campus Employment Technical Authorized 8.5 88.24 $750.00 0.00 9/7/2008 5/16/2009 9/7/2008 5/16/2009
U98325 02 On Campus Employment Technical Authorized 8.5 88.24 $750.00 0.00 9/7/2008 5/16/2009 9/7/2008 5/16/2009
U98325 03 On Campus Employment Technical Authorized 8.5 88.24 $750.00 0.00 9/7/2008 5/16/2009 9/7/2008 5/16/2009
This tab contains information pertaining to the following:
• Aid Year associated with the Federal Work Study
• Awards associated with the Federal Work Study
• Jobs associated with the Federal Work Study
Click Next to continue
< PREV
NEXT >

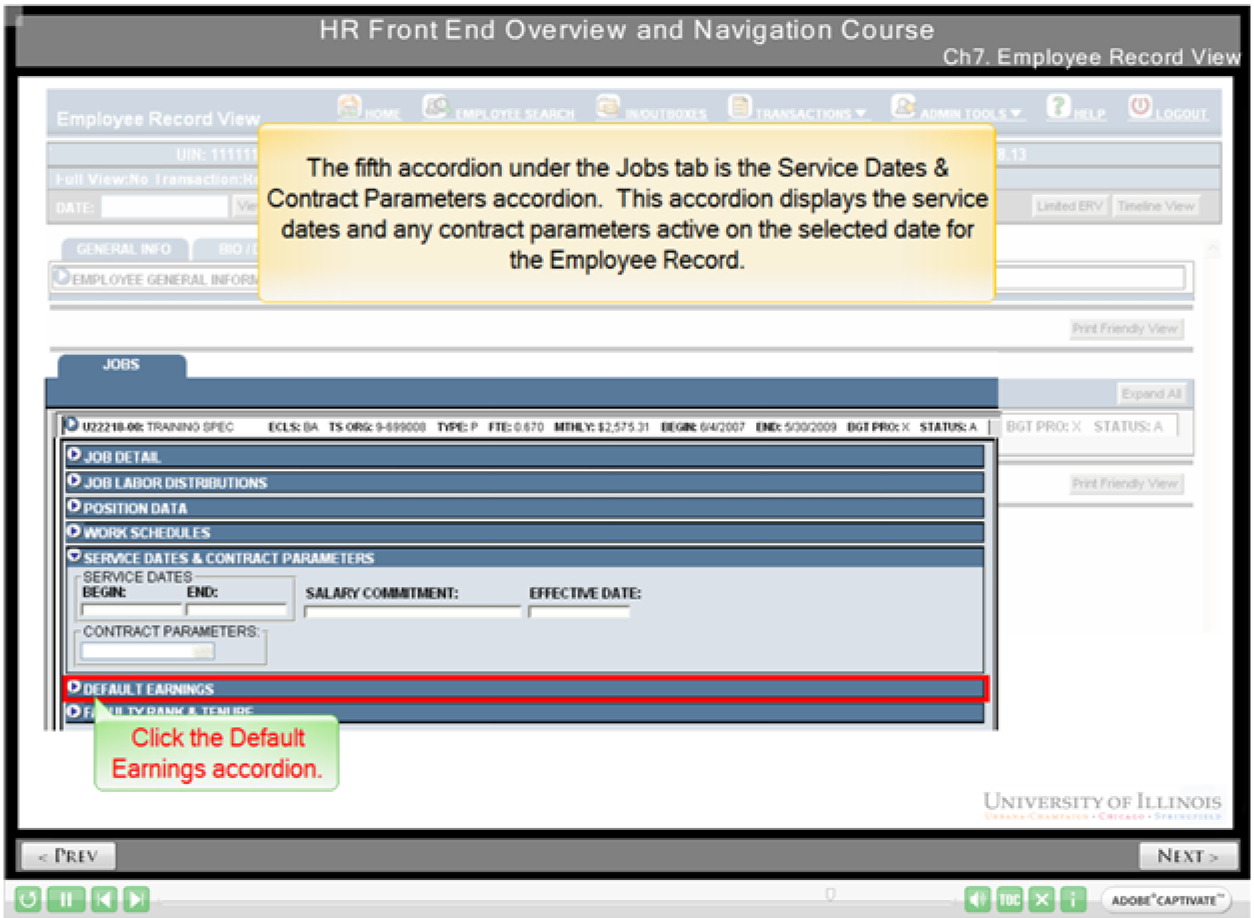

HR Front End Overview and Navigation Course
Ch7. Employee Record View
The Jobs tab provides information pertaining to jobs to which the employee holds at the University of Illinois. Similar to the Employee Information, Job information is condensed in an accordion layout. This is in order that users can expand one or more accordions to view particular data.
JOBS
JOB DETAIL
Let's explore the Job Detail. Click the Job Detail accordion
FACULTY RANK & TENURE
< PREV
NEXT >

