

8.9 HRMS Step by Step Guide

Add Employment Instance - Workforce Administration Module

Overview:

This guide provides instruction for:

³/₄ 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

³/₄ Hiring an existing POI (Person).

³/₄ 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](#)

The screenshot displays the University of Colorado HRMS interface. On the left is a 'Menu' sidebar with a search bar and a tree view containing 'Workforce Administration' and 'Personal Information'. The main content area is titled 'Personal Information' and contains several functional tiles: 'Add a Person', 'Modify a Person', 'Person Organizational Summary', 'Search for Matching Persons', 'Biographical', 'Organizational Relationships', 'Personal Relationships', and 'Citizenship'. Each tile includes a brief description of its function.

2. Search Criteria page displays

- Enter as many fields as available
- Name fields are *Case Sensitive*
- Click 

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Menu

Search:

- ▷ My Favorites
- ▷ Reports and Reviews
- ▷ Recruiting
- ▽ Workforce Administration
 - ▽ Personal Information
 - ▷ Biographical
 - ▷ Organizational Relationships
 - ▷ Personal Relationships
 - ▷ Citizenship
 - Add a Person
 - Modify a Person
 - Person Organizational Summary
 - Search for Matching Persons
 - ▷ Job Information
 - ▷ Plan Salaries CU
 - ▷ Workforce Reports
- ▷ Compensation
- ▷ Time Collection
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Enterprise Learning
- ▷ Reporting Tools
- ▷ PeopleTools
- My Dictionary

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New Window

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: ADHOC_CU1 ADHOC_CU1

Search Result Rule

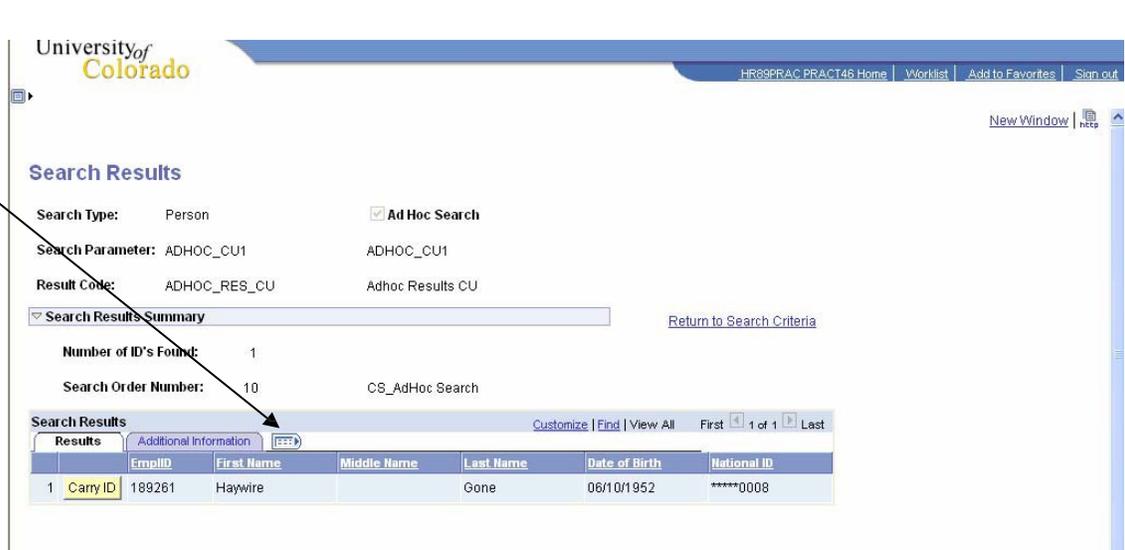
Search Result Code: ADHOC_RES_CU Adhoc Results CU

[User Default](#)

Search Fields	Operand	Value
First Name	Begins With	Haywire
Middle Name	Begins With	
Last Name	Begins With	Gone
Date of Birth	Equals	
National Id	Begins With	

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



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New Window | help

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: ADHOC_CU1 ADHOC_CU1

Result Code: ADHOC_RES_CU Adhoc Results CU

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 10 CS_AdHoc Search

Search Results [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Results	Additional Information	EmpID	First Name	Middle Name	Last Name	Date of Birth	National ID
1	Carry ID	189261	Haywire		Gone	06/10/1952	*****0008

4. All columns of search data display

- Click on the [Person Organizational Summary](#) link to see more data about the person



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New Window | help

Search Results

Search Type: Person Ad Hoc Search

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Result Code: ADHOC_RES_CU Adhoc Results CU

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

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Search Results [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Results	Additional Information	EmpID	First Name	Middle Name	Last Name	Date of Birth	National ID	Person Organizational Summary
1	Carry ID	189261	Haywire		Gone	06/10/1952	*****0008	Person Organizational Summary

