

Employee Job Record Changes

Human Resources Front End

How-To Guide

HR Front End Training Team

Employee Job Record Changes

HR Front End

How-To Guide

Revision Information

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APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

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

You are responsible for any activity that occurs using your logon

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

You have access to very sensitive personal information

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

Any violation could subject you to disciplinary action.

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HR Front End Employee Job Record Changes Quick View

- 1** • Locate the employee's record
- 2** • Enter the change date in the date field and click View
- 3** • Select Employee Job Record Change from the Transaction Menu.
- 4** • Change the appropriate job data, select a Job Change Reason, and Save
- 5** • Review the proposed changes in the Employee Record View.
- 6** • Transaction is routed and applied to Banner.

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Introduction

Assumptions

This guide assumes that you have completed the *HR Front End Overview and Navigation* online course. This prerequisite helps acquaint you with the general functionality of and navigation in the HR Front End. Material presented in the *HR Front End Overview and Navigation* course is not repeated in this guide.

What Is an Employee Job Record Change?

Employee Job Record Changes are changes made to Job or Position Data in the HR Front End Application. Examples of these type(s) of changes are:

- Salary Changes
- FTE Changes
- Labor Distribution Changes
- Work Schedule Changes

Conventions Used in this Guide



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in the application.

Completing an Employee Job Record Change

The Employee Job Record Change transaction is completed directly in the Employee Record View screen. It is important that the View Date be set to the date the change should occur prior to selecting the transaction type.

Changing Job Detail

1. Use the **Employee Search** to locate the employee and open the Employee Record View (ERV).

The Employee Search screen is displayed. (See Figure 1: Employee Search Screen)

2. Select the desired employee from the search results and click **Select**.

The Employee Record View is displayed.

The screenshot shows the 'Employee Search' interface. At the top, there is a navigation bar with icons for HOME, EMPLOYEE SEARCH, IN/OUTBOXES, TRANSACTIONS, ADMIN TOOLS, HELP, and LOGOUT. Below this is the search form with the following fields and values:

- UN: [Empty]
- LAST NAME: Trump
- FIRST NAME: [Empty]
- USERID: [Empty]
- SSN: [Empty]
- COA: 9 - University of Illinois - Admin
- COLLEGE: * - All
- DEPARTMENT: * - All
- ORGANIZATION: * - All
- CAMPUS: U - UIUC Urbana / Champaign
- EMPLOYEE GROUP: B - Academic Professionals
- INCLUDE TERMINATED EMPLOYEES

Buttons for 'Search' and 'Reset' are located below the search criteria. Below the search form, a 'Select' button is visible next to the text 'Query returned 1 rows.' Below this is a table with the following data:

| UIN | Last Name | First Name | E-Class | Emp Status | Home ORG |
|------------|-----------|------------|------------------------------|------------|------------------------|
| 0001123456 | Trump | Donald | DA - Acad/Pro 12mth Den Clig | A | U-9-C99000 - AITJ ITPC |

Figure 1: Employee Search Screen

3. Enter the date the change should be effective in the **Date** field, and then click **View**.

Screen refreshes and displays Employee Record View for the date selected.

4. From the **Transactions** menu, select **Employee Job Record Change**.

Screen refreshes and transaction type is displayed on the Transaction Bar.

5. Expand the appropriate **Job Detail** Accordion.

Current Job Detail is displayed.

