### 8.9 HRMS Step by Step Guide Position Location Change – Organizational Development Module

**Overview:** This guide provides instruction on updating the department and/or campus box of employees and persons (POI's).

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

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



# 3. Description page displays

Universityof

1

- □ Click to insert a row in the Position Information section
- The effective date defaults to current date; change if necessary. The effective date will determine the local tax charged for that month
- □ Enter Reason of LOC
- In Work Location section, change Location

□ Click	릚 Save
---------	--------

4. If position is filled, system inserts new job row for incumbent with same effective date of Location change



Colorado	HR89TEST T ALL CU Home Vorklist MultiChannel Console Add to Favorites Sign of
	New Window Customize Page
Description Specific Information Position and Incumbent Data	
(■ Save) (Q Return to Search) (+≣ Next in List) (†≣ Previous in List) (⊉ Refresh) (2	Update/Display) (@ Include History)
Position Information	Eind   View All First 1 of 6 🕑 Last
Position Number: 00100121 Admin Assistant III	Go To Position Funding
Headcount Status: Filled Current Head C	ount: 1 out of 1
'Effective Date: 01/22/2007 🛐 📄 Position Notes 'Status:	Active
'Reason: LOC C Location Change Action Date:	01/22/2007
Position Status: Proposed Status Date: 01/22/2007	
Job Information	
'Business Unit: UCOLOQ University of Colorado	
Job Code: G3A4XX Q Admin Assistant III Manager Level:	×
'Reg/Temp: Regular Y 'Full/Part Time:	>= 50%
Regular Shift: N/A	
Title: Admin Assistant III Short Title:	AdmAsstill Detailed Position Description
Work Location	
'Reg Region: USA Q United States	
Department: 10261 Q School of Education Company:	CU University of Colorado
Location: 1CONT Continuing Educ Ctr-Temp BI 94	and where and the order of the owner of the Ostantian and the owner of the
Reports To: 00150552 Senior Instructor Appointing	00150955 Q Dean-Exmpt Prof
Authority:	tment? Supervises Classified Staff
Special Opportunity Posn Preplacement Physical Required Class St	aff Spec Quals Officer Position
University c	
Colorado	HR89TEST T ALL CU Home   Worklist   MultiChannel Console   Add to Favorites   Sign out
•	
	New Window   Customize Page   🖷
Description Specific Information Position and Incumbent Data	
(Save) (Q Return to Search) (+ Next in List) (+ Previous in List) (* Refresh	뵌Update/Display) (곋 Include History)
Position Number: 00100121 Admin Assistant III	Go To Position Funding
Headcount Status: Filled Current Head Co	punt: 1 out of 1
Position Effective Date: 01/22/2007 Position Statu	IS: Approved
Position Job Code: 03A4XX Job Comp Fre Position Department: 10261 Job Base Con	np Rate: 2982.00
Current Incumbents Curtee	ina L Einet L 4 and 4 D L ant
EmpliD Empl Rcd# Full/Part Std Name	Job Data
177180 0 >= 50% 40.00 Perry, Jill K	Job Data
Save Return to Search Previous in List Next in List Notify Previous	vious tab 🕘 Next tab 🛃 Add 🖉 Update/Display 🧕 Include History 🕼 Correct History
Description   Specific Information   Position and Incumbent Data	

#### 5. New window opens in Job Data

Universityof

- Position Change row has been inserted with same effective date entered in Position
- □ Click 🛨 to insert a row in the Work Location section

### 6. New row displays

- Use same effective date as previous row and enter next higher Sequence number
- Enter Action of Data Change
- Enter Reason of LTU (Local Tax Update)

```
Click
```

