

PeopleSoft Training

Human Resources Manager Inquiry 9.1 - LSUSH

Version Date: February 2014



COPYRIGHT & TRADEMARKS

Copyright © 1998, 2011, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing. If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services



Table of Contents

Human_Resources_Manager_Inquiry_HR_9_1_LSUSH.	1
Workforce Administration	
View Personal Data	1
View Job Data	
View a Job Summary	
Benefits	
Review Accrual Balances	
Review Employee Data Summary	
Payroll for North America	
Review Paycheck Summary	
Review Actuals Distribution	
Review Additional Pay	
Organizational Development	
Manage Positions	
Enterprise Learning	
Review Training Summary	63
Budget Information	
View Department Budget Table - LSUSH	



Human_Resources_Manager_Inquiry_HR_9_1_LSUSH

Workforce Administration

Workforce Administration

When employees are hired, they must be added into PeopleSoft Human Resources (PSHR9). Before other Human Resources tasks are initiated, essential employee data including personal, employment, job and benefit-related information must be entered into PSHR9. This is how we begin tracking a complete work history for each employee in our organization. These lessons describes how to navigate to and view pages that are accessible from the Workforce Administration menu.

View Personal Data

The Personal Data component contains an employee's personal information including Name, Address, Phone Number, Education, Birthplace, Military Status and Social Security Number (or National ID).





Procedure

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

PS9HRTRN 8.50 PS9HEWEBDEV11 RCB	Home Add to Favorites	<u>Sign e</u>
orites Main Menu		
sonalize Content Layout		Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Workforce Administration menu. Workforce Administration
3.	Click the Personal Information menu. Personal Information
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. Using the EmplID is demonstrated in this exercise. To use the Last Name option, simply enter the employee's last name into the Last Name field and then click the Search button.
	NOTE: It is not recommended to use any of the other search fields.



PS9HEWEBDEV11 worldes Main Menu >	Workforce Adminis	tration > Personal	Information > Mod	lify a Person				Sig
÷			•				New Window	Help
ersonal Informatio	n							
nter any information you	have and click Sear	h. Leave fields blank	or a list of all values.					
Find an Existing Value	Add a New Value							
					_			
aximum number of rows		300						
npl ID:	begins with 👻							
ime:	begins with 👻							
ast Name:	begins with 💌							
cond Last Name:	begins with 👻							
ternate Character Nan iddle Name:	begins with v							
	begins with +							
Search Clear	correct History 📃 Basic Search 👰 S dd a New Value			Main Content				
Search Clear	Basic Search 🔯 S			Main Content.				
Search Clear	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Mein Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				
	Basic Search 🔯 S			(Main Content)				
Search Clear	Basic Search 🔯 S			(Main Content)				

Step	Action
6.	 The Employee ID number is denoted as EmplID in PSHR9. All EmplIDs contain seven (7) digits. You must include the preceding zeros when entering the EmplID. Enter the desired information into the Empl ID field. Enter "7 - digit Employee ID Number".
7.	Click the Search button.
8.	View the Biographical Details tab.



4	Biographical Details Fields:
	Person ID - This is the same as EmplID.
	Effective Date - The date the action begins (i.e. employee becomes "active" within the system).
	Format Type - Displays the name format currently used for this name type.
	View Name - View name format and any name changes that have occurred.
	Date of Birth - Age is shown in years and months based on date displayed in this field.
	Waive Data Protection - Allows employee to choose to have home address and telephone number held confidential.
	Highest Education Level - The highest degree earned by the employee and on record in Human Resources.
	As of: - The date the action begins.
	Alternate ID - Not in use at this time
	Country - Is the country of the employee's National ID.
	National ID Type - Is always Social Security Number.
	National ID - Is always the employee's Social Security Number or the employee's National ID.
	Primary ID - Indicates the primary National ID number to use for an employee.



S9HEWEBDEV11 RCB			
	cforce Administration > Personal I	Information > Modify a Person	Home Add to Favorites
			New Window Help Customize P
graphical Details 🛛 <u>C</u> onta	act Information Regional		
hn Doei		Person ID:	
me		Find View All First 🔣 1 of 1 🔯 Last	
fective Date:	03/29/2007	•	
rmat Type:	English		
splay Name:	John Doe	View Name	
graphic Information			
te of Birth:	01/01/1970 😼 42 Y	ears 4 Months	
ite of Death:	53		
rth Country:	USA Qunited	States	
rth State:	LA 🔍 Louisia	ana	
rth Location:	Shreveport	Waive Data Protection	
iographical History		Find View All First KI 1 of 1 DI Last	
Effective Date:	03/29/2007	• -	
Gender:	Male 👻		
Highest Education Level:	G-Bachelor's Level Degree	•	
Marital Status:	Single	As of: 02/12/2007 1	
anguage Code:	English -		
Alternate ID:			
	Eull-Time Student		
lational ID	Cust	tomize Find View All 🕼 🛗 First 🚺 1 of 1 🔯 Last	
untry National ID Typ			
A 🔍 Social Security	/Number 👻		
		E Update/Display Diclude History	

Step	Action
9.	Click the View Name link to view additional Name details.



se Man Menu > Workforce A Name In Name format In Name: John de Name: Doe It Name: John Doe mai Name: John Doe mai Name: John Doe			Hew Window	w Help Customize Page
Ih Name Format Tix: I Name: John die Name: t Name: Doe Tix: Dap Name: John Doe mal Name: John Doe				
fix: John dle Name: John dle Name: Doe fix: play Name: John Doe mal Name: John Doe				
t Name: John dle Name: Doe fix: play Name: John Doe mal Name: John Doe				
die Name: t Name: Doe fix: play Name: John Doe mai Name: John Doe				
t Name: Doe fix: play Name: John Doe mal Name: John Doe				
fix: play Name: John Doe mal Name: John Doe				
play Name: John Doe mal Name: John Doe				
mal Name: John Doe				
ne: John Doe				
Cancel Refresh		Main Conten	ontent	
Calloar Reliesh				

Step	Action
10.	Click the OK button.



	rce Administration > Personal				
	rce Auministration > Persona.	Telementing the difference of the second			Home Add to Favorites
araphical Dataila		montacion > Modily a Perso	n		New Window Help Customize P
graphical Details	Information Regional				New Window Help Customice
hn Doe		Person ID:			
me		Eind View Al	First 🚺 1 of 1 🚺 Last		
fective Date:	03/29/2007		+ -		
ormat Type:	English				
isplay Name:	John Doe	View Name			
ographic Information					
ate of Birth:	01/01/1970 🕫 42	Years 4 Months			
ate of Death:					
rth Country:	USA Qunited	d States			
rth State:	LA Q Louisi	ana			
rth Location:	Shreveport	Waive Data Prote	ction		
liographical History		Find View All	First 🚺 1 of 1 🔝 Last		
Effective Date:	03/29/2007		+ -		
Gender:	Male -				
Highest Education Level:	G-Bachelor's Level Degree	-			
Marital Status:	Single	 As of: 02/12 	2007 🛐		
Language Code:	English •				
Alternate ID:					
	E Full-Time Student				
National ID	Cu	atomize Find View All 💷 🛗	First 🚺 1 of 1 🚺 Last		
untry "National ID Type	Nationa	10	Primary ID		
A 🔍 Social Security N	lumber 👻 👬	10.44	V + -		
		1 1 2	1.0		
		🖉 Update/Display 🗾 Include I	History 😳 Correct History		
Save Return to Search	Notify 🕄 Refresh 🔤 Add				

Step	Action
11.	Click the Contact Information tab.
	Contact Information



	Ť	stration > Personal Inform	acion > Modify;	r Person			New Window Help Cu	stomize
	ntact Informatic	n <u>R</u> egional						
lohn Doe			Person					
ddress As Of Date	Status	Address	Customize Find Vie	v All Sul III First SU 1-	2 of 2 🖸 Last			
ome 03/01/2007	_	Test Street New Orleans, LA 70112 Orleans		View Address Detail				
alling 03/01/200	7 A	Test Street New Orleans, LA 70112 Orleans		View Address Detail	+ -			
hone Information		<u>,</u>	ustomize Find Vie	w All 🖸 🚺 🛛 First 🖬 1-	2 of 2 🔝 Last			
Phone Type	Telepho	ne	Extension	Preferred				
Home	▼ 504/			V	+ -			
Vork	▼ 504/	(19.84)			+ -			
mail Addresses			Customize Find V	ew Al 🚱 🕍 🛛 First 🚺	1 of 1 🔝 Last			
Email Type	*Email A	ddress		Preferred				
	•				+ -			

Step	Action
12.	Click the View Address Detail link to view additional address information.
	View Address Detail



PS9HRTR	N 8.50								1
PS9HEWEBDEV1 Favorites Main Mer	1 RCB	ninistration	> Personal Information >	Modify a Person			Home	Add to Favorites	Sign out
			· · · · · · · · · · · · · · · · · · ·				New Wind	dow Help Customize	Page 1
Address History									
Address Type:	Home								
Address History			<u>Fin</u>	First 🖬 1 of 1 🗈 L	sst				
Effective Date:	03/01/2007	Address:	Test Street	+	-				
Country:	USA		New Orleans, LA 70112 Orleans						
Status:	A		Orieans						
OK Cano	el Refresh								
1									
1									
1									
1									
1									
1									
1									

Step	Action
13.	The Address is the address to which the employee prefers to have external mail sent.
	Click the OK button.



graphical	Details Contact	Informatio	n Regional				New Window Help Customize Pa
ohn Doe				Persor	ID:		
irrent Add Idress 'pe	Iresses As Of Date	Status	<u>Cu</u> Address	stomize Find Vie	w All 🖾 📶 First 🖬 1.	2 of 2 🗳 Last	
ome	03/01/2007	A	Test Street New Orleans, LA 70112 Orleans		View Address Detail	+ -	
illing	03/01/2007	A	Test Street New Orleans, LA 70112 Orleans		View Address Detail	• -	
one Infor	mation		Cur	stomize Find Vie	w All 🖸 🔛 First 🗹 1-	2 of 2 💵 Last	
one Type		Telephor	ne	Extension	Preferred		
ome	•	504/	19.44		V	+ -	
	-	504/	1040			+ -	
	1	004		ustomize Find V	iew Al 🖓 🕍 🛛 First 🚺	1 of 1 🔝 Last	
fork hail Addre nail Type	esses	'Email A	<u>0</u>	<u>ustomize Find</u> ∨	iew Al 🖓 🗮 Frst 🖬 Preferred	1 of 1 🛛 Last	
ail Addre	esses	'Email A	<u>c</u> ddress		Preferred	+ =	¹ Correct History
ail Addre nail Type Save	esses v	*Email A	ddress S		Preferred	+ =	/ Correct History
ail Addre nail Type Save	esses ▼	*Email A	ddress S		Preferred	+ =	/ Carrect History
ail Addre Iail Type	esses ▼	*Email A	ddress S		Preferred	+ =	Y Correct History
ail Addre Iail Type	esses ▼	*Email A	ddress S		Preferred	+ =	/ Carrect Malary
ail Addre Iail Type	esses ▼	*Email A	ddress S		Preferred	+ =	7 Carred Hildory
ail Addre Iail Type Iail Sype	esses ▼	*Email A	ddress S		Preferred	+ =	7 Correct History

Step	Action
14.	Click the Regional tab.
15.	View the Regional tab. NOTE: Employment eligibility proof is the I-9 information. All new employee records will reflect this information.



Ø	Regional 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
16.	This completes <i>View Personal Data</i> . End of Procedure.





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.

