

8.9 HRMS Step by Step Guide

Update Department and Campus Box in Modify a Person - Workforce Administration Module

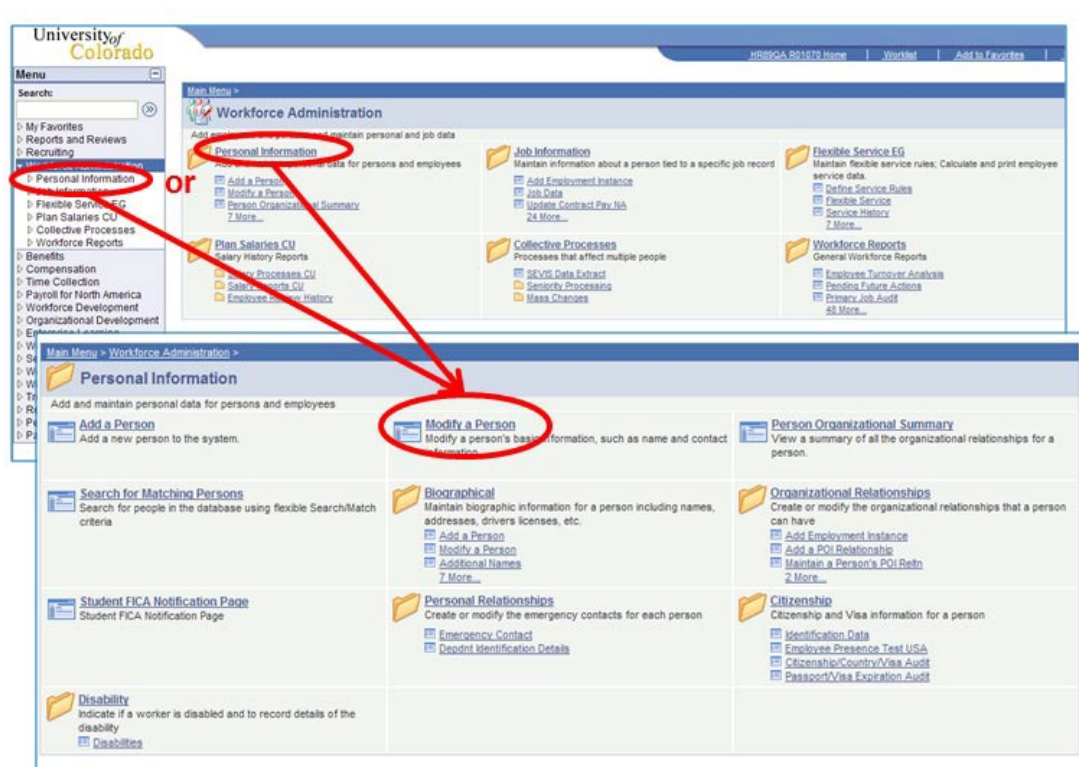
Overview: This guide provides instruction on updating the department and/or campus box of employees and persons of interest.

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

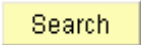
Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Modify a Person page

- Workforce Administration
- Personal Information
- Modify a Person



2. Personal Information search page displays

- Enter one or more of the search fields
- Click 

Personal Information

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

EmplID:	begins with	<input type="text" value="222213"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>

Include History Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)