# 7. Payroll page displays

- Change Tax Location Code if applicable
- □ Review and Save
- Remember to verify Percent of Time & Standard Hours

lenu 🖃							
earch							. I a second
earch.						New Wind	dow Customize P
Mu Equaritad	Work Location	formation Eavro	II <u>C</u> ompensa	tion Employm	ent Information		
Reports and Reviews	( Save) Q Return to Sear	ch) (∔≣Nextin List) (†≣F	Previous in List) 💈 Re	fresh )	@ Update/Display	🔊 Include Hist	ory)
Recruiting Workforce Administration	Perry, Jill K	EMP			ID: 177180	Empl F	Rcd #: 0
D Personal Information	Work Location						
▷ Contract Administration	WORK Education				Find 13	<u>View All</u> Firs	st 🗆 1 of 10 🗠 Las
Review Job Information	HR Status:	Active E	Empl Status: A	ctive	20		
- Add Employment	'Effective Date:	01/24/2007	Sequence:		85		
Instance Instance	Action / Reason:	Position Change	✓	.OC 🔍 Location	Change		0
- Update Contract Pay NA		·					Current
<ul> <li>Job Data Transfer/Rehire only</li> </ul>	Position Number:	00100121	Admin Assistar	nt III	Position Entr	y Date:	11/28/2005
- Company Property	Regulatory Region:	USA	United States		Position Data	2	
Plan Salaries CU Workforce Reports	Company:	CU	University of Co	olorado			
Compensation	Business Unit:	UCOLO	University of Co	olorado			
Time Collection	Department:	10261	School of Educ	ation	Department	Entry Date:	11/28/2005
Organizational Development	Location:	1ECIN	Economics Ins	titute			
Enterprise Learning Reporting Tools	Establishment ID:	CU	University of Co	olorado			
My Dictionary							
					Da	ate created:	01/24/2007
	Save Return to Se	arch 🖃 Notify 📻	Previous tab	Next tab 🗘 Refi	resh	///Update/	Display 🗾 Includ
	Work Location Llob Inform:	ation   Payroll   Compe	nsation   Employm	ent Information			
Work Location ( Job Informs	tion Payroll Cala	w Plan ) Companea	tion Banafit Pro	gram Participation		New Wind	low   <u>Customize Pa</u>
Station Job Informa	non   <u>P</u> ayroli   <u>S</u> alai	Compensa	enetit Pro	gram Participation			
( Save) ( Return to Search ) (+)	ENext In List	* Refresh	2 Update/Displa	(29 Include Histor	2		
Dorne Hill 1/	EN ID						
Ferry, JIII K	EMP		ID: 177180	Empl Re	cd #: 0		
Work Location	EMP		ID: 177180	Empl Ro <u>id   View All</u> Firs	cdi#: 0 st Iof9 ▶ <u>Last</u>		
Work Location HR Status: Ac	tive Empl Status:	Active	ID: 177180	Empl Ro	cdl #: 0 st 1 of 9 D Last + -		
Work Location HR Status: Ac 'Effective Date: 01/	tive Empl Status: 22/2007 🖻 Sequence:	Active	ID: 177180 Fin	Empl Ro Id   <u>View All</u> Firs	cdi#: 0 st		
Work Location HR Status: Action 'Effective Date: 011/ Action / Reason: Da	tive Empl Status: 22/2007 🛐 Sequence: ta Change 🗸	Active 1 1 Job No 1 Local T	ID: 177180 Fin otes Fax Update	Empl Ro Id   <u>View All</u> Fire	st I of 9 Last		
Work Location HR Status: Ac 'Effective Date: 01/ Action / Reason: Da	tive Empl Status: 22/2007 🖲 Sequence: ta Change	Active 1 Job No LTU C Local T	ID: 177180 Eir otes Fax Update	Empl Re	st 🖷 1 of 9 🕨 Last		
Work Location HR Status: Ac 'Effective Date: 01/ Action / Reason: Da Position Number: 00?	tive Empl Status: 22/2007 B Sequence: Ita Change V	Active 1 Job No TUQ Local T ssistant III	ID: 177180 Fin otes Fax Update Position Er	Empt Re Id   <u>View All</u> Firs Intry Date:	cd #: 0 st  1 of 9 Last + - Current 11/28/2005		
Work Location HR Status: Ac 'Effective Date: 01/ Action / Reason: Da Position Number: 00' Regulatory Region: US	tive Empl Status: 22/2007 B Sequence: Ita Change V 100121 Admin At iA United Si	Active 1 Job No LTU Q Local T ssistant III tales	ID: 177180 Fin otes Fax Update Position El Position D	Empt Ro Id   <u>View All</u> Firs ntry Date: ata	cd #: 0 st € 1 of 9 ▶ Last + Current 11/28/2005		