PS9HRTRN ≰.50 PS9HEWEBDEVI1 KCB grfs≝ jMain jMenu	Home Add to Favorites Sign o
sonalize Content Layout	Help

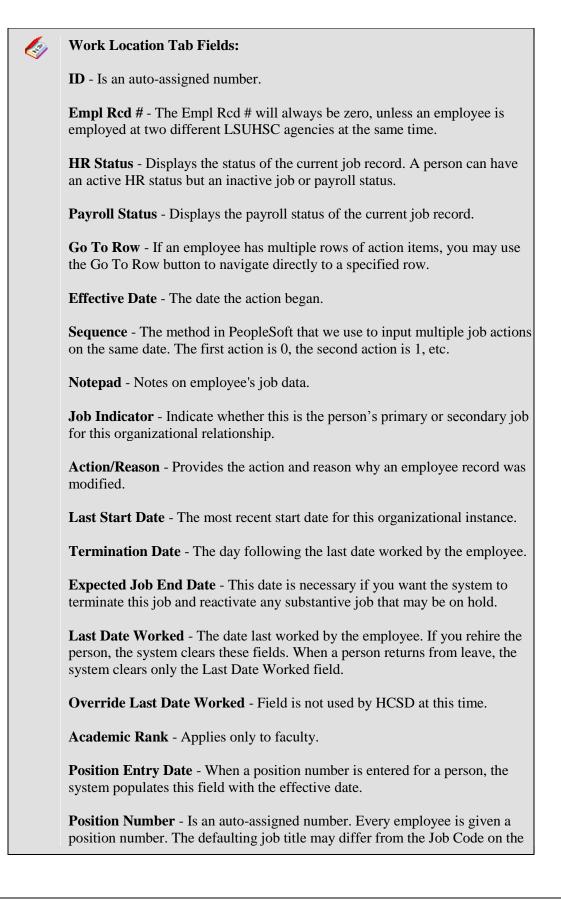
Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Workforce Administration menu. Workforce Administration
3.	Click the Job Information menu. Job Information
4.	Click the Job Data menu. Job Data
5.	You can search for an employee using either the EmplID or the Last Name. Using the EmplID is demonstrated in this exercise. To use the Last Name option, simply enter the employee's last name into the Last Name field and then click the Search button.
	NOTE: It is not recommended to use any of the other search fields.



		Information > Job Data		
	Workforce Administration > 3ob	anomation > 500 bata		New Window Help
				New Wildow Help
Job Data				
ater one information you	have and click Search. Leave fields b	look for a list of all values		
enter any mormation you	have and click Search, Leave lields b	lank for a list of all values.		
Find an Existing Value				
laximum number of rows	to return (up to 300): 300			
Empl ID:	begins with 👻			
mpl Record:	= •			
lame:	begins with 👻			
ast Name:	begins with 🔻			
econd Last Name:	begins with 👻			
lternate Character Nam	ne: begins with 👻			
liddle Name:	begins with 👻			
Include History	Correct History 🔲 Case Sensitive			
lo matching values were	found.			
lo matching values were	found.			
lo matching values were	found.			
lo matching values were	found.			
lo matching values were	found.			
lo matching values were	found.			
o matching values were	found.			
o matching values were	found.			
o matching values were	found.			
o matching values were	found.			
o matching values were	found.			
o matching values were	found.			
o malching values were	found.			
lo matching values were	found.			
o matching values were	found.			
lo matching values were	found.			
ko matching values were	found.			
ko maltching values were	found.			

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 tab.







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
Business Unit - EACMC E. A. Conway Medical Center EKLMC Earl K. Long Medical Center HCSDA HCSD Administration HPLMC Huey P. Long Medical Center LAKMC Lallie A. Kemp Medical Center LJCMC Leonard J. Chabert Medical Center LSUNO LSUMC Medical Center MCLNO Medical Center of LA New Orleans UMCLA University Medical Center WOMMC W. O. Moss Medical Center WSTMC Washington-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 - Is not used at this time.

Date Created - The date the record was entered.



piope in tender in the second	rayona Englaneous Englaneous of the Second	projece Empl Record: 0 Ork Locaton rg r al a location Effective Dodie: 0 Period: 0 Active Reason: Parrol:	rk Location	rmation Job <u>L</u> abor <u>P</u> a	yroll <u>S</u> alary Plan	Compensation					
Addwo Addwo Par Ratio Change Ristans: 0 *Action: Par Ratio Change Ristans: Addwo Reason: Salin: Mant IndPay Nic Und • Variation Number: 000119337 Current • Vortice Number: 000119337 • • Partinetin Number: 02120007 • • Partinetic ND1722000 • • Vortice Number: 01/142009 01/142009 atstanster: 021/122007 • • Vortice Number: 021/142007 • • Vortice Number: 01/142009 • • Vortice Number: 021/142007 • • Vortice Number: 021/142007 • • Vortice Number:	Addwo Addwo Par Rate Change (************************************	Effective Date: 000102000 B Control Effective Date: 0 *Action: Pay Rate Change • His Stutus: Active *Job Indicator: Primary Job • Payr08 Status: Active *Job Indicator: Primary Job • Position Number: 00019337 COORDINATOR OF NON+ACADEMIC OR • Position Entry Date: 020122007 Current • Position Entry Date: 011 LSUHSC-New Oricans • Basers: Basiliness Unit United States • Operations Entry Date: 011 LSUHSC-New Oricans • Basers: Basiliness Unit 011/42/2009 • • Department: No 1073200 • • • Department: 011/67200 • • • Department: 01/167200 • • • Department: 021/22007 • • • Last Statu Date: 021/22007 • • • StatubinneerD: © © • • Basi Date: 021/22007 • • • Last Statu Date: 021/22007 • • • </th <th></th> <th></th> <th></th> <th>0</th> <th></th> <th></th> <th></th> <th></th> <th></th>				0					
Active Pay Rate Change IR Status: Aclaw R Status: Aclaw Reason: Salin: Martin OPAy includid Byrold Status: Aclaw Aclaw Salin: Martin OPAy includid Operation Number: 0019337 Operation Number: 000101337 Operation Number: 000000000000000000000000000000000000	Market obes Market obes Mark	Action: Querent Date: Querent Date Created: Q1/142009 Last Status: Active Active Reason: Sai Inc.Mett IndPay Inc.Und Payrol Status: Active Value Reason: Primary Job Created: Q1/142009 Current Position Number: Q0019337 C CORDINATOR OF NON-ACADEMIC OR Acad Rank: Corrent Extention Date Corporation Position Extry Date: Q1/20007 Position Management Record Regulatory Region: USA United States Company: Q1 LSUHSC-Kere Orleans Department: N01673200 Department: N01673200 Department: Date Created: Q1/142009 Last Stat Date: Q1/22007 Benefits Prioram Date Extended Extende Ind Date Created: Q1/142009 Last Stat Date: Q1/22007 Benefits Prioram Date Extended Extende Ind Date Created: Q1/142009 Last Stat Date: Q1/22007 Benefits Prioram Participation	ork Location				<u>Find</u> First	🚺 1 of 1 🗈 Last			
National Concentrational Concentration Concentrational Concentrational Concentrational Concen	status: Adave Pacesor:: Salin: Merit IncPay Inc. Uncl Yayroll Status: Adave "Job Indicator:: Primary Job Current 0019327 CooRDINATOR OF NON-ACADEMIC OR Current 0019327 CooRDINATOR OF NON-ACADEMIC OR Vosition Entry Date: 021/20007 Dostion Entry Date: 021/20007 Dostion Entry Date: 021/20007 Status: UNA Unind States Status: USA Unind States Status: USA Unind States Status: USA Unind States Status: USA USA Status: Status: USA Status: Eamines. Distustion Stat	Activity and provides and the second of the	ffective Date:	02/01/2009			Go T	Row + -			
with waters Advie Vecesition Vecesition Number: Courrent Vecesition Number: Vecesition Number: Vecesition Number: Vecesition Number: Vecesition Number: Vecesition Number: Vecesition Number: Vecesition Number: Vecesition: Vecesition Number: Vecesition Number: <td>with with with with with with with with</td> <td>Na Janus Not Not Not Not Not Not Not Not Not Not</td> <td>ffective Sequence:</td> <td>0</td> <td>*Action:</td> <td>Pay Rate Change</td> <td></td> <td>-</td> <td></td> <td></td> <td></td>	with with with with with with with with	Na Janus Not	ffective Sequence:	0	*Action:	Pay Rate Change		-			
Operation Operation Operation Operation United States Operation Operation United States Operation State Operation State Operation Operation Operation State Operation Operation Operation Operation Operation	System Current Current Sostion Number: 00019337 COORDINATOR OF NON-ACADEMIC OR Sostion Fairly Date: 02122007 Impact of the second Date Impact of the second Date Sostion Fairly Date: 02122007 Sostion Fairly Date: 01 LSUMO New Of same Stabilization Sostion Fairly Date: 02122007 Sostion Fairly Date: 01/142009	Position Number: Current Curr	IR Status:	Active	Reason:	Sal Inc-Merit Inc/Pa	Inc Uncl	-			
Voltion Number: 000119377 OCOCDINATOR OF NON-ACADEMIC OR Lead Rank: Overnder Sourch Labourn Judition Overnder Sourch Labourn Judition Voltion Entry Datk: Overnder Sourch Labourn Judition Overnder Sourch Labourn Judition Voltion Entry Datk: Overnder Sourch Judition Overnder Sourch Judition Voltion Entry Datk: Overnder Sourch Judition Sourch Judition Voltion Entry Datk: Overnder Sourch Judition Sourch Judition Voltion Entry Datk: United States Sourch Judition Voltion Entry Datk: Sourch Judition Sourch Judition	Svalition Number: 000119337 000CDDNATION OF NON-ACADEMIC OR State Rain: 0001000000000000000000000000000000000	Position Number: 00019337 COORDINATOR OF NON-ACADEMIC OR Acad Raik: Ummore Experiment Experiment Experiment Record Position Estry Date: 02/12/2007 Position Management Record Position Management Record Regulatory Region: USA United States Company: 011 ESUMO Arew Orleans Basiness Unit: LSUNO LSUMC New Orleans Department: No1673200 Ummore Company: Uppartment: No1673200 Ummore Company: Establishment ID: 02/12/2007 Ummore Company: Establishment ID: 02/12/2007 Ummore Company: Start Date: 02/12/2007 Ummore Company: Bot Bard Date: Establishment ID: Date Created: 01/14/2000 Costoo: Bisingement Data Eaminos Distriction Eaminos Distriction Bot Data Emplorment Data Eaminos Distriction Eaminos Distriction	Payroll Status:	Active	*Job Indicator:	Primary Job					
taad Rank: Symmithe Instance Interference Interferenc	Acad Rank: Symilar Ensurement Itability Vesition Entry Date: 0 Implainting Control United States Implainting Control Used Control Implainting Control	Acad Rank: Overrider Losstern Data: Operation Entry Date: OP 202007 Position Management Record Regulatory Region: USA United States Sompary: 01 LSUHSC-New Offeans Maness Unit LSUHSC-New Offeans United States Samparise: 01 LSUHSC-New Offeans Maness Unit LSUHSC-New Offeans United States Samparise: 01 LSUHSC-New Offeans Samparise: 01/12/2007 USA Samparise: 02/12/2007 USA Samparise: 02/12/2007 USA Samparise: 02/12/2007 USA Samparise: 01/14/2009 USA Samparise: Distribution Benetits Program Participation Samparise: Entelormet Data Extension States Samparise: Entelormet Data Extension States		00010227			Curr	ent 📋			
balance fund Data (2)/22007 - Position Management Record tegulatory Region: USA United States tegulatory Region: USA United States USA United States USA United States USA UNIC New Orleans USA UNIC New Orleans USA UNIC New Orleans States tegutateric Entry Date: 02/12/2007 - Cattoric: 489150001 - Cattoric: 489150001 - Cattoric: 02/12/2007 - Cattoric: 0	save in farry Date: legulatory Region: USA Untad States Legulatory Region: USA Untad States Usamed States Usamed States Usamed States State States State States Date Created: USA State States Date Created: USA States Date Created: Date Created: USA States Date Created: USA States Date Created: Date Created: Date Created: Date Created: USA States Date Created: Date	Sevice Eutry Date: 02/12/2007 1994ido Management Record USA United States USA United States USUHEC-New Offeans USUHEC-New Offeans USUHEC New Offeans USUHEC N				OF NON-ACADEMIC OR					
Beguitation Regione: USA United States Reguitation Regione: USA USHBO-CHeV Ofeans Usainess USIA USHBO-CHEV Ofeans Bepartment: ND1572200 USHBO-CHEV Ofeans Stabilishment0: 021/22007 USHBO-CHEV Ofeans Stabil	Impedition Ranagement Record legulator Neglion: USA legulator Neglion: USA usaness Unit: LSUH9C-New Orleans lwaness Unit: LSUH9C volt 2000 LSUH9C New Orleans waters Unit: 001 volt 2000 LSUH9C New Orleans waters Unit: 001/2000 stabilishment ID: Date Created: volt 2000 Employment Data stabilishment ID: Date Created: volt 2001 Employment Data Stabilishment ID: Olitik Employment Data Stabilishment ID: Stabilishment Data Employment Data Earninge Diskibudion Stabilishment ID: Voltage Participation	Position Hanagement Record Regulatory Region: USA USA United States Seaness Unit: LSUHEC-New Orleans Statess Unit: LSUHEC-New Orleans Spantment: No 1073200 Seaness Unit: 001/102007 Seantment State 001/102007 State Date: 02/12/2007 Seater Mark Unit: 02/12/2007 Seater Mark Unit: 02/12/2007 State Date: Eanines Distribution <td></td> <td></td> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>			4						
Legulatory Region: USA United States company: 001 LSUHSO-1400 Offenns business Unit: LSUNO LSUNO New Offenns bepartment: N0172200 LSUNO New Offenns contine:: 48310001 Statististististististististististististist	tegulatory Region: USA United States company: 0.01 LSUHSC-New Ofeans baseness Unit: LSUMC New Ofeans baseness Unit: LSUMC New Ofeans bepartment: N0.157200 catobic Catobic baseness Unit: Catobic astbicitamment Unit: Catobic catobic Catobic astbicitamment Dir Catobic catobic Catobic catobic <	kegulatory Region: UBA United States company: 01 LSUHSC-New Offeans baseness Unit: LSUMC New Offeans baseness Unit: LSUMC New Offeans bagartment: N01673200 conton:: 48915001 castos: 48915001 castos: 01/14/2009 ast Start Date: 02/2007 cgarded Job End Date: 10/14/2009 ast Start Date: 02/2007 Boot Castos: Enscionment Data Enscionment Data Enscionment Data Start Start Date: 02/2007 Boot Castos: Bareliness Distribution Bareliness Distribution Bareliness Distribution Start Start Date: 02/2007 Bareliness Distribution Barelines Distribution	Position Entry Date:		t Record						
company: 001 LSUHSC-New Orleans business built: LSUNO LSUMC New Orleans expartment: N017200 LSUMC New Orleans expartment: 02/122007 Cate Created: 01/142009 ast Start Date: 02/122007 Cate Created: 01/142009 ast Start Date: 02/122007 Cate Created: 01/142009 ab Data Employment Data Eamings Distribution Benefits Program Parkiopaton	company: 001 LSUHSC-New Orleans usamese Suff SUNO LSUHSC-New Orleans wpartment: N0172000 Company: wpartment: 02122007 Cate Created: stabilishimmet ID: 02122007 Cate Created: Bo Data Emminos: Distribution Benefits: Program Participation ab Data Emminos: Distribution Benefits: Program Participation	company: 001 LSUHSC-New Orleans usiness Suff SUNO LSUMC New Orleans epartment: N0173200 Difference epartment: 02122007 Date Created: 01142009 stabilishment ID: 0212007 Date Created: 01142009 ab Data Employment Data Earnings Distribution Earnings Distribution stabilishment ID: 0212007 Stabilishment ID: 0212007 stabilishment ID: Image: Distribution Earnings Distribution Earnings Distribution	Penulatory Penion:	-							
Justiness Unit: LSUNO LSUNC New Orleans repartment: N0172200 pertment: 02122007 stablishment ID: C Date Created: 01/142009 adt Start Date: 021/22007 stablishment ID: C Date Created: 01/142009 adt Start Date: 021/22007 stablishment ID: Coloreated: 01/142009 adt Start Date: Coloreated: 01/142009 ab Data Eamines Distibution Benetits Program Parkitopaton	Naviness Unit: LSUNO LSUNC New Orleans Repartment: No1722000 Contain 488150001 Stabilishment ID: Contain Bob Cata Contain Bob Cata Emslowment Data Save R Raten ID Stabel Contain Raten ID Stabel Contain	Namiess Unit: LSUNO LSUMC New Orleans No 1073200 LSUMC New Orleans Optimizer Try Date: 02/12/2007 Stabilishment ID: Q2/12/2007 Stabilishment ID: Q2/12/2007 Stabilishment ID: Q2/12/2007 Bo Date: Q2/12/2007 Stabilishment ID: Q2/12/2007 Bo Date: Emmines: Distribution Boota: Emmines: Distribution Save: X Retreat: Boota: Emmines: Distribution Boota: Emmines: Distribution Save: X Retreat: Boota: Emmines: Distribution				leans					
kepartment: N01673200 kepartment: N01673200 coation: 488150001 stabilisment: 01/142009 ast Start Date: 021/22007 start Date: 021/22007 bb Data Employment: Data Employment: Benefits Program Participation	kepartment: N01672200 wepartment: 10122007 control: 48910001 stabilishment ID: 0ate Created: 01/142009 ast Skirt Date: 0212007 systematic And Date: Image: Created: 01/142009 bb Data Employment Data Earnings: Distribution save R Retent ID Search Market Hatory Concern Hatory	legartment: NO1672200 legartment: Entry Date: 00122007 control: 488150001 stablishment ID: Date Created: 01114/2009 ast Start Date: 02122007 spected Job Full Date: IB b Data Entry Data Earnings Distribution Benefits Program Participation Save i Return Ib Search is Instry is Retrach Earnings Distribution Benefits Program Participation									
Appartment Entry Date: 02/12/2007 Acadion: 48150001 Stabilishment D: Date Created: 01/14/2009 Stabilishment D: 02/12/2007 Xpacted Job End Date: Imployment Data Eamings Distribution Benefits Program Parkispation Parkispation	Appartment Entry Date: 02/12/2007 occation: 48150001 Stabilishimment Dir: Date Created: 01/14/2009 Stabilishimment Dir: 02/12/2007 Stabilishimment Data: Emminus Distribution Bo Data: Emminus Distribution Save: Retrain Batter To Search: Elitopy C Retrain Elitopy	Sapartment Entry Date: 02/12/2007 Acation: 48150001 Stabilishment ID: Date Created: 01/14/2009 Assaftant Date: 02/12/2007 Saparted Job End Date: B Data Employment Data Eaminas Distribution Base: Return to Search Mouse Hatory Save: Return to Search Mouse Hatory Dates Hatory									
stabilishment ID: Quito 22007 ast Start Date: 02/12/2007 xpected Job End Date: Implement Data bb Data Employment Data	stabilishment ID: Date Created: 01/142009 ast Start Date: 02/122007 xpected Job End Date: B bb Data Employment Data Earnings Distribution Benefits Program Participation Save @Return to Search Elitoty @ Retreas Exception Participation Participation	Istablishment ID: Date Created: 01/14/2009 ast Start Date: 02/12/2007 Specied Job End Date: B bb Data Employment Data Earnings Distribution Benefits Program Participation Save @Return to Search Di Nothy @ Retreah Biotechappy, @ house History @Correct History			111111111111111111111111111111111111111	Market Cold Barrer Coldwell Coldweller					
akan dan akan dan dan dan dan dan dan dan dan dan d	aat Start Date: 02/122007 gested Job End Date: B bb Data Emolorment Data Eamines Distribution Benefits Prozem Parkicpaton Save @Return to Search Distribution @Distribution	Last Start Date: 02/12/2007 Expected Job End Date: 3 05 Data Employment Data Exminus Distribution Renetits Program Participation (Sevel @Return to Search 12 Hotely 12 Retreah 2015/05/05/05/05/05/05/05/05/05/05/05/05/05	ocation:	488150001	NUMBER OF TRADE	T BEIGHT					
Spected Job End Date Bit ab Data Emoloyment Data Earnings Distribution	Specied Job End Date: B bb Data Employment Data Earnings Distribution Save R Ruture to Search El today C Retreats	Expected Job End Date: B ob Data Employment Data Eaminos Distribution Save: Return to Search El Notify Retreach	stablishment ID:	Q			Date Created:	01/14/2009			
ab Data Employment Data Eaminos Distribution Benefits Program Participation	Data Emologement Data Earnings, Distribution Benefits Program Participation Save @ Rature to Search 12 Noty 2 Refresh ExceptionsChapter	Obsta Employment Data Earnings Distribution Benefits Program Particulation Save @Reum to Search El Notly @ Retreat Ell/controlleging @ Include Halory @ Correct Halory	ast Start Date:								
	Save Return to Search Ellototy C Refresh Ellopotect/topiny D Include History	Save Return to Search 🕑 Hotely 🖉 Retreen	xpected Job End Date:	B							
			ob Data	Employment Data	Earnings	Distribution	Benefits Program	n Participation			
			Carro Datastra ta Carro	NING CONTRACT		(S) (a data P) (a d			1		

