



# **PeopleSoft Training**

## **Workforce Administration 9.1 - HCSD**

**Version Date: June 2012**

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# Table of Contents

<b>Workforce Administration 9.1 - HCSD .....</b>	<b>1</b>
<b>Manage Positions .....</b>	<b>1</b>
Create a Position .....	1
Update Position Data .....	7
Run a Query .....	11
<b>Employment Actions.....</b>	<b>15</b>
Add a Person - Classified.....	15
Add a Person - Unclassified.....	35
Record an Employee Data Change .....	73
Add a Concurrent Job .....	83
Record a Department Change .....	97
Record a Leave of Absence .....	105
Return from Leave of Absence .....	109
Record an Employee Promotion .....	111
Record a Pay Rate Change.....	117
Record an Employee Termination .....	121
Record an Employee Rehire .....	123
View Job Summary Information.....	126




## Workforce Administration 9.1 - HCSD

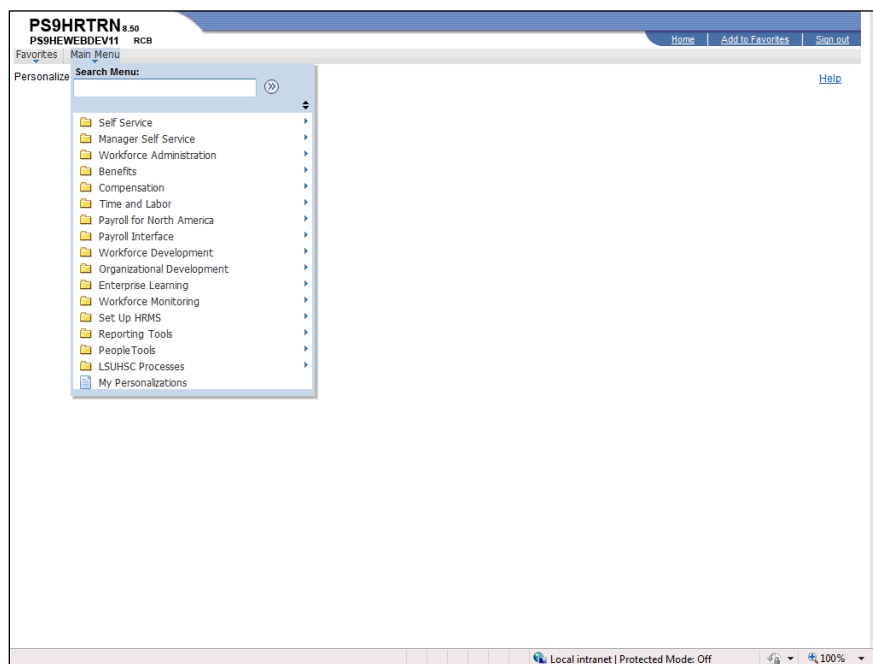
### Manage Positions

#### Create a Position

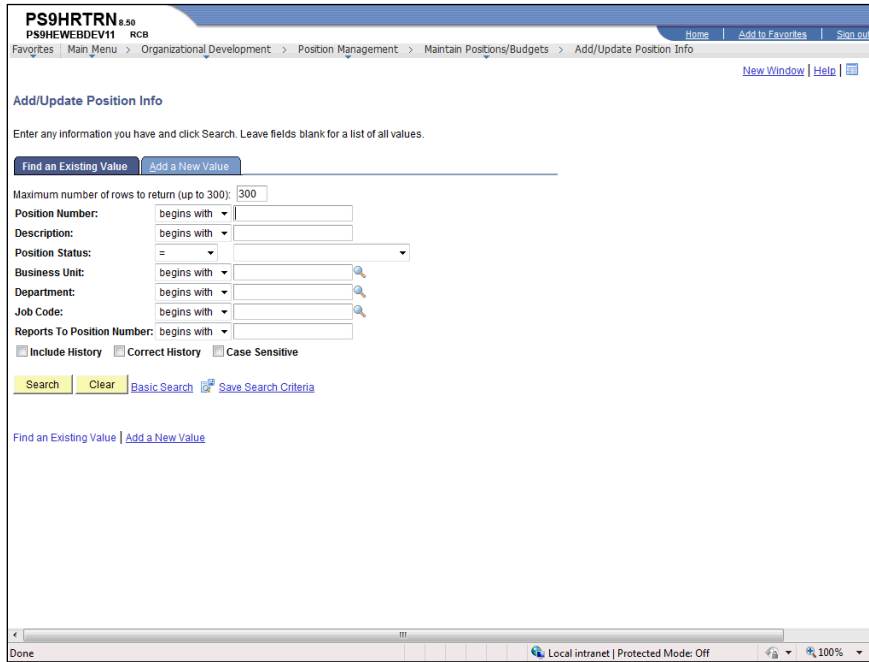
#### Procedure

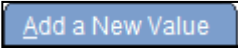
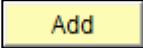
In this topic you will learn how to **Create a Position**.

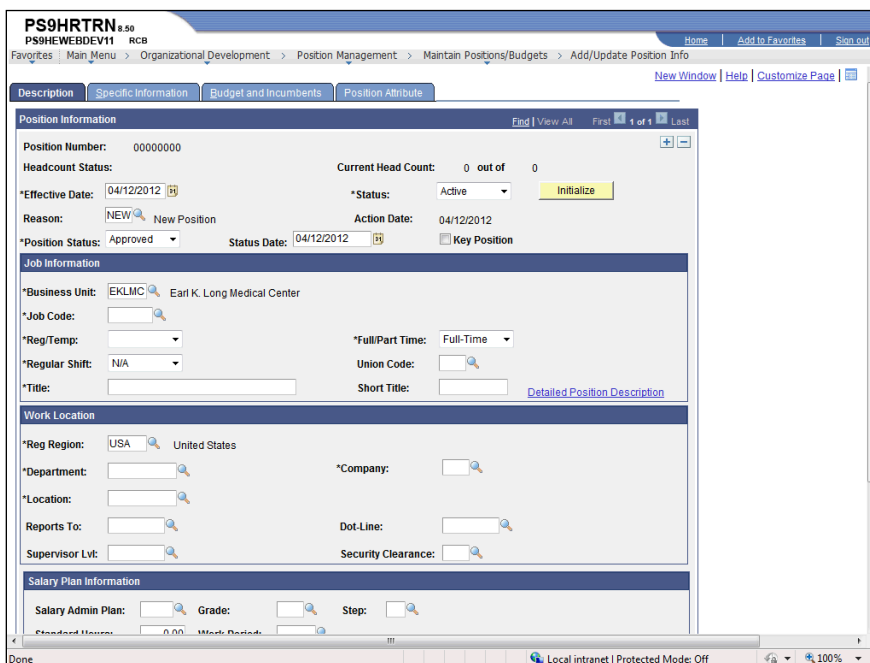
Step	Action
1.	Click the <b>Main Menu</b> link. 





Step	Action
2.	Point to the <b>Organizational Development</b> menu.
3.	Point to the <b>Position Management</b> menu.
4.	Point to the <b>Maintain Positions/Budgets</b> menu.
5.	Click the <b>Add/Update Position Info</b> menu. 

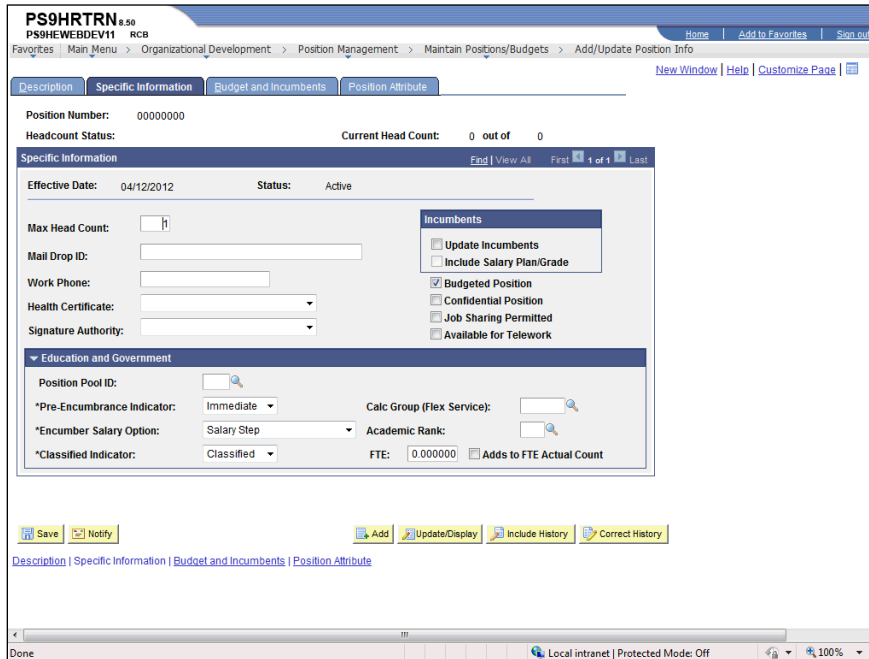


Step	Action
6.	Click the <b>Add a New Value</b> tab. 
7.	Click the <b>Add</b> button. 

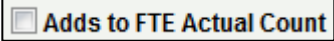



Step	Action
8.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>15010</b> ".
9.	<p><i><b>NOTE: If you know the Department number you can enter directly into the field. Otherwise you may search for it using the Look up Department option.</b></i></p> <p>Click the <b>Look up Department</b> button.</p> 
10.	Click the button to the right of the <b>Department</b> field.
11.	Click the <b>contains</b> list item.
12.	Enter the desired information into the <b>Department</b> field. Enter " <b>EL20478</b> ".
13.	Click the <b>Look Up</b> button.
14.	Click the <b>Infectious Disease Clinic</b> link in the Search Results list.
15.	Click the <b>Look up Location</b> button.
16.	Click the <b>EKLMC</b> link in the Search Results list.

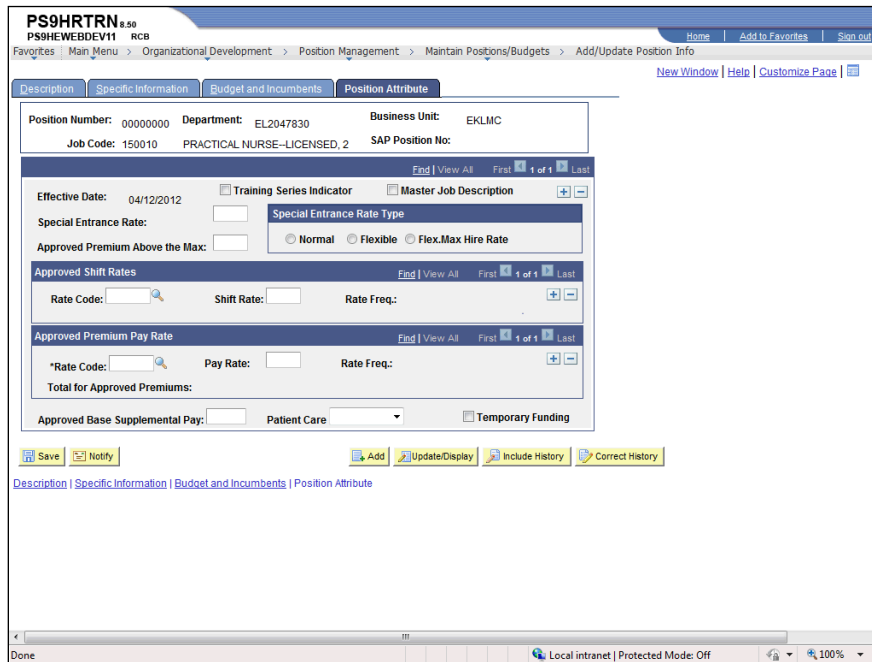
Step	Action
17.	Click the <b>Specific Information</b> tab. 
18.	<i><b>NOTE: The Classified Indicator field defaults as "Classified". This option will need to be changed if the position is Unclassified.</b></i>

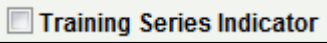



The screenshot shows the 'Specific Information' tab for position 00000000. The 'Classified Indicator' dropdown is set to 'Classified'. The 'FTE' field is 0.000000 and 'Adds to FTE Actual Count' is unchecked. Other fields include 'Effective Date' (04/12/2012), 'Status' (Active), 'Max Head Count' (1), 'Mail Drop ID', 'Work Phone', 'Health Certificate', and 'Signature Authority'. There are also sections for 'Incumbents' and 'Education and Government'.

Step	Action
19.	Enter the desired information into the <b>FTE (Full Time Equivalent)</b> field. Enter <b>"1"</b> .
20.	Click the <b>Adds to FTE Actual Count</b> option. 
21.	Click the <b>Position Attributes</b> tab. 






Step	Action
22.	Click the <b>Training Series Indicator</b> option. 
23.	Click the <b>Save</b> button. 
24.	Once saved a new Position Number is assigned and changes from 00000000 to <b>00049724</b> .
25.	This completes <b>Create a Position</b> . <b>End of Procedure.</b>

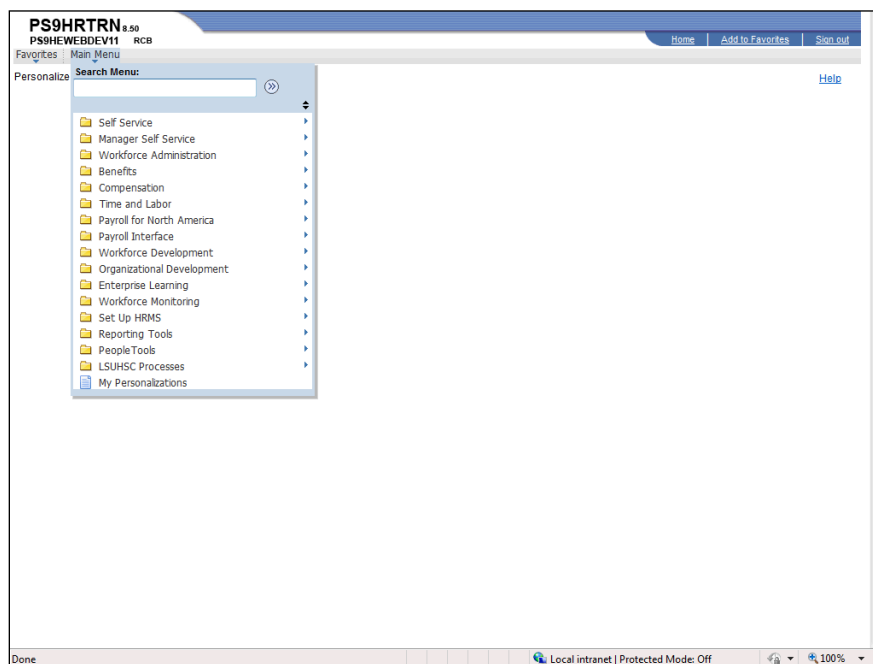


## Update Position Data

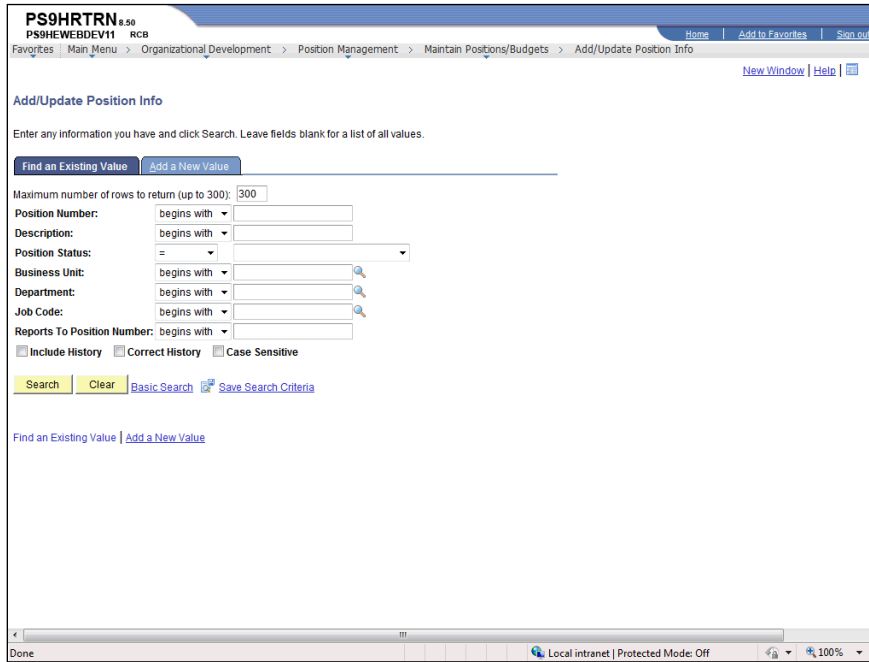
### Procedure

In this topic you will learn how to **Update Position Data**.

Step	Action
1.	Click the <b>Main Menu</b> button. 




Step	Action
2.	Point to the <b>Organizational Development</b> menu.
3.	Point to the <b>Position Management</b> menu.
4.	Point to the <b>Maintain Positions/Budgets</b> menu.
5.	Click the <b>Add/Update Position Info</b> menu. 



PS9HRTRN 8.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

[New Window](#) | [Help](#) | 

### Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) | [Add a New Value](#)


Maximum number of rows to return (up to 300):


Position Number:  begins with

Description:  begins with

Position Status:  =

Business Unit:  begins with  

Department:  begins with  

Job Code:  begins with  

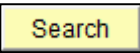
Reports To Position Number:  begins with

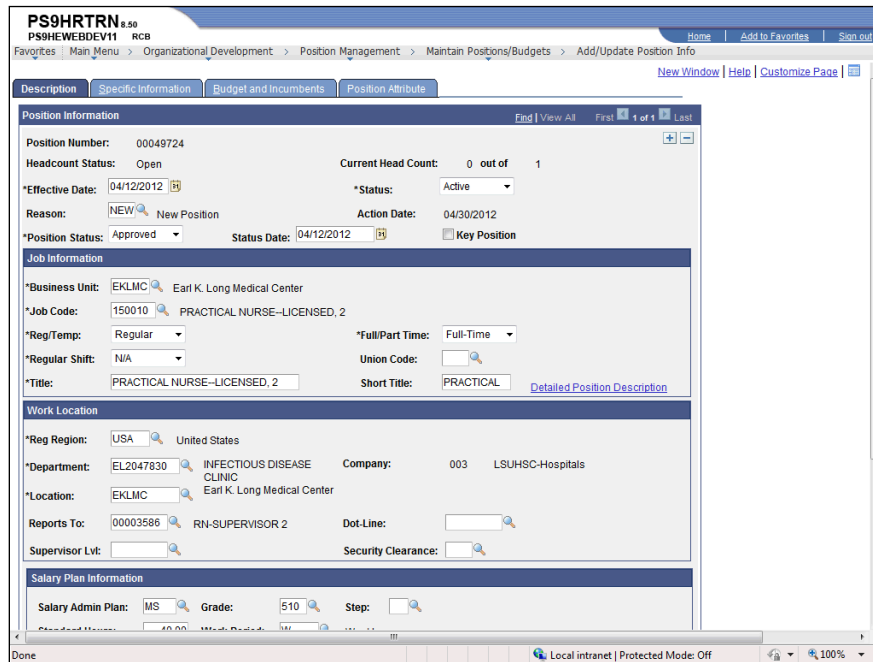
Include History  Correct History  Case Sensitive







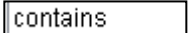
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)





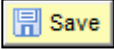

[Find an Existing Value](#) | [Add a New Value](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
6.	Enter the desired information into the <b>Position Number</b> field. Enter " <b>00049724</b> ".
7.	Click the <b>Search</b> button. 



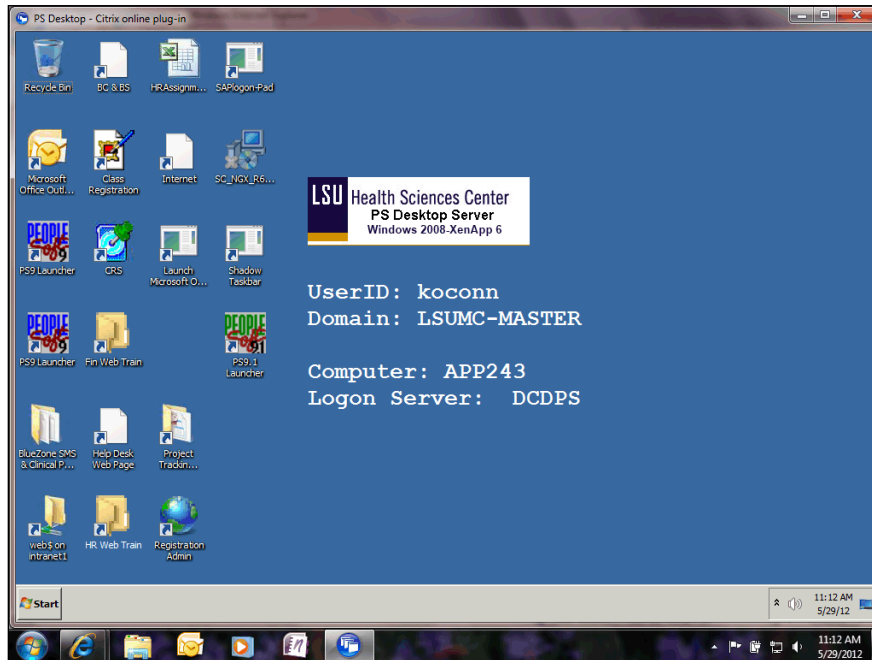
Step	Action
8.	Click the <b>Add a new row at row 1</b> button. 
9.	Click the <b>Look up Reason</b> button. 
10.	Enter the desired information into the <b>Reason Code</b> field. Enter " <b>R</b> ".
11.	Click the <b>Look Up</b> button. 
12.	Click the <b>REA - Reassignment</b> link. 
13.	<i>NOTE: If you know the Department number you can enter directly into the field. Otherwise you may search for it using the Look up Department option.</i>  Click the <b>Look up Department</b> button. 
14.	Click the button to the right of the <b>Department</b> field. 
15.	Click the <b>contains</b> list item. 
16.	Enter the desired information into the <b>Department</b> field. Enter " <b>EL20478</b> ".




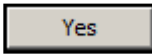
Step	Action
17.	Click the <b>Look Up</b> button. 
18.	Click the <b>EL2047810 - Neurology Clinic</b> link. 
19.	Click the <b>Look up Location</b> button. 
20.	Click the <b>EKLMC</b> link in the Search Results list. 
21.	Click the <b>Save</b> button. 
22.	Click the <b>OK</b> button. 
23.	This completes <b>Update Position Data</b> . <b>End of Procedure.</b>

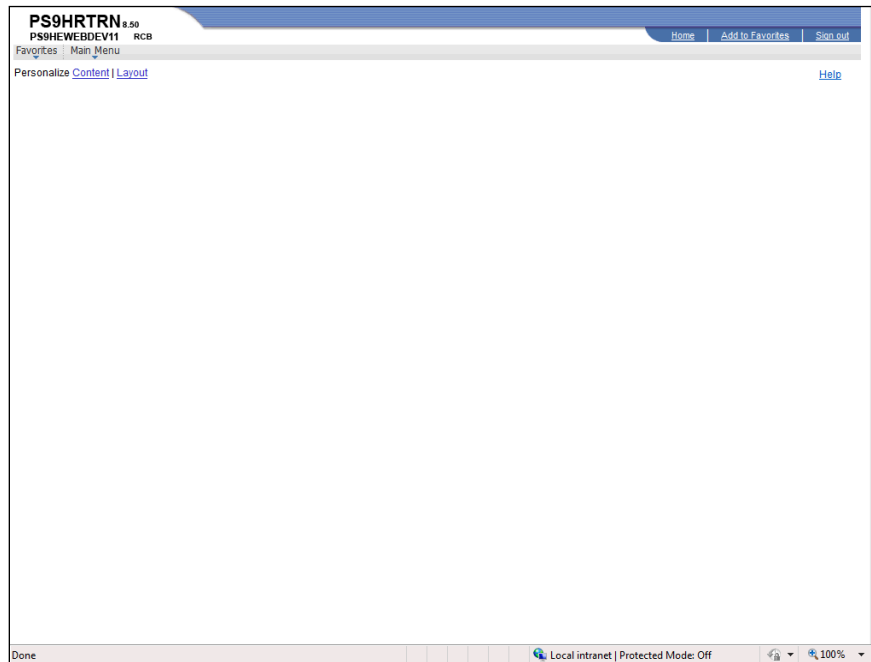
## Run a Query


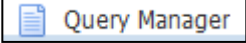
### Procedure

In this topic you will learn how to **Run a Query**.

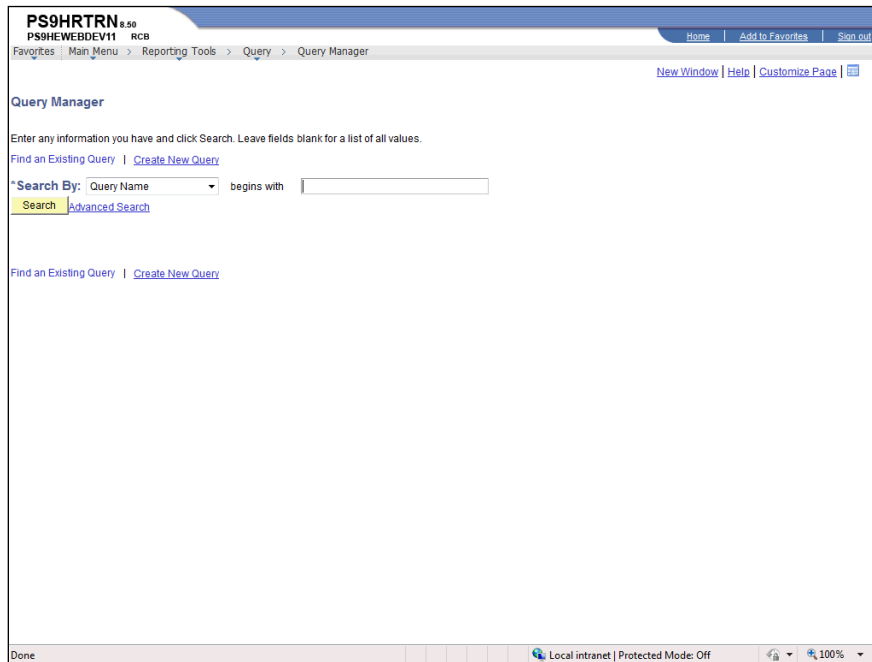


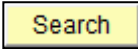


Step	Action
1.	Double-click the <b>PeopleSoft 9.1</b> button.
2.	From the LSUHSC PeopleSoft 9 Launcher, click the button to the right of the <b>Database</b> field. 
3.	Click the <b>PS 9 Higher Ed Reports (PS9HERPT)</b> list item. 
4.	Click the <b>Start</b> button. 
5.	A warning message displays reminding you that this is not the Production database. Click the <b>Yes</b> button. 
6.	<b>NOTE: The TRN database was used for recording this topic for <u>training purposes only</u>. All reports must be run in the Reports database.</b>




Step	Action
7.	Click the <b>Main Menu</b> button. 
8.	Click the <b>Reporting Tools</b> link.
9.	Click the <b>Query</b> link.
10.	Click the <b>Query Manager</b> link. 





Step	Action
11.	Enter the desired information into the <b>begins with</b> field. Enter " <b>pos</b> ".
12.	Click the <b>Search</b> button. 
13.	Click the checkbox to the left of the <b>POS007_Vacant_Budgeted_Position</b> option. 
14.	Click the <b>HTML</b> link on the POS007_Vacant_Budgeted_Position row. 



Step	Action
15.	Click the <b>Close</b> button. 
16.	This completes <b>Run a Query</b> . <b>End of Procedure.</b>

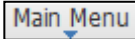
## Employment Actions

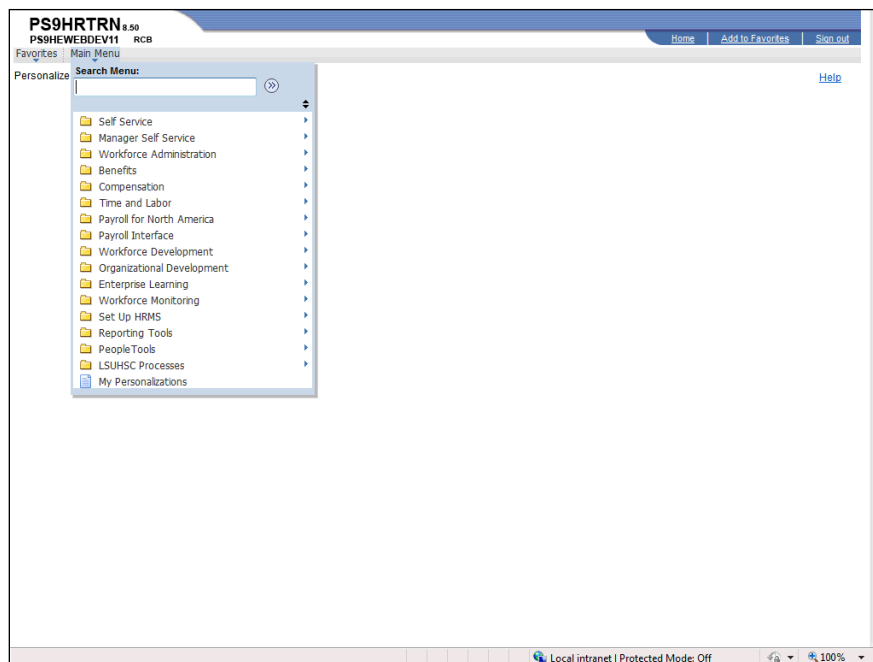
*NOTE: The employees used as examples in the exercises for this manual are fictional characters. All information (e.g. ID numbers, SSN, address, compensation, etc.) relating to these employees is also fictional and created for training purposes only. Any similarity to a real person is coincidental.*

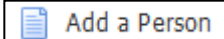
### Add a Person - Classified

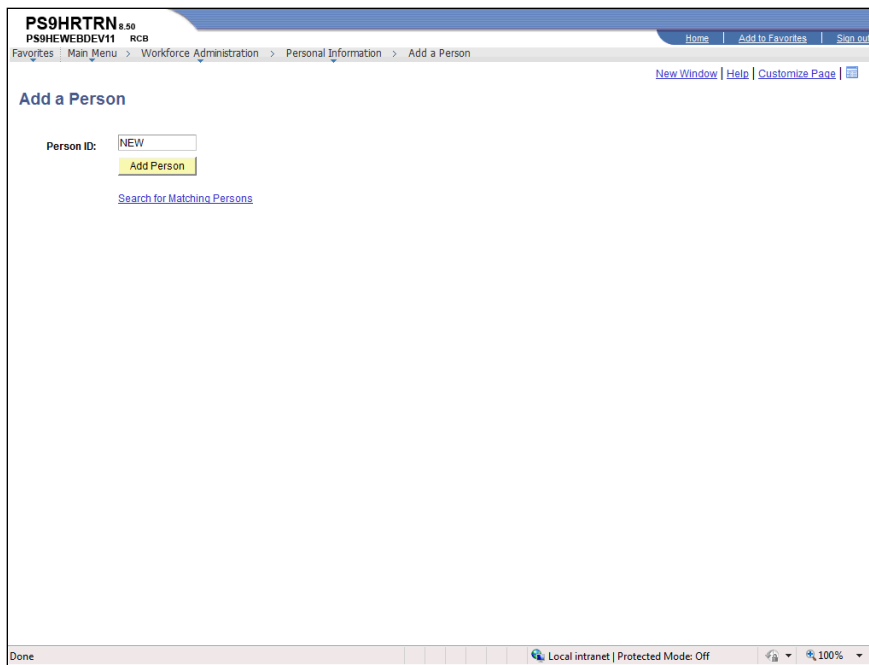
#### Procedure

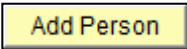
In this topic you will learn how to **Add a Person - Classified**.

