

PeopleSoft Training

Human Resources Inquiry 9.1 -HCSD

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Human Resources Inquiry 9.1 - HCSD

Workforce Administration

View Job Data

The **Job Data** component includes all information about an employee's job history such as promotions, reallocations, pay rate changes, and termination.

Procedure

In this topic you will learn how to View Job Data.

Step	Action
1.	Click the Main Menu link.
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Self Service	· · · · ·			
Manager Self Service	•			
Workforce Administration	•			
Benefits	· · · · ·			
Compensation	•			
Time and Labor	•			
Payroll for North America	•			
Payroll Interface				
Workforce Development	•			
Organizational Development	•			
Enterprise Learning				
Workforce Monitoring	•			
Set Up HRMS				
Reporting Tools	1			
PeopleTools				
LSUHSC Processes	•			
My Personalizations				

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



Step	Action
5.	Use either the EmplID or Last Name field to search for an employee. It is not recommended that any of the other search fields, other than those noted here, be used to search for an employee.

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PS9HEWEBDEV11 RCE	3			Home A	dd to Favorites Sign out
Favorites Main Menu > V	Vorkforce Administration > Job Information > J	ob Data			
					New Window Help 📰
Job Data					
Enter any information you ha	ve and click Search. Leave fields blank for a list of all	values.			
Find an Existing Value					
Maximum number of rows to	return (up to 300): 300				
Empl ID:	begins with 👻				
Empl Record:	= •				
Name:	begins with 👻				
Last Name:	begins with 👻				
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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.
8.	View the Work Location panel. Note: The right side of the blue Work Location bar shows that you are viewing panel 1 of 1.



4	Work Location Tab Fields:
	ID - This is an auto-assigned number.
	Empl Rcd # - The Empl Rcd # will always be zero, unless an employee is employed at two different LSUHSC agencies at the same time.
	HR Status - Displays the status of the current job record. A person can have an active HR status but an inactive job or payroll status.
	Payroll Status - Displays the payroll status of the current job record.
	Go To Row - If an employee has multiple rows of action items, you may use the Go To Row button to navigate directly to a specified row.
	Effective Date - The date the action began.
	Sequence - The method in PeopleSoft that we use to input multiple job actions on the same date. The first action is 0; the second action is 1, etc.
	Notepad - Notes on employee's job data.
	Job Indicator - Indicate whether this is the person's primary or secondary job for this organizational relationship.
	Action/Reason - Provides the action and reason why an employee record was modified.
	Last Start Date - The most recent start date for this organizational instance.
	Termination Date - The day following the last date worked by the employee.
	Expected Job End Date - This date is necessary if you want the system to terminate this job and reactivate any substantive job that may be on hold.
	Last Date Worked - The date last worked by the employee. If you rehire the person, the system clears these fields. When a person returns from leave, the system clears only the Last Date Worked field.
	Override Last Date Worked - Field is not used at this time.



4	Work Location Tab Fields (continued)
	Academic Rank - Applies only to faculty.
	Position Entry Date - When a position number is entered for a person, the system populates this field with the effective date.
	Position Number - This is an auto-assigned number. Every employee is given a position number. The defaulting job title may differ from the Job Code on the Job Information page if the employee is participating in a Training Series. The job title on the Job Information tab is the official job title for the employee.
	Position Management Record - Field not used by HCSD at this time.
	Regulatory Region - Will always be USA.
	Company: 001 LSUHSC New Orleans 002 LSUHSC Shreveport 003 LSUHSC Hospitals
	HCSD Business Units:EKLMCEarl K. Long Medical CenterLAKMCLallie A. Kemp Medical CenterLJCMCLeonard J. Chabert Medical CenterMCLNOInterim LA HospitalUMCLAUniversity Medical Center - LafayetteWOMMCW. O. Moss Medical CenterWSTMCWashington-St. Tammany Medical Center
	Department - The Department ID.
	Department Entry Date - Date on which employee is assigned to a specific department
	Location - The department location.
	Establishment ID - Field is not used at this time.
	Date Created - The date the record was entered.



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Payroll Status:	Active	*Job Indicator:	Primary Job		•			
	00004455				Current			
Position Number:	00004155	RN 2						
Acad Rank:	Use Position Data							
Position Entry Date:	07/11/2011							
	Position Managemer	IT RECORD						
Regulatory Region:	USA	United States						
Company:	003	LSUHSC-Hospitals						
Business Unit:	EL 2026220	Earl K. Long Medica	I Center					
Department:	07/11/2011	INTENSIVE CARE U	INIT					
Department Entry Date:	EKINC							
Location:		Earl K. Long Medica	I Center					
Establishment ID:				Date Created	: 07/20/2	011		
Last Start Date:	09/10/2007							
Expected Job End Date:	Ħ							
ob Data	Employment Data	Earnings Di	stribution	Benefits Pro	ogram Particip:	ation		
	b Fill Matter		El Undate/Dian	lav 🔄 Include Histr	nov Corre	ct History		

Step	Action
9.	Click the Include History button to view additional pages associated with this record.
10.	The right side of the blue Work Location bar now shows that you are viewing panel 1 of 12. Click the Show next row button to view panel 2 of 12.
11.	Click the Last link to view panel 12 of 12.
12.	Click the First link to view the original panel.
13.	Click the Job Information tab.