Step	Action
9.	Click the Include History button to view additional associated with this record.
10.	Click the Show next row button to view the next record of the employee.
11.	Click the Last link to view the first record of the employee.
12.	Click the First link to view the current record of the employee.
13.	Click the Job Information tab.
14.	View the Job Information tab.



Job Information Tab Fields:
Effective Date - Date the action begins.
Effective Sequence - The method used to input multiple job actions on the same date. The first action is 0, the second is 1, etc.
Job Indicator - Defaults over form the Work 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. Is the official job title for the employee.
Entry Date - Defaults in from the Job Code entry.
Supervisor Level - Field is not used by HCSD 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 person to whom the employee reports. This field is optional for HCSD.
Regular/Temporary - Indicates whether the individual is a regular or temporary employee.
Full/Part - Indicates whether the individual is a full-time or part-time employee.
Empl Class - Indicates the class status of the employee based on specified 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 Indf No Tn Job Mult Rest Permanent Probation Provision Resident Rest Appt



Student Tenured Transient Unclass Officer Code - Will default as NONE always. **Regular Shift** - Field will default to N/A. Shift Rate - Field will remain blank. Classified Indc - Ties the employee's job data to a classification. A partial list is provided below: Classified Faculty **Graduate Assistant House Officer** Fellow **Gratis Employee** Student Temporary Unclassified Shift Factor - Will remain blank. Standard Hours - Relates to the number of hours an employee is assigned to work per week and is calculated based on the FTE (Full-time = 40 hours and Part-time = 20 or 30 hours). Work Period - Time period in which Standard Hours are completed. **FTE** - Full-time Equivalent Adds to FTE Actual Count - Will default from Position Record. If not, should be checked for HCSD. Encumbrance Override - Will remain unchecked at all times. Contract Number - Field is not used by HCSD at this time. **Contract Type** - Field is not used by HCSD at this time.





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.

					(
S9HRTRN 8.50 S9HEWEBDEV11 RC						Home Add to Favorites
tes Main Menu >	Workforce Administration > 30	b Information > Job	Data			
k Location Job Infe	ormation Job Labor Paw	oll Salary Plan	Compensation			New Window Help Customize Par
	ormation Job Labor Pay		Compensation			
n Doe ployee		Empl ID: Empl Record:	0			
		Empi Record:	0			
ob Information			<u>Fin</u>	d First 🚺 1 of 5 🕨 Last		
ffective Date:	02/01/2009			Go To Row		
ffective Sequence:	0	Action:	Pay Rate Change			
IR Status:	Active	Reason:	Sal Inc-Merit Inc/Pay Inc Uncl			
ayroll Status:	Active	Job Indicator:	Primary Job	470		
				Current 📋		
ob Code:	245	COORDINATOR O	NON-ACADEMIC OR			
ntry Date:	02/12/2007					
supervisor Level:						
upervisor ID:						
teports To:						
tegular/Temporary:	Regular	Full/Part:	Full-Time			
mpl Class:	Indf No Tn 👻	*Officer Code:	None -			
tegular Shift:	N/A	Shift Rate:				
lassified Ind:	Unclassifd	Shift Factor:				
Standard Hours						
Standard Hours: FTE:	40.00 1.000000	Work Period:	W Weekly			
	Adds to FTE Actual Cour	t?	Encumbrance Override			
Contract Number						
Contract Number:			Next Contract Number			
Contract Number: Contract Type:			(vex.contratitutitue)			
usa 🔤						
FLSA Status:	Exempt	Work Day Hours:				
*EEO Class:	None 👻					
Job Data	Employment Data	Consistent 1	Distribution Bene	its Program Participation		

Step	Action
16.	The Job Labor tab is not used at this time.
	Click the Payroll link.
17.	View the Payroll tab.



