



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Life Cycle Exercises

Student Hourly Employee

Create and Approve a Position

Hire

Record Time Collection

Terminate

Student Assistant

page intentionally left blank

Life Cycle of a Student Hourly Employee – Student Assistant II

This is the life cycle of a student employee (in this case, a Student Assistant II in the College of Music) from position creation through termination.

- Create and Approve a Position**
- Hire**
- Record Time Collection**
- Terminate**

Notes:

These exercises are for use in the HRMS Practice Area database during classroom training only. In order to complete the recording of hours worked in Time Collection, **you will need to date the position and the hire prior to the biweekly Time Collection pay period end date that is pre-set in this practice area database.** Ask your instructor for the pay period end date and date your position and hire accordingly.

Exercise 1 – Create and Approve a Student Position

Scenario: Create and approve the student position.

Step 1: Navigation: Home; Organizational Development; Position Management; Maintain Positions/Budgets; Add/Update Position Information; **Add a New Value**

University of Colorado

Add/Update Position Info
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Position Number: begins with [v] [text box]
Description: begins with [v] [text box]
Position Status: = [v] [text box] [v]
Business Unit: begins with [v] [text box] [magnifying glass]
Department: begins with [v] [text box]
Job Code: begins with [v] [text box] [magnifying glass]
Reports To Position Number: begins with [v] [text box]

Include History

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

Find an Existing Value | **Add a New Value**

Step 2:

On the Description page, enter the following:

Effective Date: (required)	Enter date the position becomes available. Date must be on or prior to the date of hire for your new student employee
Job Code: (required)	4102 (Student Asst II)
Department (required)	10362 (College of Music)
Location Code (required)	1MUS Defaults from Department. May be changed if necessary
Reports To: (required for classified employees)	Enter position # of supervisor/evaluator for this position. In the practice area, there may not be an appropriate position to use for the student assistant; pick any position number from the list
Position Notes: (optional)	May be entered only after position has been saved

Notes:

Appointing Authority field is not required, use if desired.

The 7 Checkboxes are informational only; use if applicable.

The Faculty/Exempt Professional – Proposed Costs section is informational only; use if desired.

The Regular/Temporary and Full/Part Time fields default based on the Job Code. Both fields have a direct relationship to whether or not this is a benefit eligible position.

The Percent of Time and Standard Hours fields are linked and are used to calculate leave accruals and benefit eligibility, when applicable.

Salary Plan Information values default from Job Code. A change to either one updates the other.

FLSA defaults based on job code.

HRMS uses auto-numbering to assign numbers to positions and employees. The system will assign the next available number upon saving.

Step 3:

Compare your Description page with the one shown below:

University of Colorado HR89PRAC PRACT61 Home

[New V](#)

Description | [Specific Information](#) | [Position and Incumbent Data](#)

[Save](#) [Refresh](#) [Update/Display](#) [Include History](#)

Position Information [Find](#) | [View All](#) | First 1 of 1 Last

Position Number: 00000000 Student Asst II [Go To Position Funding](#)

Headcount Status: **Current Head Count:** 0 out of 0

Effective Date: 02/01/2007 **Position Notes:** **Status:** Active [Initialize](#)

Reason: NEW New Position **Action Date:** 03/20/2007

Position Status: Proposed **Status Date:** 02/01/2007

Job Information

Business Unit: UCOLO University of Colorado

Job Code: 4102 Student Asst II **Manager Level:**

Reg/Temp: Temporary **Full-Part Time:** < 50%

Regular Shift: N/A

Title: Student Asst II **Short Title:** SA II [Detailed Position Description](#)

Work Location

Reg Region: USA United States

Department: 10362 College of Music **Company:** CU University of Colorado

Location: 1MUS Imig Music Bldg

Reports To: **Appointing Authority:**

Essential Services Class Staff Seasonal or Academic Year Appointment? Supervises Classified Staff

Special Opportunity Posn Preplacement Physical Required Class Staff Spec Ouals Officer Position

Faculty/Exempt Professional - Proposed Costs

	Minimum	Maximum
Salary Range:	<input type="text"/>	<input type="text"/>
Start Up Cost:	<input type="text"/>	<input type="text"/>
Moving Expense:	<input type="text"/>	<input type="text"/>
Total:		

Salary Plan Information

FTE: **Percent of Time:** 2.50

Salary Admin Plan: 410 **Grade:** S12

Standard Hours: 1.00 **Work Period:** W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0.20	0.20	0.20	0.20	0.20	<input type="text"/>	<input type="text"/>

USA

FLSA Status: Nonexempt

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#) [Include Hi](#)

[Description](#) | [Specific Information](#) | [Position and Incumbent Data](#)

Step 4:

Click [Specific Information](#) or use [Specific Information](#) link at bottom of page

Step 5:

On the Specific Information page, enter the following:

Update Incumbents	Leave as is for position creation. When an employee is assigned to this position, the system will automatically check this box "on"
Pay Group and Employee Type	Leave as is. These two fields default based on the Job Code
Background Checks (optional)	Select appropriate check boxes, if applicable
HIPPA Access check boxes	Currently used only for UCDHSC positions. Defaults based on UCDHSC Department
Requirements for Hazardous Materials Handling or Exposure (required)	Provide Yes or No answer

Notes:

Some information on Specific Information page defaults from Description page.
The Calc Group (Flex Service) and Academic Rank fields are not used at CU at this time.

Step 6:

Compare Specific Information page with the one shown below:

The screenshot shows the 'Specific Information' tab of a web application. At the top, the University of Colorado logo is visible. The page has three tabs: 'Description', 'Specific Information' (selected), and 'Position and Incumbent Data'. Below the tabs are buttons for 'Save', 'Refresh', 'Update/Display', and 'Include History'. The main content area displays the following information:

- Position Number:** 00000000 Student Asst II
- Headcount Status:** Current Head Count: 0 out of 0
- Effective Date:** 02/01/2007
- Position Notes:** (empty field)
- Status:** Active
- Max Head Count:** 1
- Wrks Comp:** College/Prof/Teach/Clerical
- Pay Group:** BW Biweekly Employee
- Employee Type:** Hourly
- Background Checks:** Criminal History Records, Financial History Records, Motor Vehicle Records, Other Background Check
- Incumbents:** Update Incumbents, Include Salary Plan/Grade
- Budgeted Position:** Budgeted Position, Confidential Position, Job Sharing Permitted
- Education and Government:** Classified Indicator: Std Hrlly, FTE: 0.000000, Calc Group (Flex Service): (empty), Academic Rank: (empty), Adds to FTE Actual Count
- Required HIPAA Access:** PHI, Payment, Treatment, Operations, Research
- Requirements for Hazardous Materials Handling or Exposure:** Hazardous Chemicals: Yes, No; Radioactive Materials/Ionizing Radiation: Yes, No; Infectious Mats/Human Blood or Bodily: Yes, No

At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', and 'Include History'. Navigation links for 'Description', 'Specific Information', and 'Position and Incumbent Data' are also present.