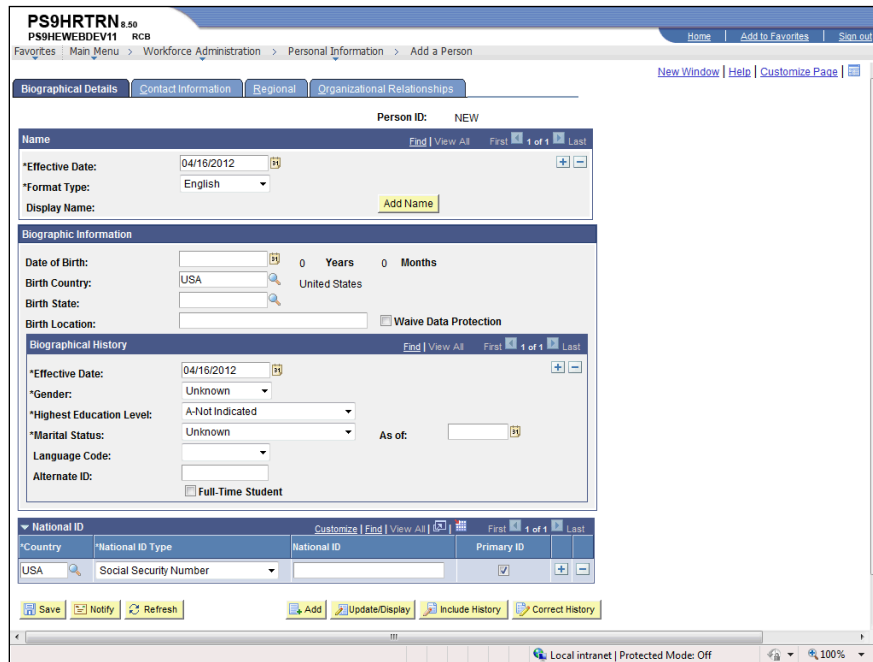
Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Point to the <b>Workforce Administration</b> menu.
3.	Point to the <b>Personal Information</b> menu.
4.	Click the <b>Add a Person</b> menu. 

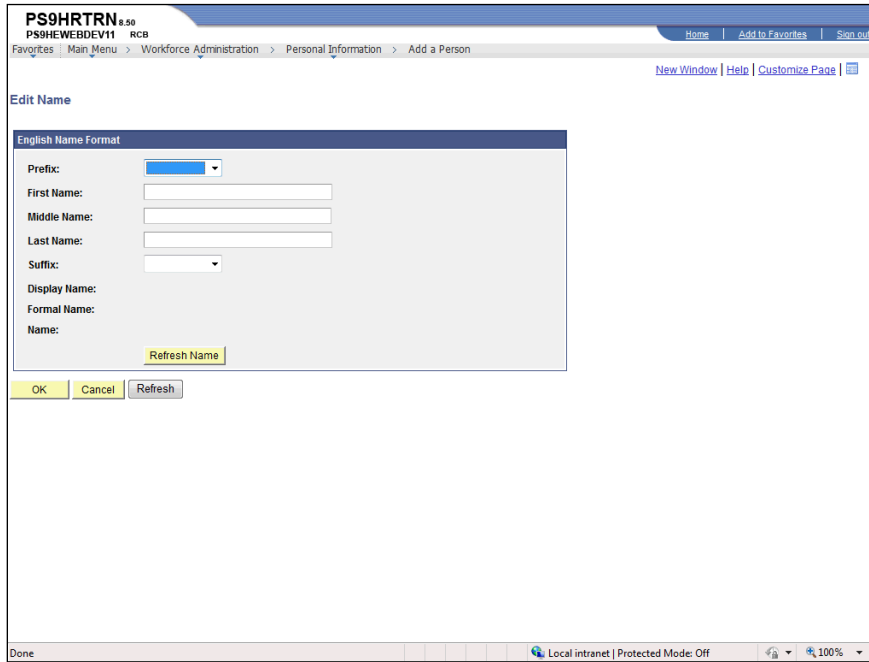



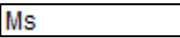
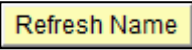
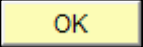
Step	Action
5.	Click the <b>Add Person</b> button. 
6.	The Effective Date defaults to the current date. Depending on when you are entering the employee's information into the system, you may need to change the Effective Date. The <b>Effective Date</b> is the <b>employee's hire date</b> .

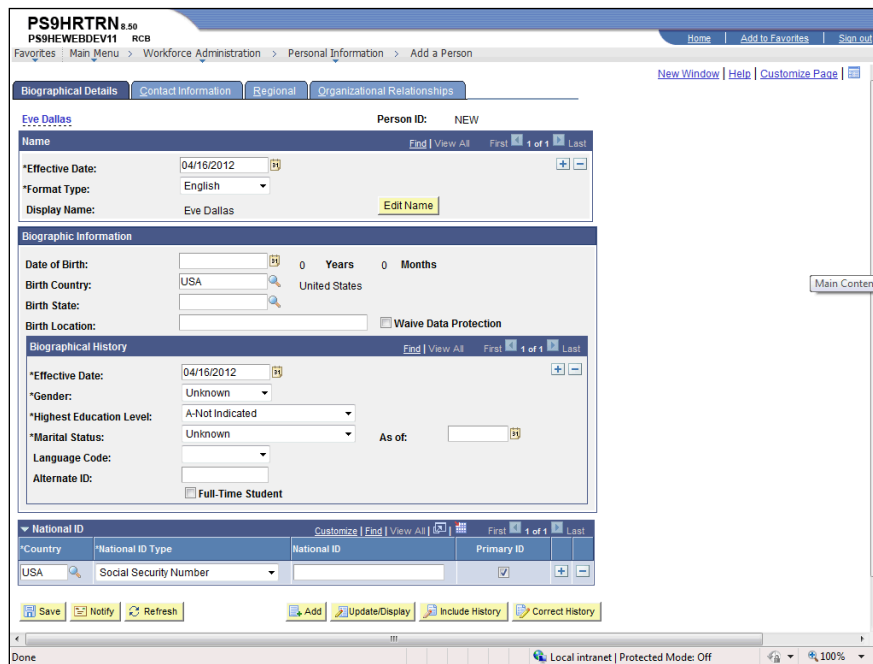


The screenshot shows the 'PS9HRTRN 8.50' web application interface. The user is logged in as 'PS9HEWBEDEV11 RCB'. The navigation path is 'Workforce Administration > Personal Information > Add a Person'. The 'Person ID' is 'NEW'. The 'Name' section contains fields for '\*Effective Date' (04/16/2012), '\*Format Type' (English), and 'Display Name'. An 'Add Name' button is visible. The 'Biographic Information' section includes 'Date of Birth', 'Birth Country' (USA), 'Birth State', and 'Birth Location'. The 'Biographical History' section includes '\*Effective Date' (04/16/2012), '\*Gender' (Unknown), '\*Highest Education Level' (A-Not Indicated), '\*Marital Status' (Unknown), 'Language Code', and 'Alternate ID'. The 'National ID' section shows a table with columns for 'Country', 'National ID Type', 'National ID', and 'Primary ID'. The table contains one row with 'USA' and 'Social Security Number'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



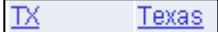

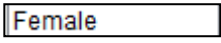

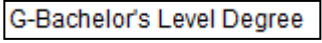
Step	Action
7.	Click the <b>Add Name</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add Name</div>




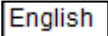



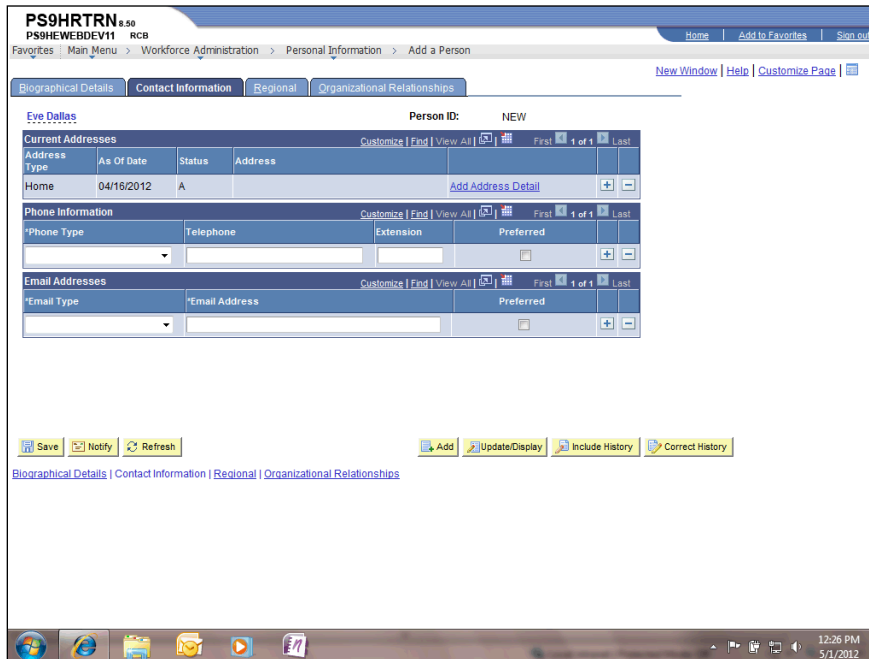
Step	Action
8.	Click the button to the right of the <b>Prefix</b> field. 
9.	Click the <b>Ms</b> list item. 
10.	Enter the desired information into the <b>First Name</b> field. Enter " <b>Eve</b> ".
11.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>Dallas</b> ".
12.	Click the <b>Refresh Name</b> button. 
13.	Click the <b>OK</b> button. 




The screenshot shows the 'PS9HRTRN 8.50' web application interface. The user is logged in as 'PS9HEWBEDEV11 RCB'. The navigation path is 'Workforce Administration > Personal Information > Add a Person'. The 'Biographical Details' tab is active, showing 'Person ID: NEW' and 'Eve Dallas'. The 'Biographic Information' section includes fields for 'Date of Birth' (04/16/2012), 'Birth Country' (USA), and 'Birth State' (United States). The 'Biographical History' section includes fields for 'Effective Date' (04/16/2012), 'Gender' (Unknown), 'Highest Education Level' (A-Not Indicated), and 'Marital Status' (Unknown). A 'National ID' table is visible at the bottom, with columns for 'Country', 'National ID Type', 'National ID', and 'Primary ID'. The table contains one row for 'USA' with 'Social Security Number' as the 'National ID Type'.

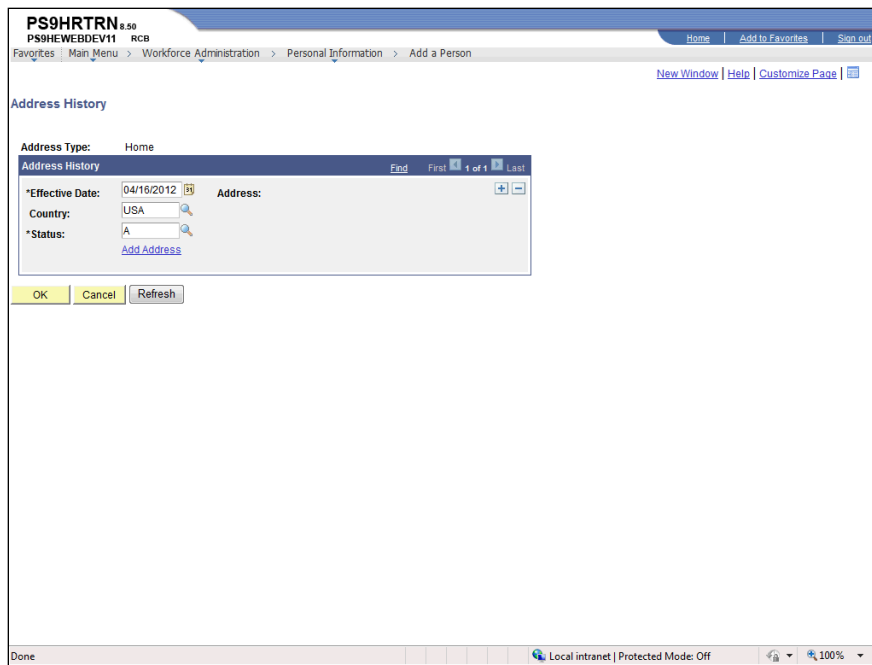
Step	Action
14.	Enter the desired information into the <b>Date of Birth</b> field. Enter " <b>080980</b> ".
15.	Click the <b>Look up Birth State</b> button. 
16.	Enter the desired information into the <b>State</b> field. Enter " <b>T</b> ".
17.	Click the <b>Look Up</b> button. 
18.	Click the <b>TX - Texas</b> link. 
19.	Enter the desired information into the <b>Birth Location</b> field. Enter " <b>Dallas</b> ".
20.	Click the button to the right of the <b>Gender</b> field. 
21.	Click the <b>Female</b> list item. 
22.	Click the button to the right of the <b>Highest Education Level</b> field. 
23.	Click the <b>G-Bachelor's Level Degree</b> list item. 

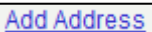
Step	Action
24.	Click the button to the right of the <b>Marital Status</b> field.  <i>NOTE: HCSD uses only the Single or Married option.</i> 
25.	Click the <b>Married</b> list item. 
26.	Click the button to the right of the <b>Language Code</b> field. 
27.	Click the <b>English</b> list item. 
28.	Enter the desired information into the <b>National ID</b> field. Enter " <b>9 - digit Social Security Number</b> ".  <i>NOTE: Verify that the Primary ID box to the right of the National ID field is checked.</i>
29.	Click the <b>Contact Information</b> tab. 

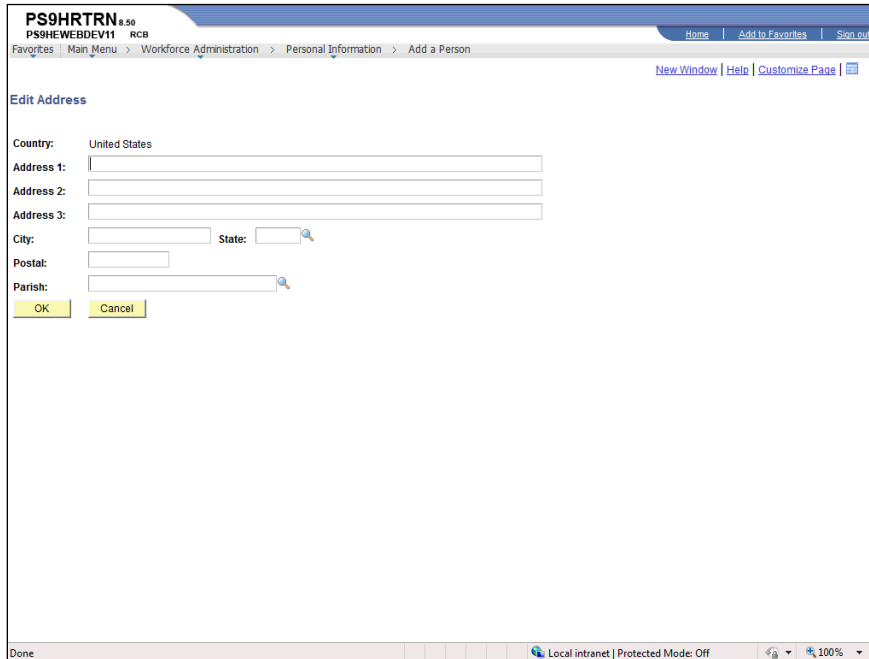


Step	Action
30.	Click the <b>Add Address Detail</b> link. 





Step	Action
31.	Click the <b>Add Address</b> link. 



PS9HRTRN 8.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Edit Address

Country: United States

Address 1:

Address 2:

Address 3:


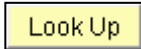

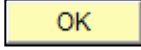
City:  State:

Postal:

Parish:

OK Cancel

Done Local intranet | Protected Mode: Off 100%

Step	Action
32.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>12760 Roarke Road</b> ".  <i>NOTE: The Address 1 field has a limited number of characters. Use the Address 2 field for apartment numbers, P. O. Box information, etc.</i>
33.	Enter the desired information into the <b>City</b> field. Enter " <b>Baton Rouge</b> ".
34.	Enter the desired information into the <b>State</b> field. Enter " <b>LA</b> ".
35.	Enter the desired information into the <b>Postal</b> field. Enter " <b>70806</b> ".
36.	Click the <b>Look up Parish (Alt+5)</b> button. 
37.	Enter the desired information into the <b>Description</b> field. Enter " <b>E</b> ".
38.	Click the <b>Look Up</b> button. 
39.	Click the <b>East Baton Rouge</b> link. 
40.	Click the <b>OK</b> button. 

PS9HRTRN 8.50  
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

[New Window](#) | [Help](#) | [Customize Page](#)

Address History

Address Type: Home

Address History Find First 1 of 1 Last

\*Effective Date: 04/16/2012 Address: 12760 Roarke Road  
Baton Rouge, LA 70806  
East Baton Rouge

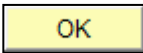
Country: USA

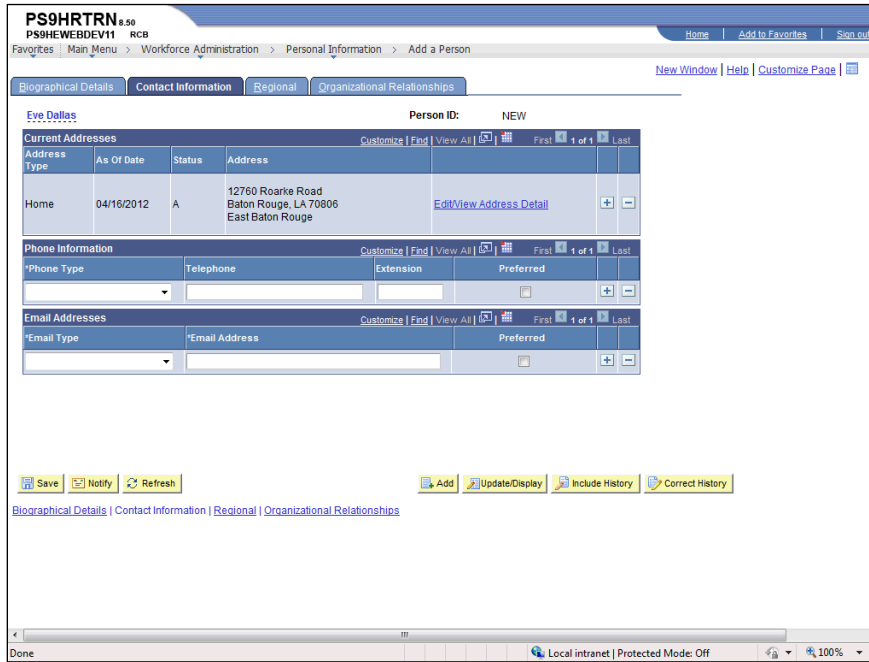
\*Status: A


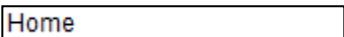


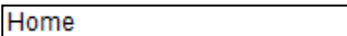

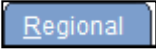
[Add Address](#)

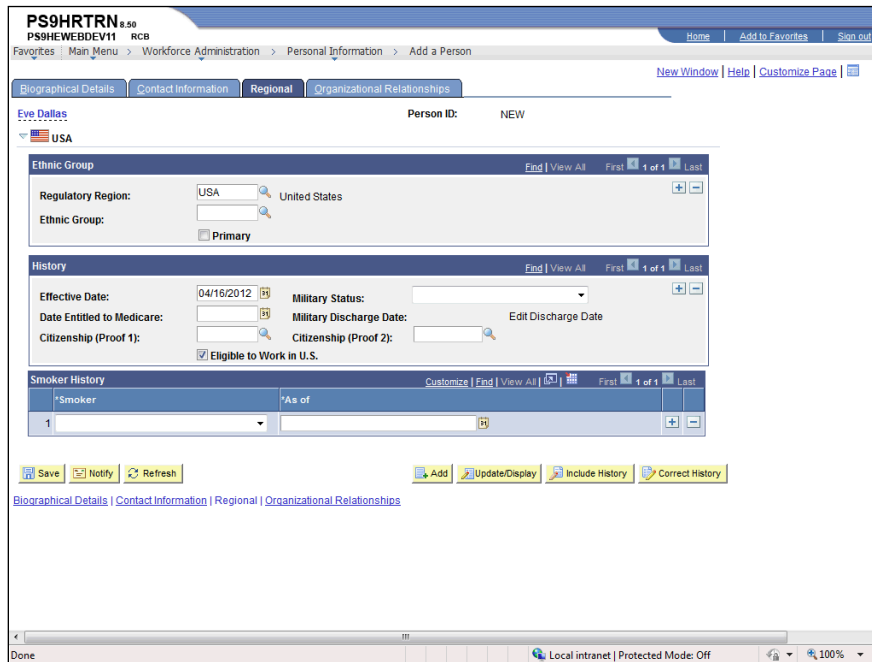
OK Cancel Refresh





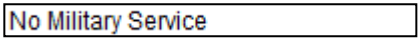

Done Local intranet | Protected Mode: Off 100%

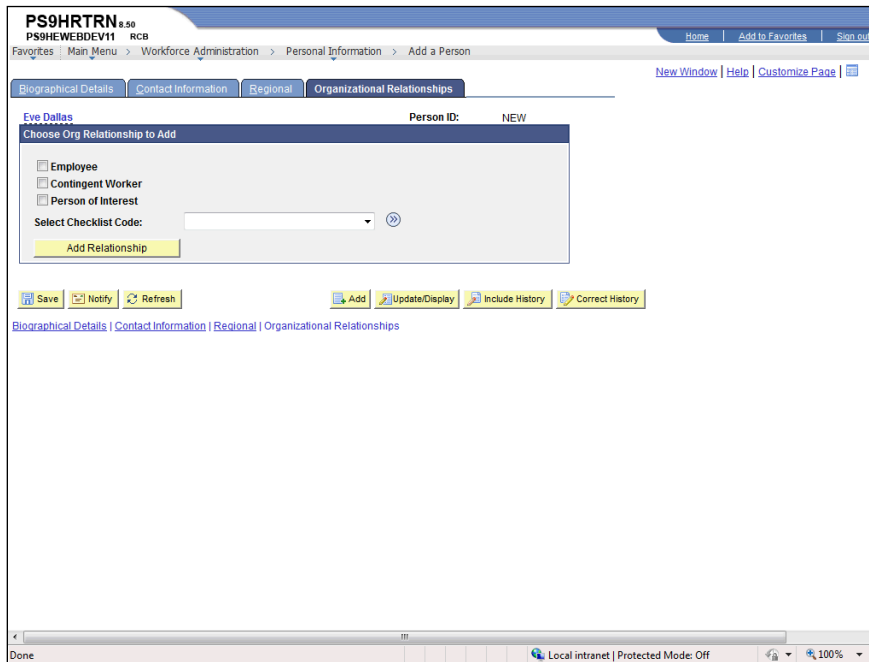
Step	Action
41.	Click the <b>OK</b> button. 


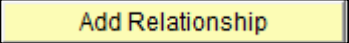


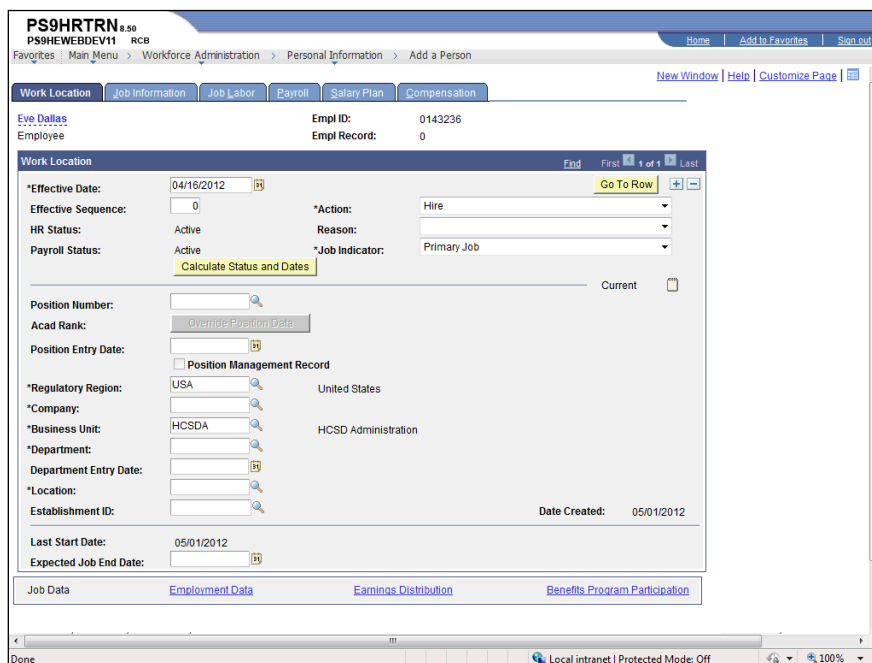
Step	Action
42.	Click the <b>Phone Type</b> list. 
43.	Click the <b>Home</b> list item. 
44.	Enter the desired information into the <b>Telephone</b> field. Enter " <b>2253430223</b> ".
45.	Click the <b>Preferred</b> option. 
46.	Click the <b>Email Type</b> list. 
47.	Click the <b>Home</b> list item. 
48.	Enter the desired information into the <b>Email Address</b> field. Enter " <b>topcop@yahoo.net</b> ".
49.	Click the <b>Preferred</b> option. 
50.	Click the <b>Regional</b> tab. 


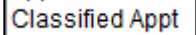


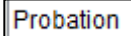




Step	Action
51.	Click the <b>Look up Ethnic Group (Alt+5)</b> button. 
52.	Click the <b>HISPA</b> link. 
53.	Click the <b>Primary</b> option. 
54.	Click the <b>Military Status</b> list. 
55.	Click the <b>No Military Service</b> list item. 
56.	Click the <b>Organizational Relationships</b> tab. 
















Step	Action
57.	Click the <b>Employee</b> option. 
58.	Click the <b>Add Relationship</b> button.  <i>NOTE: Once you click the Add the Relationship button, the system will automatically assign the employee an ID number.</i> 
59.	The employee's ID number displays at the top of the page.  <i>WARNING: Make sure you note the employee's ID number before continuing to the Job Data section. The employee ID number is with only means of locating the employee in the system until the Job Data and Benefits Program Participation sections are completed.</i>
60.	The Effective Date defaults to the current date. Depending on when you are entering the employee's information into the system, you may need to change the Effective Date. The <b>Effective Date</b> is the <b>employee's hire date</b> .





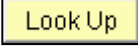

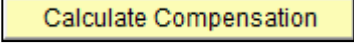


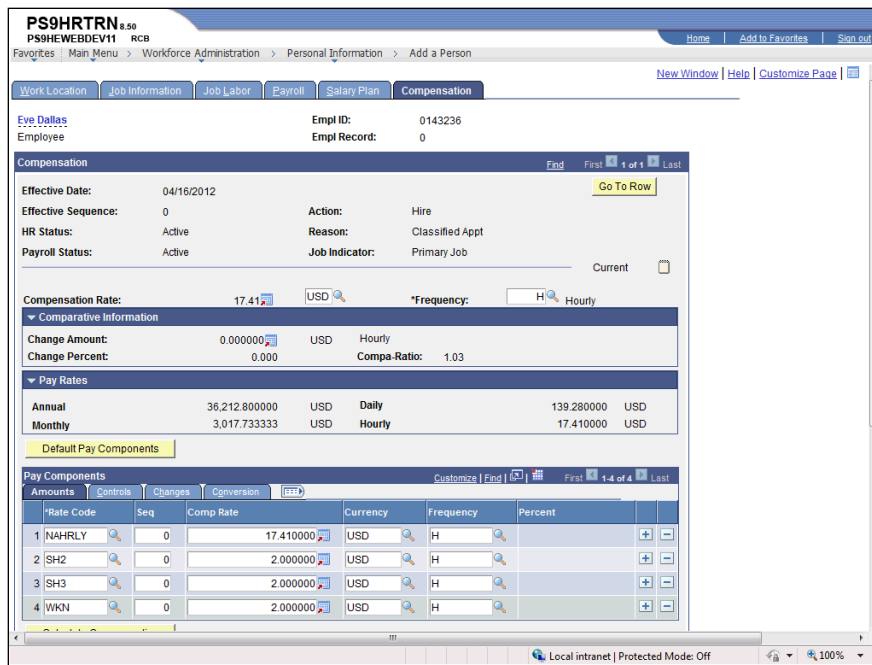
Step	Action
61.	Click the <b>Reason</b> list. 
62.	Click the <b>Classified Appt</b> list item. 
63.	Enter the desired information into the <b>Position Number</b> field. Enter " <b>00049724</b> ".  <i>NOTE: Once the Position Number is entered, the system will automatically populate the appropriate information into the remaining fields when you navigate away from the field.</i>
64.	Click the <b>Job Information</b> tab. 
65.	Click the button to the right of the <b>Empl Class</b> field. 
66.	Click the <b>Probation</b> list item. 
67.	The Work Day Hours field defaults based on the employee's FTE.
68.	Click the <b>Payroll</b> tab. 
69.	Click the <b>Look up Pay Group</b> button. 


Step	Action
70.	Click the <b>EBN - Non-exempt w/ benefit(EKL)</b> link. 
71.	Click the <b>Look up Tax Location Code</b> button. 
72.	Click the <b>Louisiana</b> link. 
73.	Click the <b>Look up Holiday Schedule</b> button. 
74.	Click the <b>HCS - HEALTH CARE SRVS DIV</b> link. 
75.	Click the <b>Compensation</b> tab and then scroll to the bottom of the page. 
76.	Click the <b>Look up Meals</b> button. 
77.	Click the <b>30 MIN</b> link. 
78.	Click the <b>Look up Shift 2</b> button. 
79.	Click the <b>SHIFT 2 3P-11:30P 2 HrMin</b> link. 
80.	Click the <b>Look up Shift 3</b> button. 
81.	Click the <b>SHIFT 3 11P-7:30A 2 HrMin</b> link. 
82.	Click the <b>Look up OverTime</b> button. 
83.	Click the <b>80_OT1</b> link. 
84.	Click the <b>Look up WeeKEnd</b> button. 
85.	Click the <b>WKND3 7A SAT 730A MON NoMin</b> link. 

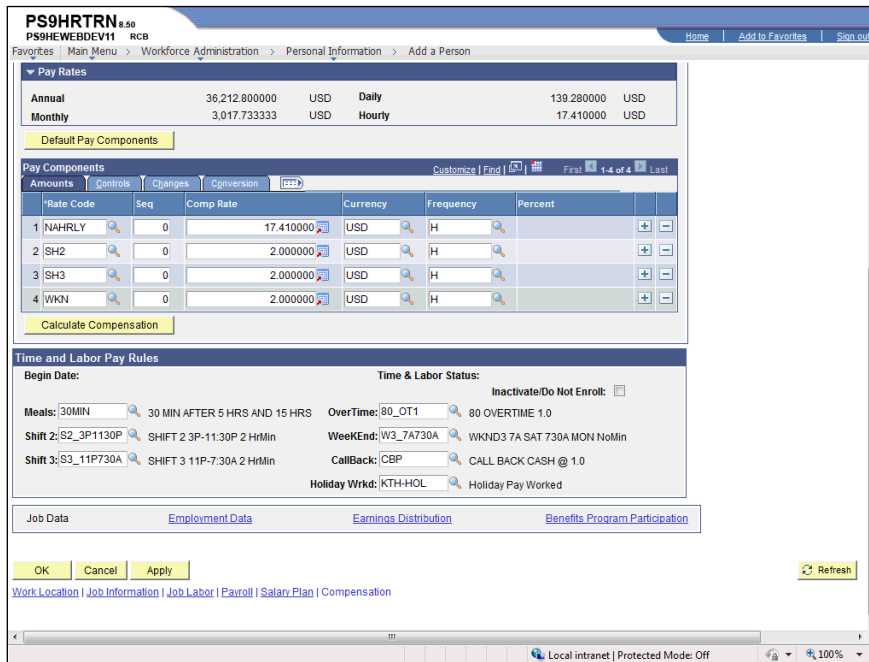


Step	Action
86.	Click the <b>Look up Callback</b> button. 
87.	Click the <b>CALL BACK CASH @ 1.0</b> link. 
88.	Click the <b>Look up Holiday Wrkd</b> button. 
89.	Click the <b>Holiday Pay Worked</b> link. 
90.	Click the <b>Look up Rate Code</b> button. 
91.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter " <b>N</b> ".
92.	Click the <b>Look Up</b> button. 
93.	Click the <b>NAHRLY - Default NA Hourly</b> link. 
94.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>17.41</b> ".
95.	Click the <b>Add a new row at row 1</b> button. 
96.	Click the <b>Look up Rate Code</b> button. 
97.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter " <b>S</b> ".
98.	Click the <b>Look Up</b> button. 
99.	Click the <b>SH2 - Shift 2 Differential</b> link. 
100.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>2.00</b> ".
101.	Click the <b>Add a new row at row 2</b> button. 
102.	Click the <b>Look up Rate Code</b> button. 
103.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter " <b>S</b> ".