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				Current					
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Supervisor ID:	Q								
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Empl Class:	Permanent 👻	*Officer Code:	None 👻						
*Regular Shift:	N/A 🔫	Shift Rate:							U
*Classified Ind:	Classified 👻	Shift Factor:							
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Step	Action
14.	View the Job Information panel.
	Click the Down button of the scrollbar.



6	Job Information Fields:								
	Effective Date - Date the action begins.								
	Effective Sequence - The method used to is same date. The first action is 0; the second	input multiple job actions on the is 1, etc.							
	Job Indicator - Defaults over form the Wo	ork Location panel.							
	Action/Reason - Defaults from the Work Location panel.								
	Job Code - The Civil Service (6 digits) or LSU System (3 digits) numeric code related to an employee's position title. It is the official job title for the employee.								
	Entry Date - Defaults in from the Job Code entry.								
	Supervisor Level - Field is not used at this time.								
	Supervisor ID - The Person ID (EmpIID) of the individual to whom the employee reports. This field is optional for HCSD.								
	Reports To - The position number of the p reports. This field is optional for HCSD.	person to whom the employee							
	Regular/Temporary - Indicates whether the temporary employee.	he individual is a regular or							
	Full/Part - Indicates whether the individua employee.	ll is a full-time or part-time							
	Empl Class - Indicates the class status of the codes. A partial list is provided below. 1 Year Trm 2 Year Trm 3 Year Trm 4 Year Trm Agency/Tmp Ann No Ten Grd No Ten	he employee based on specified Permanent Probation Provision Resident Rest Appt Student Tenured							
	Job Mult Rest	Unclass							







Step	Action
15.	View the American Flag section: FLSA - Must select whether Exempt or Non-Exempt. Will default to Non-Exempt.
	EEO - Class is always NONE.
	Work Day Hours - Will always be blank.
	Click the Up button of the scrollbar.

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Employee		Empl Record:	0			
Job Information			Find	First 🚺 1 of 12 🕨 Last	1	
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Payroll Status:	Active	Job Indicator:	Primary Job	690		
				Current		=
*Job Code:	112240	RN 2				
Entry Date:	09/10/2008					
Supervisor Level:	Q					
Supervisor ID:	Q.					
Reports To:	00002780	RN/SUPV 2	John Doe			
*Regular/Temporary:	Regular 👻	*Full/Part:	Full-Time 🔻			
Empl Class:	Permanent 🔹	*Officer Code:	None 🔻			
*Regular Shift:	N/A 👻	Shift Rate:				
*Classified Ind:	Classified 💌	Shift Factor:				
Standard Hours						
Standard Hours:	40.00	Work Period:	W 🔍 Weekly			
FTE:	1.000000					
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Step	Action
16.	Click the Payroll tab.
17.	View the Payroll panel.



Payroll Fields:

[2]

Pay Group - Defines a set of employees (with similar characteristics of pay) for payroll processing. A partial list of valid Pay groups is below:

HCSD: The first letter in the Pay Group denotes the Business Unit.

- H Headquarters
- E EKLMC
- $\mathbf{K} LAKMC$
- L LJCMC
- M MCLNO
- U UMCLA
- T WSTMC
- W-WOMMC
- P HPLMC

Note: The example Pay Group begins with "H" – HCSD.

HBN – Non-Exempt w/benefit HBS – Students HBU – Temporary/Unclass/Restric HBW – Exempt & Unclass/Restric HMT – HCSD Monthly HTE – Retiree

Holiday Schedule - Indicates the holiday schedule that an employee is on. A list is provided below:

HCS - Health Care Srvs Div

NOC (New Orleans) - Classified, Civil Service Employee **NHS** (No Holiday Schedule) - Unclassified employees. The holiday schedule is built into their base salary and the holiday schedule is not indicated. (This does not apply to HCSD. Generally HCSD Transients or Pool employees, Students and Restricted Appointments are not eligible for any benefits. However, HCSD employees receiving premium pay of HD1 will have their holiday schedule designated as HCS or MCL. Regardless of employment status, in these cases the holiday schedule must be designated as HCS or MCL or the employee will NOT get paid the holiday differential pay (HD1).)

Employee Type - Denotes whether an employee is Hourly (H) or Salary (S). For HCSD, the only salaried employees are monthly unclassified.

Tax Location Code - This is always Louisiana.





FICA Status - Indicates whether an employee is subject to:

- 1. Medicare and Social Security;
- 2. Medicare Only; or
- **3.** Exempt from paying Medicare or Social Security.

GL Pay Type - Field is not used at this time.

Combination Code - This is the same as the Account Code. Field is not used at this time.

Edit ChartFields - Link is not used at this time.

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John Doe		Empl ID:	10.168888					
Employee		Empl Record:	0					
Payroll Information				Find	First 🚺 1 of 12	Last		
Effective Date:	07/11/2011				Go To Row			
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Payroll Status:	Active	Job Indicator:	Primary Job					
					Current			
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Payroll for North America								
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Step	Action
18.	Click the Salary Plan tab.
19.	View the Salary Plan panel.



Salary Plan Fields:

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Salary Administration - Is the type of plan the employee is on (AS, MS, PS, SS, TS and WS for Civil Service employees and UNC for unclassified employees.

