



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Life Cycle Exercises Research Faculty Member

Create and Approve a Position

Jobs at CU—Recruiting

Hire

Record Sick Leave in Time Collection

Terminate

Professional Research Assistant

page intentionally left blank

Life Cycle of a Research Faculty Member – Professional Research Assistant

This group of exercises will follow the life cycle of a Professional Research Assistant (PRA) from position creation through termination. We will work with a PRA in the School of Medicine – Adult Clinical Research Center.

- Create and Approve a Position**
- Record Open Position in Jobs at CU**
- Hire**
- Record Sick Leave in Time Collection**
- Terminate**

Notes:

These exercises are for use in the HRMS Practice Area database during classroom training only. In order to complete the sick leave entry in Time Collection, **you will need to date the position and the hire prior to the monthly 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. If you choose not to do the time collection exercise, you may date the position and hire date with any date.

Exercise 1 – Create and Approve a Professional Research Assistant (PRA) Position

Scenario: Create and approve the PRA position.

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

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	<input type="text"/>
Description:	begins with	<input type="text"/>
Position Status:	=	<input type="text"/>
Business Unit:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>
Job Code:	begins with	<input type="text"/>
Reports To Position Number:	begins with	<input type="text"/>

Include History

[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 the date you want the position available. Date must be on or prior to the date of hire for the new PRA
Job Code: (required)	1310 (Professional Research Assistant)
Department: (required)	20234 (SOM-Adult Clinical Rsrch Cntr)
Location Code (required)	2UD Defaults from Department. May be changed if necessary
Reports To: (required for classified employees)	Select the position # of the supervisor/evaluator for this PRA position. In the practice area, there may not be an appropriate position to use for your PRA; just pick a position of your choice from the list
Position Notes: (optional)	Comments may be entered only after position has been saved

Notes:

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

The 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.

Step 3:

Compare your Description page with the one shown below. Because the Effective Date reflects the date you have entered, your page may differ from the one shown here:

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 Professional Research Asst [Go To Position Funding](#)

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

'Effective Date: 03/01/2007 [Position Notes](#) **'Status:** Active [Initialize](#)

'Reason: NEW New Position **Action Date:** 03/06/2007

Position Status: Proposed **Status Date:** 03/01/2007

Job Information

'Business Unit: UCOLO University of Colorado

Job Code: 1310 Professional Research Asst **Manager Level:** Non-Manager

'Reg/Temp: Regular **'Full/Part Time:** >= 50%

Regular Shift: N/A

Title: Professional Research Asst **Short Title:** PRA [Detailed Position Description](#)

Work Location

'Reg Region: USA United States

Department: 20234 SOM-Adult Clinical Rsrch Cntr **Company:** CU University of Colorado

Location: 2UH University Hospital

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 Quals 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:** 100.00

Salary Admin Plan: 130 **Grade:** 130

Standard Hours: 40.00 **Work Period:** W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

USA

FLSA Status: Exempt

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

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

Step 4:

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

On 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 (required)	Leave as is. These two fields default based on the Job Code. Most PRAs are paid on a monthly, salaried basis, but can be changed if needed
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 information on Description page. The Calc Group (Flex Service) and Academic Rank fields are not used at CU at this time.

Step 5:

Compare your Specific Information page with the one shown below:

University of Colorado

HR&PRAC PRACT61 Home | Worklist | Add to Favorites

Description | **Specific Information** | Position and Incumbent Data

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

Position Number: 00679681 Professional Research Asst [Go To Position Funding](#)

Headcount Status: Filled Current Head Count: 1 out of 1

Specific Information Find | View All First 1 of 1 Last

Effective Date: 03/01/2007 Position Notes Status: Active

Max Head Count: 1

Wrkr's Comp: College/Prof/Teach/Clerical

Pay Group: MON Monthly Employee

Employee Type: Salaried

Incumbents

Update Incumbents

Include Salary Plan/Grade

Budgeted Position

Confidential Position

Job Sharing Permitted

Background Checks

Criminal History Records Financial History Records

Motor Vehicle Records Other Background Check

Education and Government

Classified Indicator: Rsrch Fac

FTE: 0.000000 Calc Group (Flex Service): Academic Rank:

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 Matis/Human Blood or Bodily Yes No

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

Description | Specific Information | Position and Incumbent Data

Step 6:

Click:  **System assigns new position number; make note of position number**

Notes:



Position notes (comments) may be entered after saving.

[Position and Incumbent Data](#)

—page is summary information populated when position is filled.

Step 7:

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
Distribution Row 1 Percent: (required) SpeedType: (required) Funding End Date: (optional)	75.00 61011113 (SOM Stdnt Divrst Fund) If left blank, funding is continuous. Check campus requirements for use of this field relative to EE group
Distribution Row 2 Percent: (required) SpeedType: (required) Funding End Date: (optional)	Click  to insert a new distribution row. Be sure to click the  sign that is located in the Distribution section, <u>not</u> the Funding section 25.00 61023985 (Admissions Gen Exp) If left blank, funding is continuous. Check campus requirements for use of this field relative to EE group
Funding Notes (optional)	Record any comments relative to the funding for this 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.