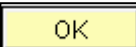
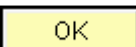
Step	Action
104.	Click the <b>Look Up</b> button. 
105.	Click the <b>SH3 - Shift 3 Differential</b> link. 
106.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>2.00</b> ".
107.	Click the <b>Add a new row at row 3</b> button. 
108.	Click the <b>Look up Rate Code</b> button. 
109.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter " <b>W</b> ".
110.	Click the <b>Look Up</b> button. 
111.	Click the <b>WKN - Weekend Rate</b> link. 
112.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>2.00</b> ".
113.	Click the <b>Calculate Compensation</b> button. 

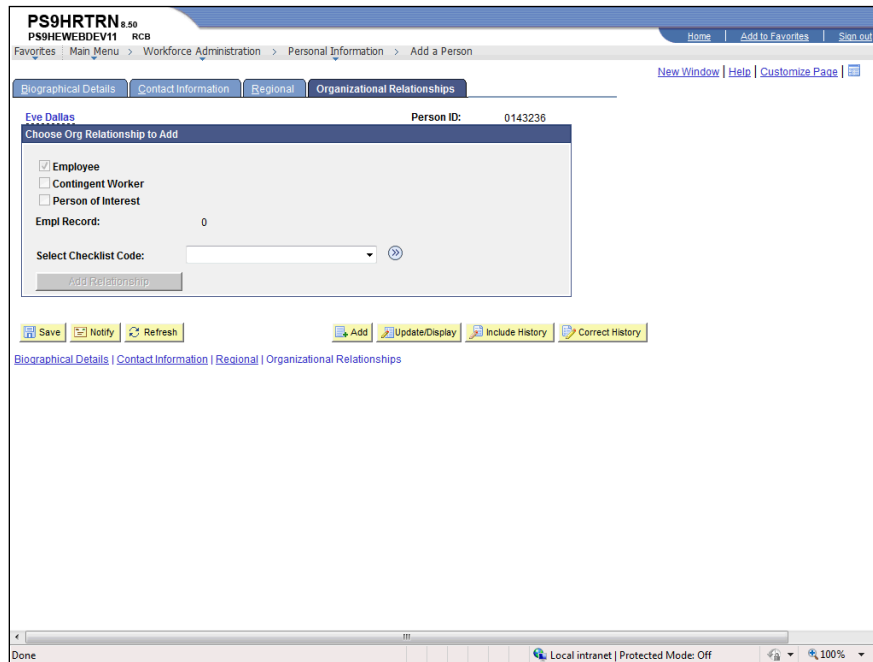


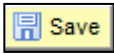
Step	Action
114.	<p>The system calculates the employee's annual and monthly rate of pay.</p> <p>Click the <b>Down</b> button of the scrollbar.</p> 



The screenshot shows the 'Add a Person' screen in the PS9HRTRN 8.50 system. The 'Pay Rates' section displays Annual (36,212,800,000 USD) and Monthly (3,017,733,333 USD) rates. The 'Pay Components' table lists four components: NAHRLY (17.4100000 USD), SH2 (2.0000000 USD), SH3 (2.0000000 USD), and WKN (2.0000000 USD). The 'Time and Labor Pay Rules' section includes fields for Begin Date, Meals (30MIN), Shifts (S2\_3P1130P, S3\_11P730A), OverTime (80\_OT1), WeekEnd (W3\_7A730A), CallBack (CBP), and Holiday Wrkd (KTH-HOL). Navigation links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation are visible at the bottom.

Step	Action
115.	Click the <b>Benefits Program Participation</b> link. 
116.	<b>NOTE: The Effective Date defaults to the current date. Depending on when you are entering the employee's information into the system, you may need to change the Effective Date. The Effective Date is the employee's hire date.</b>  In this example the hire date and effective date are the same so the date does not need to be adjusted.
117.	Click the <b>Look up Benefit Program</b> button. 
118.	Click the <b>FTP - Full/Temp/Part-time</b> link. 
119.	Click the <b>OK</b> button. 
120.	Click the <b>OK</b> button. 
121.	Click the <b>OK</b> button. 




Step	Action
122.	Click the <b>Save</b> button. 
123.	This completes <b>Add a Person - Classified</b> . <b>End of Procedure.</b>

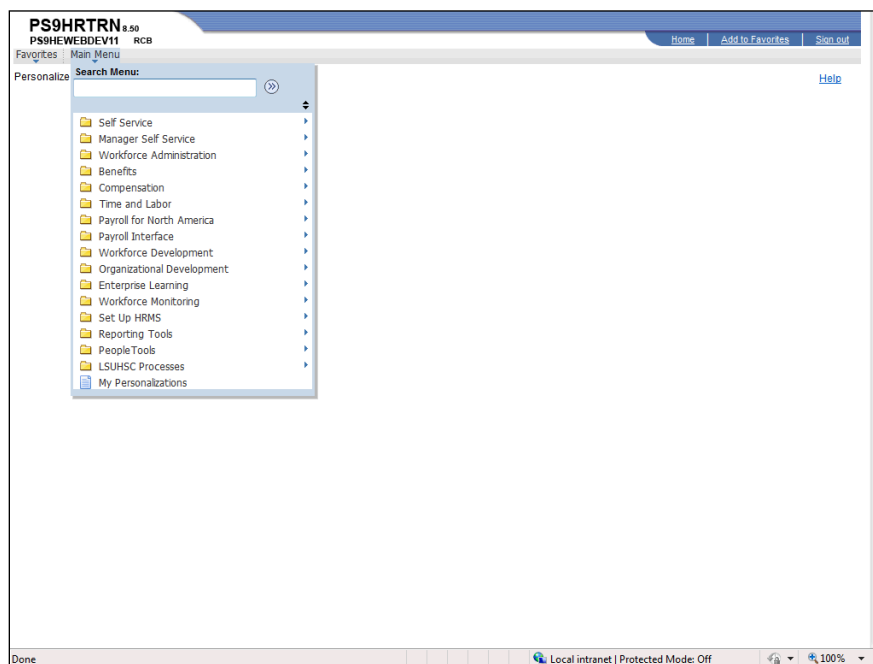


## Add a Person - Unclassified

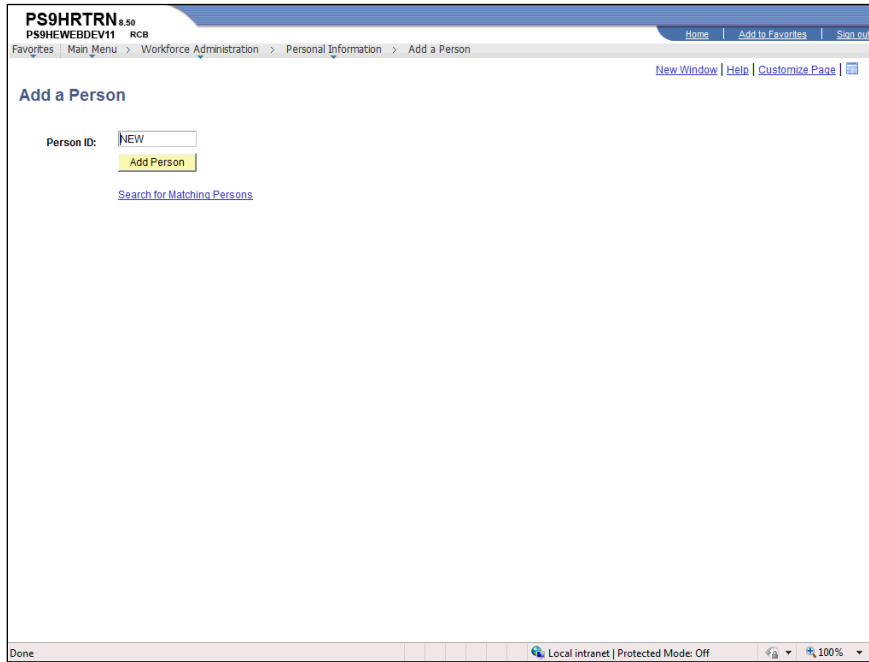
### Procedure

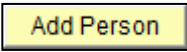
In this topic you will learn how to **Add a Person - Unclassified**.

Step	Action
1.	Click the <b>Main Menu</b> button. 

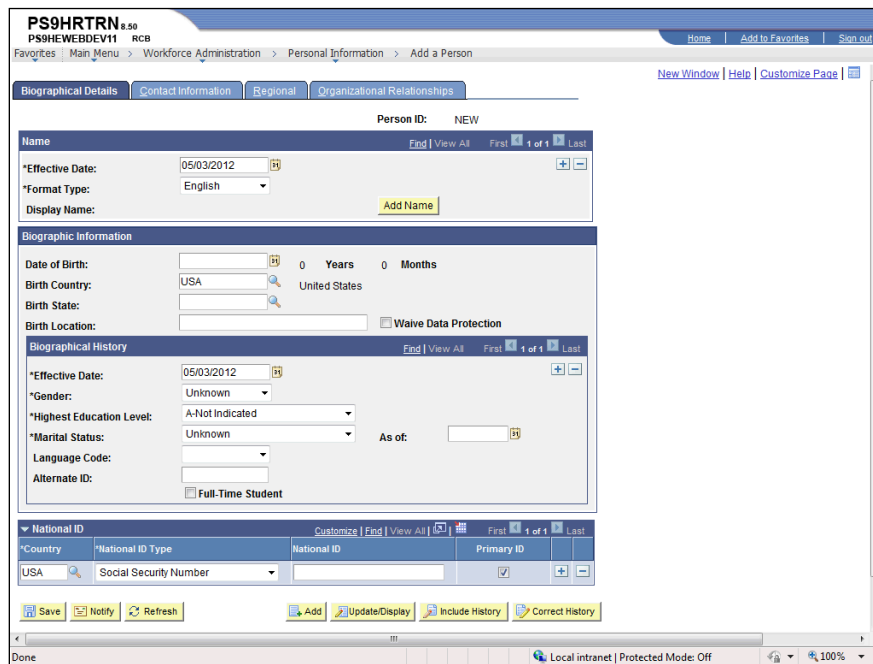



2.	Point to the <b>Workforce Administration</b> menu.
3.	Point to the <b>Personal Information</b> menu.

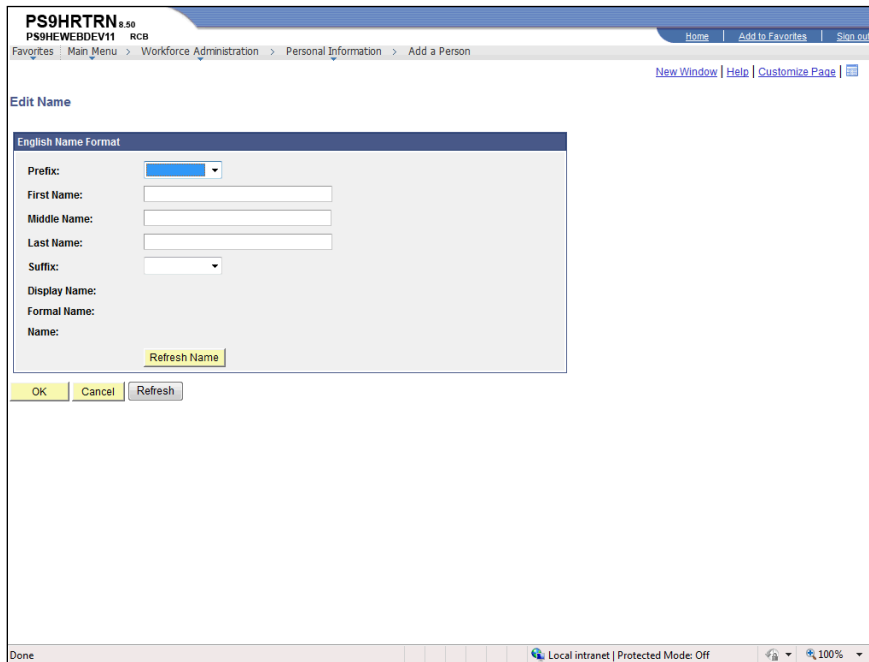




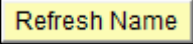
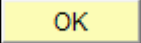
Step	Action
4.	Click the <b>Add the Person</b> link. 
5.	<i><b>NOTE: The Effective Date defaults as the current date. Depending on when you are entering the employee's information, you may need to change the Effective Date. The Effective Date is the employee's hire date.</b></i>

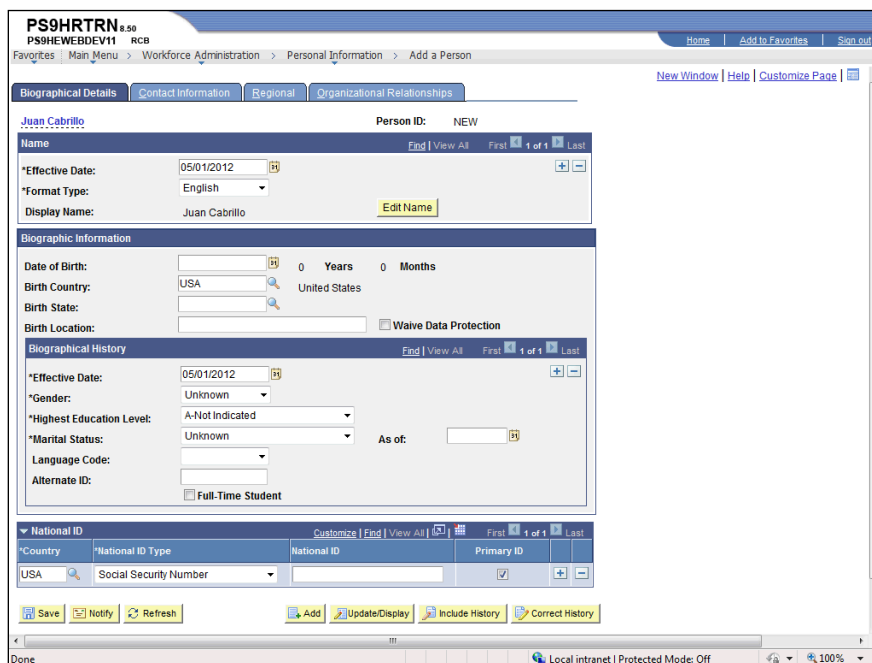





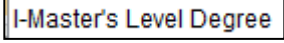

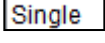



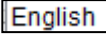
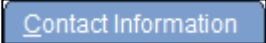
Step	Action
6.	<p>In this example the employee's hire date is 05/01/2012, so the Effective Date must be changed.</p> <p>Click the <b>Choose a date</b> button.</p> 
7.	<p>Click the desired date.</p> 
8.	<p>Click the <b>Add Name</b> link.</p> 

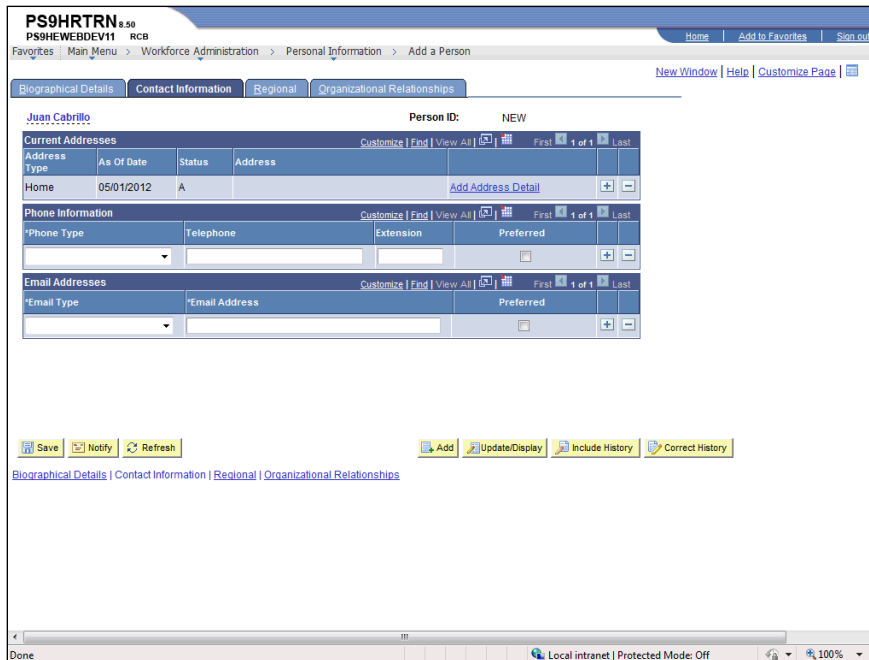


Step	Action
9.	Click the button to the right of the <b>Prefix</b> field. 
10.	Click the <b>Mr</b> list item. 
11.	Enter the desired information into the <b>First Name</b> field. Enter " <b>Juan</b> ".
12.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>Cabrillo</b> ".
13.	Click the <b>Refresh Name</b> button. 
14.	Click the <b>OK</b> button. 



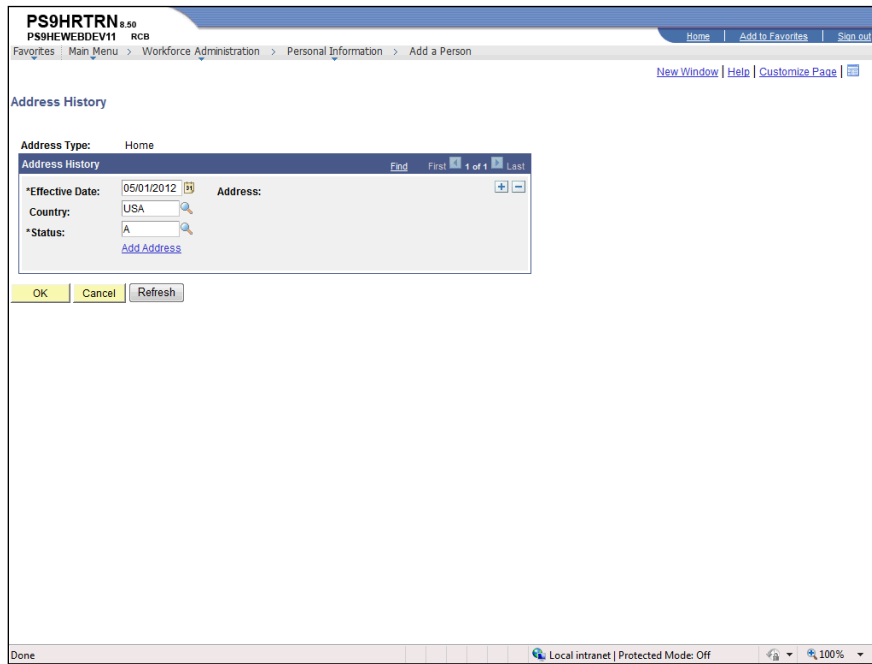
Step	Action
15.	Enter the desired information into the <b>Date of Birth</b> field. Enter " <b>111783</b> ".
16.	Enter the desired information into the <b>Birth State</b> field. Enter " <b>LA</b> ".
17.	Enter the desired information into the <b>Birth Location</b> field. Enter " <b>Baton Rouge</b> ".
18.	Click the button to the right of the <b>Gender</b> field. 
19.	Click the <b>Male</b> list item. 
20.	Click the button to the right of the <b>Highest Education Level</b> field. 
21.	Click the <b>I-Master's Level Degree</b> list item. 
22.	Click the button to the right of the <b>Marital Status</b> field.  <i>NOTE: HCSD uses only the Single or Married option.</i> 
23.	Click the <b>Single</b> list item. 
24.	Click the button to the right of the <b>Language Code</b> field. 


Step	Action
25.	Click the <b>English</b> list item. 
26.	Enter the desired information into the <b>National ID</b> field. Enter " <b>9 - digit Social Security Number</b> ".
27.	Click the <b>Contact Information</b> tab. 

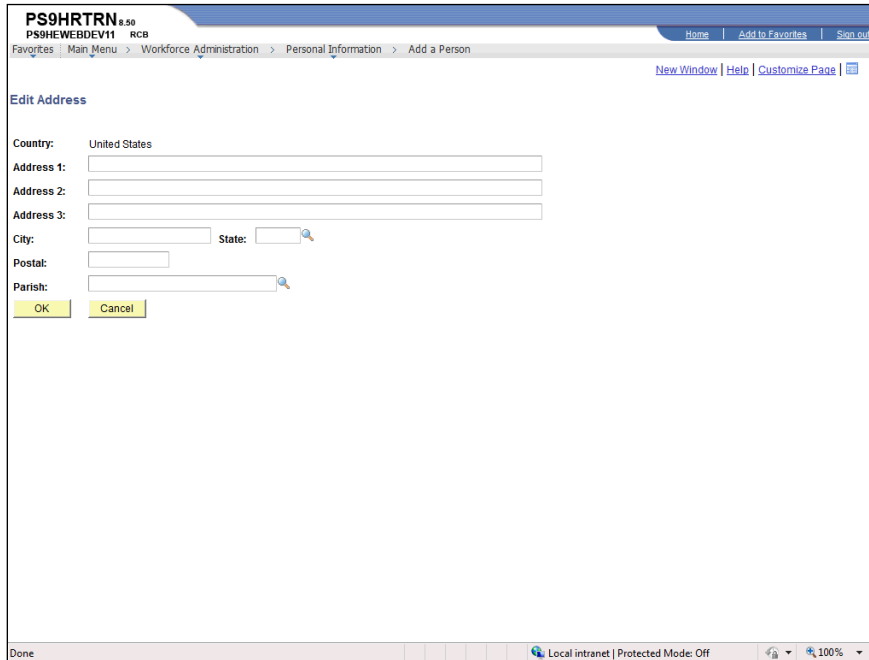


The screenshot shows the 'PS9HRTRN 8.50' web application interface. The user is logged in as 'PS9HEWBEDEV11 RCB'. The breadcrumb trail is 'Workforce Administration > Personal Information > Add a Person'. The 'Contact Information' tab is selected. The page displays a form for 'Juan Cabrillo' with 'Person ID: NEW'. There are three main sections: 'Current Addresses', 'Phone Information', and 'Email Addresses'. Each section has a table with columns for 'Type', 'Date/Status', and 'Address'. The 'Current Addresses' table has one row with 'Home' type, '05/01/2012' as of date, and status 'A'. An 'Add Address Detail' link is visible next to this row. Below the tables are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The browser status bar at the bottom shows 'Local intranet | Protected Mode: Off' and a zoom level of 100%.

Step	Action
28.	Click the <b>Add Address Detail</b> link. 



Step	Action
29.	Click the <a href="#">Add Address</a> link. 



**PS9HRTRN 8.50**  
 PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

**Edit Address**

Country: United States

Address 1:

Address 2:

Address 3:

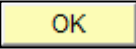
City:  State:

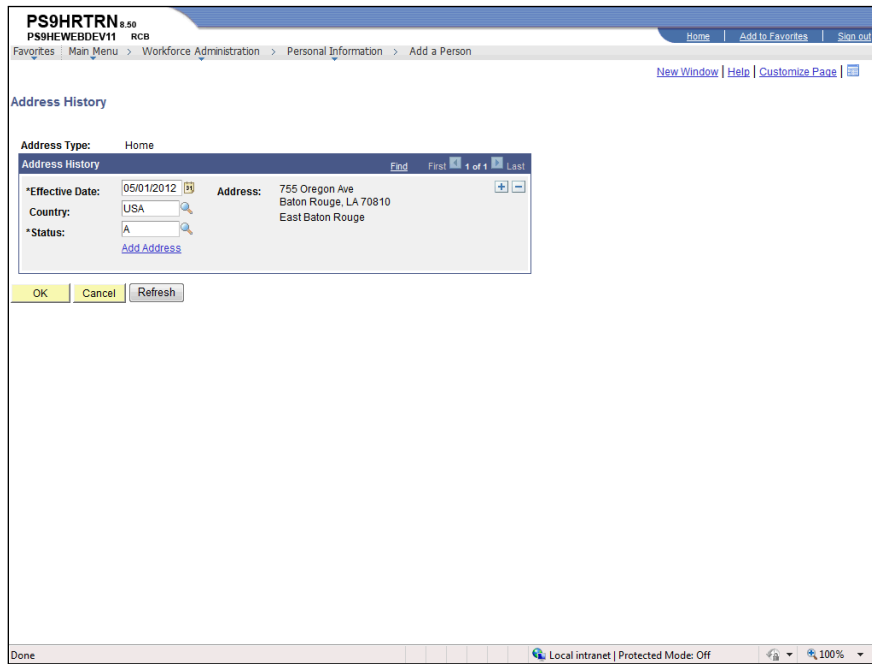
Postal:

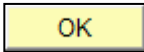
Parish:

OK Cancel

Done Local intranet | Protected Mode: Off 100%

Step	Action
30.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>755 Oregon Ave</b> ".  <i>NOTE: The Address 1 field has a limited number of characters. Use the Address 2 field for apartment numbers, P.O. Box numbers, etc.</i>
31.	Ore Enter the desired information into the <b>City</b> field. Enter " <b>Baton Rouge</b> ".
32.	Enter the desired information into the <b>State</b> field. Enter " <b>LA</b> ".
33.	Enter the desired information into the <b>Postal</b> field. Enter " <b>70810</b> ".
34.	Enter the desired information into the <b>Parish</b> field. Enter " <b>East Baton Rouge</b> ".
35.	Click the <b>OK</b> button.  



Step	Action
36.	Click the <b>OK</b> button. 

PS9HRTRN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Biographical Details | **Contact Information** | Regional | Organizational Relationships

Juan Cabrillo Person ID: NEW

Current Addresses			
Address Type	As Of Date	Status	Address
Home	05/01/2012	A	755 Oregon Ave Baton Rouge, LA 70810 East Baton Rouge

Phone Information		
*Phone Type	Telephone	Preferred



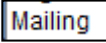
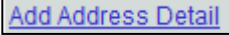
Email Addresses		
*Email Type	*Email Address	Preferred

Save | Notify | Refresh

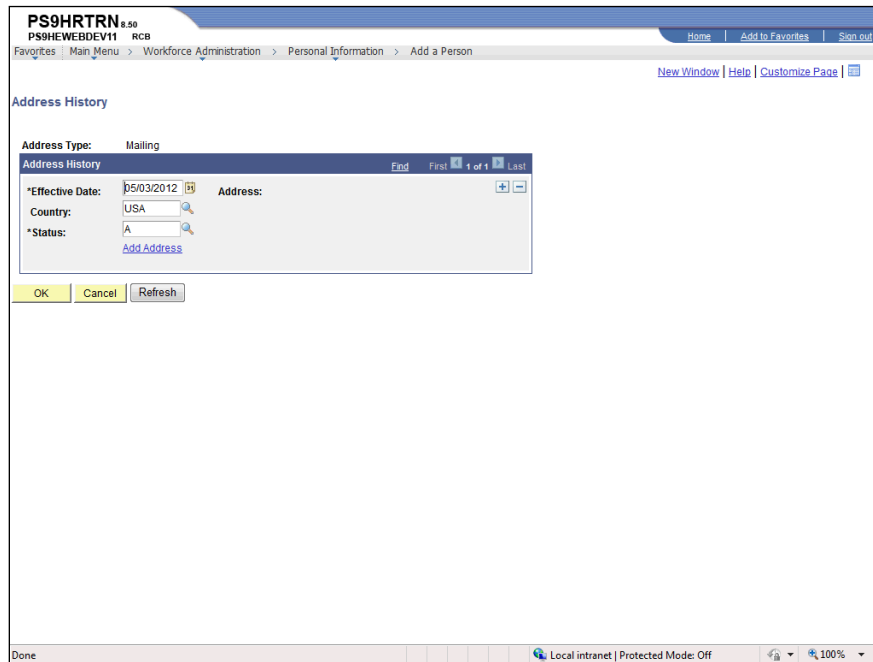
Add | Update/Display | Include History | Correct History

Biographical Details | Contact Information | Regional | Organizational Relationships

Done Local intranet | Protected Mode: Off 100%

Step	Action
37.	Click the <b>Add a new row at row 1</b> button. 
38.	Click the button to the right of the <b>Address Type</b> field. 
39.	Click the <b>Mailing</b> list item. 
40.	Click the <b>Add Address Detail</b> link. 





PS9HRTRN 8.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Address History

Address Type: Mailing

Address History Find First 1 of 1 Last

\*Effective Date: 05/03/2012 Address: + -




Country: USA

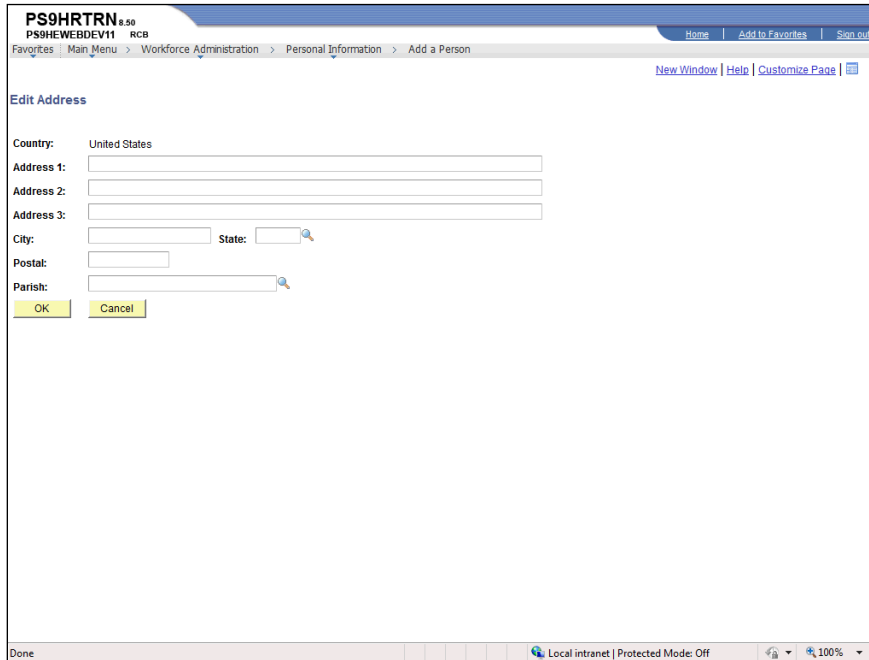
\*Status: A

[Add Address](#)

OK Cancel Refresh

Done Local intranet | Protected Mode: Off 100%

Step	Action
41.	In this example the Effective Date is the employee's hire date. Click the <b>Choose a date</b> button. 
42.	Click the desired date. 
43.	Click the <b>Add Address</b> link. 