Grade - Defaults to match job code.

Grade Entry Date - Field is not used at this time.

Includes Wage Progression Rule - Field is not used at this time.

Step - Field is not used at this time

Step Entry Date - Field is not used at this time.

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Employee		Empl Record:	0							
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Step	Action
20.	Click the Compensation tab.
21.	View the Compensation panel.



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Compensation Fields

Compensation Rate - The amount at which the employee is paid based on the compensation frequency.

Frequency - How often the employee is paid.

Rate Code - Can have multiple entries for an employee including base pay and any other additional compensation they may receive, such as Shift Differential, Retention, On Call, etc.

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Work Location Job Labor Payroli Salary Plan Compensation	Customize Pa	ge 📃 🗆
John Doe Empl ID: Employee Empl Record: 0		
Compensation First II 1 of 12 Last		
Effective Date: 07/11/2011 Go To Row		
Effective Sequence: 0 Action: Transfer		
HR Status: Active Reason: Pos. No. Change To Other Dept.		
Payroll Status: Active Job Indicator: Primary Job		
Current		
Compensation Rate: 21.39 USD S *Frequency: H Hourly		
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Change Amount: 0.000000 USD Hourly		
Change Percent: 0.000 Compa-kauo: 0.84		
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Step	Action
22.	Click the Down button of the scrollbar.
23.	Click the Employment Data link. Employment Data



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Favorites Main Menu > Workforce	Administration >	Job Information	> Job Data	1						
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John Doe Employee		Empl ID: Empl Record:		0						
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Organizational Instance Rcd:	0	Original Start	Date:	09/10/20	007	Override				
Last Start Date:	09/10/2007	First Start Date	e:	09/10/20	007					
Termination Date:				Years	Months	Davs				
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Organizational Assignment Data										
Instance Record										
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Assignment End Date:										
Home/Host Classification:	Home			Years	Months	Davs				
Company Seniority Date:	09/10/2007	Override	4	4	8	7				
Benefits Service Date:	09/10/2007		4	4	8	7				
Seniority Pay Calc Date:	00.10.2001	Override	- C	0	ő	0				
Probation Date:	09/10/2008			•		0				
Professional Experience Date:	3		Last Verific	cation Date			31			
Business Title:	RN 2		Position Pt	ione:						
Additional Data										
Anniversary Date:	03/10/2012 関	Merit	Status:	Not	Prcs 🔻					
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Step	Action
24.	View the Employment Information panel.
	Click the Down button of the scrollbar.



Ø	Employment Information Fields
	Organizational Instance Record - Defaults in from the Employee Record Number.
	Original Start Date - Date the employee first began employment with the company.
	Last Start Date - Is a defaulted date.
	First Start Date - Original hire date with Business Unit.
	Last Assignment Start Date - Is a default field.
	First Assignment Start - Is a defaulted date.
	Assignment End Date - Date the assignment will end and the employee will return to previous position.
	Home/Host Classification - Is a defaulted field.
	Company Seniority Date - For classified employees, it is the adjusted service date used for layoff purposes.
	Benefits Service Date - The actual leave accrual date.
	Seniority Pay Cal Date - Field is not at this time by HCSD, but a date will default.
	Probation Date - The day an employee obtains permanent status (Civil Service).
	Professional Experience Date - Field is not used by HCSD at this time.
	Last Verification Date - Field is not used by HCSD at this time.
	Business Title - Is a defaulted field based on Job Code.
	Anniversary Date - The date the employee is to be evaluated using the PES process (Civil Service). For all classified employees this date is 07/01.
	Merit Status - Is an optional field used for automatic merit increase process.
	Next Merit Eligibility Date - The date the employee is eligible to receive a merit increase (Civil Service). For classified and unclassified employees in HCSD this date is 10/1.





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Step	Action
25.	View the American Flag section.
	The only field used in this section is the Appointment End Date.
	The Earnings Distribution link is not used by HCSD at this time.
	Click the Benefits Program Participation link. Benefits Program Participation



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Step	Action
26.	If the Benefit Program = FTP, the employee is eligible for benefits.
	If the Benefit Program = NEL or HCP, the employee is not eligible for benefits.
	Click the Down button of the scrollbar.
27.	Click the Return to Search button.
28.	This completes View Job Data. End of Procedure.





View a Job Summary

The **Job Summary** pages are a snapshot of an employee's LSUHSC employment history. The pages consolidate information including pay rate changes, leaves of absence, promotions, transfers, and more.

Procedure

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

Step	Action
1.	Click the Main Menu button.
	Main_Menu

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	Workforce Monitoring	•				
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	Reporting Tools	•				
	PeopleTools	•				
	LSUHSC Processes	•				
	My Personalizations					

Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Job Information menu.
4.	Point to the Review Job Information menu.
5.	Click the Workforce Job Summary menu.
б.	You can search for an employee using either the EmplID or the Last Name. It is not recommended to use any of the other search fields except those noted here.



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Step	Action
7.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
8.	Click the Search button.

