8.9 HRMS Step by Step Guide

Add Employment Instance - Workforce Administration Module

Overview:
This guide provides instruction for:
¾ Adding an employment instance (additional job/concurrent job) for an existing employee. If the employee has one or more terminated jobs in HRMS, the system requires re-use of one of those. The system will select the employee record number that has been terminated for at least 45 days.

   Typical examples of when to use Add Employment Instance for an additional/concurrent job:
   □ Hiring a student with more than one job
   □ Hiring a student for a summer position as well as academic year position
   □ Hiring a faculty as chair in addition to academic year position
   □ Hiring a faculty for a summer position as well as academic year position
   □ Hiring a current classified or professional employee as an instructor
   □ Hiring a retired employee

¾ Hiring an existing POI (Person).

¾ Completing the hire process in Job Data for a person who’s Personal Information was entered in Add a Person, but Job Data entry was not completed. Refer to Step 18 to finish the job data entry for the new hire.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Search for Matching Persons
   □ Workforce Administration
   □ Personal Information
   □ To begin, verify that the Person does not already exist in HRMS
   □ Click on Search for Matching Persons

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2. **Search Criteria page displays**
   - Enter as many fields as available
   - Name fields are **Case Sensitive**
   - Click **Search**
3. Search Results page displays

- Click on the Show all Columns icon, to display search results from both the Results tab and the Additional Information tab.

- If the person does not exist, do not continue with this guide. Refer to the appropriate Hire step-by-step guide.

- When the person exists in HRMS, go to either Step 6 Review Job List, or Step 10 Add Employment Instance.

4. All columns of search data display

- Click on the Person Organizational Summary link to see more data about the person.
5. Personal Organizational Summary opens in new window

- Displays Employee and POI records

6. Review Job List

- If more job details about this employee are required before adding the Employment Instance, refer to the Job List Review

Navigation:
- Reports and Reviews
- Job Information
- Job List

7. Job List Search page displays

- Enter one or more of the search fields
- Click Search
8. Job List page displays

- Review basic information for all employee's records
- Determine if there is terminated record (Pay Status –T). The ‘T’ record will likely be re-used for Add Employment Instance

9. Continue to Add Employment Instance: Navigate to Job Information menu

**Navigation:**
- Workforce Administration
- Job Information
- Add Employment Instance

10. Add Employment Instance page displays

- Enter employee ID
- Enter effective date (start date) for the job
- Click Add
11. If system finds a terminated job record available for re-use, Add Job Srch Cu page displays

- Click **OK** to re-use this employee record number
- *(See Step 17 for information about clicking **Cancel** to use an employee record number other than the one suggested)*

12. Work Location page displays

- Action of Additional Job defaults for Active employee
- Action of Rehire defaults for terminated row
- Action of Hire defaults for hiring a POI
- Action of Hire defaults for previously incomplete hire process (go to Step 20)
- Choose appropriate Reason
- Enter position number for the job*
- Click **OK** to enter notes

Note: *If the additional job date is prior to the effective date of the position or if the position has not been approved, you will not be able to save the additional job. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance)*
13. Job Information page displays
- Reports To defaults from position data
- Empl Class defaults for all but student (1500 & 4000 series) job codes upon saving. For 1500 & 4000 job code series, enter appropriate Empl Class.
- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other.
- All fields default on the Payroll page.
- Click Compensation.

14. Compensation page displays
- Frequency (C, M, H) defaults based on the job code.
- Enter appropriate Rate Code and Comp Rate based on the Frequency (C, M, H).
- Click.
- If Frequency is equal to C (Contract), contract information must be added as well. Click on Contract Pay and enter contract terms and dates.
15. Compensation page, continued

☐ Click [OK] to return to the Compensation Page

☐ Click [Employment Information]

16. Employment Information page displays

☐ Enter Appointment End Date, if applicable

☐ Review data

☐ Click [Save]

17. If suggested employee record number is not to be used:

☐ Click [Cancel]
19. If not using the terminated record for Additional Employment Instance, use the following steps to complete the employment instance:

- Access employee record directly in Workforce Administration.
- Workforce Administration, Job Data or:
- Workforce Administration, Transfer/Rehire.
20. Finish an Incomplete Original Hire in Add Employment Instance

☐ New hire job data was not entered during the Add a Person function

NAVIGATION:
☐ Workforce Administration
☐ Job Information
☐ Add Employment Instance

☐ Enter Empl ID and Effective Date of the Hire
☐ Click Add

☐ Job Data, Work Location page displays with action other than Hire
☐ Follow appropriate Hire step-by-step guide to enter hire data

Add Employment Instance complete