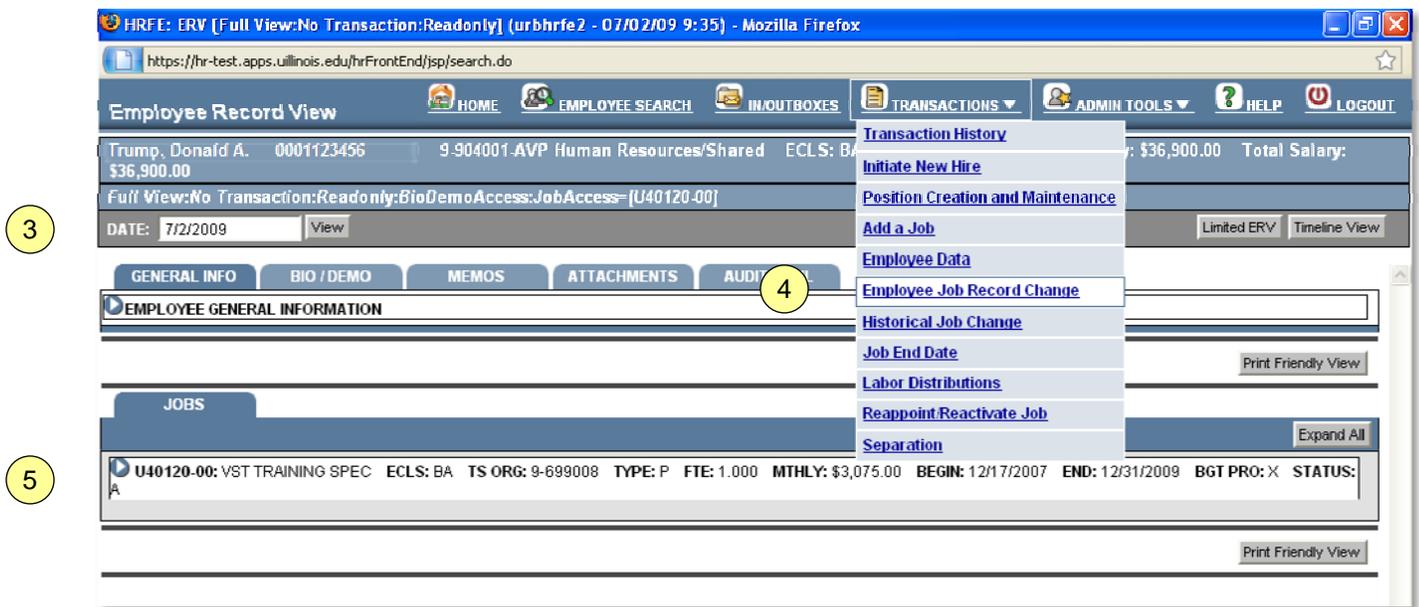


Figure 2: Beginning an Employee Job Record Change

6. Edit the necessary fields (for example **Job FTE** or **Pay Rate**) and press **Tab**.
User implemented changes display in Red. System Changes display in Green.
7. Select a **Job Change Reason**.
New Job Change Reason is displayed in Red.
8. Enter **Job Comments** and click **Add**. (if necessary)
Job Comments are saved.
9. Click **Save**.
Changes are saved and are displayed under Proposed Changes

Routing the Transaction

To move the transaction to the next stop on the route path:

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

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Save Cancel Print Friendly View

JOBS Expand All

040120-00: VST TRAINING SPEC ECLS: BA TS ORG: 0 699008 TYPE: P FTE: 1.000 MTHLY: \$3,075.00 BEGIN: 12/17/2007 END: 12/31/2009 BGT PROJ: X STATUS:

JOB DETAIL

PERSONNEL DATE: 5/31/2009 EFFECTIVE DATE: 5/31/2009 LAST PAID DATE: 6/15/2009 JOB BEGIN DATE: 12/17/2007 JOB END DATE: 12/31/2009

POSITION: U40120 SUFFIX: 00 POSITION CLASS: 6MMF SPEC IT WSTN JOB TITLE: VST TRAINING SPEC JOB TYPE: P - Primary

PAY ID: 0000000000 FACTOR: 12 JOB FTE: 1.000 APPT %: 100.0 PAY RATE: MONTHLY: \$3,750.00 ANNUAL: \$45,000.00 JOB STATUS: A - Active

17.740726 \$3,075.00 \$36,900.00

JOB CHANGE REASON: FT001 - FTE Change TIME SHEET: COA: 03 ORG: 600008 - AITS IITC TIME ENTRY METHOD: P - Payroll

JOB EMPLOYE CLASS: RA - Acad/Prof 12mth Ben Flig LEAVE CATEGORY: Y3 - 12/12 mth 2 FH 25 ACCRUE LEAVE: Y - Yes

SALARY: GROUP: 2009 TABLE: AA GRADE: UNDFD STEP: 0-0 PROB PERIOD: BEGIN DATE: END DATE: INCREASE MMU: ANNIV DATE:

BUDGET PROJ F CODE: X - Not Budgeted BARGAINING UNIT: VP - U-Visiting Academic Professional HOURS PER DAY: 8.0 SEARCH NUMBER:

JOB COMMENTS

| Comments | UserID | Date |
|-----------------------------------------------------------------------------|----------|--------------------|
| Extending Visiting Appointment to 12/31/09 | pmckenzi | 4-15-2009 12:52:45 |
| LEO approval received. Reappointment with no change to salary or title. LLC | llcurtis | 4-15-2009 12:52:45 |
| Salary increase approved eff 01/09 TAC | frishak | 07-02-2009 10:26 |