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EMP	C	10/19/2009	0	Data Chg	Name/Add C		Job Data	
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EMP	C	10/08/2007	0	Pay Rt Chg	SalAdjPrem		Job Data	
EMP	C	09/10/2007	0	Hire	Shortage		Job Data	



Step	Action
9.	View the General panel.
	Click the Job Information tab.
10.	View the Job Information panel.
	Click the Work Location tab.
11.	View the Work Location panel.
	Click the Salary Plan tab.
12.	View the Salary Plan panel.
	Click the Compensation tab.
13.	View the Compensation panel.
	Click the Components link.

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Step	Action
14.	View the Amounts panel.
	Click the Controls tab.
	<u>C</u> ontrols
15.	View the Controls panel.
	Click the Changes tab.
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16.	View the Changes panel.
	Click the Conversion tab.
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17.	View the Conversion panel.
	Click the OK button.
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Step	Action
18.	Click the Home link.



Step	Action
19.	This completes View a Job Summary. End of Procedure.





View Personal Data

Procedure

In this topic you will learn how to View Personal Data.

Step	Action
1.	Click the Main Menu button.



Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Personal Information menu.
4.	Click the Modify a Person menu. Modify a Person
5.	You can search for an employee using either the EmplID or the Last Name. It is not recommended to use any of the other search fields except those noted here.



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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. Search
8.	View the Biographical Details panel.







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Step	Action
9.	Click the View Name link. View Name



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Step	Action
10.	Click the OK button.



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Step	Action
11.	Click the Contact Information tab.
12.	View the Contact Information panel.
	Note: Telephone numbers and e-mail addresses are not required fields for HCSD. Input into these fields is optional. However, telephone numbers are required for TACs purposes.





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Step	Action
13.	Click the View Address Detail option.



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Step	Action
14.	Click the OK button.


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Step	Action
15.	Click the Regional tab.



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Step	Action
16.	View the Regional panel.
	Click the Home link.



6	Regional Detail Fields
	Person ID - This is the same as the EmplID.
	Regulatory Region - Is always the USA option. Controls the Ethnic Group values within the system.
	Ethnic Group - The federally mandated group defining the individual's ethnicity.
	Primary - Indicates primary ethnicity of employee.
	Effective Date - The date the employee's status becomes effective within the system.
	Military Status - Describes the employee's current Military Status.
	Citizenship (Proof 1 and 2) - Identifies documents used for I-9 verification.
	Eligible to Work in U.S. - Indicates if the employee has the proper documentation needed to work within the United Sates.
	Smoker - Indicated whether the employee is a smoker for life insurance purposes.
	As of - Effective date of employee's smoker status.

Step	Action
17.	This completes View Personal Data. End of Procedure.





Benefits

View Accrual Balances

The Review Accrual Balances page allows you to view information on an employee's sick and annual leave accrual.

Procedure

In this topic you will learn how to **Review Accrual Balances**.

Step	Action
1.	Click the Main Menu button.
	Main Menu

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Step	Action
2.	Point to the Benefits menu.
3.	Point to the Manage Leave Accruals menu.
4.	Click the Review Accrual Balances menu.



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Step	Action
5.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button.
7.	View the Leave Accrual Balances panel. Note: When you access the Leave Accrual Balances panel, the panel defaults to the current row of Sick Leave accrual.





Leave Accrual Balances Fields: (2) Company - 003 HCSD **Benefit Program:** Vacation: **CSAL - Civil Service Plan USAL - University Plan** USAL2 - University Plan > 10 years **USAL3 - Unclass Civil Service Plan** Sick: CSSL - Civil Service Plan **USSL** - University Plan **Plan Type:** 51 - Vacation **50** - Sick 5Y - K Time 52 - 1.5 K Time Currency - National monetary denomination in which the employee's compensation is paid. Accrual Date - The leave process date (e.g. the date the employee earns leave, which is the payroll end date). For Classified Employees, this date will be the date of the last pay period. For Unclassified Employees, this date will be a month before the date of the last pay period. **Accrual Balances:**

Hours - Hours shown are " as of " the calendar year not the fiscal year.

Carried Over from previous year - The accrued leave from the previous calendar year.

Earned Year-to-Date - The amount of leave earned for the calendar year.

Taken Year- to -Date - Indicates the leave hours taken for the calendar year.

Adjusted Year-to-Date - Shown if an adjustment has been made (e.g. if payroll runs and leave was not included in the run).

Bought Year-to-Date - Field is not used at this time.

Sold Year-to-Date - Field is not used at this time.



Ø	Leave Accrual Balances Fields (continued)
	Service Data: Service Date - Also called the Benefits Service Date in Workforce Administration > Employment Information. It is the most important date because this is the leave accrual date; the date the employee begins to earn leave (leave accrual date).
	Service Hours - The accrual of bi-weekly hours are based on this.
	Unprocessed Data: Will be shown when HR enters Dept. Leave (taken leave or adjusted leave). Once payroll runs, the leave will be shown as processed (Taken Year-to-Date or Adjusted Year-to-Date) and the Unprocessed Data field will be blank.
	Hours Taken - Field is not used at this time.
	Hours Adjusted - Field is not used at this time.
	Hours Bought - Field is not used at this time.
	Hours Sold - Field is not used at this time.
	Service Hours - Field is not used at this time.
	Accrual Total: Hours Balance – Carried over Balance from prior year plus YTD accrual minus YTD leave taken.
	Hours Value – Total available hours multiplied by current hourly wage.