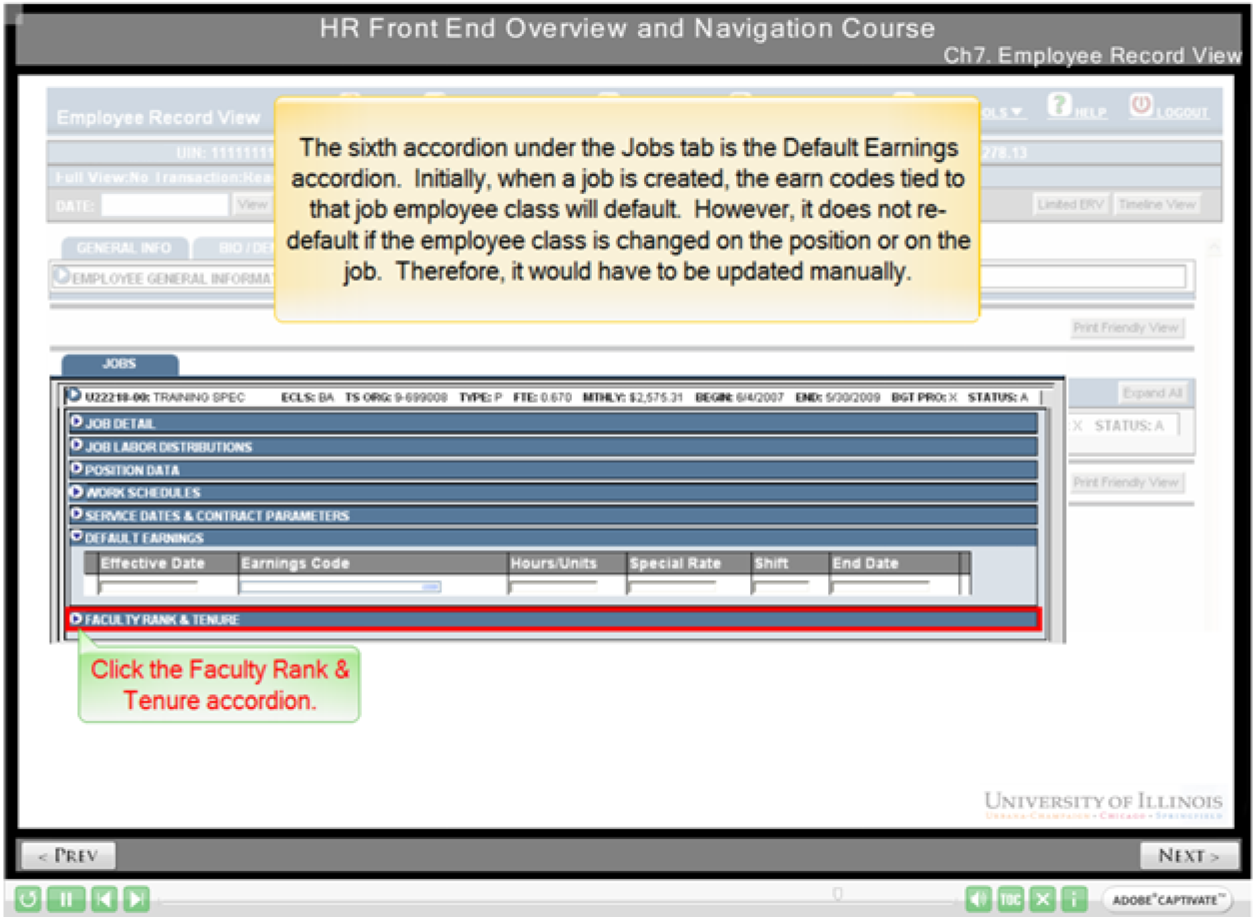

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The first accordion under the Jobs tab is the Job Detail accordion. This accordion displays detailed information pertaining to an employee's job at the University of Illinois.
Click the Job Labor Distribution accordion.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

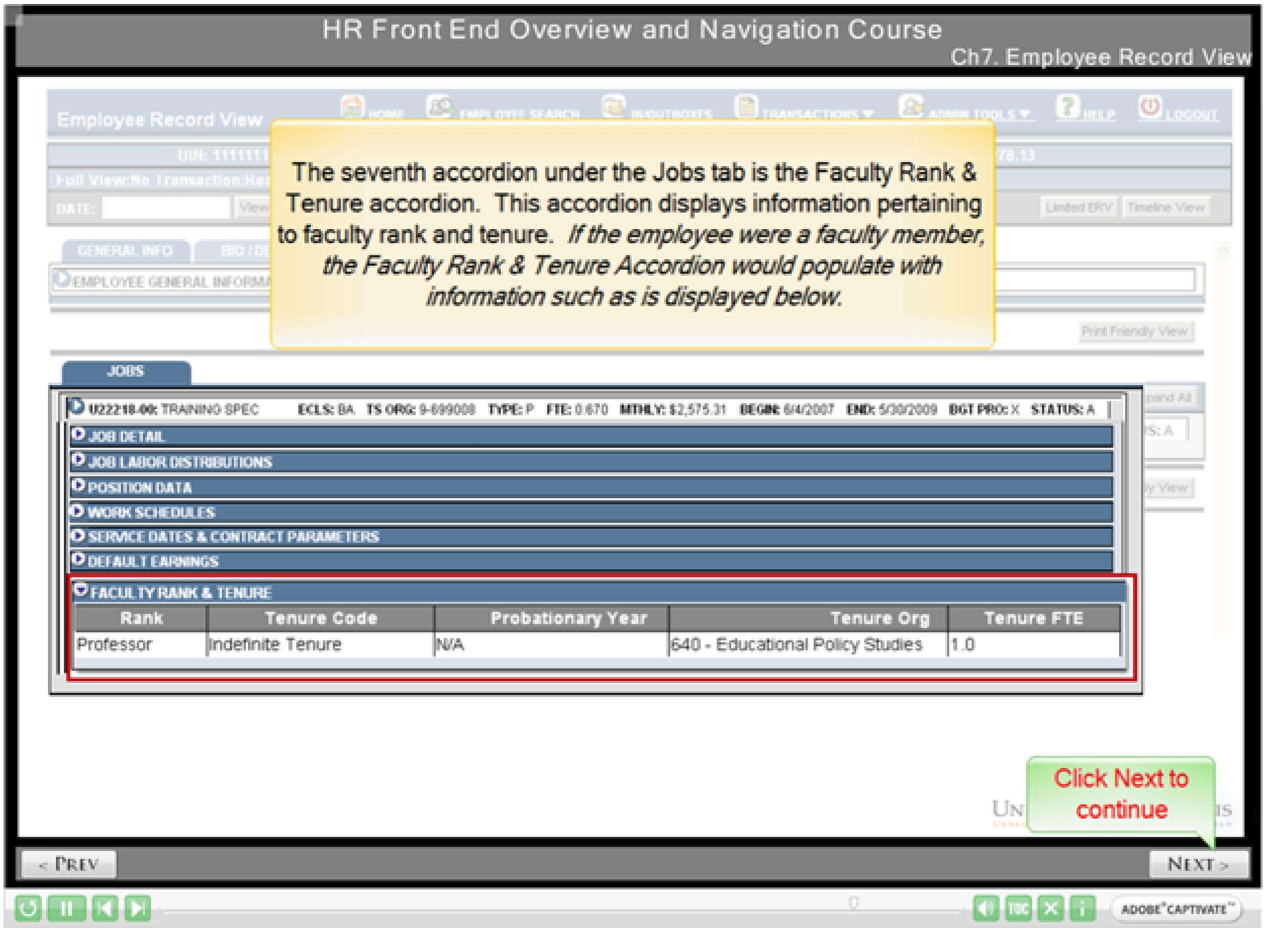

HR Front End Overview and Navigation Course
Ch8. Timeline View
Employee Record View
The second accordion under the Jobs tab is the Job Labor Distributions accordion. This accordion displays the labor distributions for the job listed.
GENERAL INFO
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
JOB DETAIL
JOB LABOR DISTRIBUTIONS
COA
Index
Fund
Organization
Account
Program
Activity
Location
Eff Date
Percent
Salary
TOTALS
POSITION DATA
Click the Position Data accordion.
< PREV
NEXT >