When using multiple funding sources, the total of all distribution rows must equal 100% for each funding begin date.

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

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

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

Both funding and position require approval

Step 8:

Compare your Funding Distribution page with the one shown below. Your page may differ from the one shown here because Funding Begin and End Dates may differ.

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

Funding Distribution | Position and Incumbent Data

Save | Return to Search | Next in List | Previous in List | Refresh

Go To Position Data
Go To Funding History

Funding Find | View All First 1 of 1 Last

Position Number: 00679681 Sequence: 0 Entered Date: 03/06/2007

Funding Status: Proposed Status Date: 03/06/2007

'Funding Begin Date: 03/01/2007 Amt: Pct Appr/Reject:

	'Percent	'Speed Type	Funding End Date	Speed Type Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date	Exp Transfer ID	Transfer Status
1	75.000	61011113		Som Stud Divrst Fund	10	20031	18198					
2	25.000	61023985		Admissions Gen Exp	10	20031	18199					

Save | Return to Search | Notify | Refresh | Include History

Step 9:

Click Save.

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

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

Step 10:

Select Position Approval from the Navigation box on the left side of the screen – see below

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

Menu

- Search:
- My Favorites
- Reports and Reviews
- Recruiting
- Workforce Administration
- Compensation
- Time Collection
- Workforce Development
- Organizational Development
- Position Management
 - Maintain
 - Positions/Budgets
 - Add/Update Position Info
 - Funding Distribution
 - Position Transfer only
 - Position Approval
 - Funding Approval
 - PET/Retrospective
 - Funding Change
 - Correction PET
 - PET Approval
 - PET Approval (Sponsored Proj)
 - PET Cancellation
 - Review Position/Budget Info

Funding Distribution | Position and Incumbent Data

Save | Return to Search | Next in List | Previous in List | Refresh

Go To Position Data
Go To Funding History

Funding Find | View All First 1 of 1 Last

Position Number: 00679681 Sequence: 0 Entered Date: 03/06/2007

Funding Status: Proposed Status Date: 03/06/2007

'Funding Begin Date: 03/01/2007 Amt: Pct Appr/Reject:

	'Percent	'Speed Type	Funding End Date	Speed Type Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date
1	75.000	61011113		Som Stud Divrst Fund	10	20031	18198			
2	25.000	61023985		Admissions Gen Exp	10	20031	18199			

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 comments, your page may differ from the one shown here:

The screenshot shows the University of Colorado HR system interface. The left-hand navigation menu is expanded to show 'Position Approval' under the 'Position Management' section. The main content area is titled 'Position Approval' and displays the following information:

- Position Number:** 00679681
- Headcount Status:** Open
- Current Head Count:** 0 out of 0
- Short:** PRA
- Long Description:** Professional Research Asst
- Approval Section:**
 - Effective Date:** 03/01/2007
 - Reason Code:** NEW New Posn
 - Status Date:** 03/06/2007
 - Position Status:** Approved

Step 13:

Click . Position is approved

Note:

A 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 position comments entered by end-user

Step 15:

Compare your Funding Approval page with the one shown below:

University of Colorado

HRSPRAC PRACT61 Home | Worklist | Add to Favorites | Sign out

Menu

Search: []

My Favorites
Reports and Reviews
Recruiting
Workforce Administration
Compensation
Time Collection
Workforce Development
Organizational Development
Position Management

Position Management

- Maintain
 - Positions/Budgets
 - 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 Cancellation
 - Review Position/Budget Info
 - Position Reports
 - Enterprise Learning
 - Reporting Tools

Funding Approval | Funding Distribution | Position and Incumbent Data

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

Go To Position Data

Funding Find | View All First 1 of 1 Last

Position Number: 00679681 Sequence: 0 Entered Date: 03/06/2007

Find | View All First 1 of 1 Last

Funding Status: Approved Status Date: 03/06/2007

Funding Begin Date: 03/01/2007 Amt Pct Appr/Reject:


Distribution Customize | Find | First

	Percent	Speed Type	Funding End Date	Speed Type Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date	Exp Transfer
1	75.000	61011113		Som Stud Divrst Fund	10	20031	18198				
2	25.000	61023985		Admissions Gen Exp	10	20031	18199				

Save | Return to Search | Notify | Refresh

Funding Approval | Funding Distribution | Position and Incumbent Data

Step 16:

Click . Position funding is approved

Creating and approving a research faculty position completed

Exercise 2 – Jobs at CU—Recruiting

Scenario: Jobs at CU is the university’s online recruiting system for managing job searches, and is independent of HRMS. The system is used by Department Recruiting Liaisons (DRLs) and campus HR offices to enter and track posting specific information and manage applications. Postings are created in Jobs at CU based on approved positions in HRMS which have been assigned the action of “REC”. Applicants use Jobs at CU to view and apply to University of Colorado job postings.

