Employee Data Changes

Human Resources Front End

How-To Guide

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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.

HR Front End Employee Data Changes Quick View

1	• Locate the employee's record
2	• Select Employee Data from the Transaction Menu.
3	• Change the appropriate employee data and click Save.
4	• Review the proposed changes in the Employee Record View.
5	• 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 Data Change?

Employee Data Changes are changes made to the Employee General Information in the HR Front End Application. Examples of these type(s) of changes are:

- Name Changes
- Social Security Number Corrections
- Chart of Accounts Changes
- Employee Class Changes
- Visa 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 Data Change

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

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

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

   The Employee Record View is displayed.

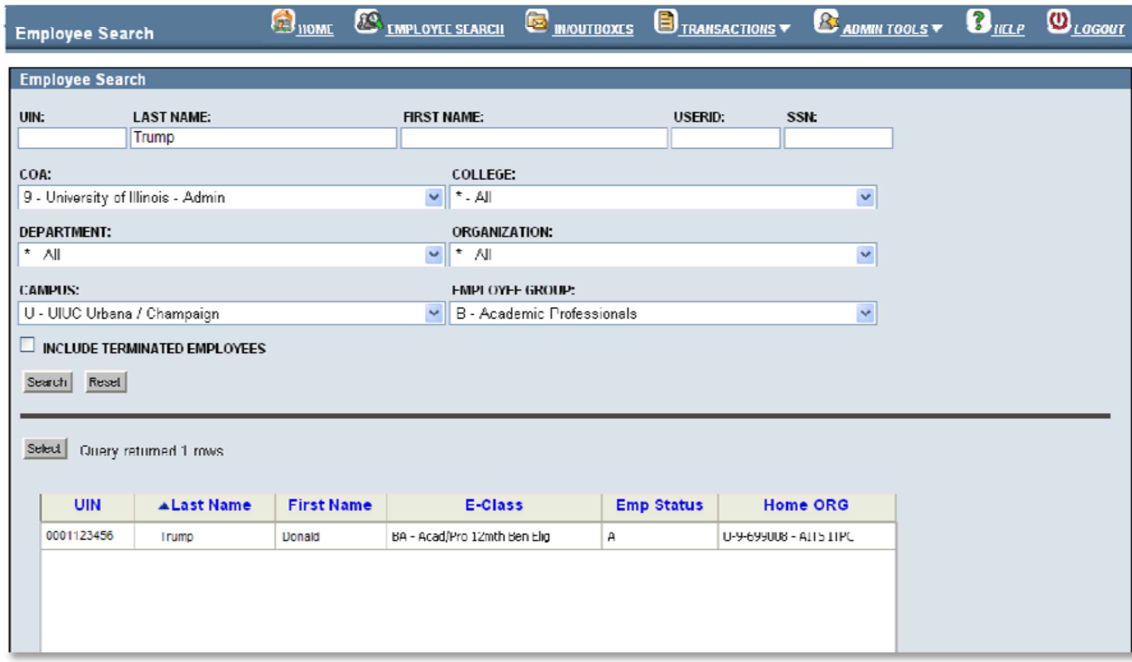


Figure 1: Employee Search Screen

3. From the **Transactions** menu, select **Employee Data**.

   Employee Data is now editable.

4. Expand the **Employee General Information** accordion.

   Current Employee Data is displayed.

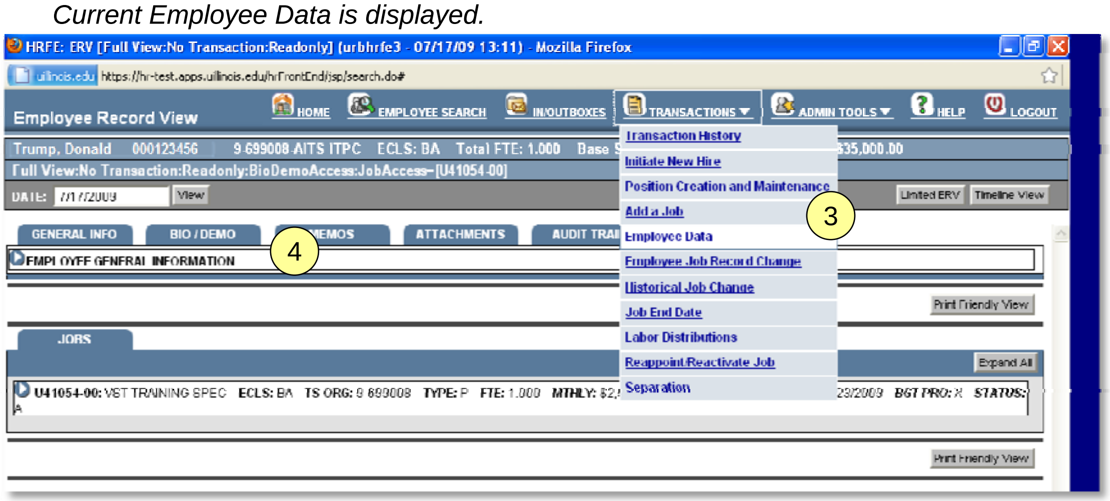


Figure 2: Selecting Employee Data Transaction

5. Enter new data in the necessary fields and click **Tab** to move to next field.

New field values are displayed in Red. Old values are displayed below in white.