Ø

Payroll Tab Fields:

Pay Group - Defines a set of employees (with similar characteristics of pay) for payroll processing. A partial list of valid Pay groups is below: LSUNO: **GR1** - Gratis New Orleans NBD – To Be Determined NBE – New Orleans Biweekly Exempt NBN - Biweekly Non-Exempt NBR – Residents (New Orleans) **NBS** – New Orleans Students **NBT** – Transients/Restricted **NMF** – Full-time Faculty Staff (New Orleans) NMG – Graduate Assistants (New Orleans) **NML** – Fellows (New Orleans) NMP - Part-time Faculty/Staff (New Orleans) NMS - New Orleans Stipends **NRT** – New Orleans Retirees HCSD: Note: The first letter in the Pay Group denotes the Business Unit. **H** – Headquarters E – EKLMC K-LAKMC L - LJCMCU-UMCLA T-WSTMC W-WOMMC $\mathbf{P} - HPLMC$ Note: The example Pay Group begin 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). However, for HCSD Transients or Pool employees, Students and Restricted Appointments are not eligible for any



Employee Type - Denotes whether an employee is Hourly (H) or Salary (S). For HCSD, the only salaried employees are monthly unclassified.
Tax Location Code - Is always Louisiana.
FICA Status - Indicates whether an employee is subject to:

Medicare and Social Security
Medicare only
Exempt from paying Medicare or Social Security.

GL Pay Type - Field is not used by HCSD at this time.
Pay Template - Defines the following:

Overtime status (PPM codes of 0, 1, or 2)
Special Pays (shift, premium pay, weekend)
Payment of holiday differential.

Combination Code - Is the same as the Account Code. Is not used at this time.

Edit ChartFields - Link is not used by HCSD at this time.



In Conservation Service Characteristics (Characteristics) (Conservation Code: Characteristics) (Conservation Code: Charact		Vorkforce Administration > 30	Ť					New Win	dow Help Custom	ize Par
Effective Date: 02/01/2009 Concent Pay Rate Change Factor Row Restatus: Active Reason: Sal Inc-Ment Ino Pay Inc Und Apayroll Status: Active Job Indicato: Primary Job Current Concent Payroll Sol Sal Change Payroll Sol Sal Sal Sal Sal Sal Sal Sal Sal Sal Sa	ork Location Job Infor hn Doe nployee	mation Job Labor Payre	Empl ID:							
Effective Date: 02/01/2009 Concent Pay Rate Change Factor Row Restatus: Active Reason: Sal Inc-Ment Ino Pay Inc Und Apayroll Status: Active Job Indicato: Primary Job Current Concent Payroll Sol Sal Change Payroll Sol Sal Sal Sal Sal Sal Sal Sal Sal Sal Sa	yroll Information				Find First 🚺 1 or	f 5 🗈 Last				
Effective Sequence: 0 Action: Pay Rate Change RK Status: Active Reason: Salinc-MetritoPay Inc Und Payrol Status: Active Job Indicator Primary Job Current Payrol Status: Active Job Indicator Primary Job Current Payrol Status: Payrol for North America Payrol System: Payrol for North America Payrol System: Paul-Sine FacultyStaf (New Or Employee Type: S Salahe Holday Schedule: PHS NO HOL SD Enat Centor Code: Louisiana Employment Data Employment Data Eamines: Distribution Reades Procram Participation Save @Return D Search Distribution? Research Patrice Pairser Participation Save @Return D Search Distribution? Research Patrice Pairser Participation	Effective Date:	02/01/2009				_				
HR Statuss: Active Reason: Sal Inc. Mert IncPay Inc Und Aryon's Status: Active Job Indicator: Phimary Job aryon's System: Payroll for North America aryon's System Systems aryon's System Systems aryon's System Systems aryon's System	Effective Sequence:		Action:	Pay Rate Change	-	_				
ayroll System: Payroll for North America ayroll for Morth America byroll for Morth America ayroll for Morth America byroll for Morth America	HR Status:	Active	Reason:		nc Und					
ayroll System: Payroll for North America Ayroll for North America Payroll for North America Payrol	Payroll Status:	Active	Job Indicator:	Primary Job	Current	m				
Byrol for North America Pay Group: NMF Full-time FacultyStaff (New Or Employee Type: S S Salaried Holiday Schedule: NHS NO HOL SD Ratocention Code: LA Louisiana Eart ChainFields Combination Code: Eart ChainFields Eart ChainFields Do Data Employment Data Earnings Distribution Save R Rum to Search El hody Retreats					Current					
Employee Type: S Salaried Holday Schedule: MHS NO HOL SD Fax Location Code: LA Louisiana LAPPY The Constant Status: Medicare only Combination Code: Edit Charlfeidds to Data Employment Data Eamines Distribution Banetis Program Participation Save @Return to Search Distribution? Status: Distribution? Correct History										
Tax Location Code: La Status: Hedicare only BL Pay Type: FICA Status: Hedicare only Combination Code: Exclored only ob Data Employment Data Earnings Distribution Save: Return to Search Ellotty: Return to Search Ellotty: Return to Search	Pay Group:	NMF 🧠 Full-tim	e FacultyStaff (New Or							
SiL Pay Type: FICA Status: Medicare only Combination Code: Eart ChainFields Do Data Emstowment Data Earnings Distribution Save @ Return to Search El Notary @ Include Fieldry Save @ Return to Search El Notary @ Declade Fieldry	Employee Type:	S 🔍 Salarie	d	Holiday Schedule:	NHS 🔍 NC	HOLSD				
Combination Code: Edit Charlfeids 06 Data Enstorment Data Earnings Distribution Save @Return to Search Distribution Earnings Distribution Earnings Distribution	Tax Location Code:	LA 🔍 Louisia	na							
Save Reference Reference Distribution Bareline Search Distribution Reference Distribution Bareline Search Distribution Save Reference Save Distribution Binducter Hattery Correct Hattery	GL Pay Type:			FICA Status:	Medicare only	•				
Save Return to Search Chotoy Refresh Refresh Refresh Refresh Source History	Combination Code:				Edit ChartFields					
	Job Data	Employment Data	Earnings	Distribution	Benefits Program Pa	rticipation				
			Plan Compensation	Dupdate/Displa	y 🔎 Include History 🦻	Correct Histo	-			

Step	Action
18.	Click the Compensation tab.
19.	View the Compensation tab.

Compensation Tab 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.

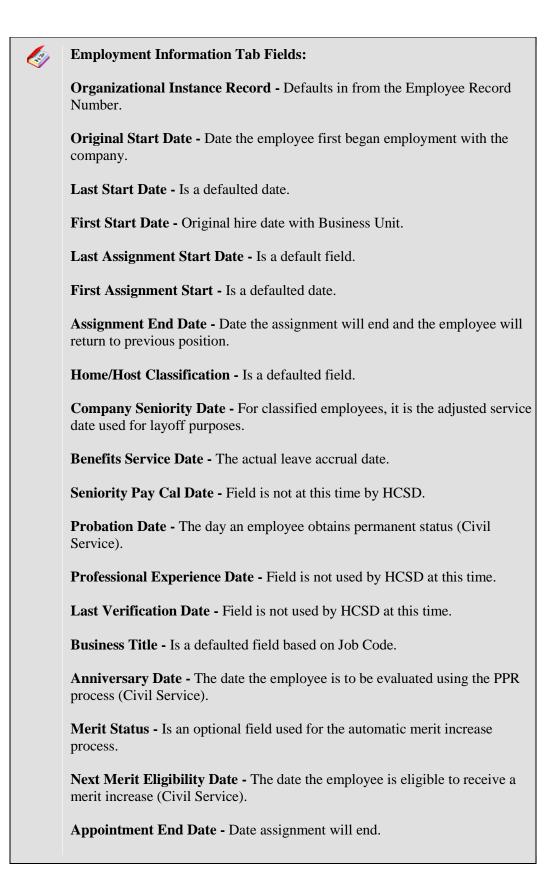




PS9HRTRN 8.50 PS9HEWEBDEV11 RC					Home Add to Fav	ortes Sign out
	Workforce Administration > 3	ob Information > Job Data			Home Add to Pav	ontes Sign out
					New Window Help Cus	tomize Page 🔲 📰
Work Location Job Inf	formation Job Labor Payr	oll Salary Plan Compensation				
John Doe		Empl ID:				
Employee		Empl Record: 0				
Compensation			Eind First 🗹 1 or 5 🕨 Last			
Effective Date:	02/01/2009		Go To Row			
Effective Sequence:	0 02/12/2007	Action: Pay Rate Chang	e			
HR Status:	Active	Reason: Sal Inc-Merit Inc	Pay Inc Uncl			
Payroll Status:	Active	Job Indicator: Primary Job				
			Current 📋			
Compensation Rate:		USD 🧠 *Frequency:	M Q Monthly			
Change Amount: Change Percent:	283.790000	USD Monthly Compa-Ratio:	n			
✓ Pay Rates	0.000	compa-nado.				
	E 02/12/2007	USD Daily	1 11			
Annual Monthly		USD Daily USD Hourly	USD			
Default Pay Compone	ente	to overnee in the second	0 0			
	311.3					
Pay Components Amounts Controls	Changes Conversion		End 💯 🚻 First 🖾 1 of 1 🔯 Last			
*Rate Code S	Seq Comp Rate	Currency Frequency	Percent			
1 NAMNTH 🔍	0	🛒 USD 🔍 M	Q			
Calculate Compensa	ition					
Time and Labor Pay Ru Begin Date:	ules	Time & Labor Status:	Never Enrolled in T&I			
	Pay from Sched:		Inactivate/Do Not Enroll:			
Meals:		OverTime:				
Shift 2:		WeeKEnd:	pth: Not Applicable			
Shift 3:		CallBack:	e Accreat:			
Service Calculation Grou		Holiday Wrkd:	ervice Accrual:			
Job Data	Excelorer at Data	Earnings Distribution	Benefits Program Participation	1		
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation			
Return to Sea	arch 🖾 Notify 😂 Refresh		Dipdate/Display 🔎 Include History	Correct History		
Work Location Job Informa	ation Job Labor Pavroll Salary	Plan Compensation				

Step	Action
20.	Click the Employment Data link. Employment Data
21.	View the Employment Information Tab.







Contract Length - Field is not used at this time by HCSD.

Accrue Tenure Services - Field is not used at this time by HCSD.

FTE For Tenure Accrual - Field is not used at this time by HCSD.

Service Calculation Group - Field is not used at this time by HCSD.

FTE for Flex Service Accrual - Field is not used at this time by HCSD.

Step	Action
22.	The only field used in the USA section is the Appointment End date.



PS9HRTRN 8.50					
PS9HEWEBDEV11 RCB vorites Main Menu > Workforce	Administration > 3	ob Information > Job Da	ta		Home Add to Favorites
· · · · ·	•	÷			New Window Help Customize F
nployment Information					
n Doe ployee		Empl ID: Empl Record:	0		
ganizational Instance		Linpriceordi	•		
- Organizational Instance Rcd:	0	Original Start Date:	02/12/2007	rride	
ist Start Date:	02/12/2007	First Start Date:	02/12/2007		
ermination Date:			Years Months Days		
rg Instance Service Date:	02/12/2007	📰 Override 👘 🍄	5 3 11		
ganizational Assignment Data					
stance Record					
ist Assignment Start Date:	02/12/2007	First Assignment Start:	02/12/2007		
signment End Date:		-			
me/Host Classification:	Home		Years Months Days		
mpany Seniority Date:	02/12/2007	🗏 Override 🧳	5 3 11		
nefits Service Date:	02/12/2007	🗌 Override 🛛 🗘	5 3 11		
niority Pay Calc Date:		🔲 Override 🛛 🍄	0 0 0		
obation Date:	1				
rofessional Experience Date:	1		fication Date:	23	
usiness Title:	COORDINATOR C ACADEMIC OR	PF NON- Position I	Phone:		
litional Data					
iniversary Date:	1	Merit Status:	-		
ext Merit Eligible Date:	31	Leave Grandfath	ered:		
-					
USA					
	Owns 5% (or Mor	re) of Company			
opointment End Date:	21		Contract Length:	Not Applicable 🔻	
	Accrue Tenure S		FTE for Tenure Accrual:		
rvice Calculation Group:	۹,	\$	FTE for Flex Service Accrual:		
ob Data Emp	loyment Data	Earnings Dist	tribution Benefit	s Program Participation	

Step	Action
23.	Click the Benefits Program Participation link. Benefits Program Participation
24.	Benefit Program Participant Values: FTP - full/part time employees eligible for certain benefits
	NEL - not eligible for any benefits
	FRP - for residents eligible for certain benefitsRET - retirees
25.	This completes <i>View Job Data</i> . 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.

PS9HRTRN 8.00 PS9HEWEDDCV11 Rc9 Favytrs i Mareu	Home Add to Favorites Sign out
Personalize Content Larout	Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Workforce Administration menu.
	Workforce Administration
3.	Click the Job Information menu.
	Job Information
4.	Click the Review Job Information menu.
	Review Job Information
5.	Click the Workforce Job Summary menu.
	Workforce Job Summary





Step	Action
6.	You can search for an employee using either the EmplID or the Last Name. Using the EmplID is demonstrated in this exercise.
	To use the Last Name option, simply enter the employee's last name into the Last Name field and then click the Search button.
	NOTE: It is not recommended to use any of the other search fields.

