Add a Job

Human Resources Front End

How-To Guide

HR Front End Training Team

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Revision Information

Guide ID:	Add a Job
Revision Date:	May 26. 2009
Version:	1.4

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 Add a Job Quick View

1	• Locate the employee's record and initiate an Add a Job transaction
2	• Complete the Employee Class Determination screen
3	• Complete the Job Dates screen
4	• Select position and complete the Position Data screen
5	• Complete the Job Data screen
6	• Review Employee Record View
7	• Transaction is routed and applied to Banner

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Introduction

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

Assumptions

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

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

What is an Add a Job Transaction?

Add a Job transactions are used in the HR Front End any time a new job is added to an existing employee with an active status. Some examples of when the Add a Job transaction would be used include:

- Adding a secondary job
- Adding a lump sum job
- Adding a stipend job

Note that when you need to add a job previously held by the employee (same Position Number *and* Suffix) you must use a Reappointment transaction.

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.

Adding a Job

The Add a Job transaction is completed through a wizard that guides you through a series of screens. Once all of the screens in the wizard are complete, you are brought back the Employee Record View to review the proposed change and route the transaction on to be reviewed and applied to Banner.

Initiating an Add a Job Transaction

To initiate an Add a Job transaction, you must first open the employee's record.

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

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

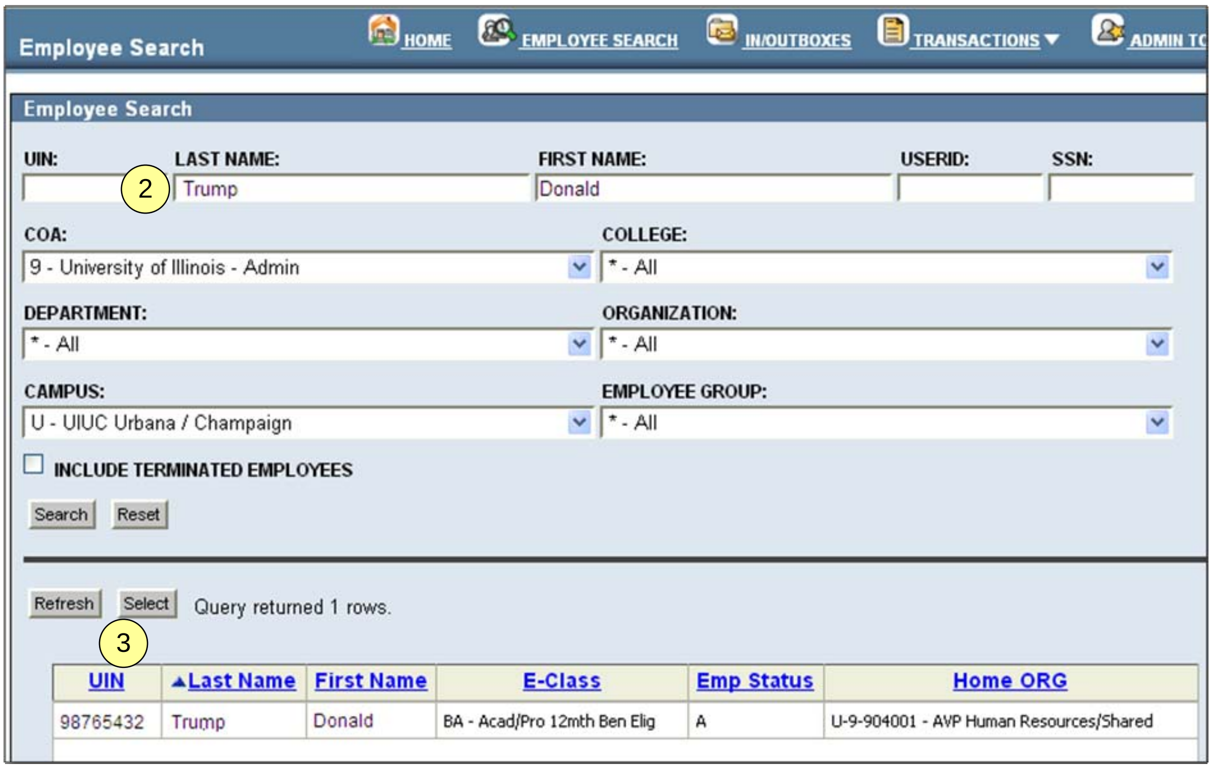

Figure 1: Employee Search screen

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

The search results appear in a table at the bottom of the screen.