NOTE: Editable fields include: Name, Home Chart Org, Check Distribution Org, Hire Dates, Service Dates, E-Class, Benefit Category, Citizenship, Visa, and Leave of Absence dates.

To modify the Social Security Number, click on the **BIO/DEMO** tab.

6. When all changes have been made, click **Save.**

Transaction is saved. Changes are displayed under Proposed Changes Accordion.

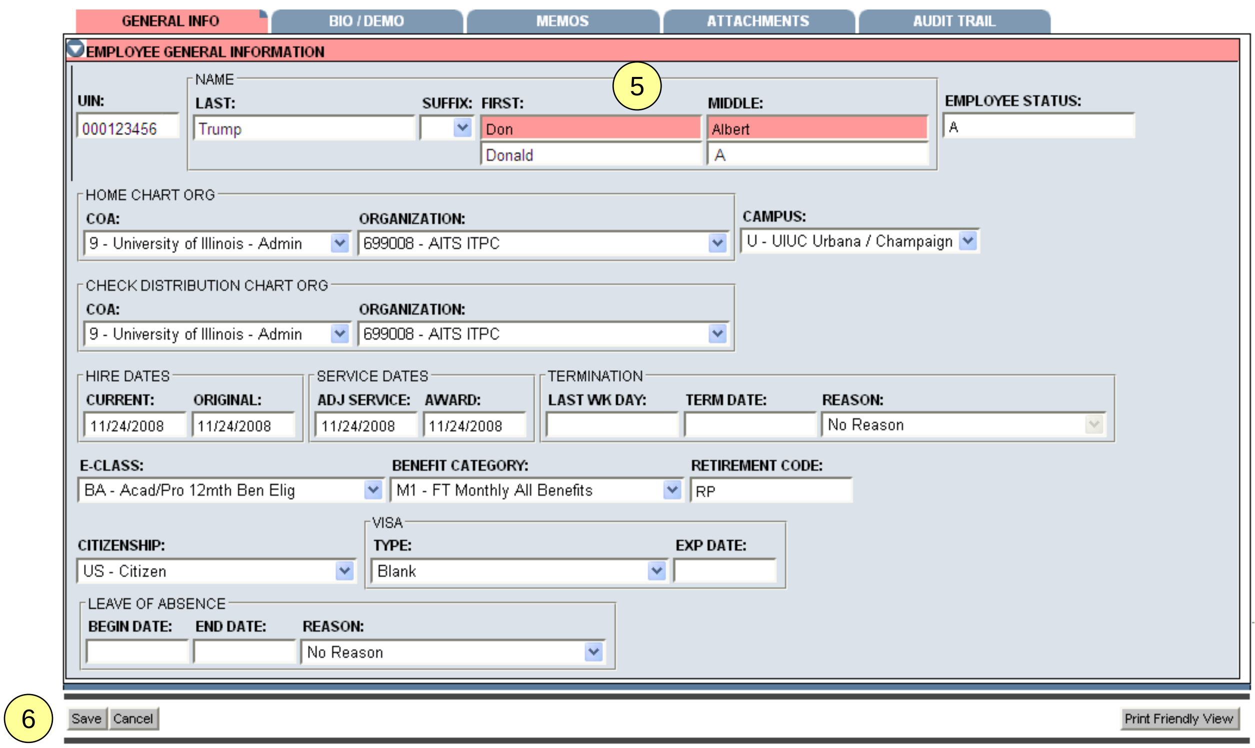


Figure 3: Employee Data Change Example

7. When all changes have been made and necessary documents have been attached to the transaction, click **Route**.

Screen refreshes and success routing message appears the yellow message area at the top of the page.