PS9HRTRN				
PS9HEWEBDEV11 R	8			Home Add to Favorites Sign out
Favorites Main Menu >	Norkforce Administration > Job Information > .	Job Data		
				New Window Help ==
Job Data				
Job Data				
Enter any information you h	we and click Search. Leave fields blank for a list of al	II values.		
Find an Existing Value			_	
Maximum number of rows 1	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 👻			
Middle Name:	begins with 👻			
🔲 Include History 🔲 Co	rect History 🔲 Case Sensitive			

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



Allow Hun	in Menu > Workforce Ad	menocrace	Sin / Sob Internat		Tormadon 2	Workforce 900 Junin
	ce Job Summar	y El	10	Empli		
hn Doe		E	AP ²	-		
Informat meral	tion Job Information Y Work Lo	cation T	Salary Plan Comp		լնՁլ՝ հ	rst 🚺 1-5 of 5 🚺 Last
ition	Empl Effective Record Date			Action Reason	Key Person	Go To Job
	0 02/01/2009	0	Pay Rt Chg	09-953		Job Data
•	0 02/01/2008	0	Pay Rt Chg	09-953		Job Data
	0 11/01/2007	0	Pay Rt Chg	09-953		Job Data
	0 07/01/2007					
	0 0110 112001	0	Pay Rt Chg	SI-LegisEq		Job Data
P Return to S	0 02/12/2007		Pay Rt Chg Hire	Si-LegisEq 01-150		
	0 02/12/2007			01-150		Job Data
	0 02/12/2007		Hire	01-150		Job Data
	0 02/12/2007		Hire	01-150		Job Data
	0 02/12/2007		Hire	01-150		Job Data
	0 02/12/2007		Hire	01-150		Job Data
	0 02/12/2007		Hire	01-150		Job Data
	0 02/12/2007		Hire	01-150		Job Data

Step	Action
9.	Click the Job Data link to access the Job Data panel for that employee.
10.	Click the other tabs to view additional information on the employee's previous job information.
11.	This completes <i>View a Job Summary</i> . End of Procedure.





Benefits

Review 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**.

PSPERTER to Rot to the Mark to the Mar	s <u>Sign</u> o
sonatize Content I Lacud	
	Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Benefits menu.
	Benefits •
3.	Click the Manage Leave Accruals menu.
	Manage Leave Accruals
4.	Click the Review Accrual Balances menu.
	Review Accrual Balances





PS9HRTRN 8.50		
PS9HEWEBDEV11 RCB		Home Add to Favorites Sign out
Favorites Main Menu > B	enefits > Manage Leave Accruals > Review Accrual Balances	
		New Window Help 📰
Review Accrual Balance	es	
Enter any information you have	e and click Search. Leave fields blank for a list of all values.	
Find an Existing Value		
Maximum number of rows to		
Empl ID:	begins with 👻 e 115343	
Benefit Record Number:	= •	
Name:	begins with 👻	
Last Name:	begins with 👻	
Organizational Relationship		
Alternate Character Name:		
	veguta wur -	
Case Sensitive		
Search Clear Ras	-	
Search Clear Bas	ic Search [2] ⁸ Save Search Criteria	
1		

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. When you access the Leave Accrual Balances page, the page defaults to the current row of Sick leave accrual.



Ø **Leave Accrual Balances Fields:** Company – 01 – New Orleans; 02 – Shreveport; 03 - HCSD Benefit Program – benefit program to which employee is assigned Plan Type – refers to type of leave used 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** – N/A Sold Year-to-Date - N/A Service Data: Service Date - Also called the Adjusted Service Date. 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 number of hours used for length-of-service calculations when the service unit is defined as Hours. 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 – Number of hours used.



Hours Adjusted – Unprocessed hours.

Hours Bought – N/A

Hours Sold – N/A

Service Hours - The number of hours used for length-of-service calculations when the service unit is defined as *Hours*.

Accrual Total:

Hours Balance - The employee's current accrued time available.

Hours Value - Current monetary value of the hours balance.



	ĺ.				New Window Help Customize Page
eview Accrual Balanc					
ohn Doe Emp	oyee	ID:	Benefit Reco		
eave Accruals			Find View 100 First	🛯 1 of 116 🍱 Last	
Company: 001 LSUHSC-Ne	w Orleans		FTP Full/Temp/Part-time		
Plan Type: Sick Accrual Date: 11/30/2011		Currency:	USD		
Accrual Balances - Hours		Service Data			
Carried over from previous year:	398.000000	Service Date:		02/12/2007	
Earned Year-to-Date:	110.000000	Service Hours:		10,193.640	
Taken Year-to-Date: Adjusted Year-to-Date:	2.500	Unprocessed Data	a		
Bought Year-to-Date:		Hours Taken:			
Sold Year-to-Date:					
		Hours Adjusted: Hours Bought:			
Accrual Totals	505.500000				
Accrual Totals Hours Balance: Hours Value:	505.500000 14,621.45	Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			
Accrual Totals Hours Balance: Hours Value:		Hours Bought: Hours Sold:			

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 row 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 (we will use this method in the next step).
	Click the Find link.



Souch Funge: OK Cancel Case Case Case Case Case Case Case Case					
Effer search sting: Canad Canad Date: Employee Canad Date: 1001 LSUHSC-New Orleans Benefit Record: 0 Canad Date: 1001 LSUHSC-New Orleans Benefit Program: IP Fun Type: Sck: Accrual Date: 1002/102/2007 Taken Across - Notes: 388.00000 Service Date: 02/12/2007 Taken Across - Date: 2500 Bought Yes r.to Date: 2500 Hours Balance: 505.50000 Hours Statu: 14.821.45	Isuhsc.edu needs some information	× •			
Concel Employee D: Benefit Record: 0 Company: 01 LSUHSC-New Orleans Benefit Program: FTP Full CompParteme Company: 01 LSUHSC-New Orleans Benefit Program: FTP Full CompParteme Company: 01 LSUHSC-New Orleans Benefit Program: FTP Full CompParteme Company: 01 LSUHSC-New Orleans Benefit Program: FTP Full CompParteme Company: 01 LSUHSC-New Orleans Benefit Program: FTP Full CompParteme Carried Bate: 1000000 Service Date 02/12/2007 Carried Totaline: 10 00000 Service Iotalin Hours State: 2.500 Upprocessed Data Hours State: Hours Solph: Hours Solph: Hours State: 14.821.45 Service Iotars:	Script Prompt:	ОК			Home A
Service Date: 2001 Company: 001 Lisub Accrual State: 100/2011 Accrual Atte: 100/2001 End Verario: Date: 02/12/2007 Enderschools: 2500 Appliestor Vario: Date: 2500 Hours Taken: Hours Taken: Hours Status: 14,821.45 Hours Status: 14,821.45	Enter search string:	Cancel	nces		
Bank Accurate Security Early Litera Solution Company: 011 LSUHSC-New Orleans Benefit Program: FTP Full/EmpCPartAlme Data Carrend State: 10302011 Accuratal Table: 11000000 Service Data: 02/122007 Carrend Year-to-Date: 2500 Upprocessed Data Booght Year-to-Date: 2500 Upprocessed Data Hours Balance: 605 50000 Hours Sold: Hours Subarce: 14,821.45					New Window He
Early 124ee.100 For U of 124ee.100 Last Company: 01 LSUHSC-New Orleans Benefit Program: FTP Full/CampPartAlme Pan Type: Sick Currency: USD Accrual Table: 1100/2001 Service Data Service Data Carrend Vear-to-Date: 110 00000 Service Data Outprocessed Data Hours Balance: 505 500000 Hours Sold: Hours Sold: Hours State: 14,6214.5 Service Nears Hours Sold:	1				
Company: 001 LSUHSC-New Orleans Beenfit Program: FTP Full TempPartime Plan Type: Sick Currency: USD Accrual Balances - Hours Service Bala Service Bala Carried over from previous year: 398 00000 Service Bala Earnet Year-to-Date: 2500 Service Bala Hours Faulte: 100,0000 Service Bala Bought Year-to-Date: 2500 Varprocessed Data Hours Faulte: 10,193.640 Hours Taken: Hours Faulte: 10,492.454 Hours Soluti: Hours Soluti: 14,621.454 Service Hours:	John Doe Employee	ID:	Benefit Record: 0		
Pinn Type: Sick Currency: USD Accrual Balances - Hours Service Data Carried over from previous year: 398 00000 Carried over from previous year: 398 00000 Service Data: 02/12/2007 Taken Year-to-Date: 2:500 Service Bala: 02/12/2007 Bought Year-to-Date: 2:500 Unprocessed Data Bought Year-to-Date: 4:500 Hours Taken: Soid Year-to-Date: Hours Taken: Hours Taken: Hours Balance: 5:05 5:00000 Hours Soldt: Hours Soldt: Service Hours: Service Hours:	Leave Accruals		Find View 100 First 🚺 1 of 116 🕨 Last		
Pinn Type: Sick Currency: USD Accrual Balances - Hours Service Data Carried over from previous year: 398 00000 Carried over from previous year: 398 00000 Service Data: 02/12/2007 Taken Year-to-Date: 2:500 Service Bala: 02/12/2007 Bought Year-to-Date: 2:500 Unprocessed Data Bought Year-to-Date: 4:500 Hours Taken: Soid Year-to-Date: Hours Taken: Hours Taken: Hours Balance: 5:05 5:00000 Hours Soldt: Hours Soldt: Service Hours: Service Hours:	Company: 001 LSUHSC-New Orleans	Benefit Program:	ETP Full/Temp/Part-time		
Accural Balances - Hours Service Data Carried over from previous year: 398 00000 Fained Year-to-Date: 2500 Bought Year-to-Date: 2500 Bought Year-to-Date: 2500 Accural Todas Hours Taken: Hours Balance: 505 500000 Hours Status: 14,827.45					
Carried over from previous year: 398 00000 Earned Year-to-Date: 110 00000 Taken Year-to-Date: 2500 Bought Year-to-Date: 2500 Hours Tatain: Hours Subject: Hours Statance: 505 50000 Hours Value: 14.62145					
Lamed Year-Lo-Date: 110 00000 Adjusted Year-Lo-Date: 2500 Bought Year-Lo-Date: 2500 Sold Year-Lo-Date: Upmorsade Adjusted Year-Lo-Date: Hours Salance: Accrual Totals Hours Sold: Hours Stalance: 505 50000 Hours Value: 14.62145	Accrual Balances - Hours	Service Data	i and a second se		
Taken Year-to Date: 2:50 Brought Year-to-Date: 2:50 Sold Year-to-Date: Hours Taken: Hours Balance: 505 50000 Hours Value: 14.82145			02/12/2007	[]	
Adjustod Var-to-Date: Upprocessed Data Bought Year-to-Date: Hours Taken: Adjustod: Hours State: Accrual Totals Hours South: Hours Statance: \$05,50000 Hours Value: 14,62145			10,193.640	1	
Bought Year to Date: Hours Taken: Saft Year to Date: Hours Taken: Accruit Totals Hours Balance: Hours Statue: 14.621.45 Service Hours: Service Hours:		2.500 Unprocessed Data		6	
Sold Year. to Date: Hours Adjusted: Accmail Totals Hours Adjusted: Hours Balance: 505 50000 Hours Value: 14,62145				0	
Accrual Totals Hours Bought Hours Balance: 505 50000 Hours Value: 14.62145				1	
Hours Balance: 505 50000 Hours Value: 14.821.45 Samice Rours:	Accrual Totals			0	
Hours Value: 14,621.45 Service Hours:				0	
				[]	
Return to Search 🗹 Toofy		Service nours.		C	
	😰 Return to Search 还 Notify				

Step	Action
9.	Enter the desired information into the field. Enter "vacation".
10.	Click the OK button.
11.	The current Vacation row displays. You may use the Scroll Areas to view history rows of Vacation accruals.
12.	This completes <i>Review Accrual Balances</i> . End of Procedure.