Note:

Check campus requirements for use of Jobs at CU for more information.

Step 1:

Navigation: Home; Organizational Development; Position Management; Maintain Positions/Budgets; Add/Update Positions; **Find Existing Value**

University of Colorado

HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window

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] 679681 [t]

Description: begins with [v] [t]

Position Status: = [v] [t]

Business Unit: begins with [v] [t] [m]

Department: begins with [v] [t]

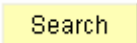
Job Code: begins with [v] [t] [m]

Reports To Position Number: begins with [v] [t]

Include History


Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Enter position number and click 

Step 2:

Fields to populate:

Insert Row (required)	Click  to insert row
Effective Date defaults (required)	Leave as is or change as necessary
Choose Reason - REC	REC is Recruitment
Save	
REC Must Be Approved	Once approved, position will feed to Jobs and CU

Step 3:

Compare Position Description page with one shown below.

Description		Specific Information		Position and Incumbent Data	
Save		Return to Search		Next in List	
Previous in List		Refresh		Update/Display	
Include History					
Position Information				Find View All First 1 of 2 Last	
Position Number:	00679682	Professional Research Asst	Go To Position Funding		
Headcount Status:	Filled	Current Head Count:	1 out of 1		
Effective Date:	02/02/2007	Status:	Active		
Reason:	REC Recruitment	Action Date:	03/14/2007		
Position Status:	Proposed	Status Date:	03/14/2007		
Job Information					
Business Unit:	UCOLO University of Colorado	Manager Level:	Vice President		
Job Code:	1310 Professional Research Asst	Full/Part Time:	>= 50%		
Reg/Temp:	Regular	Regular Shift:	N/A		
Title:	Professional Research Asst	Short Title:	PRA Detailed Position Description		
Work Location					
Reg Region:	USA United States				

Jobs at CU Information Complete

Exercise 3 – Hiring and Approving a Research Faculty Employee

Scenario: A candidate for the 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: Workforce Administration; Personal Information; Add a Person; Search for Matching Persons



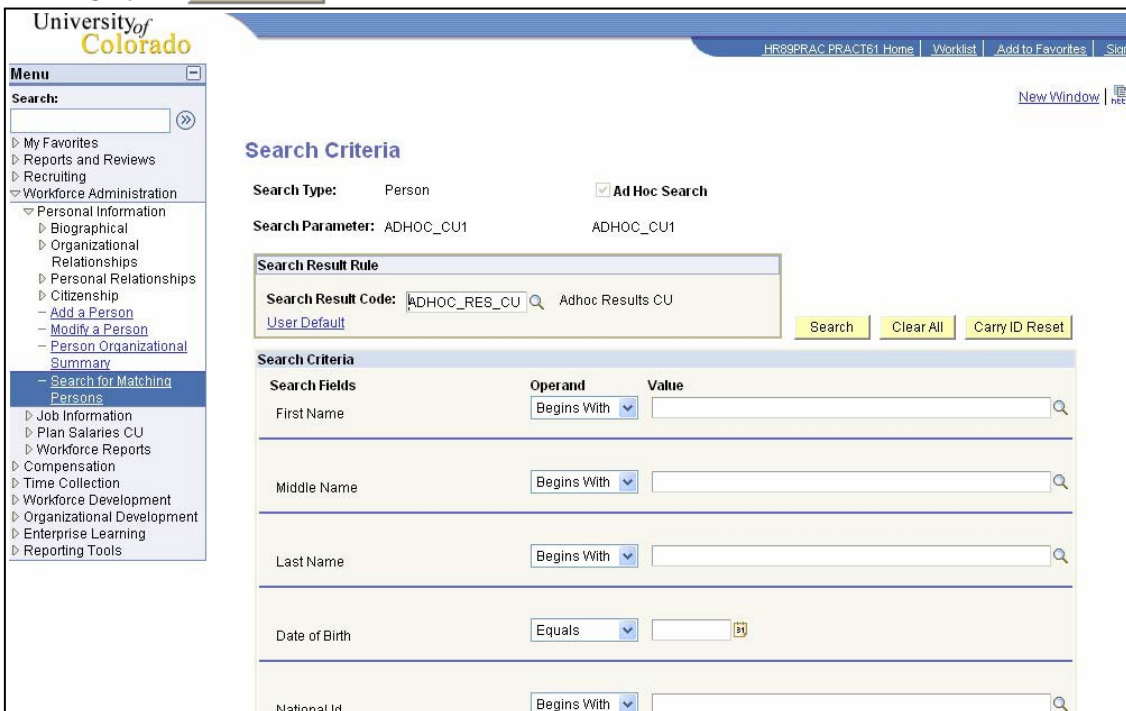
Step 2:

Search Criteria Page displays

Enter as many fields as available

Name fields are Case Sensitive

Click **Search**



Step 3:

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

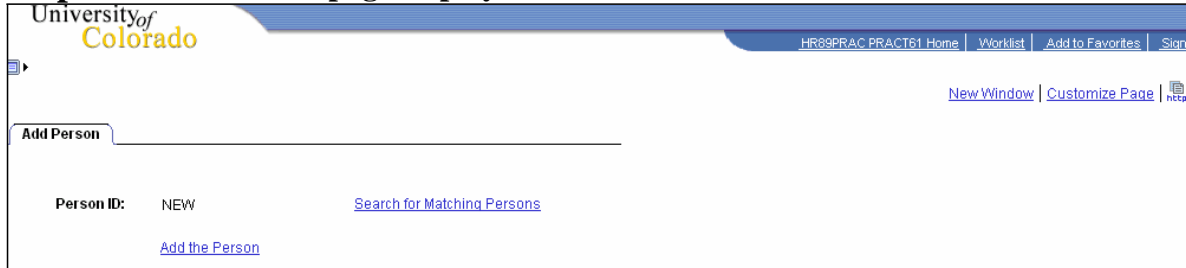
If person does exist in HRMS, go to Add Employment Instance (Navigation: Home: Workforce Administration; Job Information; Add Employment Instance)

For this exercise, the candidate is NOT in HRMS

Begin the **Add a Person** process

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

Step 4: Add a Person page displays



Click: [Add the Person](#)

Step 5:

On Biographical Details page, enter or select 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.
----------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Notes:

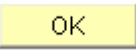
The **Effective Date for Name** in Personal Information and the Hire Date in Job Data cannot be prior to the date you have created your position.

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

Click [Add Name](#)

Edit Name page displays:



Prefix: (optional)	Choose the appropriate value
First: (required)	New employee's first name
Middle: (required only if on SS card)	New employee's middle initial
Last: (required)	New employee's last name
Suffix: (optional)	Choose the appropriate value
Click  to return to Biographical Details page	

Note:

The First, Middle and Last Name should be entered as it appears on the new employee's Social Security card.

Step 7:

Biographical Details page fields:

Date of Birth (required)	Enter DOB
Gender: (required)	Select from drop down list
Highest Education Level: (optional)	Select from drop down list
Language Code: (optional)	Select from drop down list
Military Status: (optional)	Select from drop down list
Home Department: (required)	Use search icon if needed 
Campus Box: (required)	Use search icon if needed 
SSN/National ID (required)	Required for all hires or POI with Security Access

Step 8:

Compare your Biographical Details page with the one shown below:

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

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

Person ID: NEW

Primary Name Find | View All | First 1 of 1 Last

*Eff Date for Name: 03/01/2007 + -

*Format Type: English v

Display Name: Meadows, Mary [Edit Name](#)

Biographic Information

*Date of Birth: 01/01/1979 B 28 Years 2 Months

Biographical History Find | View All | First 1 of 1 Last

*Effective Date for PERSONAL DATA: 03/01/2007 + -

Gender: Female v

*Highest Education Level: A-Not Indicated v

Language Code: English v FERPA Flag

Military Status: v

Previous Non-Employee T-ID: v

Home Department: 20234 SOM-Adult Clinical Rsrch Cntr

Campus Box: B141 HSC SOM-Adult Clinical Rsrch Cntr

National ID Customize | Find | View All | First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	206-48-0941	<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 [Contact Information](#) or use the Contact Information link at the bottom of the page

Click Home [Add Address Detail](#)

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

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

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

Employ: NEW

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

Address Type	As Of Date	Status	Address	
Home	03/01/2007			Add Address Detail
Mailing				Add Address Detail

Phone Information Customize | Find | First 1 of 1 Last

Phone Type	Telephone	Extension	Preferred	
Campus 1			<input type="checkbox"/>	+ -

Email Addresses Customize | Find | First 1 of 1 Last

Email Type	Email Address	Preferred	
Campus		<input type="checkbox"/>	+ -

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

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

Step 10:

Address History page displays

Click [Add Address](#)

University of Colorado

HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

Address History

Address Type: Home

Address History Find First 1 of 1 Last

Effective Date	Country	Status	Address:
03/01/2007	USA	A	

Add Address

OK Cancel Refresh

Step 11:

Edit Address page displays

Enter Address and click **OK** and then click **OK** again.

University of Colorado

HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

Edit Address

Country: United States

Address 1: 123 1st Street

Address 2:

City: Denver State: CO Colorado Postal: 80223

Country:

OK Cancel

Step 12:

Contact Information page re-displays

If Mailing address is different than Home address, click Mailing [Add Address Detail](#) and repeat steps 10 and 11

Contact Information Fields:

Phone Type: (optional)	Select the appropriate phone type. Enter the telephone number (Click + to add rows for additional phone #s)
Email Address(es): (optional)	Select the appropriate email Address type Enter the email address (Click + to add additional email addresses)

Notes:

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

When hiring a foreign student or employee, the home address must be the home address of their country of origin. The mailing address can be a local address.

