

8.9 HRMS Step by Step Guide

Reappointment of Employee - Workforce Administration Module

Overview: This guide provides instruction on how to reappoint an employee to a position. Reappointment is often the next step after returning an employee from a short work break.


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

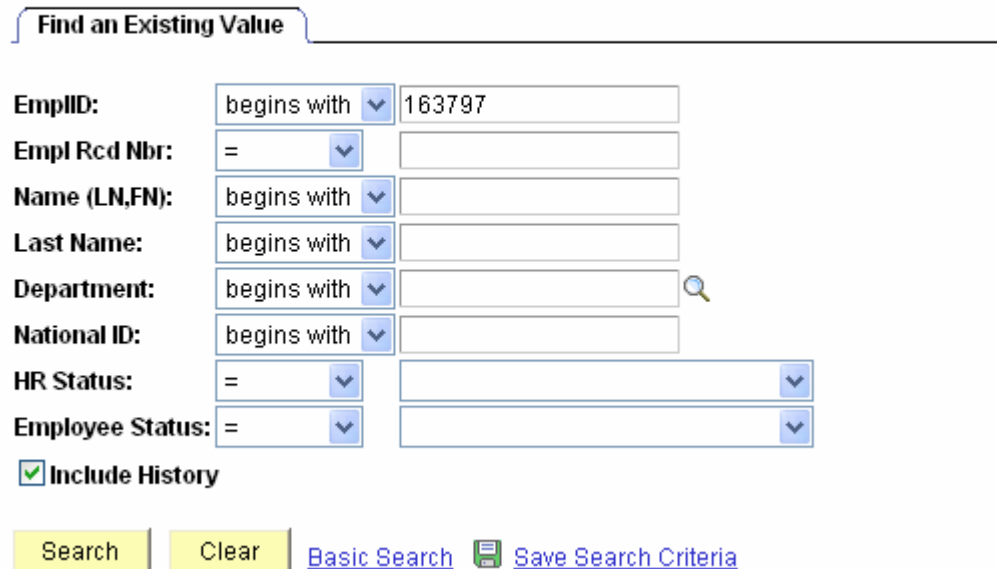
2. Job Data search page displays

- ☐ Enter EmplID or name
- ☐ Click 




Job Data








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



3. Work Location page displays

- ☐ If the employee is on Short Work Break, you must return them first
- ☐ Click  to insert a new row

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

Rousseau, Torleif EMP ID: 163797 Empl Rcd #: 0

Work Location Find | View All First 1 of 14 Last

HR Status: Active Empl Status: Short Work Break

Effective Date: 09/15/2006 Sequence: 0 Job Notes

Action / Reason: Short Work Break SWB Short Work Break

Last Date Worked: 09/14/2006 Expected Return Date:

Position Number: 00508046 Program Assistant I Position Entry Date: 06/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado









Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 03/29/2004

Location: 1ARCE Admin & Rsch Ctr-East Campus



Establishment ID: CU University of Colorado

Date Created: 01/11/2007








       

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

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

- ☐ Effective Date should be the date the employee begins working again
- ☐ Choose the Action of Return from Work Break
- ☐ Click  to select appropriate Reason of RWB
- ☐ Click  to insert another row for the reappointment

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

Rousseau, Torleif EMP ID: 163797 Empl Rcd #: 0

Work Location Find | View All First 1 of 15 Last

HR Status: Active Empl Status: Active

Effective Date: 01/11/2007 Sequence: 0 Job Notes

Action / Reason: Return from Work Break RWB Return from Short Work Break

Position Number: 00508046 Program Assistant I Position Entry Date: 06/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado









Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 03/29/2004

Location: 1ARCE Admin & Rsch Ctr-East Campus



Establishment ID: CU University of Colorado

Date Created: 01/11/2007

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

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

- ☐ The Effective Date should be the date the employee begins working again; in this example, the Return from SWB and Reappointment Effective Dates will be the same
- ☐ Tab to the Effective Sequence field and enter the appropriate sequence number; in this example, the reappointment is being entered as the second action, sequence 1, on the same date
- ☐ Choose the action of Data Change
- ☐ Click  to select appropriate reason of RAP
- ☐ Click  Job Notes to document information for the reappointment

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

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

Rousseau, Torleif EMP ID: 163797 Empl Rcd #: 0

Work Location Find | View All First 1 of 16 Last

HR Status: Active Empl Status: Active

Effective Date: 01/11/2007 Sequence: 1 Job Notes

Action / Reason: Data Change RAP Reappointment

Current

Position Number: 00508046 Program Assistant I Position Entry Date: 06/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 03/29/2004

Location: 1ARCE Admin & Rsch Ctr-East Campus


Establishment ID: CU University of Colorado

Date Created: 01/11/2007

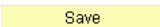
Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

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

6. Job Data Notepad page displays

- ☐ Click 

7. Job Data Notepad – New Note page displays

- ☐ Enter note
- ☐ Click 
- ☐ Click Return to:
[Job Data Page](#)



Job Data Notepad

Instructions

Selection Criteria

ID: 163797 Rousseau,Torleif 


Empl Rcd#: 0

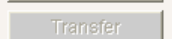
Eff Date: 2007-01-11

Sequence: 1

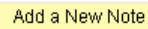
Earliest Note Date  End 

Selected Note(s)





[Select All Notes](#)
[Clear Selections](#)



Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)



Job Data Notepad - New Note

Instructions

Selected Note

ID: 163797 Rousseau,Torleif Created: 01/11/2007 10:34AM

Empl Rcd#: 0 Creator:

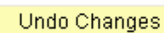
Eff Date: 2007-01-11 Updated:

Sequence: 1 by:

Subject:

Note Text:





Return To: [Note Selection Page](#)

[Job Data Page](#)

8. Work Location page displays

- Enter the Position Number to which the employee is being reappointed, if needed - fields on the Job Information page are automatically populated
- Click the **Compensation** tab

9. Compensation page displays

- Enter a new salary for the employee in the Comp Rate field
- Click **Calculate Compensation**
- Review your work
- Click **Save**
- All actions/reasons entered for this reappointment require approval

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

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

Rousseau,Torleif EMP ID: 163797 Empl Rcd #: 0

Work Location Find | View All First 1 of 16 Last

HR Status: Active Empl Status: Active
Effective Date: 01/11/2007 Sequence: 1 Job Notes
Action / Reason: Data Change RAP Reappointment Current

Position Number: 00508046 Program Assistant I Position Entry Date: 06/01/2006
Regulatory Region: USA United States Position Data
Company: CU University of Colorado
Business Unit: UCOLO University of Colorado
Department: 51000 Payroll & Benefit Services Department Entry Date: 03/29/2004
Location: 1ARCE Admin & Rsch Ctr-East Campus
Establishment ID: CU University of Colorado
Date Created: 01/11/2007

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

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

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

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

Rousseau,Torleif EMP ID: 163797 Empl Rcd #: 0

Compensation Find | View All First 1 of 16 Last

Effective Date: 01/11/2007 Sequence: 1 Job Notes
Action / Reason: Data Chg Reappointment Appr Status: Proposed 01/11/2007
Appr/Reject Current

Compensation Rate: 3,500.000000 Frequency: M Monthly Contract Pay
Salary Administration Plan: 960 Grade: H26 Standard Hours: 40.00
Job Code: H4R1XX Program Assistant I Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: 75.000000 USD Monthly Monthly Hrlly Rate
Change Percent: 2.190

Pay Rates

Annual	42,000.000000	USD	Daily	161.538462 USD
Monthly	3,500.000000	USD	Hourly	20.192308 USD

Pay Components Customize | Find | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	3,500.000000	USD	M	

Calculate Compensation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

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

Reappointment of Employee complete