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

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

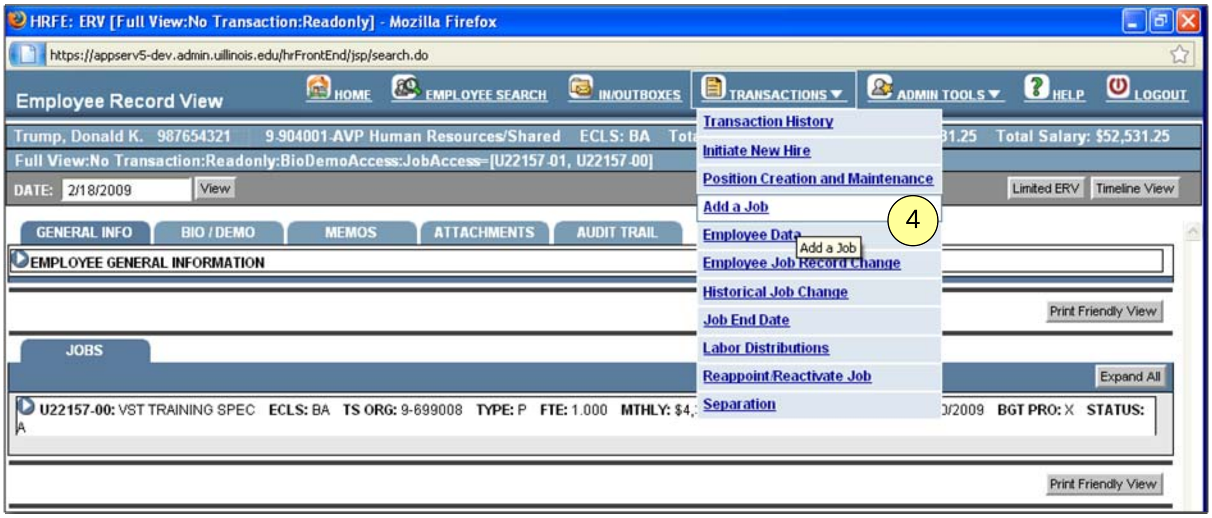

Figure 2: Employee Record View

4. From the **Transactions** menu, select **Add a Job**.

*The **Employee Class Determination** screen of the **Add a Job** wizard appears.*

Determining the Job Employee Class

Use the **Employee Class Determination** screen to establish the Employee Class for the job being added. The screen automatically refreshes and populates questions based on the Employee Group selected and the previous questions answered.