Save Cancel Print Friendly View

Figure 3: Changing Job Detail

Changing Position Data

1. Use the **Employee Search** to locate the employee and open the Employee Record View (ERV).
The Employee Search screen is displayed.
2. Select the desired employee from the search results and click **Select**.
The Employee Record View is displayed.
3. Enter the date the change should be effective in the **Date** field, and then click **View**.
Screen refreshes and displays Employee Record View for the date selected.
4. From the **Transactions** menu, select **Employee Job Record Change**.
Screen refreshes and transaction type is displayed on the Transaction Bar.
5. Expand the appropriate **Job Detail** Accordion.
Job Data is displayed.
6. Expand the **Position Data** Accordion
Position Data is displayed.
7. Edit the necessary fields. (For example **Position Class**, **Position Title** or **Budget Profile**) and press **Tab** after each entry.
User implemented changes display in red. System Changes display in green.
8. In the **Job Detail** accordion, select a **Job Change Reason**.
New Job Change Reason is displayed in red.
9. Enter **Job Comments** and click **Add**. (if necessary)
Job Comments are saved.
10. Click **Save**.
Changes are saved and are displayed under Proposed Changes accordion.

Routing the Transaction

To move the transaction to the next stop on the route path:

11. Click Route

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

JOBS
Expand All

3
U10120 00: VST TRAINING SPEC ECLS: BA TS ORG: 0-699008 TYPE: P FTE: 1.000 MTHLY: \$3,075.00 BEGIN: 12/17/2007 END: 12/31/2009 BGT PRO: X STATUS:

JOB DETAIL

DATES

| PERSONNEL DATE: | EFFECTIVE DATE: | LAST PAID DATE: | JOB BEGIN DATE: | JOB END DATE: |
|-----------------|-----------------|-----------------|-----------------|---------------|
| 5/31/2009 | 5/31/2009 | 6/15/2009 | 12/17/2007 | 12/31/2009 |

POSITION: SUFX: POSITION CLASS: JOB TITLE: JOB TYPE:

U10120 00 SAMAF - SPEC IT VISTN VST TRAINING SPEC P - Primary

PAY ID: FACTOR: JOB FTE: APPT %: PAY RATE: HOURLY: MONTHLY: ANNUAL: JOB STATUS:

MN - Monthly 12 1.000 100.0 17.740726 \$3,075.00 \$36,900.00 A - Active

JOB CHANGE REASON: COA: ORG: TIME ENTRY METHOD:

RAD01 - Reappointment 9 699008 - AITS ITPC P - Payroll

JOB EMPLOYEE CLASS: LEAVE CATEGORY: ACCRUE LEAVE:

BA - Acad/Pro 12mth Ben Elig Y3 - 12/12 mth 2 FH 25 Y - Yes

SALARY: PROBATIONARY:

| GROUP: | TABLE: | GRADE: | STEP: | PROB PERIOD: | BEGIN DATE: | END DATE: | INCREASE MMDD: | ANNIV DATE: |
|--------|--------|--------|-------|--------------|-------------|-----------|----------------|-------------|
| 2009 | AA | UNDFD | 0-0 | | | | | |

BUDGET PROFILE CODE: BARGAINING UNIT: HOURS PER DAY: SEARCH NUMBER:

X - Not Budgeted VP - U-Visiting Academic Profesional 9.0

JOB COMMENTS

| Comments | UserID | Date |
|-----------------------------------------------------------------------------|----------|--------------------|
| Extending Visiting Appointment to 12/31/09 | pmckenzi | 4-15-2009 12:52:45 |
| EEO approval received. Reappointment with no change to salary or title. LLC | llcurtis | 4 15 2009 12:52:45 |

4

- JOB LABOR DISTRIBUTIONS
- POSITION DATA
- WORK SCHEDULES
- SERVICE DATES & CONTRACT PARAMETERS
- DEFAULT EARNINGS
- FACULTY RANK & TENURE

Figure 4: Employee Record View Accordions

POSITION DATA

CHANGE DATE: 7/2/2009 POSITION #: U40120
12/20/2007

POSITION CLASS: SAMAA - SPEC IT POSITION TITLE: TRAINING SPEC POSITION EMPLOYEE CLASS: BA - Acad/Pro 12mth Ben Elig
SAMAF - SPEC IT VISTN VST TRAINING SPEC

TYPE: S - Single POSITION BEGIN DATE: 2/1/2006 PAPE #: 49920 - SPECIALIST

SALARY: GROUP: 2010 TABLE: AA GRADE: UNDFD STEP: 0 SALARY RANGE: LOW: 1.0 MID: 1.0 HIGH: 999999.0

BARGAINING UNIT: NONF PROB PERIOD: ACCRUE SENIORITY: N - Nn JOB PROGRESSION: No. Inh Progression
VP - U-Visiting Academic Professional