Step 7:

Click  Save

System assigns new position number

Position Notes may be entered after saving

Make a note of the new position number. Your position is created and the position number is assigned.

Note:

[Position and Incumbent Data](#)

Summary information populated when position is filled.

Step 8:

Click on [Go To Position Funding](#) link. Funding Distribution page displays in new window.

Funding Begin Date: (required)	Enter same date that was entered for position
PCT Radio Button:	Defaults to ON: Change to AMT if salary is recorded by estimated amount instead of percent
Percent	100%
SpeedType (required)	11043600(Performance Internship) FOPPS will display after tabbing
Funding End Date (required for student employees)	Enter appropriate semester end date for student position
Funding Notes (optional)	Record comments relative to funding for position

Notes:

Funding Begin Date for **new** positions must match the new position effective date. When funding updates are made later on, the funding begin date will default to the first day of the current unprocessed pay period for the pay group (MON or BW).

Funding end date does NOT stop pay. Payroll expense will be recorded in **Suspense** SpeedType instead of departmental SpeedType if funding end date is exceeded.

Funding Distribution may be entered by amount or percent. If using estimated amount field, system automatically adjusts percent to match amount(s) entered.

When using multiple funding sources, total of all distributions for each fund begin date must equal 100%.

End-users cannot add, delete or correct funding for a closed pay period. Funding changes for prior pay periods must be done using Payroll Expense Transfer (PET).

Funding must be created and saved before position can be approved.

Both funding and position require approval.

Step 9:

Compare Funding Distribution Page with one shown below:

The screenshot shows the 'Funding Distribution' page for Position Number 00679869. The page includes navigation tabs for 'Funding Distribution' and 'Position and Incumbent Data'. Below the tabs are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', and 'Refresh'. The main content area displays the following information:

- Position Number:** 00679869
- Sequence:** 0
- Entered Date:** 03/20/2007
- Funding Status:** Proposed
- Status Date:** 03/20/2007
- Funding Begin Date:** 02/01/2007
- Radio Buttons:** Amt (selected), Pct
- Appr.Reject:**

A table titled 'Distribution' shows the following data:

	*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date	Exp Transfer ID	Transfer Status
1	100.000	11043600	05/31/2007	Performance Internship-10	10	10362	28388					

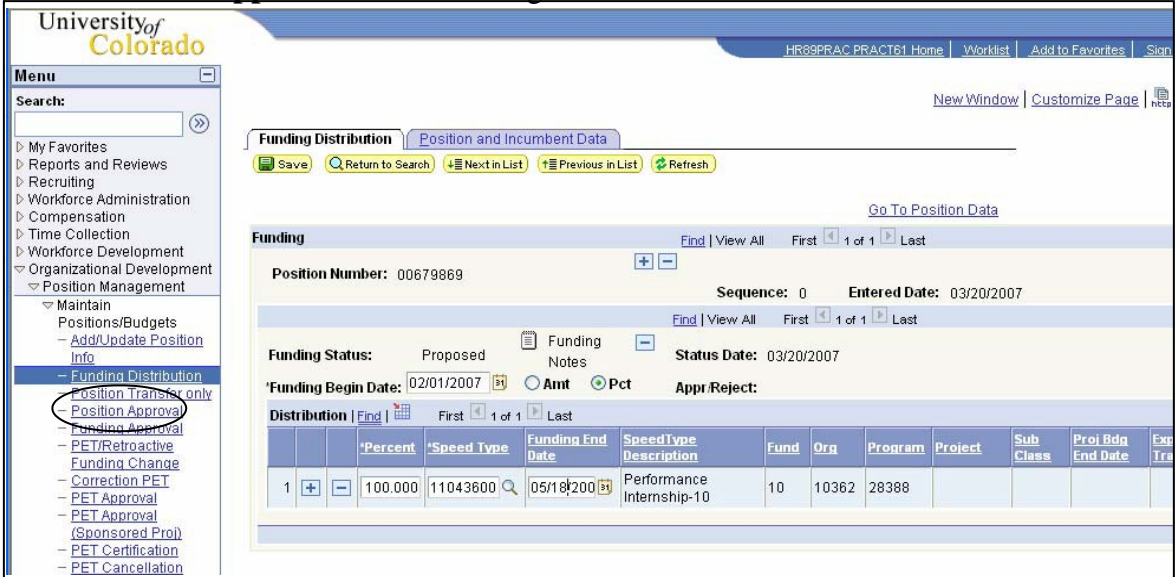
At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Include History', and 'Co'.

Click 

Approve Position and Funding: In Practice Area, you are the approver. Access to Approval depends on level of security. You may or may not be an approver in Production.

Step 10:

Select **Position Approval** from the Navigation box on the left side of the screen.



Step 11:

On the Position Approval page select the following:

Position Status: (required)	Approved
Position Notes: (optional)	Approver may add to position comments entered by end-user

Step 12:

Compare your Position Approval page with the one shown below. If you have entered Position Notes, your page may differ from the one shown here:

University of Colorado
HR69PRAC PRACT61 Home | Worklist

New Window

Description | Specific Information | **Position Approval**

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

Position Number: 00679869 [Go To Position Funding](#)
Headcount Status: Open Current Head Count: 0 out of 0

Find | View All First 1 of 1 Last

Short: SA II Essential Services + -

Long Description: Student Asst II

Approval

Effective Date: 02/01/2007 Position Notes Reason Code: NEW New Posn Y
Status Date: 03/20/2007
Position Status: Approved
Appr Reject: Tung, Julianne

Save | Return to Search | Notify | Refresh

Description | Specific Information | Position Approval

Step 13:

Click **Position is approved**

Note:

Position must be approved before you can hire someone into the position.

Step 14:

Select **Funding Approval** from the navigation box on the left side of the screen.