Work Location HR Status: Ac 'Effective Date: 011 Action / Reason: Dat Position Number: 007 Regulatory Region: Us Company: Cc	tive Empl Status: 22/2007 B Sequence: Ita Change V 100121 Admin At IA United Si J Universit	Active 1 Job No LTU Q Local T ssistant III tales y of Colorado	ID: 177180 Ein otes Fax Update Position Ein Position D	Empl Ro I View All Firs ntry Date: ata	cd #: 0 st € 1 of 9 ▶ Last + Current 11/28/2005		
Work Location HR Status: Ac 'Effective Date: 011 Action / Reason: Dat Position Number: 007 Regulatory Region: Us Company: CL Business Unit: UC	tive Empl Status: 22/2007 B Sequence: ita Change V 100121 Admin At XA United St J Universit 20LO Universit	Active 1 Job No LTU Q Local T ssistant III tales y of Colorado y of Colorado	ID: 177180 Fin Dates Tax Update Position D	Empl Ro d   View All Firs	cd #: 0 st € 1 of 9 ▶ Last + Current 11/28/2005		
Work Location HR Status: Ac 'Effective Date: 011' Action / Reason: Da Position Number: 00' Regulatory Region: Us Company: Cc Business Unit: Uc Department: 10	tive Empl Status: 22/2007 B Sequence: ita Change V 100121 Admin At 3A United S J Universit 20LO Universit 261 School o	Active 1 Job No TU C Local T ssistant III tates y of Colorado y of Colorado f Education	ID: 177180 Fin otes Tax Update Position D Departme	Empl Ro d   View All Firs ntry Date: ata ent Entry Date:	od #: 0 st € 1 of 9 ▶ Last + Current 11/28/2005 11/28/2005		
Vork Location HR Status: Ac 'Effective Date: 011' Action / Reason: Da Position Number: 00' Regulatory Region: Us Company: CtC Business Unit: UC Department: 10 Location: 10	tive Empl Status: 22/2007 B Sequence: tta Change V 100121 Admin At 3A United St J Universit 20LO Universit 261 School o ONT Continuit	Active Active Job No LTU C Local T ssistant III tates y of Colorado y of Colorado 1 Education ng Educ Ctr-Temp BI 9	ID: 177180 Fin otes Tax Update Position El Position D Department 4	Empl Ro d   View All Firs ntry Date: ata ent Entry Date:	0 d #: 0 st € 1 of 9 ▶ Last + Current 11/28/2005 11/28/2005		
Vork Location HR Status: Ac 'Effective Date: 011' Action / Reason: Da Position Number: 00' Regulatory Region: Us Company: CU Department: 10 Location: 10 Establishment ID: CU	tive Empl Status: 22/2007 iii Sequence: tta Change Admin At 100121 Admin At 3A United St J Universit 20LO Universit 20LO Universit 201 School ONT Continuit	Active Active Job No LTU Local T ssistant III tates y of Colorado y of Colorado f Education ng Educ Ctr-Temp BI 9 y of Colorado	ID: 177180 Fin otes Tax Update Position El Position D Department 4	Empl Ro d   View All Firs ntry Date: ata ent Entry Date:	od #: 0 st € 1 of 9 ▶ Last + Current 11/28/2005 11/28/2005		
Work Location         HR Status:       Ac         'Effective Date:       017         Action / Reason:       Date:         Position Number:       007         Regulatory Region:       Us         Company:       CC         Business Unit:       UC         Department:       10         Location:       10         Establishment ID:       CU	tive Empl Status: 22/2007 B Sequence: Ita Change Admin At 100121 Admin At 3A United St J Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit	Active Active Job No LTU C Local T ssistant III tates y of Colorado y of Colorado 1 Education ng Educ Ctr-Temp BI 9 y of Colorado	ID: 177180 Fir otes fax Update Position D Departme 4	Empl Ro d   View All Firs ntry Date: ata ent Entry Date: Date Created:	od #: 0 st € 1 of 9 ▶ Last t ● ● Current 11/28/2005 11/28/2005 01/22/2007		
Work Location         HR Status:       Ac         'Effective Date:       017         Action / Reason:       Date         Position Number:       007         Regulatory Region:       Us         Company:       CL         Business Unit:       UC         Department:       10         Location:       10         Establishment ID:       CL	tive Empl Status: 22/2007 B Sequence: ta Change 100121 Admin At 3A United St J Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit	Active Active Job No LTU C Local T ssistant III tates y of Colorado y of Colorado 1 Education ng Educ Ctr-Temp BI 9 y of Colorado	ID: 177180 Fir otes fax Update Position D Departme 4	Empl Ro d   View All First ntry Date: ata ent Entry Date: Date Created: Date Created:	od #: 0 st € 1 of 9 ▶ Last t ■ Current 11/28/2005 11/28/2005 01/22/2007		