Review Employee Data Summary

Procedure

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

PS9HEWEBDEV11 RCB	Home Add to Favorites Sign of
avorites Main Menu	
ersonalize Content Layout	Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Benefits menu. Benefits
3.	Click the Employee/Dependent Information menu. Employee/Dependent Information
4.	Click the Review HR/Job/Payroll Data menu. Review HR/Job/Payroll Data



PS9HEWEBDEV11 RC				Home Add to Favorites Sign
vorites Main Menu >	Benefits > Em	oloyee/Dependent Info	mation > Review HR/Job/Payroll Data	
				New Window Help
eview HR/Job/Payro	oll Data			
ter any information you h	ave and click Sea	ch. Leave fields blank f	r a list of all values.	
ind an Existing Value				
ximum number of rows t); 300	_	
npl ID:	begins with 👻			
npl Record:				
ime:	begins with			
ist Name: econd Last Name:	begins with +			
ternate Character Name				
iddle Name:	begins with 👻			
dule name.				
Case Sensitive Search Clear _{B:}		Save Search Criteria		

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



view HR/Job/Pay					
ployee Summary Data	EMP	ID:	Empl Record:	0	
	C	10.	Emprilia Conta	•	
Payroll Status:	Active				
lenefits Employee Status:	Active				
ull/Part Time:	Full-Time				
egular/Temporary:	Regular				
tandard Hours:	40.00				
Vork Period:	Weekly				
ay Group:	Full-time FacultyStaff (Ne	w Or			
ompany:	LSUHSC-New Orleans				
mployee Type:	Salaried				
usiness Unit:	LSUNO LSUMC N	iew Orleans			
ob Code:	245 COORDIN	ATOR OF NON-ACADEMIC C	R		
upervisor Level:					
epartment:	NO1673200	GET I GEMME (& JETTINE) (HES-			
ocation Code:	488150001	OPTIMATI OFFICIALISE			
Annual Benefits Base Rate:					
lational ID					
Country: USA	NID Type: PR :	SSN National ID:	110-11-5343		
Gender:	Male				
larital Status: Main Cor	ntent)				
ignificant Dates	iten i				
irst Start Date:	02/12/2007	Service Date:	02/12/2007		
ompany Seniority Date:	02/12/2007	Last Start Date:	02/12/2007		
ermination Date:		Date of Birth:	01/01/1970		
	02/12/2007	Date of Death:			

Step	Action
7.	View the Review HR/Job/Payroll Data page.
	Click the Return to Search button.
8.	This completes <i>Review Employee Data Summary</i> . End of Procedure.





Payroll for North America

Review 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**.

s Man Menu	PS9HRTRN 8.50 PS9HEWEBDEV11 RCB	<u>Home</u> Add to Favorites Sign ou
Alte Control Lacod	orites Main Menu	
	sonalize Content Layout	Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Payroll for North America menu.
	Payroll for North America
3.	Click the Payroll Processing USA menu. Payroll Processing USA
4.	Click the Produce Payroll menu. Produce Payrol
5.	Click the Review Paycheck Summary menu.
	Review Paycheck Summary



PS9HRTRN	8.50		
PS9HEWEBDEV11			Home Add to Favorites Sign out
Favorites : Main Meni	 Payroll for North 	America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary	
			New Window Help 📰
Review Paychec	k Summary		
Enter any information	you have and click Sea	rch. Leave fields blank for a list of all values.	
Find an Existing Va	lue		
Maximum number of i	ows to return (up to 30	0): 300	
Company:	begins with 👻		
Pay Group:	begins with 👻	Q.	
Pay Period End Date:	= •	Q.	
Off Cycle ?			
Page Nbr:	= •	Q	
Line Nbr:		Q.	
Paycheck Number:			
Empl ID:	begins with 👻		
Name: Case Sensitive	begins with 👻		

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 be displayed with the most recent at the top. the end-user should, therefore, take note of the pay end date, when attempting to view a paycheck.
	Click the Paycheck link from the Search Results table.



view Paycheck Summary	у		New Window Help Customize
	F Pay Period End: 07/31/2003 Page: :		
rcheck Information ycheck Status: Confirmed we Date: 07/31/2003 Off Cycle Reprint A	Paycheck Option: Check Paycheck Number: 183049 Adjustment Corrected Cashed	Paycheck Totals Earnings: 860.21 Taxes: 12.47 Deductions: 68.82 Net Pay: 778.92	
arnings eductions axes			
	Next in List		

Step	Action
9.	The information shown on this page summarizes information appearing on the paycheck or the pay advice (direct deposit) statement.
	Check # is the Check Number or Advice Number (i.e. employees who have direct deposit).
	Click the Expand section button to view the Earnings section.
10.	Click the Expand section button to view the Deductions section.
11.	Click the Taxes button to view the Taxes associated with this check.
12.	This completes <i>Review Paycheck Summary</i> . End of Procedure.



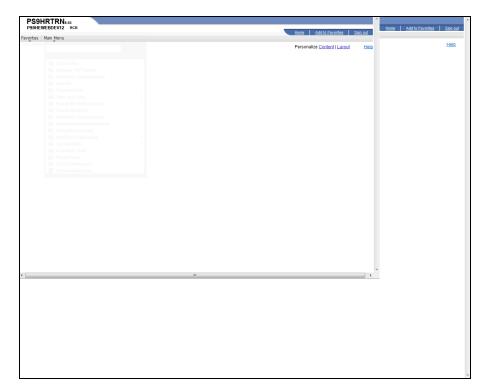


Review Actuals Distribution

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

Procedure

In this topic you will learn how to Review Actuals Distribution.



Step	Action
1.	Click the Main Menu button.
2.	Click the Payroll for North America menu. Payroll for North America
3.	Click the Payroll Distribution menu. Payroll Distribution
4.	Click the Commitment Accounting USA menu. Commitment Accounting USA
5.	Click the Review Actuals Distribution menu. Review Actuals Distribution



PS9HRTRN					
PS9HEWEBDEV11	8.50 RCB				Home Add to Favorites
avorites Main Menu	> Payroll for M	rth America > Payroll Distribution > Con	nmitment Accounting USA > Review Actual	s Distribution	
		· · · · · · · · · · · · · · · · · · ·	Ť		New Window Hel
eview Actuals D	Istribution				
nter any information y	ou have and clic	Search. Leave fields blank for a list of all value	es.		
	_				
ind an Existing Valu	1e				
ximum number of ro	ws to return (up	300): 300			
mpany:	begins with 👻	۹.			
y Group:	begins with 👻	Q.			
y Period End Date:	- •	۹.			
f Cycle ?					
-	- •	Q			
		<u> </u>			
parate Check Nbr:					
ycheck Number:					
	begins with 👻				
ne: Case Sensitive	begins with 💌				

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 be displayed with the most recent at the top. The end-user should, therefore, take note of the Pay Period End Date, when attempting to view a paycheck. Click the 001 link.
9.	The Earnings page identifies the account(s) to which the employee's pay is being charged.
10.	This completes <i>Review Actuals Distribution</i> . End of Procedure.



Review Additional Pay

Information regarding an employee's earnings that are paid in addition to regular base pay can be found in Maintain Payroll Data on the **Additional Pay** pages, if the additional pay is processed as a recurring payment, with an end date. It is supplemental pay (usually to faculty), set on a recurring basis, only. It is, occasionally, used for a one-time supplement.

All payments of additional compensation are not necessarily entered on the Additional Pay pages. They are not in the Additional Pay pages if they are entered directly on the pay line.

Procedure

In this topic you will learn how to Review Additional Pay.

S9HRTRN 8.50 HEWEBDEVII sca es: Main Jenu	Home Add to Favorites Sig
ralize <u>Content Layout</u>	
alize Content Layout	Н

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Payroll for North America menu.
	Payroll for North America
3.	Click the Employee Pay Data USA menu.
	Employee Pay Data USA
4.	Click the Create Additional Pay menu.
	Create Additional Pay



B Payroll for North America -> Employee Pay Data USA -> Create Additional Pay	Home Add to Favorites Sign ou
	New Window Help 📰
we and click Search. Leave fields blank for a list of all values.	
o return (up to 300): 300	
begins with 👻 0115343	
= •	
begins with 💌	
begins with 💌	
begins with 👻	
begins with 👻	
begins with 👻	
	return (up to 300); 300 begins with = begins with begins with begins with begins with

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



Plan Plana 7 Pl	ayroll for North America	> Employee Pay Data US	A > Create Ad	iditional Pay				Home Add to Fav
								New Window Help Cus
e Additiona	il Pay							
e	EMP	10):	Empl Record:	0			
al Pay			Find View All	First 🚺 1 of 1 🕨 Last				
Is Code:	QDescri	iption:			+ -			
e Date			Find View All	First 🚺 1 of 1 🗈 Last				
ive Date: 0	5/23/2012			+ -				
ent Details			Find View All	First 🚺 1 of 1 🚺 Last				
Seq Nbr:		End Date:		👬 🛨 🖃				
Code:	<u></u>	Reason:	Not Specif	•				
ings:								
s:		Hourly Rate:						
Amount:		Goal Balance:	Disable Dir	act Denosit				
Check Nbr:	OK to Pay		Prorate Ad					
es To Pay Period								
First	Second	Third	Fourth	🗌 Fifth				
o Information								
< Information								
			(S) 11-	odate/Display 🐊 Include				
Return to Searc	ch 🖾 Notify 📿 Refres	sh	2010)		History	Correct History		
Return to Search	ch 🗵 Notify 😂 Refree	sh	2210)		History	Correct History		
	ch 🔄 Notify 📿 Refree	sh			History	Correct History		
Return to Sear	ch 🗵 Notify 📿 Refre:	sh	2210		History	Correct History		
∑t [*] Return to Seare	ch 🕑 Notify 📿 Refre	sh	2210		History	Correct History		
ि्र [†] Return to Sear	ch 🖸 Nobity 🖉 Refre:	sh	12210		History U	Correct History		
ि्रिस्टिंग to Seare	ch 🛛 Nobly 🖉 Refre	an	100		History	Correct History		
oth Return to Searn	ch 🕑 Notify 💆 Refree	20	2200		History	Correct History		
Ctr Return to Searc	ch 🕑 Notify 💆 Refree	<u>80</u>	2200		History U	Correct History		
Streturn to Search	ch 🕑 Notify 🔀 Rafra	<u>an</u>			History	Correct History		
Streturn to Search	ch 🕑 Notify 🖉 Refre	<u>n</u>	200		History	Correct History		
Gt Return to Searc	ch 🕑 Notly 🖉 Refre	<u>8</u>	200		History	Correct History		

Step	Action
7.	Click the Expand button for the Job Information section.
8.	Click the Collapse button for the Job Information section.
9.	Click the Expand button for the Tax Information section.
10.	Click the Collapse button for the Tax Information section.
11.	This completes <i>Review Additional Pay</i> . End of Procedure.





Organizational Development

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.

Manage Positions

Procedure

In this topic you will learn how to Manage Positions.