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

Step 13:

Compare your Contact Information page with the one shown below:

Step 14:

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

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

Step 15:

Click [Organizational Relationships](#)

Organizational Relationships page displays.


Check Employee box

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

Step 16:

Work Location page displays

New Employee ID number is now assigned

Effective Date (required)	Enter Date of Hire
Action/Reason: Action of Hire (required) Reason (required)	Defaults to HIR. Leave as is Enter hire Reason from Look Up list
Position (required)	Enter Position number. Other fields will populate based on position number created in Exercise 1
Job Notes	<p>May be added on any page by clicking  Job Notes icon</p> <p>Notepad page displays</p> <p>Click: Add a New Note</p> <p>Enter note/comments</p> <p>Click: Save</p> <p>Click: Job Data Page to return to Work Location Page</p>

Step 17:

Compare your Work Location page with the one shown below:

University of Colorado

HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

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

Meadows, Mary EMP ID: 189348 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: 03/01/2007 Sequence: 0 Job Notes

Action / Reason: Hire HIR New Hire

Position Number: 00679681 Professional Research Asst Position Entry Date: 03/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLORO University of Colorado

Department: 20234 SOM-Adult Clinical Rsrch Cntr Department Entry Date: 03/01/2007

Location: 2UH University Hospital

Establishment ID: CU University of Colorado

Last Updated by: Last Upd DTTm: 03/07/2007 10:58:37AM Date Created: 03/07/2007

OK Cancel Apply Previous tab Next tab Refresh

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

Step 18:

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

Percent of Time and Standard Hours	Defaults from position data and can be updated. A change to either one updates the other
Reports to:	Defaults from Position Data
Employee Class	Defaults from Job Code upon Saving

Compare your Job Information page with the one shown below:

University of Colorado

HR89PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Page

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

Meadows, Mary EMP ID: 189348 Empl Rcd #: 0

Job Information Find | View All First 1 of 1 Last

Effective Date: 03/01/2007 Sequence: 0 Job Notes Appr Status Proposed 03/01/2007

Action / Reason: Hire New Hire Appr Reject

Job Code: 1310 Professional Research Asst Entry Date: 03/01/2007

Reports To:

Regular/Temporary: Regular Full Part: >= 50%

Empl Class: Officer Code: None

Regular Shift: N/A Percent of Time: 100.00

Classified Indc: Rsrch Fac

Standard Hours

Standard Hours: 40.00

FTE: 0.000000 Adds to FTE Actual Count?

USA

FLSA Status: Exempt

OK Cancel Apply Previous tab Next tab Refresh

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

Step 19:

Click: [Payroll](#)

Payroll page displays

All fields default

Tax Location Code & FICA Status default from job code and location code. Can be updated if needed, but system will set the final FICA Status.

Compare your Payroll page with the one shown below:

Step 20:

Click [Compensation](#)

Compensation page displays

Frequency	Verify that M (monthly) has defaulted
Pay Components section	Enter: Rate Code BASEM Enter: Monthly Comp Rate (dollar amount of monthly pay)
Click Calculate Compensation	MUST click Calculate Compensation before proceeding

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 21:

Compare your Compensation page with the one shown below:

The screenshot shows the 'Compensation' tab in the HR system. At the top, it identifies the employee as Meadows, Mary (EMP) with ID 189348 and Empl Rcd #: 0. The 'Compensation' section includes fields for Effective Date (03/01/2007), Sequence (0), Job Notes, Appr Status (Proposed), and Appr Reject. A 'Compensation Summary' box displays a Base Compensation Rate of 3,500.000000 and a Total Compensation Rate of 3,500.000000. Below this, 'Salary Administration Plan' is 130, 'Grade' is 130, and 'Standard Hours' is 40.00. 'Job Code' is 1310 (Professional Research Asst) and 'Percent of Time' is 100.00. The 'Comparative Information' section shows a Change Amount of 0.000000 USD Monthly and a Change Percent of 0.000. The 'Pay Rates' section lists Annual (42,000.000000 USD Daily) and Monthly (3,500.000000 USD Hourly) rates. The 'Pay Components' table shows one component with Rate Code 'BASEM', Seq '0', Comp Rate '3,500.000000', Currency 'USD', and Frequency 'M'. A 'Calculate Compensation' button is visible at the bottom of the form.

Step 22:

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

Employment Information page displays

Appointment End Date (optional)	Date the PRA's appointment ends
-------------------------------------------	----------------------------------------

Notes:

Funding for the position must cover the full length of the PRA's appointment. If you enter an Appointment End Date, check to make sure the Funding End Date is equal to, or exceeds the length of the appointment. Review your campus processes regarding whether to record a date in the Appointment End Date field. It is required on all campuses for student job codes. For student employees, the appointment end date is frequently the same as the semester end date.