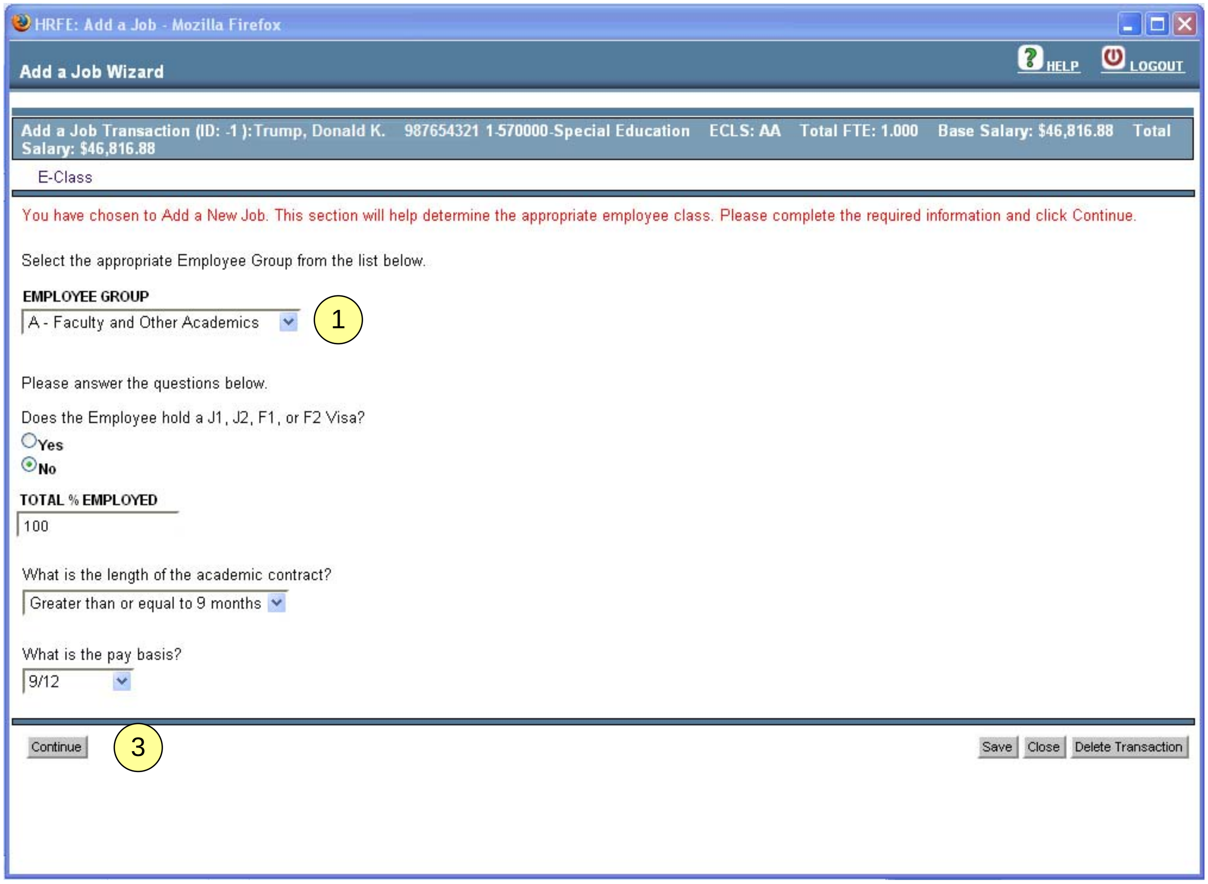

Figure 3: Employee Class Determination screen

5. Select the appropriate **Employee Group** for the job you are adding.
6. Complete the fields displayed based on the Employee Group selected.

NOTE: Refer to Table 1: Employee Group Determination Questions for more information on the questions that appear for each Employee Group.

7. Click **Continue**.

   *The **Job Dates** screen of the wizard appears.*

Employee Group	Determination Questions
A – Faculty B – Academics G – Grads / Pre-Doc Fellows P – Post-Doc Fellows, Research Associates, and Interns R – Residents	• Does the Employee hold a J1, J2, F1, or F2 Visa? • Total % Employed • Length of Academic Contract • Service Begin and End Dates (Contracts less than 9 months) • Pay Basis (Contracts 9 months or greater)
C – Civil Service Web Dept Time Entry D – Civil Service Time Report Feeder	• Does the Employee hold a J1, J2, F1, or F2 Visa? • Total % Employed • Work Week Hours • Status (Exempt or Non-Exempt) • Exempt Type (if exempt) • Is this person a Flex year or Seasonal employee? • Non-work period begin and end dates (Flex year or seasonal employees only)
E – Civil Service Extra Help	• Is this position seasonal?
H – Academic Hourly / Grad Hourly	• Is the employee an Academic or a Grad Hourly?
S – Students T – Retiree / Annuitant U – Unpaid V -- Virtual	• No Additional Information Required

Table 1: Employee Group Determination Questions

Entering Job Dates

The **Job Dates** screen of the Add a Job wizard confirms the employee class for the new job and allows you to enter the date the new job record begins and ends (if applicable). Note that some employee classes require a job end date, while this field is optional for others. If the **Job End Date** field is left blank when it is required, an error message appears.

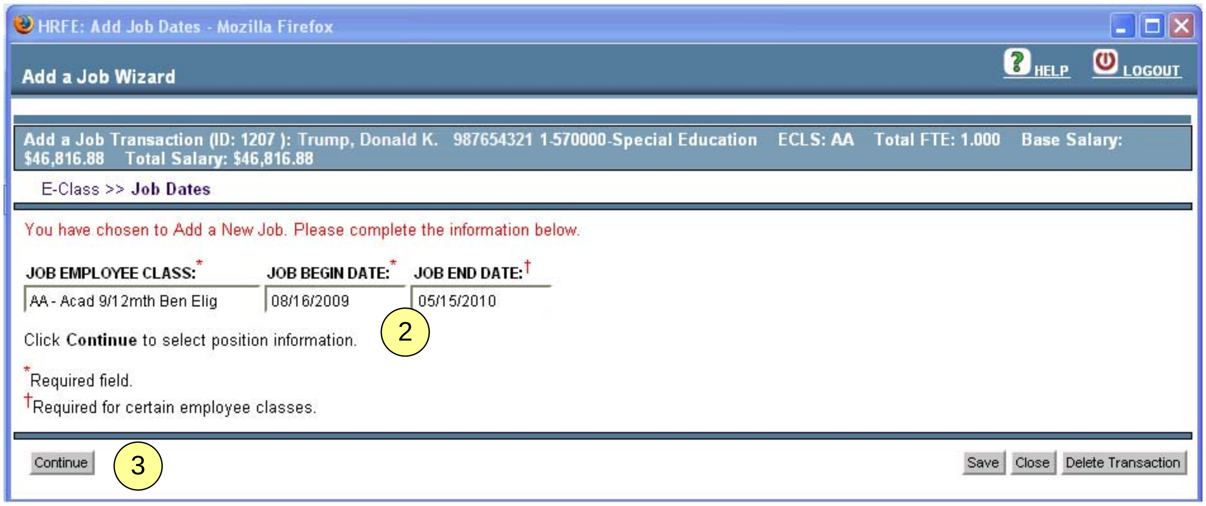

Figure 4: Job Dates Screen

8. Verify that the correct employee class appears in the **Job Employee Class** field.

NOTE: If the Job Employee Class is incorrect, click the **E-Class** link in the breadcrumb to navigate back the **Employee Class Determination** screen.