POSITION DESCRIPTORS:
Blank
Remove
ABDRS - Has Budget responsibility
Add

BUDGET PROFILE: R - Recurring BUDGET COA: 9 BUDGET ORG: 904001 - AVP Human Resources/Shared
X - Not Budgeted

| POSITION LABOR DISTRIBUTION | | | | | | | | | | | |
|-----------------------------|--------|-----|-------|--------|--------------|---------|---------|----------|----------|---------------|--------|
| | | COA | Index | Fund | Organization | Account | Program | Activity | Location | Percent | |
| Edit | Remove | 9 | | 200201 | 899008 | 211300 | 600056 | | | 100.0 | Update |
| TOTALS | | | | | | | | | | 100.00 | |

Add

WORK SCHEDULES
SERVICE DATES & CONTRACT PARAMETERS
DEFAULT EARNINGS
FACULTY RANK & TENURE

Save Cancel Print Friendly View

Figure 5: Changing Position Data

Changing Labor Distribution using Employee Job Record Change

Labor Distribution information can be changed using the Labor Distribution transaction or the Employee Job Record Change transaction. Reasons for using the Employee Job Record Change transaction type for Labor Distribution changes include:

- Needing to change job or position data, such as Salary or FTE, and Labor Distribution information in the same transaction.
- Needing to change the Personnel Date on a Labor Distribution Change to a date prior to the Last Paid Date.

1. Use the **Employee Search** to locate the employee and open the Employee Record View (ERV).

The Employee Search screen is displayed.

2. Select the desired employee from the search results and click **Select**.

The Employee Record View is displayed.

3. Enter the date in the View Date field for which this data should be effective and then click the **View** button.

Screen refreshes and ERV displays information for selected date.

4. From the **Transactions** menu, select **Employee Job Record Change**

Screen refreshes and transaction type is displayed on the Transaction Bar.

5. Expand the appropriate **Job Detail** accordion.

Current Job Detail is displayed.

6. Make any necessary changes to the **Job** or **Position Data**, and select a **Job Change Reason**.

User implemented changes display in Red. System Changes display in Green.

7. Expand the **Labor Distribution** accordion.

Current Labor Distribution data is displayed.

8. Click the **Edit** button to the left of the **Labor Distribution** row to be changed.

Labor Distribution fields are displayed in a vertical menu.

9. Edit the necessary **Labor Distribution** fields and click **Update** button below when finished.

User implemented changes display in Red. System Changes display in Green.

10. Click **Save**.

*Transaction is saved. Changes appear under **Proposed Changes**.*



NOTE: For more information about Labor Distribution Changes, see the Labor Distribution How-to Guide.

Routing the Transaction

To move the transaction to the next stop on the route path:

11. Click Route

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

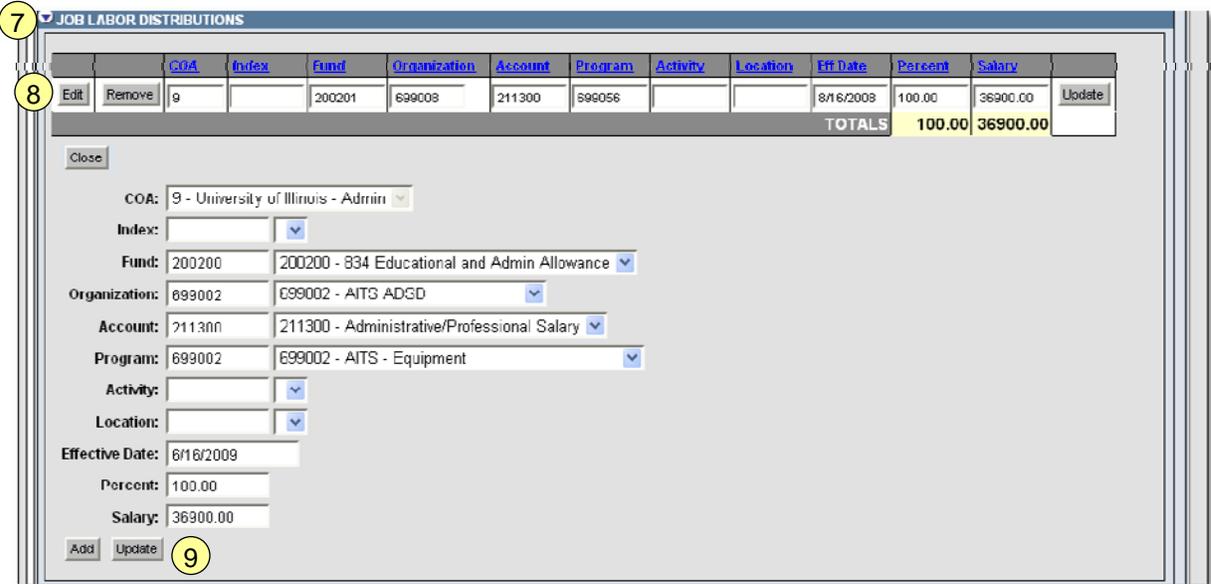


Figure 6: Editing Labor Distribution

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

Trump, Donald A. 000123456 9-904001-AMP Human Resources/Shared ECLS: BA Total FTE: 1.000 Base Salary: \$36,900.00 Total Salary: \$36,900.00

Full View: New Transaction--JOBCHANGE:Editable:BioDemoAccess:JobAccess--[U40120-00]

DATE: 8/18/2009

EMPLOYEE GENERAL INFORMATION

JOBS

U40120-00: VST TRAINING SPEC ECLS: BA TS ORG: 9-699008 TYPE: P FTE: 1.000 MTHLY: \$3,416.67 BEGIN: 12/17/2007 END: 12/31/2009 BGT PRO: X STATUS:

JOB DETAIL

DATES

| | | | | |
|-----------------|-----------------|-----------------|-----------------|---------------|
| PERSONNEL DATE: | EFFECTIVE DATE: | LAST PAID DATE: | JOB BEGIN DATE: | JOB END DATE: |
| 5/31/2009 | 5/31/2009 | 8/15/2009 | 12/17/2007 | 12/31/2009 |

POSITION: U40120 **SUFFIX:** 00 **POSITION CLASS:** SAMAF - SPEC IT VISTN **JOB TITLE:** VST TRAINING SPEC **JOB TYPE:** P - Primary

PAY ID: MN - Monthly **FACTOR:** 12 **JOB FTE:** 1.000 **APPT %:** 100.0

| | | | |
|-----------|------------|-------------|-------------------------------|
| PAY RATE | | | JOB STATUS: A - Active |
| HOURLY: | MONTHLY: | ANNUAL: | |
| 19.711918 | \$3,416.67 | \$41,000.00 | |
| 17.740726 | \$3,075.00 | \$36,900.00 | |

JOB CHANGE REASON: SAD10 - Pay Change **COA:** 9 **ORG:** 699008 - AITS IIPC **TIME ENTRY METHOD:** P - Payroll

JOB EMPLOYEE CLASS: RA - Acad/Prn 12mth Ren Flig **LEAVE CATEGORY:** Y3 - 12/12 mth 2 FH 25 **ACCUE LEAVE:** Y - Yes

SALARY: GROUP: 2009 TABLE: AA GRADE: UNDFD STEP: 0-0 **PROBATIONARY:** PROB PERIOD: BEGIN DATE: END DATE: INCREASE MMDD: ANNV DATE:

BUDGET PROFILE CODE: X - Not Budgeted **BARGAINING UNIT:** VP - U-Visiting Academic Professional **HOURS PER DAY:** 8.0 **SEARCH NUMBER:**

JOB COMMENTS

| Comments | UserID | Date |
|---------------------------------------------------------------|---------|---------------------|
| Salary increase and change in funding effective 06/16/09. TAC | trishak | 07-07-2009 15:25:00 |
| | trishak | 07-07-2009 15:25 |

JOB LABOR DISTRIBUTIONS

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Eff Date | Percent | Salary | |
|---------------|-------|--------|--------------|---------|---------|----------|----------|-----------|---------------|-----------------|---------------------------------------|
| 9 | | 200200 | 699002 | | 699002 | | | 6/16/2008 | | 41000.00 | <input type="button" value="Update"/> |
| | | 200201 | 699003 | 211300 | 699056 | | | 8/16/2008 | 100.00 | 36900.00 | |
| TOTALS | | | | | | | | | 100.00 | 41000.00 | |

POSITION DATA

WORK SCHEDULES

SERVICE DATES & CONTRACT PARAMETERS

DEFAULT EARNINGS

FACULTY RANK & TENURE

Figure 7: Salary Change with Labor Distribution Change

Accordions under the Jobs Tab

Work Schedules

Work Schedules are tied to jobs for which hours are reported via Time Entry. Only jobs that have CA, CB, CG, and CH e-classes may have an active Work Schedule. Work schedule changes (such as hours, shift, begin day) that take place after the Last Paid Date on the job record are made using a **Work Schedule** transaction in the HR Front End.