3. Biographical Details page displays

- Click

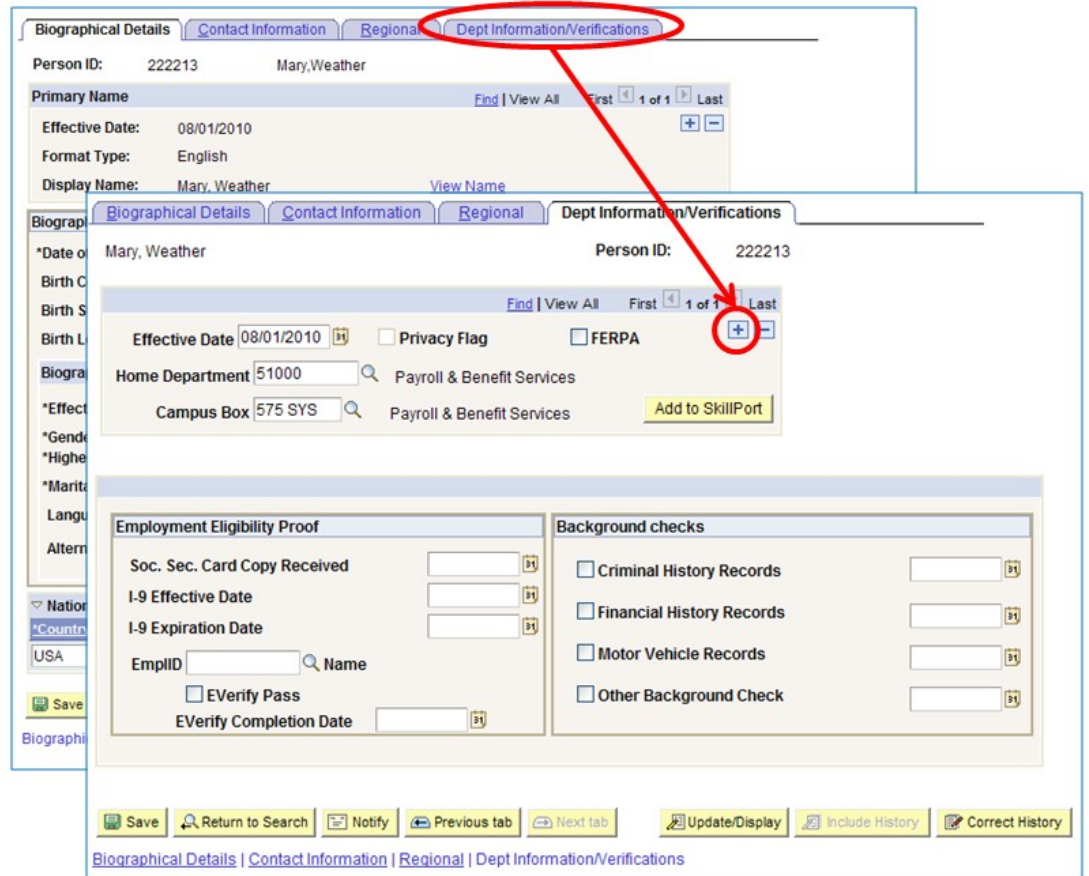
[Dept Information/Verifications](#)

4. Dept Information/Verifications page displays

Click **+** to insert a row

- The effective date defaults to current date; change if necessary
- Enter the new Home Department and/or Campus Box, or click  to do a 'lookup' of the information

- Click 



The screenshot displays the 'Dept Information/Verifications' page for Person ID 222213, Mary Weather. The page is divided into several sections:

- Person Information:** Person ID: 222213, Mary Weather.
- Primary Name:** Mary Weather, Effective Date: 08/01/2010, Format Type: English, Display Name: Mary Weather.
- Verifications List:** A table with columns for *Date of Birth, *Home Department, *Campus Box, *Effective Date, *Privacy Flag, *FERPA, and *Add to SkillPort. The first row is selected, showing an effective date of 08/01/2010, Home Department 51000, and Campus Box 575 SYS. The 'Add to SkillPort' button is highlighted.
- Employment Eligibility Proof:** Includes fields for Soc. Sec. Card Copy Received, I-9 Effective Date, I-9 Expiration Date, EmpID, Name, EVerify Pass, and EVerify Completion Date.
- Background checks:** Includes checkboxes for Criminal History Records, Financial History Records, Motor Vehicle Records, and Other Background Check.
- Navigation:** Buttons for Save, Return to Search, Notify, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Update Department and Campus Box Complete