Employment Information page:

Compare your Employment Information page with the one shown below:

The screenshot shows the University of Colorado HR89PRAC PRACT61 Home page. The main navigation tabs are Work Location, Job Information, Payroll, Compensation, and Employment Information. The Employment Information section is active, displaying details for Mary Meadows, EMP, ID: 189349, and Empl Rcd #: 0. The page includes various utility buttons like Save, Return to Search, Next in List, Previous in List, Refresh, Update/Display, and Include History. The Employment Information section contains a table with the following data:

Empl Rcd:	0	Univ Employment Date:	03/01/2007
Last Start Date:	03/01/2007	Service Dt:	03/01/2007
Termination Date:			

Below this is the Empl Record section, which includes a table for Class Staff Seniority Date and Class Staff Save Pay End Date, and a section for Business Title (Professional Research Asst) and Classified Staff LOS. The USA section includes a 12 Month Faculty checkbox, Appointment End Date, Accrue Tenure Services checkbox, Service Calculation Group, Contract Length dropdown (Not Applic), FTE for Tenure Accrual, and FTE for Flex Service Accrual.

Step 23: Review and Save

For new hires, system automatically transfers to **Emergency Contact page**.

Enter contact Name & Relationship to Employee

Identify Primary Contact

If contact has same address and phone number as employee, check those boxes

If contact has other address, click [+](#) to insert a new row and then click [Edit Address](#)

Note that multiple emergency contacts can be designated by inserting rows.

Additional phone numbers can be entered on [Other Phone Numbers](#) page.

Emergency Contact page:

University of Colorado
HR89PRAC PRACT61 Home | Worklist | Add to Favorites
New Window | Customize Page

Contact Address/Phone | **Other Phone Numbers**

Meadows, Mary Emplid: 189348

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name: Muddy Meadows

*Relationship to Employee: Spouse Primary Contact

Same Address as Employee Address Type: Home

[Return to Personal Data](#) Same Phone as Employee

Employee's Current Address

Country: USA United States

Address: 123 1st Street
Denver, CO 80223

Contact Phone

Phone: 303/465-8792

Save Return to Search Notify

Contact Address/Phone | **Other Phone Numbers**

Step 24:

Review and Save.

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

Approving 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 25:

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

University of Colorado
HR89PRAC PRACT61 Home | Worklist | Add to Favorites
New Window | Customize Page

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

Contact Address/Phone | **Other Phone Numbers**

Meadows, Mary Emplid: 189348

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name: Muddy Meadows

*Relationship to Employee: Spouse Primary Contact

Same Address as Employee Address Type: Home

[Return to Personal Data](#) Same Phone as Employee

Employee's Current Address

Country: USA United States

Address: 123 1st Street
Denver, CO 80223

Contact Phone

Phone: 303/465-8792

Save Return to Search Notify

Contact Address/Phone | **Other Phone Numbers**

Step 26:

This will bring up the Job Approval search page:

Enter Employee ID and click

Search

University of Colorado

HR&PRAC PRACT61 Home | Worklist | Add to Favorites

New Window

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 189348

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Department: begins with

Last 4 SSN: begins with

HR Status: =

Employee Status: =

Search Clear Basic Search Save Search Criteria

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 27:

Compare your Job Approval page with the one shown below:

University of Colorado

HR&PRAC PRACT61 Home | Worklist | Add to Favorites

New Window | Customize Ps

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

Save Return to Search Next in List Previous in List Refresh

Meadows, Mary ID: 189348

Approval

Find First 1 of 1 Last

Effective Date: 03/01/2007 Sequence: 0 Job Notes Payroll Status: Active

Action: HIR Hire Reason: HIR New Hire

Department: 20234 SOM-Adult Clinical Rsrch Cntr Action Date: 03/07/2007

Job Code: 1310 Professional Research Asst %TIME: 100.00

Position Number: 00679681 Professional Research Asst Std Hrs/Wk: 40.00

Pay Rate Data


Annual Rate:	42000.000	Comp Freq:	M
Monthly Rate:	3500.000		
Hourly Rate:	20.192308		

*Approval Status: Approved Status Date: 03/07/2007 Appr Reject:

Save Return to Search Notify Previous tab Next tab Refresh

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

Step 28:

Click . The PRA has been hired and approved.