Step	Action
8.	Vacation accrual rows may be viewed by selecting one of the following methods:
	1. Click the Scroll Areas to scroll through Sick and Vacation rows of accrual (this also allows you to view previous rows of sick leave and vacation accruals).
	2. Click the View All link and use the scroll bar that appears on the right side of the page to scroll through Sick and Vacation rows of accruals.
	3. Click the Find link to directly access the current row of Vacation accrual. This method is demonstrated here.



PS9HRTRN 8.50 PS9HEWEBDEV11 RCB		Home Add to Favorites Sign out
Favorites Main Menu > Benefits > Manage Leave Accruals	> Review Accrual Balances	
		New Window Help Customize Page
Review Accrual Balances		
John Doe Employee	ID: Benefit Record: 0	
Leave Accruals	Find View 100 First 🚺 1 of 632 🕨 Last	
Company: 003 LSUHSC-Hospitals	Benefit Program: FTP Full/Temp/Part-time	
Plan Type: Sick	Currency: USD	
Accrual Date: 12/26/2011		
Accrual Balances - Hours	Service Data	
Carried over from previous year: 134.228000	Service Date: 09/10/2007	
Earned Year-to-Date: 119.808000	Service Hours: 8 960 000	
Taken Year-to-Date: 14.600		
Adjusted Year-to-Date:	Unprocessed Data	
Bought Year-to-Date:	Heure Taken	
Sold Year-to-Date:	nours raken.	
	Hours Adjusted:	
Accrual Totals	Hours Bought:	
Hours Balance: 239.436000	Hours Sold:	
Hours Value: 5,120.85	Service Hours:	
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Step	Action
9.	Click the Find link.



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1			
		Benefit Record: 0	
	Dan afft Das anomi	Find View 100 First I of 632 III Last	
Plan Type: Sick	Currency:	USD	
Accrual Date: 12/26/2011			
Accrual Balances - Hours	Service Data		
Carried over from previous year: 134.228000	Service Date:	09/10/2007	
Earned Year-to-Date: 119.808000 Taken Year-to-Date: 14.600	Service Hours:	8,960.000	
Adjusted Year-to-Date:	Unprocessed Data		
Bought Year-to-Date:	Hours Taken:		
Sold Year-to-Date:	Hours Adjusted:		
Accrual Totals	Hours Bought:		
Hours Balance: 239.436000	Hours Sold:		
Hours Value: 5,120.85	Service Hours:		
Return to Search			
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Step	Action
10.	Enter the desired information into the Enter Search String field. Enter "Vacation".
11.	Click the OK button.

PS9HRTRN 8.50		
PS9HEWEBDEV11 RCB		Home Add to Favorites Sign out
Favorites Main Menu > Benefits > Manage Leave Accruals	Review Accrual Balances	
		New Window Help Customize Page
Review Accrual Balances		
John Doe Employee	ID: Benefit Record: 0	
Leave Accruais	Find View 100 First 🚺 159 of 632 🕨 Last	
Company: 003 LSUBSC-Hospitals	Renefit Program: ETP Full/Temp/Part-time	
Plan Type: Vacation	Currency: USD	
Accrual Date: 12/26/2011		
Accrual Balances - Hours	Service Data	
Carried over from previous year: 100.828000	Service Date: 09/10/2007	
Earned Year-to-Date: 119.808000	Service Hours: 8.960.000	
Taken Year-to-Date: 75.600	Uppressand Data	
Adjusted Year-to-Date:	onprocessed Data	
Bought Year-to-Date:	Hours Taken:	
Sold Teal-to-Date.	Hours Adjusted:	
Accrual Totals	Hours Bought:	
Hours Balance: 145.036000	Hours Sold:	
Hours Value: 3,101.90	Service Hours:	
]
Return to Search		
avascript:submitAction_win0(document.win0, '\$ICField41\$hfind\$0');	👊 Local intranet Protect	ted Mode: Off 🛛 🖓 🔻 🔍 100% 👻 🖉



Step	Action
12.	The current Vacation row displays. You may use the scroll areas to view additional rows of Vacation accruals. Click the Home link.
13.	This completes Review Accrual Balances . End of Procedure.





View Employee Data Summary

Procedure

In this topic you will learn how to **Review Employee Data Summary**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

1	Main Menu	
	Search Menu:	
anz		>
	Self Service	
	Manager Self Service	
	Workforce Administration	
	E Benefits	
	Compensation	
	Time and Labor	
	🗎 Payroll for North America	
	Payroll Interface	
	Workforce Development	
	Organizational Development	
	🗎 Enterprise Learning	
	Workforce Monitoring	
	Set Up HRMS	
	Reporting Tools	
	PeopleTools	
	LSUHSC Processes	
	My Personalizations	

Step	Action
2.	Point to the Benefits menu.
3.	Point to the Employee/Dependent Information menu.
4.	Click the Review HR/Job/Payroll Data menu.
	Review HR/Job/Payroll Data



PS9HRTRN 8.50				
PS9HEWEBDEV11 RC	anofte > Employee/Dependent Information > Poview UP/Jeh/Dayroll Data	Home	Add to Favorites	Sign out
ravolices Main Meriu 7 c	enerics > Employee/Dependent Information > Review Rigsob/Payron Data			
			New Window	Help
Review HR/Job/Payro	Data			
Enter any information you ha	e and click Search. Leave fields blank for a list of all values.			
Find on Existing Value				
Fillu all Existing value				
Maximum number of rows to	return (up to 300): 300			
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Empl Record:	= •			
Name:	begins with 👻			
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Alternate Character Name:	begins with 🔻			
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Step	Action
5.	Enter the desired information into the Last Name field. Enter "7 - digit Employee ID Number".
6.	Click the Search button.