9. Enter the **Job Begin Date** and the **Job End Date** (if applicable).

10. Click **Continue**.

*The **Position Selection** screen of the wizard appears.*

Selecting the Position

The next step in the Add a Job Wizard is the **Position Selection** screen. This screen offers one to three methods of specifying a position number depending on the Employee Class and your permissions:

- Directly enter a position number
- Search for a position
- Create a new position

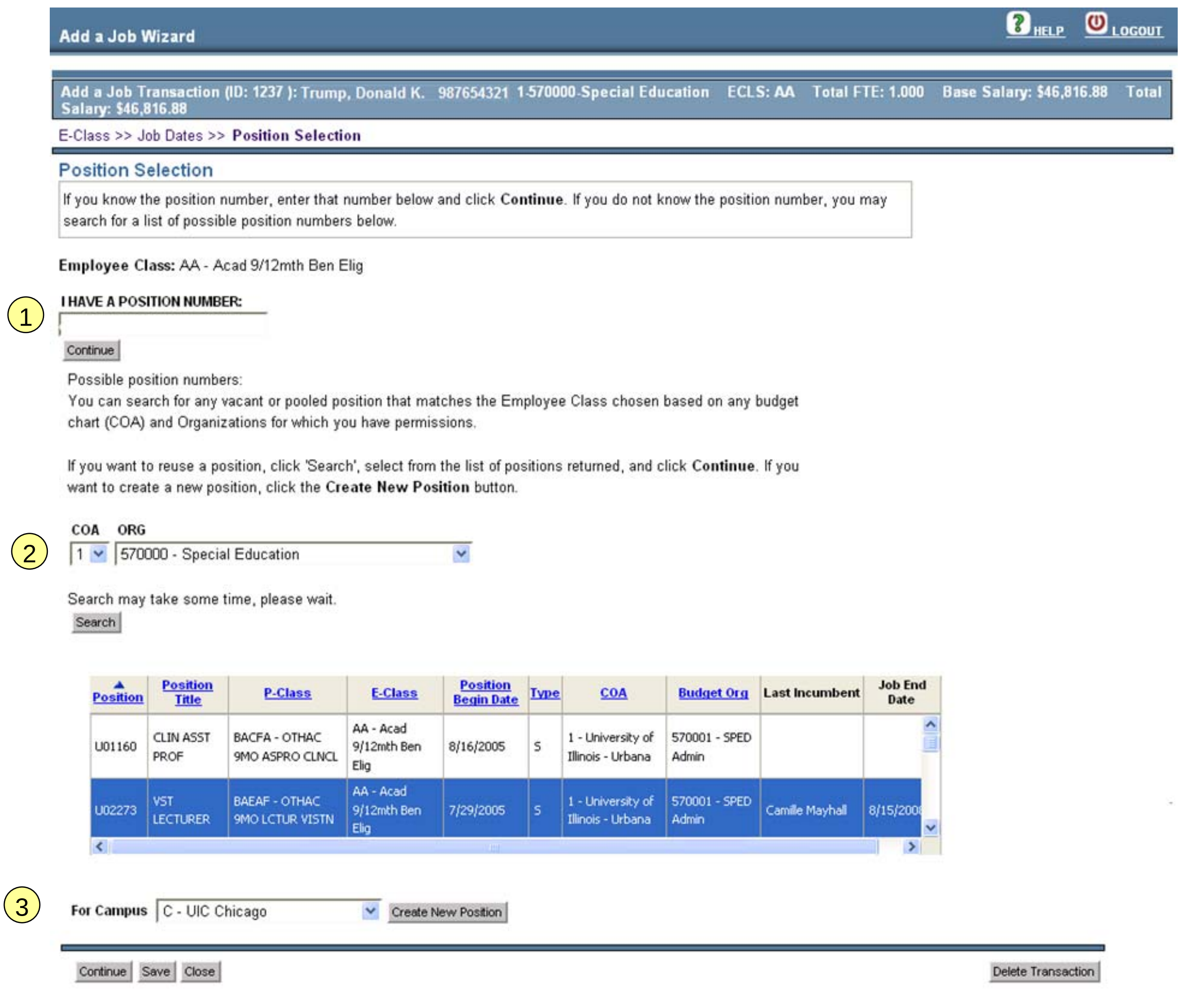

Figure 5: Position Selection screen

Option 1: Entering a Position Number

If you know the position number, you can enter it directly in the **I Have a Position Number** field (see Figure 5).

1. Enter the position number in the **I Have a Position Number** field
2. Click **Continue**.

   *The **Position Data** screen of the wizard appears.*

Option 2: Searching for a Position

If you do not have a position number, you can search for possible positions. This search returns any vacant or pooled positions that match the employee's job employee group, as well as all available Lump Sum positions, within a specified organization. Position searches are restricted to the chart of accounts and organizations within your security permissions.

NOTE: The Search option is not available for Civil Service and Extra-Help employee groups.

1. Select the **COA** and **ORG** in which you want to search (see Figure 5).
2. Click **Search**.

   The matching search results are displayed.
3. Highlight the desired position.
4. Click **Continue.**

   *The **Position Data** screen of the wizard appears.*

NOTE: Single positions that are currently occupied, but have an end date within 30 days of the current date will show in the search results.

