8.9 HRMS Step by Step Guide

Percent of Time Change (Short term) - Workforce Administration Module

Overview: This guide provides instruction on how to change an employee’s percent of time on a short term basis. Changing percent of time may affect benefits eligibility, as well as sick and vacation accruals.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

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

1. Navigate to the Job Data page
   - Workforce Administration
   - Job Information
   - Job Data

2. Job Data search page displays
   - Enter EmplID or name
   - Click Search

   ![Job Data Search Page Screenshot]

   **Job Data**

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

   **Find an Existing Value**

   - EmplID: begins with 163797
   - Empl Rcd Nbr: =
   - Name (LN,FN): begins with
   - Last Name: begins with
   - Department: begins with
   - National ID: begins with
   - HR Status: =
   - Employee Status: =

   □ Include History

   Search  Clear  Basic Search  Save Search Criteria
### Work Location page displays

- **Click** to insert a new row.

### 4. The Effective Date defaults to the current date; change, if necessary

- **Enter Action of Data Change**
- **Enter Reason of PCT**
- **Click** *Job Notes* to document reasons for the percent of time change.
5. Job Data Notepad page displays

- Click Add a New Note

6. Job Data Notepad – New Note page displays

- Enter note
- Click Save
- Click ‘Return to: Job Data Page'

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Job Data Notepad

- Select Criteria

<table>
<thead>
<tr>
<th>ID: 163797</th>
<th>Rousseau,Torbilf</th>
<th>Created: 01/11/2007 3:05PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmpID:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EmpID:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Time Change:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sequence:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Earliest Note Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a New Note | Return To: | Job Data Page

There are no existing notes for the specified search criteria.

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Job Data Notepad - New Note

- Instructions

<table>
<thead>
<tr>
<th>Note:</th>
<th>Pour percentage of time change...</th>
</tr>
</thead>
</table>

Subject: Percent of Time Change
Note Text: Enter notes regarding employee's percent of time change here...

Save | Undo Changes

Return To: | Note Selection Page
| Job Data Page
7. Work Location page displays

- Click the **Job Information** tab

8. Job Information page displays

- Enter new Percent of Time
- Review your work
- Click **Save**

All actions/reasons entered for this percent of time change require approval

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**Percent of Time Change (Short term) complete**