On the Funding Approval page select the following:

Funding Status: (required)	Approved
Funding Notes: (optional)	Approver may add to funding comments entered by end-user

Step 15:

Compare your Funding Approval page with the one shown below:

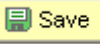
The screenshot displays the University of Colorado HR89PRAC PRACT61 Home page. The main navigation menu on the left includes sections like 'My Favorites', 'Reports and Reviews', 'Recruiting', 'Workforce Administration', 'Compensation', 'Time Collection', 'Workforce Development', 'Organizational Development', and 'Position Management'. The 'Position Management' section is expanded, showing options such as 'Add/Update Position Info', 'Funding Distribution', 'Position Transfer only', 'Position Approval', 'Funding Approval', 'PET/Retroactive', 'Funding Change', 'Correction PET', 'PET Approval', 'PET Approval (Sponsored Proj)', 'PET Certification', and 'PET Cancellation'. The 'Funding Approval' option is highlighted.

The main content area shows the 'Funding Approval' page for Position Number: 00679869. The 'Funding Status' is 'Approved'. The 'Funding Begin Date' is 02/01/2007, and the 'Status Date' is 03/20/2007. The 'Appr Reject' is 'Tung, Julianne'. The 'Distribution' table shows one row of funding data:

Percent	Speed Type	Funding End Date	Speed Type Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date	Exp Transfer
1	100.000	11043600	05/18/2007	Performance Internship-10	10	10362	28388			

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a yellow box.

Step 16:

Click  Position funding is approved.

Creating and Approving a Student Position completed.

Exercise 2 – Hiring and Approving a Student Hourly Employee

Scenario: A candidate for this student position has been selected and must now be hired.

Step 1:

First, Search for Matching Persons to determine whether or not candidate already exists in HRMS.

Navigation: Home; Workforce Administration; Personal Information; Add a Person; **Search for Matching Persons**

University of Colorado

HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | help

Add Person

Person ID: NEW

[Search for Matching Persons](#)

[Add the Person](#)

Step 2:

On Search Criteria page provide as many fields as available:

First Name
Middle Name
Last name
Date of Birth
National ID

Click

Search

Note:

Name fields are *Case Sensitive*.

Step 3:

Compare Search Criteria page with the one shown below:

The screenshot shows the 'Search Criteria' page in the University of Colorado HRMS system. The page header includes the University of Colorado logo and navigation links: 'HR89PRAC PRACT46 Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A 'New Window' button is also present. The main content area is titled 'Search Criteria' and includes the following elements:

- Search Type:** Person
- Ad Hoc Search**
- Search Parameter:** ADHOC_CU1
- Search Result Rule:** ADHOC_RES_CU1 (Adhoc Results CU)
- [User Default](#)
- Buttons: Search, Clear All, Carry ID Reset
- Search Criteria Table:**

Search Fields	Operand	Value
First Name	Begins With	<input type="text"/>
Middle Name	Begins With	<input type="text"/>
Last Name	Begins With	<input type="text"/>
Date of Birth	Equals	<input type="text"/>
National Id	Begins With	<input type="text"/>

Step 4:

If person does not already exist in HRMS, begin the **Add a Person** process

If person does exist in HRMS, go to Add Employment Instance (Navigation: Home; Workforce Administration; Job Information; Add Employment Instance)

For this exercise, the candidate is NOT in HRMS

Navigation: Home; Workforce Administration; Personal Information; **Add a Person**

Click: [Add the Person](#)

The screenshot shows the 'Add Person' page in the University of Colorado HRMS system. The page header includes the University of Colorado logo and navigation links: 'HR89PRAC PRACT46 Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A 'New Window' button and a 'Customize Page' button are also present. The main content area is titled 'Add Person' and includes the following elements:

- Person ID:** NEW
- [Search for Matching Persons](#)
- [Add the Person](#) (circled in red)

Step 5:

On Biographical Details page, enter the following:

Effective Date for Name (required)	Date defaults to today's (system) date. Leave as is or change to hire date or other appropriate date. This date cannot be future-dated. Generally, effective date is the date of hire; however, the official date of hire will be recorded in Job Data. Having an earlier (non-hire) date recorded in Personal Information and the true hire date recorded in Job Data, allows setting up pre-employment records for future employees.
Click Add Name	Required: First Name, Last Name Optional: Prefix, Middle Name, Suffix The name must be entered as it appears on the new employee's Social Security Card
Click <input type="button" value="OK"/> , Click <input type="button" value="OK"/> again	Returns to Biographical Details page
Required Fields	Date of Birth Gender Home Department Campus Box SSN/National ID

Notes:

The Effective Date for Name in Personal Information and the Hire Date in Job Data cannot be prior to the date you have created your position.

If you plan to do the time collection exercise in this HRMS practice area database, the hire date must be prior to the current monthly pay period end date. Check with the classroom instructor for this date.

Step 6:

Compare Biographical Details page with the following:

The screenshot shows the University of Colorado HR69PRAC PRACT61 Home page. The main content area is titled "Biographical Details" and includes several sections:

- Person ID:** NEW
- Primary Name:** Eff Date for Name: 02/02/2007, Format Type: English, Display Name: Student, Susan. Includes "Find | View All" and "First 1 of 1 Last" navigation.
- Biographic Information:** Date of Birth: 02/03/1987, 20 Years 1 Months.
- Biographical History:** Effective Date for PERSONAL DATA: 02/02/2007, Gender: Female, Highest Education Level: A-Not Indicated, Language Code: English, Military Status, Previous Non-Employee T-ID, Home Department: 10362 College of Music, Campus Box: 301 UCB College of Music. Includes "Find | View All" and "First 1 of 1 Last" navigation.
- National ID:** A table with columns: Country, National ID Type, National ID, Primary ID. Row 1: USA, Social Security Number, 146-50-7403, [checked].

At the bottom, there are buttons for Save, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History. Navigation links at the bottom include Biographical Details, Contact Information, Identity/Diversity.

Step 7:

Click [Contact Information](#) or use the Contact Information link at the bottom of the page

Click Home Add Address Detail	
Home Address page	Enter Address and click <input type="button" value="OK"/> and then click <input type="button" value="OK"/> again
Enter Mailing Address	IF different than Home Address. Click Mailing Add Address Detail ; enter mailing address, click OK and click OK
Phone Number(s)	Multiple numbers may be added by inserting rows. Primary number must be indicated
Email Address(es)	Multiple addresses may be added by inserting rows Primary address must be indicated

Notes:

When hiring foreign students or employees, home address must be home address in their country of origin. Mailing address will be local address.

The Campus 1 phone # and the Campus email address are used for the campus phone directories (both online and hard-copy directories).

University uses mailing address for payroll advices, benefit information, W-2s, other employment related issues.