Work Location         HR Status:       Ac         'Effective Date:       017         Action / Reason:       Date:         Position Number:       007         Regulatory Region:       Us         Company:       CL         Business Unit:       UC         Department:       10         Location:       10         Establishment ID:       CL         Save       Q. Return to Search	tive Empl Status: 22/2007 B Sequence: Ita Change Admin At 100121 Admin At 3A United St J Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit	Active	ID: 177180 Fin totes fax Update Position D Popartme 4	Empl Ro d   View All Firs ntry Date: ata ent Entry Date: Date Created: Display I including	od #: 0 st € 1 of 9 ▶ Last	rrect History	
Work Location HR Status: Ac 'Effective Date: 011' Action / Reason: Da Position Number: 00' Regulatory Region: Us Company: Ct Business Unit: UC Department: 10 Location: 10 Establishment ID: Ct Save A Return to Search Mork Location L Job Information University/of	tive Empl Status: 22/2007 Sequence: ta Change Admin As 100121 Admin As 3A United Si J Universit 20LO UNIVER 20LO UNIVER 2	Active Active JUU CLOCAL T ssistant III tates y of Colorado y of Colorado f Education ng Educ Ctr-Temp BI 9 y of Colorado	ID: 177180 Fin otes fax Update Position D Position D Department 4 A A A A A A A A A A A A A	Empl Re d   View All First Intry Date: ata ent Entry Date: Date Created: Display @ Inclu	od #: 0 st € 1 of 9 € Lest	rect History	
Work Location HR Status: Ac 'Effective Date: 011/ Action / Reason: Da Position Number: 000' Regulatory Region: Us Company: CC Business Unit: Uc Department: 10 Location: 10C Establishment ID: CC Work Insetting Link Information I Work Insetting Link Information I Vicesity of Colorado	tive Empl Status: 22/2007 Sequence: tta Change Admin As 100121 Admin As 3A United Si J Universit 261 School o CONT Continui J Universit Pavroli I Salary Plan I Comme	Active	ID: 177180 Fin Dotes Fax Update Position El Position D Department 4 Etresh Etresh Etresh	Empl Ro d   View All First Intry Date: ata ent Entry Date: Date Created: Display @ Inclu Employment Inform	ed #: 0 st € 1 of 9 € Last t € 1 of 9 € Last current 11/28/2005 11/28/2005 01/22/2007 ude History HR69TEST T. PPL H	rrect History	Add to Favorites
Work Location HR Status: Ac 'Effective Date: 017 Action / Reason: Da Position Number: 007 Regulatory Region: Us Company: CC Business Unit: Uc Department: 10 Location: 10 Establishment ID: CC Work I reation Link Information I University.of Colorado	tive Empl Status: 22/2007  Sequence: tta Change Admin As 100121 Admin As 3A United Si J Universit 261 School o CONT Continuit J Universit Pavroli J Salary Plan I Compe	Active	ID: 177180 Fin otes Fax Update Position D Position D Department 4 A A A A A A A A A A A A A	Empl Ro d View All First Intry Date: ata ent Entry Date: Date Created: Display 2 Inclu Employment Inform	ed #: 0  st € 1 of 9 € Last  t ● ●  Current  11/28/2005  11/28/2005  01/22/2007  stde History  HR09TEST T. PPL H	rrect History	Add to Favorites
Work Location HR Status: Ac 'Effective Date: 011' Action / Reason: Da Position Number: 000' Regulatory Region: Us Company: CU Business Unit: Uc Business Unit: Uc Business Unit: 10 Location: 10 Establishment ID: CU Work Location Colorado Work Location Job Informatio	tive Empl Status: 22/2007 B Sequence: tta Change Admin A: 100121 Admin A: 3A United S: J Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit 20LO Universit Payroll Compe	Active	ID: 177180 Fin otes fax Update Position D Position D Departme 4 etresh @Update am Padicination LF	Empl Ro d   View All First Intry Date: ata ent Entry Date: Display  Intro Free Inverse Information	ed #: 0  st € 1 of 9 € Lest  Current  11/28/2005  11/28/2005  01/22/2007  sde History  ER69TEST T. PPL H	rrect History Iome   Worklist New Windo	<ul> <li>Add to Fevorites</li> <li>W Customize Pao</li> </ul>