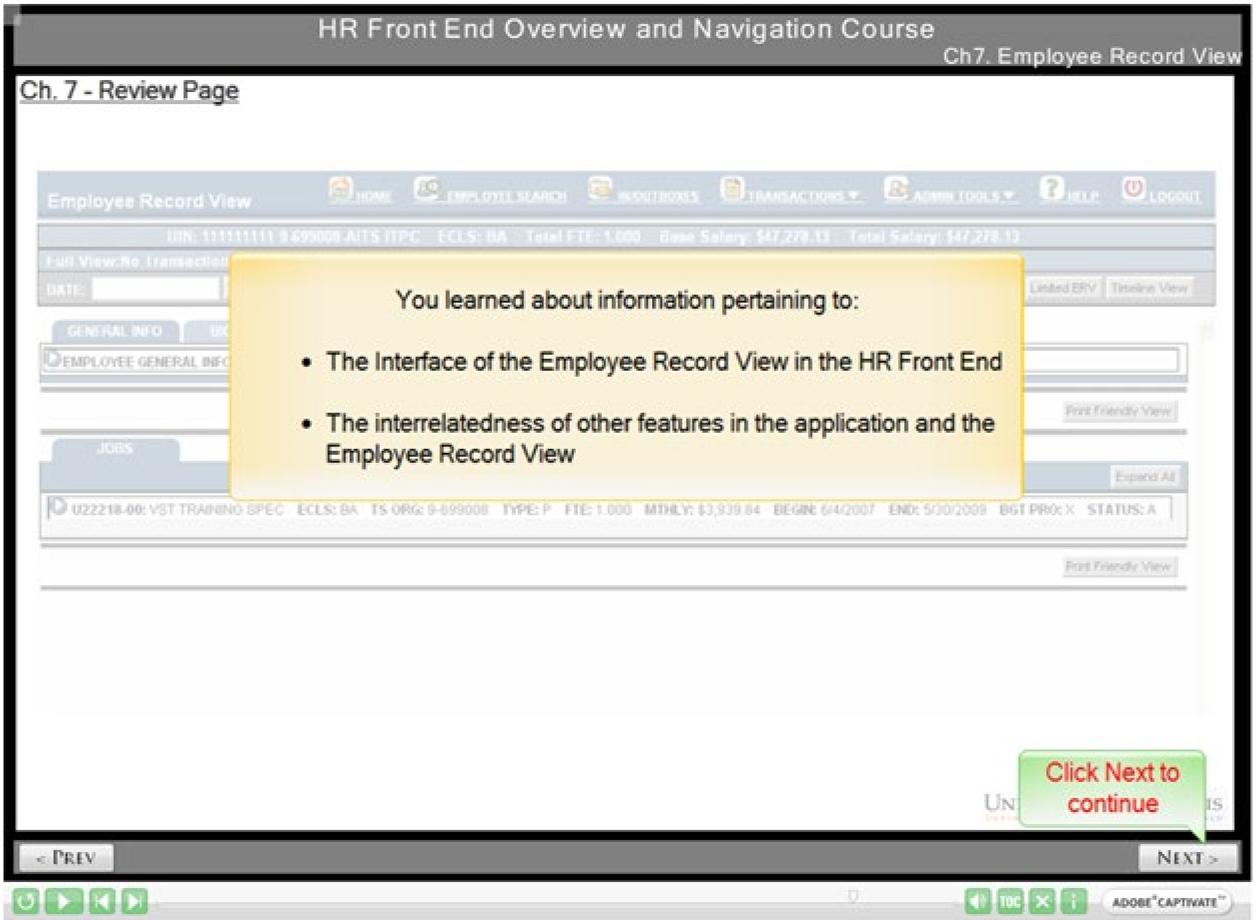

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The third accordion under the Jobs tab is the Position Data accordion. This accordion displays information pertaining to the position that an employee holds at the University of Illinois.
Click the Work Schedules accordion.
< PREV
NEXT >

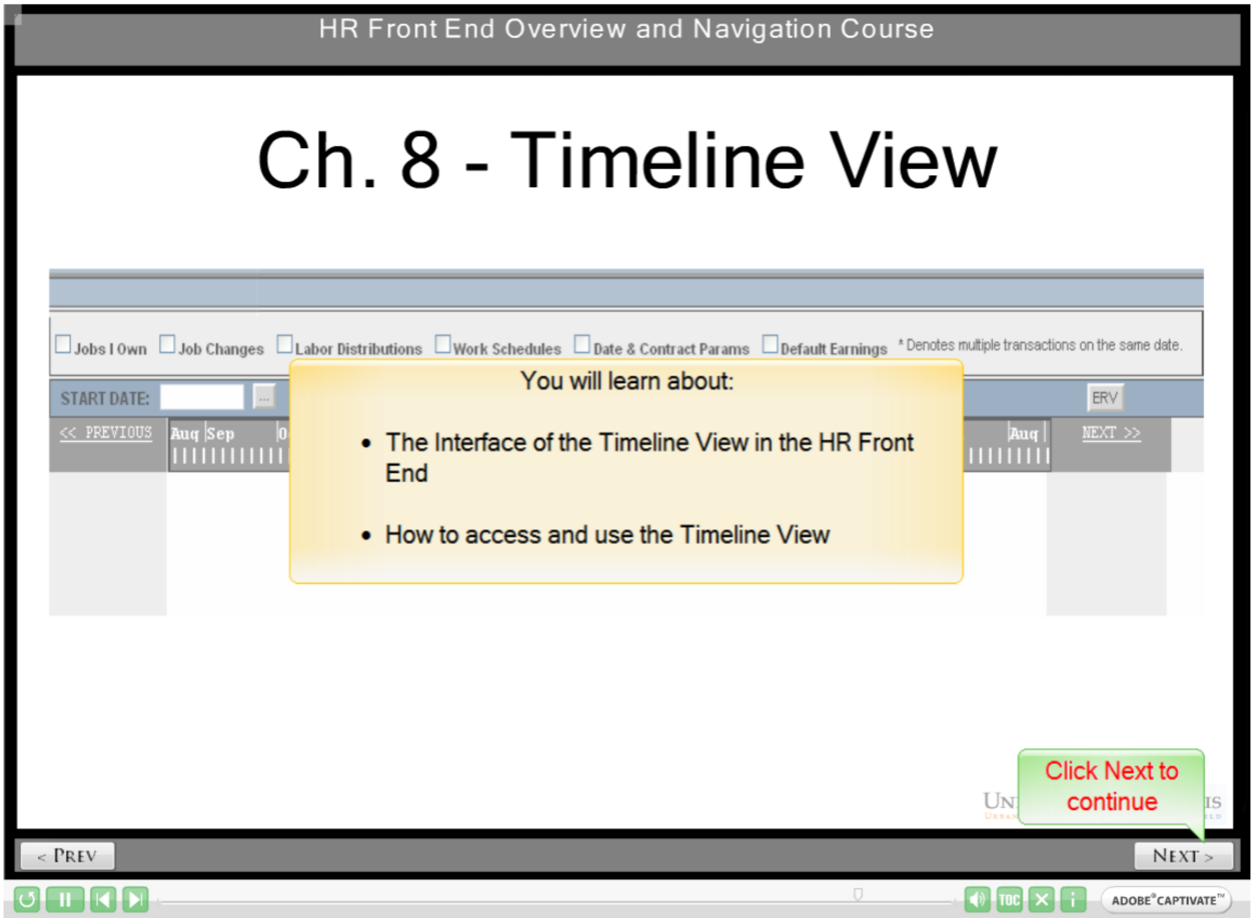

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The fourth accordion under the Jobs tab is the Work Schedules accordion. This accordion displays information pertaining to a Civil Service employee's work schedule for their job.
JOBS
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
Click the Service Dates and Contract Parameters accordion.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