Step 8:

Compare Contact Information page with following:

University of Colorado
HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

Biographical Details | **Contact Information** | Identity/Diversity | Organizational Relationships

Emploid: NEW

Current Addresses
Customize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address	
Home	02/02/2007	A	878 Boulder Way Lafayette, CO 80026 USA	Edit/View Address Detail
Mailing	02/02/2007	A	If Mailing Addr differs from Home Addr Click ADD Address Detail	Add Address Detail

Phone Information
Customize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Home	303/666-9876		<input checked="" type="checkbox"/>	+ -

Email Addresses
Customize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
Campus	susan.student@colorado.edu	<input checked="" type="checkbox"/>	+ -

Save | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Biographical Details | Contact Information | Identity/Diversity | Organizational Relationships

Step 9:

Click [Identity/Diversity](#) or use the link at the bottom of the page

Ethnic Group: (required)	Select the appropriate ethnicity. Indicate which ethnic group is Primary (Use for options) (Click to add additional ethnic groups)
Background Checks (optional)	Select checkboxes/enter dates that appropriate background checks were completed for this new hire

Identity/Diversity Page:

University of Colorado
HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page |

Biographical Details | Contact Information | **Identity/Diversity** | Organizational Relationships

Emploid: NEW

Ethnic Group
Find | View All | First 1 of 1 Last

Ethnic Group: Primary

Employment Eligibility Proof

Soc. Sec. Card Copy Received	<input type="text"/>
I-9 Effective Date	<input type="text"/>
I-9 Expiration Date	<input type="text"/>
I-9 Verifier <input type="text"/> Name	

Background checks

<input type="checkbox"/> Criminal History Records	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Financial History Records	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Motor Vehicle Records	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other Background Check	<input type="text"/>	<input type="text"/>

Step 10:

Click [Organizational Relationships](#)

Organizational Relationships page displays.

Check Employee box

Click [Add JOB/Relationship Data](#) or [Save](#)

University of Colorado

HR83PRAC.PRACT61 Home | Worklist | Add to Favorites

Biographical Details | Contact Information | Identity/Diversity | **Organizational Relationships**

Person ID: NEW

Choose Org Relationship to Add

Employee [Add JOB/Relationship Data](#)

Person of Interest

Empl Rcd Nbr: 0

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Update/Display](#) [Include History](#)

[Biographical Details](#) | [Contact Information](#) | [Identity/Diversity](#) | [Organizational Relationships](#)

Step 11:

Work Location page in Job Data now displays

New Employee ID number is now assigned

Effective Date	Defaults from the Biographical Details page
Action (required)	Defaults to Hire. Leave as is
Reason (required)	Enter Reason from Look Up list
Position Number (required)	Enter Position number. Other fields will populate based on position number created in Exercise 1

Compare Work Location page with the one below:

University of Colorado

HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

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

Student, Susan EMP ID: 189923 Empl Rcd #: 0

Work Location Find | View All First 1 of 1 Last

HR Status: Active Empl Status: Active Calculate Status and Dates

Effective Date: 02/02/2007 Sequence: 0 Job Notes

Action / Reason: Hire HIR New Hire

Position Number: 00679869 Student Asst II Position Entry Date: 02/02/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10362 College of Music Department Entry Date: 02/02/2007

Location: 1MUS Imig Music Bldg

Establishment ID: CU University of Colorado

Last Updated by: Last Upd DtTm: 03/20/2007 11:52:06AM Date Created: 03/20/2007

Save Notify Previous tab Next tab Refresh Add

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

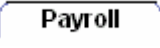
Step 12:

Click [Job Information](#) or use the Job Information link at the bottom of the page. Most fields populate based on Position Number and Job Code.

Employee Class	Required for Student Position. Choose “N” (Work Study– No Student Retirement) for this position. Use to choose correct code.
Percent of Time and Standard Hours	Defaults from position data and can be updated. A change to either one updates the other

Compare Job Information Page to this one:

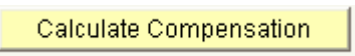
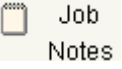
Step 13:

All fields on  page default.

Click 

Step 14:

On the Compensation Page:

Frequency	Verify that H (Hourly) has defaulted
Pay Components section (required)	Enter: Rate Code BASEH Enter: Hourly Comp Rate (dollar amount of monthly pay)
Click  (required)	MUST click Calculate Compensation before proceeding
Click  (optional)	Enter relevant comments

Note:

The Comp **Frequency** is the frequency of pay (contract, monthly, hourly) that the employee was quoted in the offer and defaults based on the Job Code at the position level. There are a few cases where this may need to be changed. It is important that this field matches the actual pay (comp) frequency for the employee and that the Rate Code at the bottom of the page reflects the correct Base Rate Code for the Comp Frequency.

Step 15:

Compare your Compensation page with the one shown below:

The screenshot shows the 'Compensation' tab for a student named Susan. The page includes a header with the University of Colorado logo and navigation links. Below the header, there are tabs for 'Work Location', 'Job Information', 'Payroll', 'Compensation', and 'Employment Information'. The 'Compensation' tab is active, displaying the following information:

- Student:** Susan, **EMP ID:** 189923, **Empl Rcd #:** 0
- Effective Date:** 02/02/2007, **Sequence:** 0, **Job Notes:** Appr Status Proposed, Appr Reject Current
- Compensation Summary:**
 - Base Compensation Rate: 8.790000
 - Total Compensation Rate: 8.790000
 - Frequency: H (Hourly)
- Salary Administration Plan:** 410, **Grade:** S12, **Standard Hours:** 1.00
- Job Code:** 4102 Student Asst II, **Percent of Time:** 2.50, **FTE:**
- Comparative Information:**
 - Change Amount: 0.000000 USD Hourly (Monthly Hrly Rate)
 - Change Percent: 0.000
- Pay Rates:**
 - Annual: 457.080000 USD, Daily: 1.758000 USD
 - Monthly: 38.090000 USD, Hourly: 8.790000 USD
- Pay Components:**

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEH	0	8.790000	USD	H

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Add'.