PS9HEWEBDEV11 RCB Favorites Main Menu	Home Add to Favorites Sign ou
Personalize Content Layout	
Personalize Content Layout	Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Organizational Development menu.
	Organizational Development
3.	Click the Position Management menu. Position Management



Step	Action
4.	Click the Maintain Positions/Budgets menu. Maintain Positions/Budgets
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 > C	ganizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info	
		New Window Help
Add/Update Position Ir	£	
Add/Opdate Position in	0	
Enter any information you have	e 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		
Position Number:	begins with 👻	
Description:	begins with 👻	
Position Status:	= v	
Business Unit:	begins with 💌 🔍	
Department:	begins with 💌 🔍	
Job Code:	begins with 👻 🔍	
Reports To Position Number	begins with 👻	
Include History Corr	ect History 🔲 Case Sensitive	
Search Clear Bas	ic Search 👹 Save Search Criteria	
Find an Existing Value Add	New Value	

Step	Action
6.	The Position Number is an 8-digit number, including the preceding zeros. The Position Number can be found on the Work Location page of the Job Data component. Enter the desired information into the Position Number field. Enter " 8-digit Position Number ".
7.	Click the Search button. Search



PS9HRTRN	Home Add to Favorites
PS9HEWEBDEV11 RCB vorites Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info	Home Add to Pavorites
	New Window Help Customiz
escription Specific Information Budget and Incumbents Position Attribute	
tosition Information Eind View All First 🚺 1 of 1 🛄 Last	
Position Number: 00034097	
Headcount Status: Overallocated Current Head Count: 2 out of 1	
Effective Date: 05/11/2012 0 *Status: Active •	
Reason: XFR Transfer Action Date: 05/09/2012	
Position Status: Approved V Status Date: 08/01/2001 🗗 🔤 Key Position	
Job Information	
Business Unit: LSUNO & LSUMC New Orleans	
Job Code: 264 Q PROJECT COORDINATOR	
*Reg/Temp: Regular • *Full/Part Time: Full-Time •	
Regular Shift: N/A 👻 Union Code:	
Title: PROJECT COORDINATOR Short Title: PROJECT CO Detailed Position Description	
Work Location	
Region: USA Q United States	
"Department: NO1673000 Q Company: 001 LSUHSC-New Orleans	
*Location: 488150001 Q	
Reports To: 00019860 🔍 Dot-Line:	
Supervisor Lvi: Security Clearance:	
Salary Plan Information	
Salary Admin Plan: UNC & Grade: Step:	
Standard Hours: 40.00 Work Period: W & Weekly	
Mon Tue Wed Thu Fri Sat Sun	
8.00 8.00 8.00 8.00	
FLSA Status: Nonexempt Bargaining Unit: 88888	
Updated on: 05/09/2012 2:43:11PM Updated By: CHAROL John Doe0119363	
🖥 Save 🔯 Return to Search 😢 Notify	
scription Specific Information Budget and Incumbents Position Attribute	

Step	Action
8.	Click the Detailed Position Description link to view more of the position description.
	Detailed Position Description



Description Tab: L) Position Number - An auto-assigned number. Every employee is given a Position Number. Headcount Status - Indicates whether or not an employee holds the position (Filled). Current Head Count - The number of people currently in the position. Effective Date - Shows the data an action/reason begins. An effective date of 1901 indicates this information was brought over during the conversion to PeopleSoft. Status - Refers to the position not the employee. **Reason -** What occurred to the position (e.g. to track history). Action Date - The date of input of the action. **Position Status** – Indicates if a position has been approved for hire. Status Date - Date the action began. Key Position - N/A Dot-Line - Is not used at this time. Security Clearance - Is not used at this time.



S9HRTRN 8.50 I9HEWEBDEV11 RCB		Home Add to Favorites Store
ites : Main Menu > Organizational Development > Positi	on Management -> Maintain Positions/Budgets -> Add/Update Position Info	New Window Help Customize Page
ailed Position Description		
ROJECT COORDINATOR	19	
K Cancel		

Step	Action
9.	Click the OK button.



PS9HRTRN ₈₄₀	
S9HEWEBDEV11 RCB	Home Add to Favorites Sig
ortes Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info	New Window Help Customize Page
scription Specific Information Eudget and Incumbents Position Attribute	New Window Help Customize Page
sition Information End View All First 🚺 1 of 1 🔽 Last	
osition Number: 00034097	
eadcount Status: Overallocated Current Head Count: 2 out of 1	
ffective Date: 05/11/2012 🕫 *Status: Active -	
eason: XFR A Transfer Action Date: 05/09/2012	
Position Status: Approved Status Date: 08/01/2001 Key Position	
ob Information	
Business Unit: LSUNO S LSUMC New Orleans	
Job Code: 284 Q PROJECT COORDINATOR	
Reg/Temp: Regular	
Regular Shift: N/A 👻 Union Code: 🔍	
Title: PROJECT COORDINATOR Short Title: PROJECT CO	
Vork Location	
Reg Region: USA Q United States	
Department: NO1673000 Company: 001 LSUHSC-New Orleans	
Location: 488150001 Q	
Reports To: 00019860 Q Dot-Line:	
Supervisor Lvt: Security Clearance:	
Salary Plan Information	
Salary Admin Plan: UNC Grade: Step: Q	
Standard Hours: 40.00 Work Period: W Q Weekly	
Mon Tue Wed Thu Fri Sat Sun 8:00 8:00 8:00 8:00 8:00	
FLSA Status: Nonexempt Bargaining Unit: 8888	
Jpdated on: 05/09/2012 2:43:11PM Updated By: CHAROL John Doe0119363	
Save 🔯 Return to Search 🖆 Notify 🔂 Save 🔂 Notify	

Step	Action
10.	Click the Specific Information tab.
	Specific Information



S9HEWEBDEV11 RCB			
	and Development . Develo	tion Management > Maintain Positions/Budgets > Add/Update Position Info	Home Add to Favorites
ices Main Meriu > Organizadi	onal Development > Posto	Joh Management > Mantan Posicions/Budgets > Add/update Posicion into	New Window Help Customize P
cription Specific Information	n Budget and Incumbents	ts Position Attribute	New Window Help Customize P
sition Number: 00034097			
adcount Status: Overallocat	ted	Current Head Count: 2 out of 1	
cific Information		End View All First 🖬 1 of 1 📴 Last	
ective Date: 05/11/2012	Status:	Active	
x Head Count: 1		Incumbents	
II Drop ID: PCN# 024	18816003	Update Incumbents	
		Include Salary Plan/Grade	
ork Phone:		Budgeted Position	
alth Certificate:	•	Confidential Position	
nature Authority:	•	Available for Telework	
Education and Government			
Position Pool ID:			
Pre-Encumbrance Indicator:	Immediate 👻	Calc Group (Flex Service):	
Encumber Salary Option:	Salary Step	Academic Rank:	
*Classified Indicator:	Unclassifd -	FTE: 1.000000 V Adds to FTE Actual Count	
		FTE: 1.000000 Z Adds to FTE Actual Count	
		FTE: 1.000000 ZAdds to FTE Actual Count	
Classified Indicator:	Unclassifd 💌		
Classified Indicator:		FTE: 1000000 @Adds to FTE Actual Count	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Deckde Halory Correct Halory	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Deckde Halory Correct Halory	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Deckde Halory Correct Halory	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Deckde Halory Correct Halory	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Deckde Halory Correct Halory	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	
Classified Indicator:	Unclassifd -	B Add EllystatrCorpus Decked History Correct History	

Step	Action
11.	Click the Budget and Incumbents tab.
	Budget and Incumbents



Ø	Specific Information Tab:
	Position Number - Numerical code assigned to a job.
	Headcount Status – Position type.
	Current Headcount - Current number of employee's within the position.
	Effective Date - Date the action began.
	Status – Whether position is active or inactive.
	Max Head Count - The maximum number of employees who may hold that position at one time.
	Update Incumbents - List of employees currently in position.
	Include Salary Plan/Grade – N/A
	Mail Drop ID - May consist of the Civil Service position number, if applicable. The Civil Service position number is commonly known as the CSO2# or the SAP number. This may not appear on the page. It was used during the transaction from the old legacy system to PeopleSoft.
	Budgeted Position - Job for which monies have been allocated.
	Health Certificate - Document verifying employee is physically and mentally capable of performing job functions.
	Confidential Position – N/A
	Signature Authority - Person given approval responsibility.
	Job Sharing Permitted – Indicates if position can be shared.



Description Spe	cific Informatio	n Budge	t and incumbents	Position A	tribute						New Window Help Customize Pa
osition Number:		0034097	t and mounibonto	1 001001111			-				
eadcount Status:	(Overallocated	1			Current Head Count:	2	out of	1		
Current Budget											
Earnings 0.000	Deduc	tions 000	Tax 0.000	Cdn Tax 0.000	Total 0.00						
urrent Incumbents						s	Customize Fir	শান্দ্রা 📰 👘	1-2 of 2		
mpl ID Empl Record		Stnd Hrs/Wk	Name	Effective Date			Override Position	Job Data			
1	Full-Time	40.00		05/01/2011	Promotion	Promotion-Unclass/Admin Duties	Data Y	lob Data			
0 Save	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Promotion Leave of Absence	Promotion-Unclass/Admin Dutles LWOP -Illness/Sickness	Y Y	Dob Data	dude Histo	ary Drivect	Halloy
	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	clude Histi	ory 📝 Correct	Hatoy
0 Nave QrReturn	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	clude Hista	ary 🕑 Correct	Hatoy
0 Nave Chattern	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	dude Hista	ory 📝 Correct	навоу
0 Nave Chattern	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	clude Hist	ny 🕒 Correct	навоу
0 Save	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	aude Histr	ny 🛛 🕅 Correct	навоу
0 Nave Chattern	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	clude Histr	ny 🕑 Correct	Hatoy
0 Nave Chattern	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	olude Histr	yry Dorrect	Hatoy
0 Nave QrReturn	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	clude Hist	ary 📝 Correct	Hatoy
0 Nave QrReturn	Full-Time	40.00 Notify	Jane Doe	05/23/2012	Leave of	Duties LWOP -Illness/Sickness	Y Y	Job Data	slude Histi	ary 📝 Correct	Hatry

Step	Action
12.	Click the Job Data link to view the job information panel discussed in the Workforce Administration Section.



4	Budget and Incumbents Tab:
	Earnings - The monetary compensation paid to an employee.
	Deductions - Monies subtracted from the employee's earnings for health insurance, life insurance, savings bonds, etc.
	Tax - Levy on employee's net income.
	Cdn Tax -
	Total -
	EmplID - Lists the employee who is currently in the position. If this information is blank, then there is currently not an active employee in the position.

Step	Action
13.	This completes <i>Manage Positions</i> . End of Procedure.

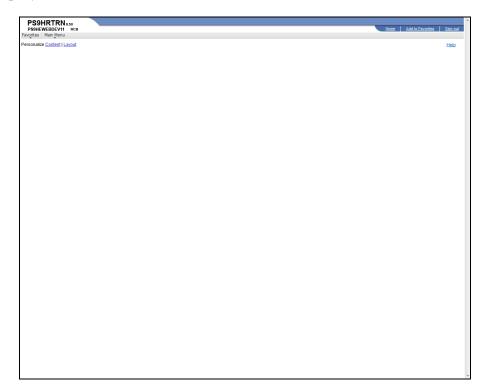


Enterprise Learning

Review Training Summary

Procedure

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



Step	Action
1.	Click the Main Menu button.
2.	Click the Enterprise Learning menu. Enterprise Learning
3.	Click the Results Tracking button. Result Tracking
4.	Click the Review Training Summary menu. Review Training Summary





PS9HRTRN 8.50			
PS9HEWEBDEV11 RC			Home Add to Favorites Sign out
Favorites : Main Menu > 1	Enterprise Learning > Result Tracking	 Review Training Summary 	
			New Window Help
Review Training Sum	mary		
Enter onvinformation you be	ave and click Search. Leave fields blank for	a list of all values	
Enter any mormation you na	ave and click Search, Leave lields blank for	a list of all values.	
Find an Existing Value			
			-
Maximum number of rows to	o return (up to 300): 300		
Empl ID:	begins with 👻		
Name:	begins with 👻		
Last Name:	begins with 👻		
Second Last Name:	begins with 👻		
Alternate Character Name			
Middle Name:	begins with 👻		
Case Sensitive	orgina with .		
Case Sensitive			