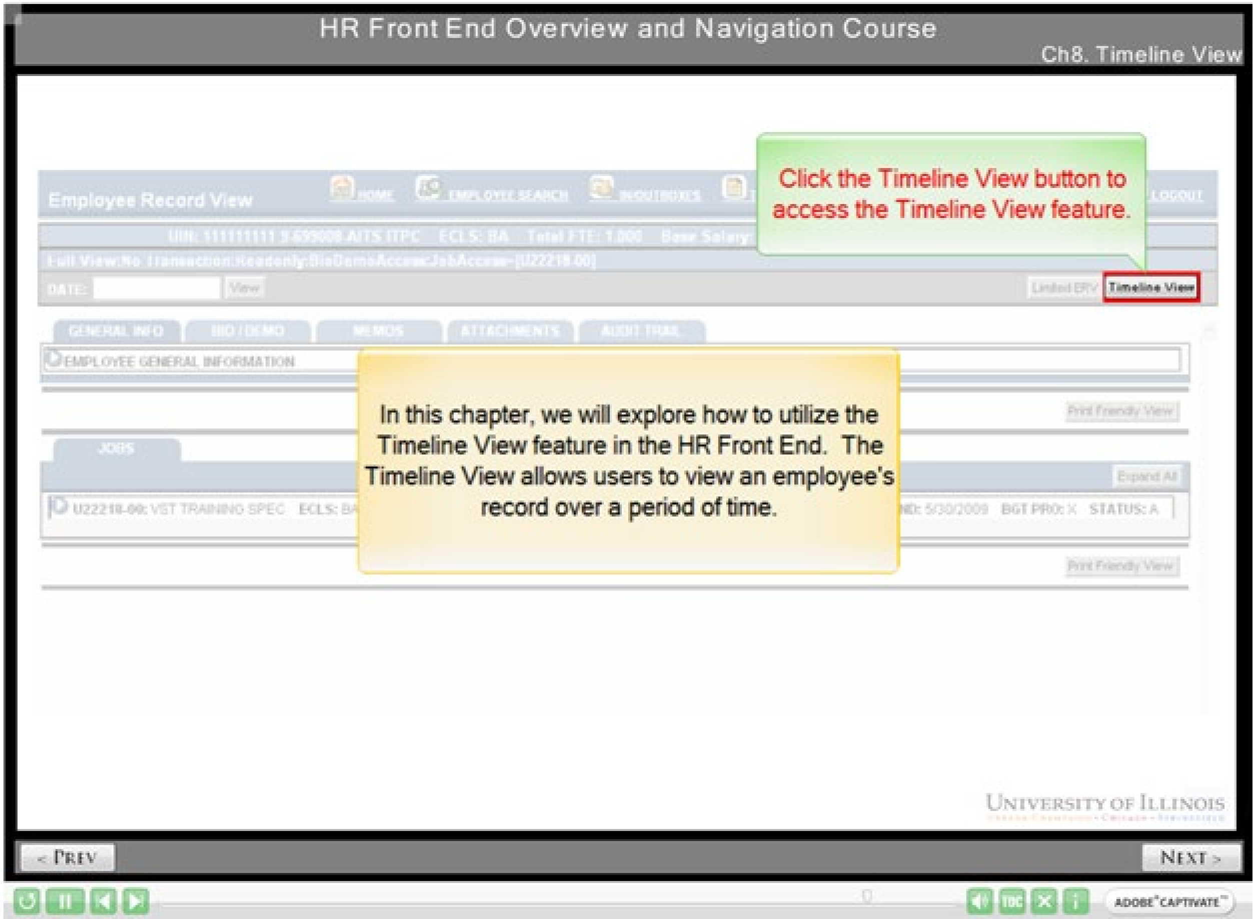

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The fifth accordion under the Jobs tab is the Service Dates & Contract Parameters accordion. This accordion displays the service dates and any contract parameters active on the selected date for the Employee Record.
JOBS
JOB DETAIL
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
SERVICE DATES
BEGIN:
END:
SALARY COMMITMENT:
EFFECTIVE DATE:
CONTRACT PARAMETERS:
DEFAULT EARNINGS
Click the Default Earnings accordion.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

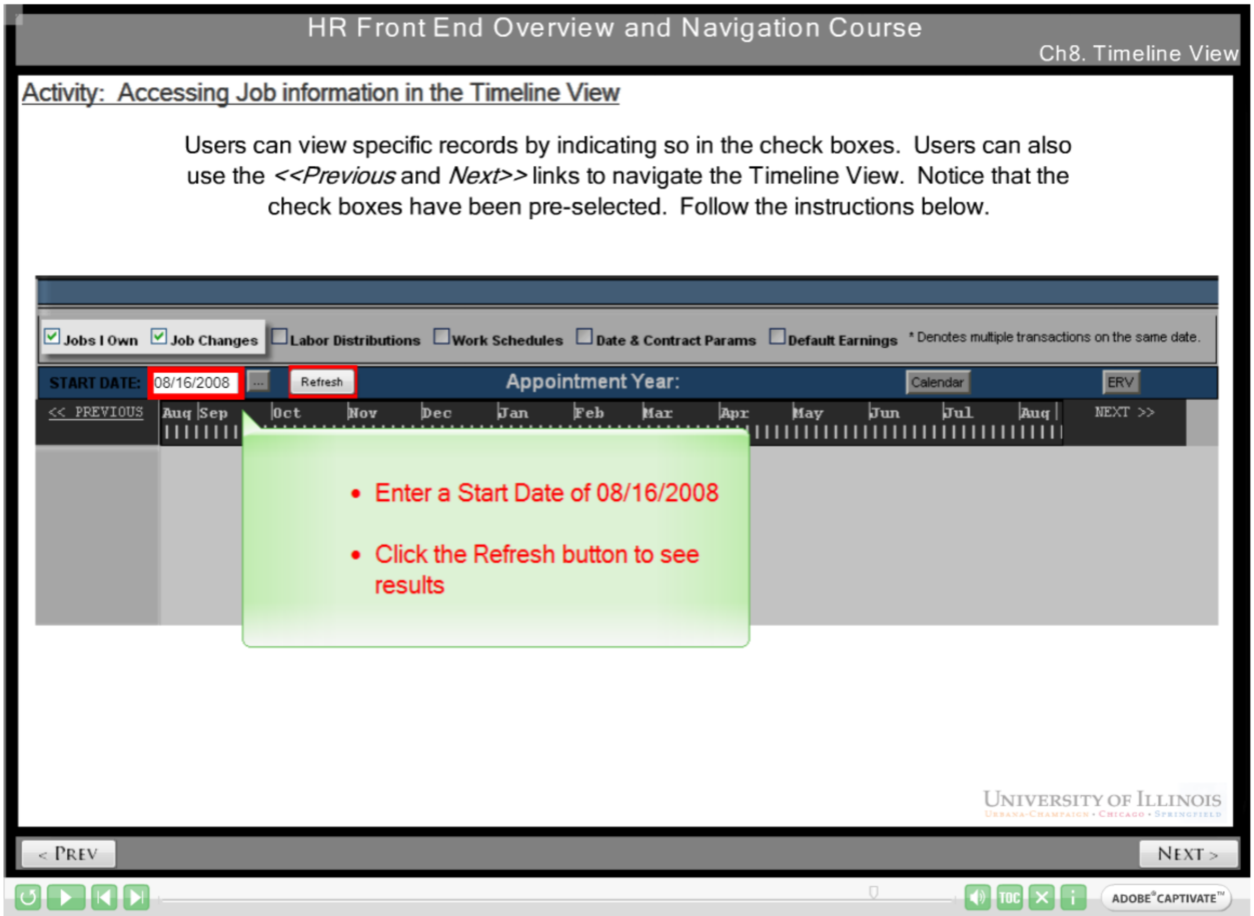

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The sixth accordion under the Jobs tab is the Default Earnings accordion. Initially, when a job is created, the earn codes tied to that job employee class will default. However, it does not re-default if the employee class is changed on the position or on the job. Therefore, it would have to be updated manually.
JOBS
JOB DETAIL
JOB LABOR DISTRIBUTIONS
POSITION DATA
WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
Effective Date
Earnings Code
Hours/Units
Special Rate
Shift
End Date
FACULTY RANK & TENURE
Click the Faculty Rank & Tenure accordion.
UNIVERSITY OF ILLINOIS
< PREV
NEXT >