Step 16:

Click [Employment Information](#)

Step 17:

Employment Information page displays

Appointment End Date: (optional)	Enter Last day of Semester for Student Hourly
--	--

Step 18:

Compare your Employment Information with following:

University of Colorado
HR29PRAC PRACT161 Home | Worklist | Add to Favorites

New Window | Customize Page

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

Student, Susan EMP ID: 189923 Empl Rcd #: 0

Empl Rcd: 0 Univ Employment Date:

Last Start Date:

Termination Date: Service Dt:

Empl Record

	Years	Months	Days
Class Staff Seniority Date:	0	0	0
Class Staff Save Pay End Date:	0	0	0

Business Title: Student Asst II Classified Staff LOS:

Job Code Entry Date:

USA

12 Month Faculty

Appointment End Date: 05/18/2007 Contract Length:

Accrue Tenure Services FTE for Tenure Accrual:

Service Calculation Group: FTE for Flex Service Accrual:

Save | Notify | Previous tab | Next tab | Refresh | Add

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

Step 19:

Click Save

Emergency Contact, Contract Address Phone page displays

Step 20:

Provide following information:

Contact Name (required)	First Name Last Name
Relationship to Employee (required)	Indicate <input checked="" type="checkbox"/> Primary Contact Multiple contacts may be entered
Provide contact information (required)	If contact information is same as employee, use check boxes and data will populate: <input checked="" type="checkbox"/> Same Address as Employee <input checked="" type="checkbox"/> Same Phone as Employee
Save	

Make note of the student employee's ID (EmplID) number

Step 21:

Compare Contact Information page with the following:

The screenshot shows the 'Emergency Contact' page for Susan Student (Emplid: 189923). The page is titled 'University of Colorado' and 'HR89PRA'. It has two tabs: 'Contact Address/Phone' and 'Other Phone Numbers'. The 'Emergency Contact' section shows a list of contacts with 'Samual Student' selected. The relationship is 'Father', marked as 'Primary Contact'. It is checked for 'Same Address as Employee' and 'Same Phone as Employee'. The address type is 'Home' and the phone type is 'Home'. Below this, the 'Employee's Current Address' is listed as 'USA United States', '678 Boulder Way', 'Lafayette, CO 80026'. The 'Employee's Phone' is listed as '303/666-9876'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

University of Colorado
HR89PRA

Contact Address/Phone Other Phone Numbers

Student, Susan Emplid: 189923

Emergency Contact Find | View All First 1 of 1 Last

'Contact Name: Samual Student + -

'Relationship to Employee: Father Primary Contact

Same Address as Employee Address Type: Home

Same Phone as Employee Phone Type: Home

[Return to Personal Data](#)

Employee's Current Address

Country: USA United States

Address: 678 Boulder Way
Lafayette, CO 80026

Employee's Phone

Phone: 303/666-9876

Save Return to Search Notify

Step 22:

Click 

Hiring Student Hourly Employee Complete

Approve the hire. (In the Practice Area, you are the approver. Depending on your security access in Production, you may or may not be an approver.)

Step 23:

Navigate to the **Job Approval** page using the navigation window on the left.

Job Approval Page:

University of Colorado HR89PRAC PRACT61 Home | Wo

Menu

Search: []

- My Favorites
- Reports and Reviews
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Add Employment
 - Instance
 - Job Data
 - Update Contract Pay NA
 - Job Data Transfer/Rehire only
 - Job Approval**
 - Company Property
 - Plan Salaries CU
 - Workforce Reports
 - Compensation
 - Time Collection
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Reporting Tools

Job Approval

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

Find an Existing Value

EmpID: begins with [v] 189923 []

Empl Rcd Nbr: = [v] []

Name: begins with [v] []

Last Name: begins with [v] []

Department: begins with [v] [] []

Last 4 SSN: begins with [v] []

HR Status: = [v] []

Employee Status: = [v] []

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

Step 24:

On Job Approval search page:

Enter Employee ID and click 

Step 25:

On the **Job Approval** page, enter the following:

Approval Status: (required)	Approved
Job Notes: (optional)	Approver may add to hire comments entered by end-user

Step 26:

Compare your Job Approval page with the one shown below:

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

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

[Save](#) | [Return to Search](#) | [Next in List](#) | [Previous in List](#) | [Refresh](#)

Student, Susan ID: 189923 Appoint End Dt: 05/18/2007

Approval [Find](#) First 1 of 1 Last

Effective Date: 02/02/2007 **Sequence:** 0 Job Notes **Payroll Status:** Active

Action: HIR Hire **Reason:** HIR New Hire

Department: 10362 College of Music **Action Date:** 03/21/2007

Job Code: 4102 Student Asst II **%TIME:** 2.50

Position Number: 00679869 Student Asst II **Std Hrs/Wk:** 1.00

Comp Freq: H Hourly

Pay Rate Data		Compensation Summary	
Annual Rate:	457.080	Base Compensation Rate:	8.790000
Monthly Rate:	38.090	Total Compensation Rate:	8.790000
Hourly Rate:	8.790000		

'Approval Status: Status Date: 03/21/2007 Appr/Reject: Tung, Julianne

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#)

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

Click [Save](#)

The student hire has been approved.

Hiring a student employee and approving the hire completed

Exercise 4 – Entering and Approving Time for a Student Hourly

Scenario: Student employee has turned in biweekly timesheet to department payroll personnel liaison (PPL). Now, acting as the PPL, enter employee’s time into Time Collection.

Step 1:

Navigation: Home; Time Collection; Batches; **Batch Header**

Step 2:

On Batch Header (Header Control) search page, click [Add a New Value](#) and enter the following:

Pay Group: (required)	BW (Bi-Weekly Pay Group)
Batch ID: (required)	Three alpha/numeric characters to identify the batch

Note:

Batch IDs may be reused from pay period to pay period

Different Batch IDs must be used to create multiple batches in the same pay group and within the same pay period

Step 3:

Compare your Batch Header (Header Control) page - Add a New Value search page with the one shown below:

Step 4:

Click [Add](#)

Step 5:

On the Batch Header, enter the following:

Description: (optional)	Enter something that will remind you of this batch
Batch Status	Defaults to Open; leave as is

Step 6:

Compare your Batch Header page with the one shown below:

University of Colorado HR89PRAC PRACT61 Home | Workits

Menu

Search:

- My Favorites
- Reports and Reviews
- Recruiting
- Workforce Administration
- Compensation
- Time Collection
- Batches
 - Batch Header
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - Approve Time Entry/No OTP
 - Approve One Time Payments
- Time Entry Reports
- Find Batches
- Workforce Development
- Organizational Development
- Enterprise Learning

Company: CU University of Colorado **Batch ID:** PPL

Pay Group: BW Biweekly Employee **Batch Source:** 0 Online

Pay End Date: 03/24/2007

Created By: 187639 Tung,Julianne

Description: Practice Student Time Entry

One Time Payment Only?

Batch Status

Open Approved

Cancelled Processed

Ready

Batch Totals

EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00

Approved Totals

EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00

Step 7:

Click 

Navigate to: **EE Data – Current Appointment** using the navigation panel on the left.