Position Selection Option Message

The **Position Selection Option Message** screen appears if the employee currently holds or has previously held the position entered or selected.

1. Select the radio button next to one of the following options and click **Continue**.

   a. **Go to the Reappointment Wizard to reactivate this job**.

   *The **Reappoint/Reactivate Job Wizard** appears. Refer to the Reappointment guide for more information on this transaction type.*

   b. **Return to Position Selection Page**

   *Returns you to the **Position Selection** screen to enter a different position number.*

   c. **Add a new job with this Position Number and a new Suffix**

   *Continues to the **Position Data** screen of the wizard.*

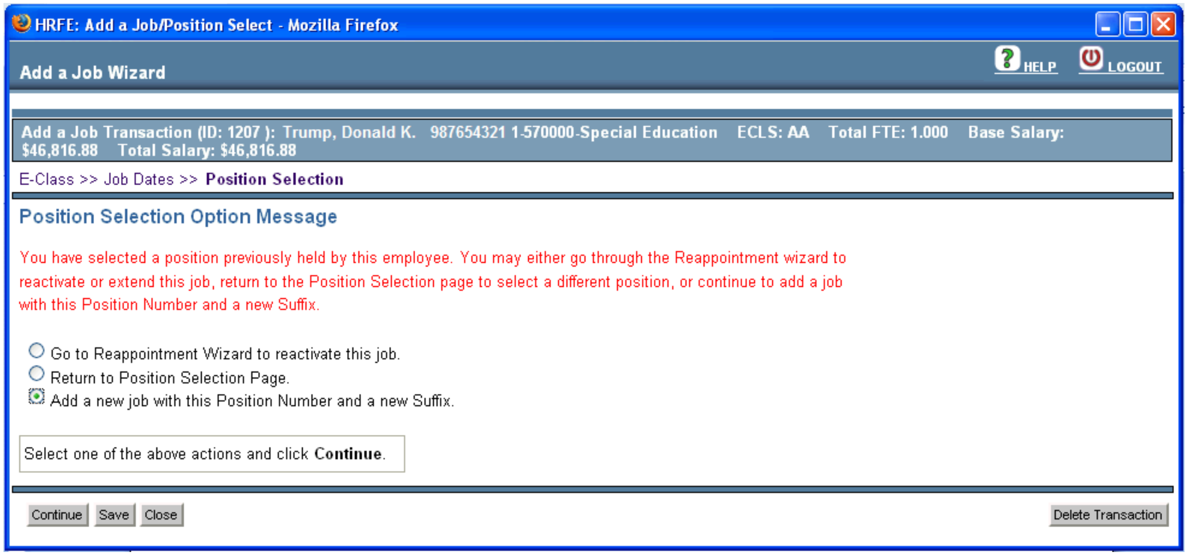

Figure 6: Position Selection Option Message

Option 3: Creating a New Position

If you cannot find a position that meets your needs using the search, you also can create a new position.

NOTE: The Create New Position option is not available for Civil Service and Extra-Help employee groups

1. Select the **Campus** for the new position (see Figure 5).
2. Click **Create New Position**.

   *The **Position Data** screen of the wizard appears.*
3. Complete the necessary fields on the **Position Data** screen.

NOTE: For more information on Creating New Positions, see the Position Creation and Maintenance How-to Guide.

Editing Position Data

Once you select a position, the next step in the Add a Job Wizard is the **Position Data** screen. This screen allows you to edit existing data for a Single position or create a new position. (For information on editing Pooled positions see the Position Creation and Maintenance How-to Guide.) Fields that can be edited for an existing position include: Position Class, Position Title, Position Employee Class, Type, PAPE Number, Job Progression, Position Descriptors, Budget Profile, Budget COA, Budget ORG, and Position Labor Distribution. The ability to edit Position Data is based on the Employee Group your permissions.