**PS9HRTRN 8.50**  
 PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

[New Window](#) | [Help](#) | [Customize Page](#)

**Edit Address**

Country: United States

Address 1:

Address 2:

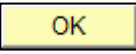
Address 3:

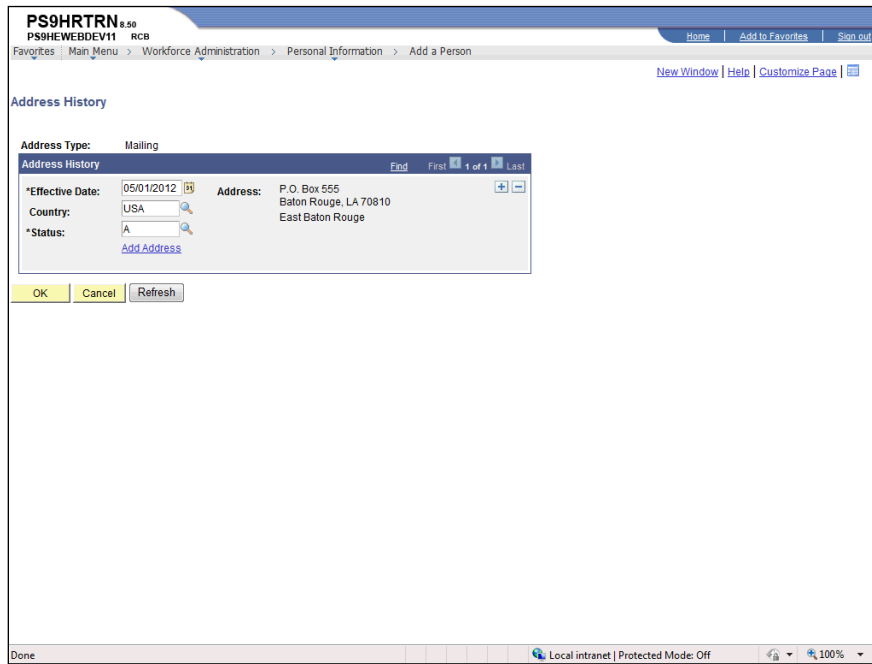
City:  State:

Postal:

Parish:

Done Local intranet | Protected Mode: Off 100%

Step	Action
44.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>P.O. Box 555</b> ".
45.	Enter the desired information into the <b>City</b> field. Enter " <b>Baton Rouge</b> ".
46.	Enter the desired information into the <b>State</b> field. Enter " <b>LA</b> ".
47.	Enter the desired information into the <b>Postal</b> field. Enter " <b>70810</b> ".
48.	Enter the desired information into the <b>Parish</b> field. Enter " <b>East Baton Rouge</b> ".
49.	Click the <b>OK</b> button. 



PS9HRTRN 8.50  
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

[New Window](#) | [Help](#) | [Customize Page](#)

Address History

Address Type: Mailing

Address History Find First 1 of 1 Last

\*Effective Date: 05/01/2012 Address: P.O. Box 555  
Baton Rouge, LA 70810  
East Baton Rouge

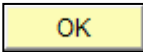
Country: USA

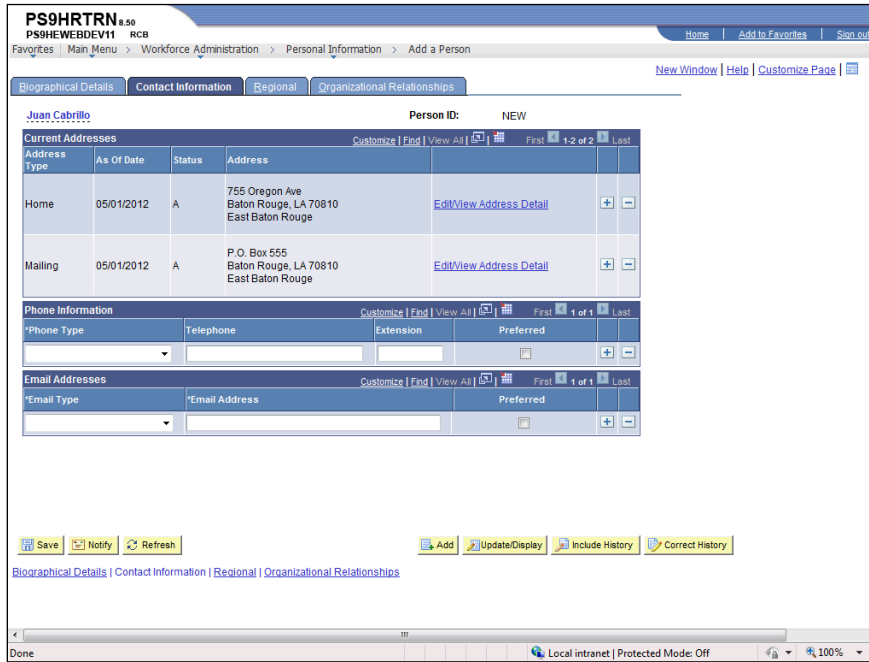
\*Status: A








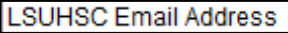
[Add Address](#)


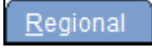
OK Cancel Refresh

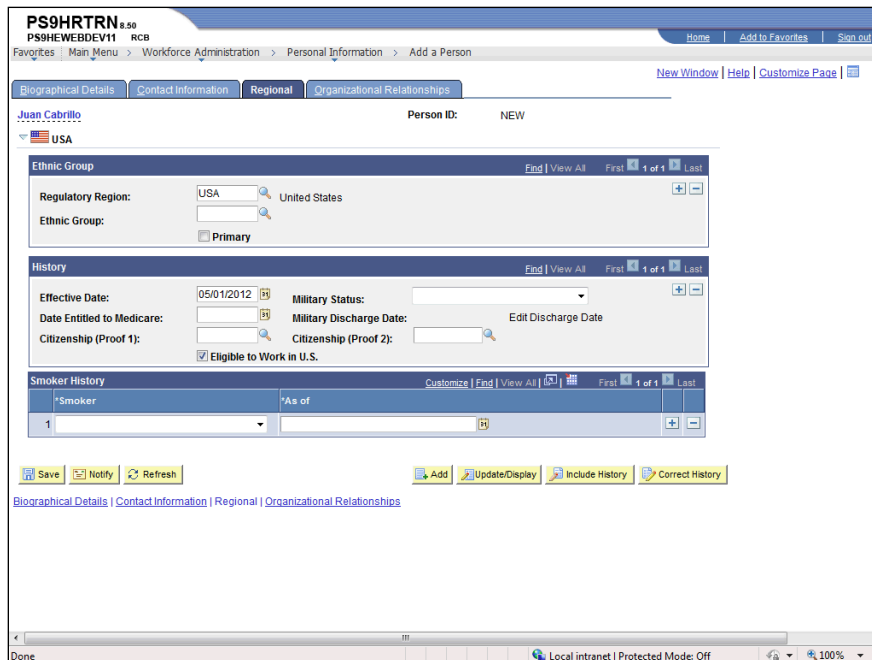
Done Local intranet | Protected Mode: Off 100%



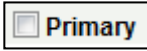

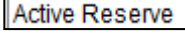
Step	Action
50.	Click the <b>OK</b> button. 



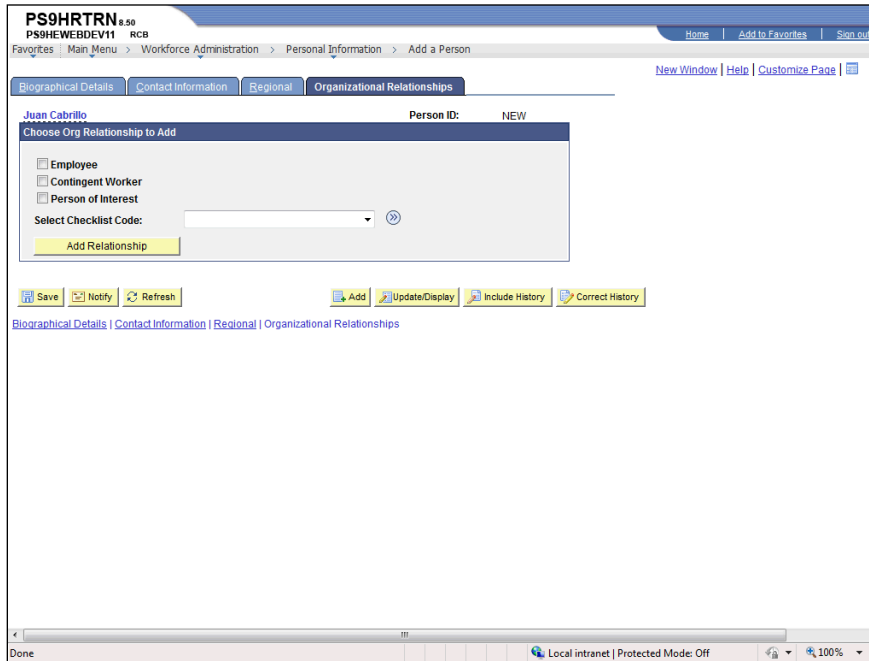
Step	Action
51.	Click the button to the right of the <b>Phone Type</b> field. 
52.	Click the <b>Home</b> list item. 
53.	Enter the desired information into the <b>Telephone</b> field. Enter " <b>2259294240</b> ".
54.	Click the <b>Add a new row at row 1</b> button. 
55.	Click the button to the right of the <b>Phone Type</b> field. 
56.	Click the <b>Mobile</b> list item. 
57.	Enter the desired information into the <b>Telephone</b> field. Enter " <b>2259368989</b> ".
58.	Click the <b>Preferred</b> option. 
59.	Click the button to the right of the <b>Email Type</b> field. 
60.	Click the <b>LSUHSC Email Address</b> list item. 


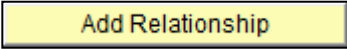
Step	Action
61.	Enter the desired information into the <b>Email Address</b> field. Enter " <b>jcabr@lsuhsc.edu</b> ".
62.	Click the <b>Preferred</b> option. 
63.	Click the <b>Regional</b> tab. 

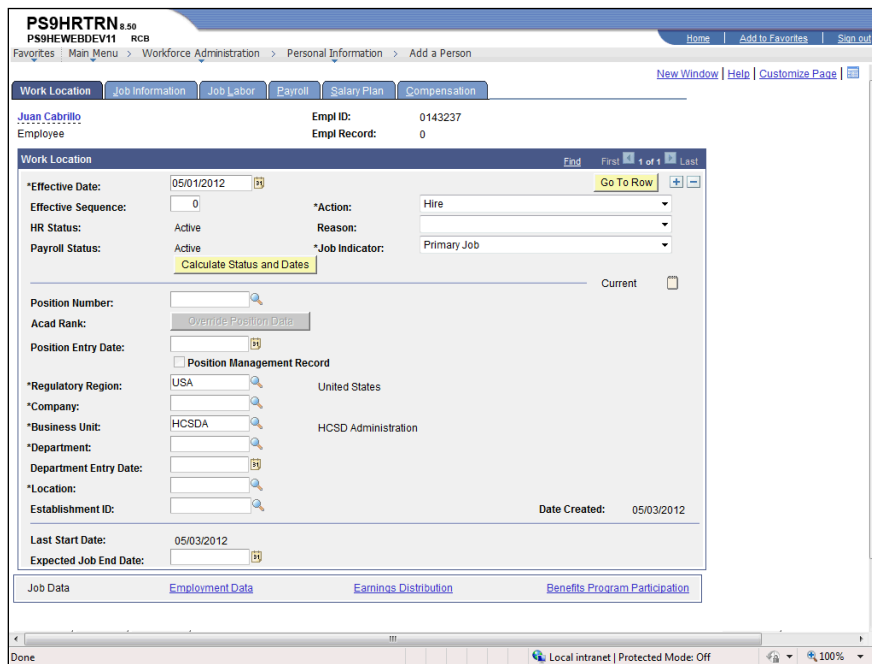



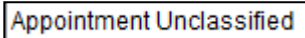

Step	Action
64.	Click the <b>Look up Ethnic Group</b> button. 
65.	Click the <b>BLACK - Black/African American</b> link. 
66.	Click the <b>Primary</b> option. 
67.	Click the button to the right of the <b>Military Status</b> field. 
68.	Click the <b>Active Reserve</b> list item. 

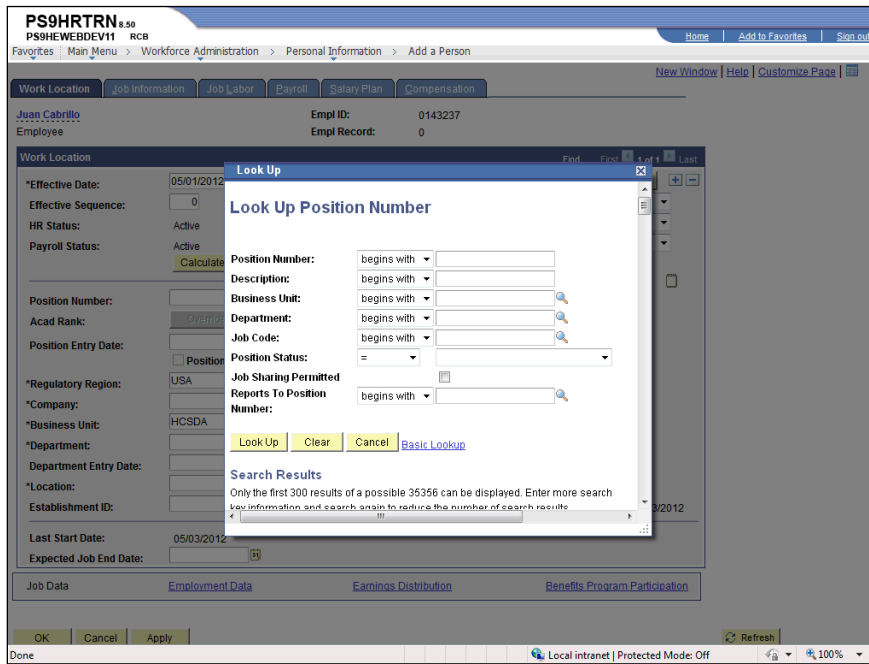
Step	Action
69.	Click the <b>Organizational Relationships</b> tab. 



70.	Click the <b>Employee</b> option. 
71.	Click the <b>Add Relationship</b> button. 



Step	Action
72.	Click the <b>Reason</b> list. 
73.	Click the <b>Appointment Unclassified</b> list item. 
74.	Click the <b>Look up Position Number</b> button. 



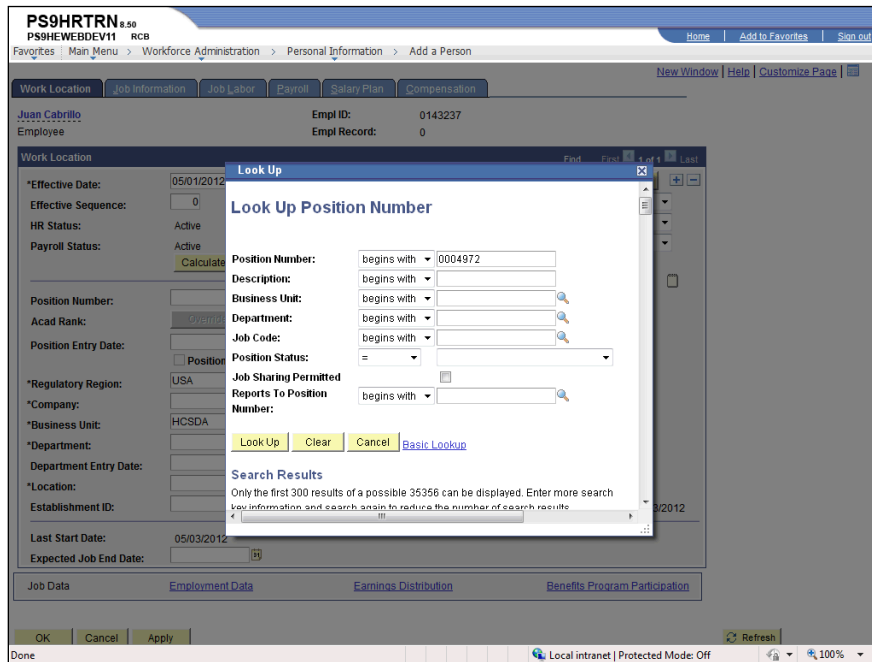
The screenshot shows the 'Look Up Position Number' dialog box in the PS9HRTRN 8.50 application. The dialog box is titled 'Look Up Position Number' and contains the following fields and options:

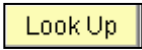

- Position Number: begins with [ ]
- Description: begins with [ ]
- Business Unit: begins with [ ]
- Department: begins with [ ]
- Job Code: begins with [ ]
- Position Status: [ ]
- Job Sharing Permitted: [ ]
- Reports To Position Number: begins with [ ]

Buttons at the bottom of the dialog box include 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. Below the dialog box, there is a 'Search Results' section with a message: 'Only the first 300 results of a possible 35366 can be displayed. Enter more search key information and search again to reduce the number of search results.' The background window shows the 'Personal Information' tab for employee Juan Cabrillo, with fields for Effective Date (05/01/2012), HR Status (Active), and Position Number (empty).

Step	Action
75.	Enter the desired information into the <b>Position Number</b> field. Enter " <b>0004972</b> ".





Step	Action
76.	Click the <b>Look Up</b> button. 
77.	Click the <b>00049726 - Manager - Service Area</b> link. 

PS9HRTRN 8.50  
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Juan Cabrillo  
Employee

Empl ID: 0143237  
Empl Record: 0

Work Location

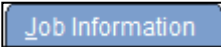
\*Effective Date: 05/01/2012  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

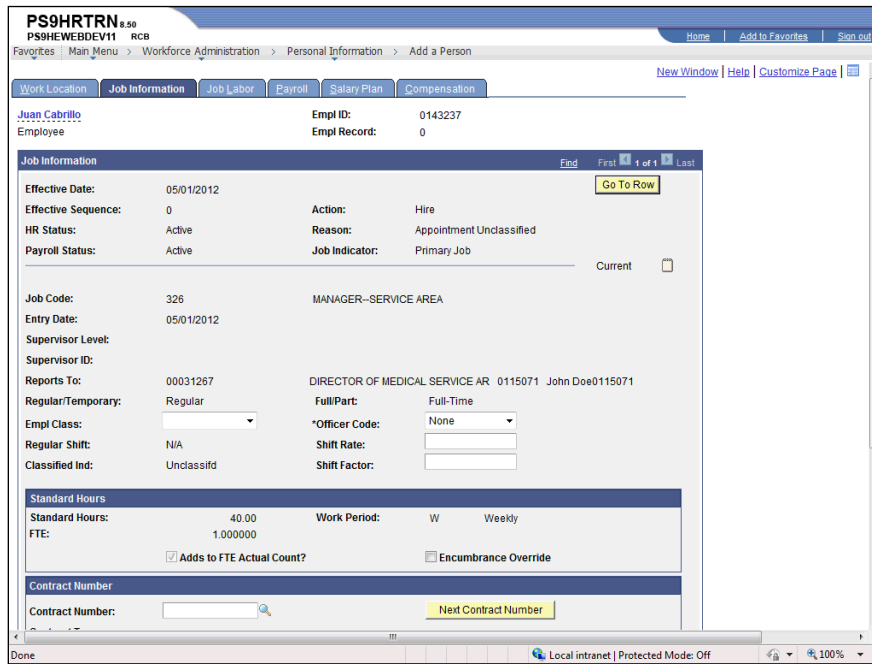
\*Action: Hire  
Reason: Appointment Unclassified  
\*Job Indicator: Primary Job

Position Number: 00049726  
Acad Rank: [Override Position Data](#)  
Position Entry Date: 05/01/2012  
Regulatory Region: USA  
Company: 003  
Business Unit: EKLMC  
Department: EL2058810  
Department Entry Date: 05/01/2012  
Location: EKLMC  
Establishment ID:   
Last Start Date: 05/03/2012  
Expected Job End Date:   
MANAGER--SERVICE AREA  
United States  
LSUHSC-Hospitals  
Earl K. Long Medical Center  
RISK MANAGEMENT  
Earl K. Long Medical Center  
Date Created: 05/03/2012

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

Local intranet | Protected Mode: Off | 100%

Step	Action
78.	Click the <b>Job Information</b> tab. 



PS9HRTRN 8.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Juan Cabrillo  
Employee

Empl ID: 0143237  
Empl Record: 0

Job Information

Effective Date: 05/01/2012 Go To Row

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Job Code: 326

Entry Date: 05/01/2012

Supervisor Level:

Supervisor ID:

Reports To: 00031267

Regular/Temporary: Regular

Empl Class:

Regular Shift: N/A

Classified Ind: Unclassifd

Action: Hire

Reason: Appointment Unclassified

Job Indicator: Primary Job

MANAGER--SERVICE AREA

DIRECTOR OF MEDICAL SERVICE AR 0115071 John Doe0115071

\*Officer Code:

Shift Rate:

Shift Factor:

Standard Hours

Standard Hours: 40.00

FTE: 1.000000

Work Period: W Weekly

Adds to FTE Actual Count?  Encumbrance Override

Contract Number


Contract Number:

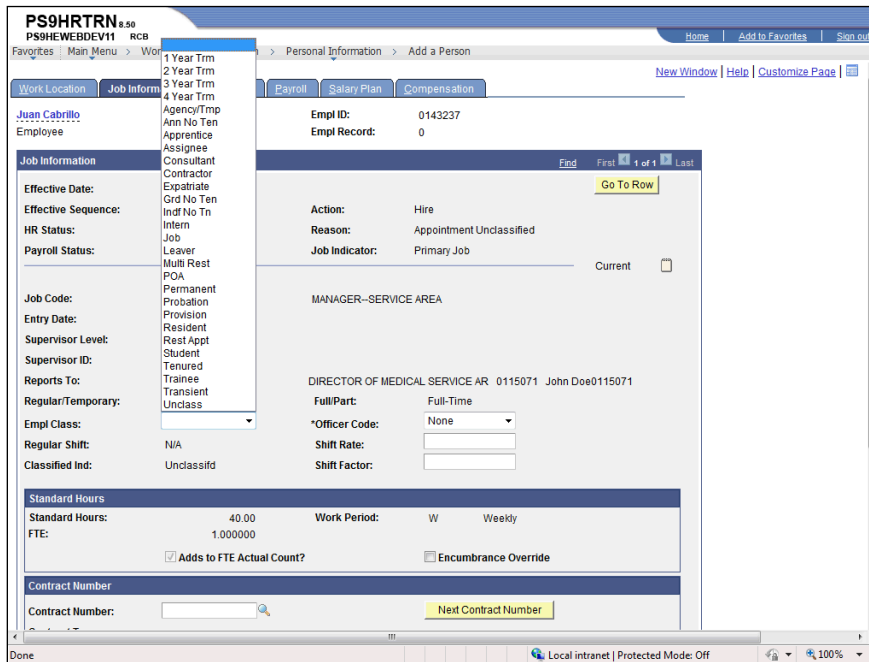
Next Contract Number

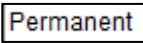
Done

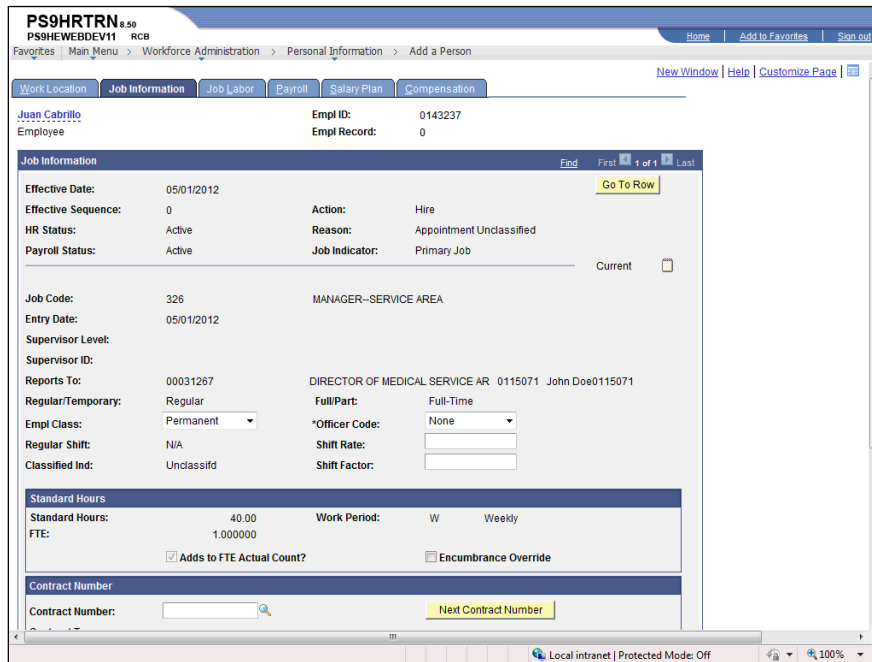
Local intranet | Protected Mode: Off

100%

Step	Action
79.	Click the button to the right of the <b>Empl Class</b> field. 



Step	Action
80.	Click the <b>Permanent</b> list item. 
81.	The Standard Hours information displays based on the employee's FTE.



**PS9HRTRN 8.50**  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Juan Cabrillo  
Employee

Empl ID: 0143237  
Empl Record: 0

**Job Information** Find First 1 of 1 Last

Effective Date: 05/01/2012 [Go To Row](#)

Effective Sequence: 0

HR Status: Active Action: Hire

Payroll Status: Active Reason: Appointment Unclassified

Job Indicator: Primary Job Current

Job Code: 326 MANAGER--SERVICE AREA

Entry Date: 05/01/2012

Supervisor Level:

Supervisor ID:

Reports To: 00031267 DIRECTOR OF MEDICAL SERVICE AR 0115071 John Doe0115071

Regular/Temporary: Regular Full/Part: Full-Time

Empl Class: Permanent \*Officer Code: None

Regular Shift: N/A Shift Rate:

Classified Ind: Unclassifd Shift Factor:

**Standard Hours**

Standard Hours: 40.00 Work Period: W Weekly

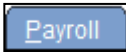
FTE: 1.000000

Adds to FTE Actual Count?  Encumbrance Override

**Contract Number**

Contract Number:  [Next Contract Number](#)

Local intranet | Protected Mode: Off | 100%

Step	Action
82.	Click the <b>Payroll</b> tab. 

PS9HRTRN 8.50  
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation




Juan Cabrillo Employee      Empl ID: 0143237  
Empl Record: 0



Payroll Information Find   First 1 of 1   Last

Effective Date: 05/01/2012 Go To Row  
 Effective Sequence: 0      Action: Hire  
 HR Status: Active      Reason: Appointment Unclassified  
 Payroll Status: Active      Job Indicator: Primary Job      Current

\*Payroll System: Payroll for North America

Payroll for North America

Pay Group:    
 Employee Type:    
 Tax Location Code:    
 GL Pay Type:   
 Combination Code:


Holiday Schedule:    
 FICA Status: Medicare only   
[Edit ChanFields](#)

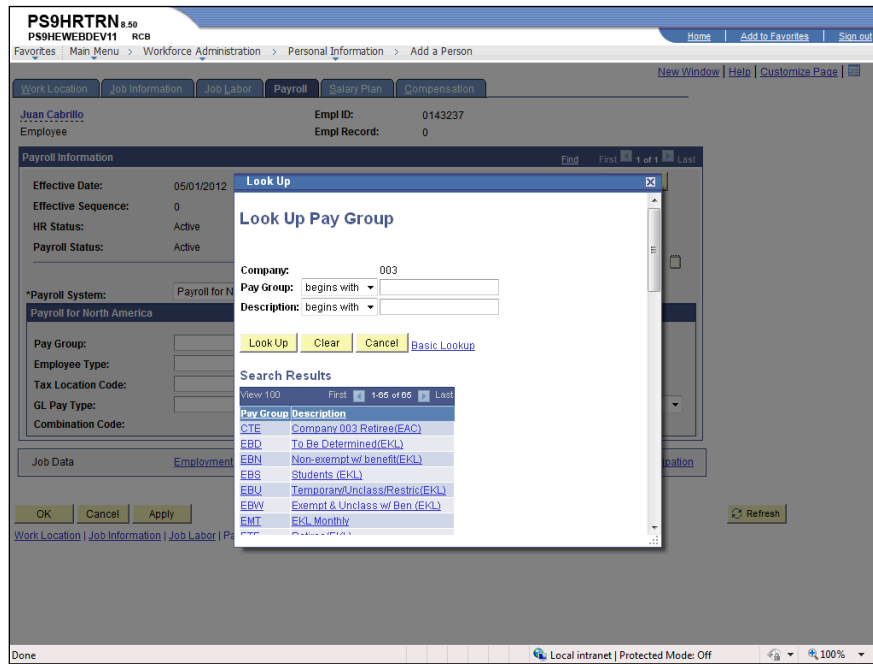
Job Data    Employment Data    Earnings Distribution    Benefits Program Participation


OK    Cancel    Apply Refresh

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Done      Local intranet | Protected Mode: Off      100%

Step	Action
83.	Click the <b>Look up Pay Group</b> button. 



Step	Action
84.	Click the <b>EMT</b> link. 

PS9HRTRN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Juan Cabrillo Employee      Empl ID: 0143237  
Empl Record: 0

Payroll Information      Find      First      1 of 1      Last

Effective Date: 05/01/2012      [Go To Row](#)

Effective Sequence: 0      Action: Hire

HR Status: Active      Reason: Appointment Unclassified

Payroll Status: Active      Job Indicator: Primary Job      Current

\*Payroll System: Payroll for North America

Payroll for North America

Pay Group: EMT      EKL Monthly

Employee Type: S      Salaried      Holiday Schedule: NHS      NO HOL SD

Tax Location Code:      FICA Status: Medicare only

GL Pay Type:      [Edit ChanFields](#)

Combination Code:

Job Data      [Employment Data](#)      [Earnings Distribution](#)      [Benefits Program Participation](#)

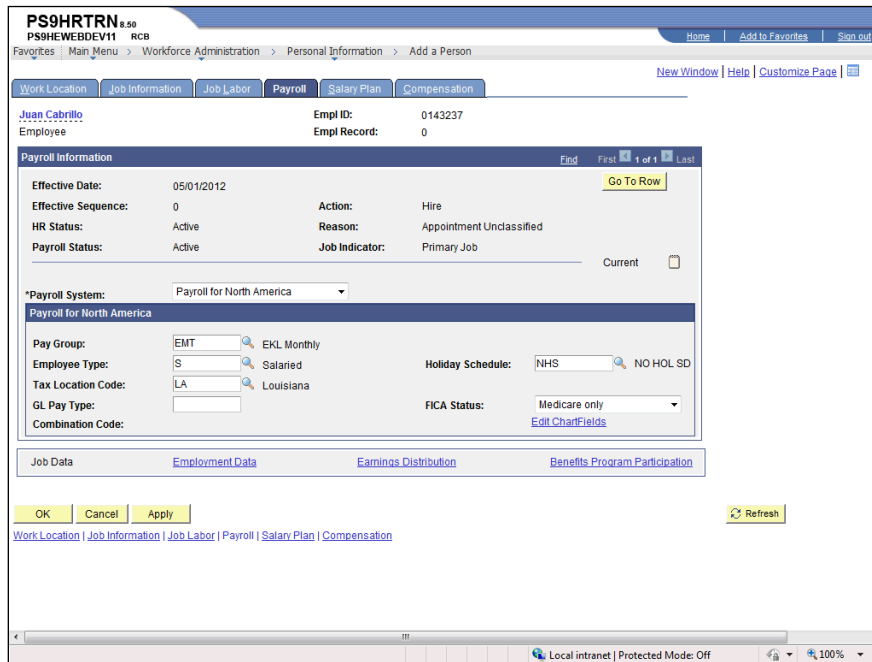
OK      Cancel      Apply      [Refresh](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Local intranet | Protected Mode: Off      100%

Step	Action
85.	Enter the desired information into the <b>Tax Location Code</b> field. Enter "LA".