Adding a New Work Schedule

1. Use the **Employee Search** to locate the employee and open the Employee Record View (ERV).
The Employee Search screen is displayed.
2. Select the desired employee from the search results and click **Select**.
The Employee Record View is displayed.
3. Enter the date in the View Date field for which this data should be effective and then click the **View** button.
Screen refreshes and displays the ERV for the selected date.
4. From the **Transactions** menu, select **Work Schedule**
Screen refreshes and transaction type is displayed on the Transaction Bar. Only work schedules become editable.
5. Expand the appropriate **Job Detail** accordion.
Current Job Detail is displayed.
6. Expand the **Work Schedule** accordion.
Current Work Schedule is displayed.

The screenshot shows the HRFE: ERV system interface. The main content area is titled 'EMPLOYEE GENERAL INFORMATION' and 'JOBS'. The 'JOBS' section is expanded to show 'U79995-00: CLERK, STAFF'. The 'WORK SCHEDULES' section is expanded, showing a table with columns for DAY, SHIFT, and HOURS. A dropdown menu is open over the 'Work Schedules' section, listing options like 'Transaction History', 'Initiate New Hire', 'Position Creation and Maintenance', 'Add a Job', 'Employee Data', 'Employee Job Record Change', 'Historical Job Change', 'Job End Date', 'Labor Distributions', 'Reappoint/Reactivate Job', 'Separation', and 'Work Schedule'. The 'Work Schedule' option is highlighted with a yellow circle labeled '4'. Other yellow circles labeled '3', '5', and '6' are placed on the interface to indicate specific steps in the process.

Figure 8: Work Schedule Transaction

7. Click Add New

Work Schedule menu becomes editable.

8. Select the new schedule from the Work Schedule menu.

System displays the new schedule with an effective date equal to the date selected in step three. Old schedule is displayed with an end date equal to the day prior to the effective date of the new schedule.

9. Make any necessary edits to the Work Schedule fields.

10. Click Save

Routing the Transaction

To move the transaction to the next stop on the route path:

11. Click Route

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

- Once the changes have been made to the Service Dates and Contract Parameters, click the **Apply** button to apply the changes.

The screenshot displays the 'PROPOSED CHANGES' window for an employee's job record. The 'SERVICE DATES & CONTRACT PARAMETERS' section is highlighted with a red background and contains the following data:

| SERVICE DATES | | SALARY COMMITMENT: 4 | EFFECTIVE DATE: |
|---------------|------------|----------------------|-----------------|
| BEGIN: | END: | | |
| 7/16/2009 | 7/15/2009 | 36900.00 | 7/16/2009 |
| 5/31/2009 | 12/31/2009 | | 5/31/2009 |

Below the table, the 'CONTRACT PARAMETERS' section includes a list of parameters with an 'Add' button (6) and a 'Remove' button (5):

- ADCC - Anniversary Date Changed per Contract
- DFNS - Deferred Pay Non-Standard Dates
- DIAT - DIA-related Addl Terms of Emplmnt for NCAA-Non DIA staff
- DPHD - Department Head
- ENER - End Notice Period Reg Period Expires-Return to Reg Status

The 'BASE CONTRACT PARAMETERS' section shows 'NONE - NONE'. The interface includes navigation buttons at the top (Apply, Return, Save, Cancel, Route as EGC) and bottom (Release Ownership, Send To, Send FYI, Print Friendly View). Numbered callouts 2 through 7 indicate specific UI elements: 2 points to the 'JOB' header, 3 to the 'SERVICE DATES' section, 4 to the salary commitment value, 5 to the 'Remove' button, 6 to the 'Add' button, and 7 to the bottom navigation buttons.

Figure 10: Service Dates and Contract Parameters

Faculty Rank and Tenure Accordion

All of the data in the Faculty Rank and Tenure accordion is read-only. This accordion is only accessible for jobs that have an Employee Class that begins with A. The View Date that is entered in Employee Record View will determine the appropriate data to be displayed in this accordion.