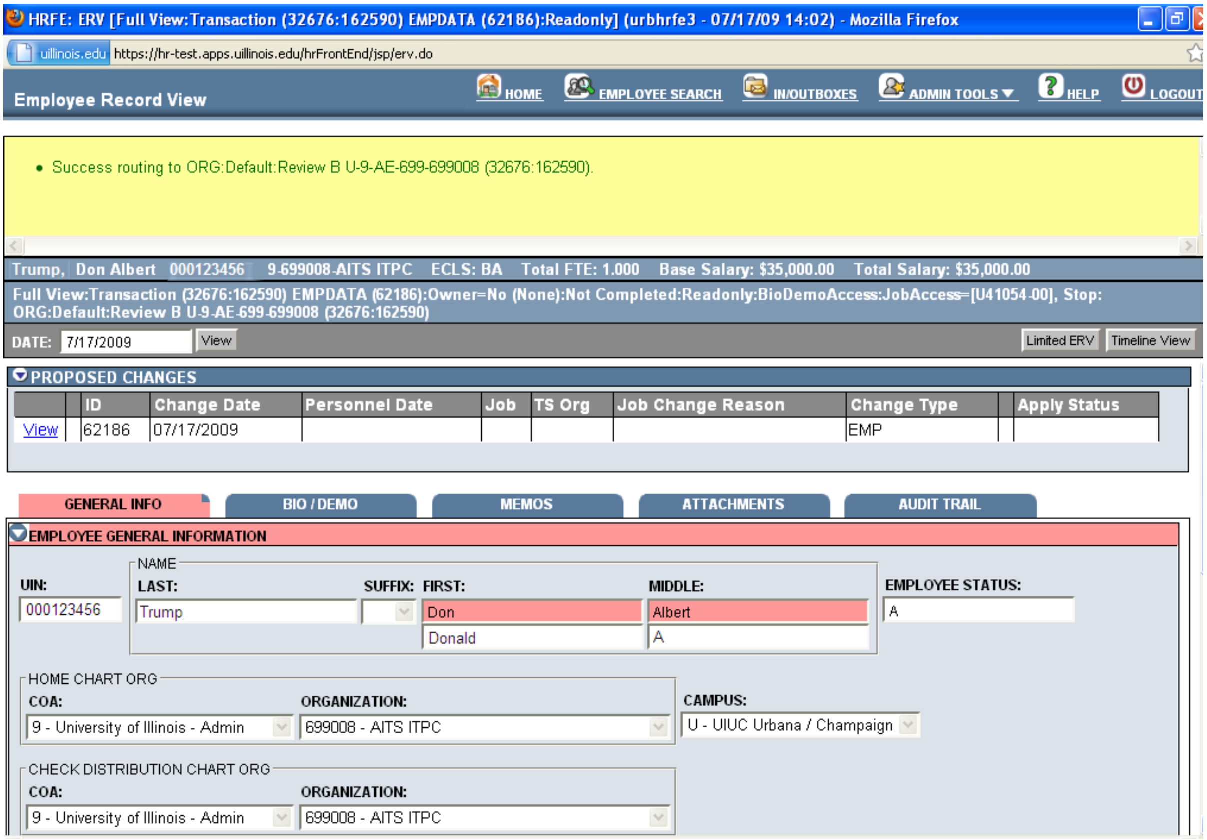
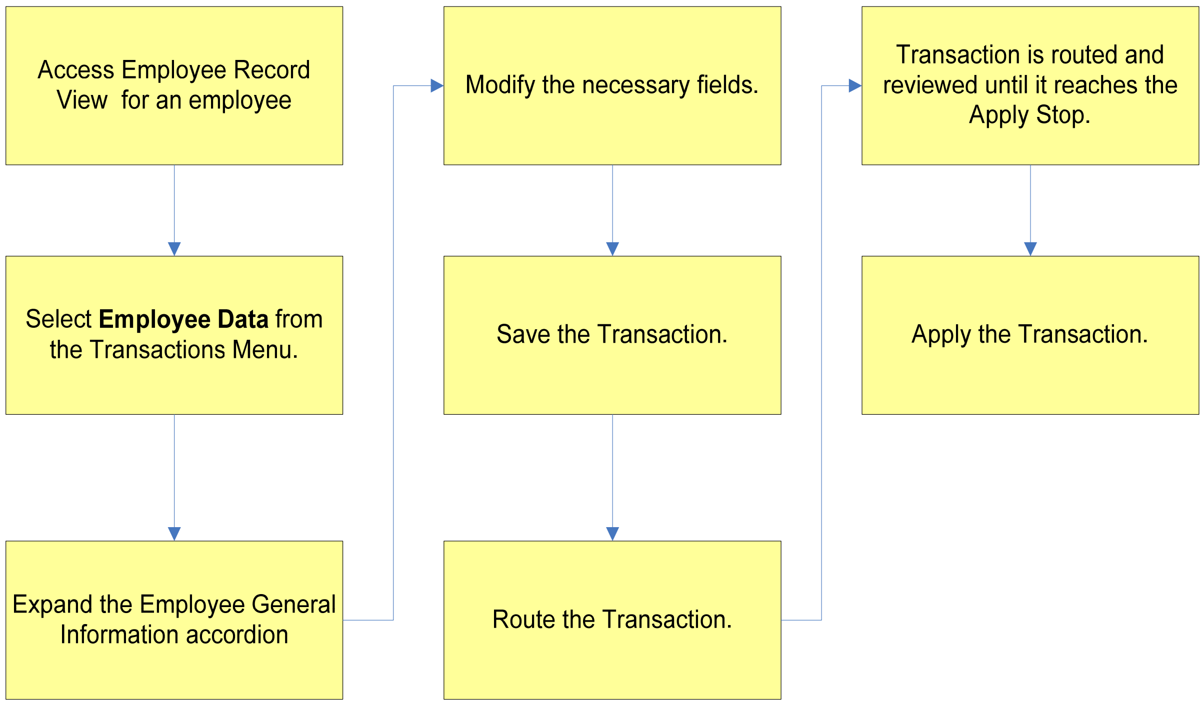


Figure 4: Success Routing Message

Employee Data Change Process Flow

Below is the flow of the Employee Data Change process.



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