PS9HRTRN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Juan Cabrillo Employee Empl ID: 0143237 Empl Record: 0

Payroll Information

Effective Date: 05/01/2012 [Go To Row](#)

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Appointment Unclassified

Payroll Status: Active Job Indicator: Primary Job Current

\*Payroll System: Payroll for North America

Payroll for North America

Pay Group: EMT EKL Monthly

Employee Type: S Salaried Holiday Schedule: NHS NO HOL SD

Tax Location Code: LA Louisiana

GL Pay Type: FICA Status: Medicare only [Edit CharFields](#)



Combination Code:

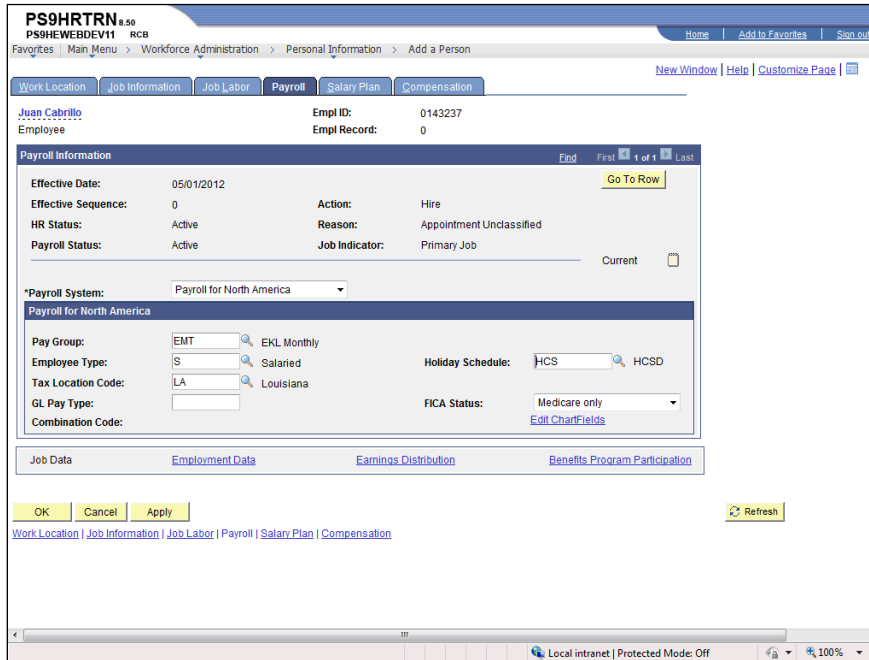
Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

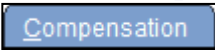
OK Cancel Apply [Refresh](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Local intranet | Protected Mode: Off | 100%

Step	Action
86.	Click the <b>Look Up Holiday Schedule</b> button. 
87.	Click the <b>HCS - Health Care Svcs Div</b> link. 



Step	Action
88.	Click the <b>Compensation</b> tab. 

**PS9HRTRN 8.50**  
 PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Juan Cabrillo Employee      Empl ID: 0143237  
 Empl Record: 0

Compensation Find First 1 of 1 Last

Effective Date: 05/01/2012 **Go To Row**

Effective Sequence: 0      Action: Hire

HR Status: Active      Reason: Appointment Unclassified

Payroll Status: Active      Job Indicator: Primary Job      Current

Compensation Rate: 0.00 USD      \*Frequency: M Monthly

▼ Comparative Information

Change Amount: 0.000000 USD Monthly

Change Percent: 0.000      Compa-Ratio:

▼ Pay Rates

Annual USD Daily USD

Monthly USD Hourly USD

Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion | **Rate Code**


Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1	0				

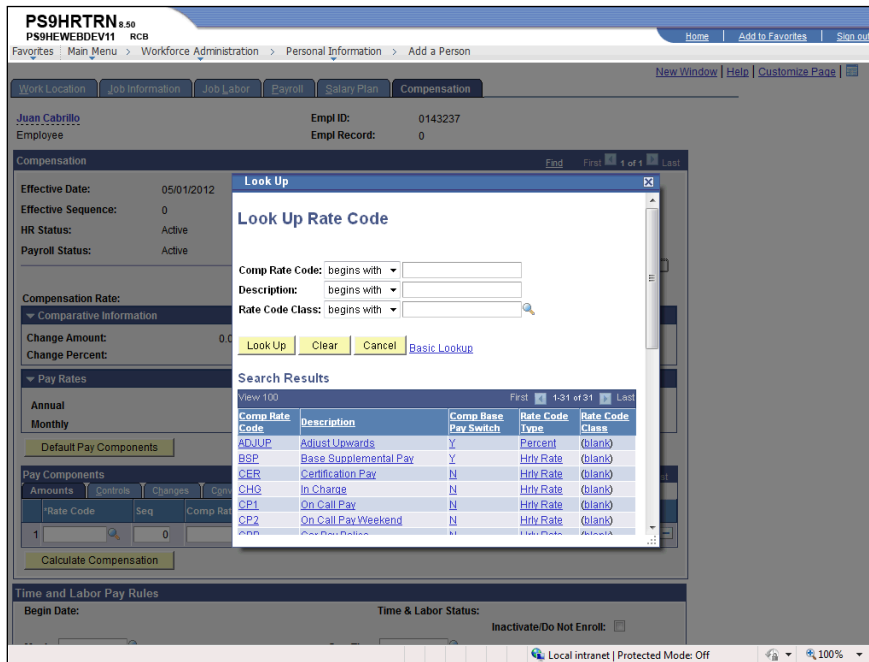
Calculate Compensation


Time and Labor Pay Rules

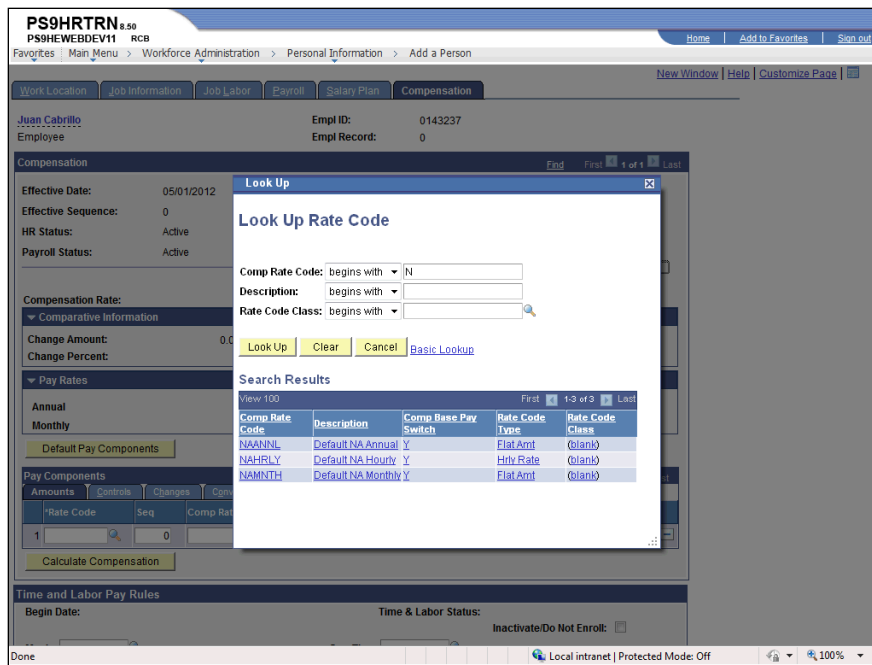
Begin Date:      Time & Labor Status:      Inactivate/Do Not Enroll:


Done      Local intranet | Protected Mode: Off      100%

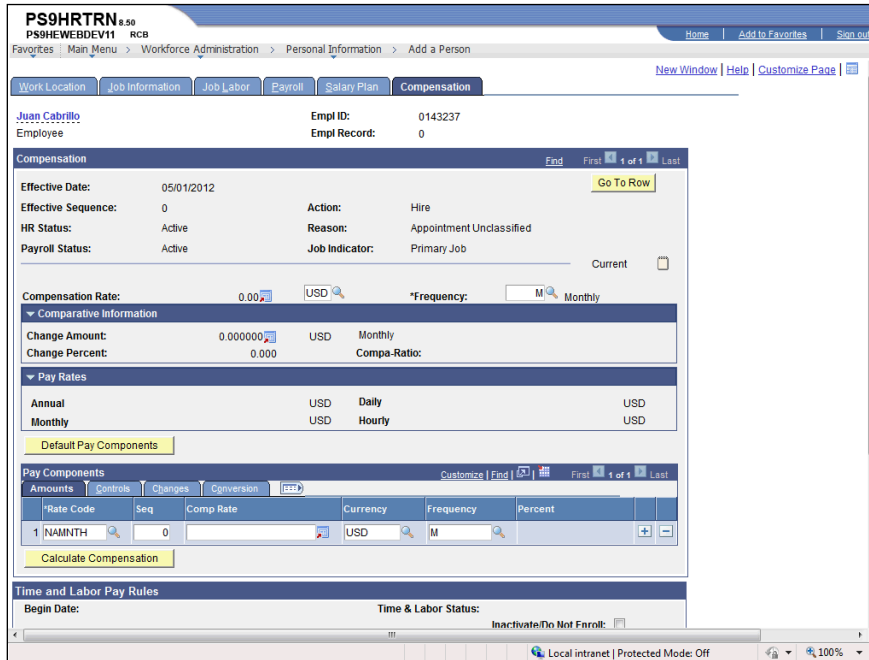
Step	Action
89.	Click the <b>Rate Code</b> button. 





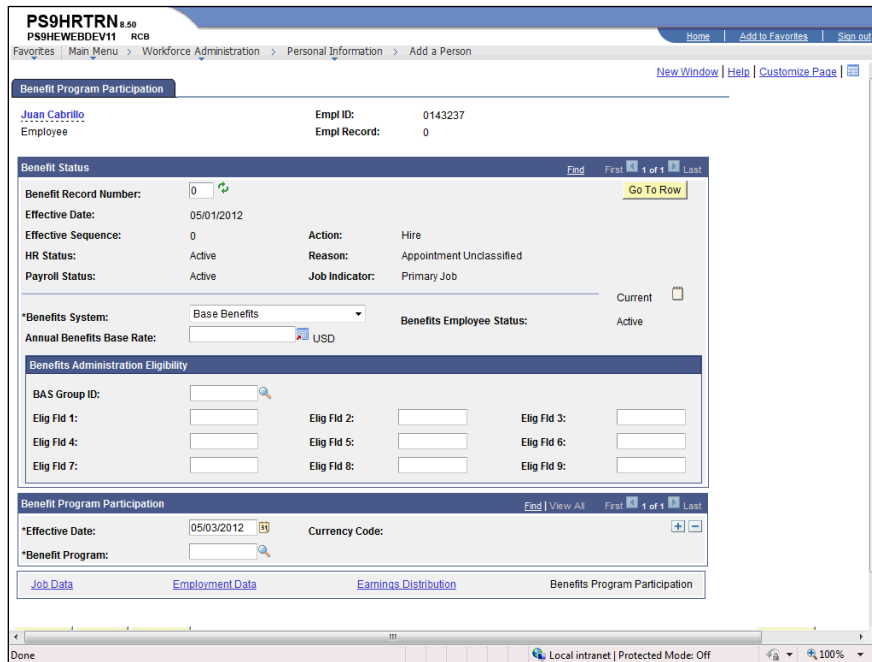
Step	Action
90.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter "N".
91.	Click the <b>Look Up</b> button. 



Step	Action
92.	Click the <b>NAMNTH - Default NA Monthly</b> link. 



Step	Action
93.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>5000.00</b> ".
94.	Click the <b>Calculate Compensation</b> button. 
95.	Annual and Monthly compensation rates display in the Comparative Information and Pay Rates sections.  Click the <b>Benefits Program Participation</b> link. 
96.	<i><b>NOTE: The Effective Date defaults as the current date. Depending on when you are entering the employee's information into the system, you may need to change the Effective Date. The Effective Date is the employee's hire date.</b></i>



PS9HRTRN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

**Benefit Program Participation**

Juan Cabrillo  
Employee

Empl ID: 0143237  
Empl Record: 0

**Benefit Status** Find First 1 of 1 Last

Benefit Record Number: 0

Effective Date: 05/01/2012

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Appointment Unclassified

Payroll Status: Active Job Indicator: Primary Job

\*Benefits System: Base Benefits Benefits Employee Status: Active

Annual Benefits Base Rate: USD

**Benefits Administration Eligibility**

BAS Group ID:

Elig Fld 1:  Elig Fld 2:  Elig Fld 3:

Elig Fld 4:  Elig Fld 5:  Elig Fld 6:

Elig Fld 7:  Elig Fld 8:  Elig Fld 9:



**Benefit Program Participation** End | View All First 1 of 1 Last

\*Effective Date: 05/03/2012  Currency Code:

\*Benefit Program:

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
97.	<p>In this example the effective Date has defaulted to the current date. This must be changed to reflect the employee's hire date.</p> <p>Click the <b>Choose a date</b> button.</p> 
98.	<p>Click the desired date.</p> 

PS9HRTRN 8.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

New Window | Help | Customize Page

**Benefit Program Participation**

Juan Cabrillo  
Employee

Empl ID: 0143237  
Empl Record: 0

**Benefit Status** Find First 1 of 1 Last

Benefit Record Number: 0

Effective Date: 05/01/2012

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Appointment Unclassified

Payroll Status: Active Job Indicator: Primary Job

\*Benefits System: Base Benefits Benefits Employee Status: Active

Annual Benefits Base Rate: USD

**Benefits Administration Eligibility**

BAS Group ID:

Elig Fid 1:  Elig Fid 2:  Elig Fid 3:

Elig Fid 4:  Elig Fid 5:  Elig Fid 6:

Elig Fid 7:  Elig Fid 8:  Elig Fid 9:

**Benefit Program Participation** End | View All First 1 of 1 Last

\*Effective Date: 05/01/2012  Currency Code:

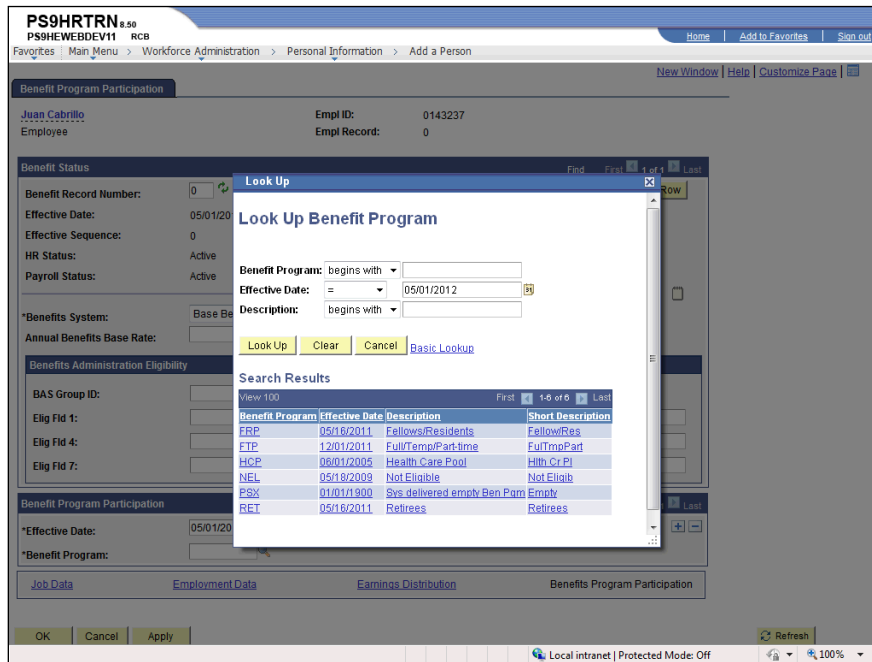
\*Benefit Program:


[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
99.	Click the <b>Look up Benefit Program</b> button. 





Step	Action
100.	Click the <b>FTP - Full/Temp/Part-time</b> link. 

PS9HRTRN 8.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person

Juan Cabrillo Employee Empl ID: 0143237 Empl Record: 0

**Benefit Status** Find First 1 of 1 Last

Benefit Record Number: 0 [Go To Row](#)

Effective Date: 05/01/2012

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Appointment Unclassified

Payroll Status: Active Job Indicator: Primary Job

\*Benefits System: Base Benefits Benefits Employee Status: Active

Annual Benefits Base Rate: USD

**Benefits Administration Eligibility**

BAS Group ID:

Elig Fid 1:  Elig Fid 2:  Elig Fid 3:

Elig Fid 4:  Elig Fid 5:  Elig Fid 6:

Elig Fid 7:  Elig Fid 8:  Elig Fid 9:

**Benefit Program Participation** End | View All First 1 of 1 Last

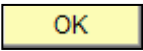
\*Effective Date: 05/01/2012 Currency Code: USD

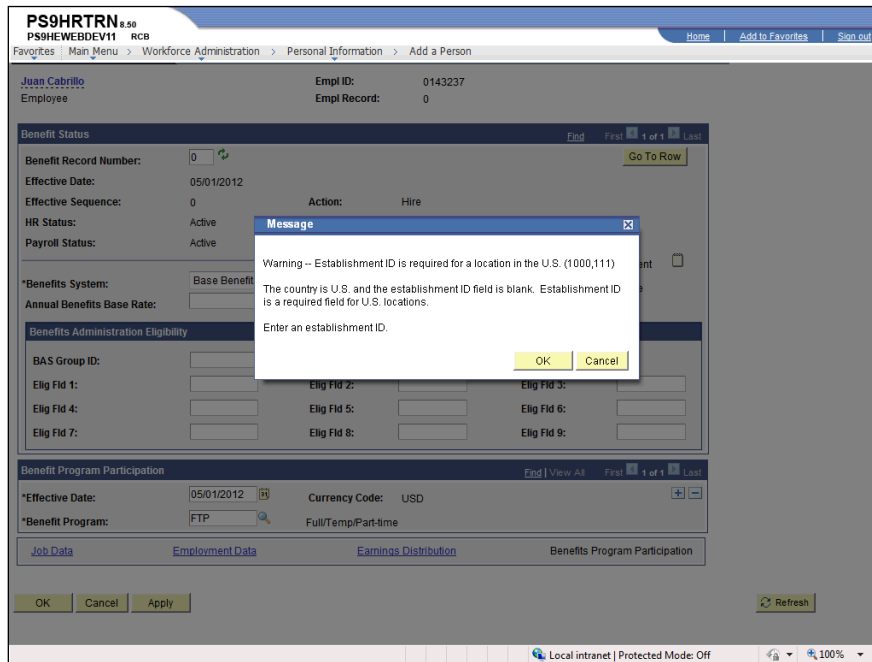
\*Benefit Program: FTP Full/Temp/Part-time

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

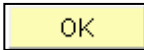
OK Cancel Apply Refresh

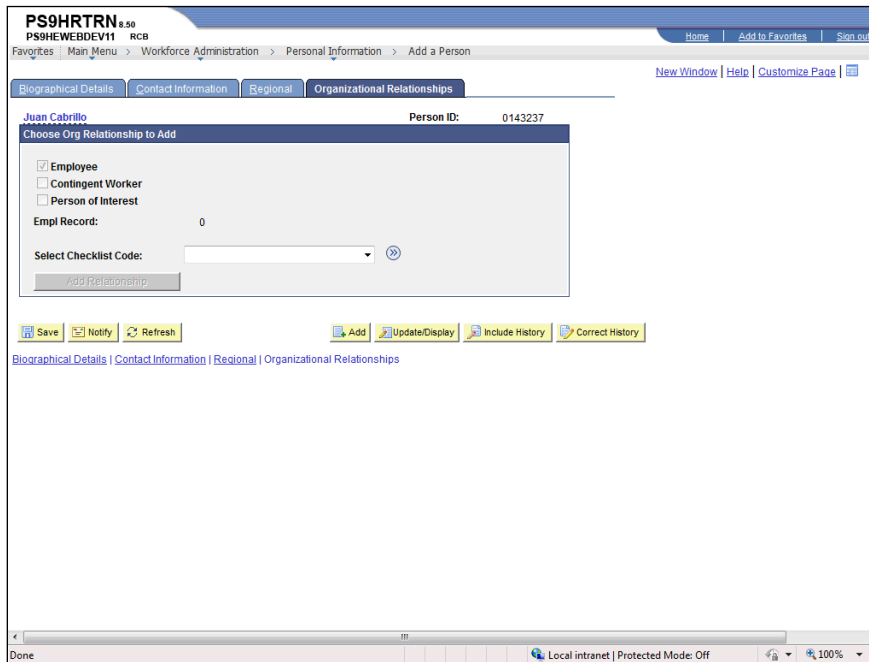
Local intranet | Protected Mode: Off 100%

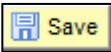
Step	Action
101.	Click the <b>OK</b> button. 



The screenshot shows the PS9HRTRN 8.50 web application interface. The user is logged in as Juan Cabrillo. The main content area displays the 'Benefit Status' section for employee Juan Cabrillo (Empl ID: 0143237, Empl Record: 0). The 'Benefit Status' table shows one record with an effective date of 05/01/2012 and an action of 'Hire'. A warning message is displayed over the form, stating: 'Warning -- Establishment ID is required for a location in the U.S. (1000,111) The country is U.S. and the establishment ID field is blank. Establishment ID is a required field for U.S. locations. Enter an establishment ID.' The message box has 'OK' and 'Cancel' buttons. Below the message, the 'Benefit Program Participation' section is visible, showing an effective date of 05/01/2012 and a benefit program of 'FTP'. At the bottom of the page, there are 'OK', 'Cancel', and 'Apply' buttons, and a 'Refresh' button.

Step	Action
102.	Click the <b>OK</b> button. 




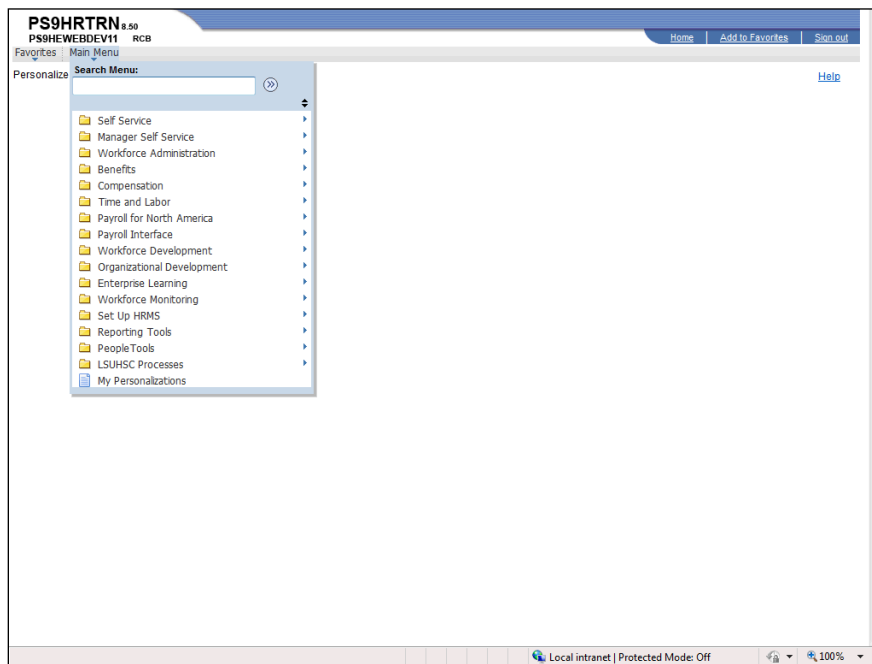
Step	Action
103.	Click the <b>Save</b> button. 
104.	This completes <b>Add a Person - Unclassified</b> . <b>End of Procedure.</b>

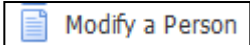
## Record an Employee Data Change

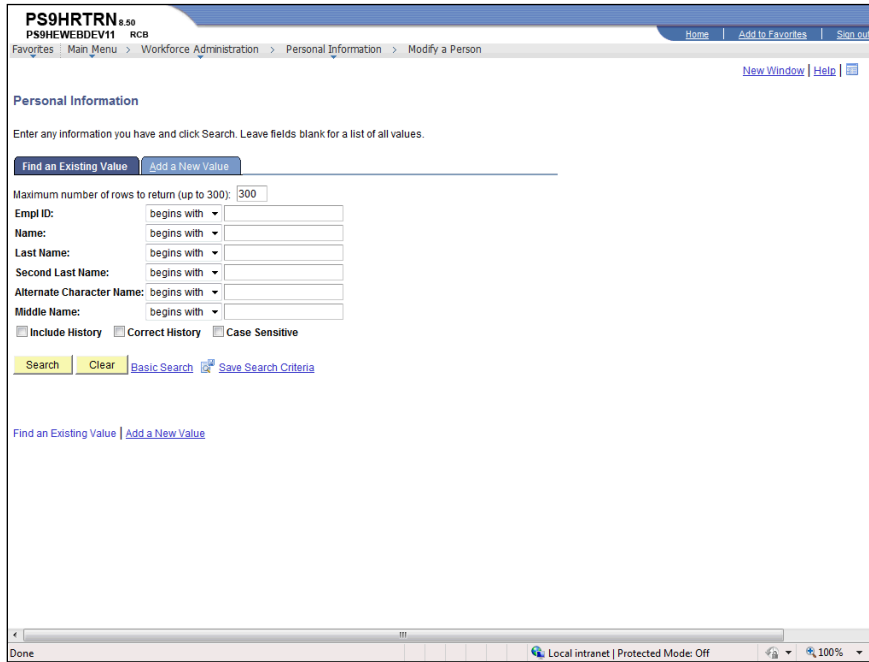
### Procedure

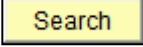
In this topic you will learn how to **Record an Employee Data Change**.

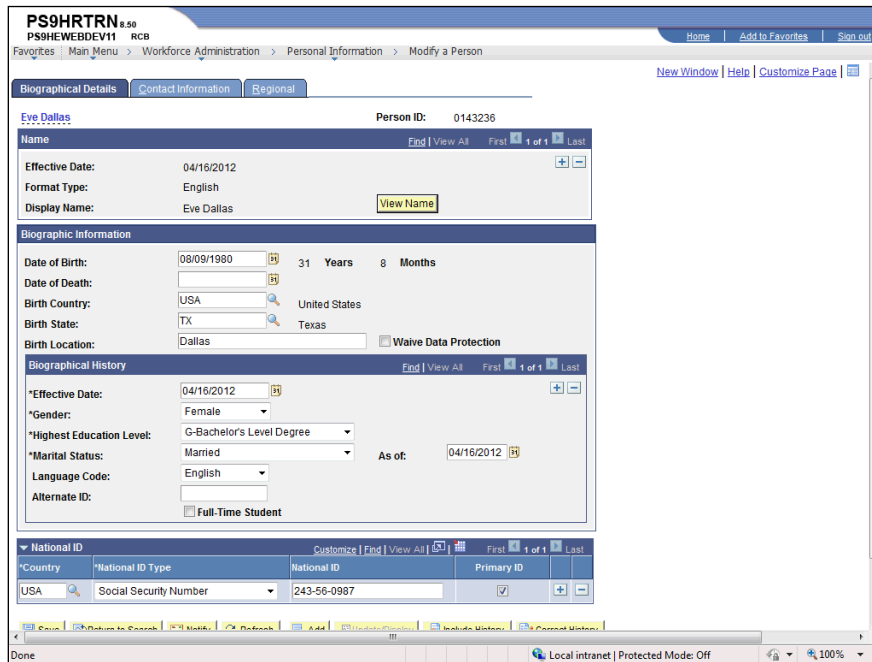
Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Point to the <b>Workforce Administration</b> menu.
3.	Point to the <b>Personal Information</b> menu.
4.	Click the <b>Modify a Person</b> menu. 



Step	Action
5.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
6.	Click the <b>Search</b> button. 
7.	In this example update the employee's contact information by adding a new home address and adding his work telephone and email address.



**PS9HRTRN 8.50**  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

New Window | Help | Customize Page

Biographical Details | **Contact Information** | Regional

Eve Dallas Person ID: 0143236

Name End | View All First 1 of 1 Last

Effective Date: 04/16/2012 + -

Format Type: English

Display Name: Eve Dallas View Name

Biographic Information

Date of Birth: 08/09/1980 31 Years 8 Months

Date of Death:

Birth Country: USA United States

Birth State: TX Texas

Birth Location: Dallas Waive Data Protection

Biographical History End | View All First 1 of 1 Last

\*Effective Date: 04/16/2012 + -

\*Gender: Female

\*Highest Education Level: G-Bachelor's Level Degree

\*Marital Status: Married As of: 04/16/2012


Language Code: English

Alternate ID: Full-Time Student

National ID Customize | Find | View All First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	243-56-0987	<input checked="" type="checkbox"/>

Done Local intranet | Protected Mode: Off 100%

Step	Action
8.	Click the <b>Contact Information</b> tab. 

PS9HRTN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

New Window | Help | Customize Page

Biographical Details | **Contact Information** | Regional

Eve Dallas Person ID: 0143236

Current Addresses

Address Type	As Of Date	Status	Address	
Home	04/16/2012	A	12760 Roarke Road Baton Rouge, LA 70806 East Baton Rouge	<a href="#">View Address Detail</a>

Phone Information

*Phone Type	Telephone	Extension	Preferred
Home	225/343-0223		<input checked="" type="checkbox"/>

Email Addresses

*Email Type	*Email Address	Preferred
Home	topcop@yahoo.net	<input checked="" type="checkbox"/>

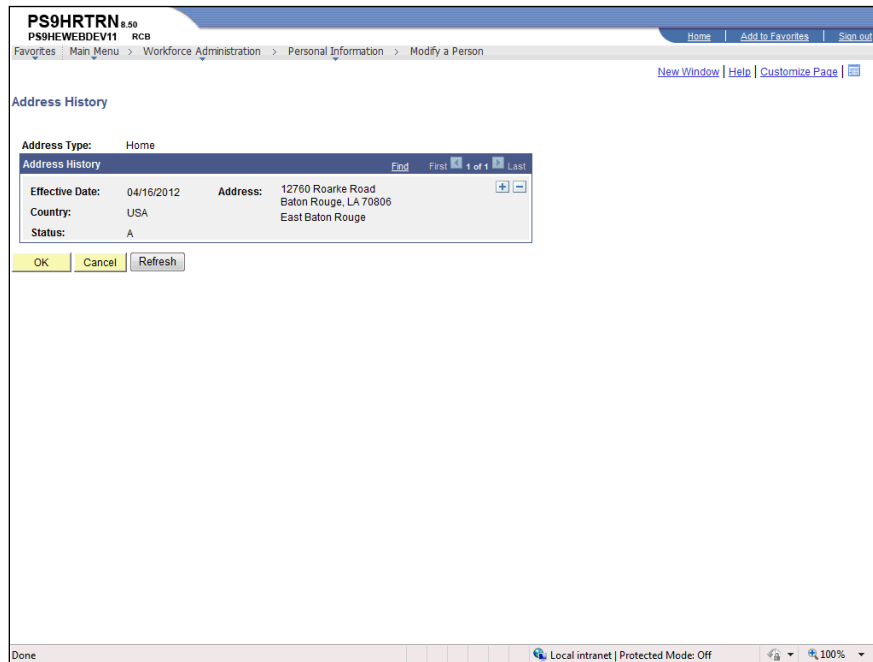
Save | Return to Search | Notify | Refresh | Add | Update Display | Include History | Correct History



Biographical Details | Contact Information | Regional

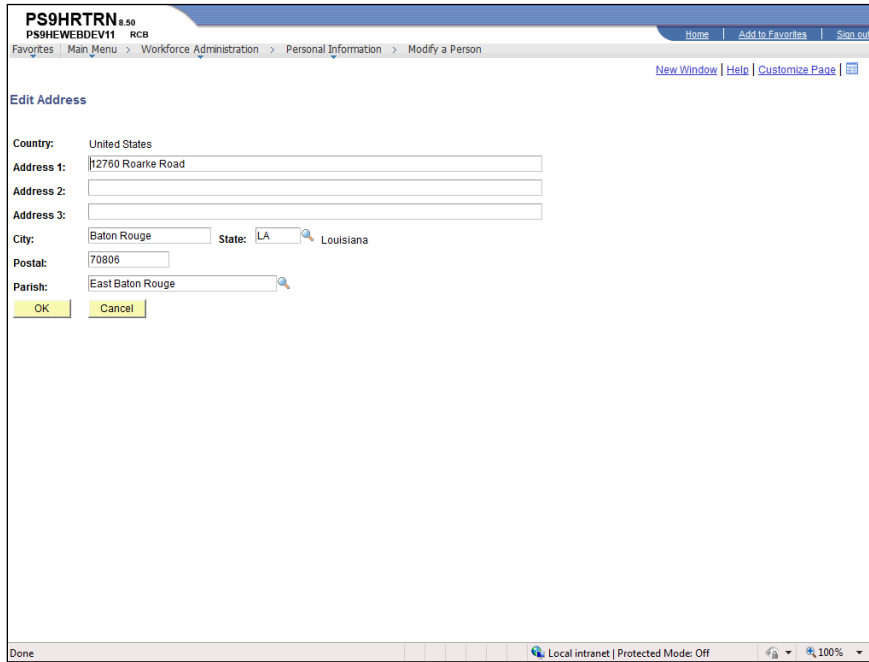
Done Local intranet | Protected Mode: Off 100%

Step	Action
9.	Click the <b>View Address Detail</b> link. <a href="#">View Address Detail</a>





Step	Action
10.	Click the <b>Add a new row at row 1</b> button. 
11.	The Effective Date defaults to the current date.  Click the <b>Add Address</b> link. 