Work Location HR Status: Ac 'Effective Date: 017 Action / Reason: Da Position Number: 007 Regulatory Region: Us Company: CL Business Unit: Uc Company: 10 Location: 10 Location: 10 Establishment ID: CL Work Location / Job Information I Work Location / Job Information Perry, Jill K	EMP tive Empl Status: 22/2007 B Sequence: tta Change Admin A: 100121 Admin A: 3A United Si J Universit 261 School o CONT Continuit J Universit Payroll Compe EMP	Active	ID: 177180 Fin otes fax Update Position D Position D Department 4 A A A A A A A A A A A A A	Empl Ro d View All First Intry Date: ata ent Entry Date: Date Created: Display 2 inclu Empl Roment Inform	cd #: 0  st € 1 of 9 € Last  Current  11/28/2005  11/28/2005  01/22/2007  stde History  HR09TEST T. PPL H  cod #: 0	rrect History tome Workist New Windo	<ul> <li>Add to Favorites</li> <li>W Customize Pace</li> </ul>
Work Location HR Status: Ac 'Effective Date: 017 Action / Reason: Da Position Number: 007 Regulatory Region: Us Company: CL Business Unit: Uc Company: 10 Department: 10 Location: 10 Establishment ID: CL Work Location / Job Information I Work Location / Job Information Perry, Jill K Payrol Information	EMP tive Empl Status: 22/2007 Sequence: tta Change Admin As 100121 Admin As 3A United Si J Universit 261 School o CONT Continui J Universit Pavoli J Salary Plan L Compe EMP	Active	ID: 177180 Eir otes Fax Update Position Ei Position D Position D Position If Position If Comparison D Participation If D: 177180 Eired I	Empl Re d View All First ntry Date: ata ent Entry Date: Date Created: Displey 2 inclu Empl Re Empl R	cd #: 0  st € 1 of 9 € Last  Current  11/28/2005  11/28/2005  01/22/2007  ide History  HR09TEST T PPL H  cod #: 0	rect History tome Workist New Windo	<ul> <li>Add to Favorites</li> <li>W Customize Pace</li> </ul>
Vork Location HR Status: Ac 'Effective Date: D17 Action / Reason: Da Position Number: D07 Regulatory Region: Us Company: CL Business Unit: Uc Department: 100 Department: 100 Establishment ID: CL Work Location / Lob Information L University of Colorado Vork Location / Job Information Perry, Jill K Payroll Information	EMP tive Empl Status: 22/2007 Sequence: tta Change Admin As 100121 Admin As 3A United Si J United Si J Universit 261 School o Continuit J Universit 261 School o Continuit J Universit Payroll Compe EMP	Active	ID: 177180  Tax Update  Position E  Position D  Position D  Departme  4  ID: 177180  End I  Find I  Fi	Empl Ro d   View All First Intry Date: ala ent Entry Date: Date Created: Display @ Inclu Empl Ro Provide The Provide P	cd #: 0  st € 1 of 9 € Last  Current  11/28/2005  01/22/2007  ide History  HR09TEST T. PPL H  cod #: 0  1 of 11 € Last	rect History	Add to Favorites
Work Location         HR Status:       Ac         'Effective Date:       011/         Action / Reason:       Da         Position Number:       00'         Regulatory Region:       UC         Company:       CC         Business Unit:       UC         Department:       10         Location:       10         Establishment ID:       CU         Save:       QReturn to Search         Work Location       Job Information         Perry, Jill K       Payroll Information         Perry, Jill K       Payroll Information         Effective Date:       01/24/200         Action / Reason:       Data Chg	tive Empl Status: 22/2007 Sequence: ta Change Admin A: Admin Admin Ad	Active Active Active Job N( Local T ssistant III tates y of Colorado y of Colorado r Education ng Educ Ctr-Temp BI 9 y of Colorado Ctrocation mg Educ Ctr-Temp BI 9 y of Colorado Charles Ctr-Temp BI 9 y of Colorado Education ng Educ Ctr-Temp BI 9 y of Colorado Education Ctrocation Ctr	ID: 177180  Fax Update  Fax Update  Position E  Position D  Departme  4  erresh  Erres	Empl Re d   View All First intry Date: ata ent Entry Date: Diste Created: Diste Created:	cd #: 0  st = 1 of 9 • Last	rect History	<ul> <li>Add to Favorites</li> <li>w Customize Pac</li> </ul>