S9HEWEBDEV11 RCB						Home	Add to Favorites
orites Main Menu > Ben	efits > Employe	ee/Dependent	Information > Re	eview HR/Job/Payroll Dat	а		
						New Window	Help Customize
eview HR/Job/Pa	yroll Data						
John Doe	EMP		ID:	Empl Record	: 0		
mplovee Summary Data						1	
Payroll Status:	Active						
Benefits Employee Status	Active						
Full/Part Time:	Full-Time						
Regular/Temporary:	Regular						
Standard Hours:	40.00						
Work Period:	Weekly						
Pay Group:	Exempt & Un	class w/ Ben (F	EKL)				
Company:	LSUHSC-Ho	spitals					
Employee Type:	Hourly						
Business Unit:	EKLMC	Earl K. Long	Medical Center				
Job Code:	112240	RN 2					
Supervisor Level:							
Department:	EL2036320	INTENSIVE	CARE UNIT				
Location Code:	EKLMC	Earl K. Long	Medical Center				
Annual Benefits Base Rate	r:						
National ID							
Country: USA	NID Type:	PR SS	N National	ID:			
Gender:	Female						
Marital Status:	Married						
Significant Dates							
First Start Date:	09/10/2007	7	Service Date	: 09/10/2007			
Company Seniority Date:	09/10/2007	7	Last Start Da	te: 09/10/2007			

Step	Action
7.	View the Employee Data Summary page.
	Click the Down button of the scrollbar.
8.	Click the Return to Search button.
9.	This completes Review Employee Data Summary . End of Procedure.





Payroll for North America

View Paycheck Summary

The Paycheck Summary page for an employee displays information such as earnings, taxes and deductions for a single paycheck.

Procedure

In this topic you will learn how to **Review Paycheck Summary**.

Step	Action
1.	Click the Main Menu button.
	Main Menu



Step	Action		
2.	Point to the Payroll for North America menu.		
3.	Point to the Payroll Processing USA menu.		
4.	Point to the Produce Payroll menu.		
5.	Click the Review Paycheck Summary menu.		
	Review Paycheck Summary		



PS9HRTRN PS9HEWEBDEV11	8.50 RCB						Home	Add to Favorites	Sion ou
avorites Main Menu	> Payroll for I	North America	Payroll Processing	USA > Produce	Payroll > Review Payo	heck Summary			1 20101-01
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Review Paycheck	Summary								
nter any information y	you have and clic	k Search. Leave	fields blank for a list	of all values.					
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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.
8.	All paychecks for an employee will display with the oldest at the top (ascending order). The end-user should take note of the Pay Period End Date when attempting to view a paycheck. Double-click the Pay Period End Date column title to change the order of paychecks from the oldest (ascending order) pay period end date to the most current (descending order) pay period end date. Pay Period End Date
9.	The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first. Click the 01/08/2012 link.



PS9HETTRN 8:30 PS9HEWEBDEV11 RCB avortes Main Menu > Payrol for North America > Payrol Processing USA > Produce P	Home Add to Favorites Sion ou
Review Paycheck Summary	New Window Help Customize Page 📰
Summary Information	
Empl ID: Name: Company: 003 Pay Group: EBW Pay Period End: 01/08/2012 Page: 12	Line: 1 Separate Check:
Paycheck Information	Paycheck Totals
Paycheck Status: Calculated Paycheck Option: Check Issue Date: 01/13/2012 Paycheck Number: Off Cycle Reprint Adjustment Corrected Cashed	Earnings: 2,561.17 Taxes: 518.45 Deductions: 343.70 Net Pay: 1,699.02
Earnings Deductions	
▶ Taxes	
ChReturn to Search Tervious in List Next in List File Notify	

Step	Action
10.	The Paycheck Summary page summarizes the information found on the paycheck or the pay advice (direct deposit) statement.
	Check # is the actual Check Number or the Advice Number (i.e. employees who have direct deposit will have an Advice Number).
	Click the right arrow to expand the Earnings section. Earnings
11.	View the Earnings section.
	Click the down arrow to collapse the Earnings section.
12.	Click the right arrow to expand the Deductions section. Deductions
13.	View the Deductions section.
	Click the down arrow to collapse the Deductions section.
14.	Click the right arrow to expand the Taxes section. Taxes



Step	Action
15.	View the Taxes section.
	Click the Collapse section button.
16.	Click the Home link.
17.	This completes Review Paycheck Summary . End of Procedure.



View Actuals Distribution

Actuals Distribution displays the funding sources for a specific paycheck of an employee.