**PS9HRTRN 8.50**  
**PS9HEWBEV11 RCB**

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

[New Window](#) | [Help](#) | [Customize Page](#)

**Edit Address**

Country: United States

Address 1: 12760 Roarke Road

Address 2:

Address 3:

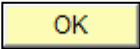
City: Baton Rouge State: LA Louisiana

Postal: 70806

Parish: East Baton Rouge

OK Cancel

Done Local intranet | Protected Mode: Off 100%

Step	Action
12.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>8845 Peabody Way</b> ".  <i>NOTE: The Address 1 field has a limited number of characters. Use the Address 2 field for apartment numbers, P.O. Box numbers, etc.</i>
13.	Enter the desired information into the <b>Postal</b> field. Enter " <b>70809</b> ".
14.	Click the <b>OK</b> button. 

PS9HRTRN 8.50  
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

[New Window](#) | [Help](#) | [Customize Page](#)

Address History

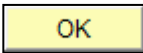
Address Type: Home

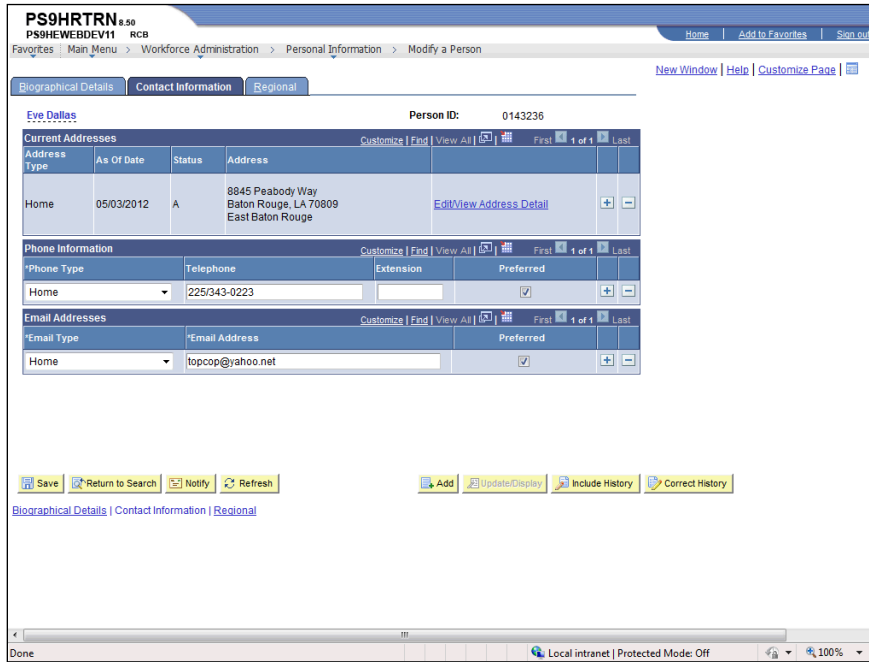
Address History End First 1-2 of 2 Last







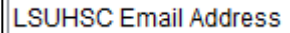

*Effective Date:	05/03/2012	Address:	8845 Peabody Way Baton Rouge, LA 70809
Country:	USA		East Baton Rouge
*Status:	A		
<a href="#">Add Address</a>			
-			
Effective Date:	04/16/2012	Address:	12760 Roarke Road Baton Rouge, LA 70806
Country:	USA		East Baton Rouge
Status:	A		

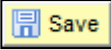
OK Cancel Refresh

Done Local intranet | Protected Mode: Off 100%

Step	Action
15.	Click the <b>OK</b> button. 



Step	Action
16.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
17.	Click the button to the right of the <b>Phone Type</b> field. 
18.	Click the <b>Work</b> list item. 
19.	Enter the desired information into the <b>Telephone</b> field. Enter " <b>2259229999</b> ".
20.	Click the <b>Preferred</b> option. 
21.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
22.	Click the button to the right of the <b>Email Type</b> field. 
23.	Click the <b>LSUHSC Email Address</b> list item. 
24.	Enter the desired information into the <b>Email Address</b> field. Enter " <b>edall@lsuhsc.edu</b> ".
25.	Click the <b>Preferred</b> option. 

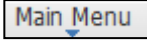
Step	Action
26.	Click the <b>Save</b> button. 
27.	This completes <b>Record an Employee Data Change</b> . <b>End of Procedure.</b>

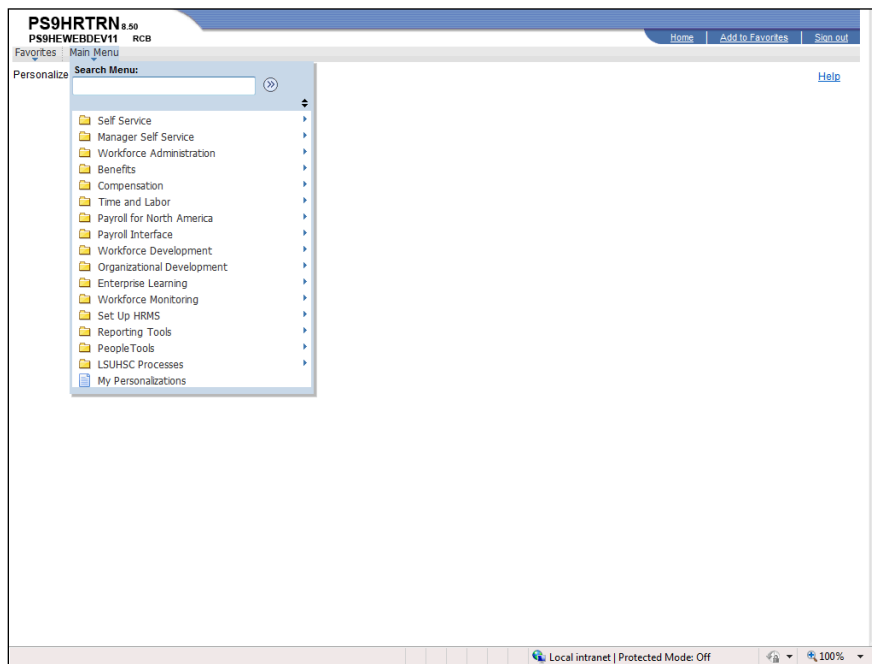



## Add a Concurrent Job

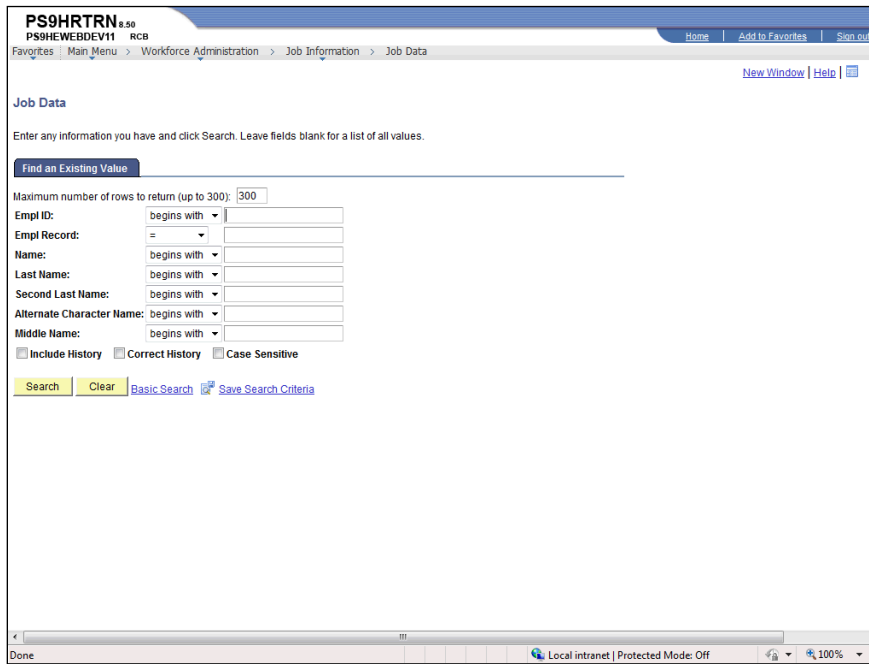
### Procedure

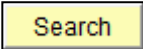
In this topic you will learn how to **Add a Concurrent Job**.

Step	Action
1.	Click the <b>Main Menu</b> button. 

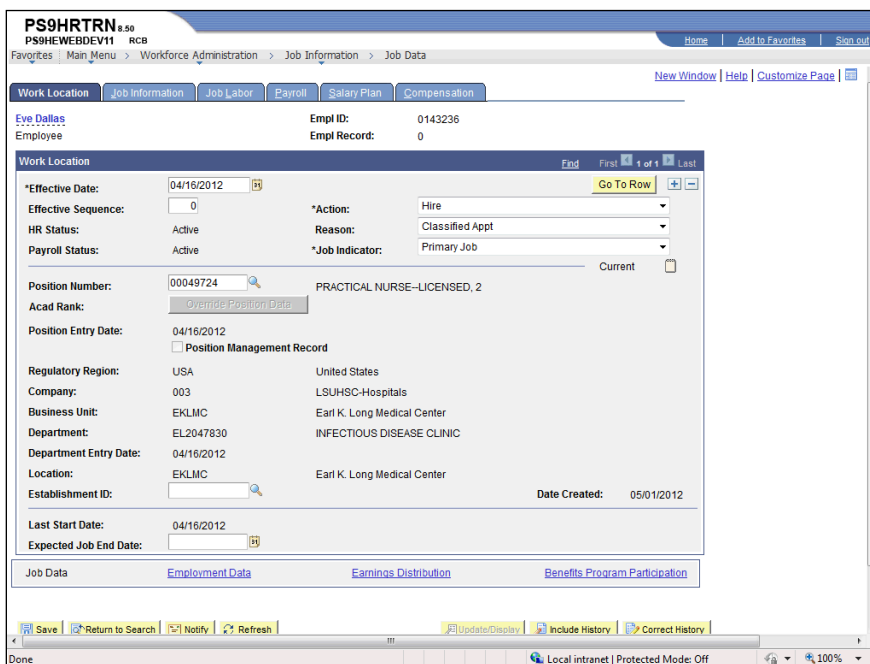




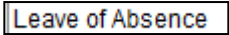

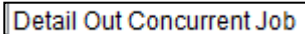
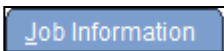
Step	Action
2.	Point to the <b>Workforce Administration</b> menu.
3.	Point to the <b>Job Information</b> menu.
4.	Click the <b>Job Data</b> menu. 

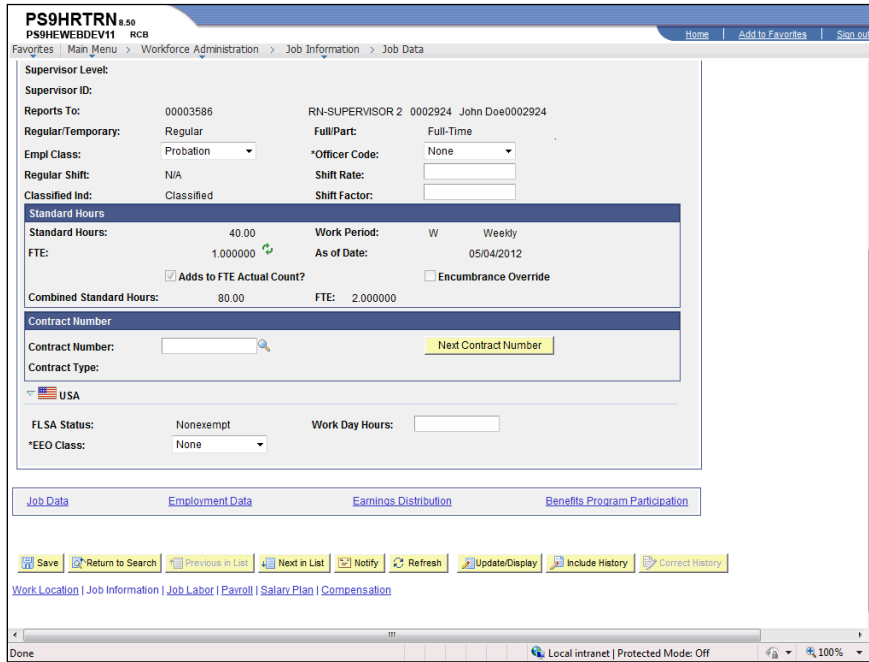


Step	Action
5.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
6.	Click the <b>Search</b> button. 

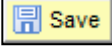


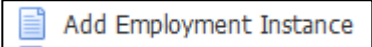


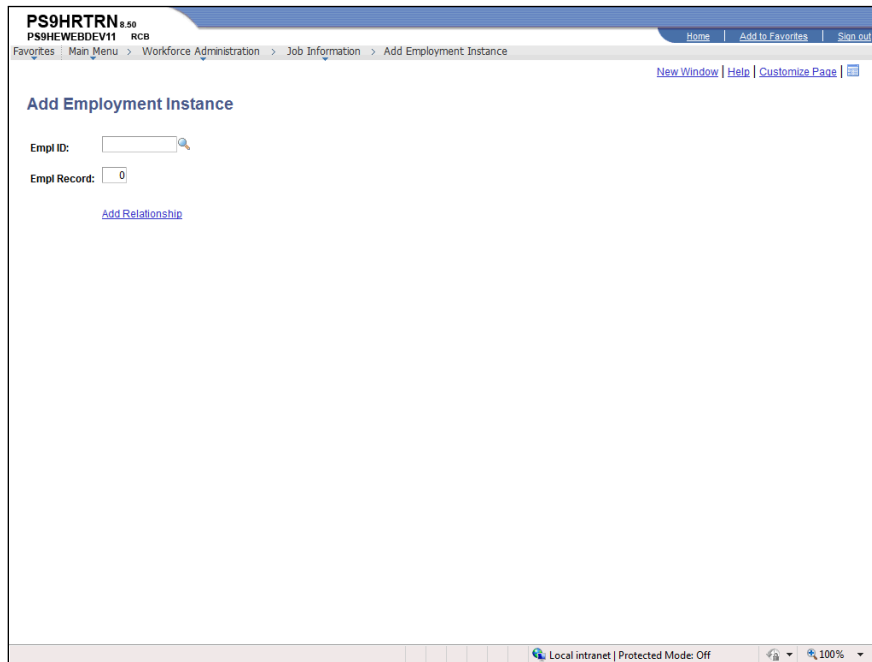


Step	Action
7.	<p><b>NOTE: Make note of the Empl ID number for use later in this exercise.</b></p> <p>Click the <b>Add a new row at row 1</b> button.</p> 
8.	<p>Click the button to the right of the <b>Action</b> field.</p> 
9.	<p>Click the <b>Leave of Absence</b> list item.</p> 
10.	<p>Click the button to the right of the <b>Reason</b> field.</p> 
11.	<p>Click the <b>Detail Out Concurrent Job</b> list item.</p> 
12.	<p>Click the <b>Job Information</b> tab.</p> 



The screenshot shows a web application interface for 'PS9HRTRN 8.50'. The page title is 'PS9HEWBEDEV11 RCB'. The breadcrumb navigation is 'Home > Add to Favorites > Sign out > Favorites > Main Menu > Workforce Administration > Job Information > Job Data'. The main content area displays job information for a supervisor level. Key fields include: Supervisor Level: PS9HEWBEDEV11 RCB; Supervisor ID: 00003586; Reports To: RN-SUPERVISOR 2 0002924 John Doe0002924; Regular/Temporary: Regular; Full/Part: Full-Time; Empl Class: Probation; \*Officer Code: None; Regular Shift: NIA; Shift Rate: ; Classified Ind: Classified. The 'Standard Hours' section shows Standard Hours: 40.00, Work Period: W Weekly, FTE: 1.000000, As of Date: 05/04/2012, and Combined Standard Hours: 80.00, FTE: 2.000000. The 'Contract Number' section has a search field and a 'Next Contract Number' button. The 'FLSA Status' is set to 'Nonexempt' and 'Work Day Hours' is a text input field containing '.01'. Below the form are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. A toolbar contains buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The footer shows 'Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation' and 'Local intranet | Protected Mode: Off'.

Step	Action
13.	Enter the desired information into the <b>Work Day Hours</b> field. Enter <b>".01"</b> .
14.	Click the <b>Save</b> button. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Job Information</b> link. 
17.	Click the <b>Add Employment Instance</b> menu. 



PS9HRTRN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Add Employment Instance

New Window | Help | Customize Page

### Add Employment Instance

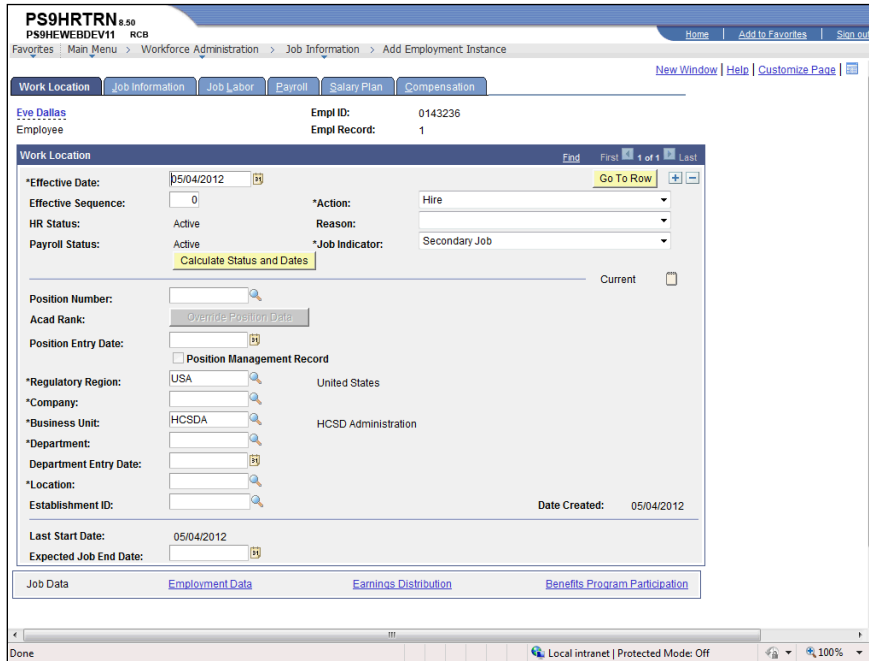
Empl ID:


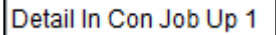


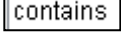


Empl Record:

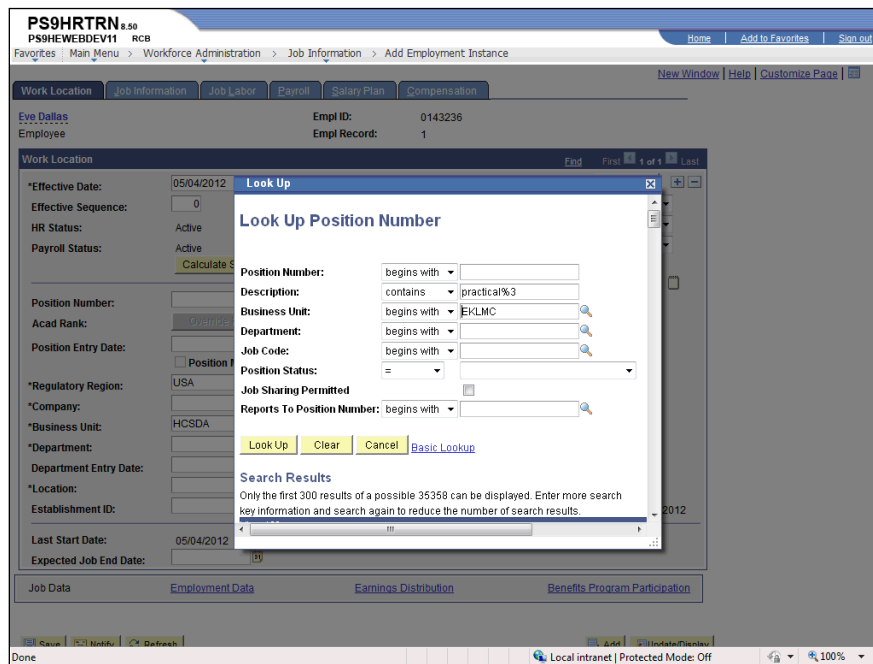
[Add Relationship](#)


Local intranet | Protected Mode: Off | 100%

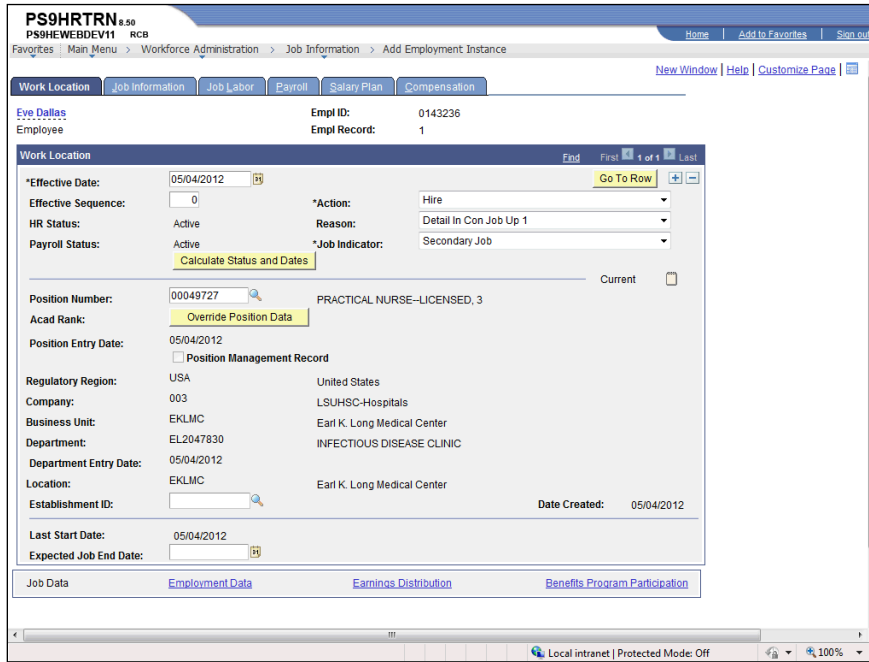
Step	Action
18.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0143236</b> ".
19.	Click the <b>Add Relationship</b> link. <a href="#">Add Relationship</a>



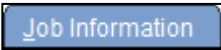
Step	Action
20.	Click the button to the right of the <b>Reason</b> field. 
21.	Click the <b>Detail In Con Job Up 1</b> list item. 
22.	Click the <b>Look up Position Number</b> button. 
23.	Click the button to the right of the <b>Description</b> field. 
24.	Click the <b>contains</b> list item. 
25.	Enter the desired information into the <b>Description</b> field. Enter " <b>practical%3</b> ".
26.	Click the <b>Look up Business Unit</b> button. 
27.	Click the <b>EKLMC</b> link. 

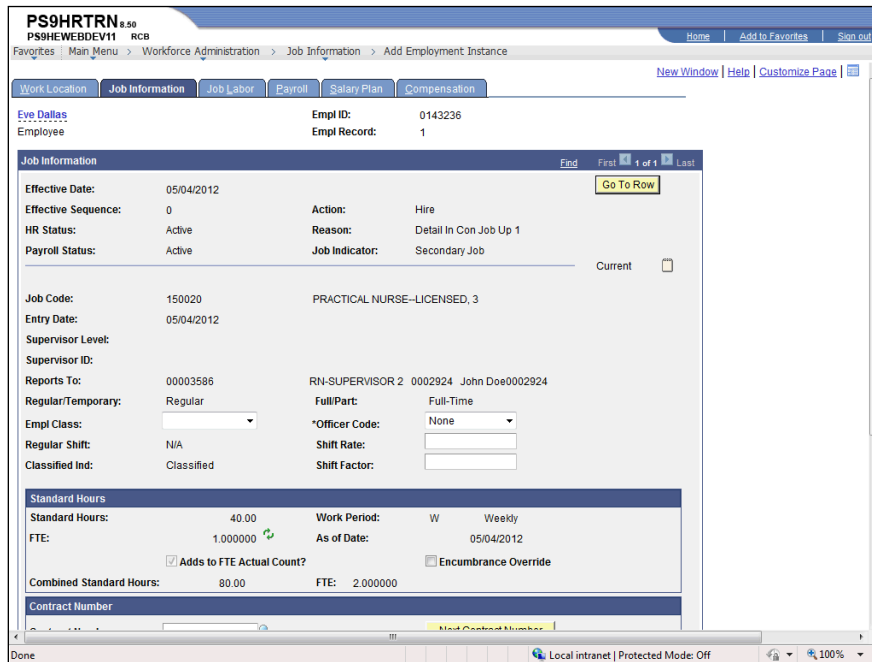



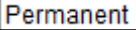
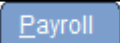
Step	Action
28.	Click the <b>Look Up</b> button. 
29.	Click the <b>00049727</b> link.

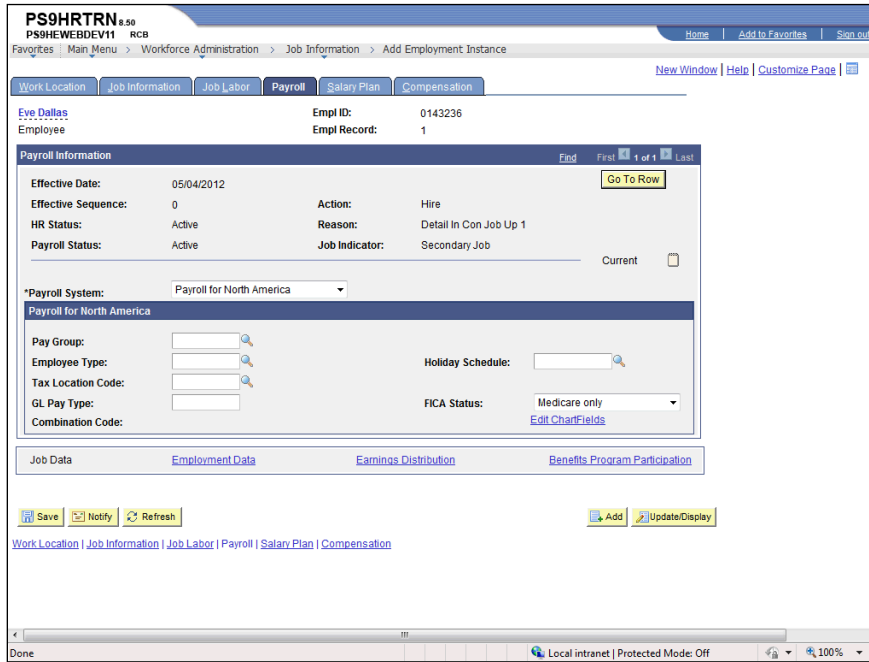






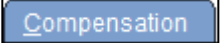
The screenshot shows the 'PS9HRTRN 8.50' application interface. The breadcrumb trail is 'Workforce Administration > Job Information > Add Employment Instance'. The 'Job Information' tab is selected. The employee details are: Employee: Eye Dallas, Empl ID: 0143236, Empl Record: 1. The 'Work Location' section shows: \*Effective Date: 05/04/2012, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, \*Action: Hire, Reason: Detail In Con Job Up 1, \*Job Indicator: Secondary Job. The 'Position' section shows: Position Number: 00049727, Acad Rank: Override Position Data, Position Entry Date: 05/04/2012, Regulatory Region: USA, Company: 003, Business Unit: EKLMC, Department: EL2047830, Department Entry Date: 05/04/2012, Location: EKLMC, Establishment ID: [blank], Date Created: 05/04/2012, Last Start Date: 05/04/2012, Expected Job End Date: [blank]. At the bottom, there are links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.

Step	Action
30.	Click the <b>Job Information</b> tab. 

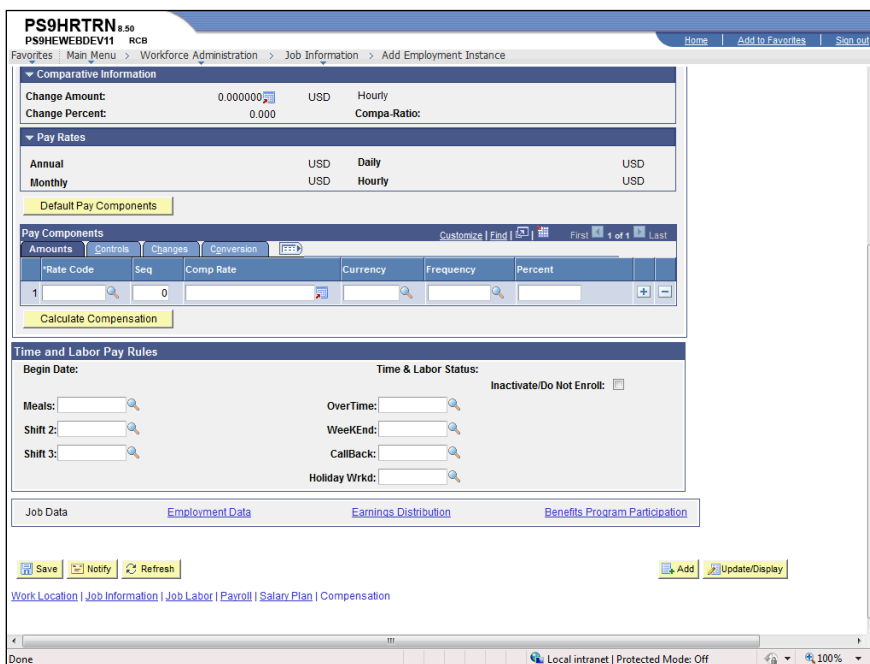











Step	Action
31.	Click the button to the right of the <b>Empl Class</b> field. 
32.	Click the <b>Permanent</b> list item. 
33.	Click the <b>Payroll</b> tab. 












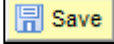
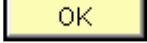


Step	Action
34.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
35.	Click the <b>EBN</b> link. 
36.	Enter the desired information into the <b>Tax Location Code</b> field. Enter " <b>LA</b> ".
37.	Click the <b>Look up Holiday Schedule</b> button. 
38.	Click the <b>HCS</b> link. 
39.	Click the <b>Compensation</b> tab. 





Step	Action
40.	Click the <b>Look up Meals</b> button. 
41.	Click the <b>30MIN</b> link. 
42.	Click the <b>Look up Shift 2</b> button. 
43.	Click the <b>S2_3P1130P</b> link. 
44.	Click the <b>Look up Shift 3</b> button. 
45.	Click the <b>S3_11P730A</b> link. 
46.	Click the <b>Look up OverTime</b> button. 
47.	Click the <b>40_KT-V</b> link. 
48.	Click the <b>Look up WeeKEnd</b> button. 