Work Location         HR Status:       Ac         'Effective Date:       D11/         Action / Reason:       Date:         Position Number:       D07         Regulatory Region:       US         Company:       CQ         Business Unit:       UC         Department:       10         Location:       1C         Establishment ID:       CQ         Work Location       Lob Information         Work Location       Job Information         Perry, Jill K       Payroll Information         Effective Date:       01/24/200         Action / Reason:       Data Chg         Payroll System:       Payroll	tive Empl Status: 22/2007 B Sequence: ta Change Admin A: 3A United Si J Universit 20LO UNIVE 20LO UN	Active Active Active Job N( Local T ssistant III tates y of Colorado r Education ng Educ Ctr-Temp BI 9 y of Colorado Ctrocado	ID: 177180  Fax Update  Fax Update  Position E  Position D  Position D  Departme  4  erresh  Erresh  AD  Departme  1D: 177180  Erred  Appr Reject	Empl Ro  d   View All First  ntry Date: ata  ent Entry Date:  Date Created:  Displey 2 Inclu  Finalowment Inform  View All First 2  Proposed 0	cd #: 0  st = 1 of 9 • Last  Current  11/28/2005  11/28/2005  01/22/2007  stel History  HR69TEST 1 PPL F  tcd #: 0  1 of 11 • Last  11/24/2007  Current	rect History iome Worklist New Windo	Add to Favorites w Customize Pac
Work Location         HR Status:       Ac         'Effective Date:       D11/         Action / Reason:       Date:         Position Number:       D07         Regulatory Region:       US         Company:       CQ         Business Unit:       UC         Department:       10         Location:       1C         Establishment ID:       CQ         Work Location       Location I ob Information I         Work Location       Job Information         Perry, Jill K       Payroll Information         Effective Date:       01/24/200         Action / Reason:       Data Chg         Payroll System:       Payroll         Payroll System:       Payroll	tive Empl Status: 22/2007 B Sequence: ta Change Admin A: 3A United Si J Universit 20LO Un	Active Active Active Job N( Local T ssistant III tates y of Colorado r Education ng Educ Ctr-Temp BI 9 y of Colorado Colorado Ctr-Temp BI 9 y of Colorado Charles Ctr-Temp BI 9 y of Colorado Ctr-Temp BI 9 Ctr-Temp	ID: 177180  Fax Update  Fax Update  Position E  Position D  Position D  Departme  4  erresh  Erresh  AD  Erresh  A	Empl Re d   View All First  ntry Date: ata ent Entry Date: Date Created: Date Created: Display 2 Inclu Empl Re View All First Proposed 0	cd #: 0  st = 1 of 9 • Last  Current  11/28/2005  11/28/2005  01/22/2007  stde History  HR89TEST 1 PPL F  ktcd #: 0  1 of 11 • Last  11/24/2007  Current	rect History tome Worklist New Windo	Add to Favorites w Customize Pac
Work Location HR Status: Ac 'Effective Date: 017 Action / Reason: Da Position Number: 00 Regulatory Region: Us Company: Cc Business Unit: Uc Department: 10 Location: 10 Establishment ID: Cc Save A Return to Search Mork Location / Job Informati Perry, Jill K Payroll Information Effective Date: 01/24/200 Action / Reason: Data Chg Payroll System: Payrol Payroll for North America Pay Group: MON	tive Empl Status: 22/2007 B Sequence: tta Change Admin A: 3A United Si 3 Universit 20LO UNIVER 20LO UN	Active Active Active Job N/ Local T ssistant III tates y of Colorado y of Colorado r Education ng Educ Ctr-Temp BI 9 y of Colorado Ctrocor	ID: 177180  Fax Update  Position E  Position D  Position D  Departme  4  erresh  Departme  the main participation If  D: 177180  Find I  Appr Falatus  Appr Falatus	Empl Ro d   View All First intry Date: ata ent Entry Date: Date Created: Displey 2 Inclu Employment Inform View All First 2 Proposed 0	cd #: 0  st = 1 of 9 • Last	rect History   tome   Worklist New Windo	Add to Favorites