5. Personal Organizational Summary opens in new window

- Displays Employee and POI records

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New Window | Customize Page

Person Org Summary

Gone, Haywire **EmplID:** 189261

Employment Instances Find | View All First 1 of 1 Last

ORG Instance: 0 **Last Hire:** 08/31/2006 **Termination Date:** 02/20/2007

HR Status: Inactive **Payroll Status:** Terminated

Assignments Customize | Find | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Assgn Start	Term Date
0	Home	Inactive	Terminated	02/21/2007	UCOLO	10261	08/31/2006	02/20/2007

Person of Interest Instance Customize | Find | First 1 of 1 Last

Person of Interest Type	Empl rcd#	Status	Begin Date/	End Date
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Return to Search | Notify

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

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New Window

Job Information

Main Menu > Reports and Reviews >

Job Information

- Benefits with No Earnings
- Contract Pay
- Employees on Leave of Absence
- End Of Appointment
- Job Status
- Personnel Actions History
- Personnel Roster
- Salary History by Department
- Salary History by Employee
- Temporary Employees
- Job List
- Job Summary
- Work Study
- Leave Accrual Summary

7. Job List Search page displays

- Enter one or more of the search fields
- Click **Search**

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New Window

Job List

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

Find an Existing Value

EmplID: begins with

Name: begins with

Last Name: begins with

National ID: begins with

Search | Clear | Basic Search | Save Search Criteria

8. Job List page displays

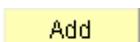
- Review basic information for all employee's records
- Determine if there is terminated record (Pay Status –T). The 'T' record will likely be re-used for Add Employment Instance

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 

11. If system finds a terminated job record available for re-use, Add Job Srch Cu page displays

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

TERMINATED JOB RECORD FOUND FOR THIS EMPLOYEE:

The following job record will be reused for the requested concurrent (additional) job. Please press OK if you wish to continue and allow the system to reuse this employee record number or CANCEL if you don't want to use the terminated employee record the system has selected.

EmplID:
Empl Rcd Nbr: 0 **Pay Status:** Terminated

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  to enter notes
- Click 

*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**

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Work Location | **Job Information** | Payroll | Compensation | Employment Information

Gone, Haywire EMP ID: 189261 Empl Rcd #: 1

Job Information Find | View All First 1 of 1 Last

Effective Date: 03/01/2007 Sequence: 0 Job Notes Appr Status Proposed
Action / Reason: Addl Job Appr Reject Current

Job Code: 1423 Museum Curator Entry Date: 03/01/2007

Reports To:

Regular/Temporary: Regular FullPart: >= 50%
Empl Class: [] Officer Code: None
Regular Shift: N/A Percent of Time: 100.00
Classified Indc: Other Fac

Standard Hours

Standard Hours: 40.00 Combined Std Hours / FTE: 40.00 / 1.000000
FTE: 0.000000 Adds to FTE Actual Count?

USA
FLSA Status: Exempt

Save Notify Previous tab Next tab Refresh Add

Work Location | Job Information | Payroll | Compensation | Employment Information

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 **Contract Pay** and enter contract terms and dates

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New Window | Customize Page

Work Location | Job Information | Payroll | **Compensation** | Employment Information

Larson, Hasnaa EMP ID: 117858 Empl Rcd #: 2

Compensation Find | View All First 1 of 1 Last

Effective Date: 02/01/2007 Sequence: 0 Job Notes Appr Status Proposed
Action / Reason: Addl Job Appr Reject Current

Compensation Summary

Base Compensation Rate: 0.000000 *Frequency: M Monthly
Total Compensation Rate: 0.000000

Salary Administration Plan: Grade: Standard Hours: 40.00
Job Code: Percent of Time: 0.00 FTE:

Comparative Information

Change Amount: 0.000000 USD Monthly Monthly Hly Rate
Change Percent: 0.000

Pay Rates

USD USD
USD USD

Pay Components Customize | Find | First 1 of 1 Last

Amounts	*Rate Code	Seq	Comp Rate	Currency	Frequency
	1	0			

Calculate Compensation

Save Notify Previous tab Next tab Refresh Add

Work Location | Job Information | Payroll | Compensation | Employment Information

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**

Work Location
Job Information
Payroll
Compensation
Employment Information

Save
 Return to Search
 Next in List
 Previous in List
 Refresh
 Update/Display
 Include History

EMP ID: Empl Rcd #:

Empl Rcd:	<input type="text"/>	Univ Employment Date:	<input type="text"/>
Last Start Date:	<input type="text"/>	Service Dt:	<input type="text"/>
Termination Date:	<input type="text"/>		

Empl Record

Class Staff Seniority Date:	<input type="text"/>		17	8	12
Class Staff Save Pay End Date:	<input type="text"/>				
Business Title:	<input type="text"/>	Classified Staff LOS:	<input type="text"/>		
Classified Staff Certification Date:	<input type="text"/>	Job Code Entry Date:	<input type="text"/>		

USA

12 Month Faculty

Appointment End Date:

Contract Length:

Accrue Tenure Services

FTE for Tenure Accrual:

Service Calculation Group:

FTE for Flex Service Accrual:

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Add Job Srch Cu

TERMINATED JOB RECORD FOUND FOR THIS EMPLOYEE:

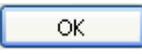
The following job record will be reused for the requested concurrent (additional) job. Please press OK if you wish to continue and allow the system to reuse this employee record number or CANCEL if you don't want to use the terminated employee record the system has selected.