Step	Action
49.	Click the <b>W3_7A730A</b> link. 
50.	Click the <b>Look up Holiday Wrkd</b> button. 
51.	Click the <b>KTH-HOL</b> link. 
52.	Click the <b>Look up Rate Code</b> button. 
53.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter " <b>N</b> ".
54.	Click the <b>Look Up</b> button. 
55.	Click the <b>NAHRLY</b> link. 
56.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>19.66</b> ".
57.	Click the <b>Add a new row at row 1</b> button. 
58.	Click the <b>Look up Rate Code</b> button. 
59.	Enter the desired information into the <b>Comp Rate Code</b> field. Enter " <b>S</b> ".
60.	Click the <b>Look Up</b> button. 
61.	Click the <b>SH2</b> link. 
62.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>0.50</b> ".
63.	Click the <b>Add a new row at row 2</b> button. 
64.	Click the <b>Look up Rate Code</b> button. 
65.	Click the <b>Down</b> button of the scrollbar. 
66.	Click the <b>SH3</b> link. 
67.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>0.50</b> ".


Step	Action
68.	Click the <b>Add a new row at row 3</b> button. 
69.	Click the <b>Look up Rate Code</b> button. 
70.	Click the <b>Down</b> button of the scrollbar. 
71.	Click the <b>WKN</b> link. 
72.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>1.00</b> ".
73.	Click the <b>Calculate Compensation</b> button. 
74.	Click the <b>Save</b> button. 
75.	Click the <b>OK</b> button. 
76.	Click the <b>OK</b> button. 
77.	Click the <b>OK</b> button. 
78.	This completes <b>Add a Concurrent Job</b> . <b>End of Procedure.</b>

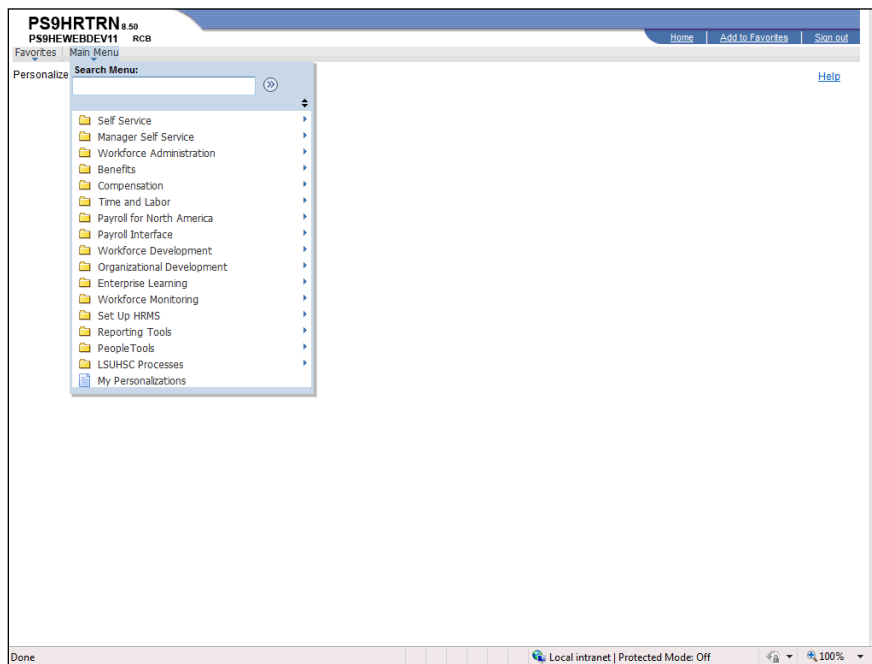


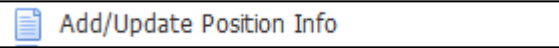
## Record a Department Change

### Procedure

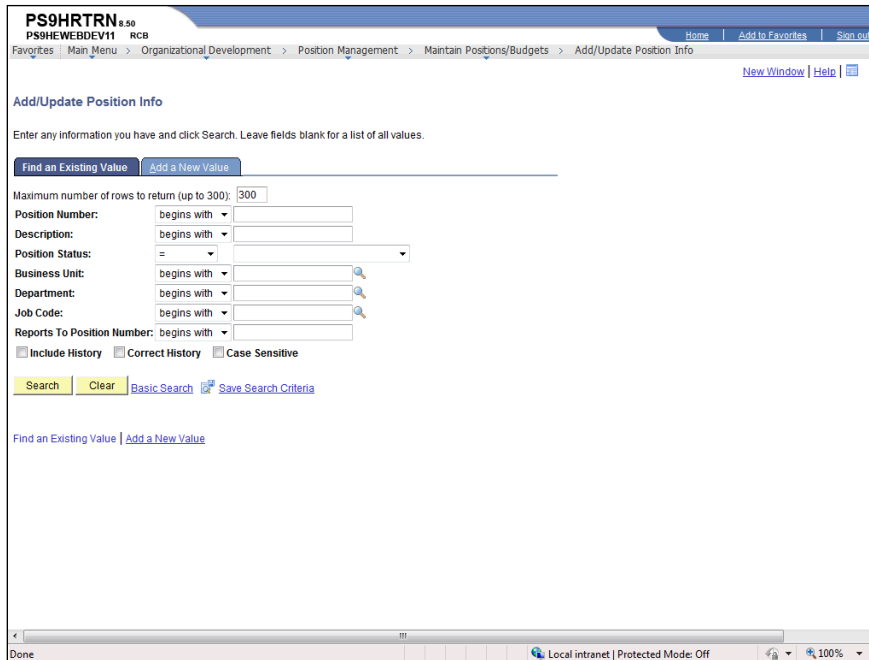
In this topic you will learn how to **Record a Department Change**.

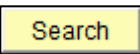
Step	Action
1.	Click the <b>Main Menu</b> button. 

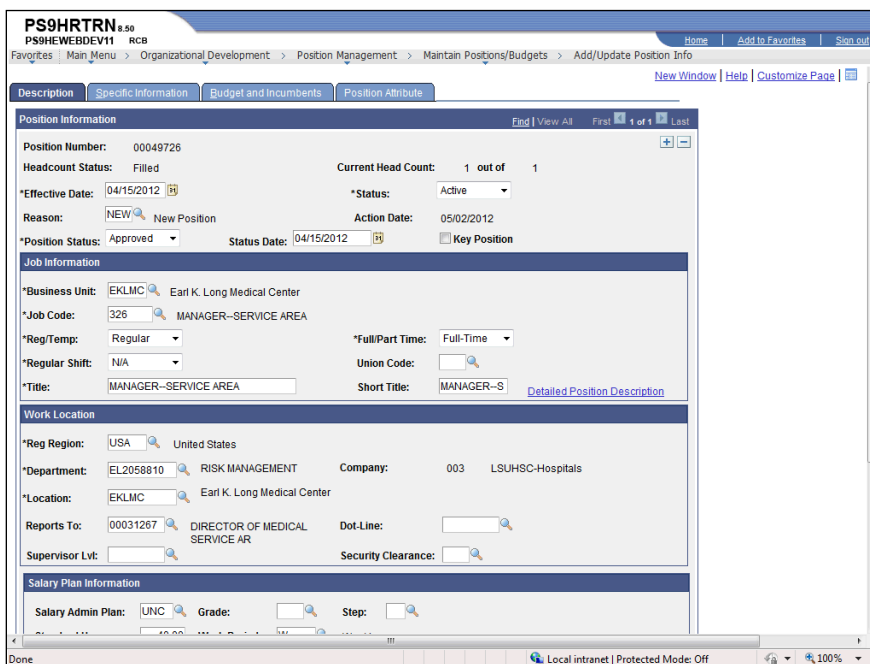






Step	Action
2.	Point to the <b>Organizational Development</b> menu.
3.	Point to the <b>Position Management</b> menu.
4.	Point to the <b>Maintain Positions/Budgets</b> menu.
5.	Click the <b>Add/Update Position Info</b> menu. 

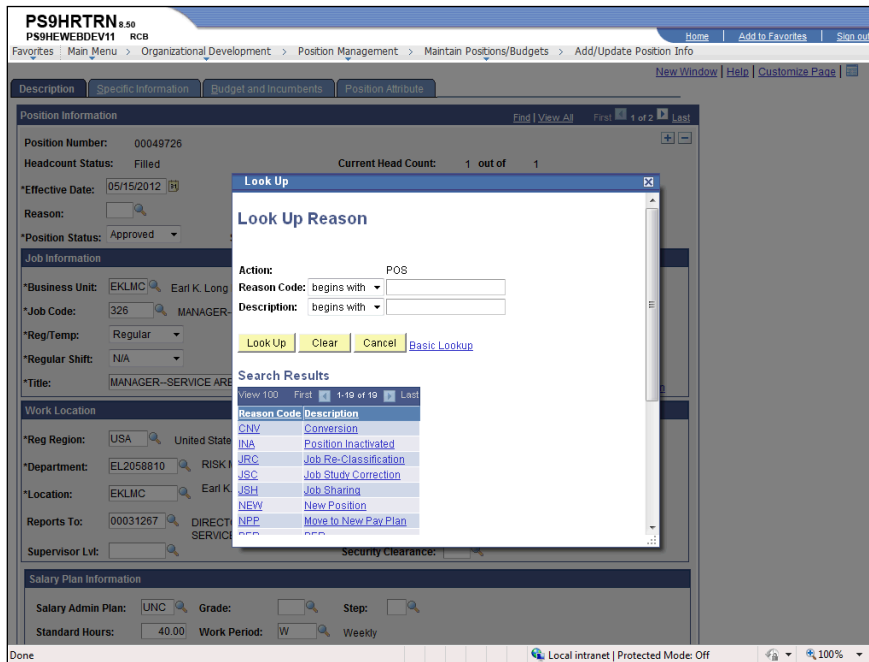
Step	Action
6.	<p>A Department Change must be entered in two (2) places within the system:</p> <ol style="list-style-type: none"> <li>1. The Description tab in Add/Update Position Info and</li> <li>2. The Work Location tab in Job Data.</li> </ol> <p><b>NOTE: Changes must first be added to the Description tab in Add/Update Position Info.</b></p>
7.	<p>In this exercise Juan Cabrillo will change departments from EL 2058810 to EL2058790.</p> <p><b>NOTE: The employee's original Position Number must be known. The Position Number can be found on the Work Location tab in Job Data.</b></p>




Step	Action
8.	Enter the desired information into the <b>Position Number</b> field. Enter " <b>00049726</b> ".
9.	<p>Click the <b>Search</b> button.</p> 

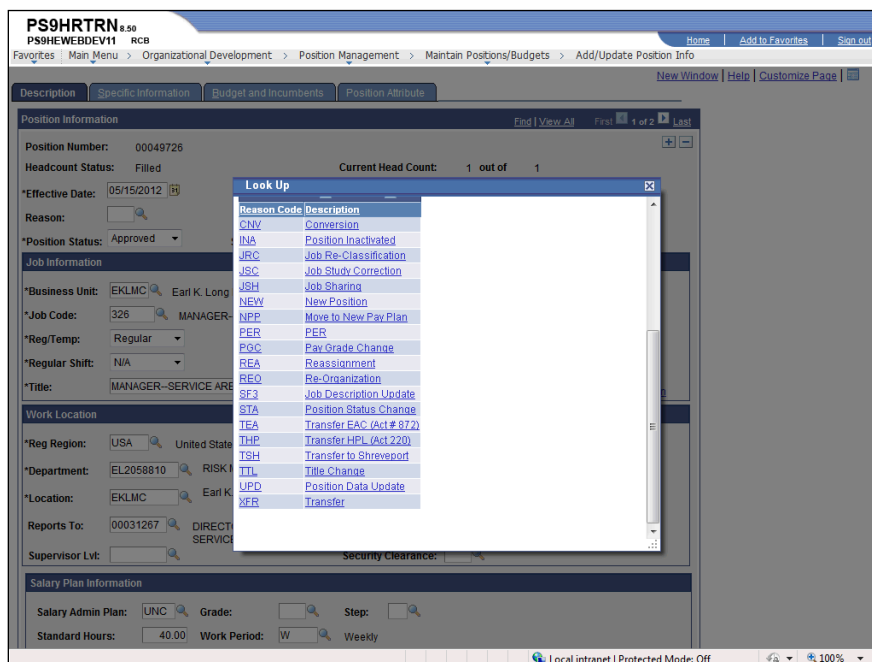





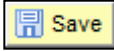



Step	Action
10.	Click the <b>Add a new row at row 1</b> button. 
11.	The Effective Date defaults to the current date. The effective Date is the date the department change will occur.  Click the <b>Choose a date</b> button. 
12.	Click the desired date. 
13.	Click the <b>Look up Reason</b> button. 

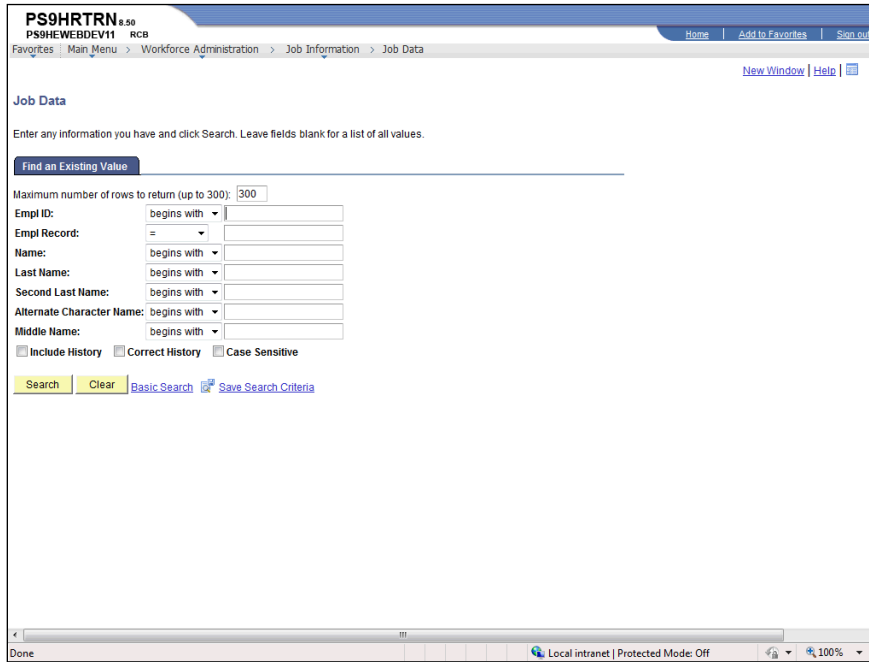


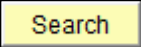
Step	Action
14.	Scroll to the bottom of the pop up page. Click the <b>Down</b> button of the scrollbar. 

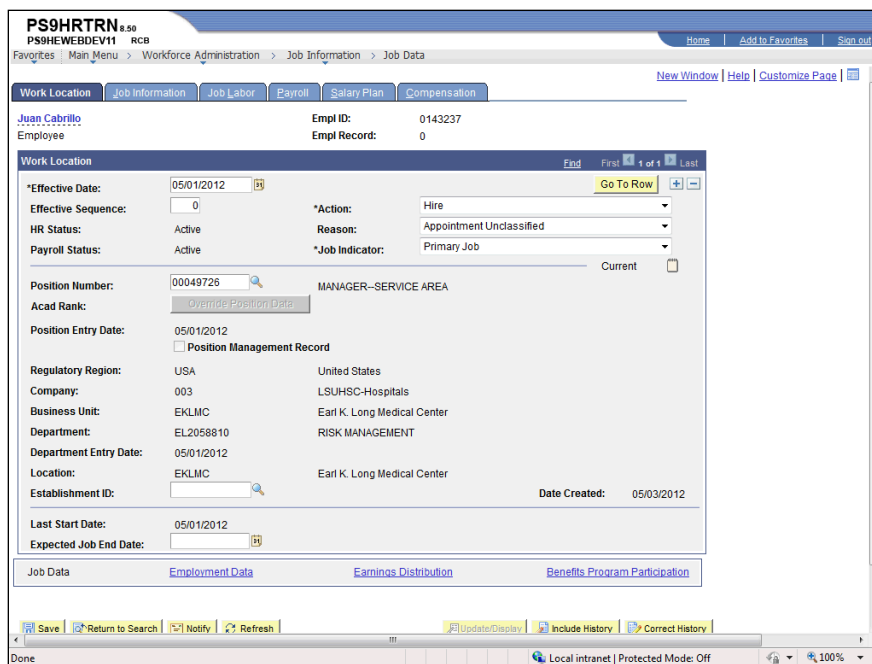






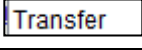

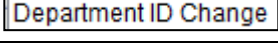
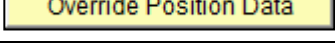




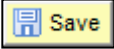
Step	Action
15.	Click the <b>XFR - Transfer</b> link. 
16.	Enter the desired information into the <b>Department</b> field. Enter " <b>EL2058790</b> ".
17.	Even though the Location is displayed on the page, it must be selected again. Click the <b>Look up Location</b> button. 
18.	Click the <b>EKLMC</b> link. 
19.	Click the <b>Save</b> button. 
20.	Click the <b>OK</b> button. 
21.	Click the <b>Main Menu</b> button. 
22.	Point to the <b>Workforce Administration</b> menu.
23.	Point to the <b>Job Information</b> menu.
24.	Click the <b>Job Data</b> menu. 



Step	Action
25.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>cabrillo</b> ".
26.	Click the <b>Search</b> button. 



Step	Action
27.	Click the <b>Add a new row at row 1</b> button. 
28.	The Effective Date will be the date the department change will occur. Click the <b>Choose a date</b> button. 
29.	Click the desired date. 
30.	Click the button to the right of the <b>Action</b> field. 
31.	Click the <b>Transfer</b> list item. 
32.	Click the button to the right of the <b>Reason</b> field. 
33.	Click the <b>Department ID Change</b> list item. 
34.	Click the <b>Override Position Data</b> button. 

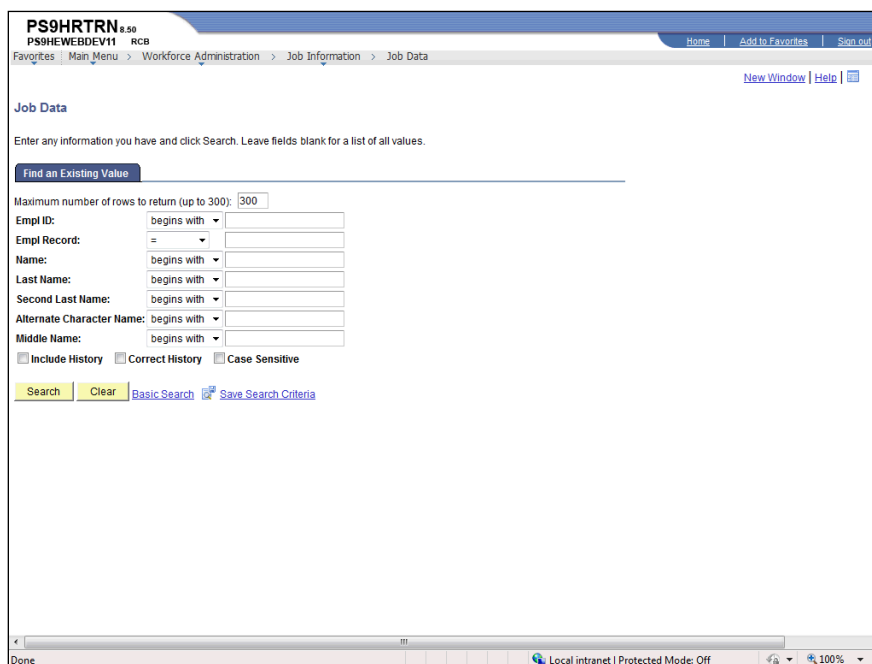
Step	Action
35.	Enter the desired information into the <b>Department</b> field. Enter " <b>EL2058790</b> ".
36.	Even though the Location displays on the page, it must be selected again.  Click the <b>Look up Location</b> button. 
37.	Click the <b>EKLMC</b> link. 
38.	Click the <b>Save</b> button. 
39.	This completes <b>Record a Department Change</b> . <b>End of Procedure.</b>

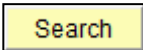
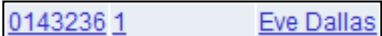
## Record a Leave of Absence





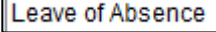

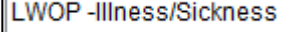
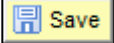
### Procedure


In this topic you will learn how to **Record a Leave of Absence**.

Step	Action
1.	This example begins on the Job Data page. Navigation to the Job Data page is:  Main Menu > Workforce Administration > Job Information > Job Data



Step	Action
2.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
3.	Click the <b>Search</b> button. 
4.	Click the <b>appropriate employee</b> link. 
5.	In this exercise Eve Dallas will take a Leave of Absence beginning on 05/05/2012 due to illness.

Step	Action
6.	Click the <b>Add a new row at row 1</b> button. 
7.	The Effective Date is the date the leave will begin. In this example the Effective Date is 05/05/12.  Click the <b>Choose a date</b> button. 
8.	Click the desired date. 
9.	Click the button to the right of the <b>Action</b> field. 
10.	Click the <b>Leave of Absence</b> list item. 
11.	Click the button to the right of the <b>Reason</b> field. 
12.	Click the <b>LWOP -Illness/Sickness</b> list item. 
13.	Click the <b>Save</b> button. 

Step	Action
14.	Click the <b>OK</b> button. 
15.	This completes <b>Record a Leave of Absence</b> . <b>End of Procedure.</b>



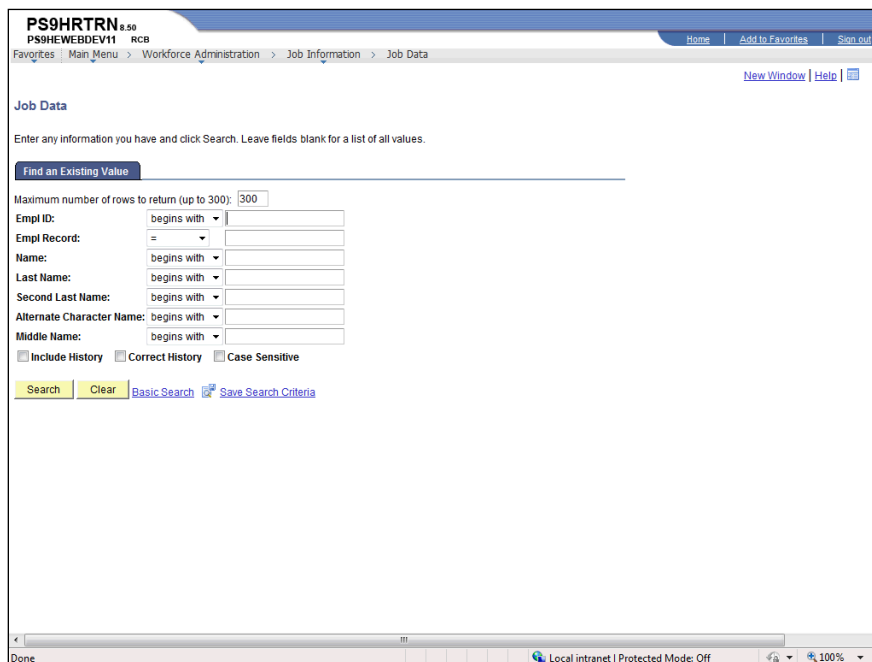


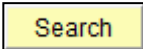
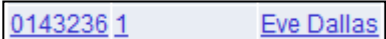
## Return from Leave of Absence

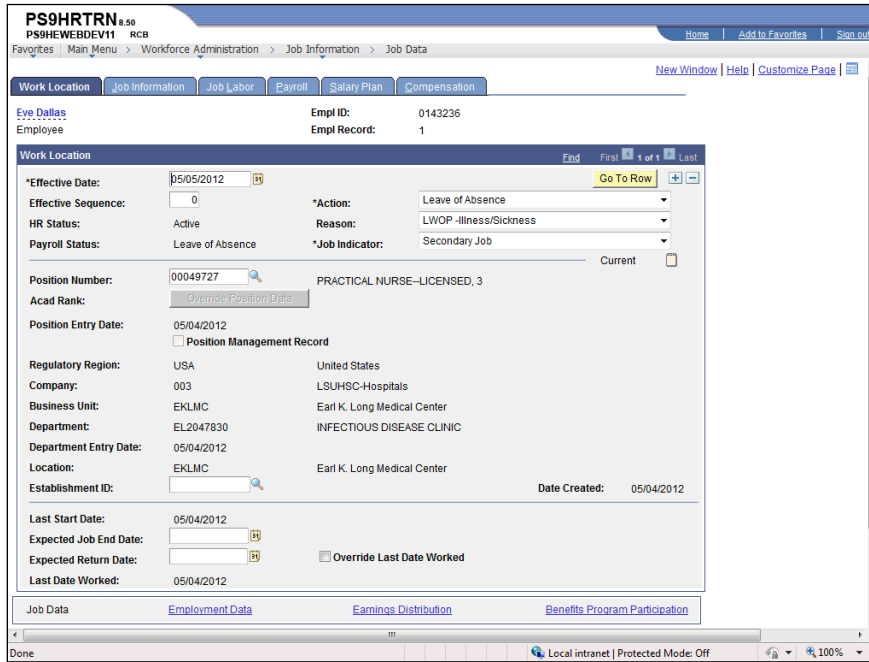
### Procedure



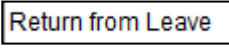

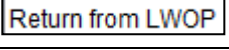
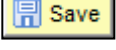
In this topic you will learn how to **Return from Leave of Absence**.

Step	Action
1.	This example begins on the Job Data page. Navigation to the Job Data page is:  Main Menu > Workforce Administration > Job Information > Job Data



Step	Action
2.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
3.	Click the <b>Search</b> button.  
4.	Click the <b>appropriate employee</b> link.  



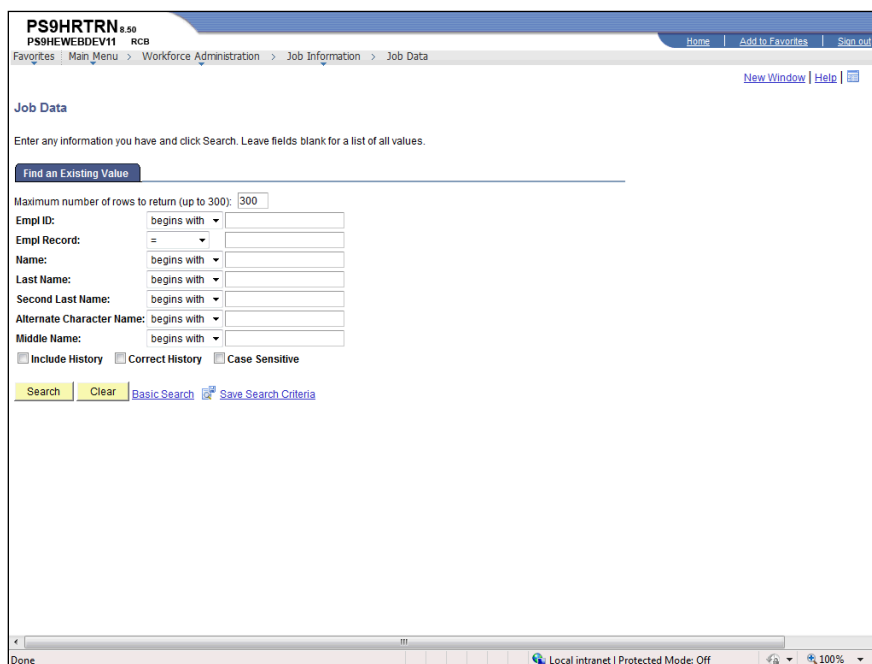
Step	Action
5.	Click the <b>Add a new row at row 1</b> button. 
6.	Click the <b>Action</b> list. 
7.	Click the <b>Return from Leave</b> list item. 
8.	Click the <b>Reason</b> list. 
9.	Click the <b>Return from LWOP</b> list item. 
10.	Click the <b>Save</b> button. 
11.	This completes <b>Return from Leave of Absence</b> . <b>End of Procedure.</b>

## Record an Employee Promotion

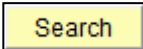
### Procedure

In this topic you will learn how to **Record an Employee Promotion**.

Step	Action
1.	This example begins on the Job Data page. Navigation to the Job Data page is:  Main Menu > Workforce Administration > Job Information > Job Data



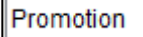

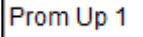
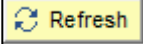
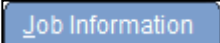


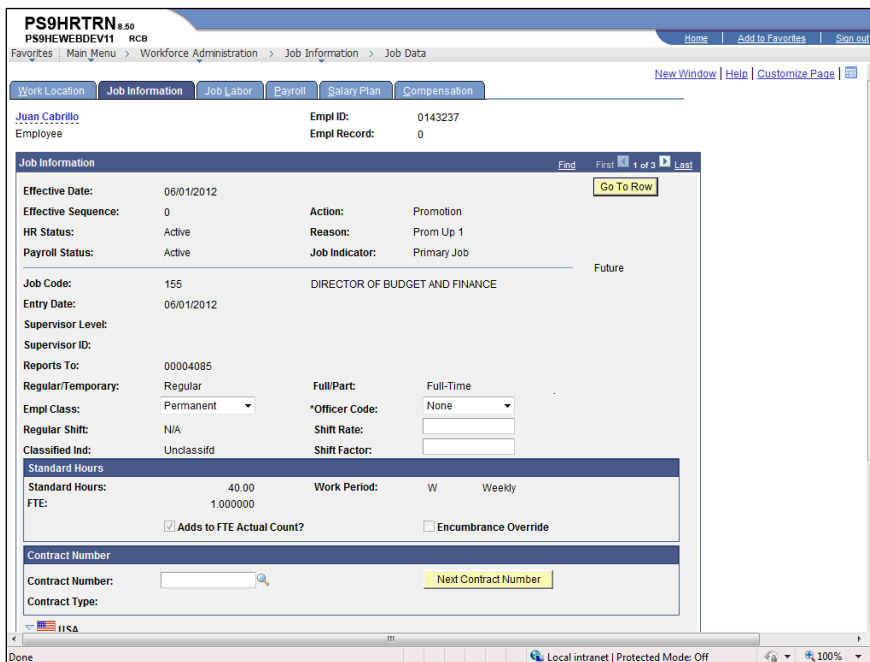
The screenshot shows a web browser window displaying the 'Job Data' search interface. At the top, there is a navigation breadcrumb: 'Favourites | Main Menu > Workforce Administration > Job Information > Job Data'. Below the breadcrumb, there are links for 'Home', 'Add to Favourites', and 'Sign out'. The main heading is 'Job Data', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A search bar with the placeholder 'Find an Existing Value' is present. Below the search bar, there are several search criteria fields: 'Maximum number of rows to return (up to 300): 300', 'Empl ID: begins with', 'Empl Record: =', 'Name: begins with', 'Last Name: begins with', 'Second Last Name: begins with', 'Alternate Character Name: begins with', and 'Middle Name: begins with'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser's status bar at the bottom shows 'Done' and 'Local intranet | Protected Mode: Off'.

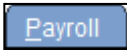
Step	Action
2.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>cabrillo</b> ".
3.	Click the <b>Search</b> button.  