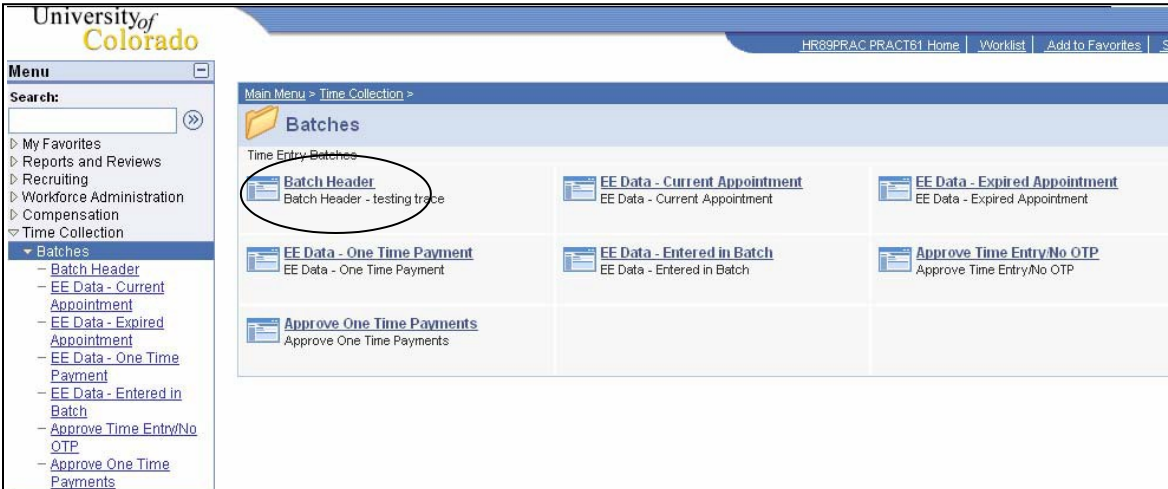
Hire New Research Faculty Member and Approving the Hire completed

Exercise 4 – Entering and Approving Sick Leave for a Research Faculty Employee

Scenario: PRA has turned in monthly employee work record to department payroll personnel liaison (PPL). Now, acting as the PPL, enter employee’s sick leave into Time Collection.

Step 1:

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



Step 2:

Batch Header (Header Control) page displays

Click: [Add a New Value](#)

Pay Group: (required)	MON (Monthly Pay Group)
Batch ID: (required)	Three alpha/numeric characters to identify the batch

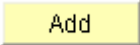
Notes:

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:

Click: 

Batch Header page displays

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

Click 

Step 4:

Compare your Batch Header page with the one shown below:

Company: CU University of Colorado	Batch ID: MP1
Pay Group: MON Monthly Employee	Batch Source: <input type="radio"/> Online
Pay End Date: 02/28/2007	
Created By: 187639	

Description:

One Time Payment Only?

Batch Status



<input checked="" type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input type="radio"/> Ready	


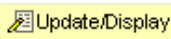
Batch Totals

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

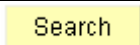



Step 5:

Navigate to the **EE Data-Current Appointment** page using the left-hand navigation menu.

EE Data search page displays

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

Pay Group: (required)	Defaults to MON. Leave as is
Batch ID: (required)	Defaults to the Batch ID entered
Employee ID	Enter Employee ID #. May also enter Department and any other search categories
Click 	

Note:

If you have only a few employees to enter into a batch you should search by Employee ID # (EmplID). If you search by Name, Last Name or % Sign, you must also enter your department number. If you enter time records for multiple departments, you can enter data for only one department at a time.

EE Data – Current Appointment Search Page:

The screenshot shows the 'EE Data - Current Appointment' search page. On the left is a 'Menu' with a search box and a list of navigation options including 'My Favorites', 'Reports and Reviews', 'Recruiting', 'Workforce Administration', 'Compensation', 'Time Collection', and 'Batches'. The 'Batches' section is expanded, showing options like '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', and 'Approve One Time Payments'. The main area is titled 'EE Data - Current Appointment' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' search bar. The search criteria fields are: 'Pay Group' (begins with mon), 'Batch ID' (begins with mp1), 'Department' (begins with), 'EmplID' (begins with 189348), 'Empl Rcd Nbr' (=), 'Name' (begins with), and 'Last Name' (begins with). At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step 6:

Time Entry Data page displays

Earnings Code: (required)	SCK (Sick Leave)
Hours: (required)	3: Indicates employee took 3 hours of sick leave

Notes:

Enter leave hours taken as a positive #

Enter leave balance adjustments as either a positive # (increase accrual balance) or negative # (decrease accrual balance)

To add additional earnings code(s), click

Click

Note:

In the Practice Area, there are no vacation and sick balances. Therefore, for this exercise and the entry of 3 hours sick leave, the system will, **upon saving**, convert the leave to a sick leave dock (SDK, -3.0 hours).

For employees with adequate vacation and sick balances in HRMS Production, entries will not convert to docks.

Step 7:

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

Time Entry Data

Company: CU University of Colorado	Batch ID: MP1 Open
Pay Group: MON Monthly Employee	Pay End Date: 02/28/2007

EmplID: 189348 0 Meadows, Mary	Employee TE Status
Pay Status: A Active Job Code: 1310	<input type="radio"/> Cancelled <input type="checkbox"/> Approved <input type="radio"/> Ready <input type="checkbox"/> Processed
Rate: \$20.19 Position: 00679681	Leave Sick: Vacation:

#	*Earnings Code	Hours	Addl Amt	Override Rate	Speedtype	Pay Amount					
1	SDK SICK DOCK	-3.00					+ -				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Totals</td> <td style="width: 15%; text-align: right;">-3.00</td> <td style="width: 15%; text-align: right;">\$0.00</td> <td style="width: 10%; text-align: right;">\$-65.63</td> </tr> </table>								Totals	-3.00	\$0.00	\$-65.63
Totals	-3.00	\$0.00	\$-65.63								