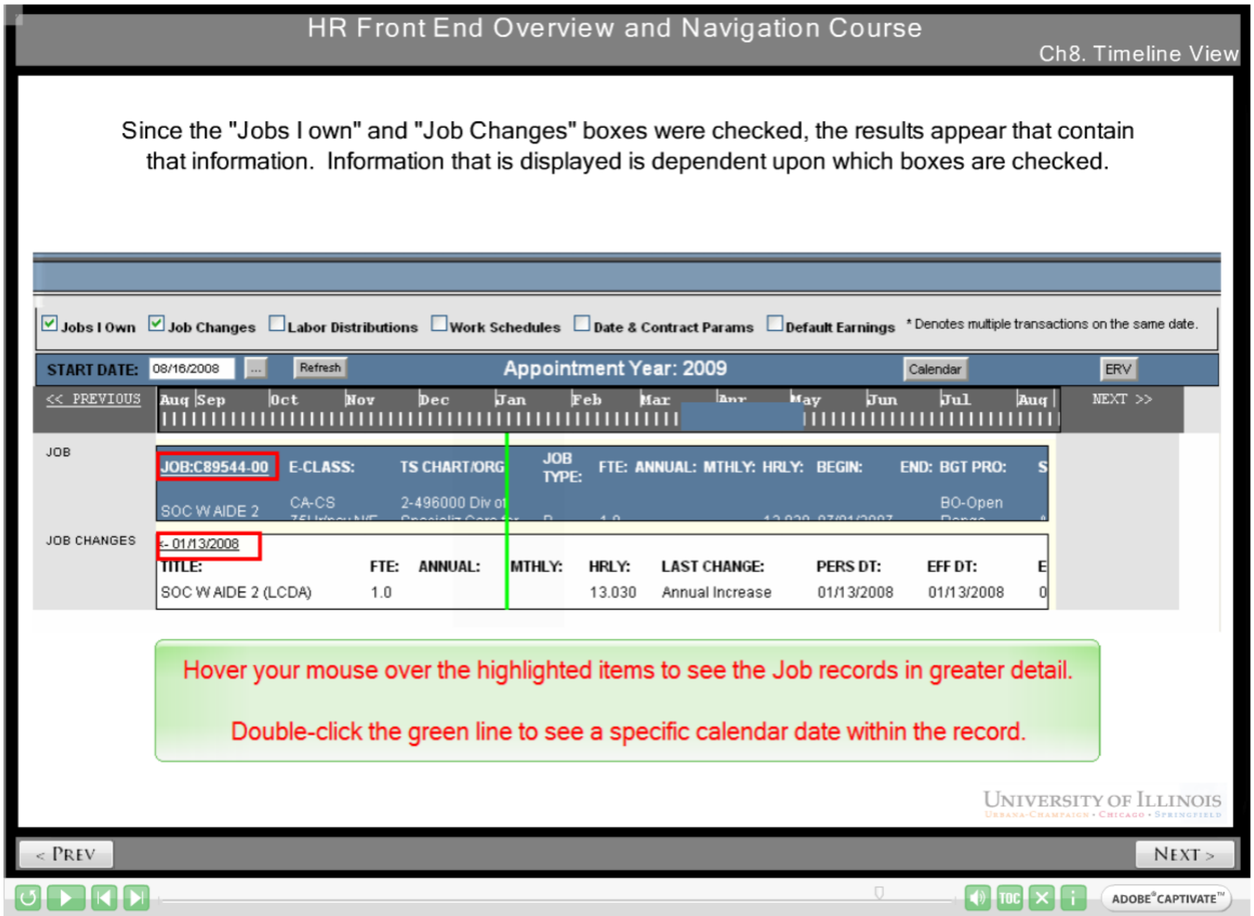

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Employee Record View
The seventh accordion under the Jobs tab is the Faculty Rank & Tenure accordion. This accordion displays information pertaining to faculty rank and tenure. If the employee were a faculty member, the Faculty Rank & Tenure Accordion would populate with information such as is displayed below.
JOBS
U22218-00: TRAINING SPEC ECLS: BA TS ORG: 9-699008 TYPE: P FTE: 0.670 MTHLY: $2,575.31 BEGIN: 6/4/2007 END: 5/30/2009 BGT PRO: X STATUS: A
JOB DETAIL
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
640 - Educational Policy Studies
1.0
Click Next to continue
< PREV
NEXT >

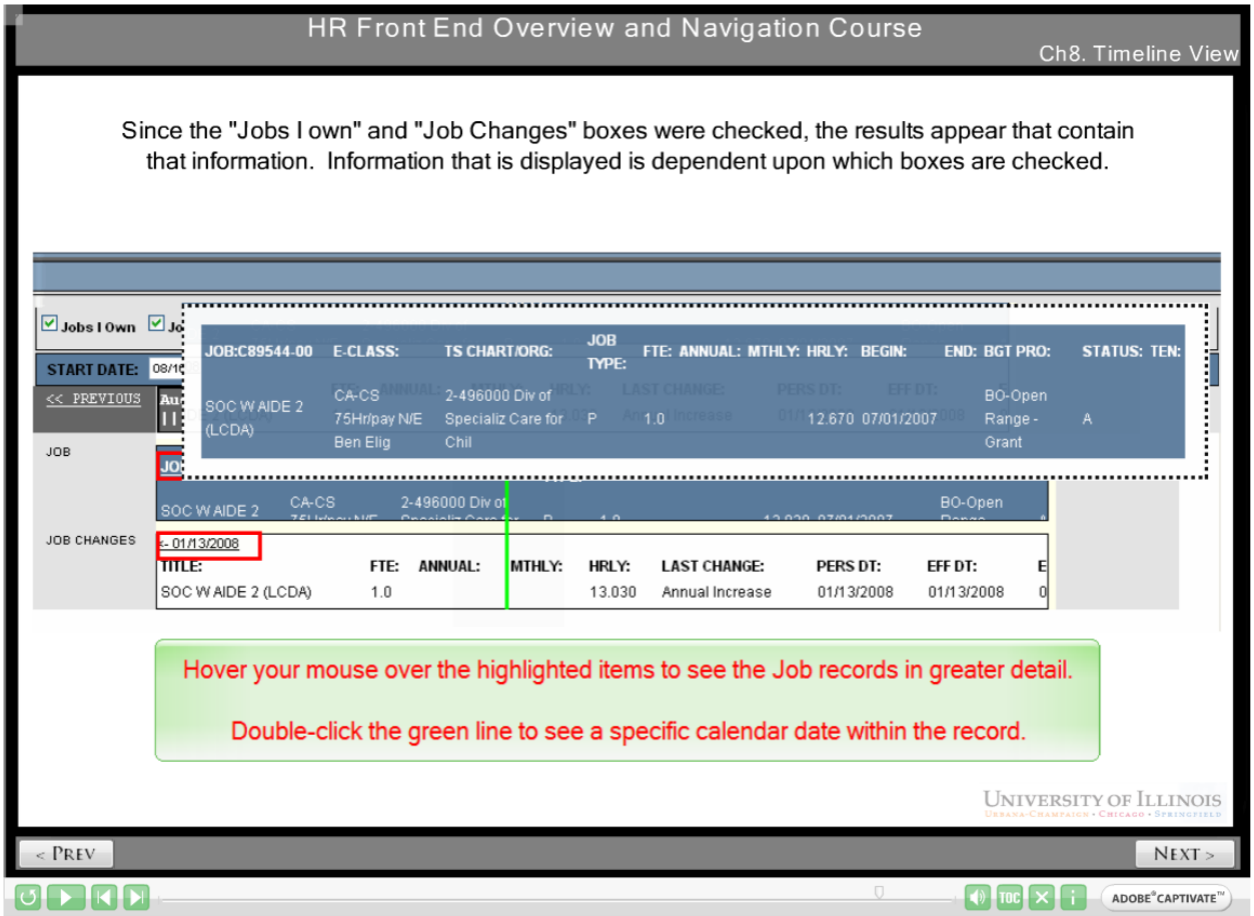

HR Front End Overview and Navigation Course
Ch7. Employee Record View
Ch. 7 - Review Page
Employee Record View
You learned about information pertaining to:
• The Interface of the Employee Record View in the HR Front End
• The interrelatedness of other features in the application and the Employee Record View
Click Next to continue
< PREV
NEXT >