Step 8:

EE Data - Current Appointment search page displays. Pay group and Batch ID default from batch header

Four Methods to search by: (at least one required)	
1. Department ID	5 digit department # associated with employee
2. Empl ID	Employee's ID #
3. Name and Department	Search by Last Name; or Last Name,<space>First Name; or Last Name and Department ID
4. % and Department ID	Accesses complete alphabetical list of all employees in specified department. Enter % sign in Last Name field along with Department ID

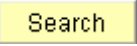
Note:

Department number must be entered when searching by Name, Last Name or % Sign. In case you do time collection for more than one department, remember that data can only be entered for one department at a time.

Step 9:

Compare your EE Data – Current Appointment search page with the one shown below. Because of your search choice, your page may differ from the one shown here:

Step 10:

Click 

Step 11:

On the EE Data – Current Appointment page, enter the following:

Earnings Code: (required)	STH (Student Hourly)
Hours: (required)	24: Indicates employee worked 24 hours in the 2-week pay period

Step 12:

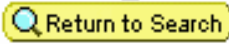
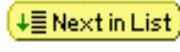
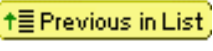
Compare your EE Data – Current Appointment page with the one shown below:

Step 13:

Click 

Note:

To access other employees when using a search list, use icons:

-  returns to search page
-  displays next employee in list
-  displays previous employee in list

Step 14:

Navigate to **Batch Header** using the navigation panel on the left side of the screen.

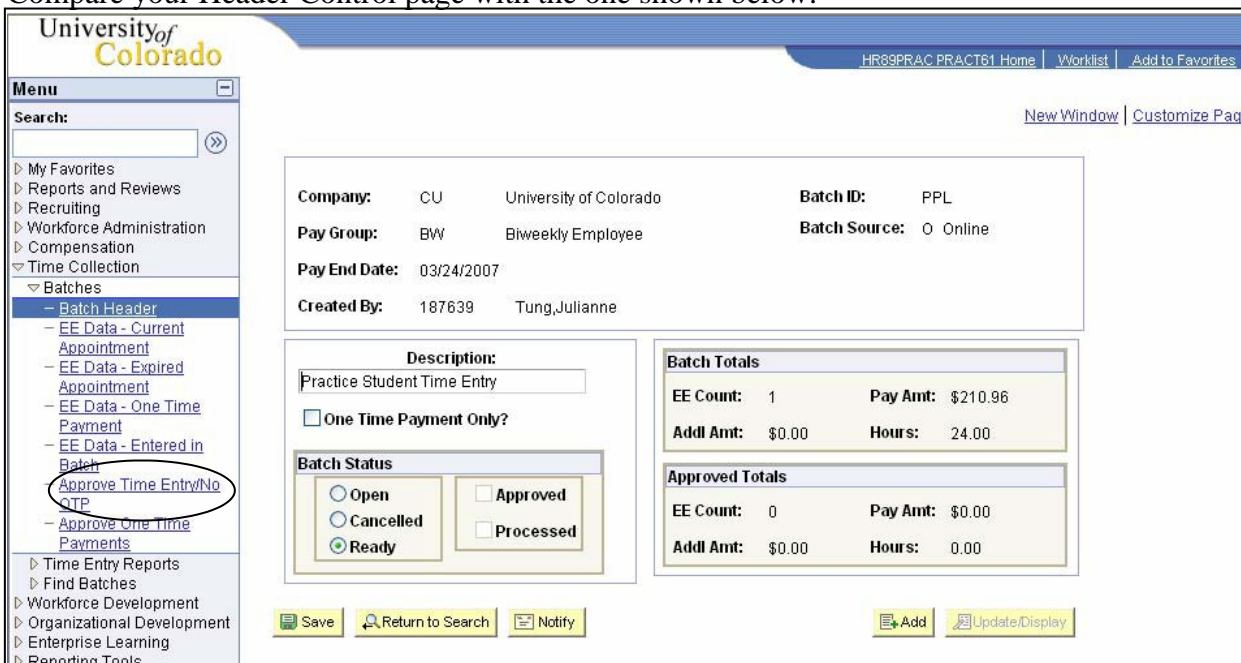
Step 15:

On the **Batch Header** page, enter the following:

Batch Status: (required)	Change status from Open to Ready
------------------------------------	---

Step 16:

Compare your Header Control page with the one shown below:



University of Colorado

HR69PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

Menu

Search:

- My Favorites
- Reports and Reviews
- Recruiting
- Workforce Administration
- Compensation
- Time Collection
- Batches
 - Batch Header**
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - Approve Time Entry/No OTP**
 - Approve One Time Payments
- Time Entry Reports
- Find Batches
- Workforce Development
- Organizational Development
- Enterprise Learning
- Reporting Tools

Company: CU University of Colorado **Batch ID:** PPL

Pay Group: BW Biweekly Employee **Batch Source:** Online

Pay End Date: 03/24/2007

Created By: 187639 Tung, Julianne

Description:
Practice Student Time Entry

One Time Payment Only?

Batch Status

Open Approved

Cancelled Processed






Ready

Batch Totals

EE Count: 1	Pay Amt: \$210.96
Addl Amt: \$0.00	Hours: 24.00

Approved Totals

EE Count: 0	Pay Amt: \$0.00
Addl Amt: \$0.00	Hours: 0.00

Step 17:

Click 

Approve the batch: In Practice Area, you are the approver. Access to Approval depends on level of security. You may or may not be an approver in Production.

Step 18:

Navigate to **Approve Time Entry/No OTP** using the panel on the left

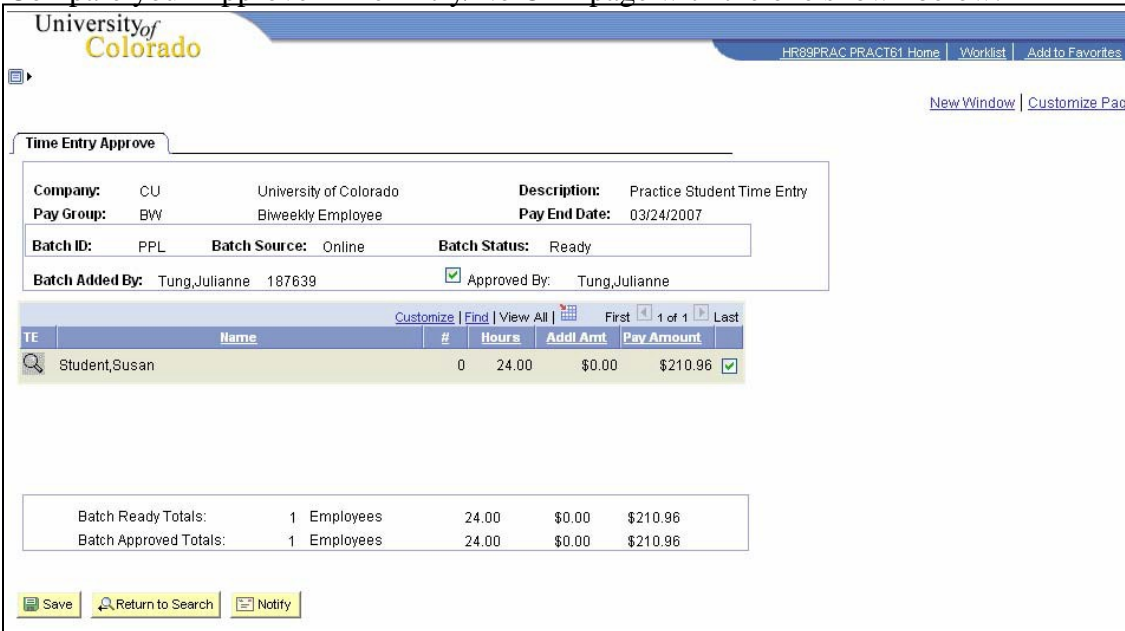
Step 19:

On the Approve Time Entry/No OTP page, enter the following:

TE Magnifying Glass: (optional)	Click  to see Time Entry (TE) details for each employee in the batch
Approved By Checkbox: (required)	Click <input checked="" type="checkbox"/> Approved By: after confirming accuracy of EE data

Step 20:

Compare your Approve Time Entry/No OTP page with the one shown below:




University of Colorado

HR08PRAC.PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

Time Entry Approve

Company: CU University of Colorado **Description:** Practice Student Time Entry
Pay Group: BW Biweekly Employee **Pay End Date:** 03/24/2007
Batch ID: PPL **Batch Source:** Online **Batch Status:** Ready
Batch Added By: Tung,Julianne 187639 **Approved By:** Tung,Julianne

TE	Name	#	Hours	Addl Amt	Pay Amount	
	Student,Susan	0	24.00	\$0.00	\$210.96	<input checked="" type="checkbox"/>

Batch Ready Totals: 1 Employees 24.00 \$0.00 \$210.96
Batch Approved Totals: 1 Employees 24.00 \$0.00 \$210.96

Note:

After you have approved and saved your batch, the checkbox for each employee will change from unchecked to checked, indicating that each employee in this batch is approved.

Step 21:

Click 

Creating and approving a biweekly time collection batch completed

Exercise 5 – Recording and Approving Student Employee Termination

Scenario: Your student employee has given notice that he/she is quitting. His/her last day to work is (**Your Choice**). Your goal is to record the termination.

Step 1:

Navigation: Home; Workforce Administration; Job Information; Job Data; **Find an Existing Value**

Step 2:

On Find an Existing Value search page, enter the following:

EmplID: (required)	Enter EmplID of the Student Assistant
Additional search methods	Name, Last Name, Department, Last 4 # SSN

Step 3:

Compare your Job Data – Find an Existing Value search page with one shown below. Because you are searching for your employee, your EmplID will differ from the one shown here:

The screenshot shows the 'Find an Existing Value' search page in the University of Colorado HR system. The page includes a navigation menu on the left and a search form on the right. The search form has the following fields and values:

- EmplID:** begins with [v] 189923
- Empl Rcd Nbr:** = [v] []
- Name:** begins with [v] []
- Last Name:** begins with [v] []
- Department:** begins with [v] []
- Last 4 SSN:** begins with [v] []
- HR Status:** = [v] []
- Employee Status:** = [v] []


There is a checked checkbox for **Include History**. At the bottom of the form, there are buttons for **Search** (highlighted in yellow), **Clear**, [Basic Search](#), and [Save Search Criteria](#).

Step 4:

Click **Search**

Step 5:

On the Work Location page, enter the following:

Insert a Row: (required)	Click  to insert a row
Effective Date: (required)	Termination Date , <i>which is first day employee no longer works for the university in this job</i>
Action: (required)	Termination
Reason: (required)	RES (Resignation)
Job Notes: (optional)	Record any comments relative to the termination

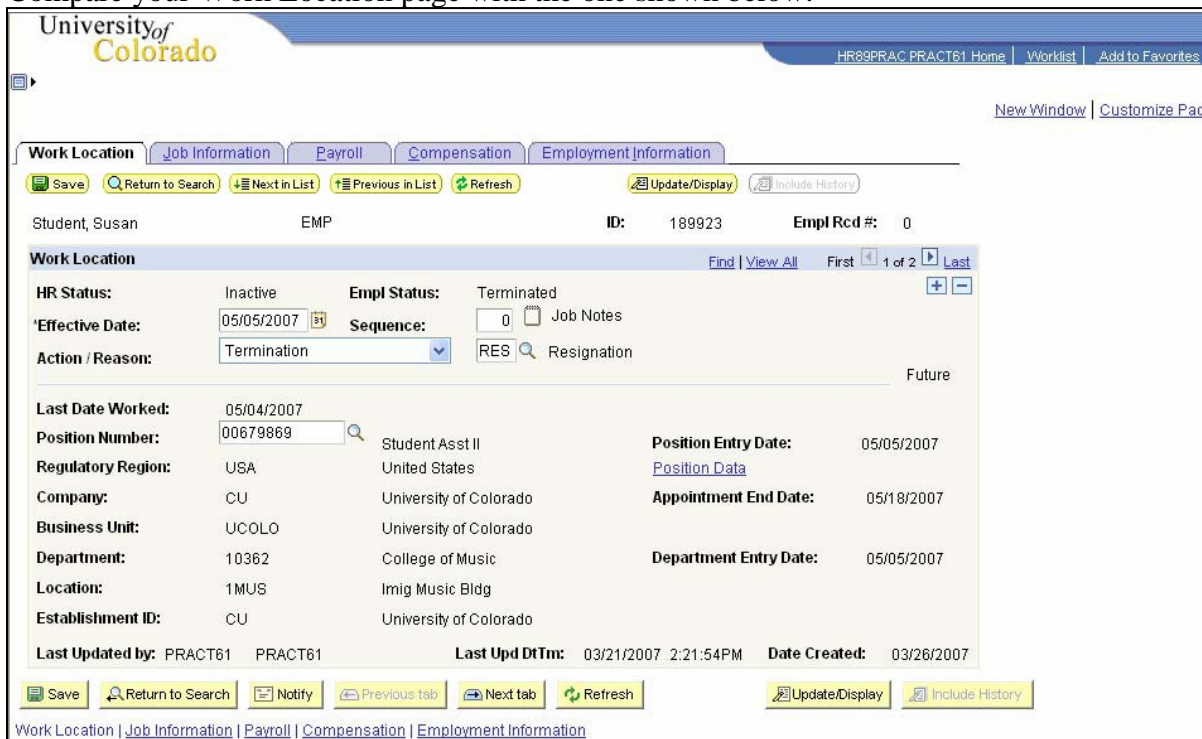
Note:

The effective date of the termination is the first day the employee no longer works for the University.