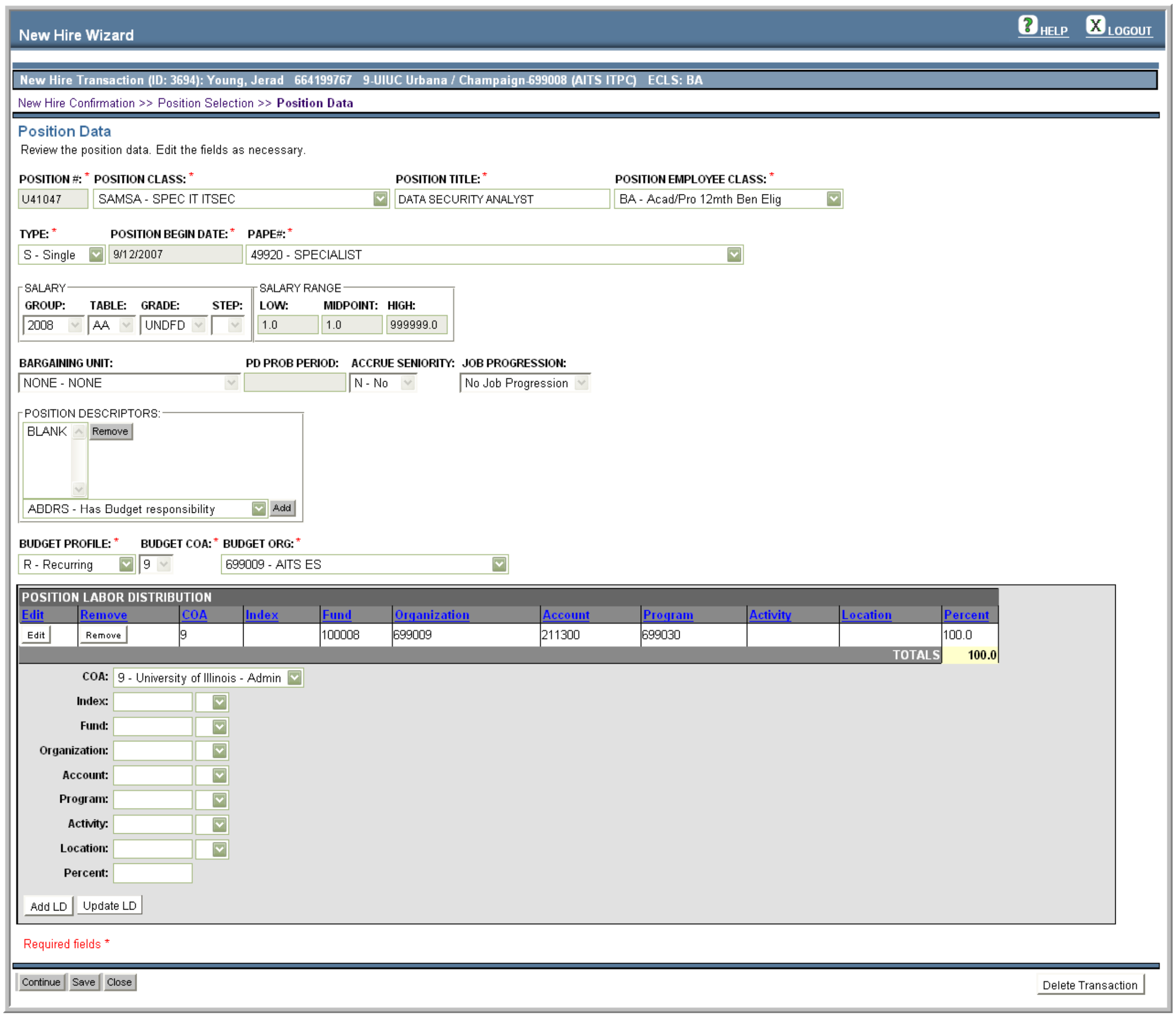

Figure 7: Position Data screen

11. Review the **Position Data** screen.

12. Make any necessary changes in the editable fields. If creating a new position, complete all required fields.

13. Click **Continue**.

*The **Job Data** screen of the wizard appears.*

NOTE: For more information on Creating New Positions, see the Position Creation and Maintenance How-to Guide.

NOTE: Position Data is not editable for Civil Service, Extra Help, and Student positions.

Editing Job Data

The final step in the Add a Job Wizard is the **Job Data** screen. This screen is used to capture the most important information related to an employee's job. The majority of the fields on this screen populate based on the **Position Data** screen. Fields that can be edited for Job Data are dependent on the E-Class and may include: Suffix, Job Title, Job FTE, Pay Rate, Job Change Reason, Timesheet COA and ORG, Time Entry Method, Leave Category, Accrue Leave, job Labor Distributions, and Job Comments.