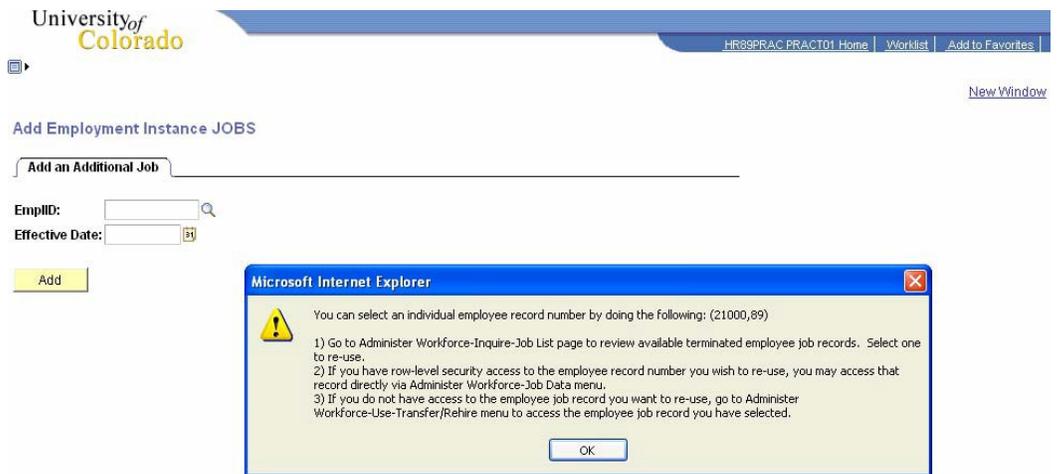
EmplID:

Empl Rcd Nbr: 4 Pay Status: Terminated

OK
Cancel

18. Add Employment Instance page re-displays with this message

- Click 



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, 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 

- Job Data, Work Location page displays with action of Hire

- Follow appropriate Hire step-by-step guide to enter hire data



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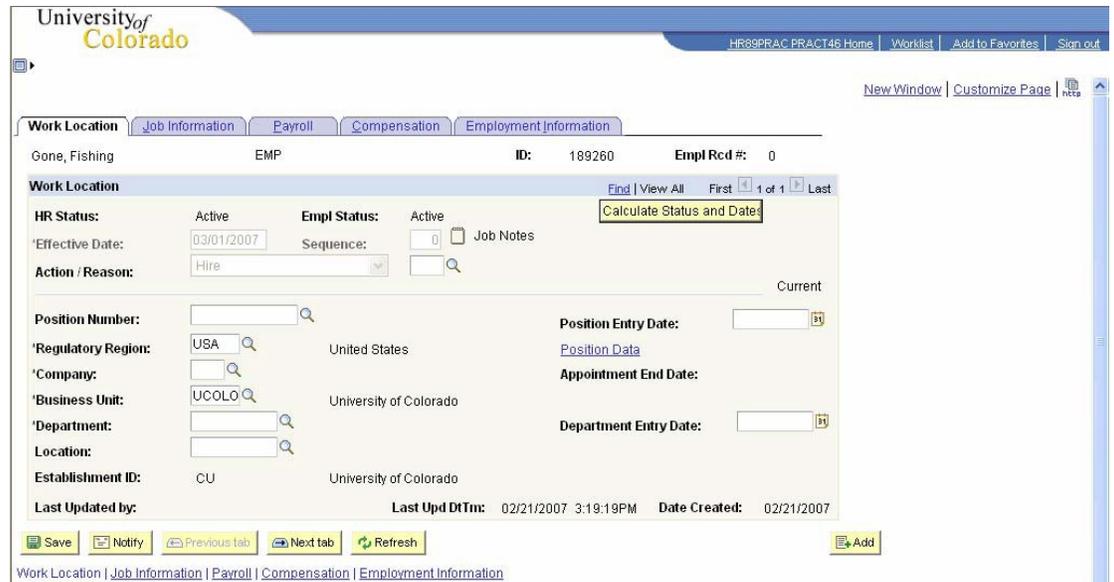
[New Window](#) | 

Add Employment Instance

Add an Additional Job

EmplID: 189260

Effective Date: 03/01/2007



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Work Location | Job Information | Payroll | Compensation | Employment Information

One, Fishing EMP ID: 189260 Empl Rcd #: 0

Work Location First 1 of 1 Last

HR Status: Active Empl Status: Active

Effective Date: 03/01/2007 Sequence: 0 Job Notes

Action / Reason: Hire

Position Number:

Regulatory Region: USA United States

Company: UCOLO University of Colorado

Department:

Location:

Establishment ID: CU University of Colorado

Last Updated by: Last Upd DTTm: 02/21/2007 3:19:19PM Date Created: 02/21/2007

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

Add Employment Instance complete