Example: If the last day to work is Friday, May 04, 2007, then the effective date of the termination is Saturday, May 05, 2007.

Step 6:

Compare your Work Location page with the one shown below:



The screenshot displays the 'Work Location' page for Susan Student (EMP ID: 189923). The page is titled 'University of Colorado' and includes navigation links for 'HR88PRAC PRACT61 Home', 'Worklist', and 'Add to Favorites'. The main content area shows the following details:

- Student:** Susan, **EMP ID:** 189923, **Empl Rcd #:** 0
- Work Location:** Inactive, **Empl Status:** Terminated
- Effective Date:** 05/05/2007, **Sequence:** 0
- Action / Reason:** Termination, RES Resignation
- Last Date Worked:** 05/04/2007
- Position Number:** 00679869, **Position Entry Date:** 05/05/2007
- Regulatory Region:** USA, **Company:** CU, **Appointment End Date:** 05/18/2007
- Business Unit:** UCOLO, **Department:** 10362, **Department Entry Date:** 05/05/2007
- Location:** 1MUS, **Establishment ID:** CU
- Last Updated by:** PRACT61, **Last Upd DtTm:** 03/21/2007 2:21:54PM, **Date Created:** 03/26/2007

Step 7:

Click 

Approve the Termination. (In the Practice Area, you are an approver. Depending on your security access in Production, you may or may not be an approver.)

Notes:

Certain Action/Reason combinations **do not require** Job Approval for the termination; the system automatically approves the action/reason.

For purposes of this exercise, let's assume that Termination/RES requires Job Approval, even though it does not.

Step 8:

Navigate to **Job Approval** using the left hand navigation menu.

On the Job Approval page, enter the following:

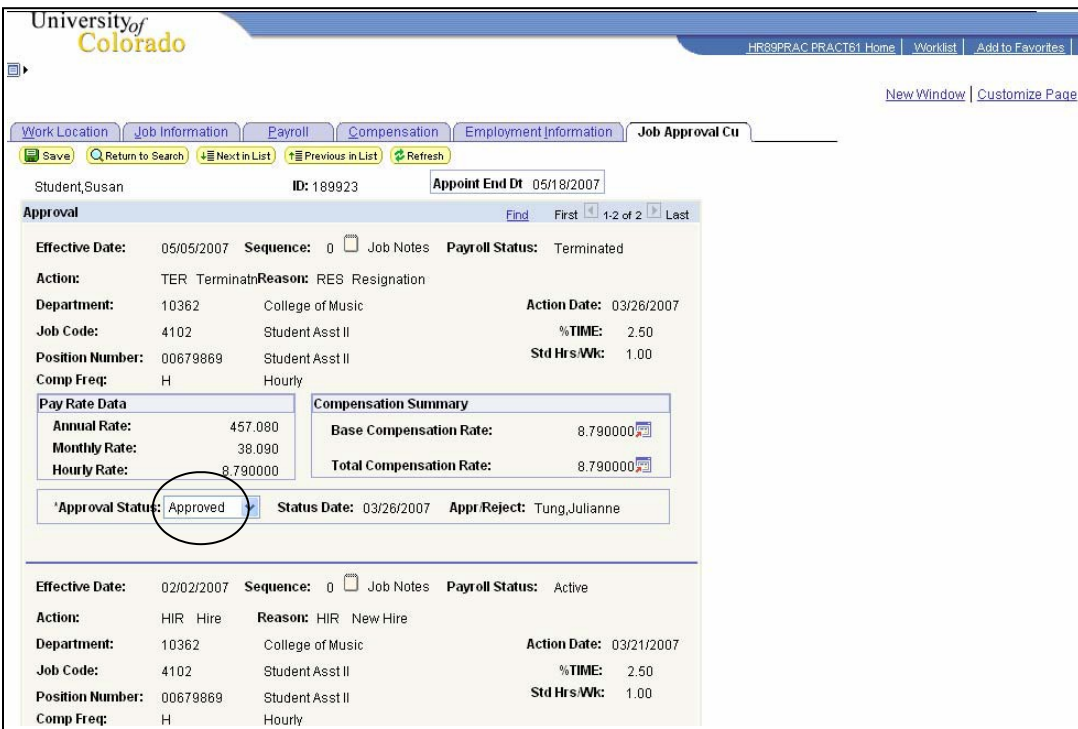
Approval Status: (required)	Approved
Job Notes: (optional)	Approver may add to termination comments entered by end-user

Step 9:

Click  Save

Step 10:

Compare your Job Approval page with the one shown below:



The screenshot shows the University of Colorado HR system interface. The top navigation bar includes 'Work Location', 'Job Information', 'Payroll', 'Compensation', 'Employment Information', and 'Job Approval Cu'. Below the navigation are utility buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', and 'Refresh'. The main content area displays details for a terminated employee: Student, Susan, ID: 189923, Appoint End Dt: 05/18/2007. The 'Approval' section shows 'Effective Date: 05/05/2007', 'Sequence: 0', 'Job Notes' checkbox, and 'Payroll Status: Terminated'. The 'Action' is 'TER Termination' with 'Reason: RES Resignation'. Other details include 'Department: 10362 College of Music', 'Job Code: 4102 Student Asst II', 'Position Number: 00679869 Student Asst II', 'Comp Freq: H Hourly', 'Action Date: 03/26/2007', '%TIME: 2.50', and 'Std Hrs/Wk: 1.00'. Two tables are present: 'Pay Rate Data' (Annual Rate: 457,080; Monthly Rate: 38,090; Hourly Rate: 8,790,000) and 'Compensation Summary' (Base Compensation Rate: 8,790,000; Total Compensation Rate: 8,790,000). At the bottom, the 'Approval Status' is 'Approved' (circled in red), 'Status Date: 03/26/2007', and 'Appr Reject: Tung, Julianne'. A second record for an active employee is partially visible below.

Terminating the student assistant completed

End of Life Cycle Exercise for a Student Hourly Employee