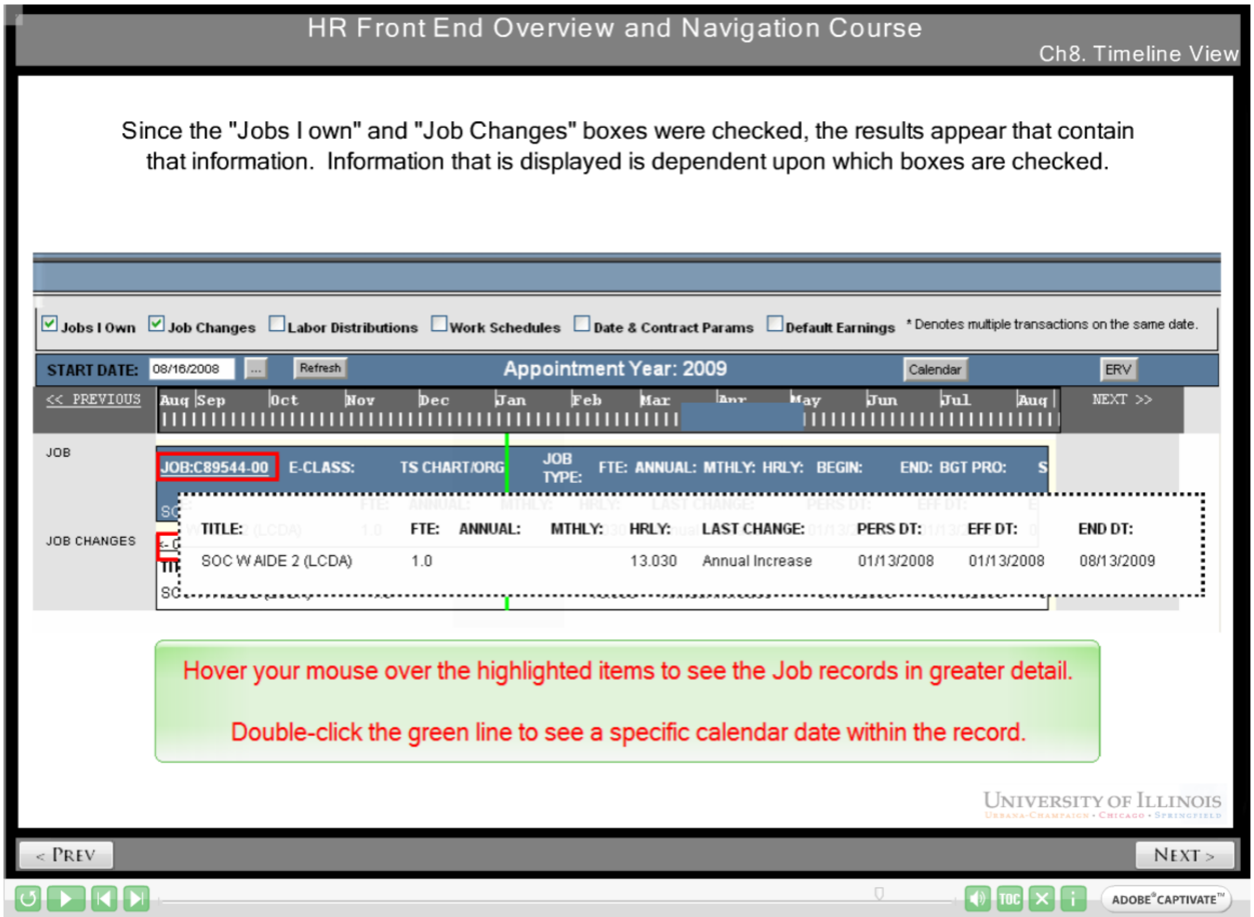

HR Front End Overview and Navigation Course
Ch. 8 - Timeline View
Jobs I Own
Job Changes
Labor Distributions
Work Schedules
Date & Contract Params
Default Earnings
* Denotes multiple transactions on the same date.
START DATE:
ERV
<< PREVIOUS
NEXT >>
You will learn about:
• The Interface of the Timeline View in the HR Front End
• How to access and use the Timeline View
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE

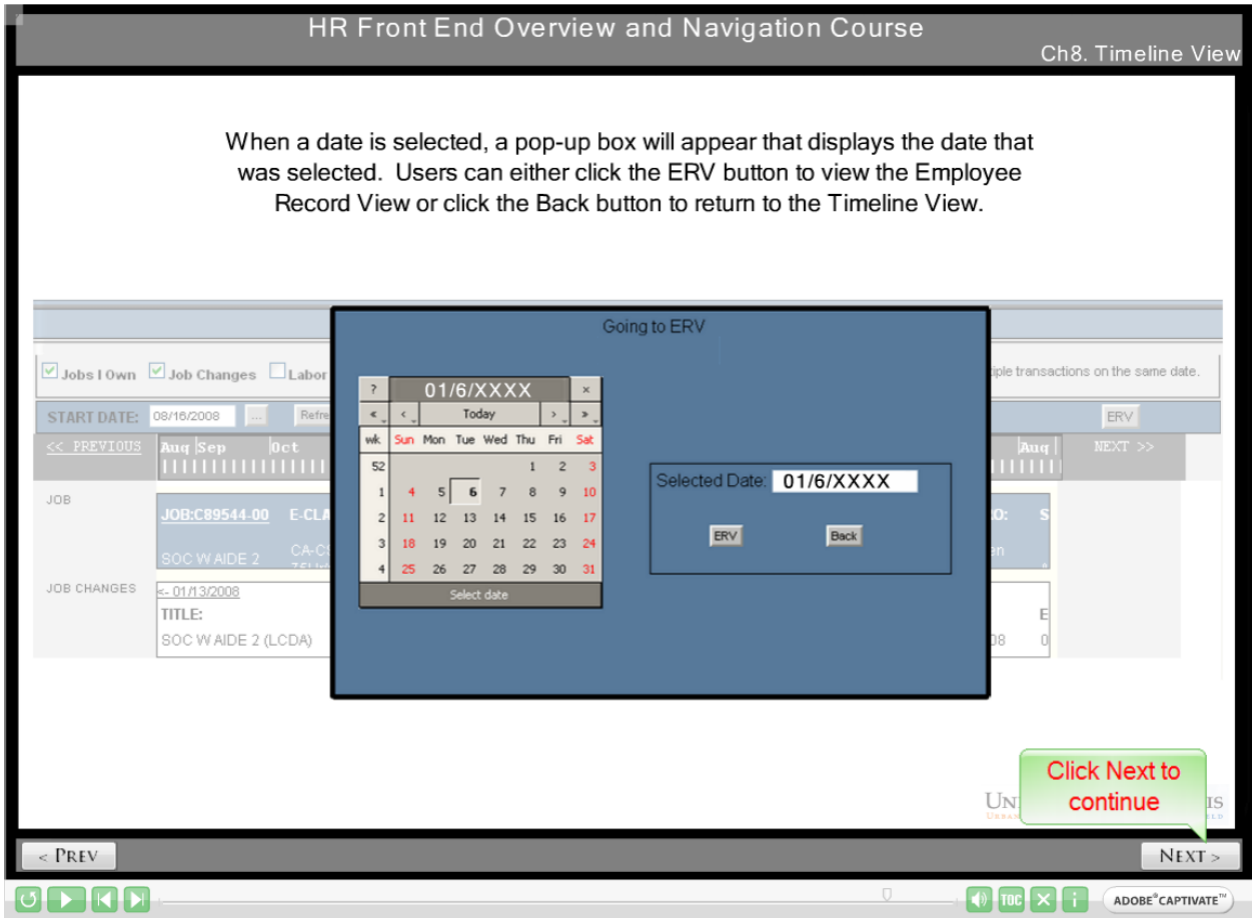

HR Front End Overview and Navigation Course
Ch8. Timeline View
Click the Timeline View button to access the Timeline View feature.
In this chapter, we will explore how to utilize the Timeline View feature in the HR Front End. The Timeline View allows users to view an employee's record over a period of time.
Employee Record View
Timeline View
< Prev
Next >

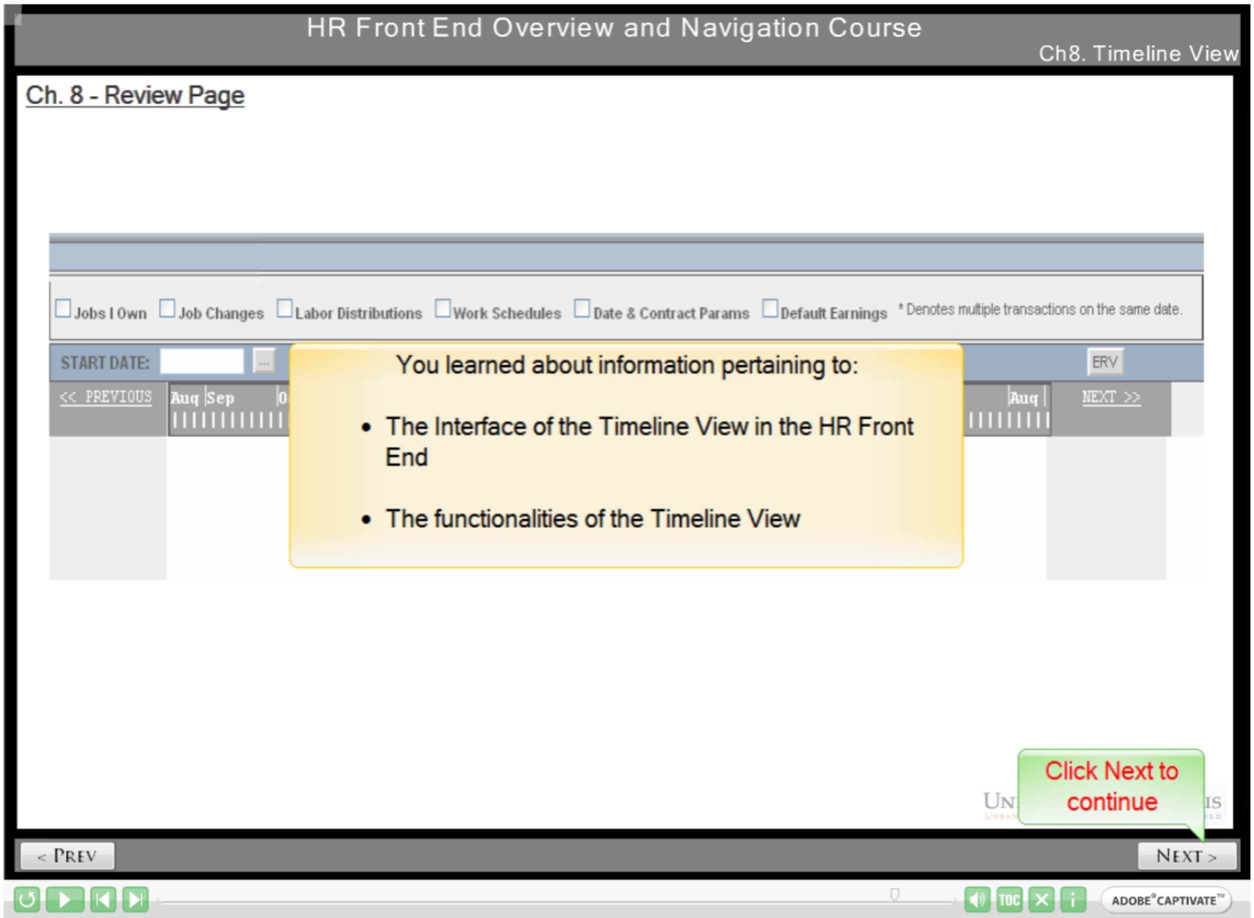

HR Front End Overview and Navigation Course
Ch8. Timeline View
Activity: Accessing Job information in the Timeline View
Users can view specific records by indicating so in the check boxes. Users can also use the <<Previous and Next>> links to navigate the Timeline View. Notice that the check boxes have been pre-selected. Follow the instructions below.
Jobs I Own
Job Changes
Labor Distributions
Work Schedules
Date & Contract Params
Default Earnings
* Denotes multiple transactions on the same date.
START DATE:
08/16/2008
Refresh
Appointment Year:
Calendar
ERV
<< PREVIOUS
Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug
NEXT >>
• Enter a Start Date of 08/16/2008
• Click the Refresh button to see results
University of Illinois
< Prev
Next >
TOC
Adobe Captivate


HR Front End Overview and Navigation Course
Ch8. Timeline View
Since the "Jobs I own" and "Job Changes" boxes were checked, the results appear that contain that information. Information that is displayed is dependent upon which boxes are checked.
Jobs I Own
Job Changes
Labor Distributions
Work Schedules
Date & Contract Params
Default Earnings
* Denotes multiple transactions on the same date.
START DATE: 08/16/2008
Refresh
Appointment Year: 2009
Calendar
ERV
<< PREVIOUS
Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug
NEXT >>
JOB
JOB:C89544-00
E-CLASS:
TS CHART/ORG
JOB TYPE:
FTE: ANNUAL: MTHLY: HRLY: BEGIN: END: BGT PRO:
SOC W AIDE 2
CA-CS
2-496000 Div of
BO-Open
JOB CHANGES
<- 01/13/2008
TITLE: FTE: ANNUAL: MTHLY: HRLY: LAST CHANGE: PERS DT: EFF DT:
SOC W AIDE 2 (LCDA) 1.0 13.030 Annual Increase 01/13/2008 01/13/2008
Hover your mouse over the highlighted items to see the Job records in greater detail.
Double-click the green line to see a specific calendar date within the record.
UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD
< PREV
NEXT >
ADOBE CAPTIVATE