Procedure

In this section you will learn how to **Review Actuals Distribution**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

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	Self Service	
	Manager Self Service	
	VVorkforce Administration	
	Generation	
	Time and Labor	
	Payroll for North America	
	Payroll Interface	
	Workforce Development	
	Organizational Development	
	🗎 Enterprise Learning	
	Workforce Monitoring	
	Set Up HRMS	
	Reporting Tools	
	PeopleTools	
	LSUHSC Processes	
	My Personalizations	

Step	Action			
2.	Point to the Payroll for North America menu.			
3.	Point to the Payroll Processing USA menu.			
4.	Point to the Produce Payroll menu.			
5.	Click the Review Actuals Distribution menu.			
	Review Actuals Distribution			



PS9HRTRN	8.50 PCP						Home	Add to Favoritee	Signar
vorites Main Menu	RCB Payroll for I	North America	Payroll Processing	USA > Produce P	avrol > Review Actua	ls Distribution		Add to Favorites	1 <u>31011 00</u>
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Pay Group:	begins with 👻								
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Paycheck Number:	= •								
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Case Sensitive									
Search Clear	Basic Search	Save Search	Criteria						
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Step	Action
6.	Enter the desired information into the Name field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.
8.	All paychecks for an employee will display with the oldest at the top (ascending order). The end-user should take note of the Pay Period End Date when attempting to view a paycheck.
	Double-click the Pay Period End Date column title to change the order of paychecks from the oldest (ascending order) pay period end date to the most current (descending order) pay period end date. Pay Period End Date Pay Period End Date



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Review Actuals	Distribution									
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Company Pay Group	Pay Period End I	Date Off Cyc	le ? Page Ni	br Line Nbr	Separate Ch	eck Nbr Form Identifica	tion Paycheck Numbe	er Empl ID Name		
003 EBW	01/08/2012	N	12	1	0	(blank)	0			
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Step	Action
9.	The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first.
	Click the 12/25/2011 link.



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Fiscal Yea	ar:	2012	Period:	6	Amount:	232.20		
Combina	ition Code		Account	Department	Project/Grant	Product	Fund Cod e	Program Code C
0000039	06		502340	2036320			111	95001 6
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Step	Action
10.	The account(s) to which the employee's pay is being charged are found on the Earnings panel.
	Click the Right Horizontal scrollbar box.

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Step	Action
11.	Click the Show next row button.
12.	Click the Left Horizontal scrollbar box.



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Fiscal Yea	ar:	2012	Period:	6	Amount:	309.60		
Combinat	tion Code			Department	Project/Grant	Product	Fund Code	Program Code C
0000039	06		502340	2036320			111	95001 6
Departme Job Code	ent: :	EL2036320 112240	Currency: Position:	USD 00004155	Position Pool ID:			
Earnings Ded	Return to Sea	rch 1 Previous in Lic	st 4 Next in List 🕑	Notify				
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Step	Action
13.	View the Earnings page account information.
	Click the Deductions tab.

PS9HRTRN 8.50 PS9HEWEBDEV11 R Favorites Main Menu > Earnings Deductions	CB Payroll for North Arr	nerica > Payroll Proce	ssing USA → Produ	ce Payroll > Review	Actuals Distribution	Home Add	to Favorites 5	Sign out
Company: 003	cle	Pay Group: Page: Name:	EBW 12	Pay End Date: Line:	12/25/2011 1	_		
Deductions Separate Check: Deduction Code: Current Deduction:	0 LSR ACT 75 136.88	Plan Type: Deduction Class: AP Status:	PERS Before-Tax	Find <u>View Al</u> Benefit Plan:	First 1 of 2 2 Last			
Earnings Deductions Ta	arch T Previous in Xes	List Vext in List	Notify Notify			-		
<			m	A	1 1	111-1-0"	- 1009	•



Step	Action
14.	View the Deductions panel. Click the Taxes tab.



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PS9HEV	NEBDEV11	RCB					Home	Add to Favorites	Sign out
Favorites	Main Menu	> Payro	oll for North America > Payroll F	rocessing USA > Pro	duce Payroll > Reviev	v Actuals Distribution			
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Company	r: 003		Pay Group:	EBW	Pay End Date:	12/25/2011			
	Off	Cycle	Page:	12	Line:	1			
Empl ID:	101380	181	Name:	STERN THERE LINE	1				
Taxes					Find View All	First 🖾 1 of 5 🕨 Last			
Separa	te Check:	0			Tax Entity:	US Federal			
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Step	Action
15.	View the Taxes panel.
	Click the Home link.
16.	This completes Review Actuals Distribution . End of Procedure.



Organizational Development

View Manage Positions

Position Data consists of information (such as job code, Department ID, location code, and pay group) directly associated with a position. Every employee in the institution has a position in PeopleSoft. When an employee fills a position or transfers to another position, he or she inherits all of the data from that position.

Many of the fields found on the pages of the **Manage Positions** components are contained in the Job Data pages. After a position is approved, it is input into the system by Human Resources. Once someone is hired, the data from the **Manage Positions** pages automatically populate to the Job Data pages.

Procedure

In this topic you will learn how to Manage Positions.