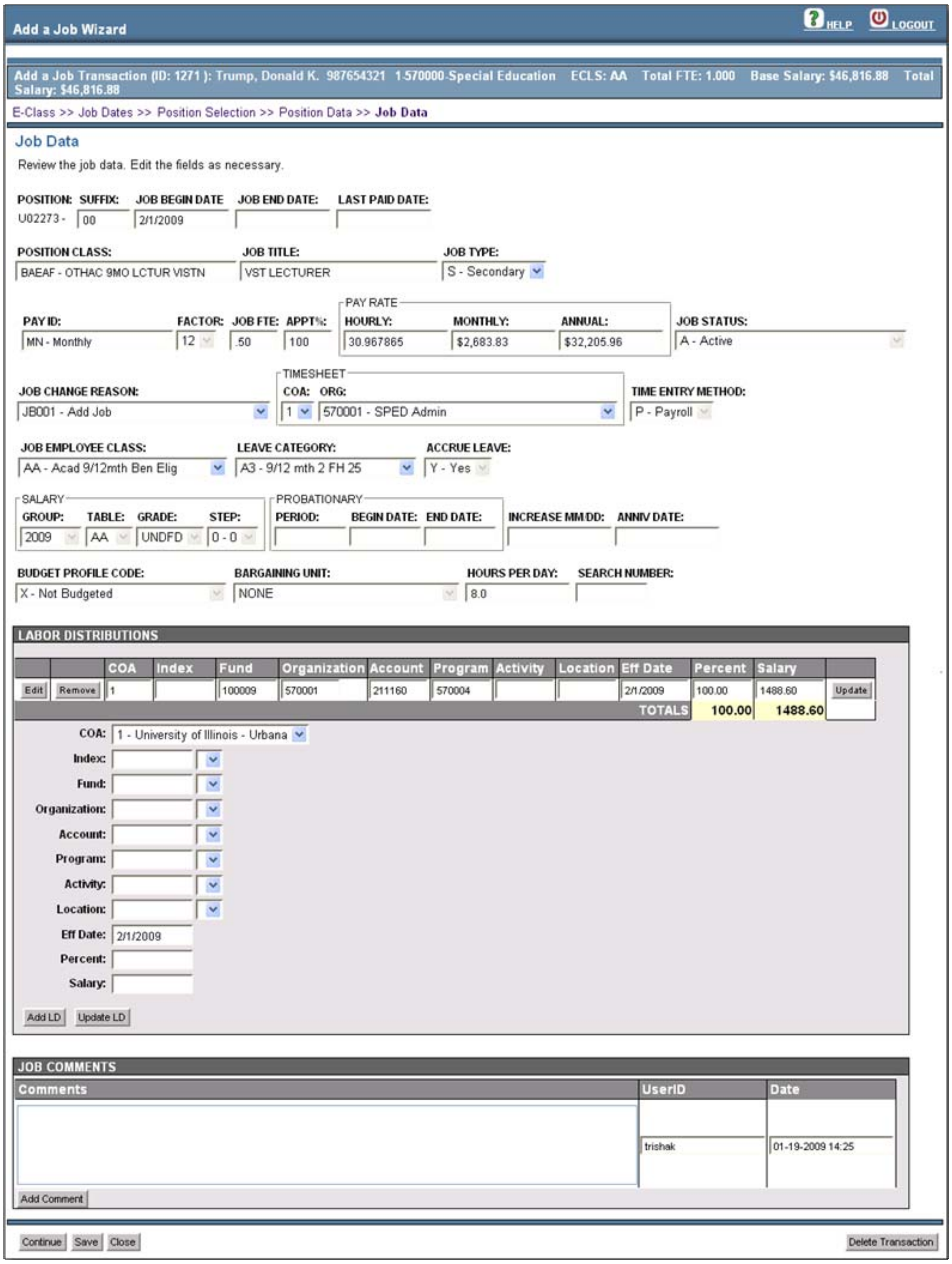

Figure 8: Job Data Screen

1. Review the **Job Data** screen.

2. Edit any fields that require changes.

3. Click **Continue**.

*The **Employee Record View** appears.*

WARNING: When adding 9/12 jobs, be sure to validate that all Pay Rate fields have calculated correctly. Under certain circumstances, these fields will need to be manually calculated and entered.

Adding Job Comments

Comments entered in the Job Comments section will feed to Banner and become a permanent part of the employee job record.

1. Enter comments in the **Job Comments** field.

2. Click **Add Comment**.

The Job Comment is saved.