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



Person IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		raining Summary			
Sease Titic Establicity Start Date Sourse Titic Establicity Kind Date Sourse Titic Establicity Kind Date Sourse Establicity Kind Date Kind Date Sourse HR Mande Date Train So 0001 0012000 04120008 Sourse HRMS-Security Cells Train SO 0002 04172008 0412008 Sourse HRMS-Security Cells Train SO 0002 04170208 05102007 Sourse FIN - WORKPLOW TRAINING 75 0052 05102007 05102007 Sourse<	hn Doe		Pers	on ID:	
Data Inter Interaction Interaction Interaction VARUEL 11 BASICULFE SUPPORT 0411 040102011 040302011 980212 Fin Annual AP 1099 Train 5.0 0001 0108/2011 0108/2011 980214 Fin Annual AP 1099 Train 5.0 0001 0108/2011 0108/2011 98015 HRMs Re Labor 8.9 0001 0213/2009 0206/2009 980174 HRMs-Security Dela Train 9.0 0002 04/23/2008 980155 HRMs-Security Dela Train 9.0 0002 04/21/2008 04/21/2008 980156 HRMs-Security Dela Train 9.0 0002 04/21/2008 04/11/2008 980156 HRMs-Security Dela Train 9.0 0002 04/21/2008 04/11/2008 980157 HRMs-Security Dela Train 9.0 0002 04/11/2008 04/11/2008 980158 HRMs-Security Dela Train 9.0 0002 04/11/2008 04/11/2008 980158 HRMs-Security Dela Train 9.0 0002 04/10/2007 05/10/2007 980168 FIN - WORK+LD WITRAINING 7.5 0052 <td< th=""><th></th><th></th><th>Customize Find</th><th>View Alt 💷 🛗</th><th>First 🚺 1-12 of 12 🚺 Last</th></td<>			Customize Find	View Alt 💷 🛗	First 🚺 1-12 of 12 🚺 Last
ABLIC LIFE SUPPORT 041 04012011 04302011 S0212 Fin Annual AP 1009 Train S.0 0001 01062011 01662011 S0214 Fin Annual AP 1009 Train S.0 001 01052001 01662011 S0196 HTIMS Labor S.0 001 02032000 62062000 S0170 Student Admissions 0.0 Upgrade 0002 0422000 04212008 S0155 HRMS-Security Delta Train S.0 001 04212008 04212008 S0155 HRMS-Security Delta Train S.0 002 04712008 04712008 S0155 HRMS-Payroll Delta Train S.0 002 04712008 04712008 S0156 HRMS-Payroll Delta Train S.0 002 04712008 04712008 S0168 FN - VORF-LOW TRAINING 7.5 052 05102007 04710207 S0178 FN-VORF-LOW TRAINING 7.5 052 05102007 05102007 S0188 FN - PS BASICS COMED 7.5 013 05092007 05092007				Start Date	End Date
S0196 HR Time & Labor & 9 0001 02/03/2009 02/06/2009 S0170 Student Admissions & 0.10 prade 0003 06/18/2008 06/18/2008 S0154 HRMS-HR Delta Training & 0 0002 04/22/2008 04/22/2008 S0155 HRMS-Sexint/ Delta Training & 0 0002 04/12/2008 04/22/2008 S0155 HRMS-Sexint/ Delta Training & 0 0002 04/11/2008 04/12/2008 S0156 HRMS-Paroli Delta Training & 0 0002 04/11/2008 04/12/2008 S0157 HRMS-Paroli Delta Training & 0 0022 04/15/2008 04/16/2008 S0158 HRMS-Paroli Delta Training & 0 0022 04/15/2008 04/16/2008 S0169 FNVORKFLOW TRAINING 7.5 0652 05/10/2007 05/10/2007 S0178 FN - PS BASICS COMED 7.5 013 05/09/2007 05/09/2007	48L11	BASIC LIFE SUPPORT		04/01/2011	04/30/2011
N0179 Student Admissions 9.0 Upgrade 0003 09182008 09182008 00154 HRURS-HR Delta Trains 9.0 0002 04222008 04212008 00155 HRURS-Beckint Delta Train 9.0 0001 04212008 04212008 00156 HRURS-Beckint Delta Train 9.0 0002 04152008 04182008 00156 HRURS-Payroll Delta Train 9.0 0002 04152008 04182008 00156 HRURS-Payroll Delta Train 9.0 0002 04152008 04182008 00036 FNIVDRFL-DURT Train 9.0 0052 04192007 04192007 00036 FNIVDR RUDDET-CHECKT 5. 0012 05102007 051902007 00161 FNI - PS EXSICS COMBD 7.5 013 05092007 051902007	30212	Fin Annual AP 1099 Train 9.0	0001	01/06/2011	01/06/2011
0154 HRMS-HR Delta Training 0 0002 04/22/2008 04/23/2008 0155 HRMS-Security Delta Train 8.0 0001 04/21/2008 04/21/2008 0157 HRMS-Benefits Delta Train 8.0 0002 04/17/2008 04/18/2008 0156 HRMS-Payroll Delta Train 8.0 0002 04/18/2008 04/18/2008 0156 HRMS-Payroll Delta Train 8.0 0002 04/18/2008 04/18/2008 0030 FIN - WORKFLOW TRAINING 7.5 0052 05/10/2007 05/10/2007 0031 FIN - FN ADBCET-CHCK 7.5 0012 05/10/2007 05/09/2007 0018 FIN - PS BASICS COMBO 7.5 0013 05/09/2007 05/09/2007	0196	HR Time & Labor 8.9	0001	02/03/2009	02/06/2009
0155 HRMS-Security Defits Train 9.0 0001 04/21/2008 04/21/2008 0157 HRMS-Benefits Defits Train 9.0 0002 04/17/2008 04/18/2008 0156 HRMS-Payrol Otest Train 9.0 0002 04/15/2008 04/18/2008 0156 HRMS-Payrol Otest Train 9.0 0002 04/15/2008 04/18/2008 0000 FIN - WORKFLOW TRAINING 7.5 0052 05/10/2007 05/10/2007 0018 FIN - PS BASICS COMBO 7.5 0013 05/09/2007 05/09/2007	0179	Student Admissions 9.0 Upgrade	0003	09/18/2008	09/18/2008
B0157 HRIMS-Benefits Delta Train 9 0 0002 04/172208 04/18/2008 50156 HRIMS-Parroll Delta Train 9 0 0002 04/15/2008 04/18/2008 50168 FN-WORKFLOW TRAINING 7 5 0052 05/10/2007 05/10/2007 50180 FN-WORKFLOW TRAINING 7 5 0012 05/10/2007 05/09/2007 50118 FN-PS BASICS COMED 7 5 013 05/09/2007 05/09/2007	30154	HRMS-HR Delta Training 9.0	0002	04/22/2008	04/23/2008
80156 HRMS-Payroll Delta Train 9.0 0002 0415/2008 0416/2008 80080 FNI-WORKFLOW TRAINING 7.5 0052 0510/2007 0510/2007 80093 FNI-FDIT & BUDGET CHECK 7.5 012 0510/2007 0510/2007 80014 FNI-FDIT & BUDGET CHECK 7.5 0013 0509/2007 0509/2007	60155	HRMS-Security Delta Train 9.0	0001	04/21/2008	04/21/2008
S0080 FN - WORKFLOW TRAINING 7.5 0052 05102007 05102007 S0093 FN - EDIT & BUDGET CHECK 7.5 0012 05102007 05102007 S0018 FN - PS BASICS COMBO 7.5 0013 05092007 05092007	S0157	HRMS-Benefits Delta Train 9.0	0002	04/17/2008	04/18/2008
0093 FIN - EDIT & BUDGET CHECK 7.5 0012 05102007 05102207 0016 FIN - PS BASICS COMBO 7.5 0013 050922007 05092207	0156	HRMS-Payroll Delta Train 9.0	0002	04/15/2008	04/16/2008
30018 FIN - PS BASICS COMBO 7.5 0013 05/09/2007 05/09/2007	30080	FIN - WORKFLOW TRAINING 7.5	0052	05/10/2007	05/10/2007
	0093	FIN - EDIT & BUDGET CHECK 7.5	0012	05/10/2007	05/10/2007
30025 FIN MANAGING REQS 7.5 0110 05/09/2007 05/09/2007	50018	FIN - PS BASICS COMBO 7.5	0013	05/09/2007	05/09/2007
	30025	FIN MANAGING REQS 7.5	0110	05/09/2007	05/09/2007
C Return to Search	S0025	FIN MANAGING REQS 7.5			

Step	Action
7.	The Session page shows the class dates.
	Click the Status link.
8.	This completes <i>Review Training Summary</i> . End of Procedure.





Budget Information

View Department Budget Table - LSUSH

The budget encumbrance functionality in PeopleSoft assists in keeping track of funding sources for earnings. The funding source for budget is at the position level.

Procedure

In this topic you will learn how to View Department Budget Table - LSUNO.

S9HRTRN 8.50 S9HEWEBDEV11 RCB rites Main Menu	ter	me Add to Favorites Sign of
onalize Content Layout		Help

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Set Up HRMS menu. Set Up HRMS
3.	Click the Product Related menu. Product Related
4.	Click the Commitment Accounting menu. Commitment Accounting
5.	Click the Budget Information menu. Budget Information
6.	Click the Department Budget Table USA menu. Department Budget Table USA



Favorites Main M	enu > Set Up	HRMS > Produc								
				minument Account	ing > Budget Inform	nation > Departmer	it Budget Table US	ia.	New Window He	
Department Bu	ident Table I	164							New Wildow He	81 cm
bepartment bu	luger Table	JSA								
Enter any informati	on you have and	click Search. Lea	e 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): 300								
	= 🔻	SHARE	۹.							
Department:	begins with 👻		۹,							
Fiscal Year:	= 👻									
Budget Level:	= •			-						
Position Pool ID:			۹,							
Job Code Set ID:			۹,							
	begins with 💌		۹.							
Position Number:			٩							
	begins with 🝷		٩,							
Empl Record:	= •		٩							
find an Existing Va	ilue <u>Add a New</u>	Value								
								Main Content		

Step	Action
7.	Enter the desired information into the Position Number field. Enter " 8-digit Position Number ".
8.	Click the Search button.
9.	Click on the desired entry from the Search Results table.
10.	The Dept Budget Date is a suspense Account and does not contain information that is useful to the user.



PS9HRTRN						
PS9HEWEBDEV11						Home Add to Favorites Sign out
Favorites Main Menu >	Set Up HRMS > Prod	luct_Related > Commitment_A	ccounting > Bu	idget Information > Department Budget	Table USA	
						New Window Help Customize Page 📰
Dept Budget Date	Dept Budget De <u>f</u> aults 👖 🛙	Dept Budget <u>E</u> arnings 👖 Dept B	Budget <u>D</u> eductions	Dept Budget <u>T</u> axes		
Set ID:	SHARE	Department:	NO1673200	REAL (1997) (1998) (1997) (1995)		
		Department.	NO 1673200	ALCOLUMN TO A CONTRACT OF A CO		
Fiscal Year:	2012					
*Budget Begin Date:	07/01/2011	*Budget End Date:	06/30/2012			
*Offset Group:	LSUNO LSUHSC	NEW ORLEANS				
Budget Cap						
Per Budget Lev	el O P	er Earn/Tax/Ded				
Suspense Combinatio	n Code		Find View All	First 🚺 1 of 1 🚺 Last		
*Effective Date:	07/01/2011 🛐	Effective Sequence	: 0	* -		
Combination Code:	000176095	Department Susper	ise - NO	ChartField Details		
Balance:	0.00					
balance.	0.00					
Save Return to S	Search Previous in List	Next in List 🔄 Notify	Add Dodate	Display 🔊 Include History 🕞 Correct His	tory	

Step	Action
11.	Click the Dept Budget Earnings tab.
12.	View the Dept Budget Earnings tab.



6	Dept Budget Earnings Fields:
	Effective Date - The date the action begins.
	Status - Indicates the Account Code is currently an active or inactive funding source for the position.
	Combination Code - Formerly the Account Code . A valid combination of General Ledger ChartFields. The ChartFields combinations are established in the General Ledger to accurately identify specific funding sources for financial transactions. Combination Codes are used to identify funding sources for the budget.
	Distribution % - The percent of funding allocated to the specified account for the assigned position which the employee holds. The specified accounts may be viewed by clicking on the Earnings Distribution "Scroll Area" . These accounts will be debited each time payroll runs. The Distribution % of all accounts totals 100%. The end-user may click on the Level "Scroll Area" to view the dates that the accounts that were debited.
	NOTE: All of the remaining tabs contained in this component function in the same way.



	opinions > Product Related >	communent Accounting > Budget in	formation > Department Budget Table USA	New Window Help Customize Page
ept <u>B</u> udget Date 👖 Dept Bu	dget Defaults 👖 Dept Budget Earr	nings Dept Budget Deductions De	pt Budget <u>T</u> axes	
et ID: SHARE	Department: NO1673200	101400011600000000000000000000000000000	Fiscal Year: 2012	
udget Begin Date:	07/01/2011 Offset Group: LS	Budget Cap		
udget End Date:	06/30/2012	Per Budget Level	Per Earn/Tax/Ded	
_evel			Find View All First 🖬 1 of 1 🔝 Last	
Department O Pos	sition Pool OJobcode	Position O Appointment	• -	
Position Number: 000340		OORDINATOR		
Effective Date: 07/01/2 Budget Level Cap:		tus: Active Date Enter rency: USD	ed: 06/29/2011	
Earnings Distribution	0.00		nd 🖓 👑 First 🚺 1-3 of 3 🚺 Last	
Combination Code	ributed TEarning Code Description	Combination Code Description		
Earnings Sequence Code Number	⁹ Combination Code	Funding End Date Fiscal Year Buc	get Amount Distribution %	
1 1	5673200001-501000		33.333	
			33.333	
2 1	967320001A-501000			
2 1 3 1	967320001A-501000 967320002A-501000		33.333	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000	Notify BAdd EllipdateDepler	33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	
3 1	967320002A-501000		33.334	

Step	Action
13.	Click the Dept Budget Deductions tab. Dept Budget <u>D</u> eductions
14.	This completes <i>View Department Budget Tables - LSUNO</i> . End of Procedure.