Work Location         HR Status:       Ac         'Effective Date:       017         Action / Reason:       Da         Position Number:       007         Regulatory Region:       Us         Company:       CL         Business Unit:       UC         Department:       10         Location:       10         Establishment ID:       CL         Work Location / Lob Information       Colorado         Work Location / Job Information       Perry, Jill K         Payroll Information       Effective Date:       01/24/200         Action / Reason:       Data Chg         Payroll System:       Payroll         Pay forup:       MON         Employee Type:       S	tive Empl Status: 22/2007 B Sequence: tta Change Admin A: 3A United S J Universit 20LO UNIVER 20LO UNIVER	Active Active Active Job N/ Local T ssistant III tates y of Colorado r Education ng Educ Ctr-Temp BI 9 y of Colorado Centre Ctr-Temp BI 9 Centre	ID: 177180  Fax Update  Position E Position D Position	Empl Ro  d   View All Firs  ntry Date: ata  ent Entry Date: Date Created:  Displey @ Inclu  Front Inform  View All First  Proposed 0  NONE h	cd #: 0  st 1 of 9 Lest Current 11/28/2005 11/28/2005 01/22/2007 containen HR09TEST T PPL H R09TEST T PPL H 11/24/2007 Current N0 Hol Sch	rect History   Iome   Worklist New Windo	. <u>Add to Favorites</u> w <u>Customize Pac</u>
Work Location         HR Status:       Ac         'Effective Date:       D17         Action / Reason:       Da         Position Number:       D07         Regulatory Region:       Us         Company:       CL         Business Unit:       UC         Department:       10         Location:       10         Establishment ID:       CL         Work Location       Job Information         Work Location       Job Information         Perry, Jill K       Payroll Information         Payroll Information       Data Chg         Payroll System:       Payroll         Payroll For North Memerica       Payroll         Payroll For North Memerica       Payroll         Payroll For North Memerica       No Lo         Payrole Type:       S         Tax Location Code:       No Lo	tive Empl Status: 22/2007 B Sequence: tta Change Admin A: SA United S J Universit SOLO Universit SOLO Universit SOLO Universit SCOLO Universit Payroll Salary Plan I Comme EMP 7 Sequence: Local Tax Up for North America Monthly Employee Salaried CAL NONE	Active	ID: 177180  Fax Update  Fax Update  Position E  Position D  Positi	Empl Re intry Date: ata ata ata ata ata ata ata ata ata at	cd #: 0  st = 1 of 9 Lest  Current  11/28/2005  11/28/2005  01/22/2007  stde History  HR89JIEST 1 PPL H  kcd #: 0  1 of 11 ≥ Lest  11/24/2007  Current  No Hol Sch  ✓	rrect History iome Vicritist New Windo	: Add to Favorites W Customize Pao

#### 8. Update incumbent's Personal Data if appropriate □ Navigation:

- Workforce Administration, Personal Information, Modify a Person
- 🗆 Click ⊡ to insert a row in Biographical History section
- □ Effective date should be same as position and job data changes
- Update Department and/or Campus Box if needed
- □ Review and **Save**

**Position Location Change complete** 

Biographic Informati	ion							
*Date of Birth:	01/13/1960	<b>B</b> 47	Years	0 Mo	nths	Date of D	)eath:	31
Biographical History	y				Find Vie	w All	First 🖪 1 of 3 🕨	Last
*Effective Date	for	01/22/2007	Ħ				+	-
PERSONAL DAT	ra:	Female	*					
Gender: *Highest Educa	tion Level:	G-Bachelor	's Level D	egree	~	1		
Ingricot Later	don Leven	English	*		DA Elad	L		
Language Code Military Status	:		~		FATTay			
Previous Non-E	mployee T-							
ID:			_					
Home Departm	ent	10261	Sc	hool of l	Education			
Campus Box		249 UCB	Q s	chool of	Education			