3. Click **Continue**.

*The **Employee Record View** appears.*

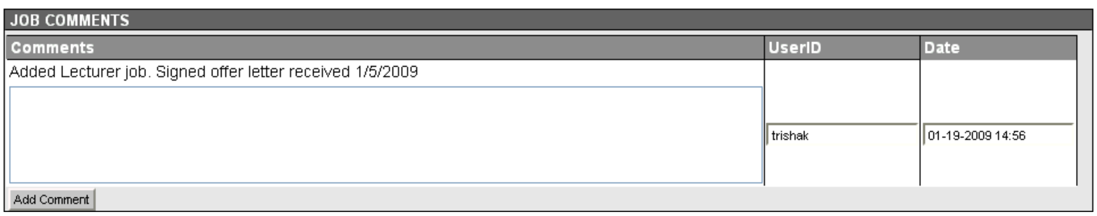

Figure 9: Adding Job Comments

Completing the Add a Job

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

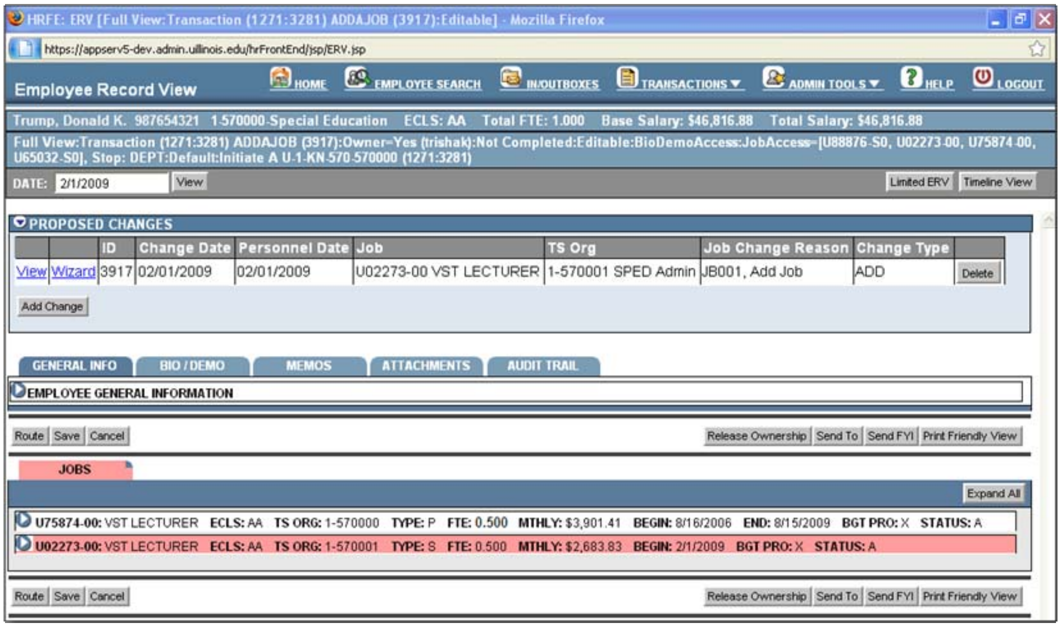

Figure 10: Employee Record View after Add a Job Wizard

Routing the Transaction

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

1. Click **Route**

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

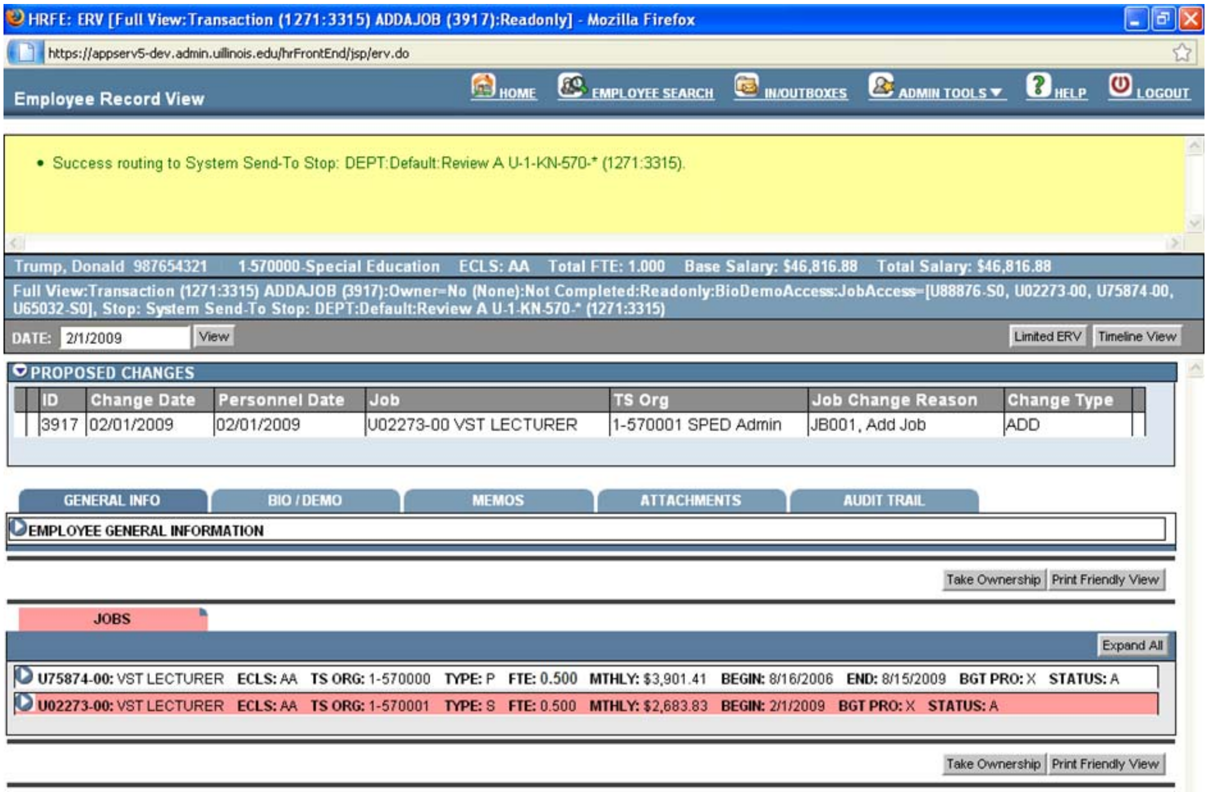

Figure 11: Success Routing Message – Add a Job Transaction

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