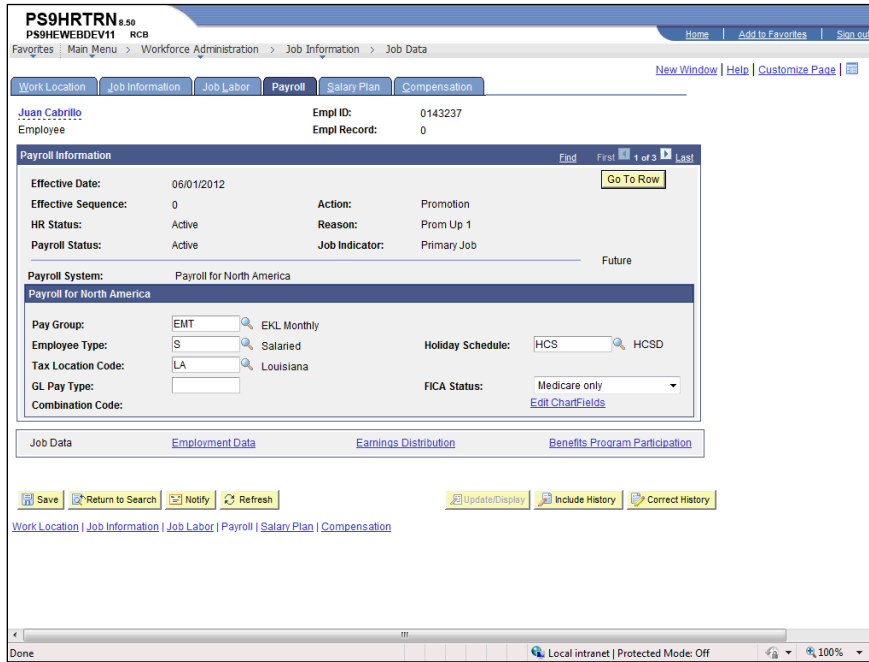
The screenshot shows the 'Job Information' tab for employee Juan Cabrillo. Key fields include:
 

- Effective Date: 05/15/2012
- Action: Transfer
- Reason: Department ID Change
- Position Number: 00049726
- Company: 003
- Business Unit: EKLMC
- Department: EL2058790
- Location: EKLMC

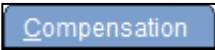
Step	Action
4.	Click the <b>Add a new row at row 1</b> button. 
5.	Enter the desired information into the <b>Effective Date</b> field. Enter " <b>06/01/2012</b> ".
6.	Click the button to the right of the <b>Action</b> field. 
7.	Click the <b>Promotion</b> list item. 
8.	Click the button to the right of the <b>Reason</b> field. 
9.	Click the <b>Prom Up 1</b> list item. 
10.	Enter the desired information into the <b>Position Number</b> field. Enter " <b>00041335</b> ".
11.	Click the <b>Refresh</b> button. 
12.	Click the <b>Job Information</b> tab. 
13.	Check the Empl Class for appropriate designation. If the designation is incorrect, click the drop-down arrow to the right of the Empl Class field and select it.

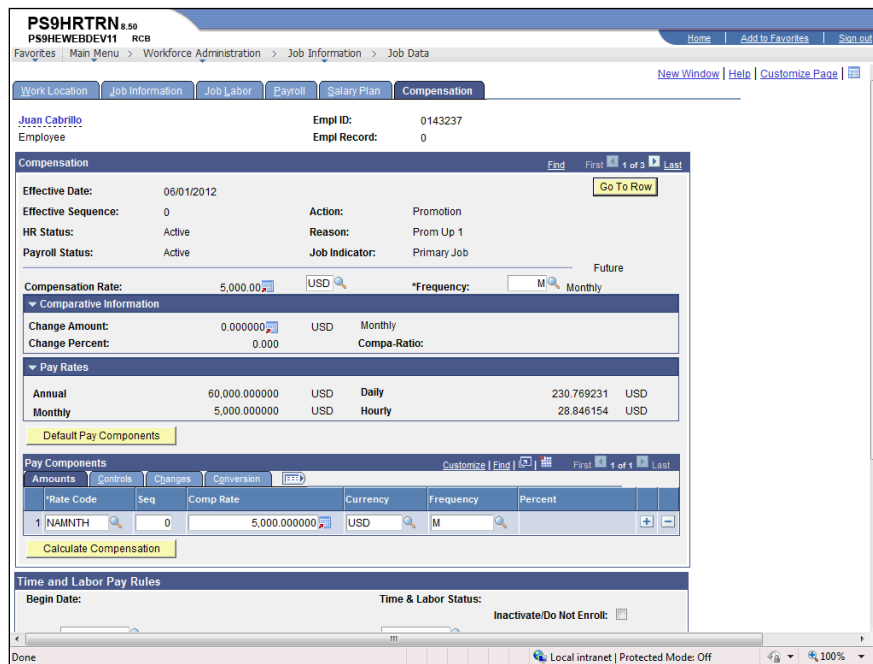


Step	Action
14.	Click the <b>Payroll</b> tab. 
15.	In this example the Pay Group and Holiday Schedule do not change. However, you will need to verify, and edit if needed, the Pay Group and Holiday Schedule for the new position.



The screenshot shows the 'Compensation' tab in the PS9HRTRN 8.50 application. The employee's name is Juan Cabrillo, with an Empl ID of 0143237 and an Empl Record of 0. The 'Payroll Information' section shows an effective date of 06/01/2012, an effective sequence of 0, and an active HR status. The 'Payroll System' is set to 'Payroll for North America'. The 'Payroll for North America' section includes fields for Pay Group (EMT), Employee Type (S), Tax Location Code (LA), and GL Pay Type. The 'Holiday Schedule' is set to HCS, and the 'FICA Status' is Medicare only. The 'Compensation' tab is highlighted in the top navigation bar.

Step	Action
16.	Click the <b>Compensation</b> tab. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Juan Cabrillo  
 Employee

Empl ID: 0143237  
 Empl Record: 0

Compensation

Effective Date: 06/01/2012 Go To Row

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Promotion  
 Reason: Prom Up 1  
 Job Indicator: Primary Job

Future

Compensation Rate: 5,000.00 USD \*Frequency: M Monthly

Change Amount: 0.000000 USD Monthly  
 Change Percent: 0.000 Compa-Ratio:

Pay Rates

	Amount	Currency	Frequency	Rate
Annual	60,000.000000	USD	Daily	230.769231 USD
Monthly	5,000.000000	USD	Hourly	28.846154 USD

Default Pay Components

Pay Components


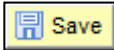
Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAMNTH	0	5,000.000000	USD	M	

Calculate Compensation

Time and Labor Pay Rules

Begin Date: Time & Labor Status: Inactivate/Do Not Enroll:

Done Local intranet | Protected Mode: Off 100%

Step	Action
17.	Enter the desired information into the <b>Comp Rate</b> field. Enter " <b>6000.00</b> ".
18.	Click the <b>Calculate Compensation</b> button. 
19.	Click the <b>Save</b> button. 
20.	This complete <b>Record an Employee Promotion</b> . <b>End of Procedure.</b>



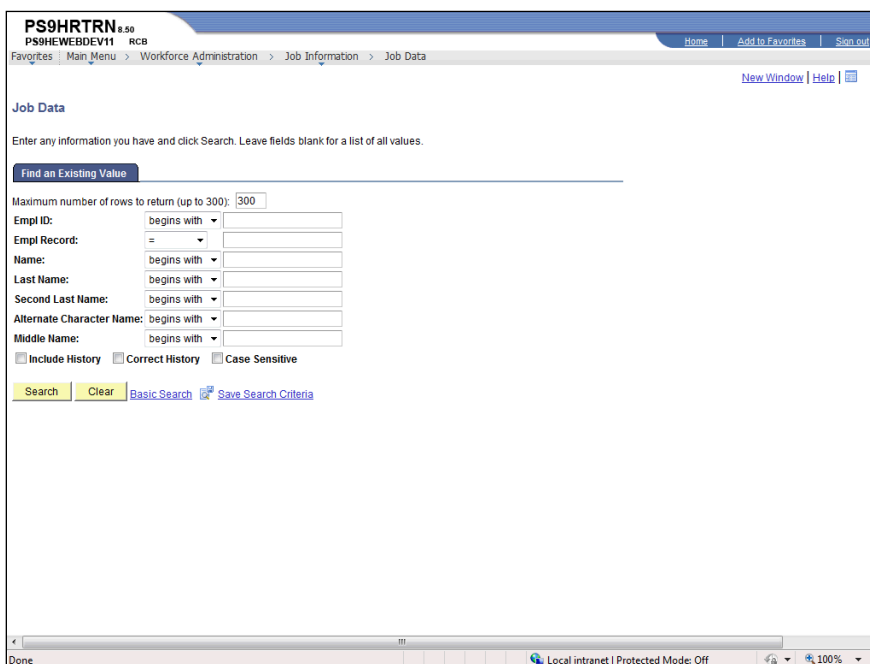


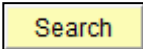
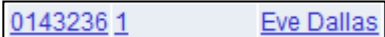
## Record a Pay Rate Change

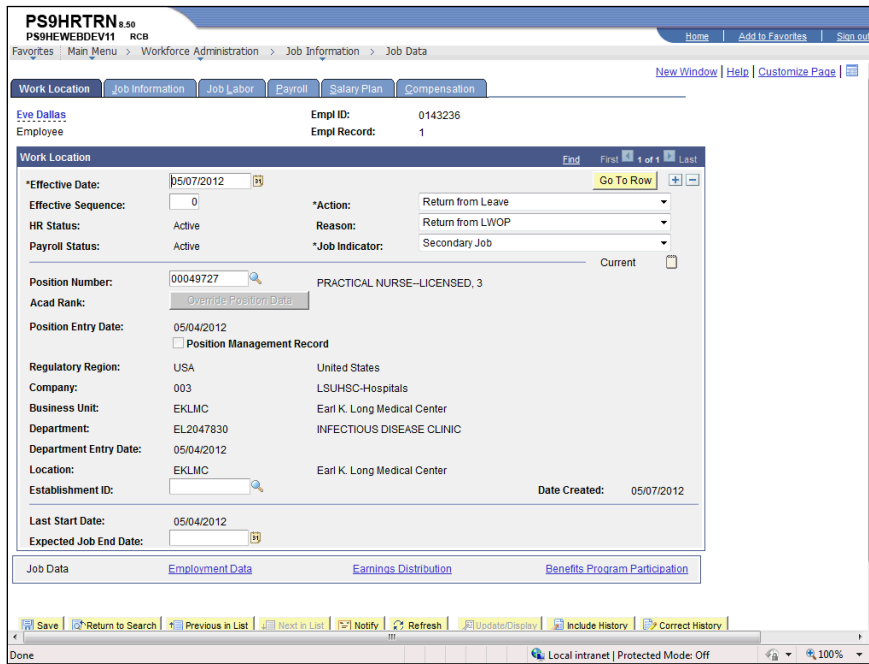
### Procedure





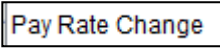

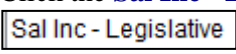
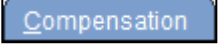
In this topic you will learn how to **Record a Pay Rate Change**.

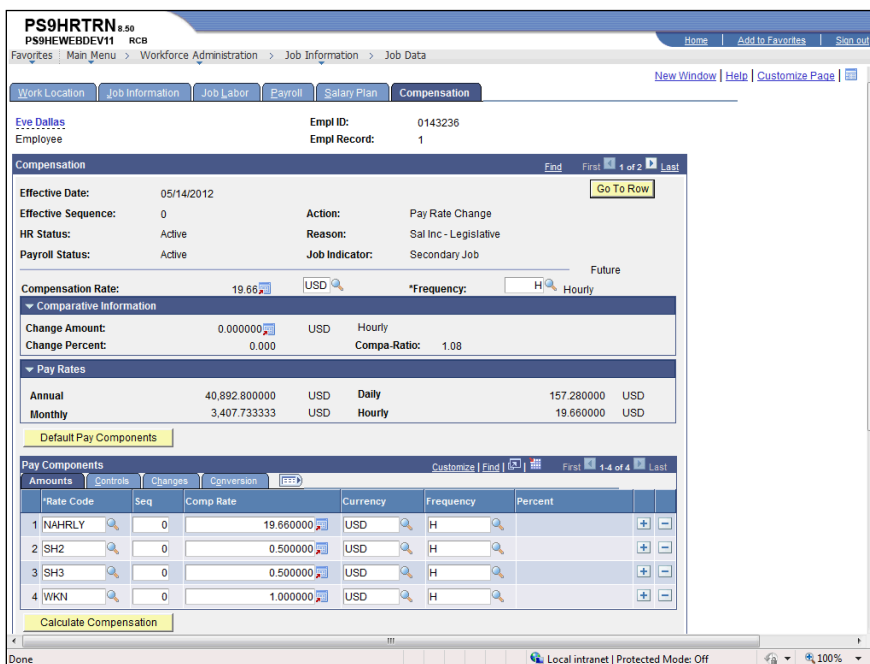
Step	Action
1.	This example begins on the Job Data page. Navigation to the Job Data page is:  Main Menu > Workforce Administration > Job Information > Job Data

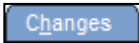

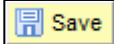


Step	Action
2.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
3.	Click the <b>Search</b> button.  
4.	Click the <b>appropriate employee</b> link.  



Step	Action
5.	Click the <b>Add a new row at row 1</b> button. 
6.	Click the <b>Choose a date</b> button. 
7.	Click the desired date. 
8.	Click the <b>Action</b> list. 
9.	Click the <b>Pay Rate Change</b> list item. 
10.	Click the <b>Reason</b> list. 
11.	Click the <b>Sal Inc - Legislative</b> list item. 
12.	Click the <b>Compensation</b> tab. 
13.	<b>NOTE: Currently Eve's Compensation Rate is 19.66 and the Change Amount is 0.000000.</b>



Step	Action
14.	Click the <b>Changes</b> tab. 
15.	Enter the desired information into the <b>Change Percent</b> field. Enter "4".
16.	Click the <b>Calculate Compensation</b> button. 
17.	<i><b>NOTE: Eve's Compensation Rate has changed from 19.66 to 20.45. The Change Amount is now 0.786400 instead of 0.000000.</b></i>
18.	Click the <b>Save</b> button. 
19.	This completes <b>Record a Pay Rate Change</b> . <b>End of Procedure.</b>

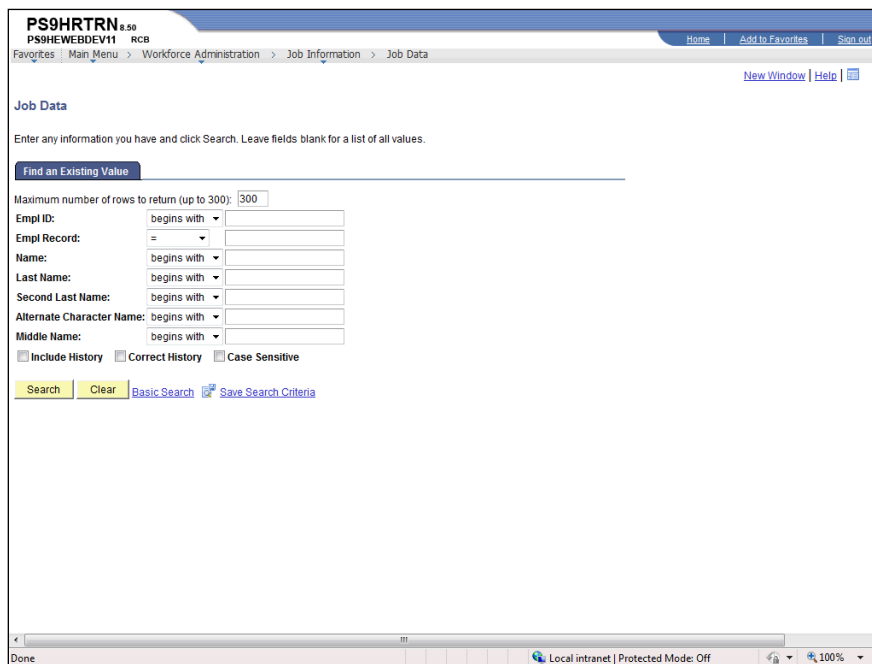


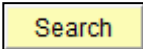
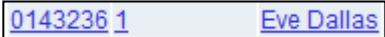
## Record an Employee Termination

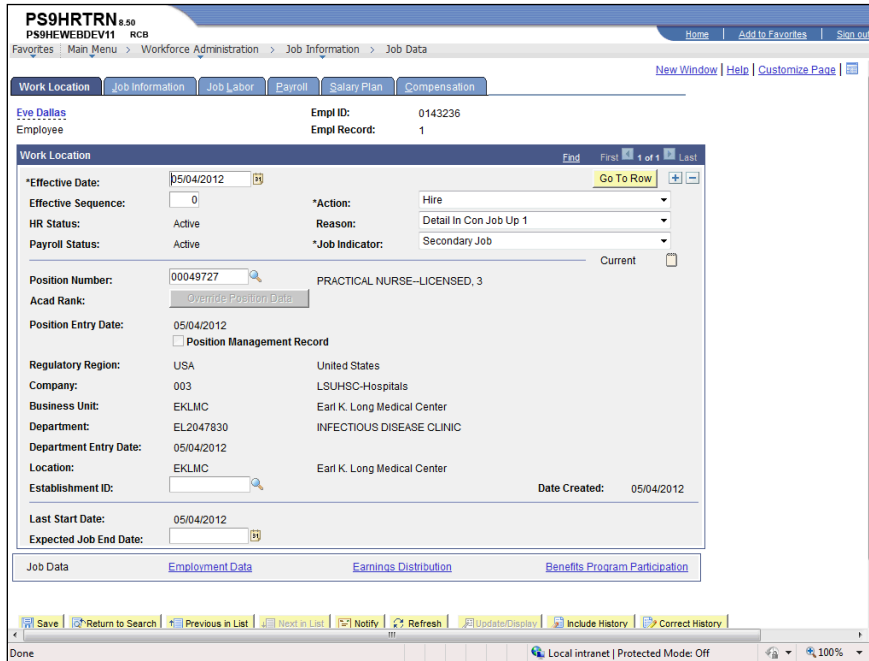
### Procedure



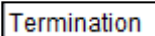

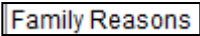
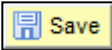
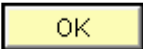
In this topic you will learn how to **Record an Employee Termination**.

Step	Action
1.	This example begins on the Job Data page. Navigation to the Job Data page is:  Main Menu > Workforce Administration > Job Information > Job Data



Step	Action
2.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
3.	Click the <b>Search</b> button.  
4.	Click the <b>appropriate employee</b> link.  



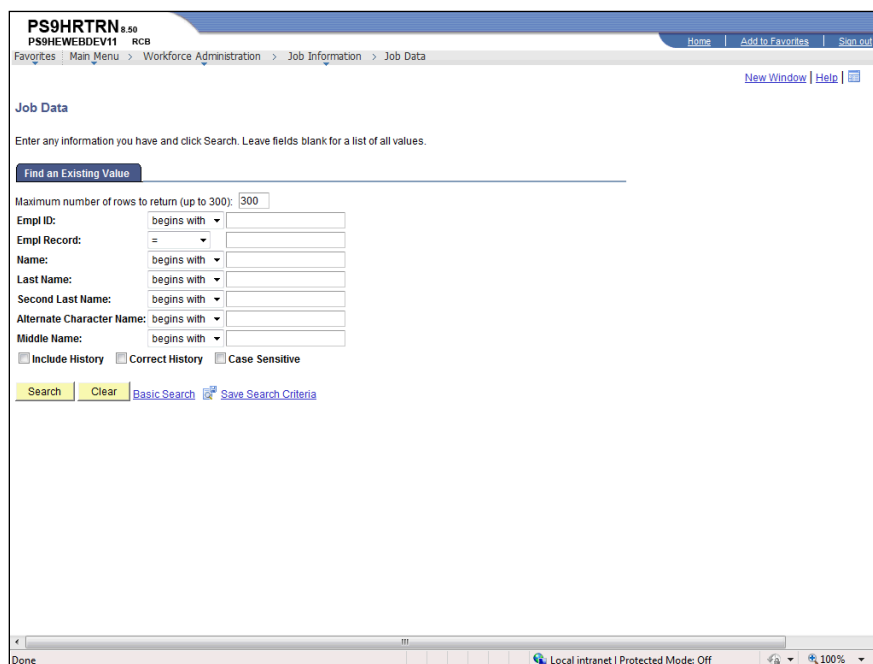
Step	Action
5.	Click the <b>Add a new row at row 1</b> button. 
6.	The Effective Date defaults to the current date. If the termination date is not the current date, enter the correct termination date in the Effective Date field or select it by clicking the Choose a date (calendar) button.
7.	Click the button to the right of the <b>Action</b> field. 
8.	Click the <b>Termination</b> list item. 
9.	Click the button to the right of the <b>Reason</b> field. 
10.	Click the <b>Family Reasons</b> list item. 
11.	Click the <b>Save</b> button. 
12.	Click the <b>OK</b> button. 
13.	This completes <b>Record an Employee Termination</b> . <b>End of Procedure.</b>

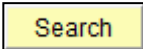
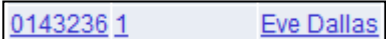
## Record an Employee Rehire

### Procedure

In this topic you will learn how to **Record an Employee Rehire**.

Step	Action
1.	This example begins on the Job Data page. Navigation to the Job Data page is:  Main Menu > Workforce Administration > Job Information > Job Data



Step	Action
2.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
3.	Click the <b>Search</b> button.  
4.	Click the <b>appropriate employee</b> link.  

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Eve Dallas Employee Empl ID: 0143236 Empl Record: 1

Work Location End First 1 of 1 Last

\*Effective Date: 05/07/2012 Go To Row

Effective Sequence: 0 \*Action: Termination

HR Status: Inactive \*Reason: Family Reasons

Payroll Status: Terminated \*Job Indicator: Secondary Job

Position Number: 00049727 PRACTICAL NURSE-LICENSED, 3

Acad Rank: Override Position Data

Position Entry Date: 05/04/2012 Position Management Record

Regulatory Region: USA United States

Company: 003 LSUHSC-Hospitals

Business Unit: EKLMC Earl K. Long Medical Center

Department: EL2047830 INFECTIOUS DISEASE CLINIC

Department Entry Date: 05/04/2012

Location: EKLMC Earl K. Long Medical Center

Establishment ID: Date Created: 05/07/2012





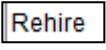

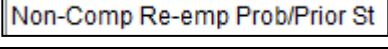
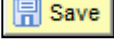
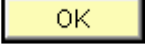
Last Start Date: 05/04/2012 Termination Date: 05/06/2012

Expected Job End Date: Override Last Date Worked

Last Date Worked: 05/06/2012

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Done Local intranet | Protected Mode: Off 100%

Step	Action
5.	Click the <b>Add a new row at row 1</b> button. 
6.	Click the <b>Choose a date</b> button. 
7.	Click the desired date. 
8.	Click the button to the right of the <b>Action</b> field. 
9.	Click the <b>Rehire</b> list item. 
10.	Click the button to the right of the <b>Reason</b> field. 
11.	Click the <b>Non-Comp Re-emp Prob/Prior St</b> list item. 
12.	Click the <b>Save</b> button. 
13.	Click the <b>OK</b> button. 




Step	Action
14.	This completes <b>Record an Employee Rehire</b> . <b>End of Procedure.</b>

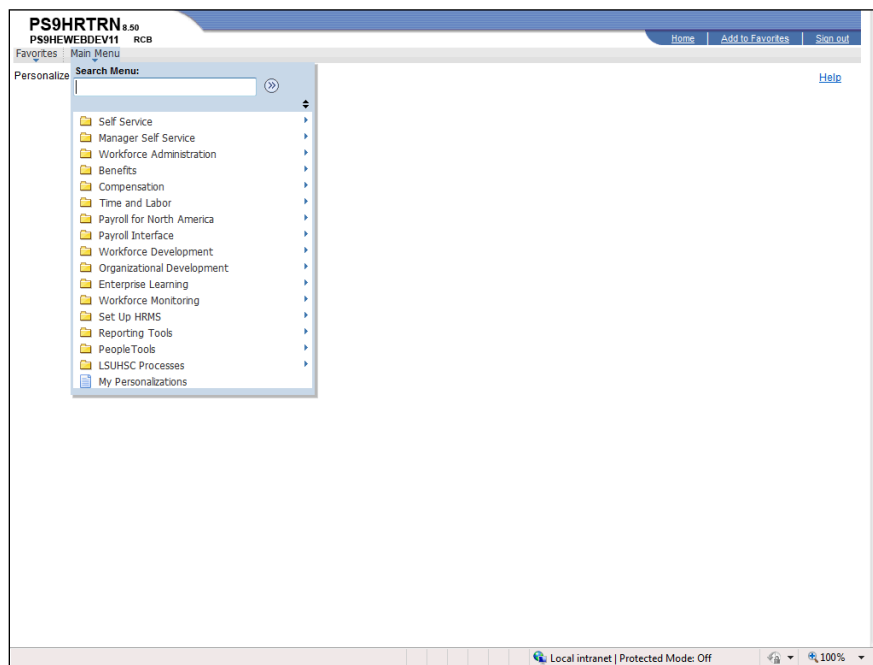


## View Job Summary Information

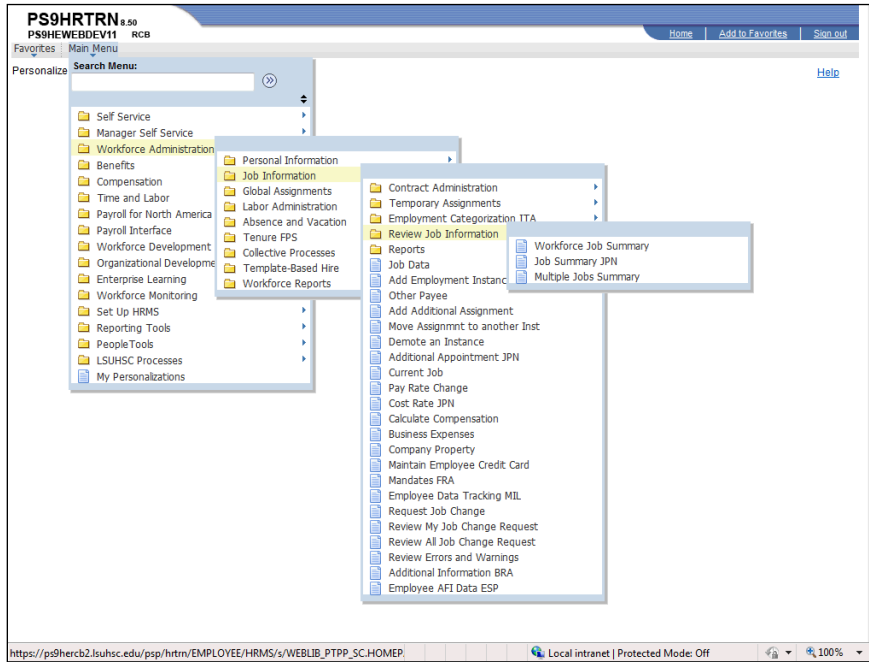
### Procedure

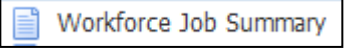


In this topic you will learn how to **View Job Summary Information**.

Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Point to the <b>Workforce Administration</b> menu.
3.	Point to the <b>Job Information</b> menu.
4.	Point to the <b>Review Job Information</b> menu.



Step	Action
5.	Click the <b>Workforce Job Summary</b> link. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>dallas</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the <b>appropriate employee</b> link. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

New Window | Help | Customize Page

### Workforce Job Summary

Eve Dallas EMP Empl ID: 0143236

Job Information

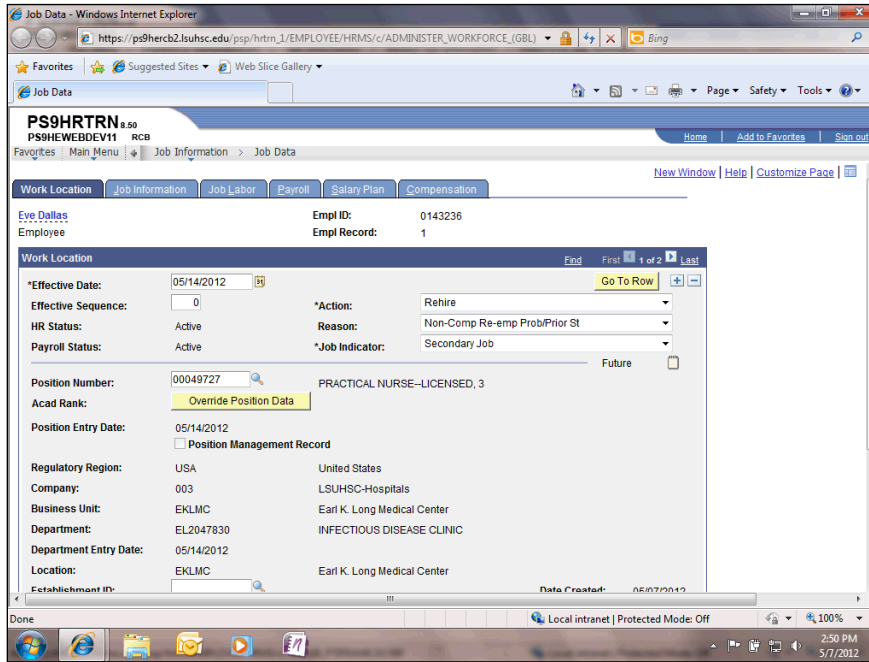
General | Job Information | Work Location | Salary Plan | Compensation


Org Relation	Empl Record	Effective Date	Seq	Action	Action Reason	Key Person	Go To Job
EMP	1	05/14/2012	0	Rehire	01-112	<input type="checkbox"/>	<a href="#">Job Data</a>
EMP	1	05/07/2012	0	Terminatn	Family Rsn	<input type="checkbox"/>	<a href="#">Job Data</a>
EMP	1	05/04/2012	0	Hire	Det C Up 1	<input type="checkbox"/>	<a href="#">Job Data</a>

Return to Search | Previous in List | Next in List | Notify

Done Local intranet | Protected Mode: Off 100%

Step	Action
9.	<p>Click the <b>Job Data</b> link.</p> <p><i>NOTE: This will open a new window.</i></p> <p><a href="#">Job Data</a></p>



Step	Action
10.	Click the <b>Close</b> button. 

PS9HRTRN 8.50  
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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

New Window | Help | Customize Page

### Workforce Job Summary

Eve Dallas EMP Empl ID: 0143236

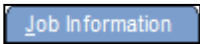

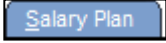
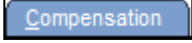

Job Information

General | Job Information | Work Location | Salary Plan | Compensation

Org Relation	Empl Record	Effective Date	Seq	Action	Action Reason	Key Person	Go To Job
EMP	1	05/14/2012	0	Rehire	01-112	<input type="checkbox"/>	<a href="#">Job Data</a>
EMP	1	05/07/2012	0	Terminatn	Family Rsn	<input type="checkbox"/>	<a href="#">Job Data</a>
EMP	1	05/04/2012	0	Hire	Det C Up 1	<input type="checkbox"/>	<a href="#">Job Data</a>

Return to Search | Previous in List | Next in List | Notify

Local intranet | Protected Mode: Off | 100%

Step	Action
11.	Click the <b>Job Information</b> link. 
12.	Click the <b>Work Location</b> link. 
13.	Click the <b>Salary Plan</b> link. 
14.	Click the <b>Compensation</b> link. 
15.	Click the <b>Components</b> link. 





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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

New Window | Help | Customize Page

### Workforce Job Summary



Eye Dallas EMP Empl ID: 0143236

Job Information

Org Relation	Empl Record	Effective Date	Seq	Annual Rate	Monthly Rate	Daily Rate	Hourly Rate	Currency	Change Percent	Components
EMP	1	05/14/2012	0	40892.800	3407.733	157.280	19.660000	USD		<a href="#">Components</a>
EMP	1	05/07/2012	0	40892.800	3407.733	157.280	19.660000	USD		<a href="#">Components</a>
EMP	1	05/04/2012	0	40892.800	3407.733	157.280	19.660000	USD		<a href="#">Components</a>

Return to Search | Previous in List | Next in List | Notify

Done Local intranet | Protected Mode: Off 100%

Step	Action
17.	Click the <b>Show all columns</b> button. 
18.	Click the <b>Show tabs</b> button. 
19.	This completes <b>View Job Summary Information</b> . <b>End of Procedure.</b>