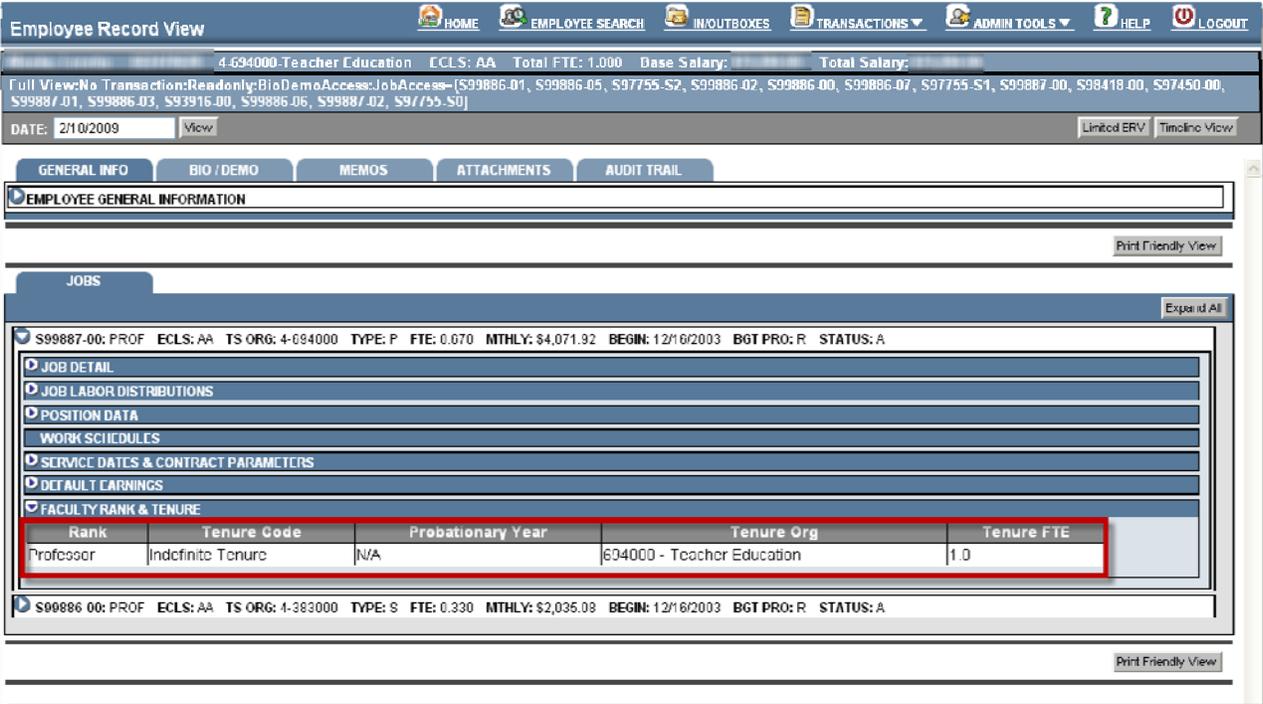


Figure 11: Faculty Rank and Tenure Accordion

Default Earnings Accordion

Users who have access to the Employee Record View (ERV) will be able to view the **Default Earnings** information. However, only those with HR Level security permissions will be able to update the fields. All the other users will have read-only access.



HINT: (UIC Users) Cell and auto allowances are added as default earnings and not as additional jobs for exempt employees.



NOTE: Users in the units and colleges will have read only access. Those with HR Level security will have read and write access.

Once the Default Earnings accordion becomes editable and the new effective date displays in green:

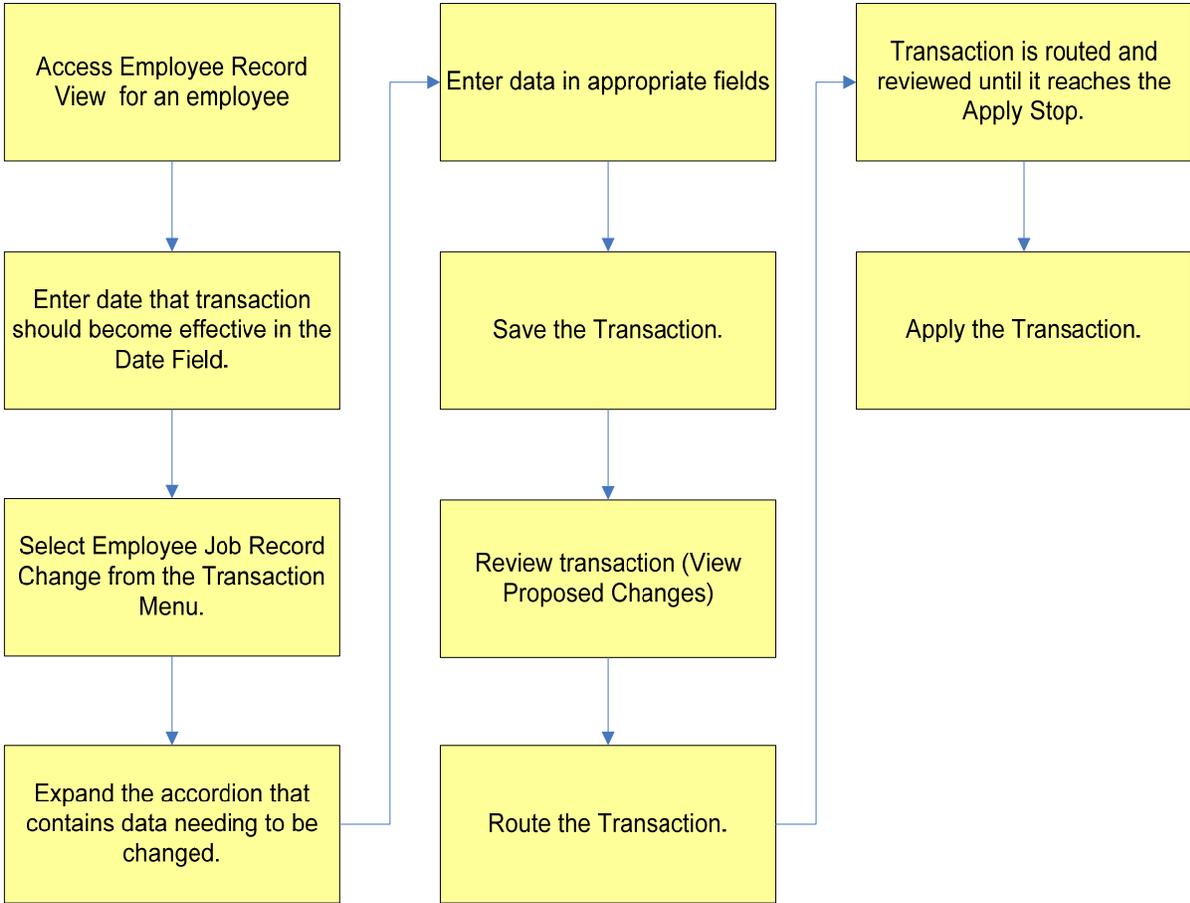
1. Select an **Earnings Code** from the list
2. Enter the Hours/Units
3. Enter the Special Rate (if applicable)
4. Click the **Add** button (changes should be retained as the screen refreshes)
5. Click the **Apply** button to apply the transaction.

The screenshot displays the 'Employee Record View' interface. At the top, there are navigation tabs: HOME, EMPLOYEE SEARCH, IN/OUTBOXES, TRANSACTIONS, ADMIN TOOLS, HELP, and LOGOUT. Below these, a summary bar shows '1-642000-Journalism ECLS: Total FTE: 1.000 Base Salary: \$72,000.00 Total Salary: \$72,000.00'. A 'Full View' section provides transaction details. A 'DATE: 1/22/2009' field is visible with a 'View' button. The main section is titled 'PROPOSED CHANGES' and contains a table with columns: ID, Change Date, Personnel Date, Job, TS Org, Job Change Reason, Change Type, and a 'Delete' button. The table has one row with ID 1755, Change Date 01/22/2009, Personnel Date 01/22/2009, Job U70187-00 LECTURER, TS Org 1-642000 Journalism, Job Change Reason FA002, Faculty Promotion, and Change Type ERC. Below the table is an 'Add Change' button. Further down, there are tabs for GENERAL INFO, BIO / DEMO, MEMOS, ATTACHMENTS, and AUDIT TRAIL. The 'EMPLOYEE GENERAL INFORMATION' section includes buttons for Apply, Return, Save, Cancel, Release Ownership, Send To, Send FYI, and Print Friendly View. The 'JOBS' section is expanded to show 'U70187-00: ECLS: TS ORG: 1-642000 TYPE: P FTE: 1.000 MTHLY: \$6,000.00 BEGIN: 12/16/2003 BGT PRO: R STATUS: A'. Under 'JOB DETAIL', the 'DEFAULT EARNINGS' accordion is open, showing a table with columns: Effective Date, Earnings Code, Hours/Units, Special Rate, Shift, and End Date. The table has one row with Effective Date 8/16/2008, Earnings Code RGE - Regular Pay-Exempt, Hours/Units 173.33, Shift 1, and End Date. There is a 'Select One' dropdown and an 'Add' button. At the bottom of the 'JOBS' section are buttons for Apply, Return, Save, Cancel, Release Ownership, Send To, Send FYI, and Print Friendly View.

Figure 12: Default Earnings Accordion

Employee Job Record Change Process Flow

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



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