Step	Action
1.	Click the Main Menu button.
	Main_Menu



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



PS9HRTRN 8.50									
PS9HEWEBDEV11 RCB							Home	Add to Favorites	Sign out
Favorites Main Menu > Or	rganizational Developr	ment > Position Man	agement >	Maintain Positions/Bu	igets > Add/	Update Position I	nfo		
								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 r	return (up to 300): 30	0							
Position Number:	begins with 🔻								
Description:	begins with 🔻								
Position Status:	= •		•						
Business Unit:	begins with 🔻	0							
Department:	begins with 🔻								
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Step	Action
6.	The Position Number is an 8-digit number. You must include the preceding zeros when entering the position number. The Position Number can be found on the Work Location panel of the Job Data section.
7.	Click the Search button.



PS9HRTRN 8.50					
PS9HEWEBDEV11 RCB Favorites Main Menu > Organizational Development > Position	n Management > M	aintain Positions/R	idnets > Add/Update Position I	Home Add to Favorites Sign Info	<u>h out</u>
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Description Specific Information Budget and Incumbents	Position Attribute				
Position Information		E	ind View All First 🚺 1 of 1 🗈 L	ast	
Position Number: 00047632			+	Ξ	
Headcount Status: Filled	Current Head Count	: 1 out of	1		
*Effective Date: 10/19/2009 🛐	*Status:	Active -			
Reason: NEW New Position	Action Date:	10/29/2009			
*Position Status: Approved - Status Date: 10/19/	2009	Key Position			
Job Information					=
*Business Unit: EKLMC Searl K. Long Medical Center					
*Job Code: 150010 Q PRACTICAL NURSE-LICENSE	D, 2				
*Reg/Temp: Regular -	*Full/Part Time:	Full-Time 👻			
*Regular Shift: N/A 👻	Union Code:	<u> </u>			
*Title: PRACTICAL NURSE-LICENSED, 2	Short Title:	PRACTICAL	Detailed Position Description		
Work Location					
*Reg Region: USA Q United States					
*Department: FL2047111 MENTAL HEALTH	Company:	003 LSUF	ISC-Hospitals		
EXTENSION EXTENSION	er -				
Location: EKLMC					
Reports To: 00004003	Dot-Line:	Q			
Supervisor LvI:	Security Clearance	:			
Salary Plan Information					
Salary Admin Plan: MS 🔍 Grade: 510 🔍	Step:				
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Step	Action
8.	View the Description page.
	Click the Down button of the scrollbar to view additional information on the Description page.



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Position Informati	on		E	ind View All 🔋 First 🚺 1 of	1 🖿 Last		
Position Number:	00047632				+ -		
Headcount Statu	: Filled	Current Head Count:	1 out of	1			
"Effective Date:	10/19/2009 関	*Status:	Active -				
Reason:		Action Date:	10/20/2000				
Desition Statuce	Approved T Status Pater 10/19/20	009	Key Position				
Job Information	Status Date.						
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*Business Unit:	EKLMC K Earl K. Long Medical Center						
*Job Code:	150010 RACTICAL NURSE-LICENSED	, 2					
*Reg/Temp:	Regular -	*Full/Part Time:	Full-Time 🔻				
*Regular Shift:	N/A 👻	Union Code:					
*Title:	PRACTICAL NURSE-LICENSED, 2	Short Title:	PRACTICAL	Detailed Position Descrip	tion		
Work Location							
*Reg Region:	USA 🥄 United States						
*Department:	EL2047111 MENTAL HEALTH	Company:	003 LSUH	ISC-Hospitals			
*Location:	EKLMC Earl K. Long Medical Center						
Reports To:	00004003 🔍 RN/SUPV 2	Dot-Line:	Q				
Supervisor LvI:	Q	Security Clearance:	_				
Salary Plan Info	mation						
Salary Admin	lan: MS Grade: 510 Q	Step:					
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Step	Action
9.	Click the Specific Information tab.



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Description Specific Information Budg	iet and Incumbents 📔 Position Attribut	le
Position Number: 00047632		
Headcount Status: Filled	Current Head Co	unt: 1 out of 1
Specific Information		Eind View All First 🚺 1 of 1 🚺 Last
Effective Date: 10/19/2009	Status: Active	
		Incumbents
Max Head Count:		Update Incumbents
Mail Drop ID:		Include Salary Plan/Grade
Work Phone:		Budgeted Position
Health Certificate:	•	Job Sharing Permitted
Signature Authority:	•	Available for Telework
✓ Education and Government		
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Step	Action
10.	View the Specific Information panel.
	Click the Budget and Incumbents tab.

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Step	Action
11.	View the Budget and Incumbents panel.
	Click the Job Data link.



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Employee		Empl Record:	0					
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*Business Unit:	EKLMC	Earl K. Long Medical	I Center					
*Department:	EL2047111	MENTAL HEALTH EX	TENSION					
Department Entry Date:	10/18/2010							
*Location:	EKLMC	Earl K. Long Medical	Center					
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Step	Action
12.	Click the Cancel button to return to the Budget and Incumbents page.


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Descriptio	on <u>S</u> peci	ific Informatio	n Budge	t and incumbents	Position Att	ribute			-			
Position Number:		00047632										
Headcount Status:		Filled				Current Head Count:		1	out of	1		
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Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date		Action Reason	Override Position Data	Job Dat	a		
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Step	Action
13.	Click the Position Attribute tab. Position Attribute
14.	View the Position Attribute panel.
15.	This completes Manage Positions. End of Procedure.