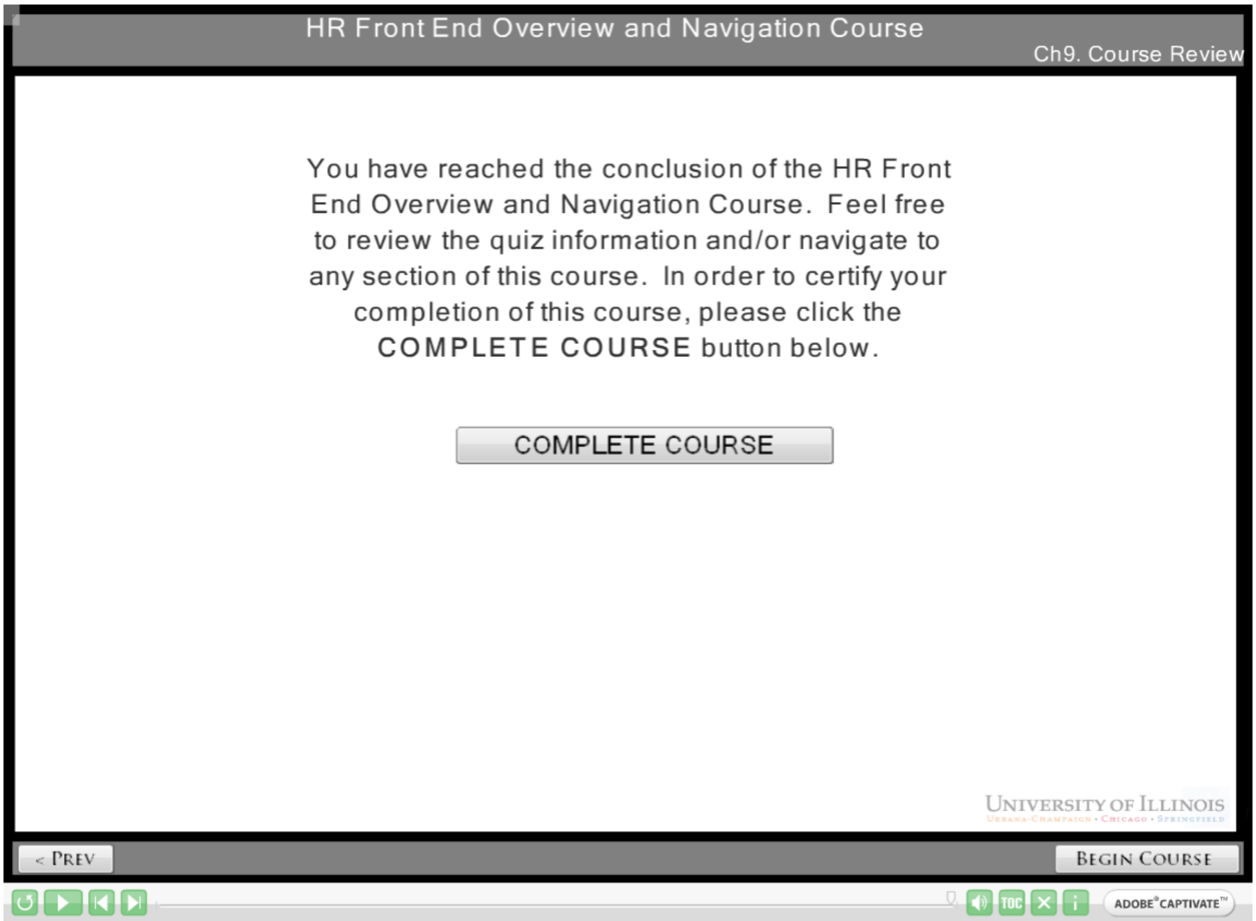

HR Front End Overview and Navigation Course
Ch8. Timeline View
Since the "Jobs I own" and "Job Changes" boxes were checked, the results appear that contain that information. Information that is displayed is dependent upon which boxes are checked.
Jobs I Own
START DATE:
<< PREVIOUS
JOB
JOB CHANGES
JOB:C89544-00
E-CLASS:
TS CHART/ORG:
JOB TYPE:
FTE:
ANNUAL:
MTHLY:
HRLY:
BEGIN:
END:
BGT PRO:
STATUS:
TEN:
SOC W AIDE 2 (LCDA)
CA-CS 75Hr/pay N/E Ben Elig
2-496000 Div of Specializ Care for Chil
P
1.0
12.670
07/01/2007
BO-Open Range - Grant
A
<- 01/13/2008
TITLE:
FTE:
ANNUAL:
MTHLY:
HRLY:
LAST CHANGE:
PERS DT:
EFF DT:
SOC W AIDE 2 (LCDA)
1.0
13.030
Annual Increase
01/13/2008
01/13/2008
Hover your mouse over the highlighted items to see the Job records in greater detail.
Double-click the green line to see a specific calendar date within the record.
University of Illinois
< Prev
Next >
TOC
Adobe Captivate


HR Front End Overview and Navigation Course
Ch8. Timeline View
Since the "Jobs I own" and "Job Changes" boxes were checked, the results appear that contain that information. Information that is displayed is dependent upon which boxes are checked.
Jobs I Own
Job Changes
Labor Distributions
Work Schedules
Date & Contract Params
Default Earnings
* Denotes multiple transactions on the same date.
START DATE:
08/16/2008
Refresh
Appointment Year: 2009
Calendar
ERV
<< PREVIOUS
NEXT >>
JOB
JOB CHANGES
JOB:C89544-00
E-CLASS:
TS CHART/ORG
JOB TYPE:
TITLE:
FTE:
ANNUAL:
MTHLY:
HRLY:
LAST CHANGE:
PERS DT:
EFF DT:
END DT:
SOC W AIDE 2 (LCDA)
1.0
13.030
Annual Increase
01/13/2008
01/13/2008
08/13/2009
Hover your mouse over the highlighted items to see the Job records in greater detail.
Double-click the green line to see a specific calendar date within the record.
University of Illinois
< Prev
Next >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch8. Timeline View
When a date is selected, a pop-up box will appear that displays the date that was selected. Users can either click the ERV button to view the Employee Record View or click the Back button to return to the Timeline View.
Going to ERV
01/6/XXXX
Today
Select date
Selected Date: 01/6/XXXX
ERV
Back
Jobs I Own
Job Changes
START DATE:
08/16/2008
<< PREVIOUS
NEXT >>
JOB
JOB:C89544-00
SOC W AIDE 2
JOB CHANGES
<- 01/13/2008
TITLE:
SOC W AIDE 2 (LCDA)
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE



HR Front End Overview and Navigation Course
Ch8. Timeline View
Ch. 8 - Review Page
Jobs I Own
Job Changes
Labor Distributions
Work Schedules
Date & Contract Params
Default Earnings
* Denotes multiple transactions on the same date.
START DATE:
<< PREVIOUS
NEXT >>
You learned about information pertaining to:
• The Interface of the Timeline View in the HR Front End
• The functionalities of the Timeline View
Click Next to continue
< PREV
NEXT >
ADOBE CAPTIVATE


HR Front End Overview and Navigation Course
Ch9. Course Review
You have reached the conclusion of the HR Front End Overview and Navigation Course. Feel free to review the quiz information and/or 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
UNIVERSITY OF ILLINOIS
< PREV
BEGIN COURSE
TOC
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