Save Return to Search Notify

Note:

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

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

Step 8:

Without canceling out of the current page select: **Batch Header**

University of Colorado
HR69PRAC PRACT61 Home | Wc

Company: CU University of Colorado	Batch ID: MP1
Pay Group: MON Monthly Employee	Batch Source: O Online
Pay End Date: 02/28/2007	
Created By: 187639	

Description:	Batch Totals
PRA Test	EE Count: 1 Pay Amt: \$-65.63
<input type="checkbox"/> One Time Payment Only?	Addl Amt: \$0.00 Hours: -3.00
Batch Status	Approved Totals
<input type="radio"/> Open <input type="checkbox"/> Approved <input type="radio"/> Cancelled <input type="checkbox"/> Processed <input checked="" type="radio"/> Ready	EE Count: 0 Pay Amt: \$0.00
	Addl Amt: \$0.00 Hours: 0.00

Save Return to Search Notify Add Update/Display

Step 9:

On the Batch Header page, enter the following:

Batch Status: (required)	Ready (Click the Ready radio button)
------------------------------------	---------------------------------------------

Step 10:

Compare your Batch Header page with the one shown above.

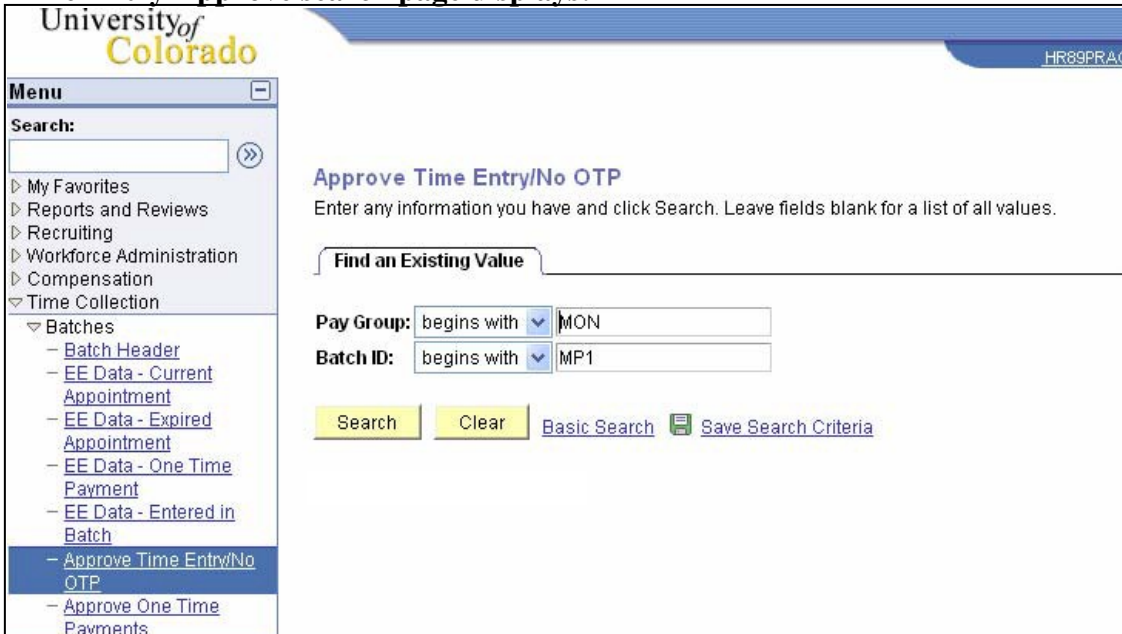
Click  Save

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

Step 11:

Navigate to the **Approve Time Entry/No OTP** page using the left-hand navigation menu.

Time Entry Approve search page displays:



University of Colorado
HR89PRAC

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

Approve Time Entry/No OTP
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Pay Group: begins with

Batch ID: begins with

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

Pay Group and Batch ID default

Step 12:

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

TE Magnifying Glass: (optional)	Click on the magnifying glass (located next to the employee's name) to view <u>Employee Time Detail</u> entered for that employee
Approved By Checkbox: (required)	Click on the Approved By Checkbox after confirming that all EE data for your batch is recorded and accurate

Employee Time Detail

EmpID: 189718 Meadows, Mary Rcd#: 0

Customize | Find | View All | First 1 of 1 Last

Erncd	Description	Hours	Addl Amt	Override Rate	Override Spdty/Acct	Pay Amount
SDK	SICK DOCK	-3.00	\$0.00	41.666667		\$-125.000

Time Entry Approval:

University of Colorado

HR39TEST R00164 Home Worklist

New Window

Time Entry Approve

Company: CU University of Colorado Description: Feb PRA
 Pay Group: MON Monthly Employee Pay End Date: 04/30/2007

Batch ID: PEG Batch Source: Online Batch Status: Ready

Batch Added By: Miles, Margaret 103218 Approved By: Miles, Margaret L

TE	Name	#	Hours	Addl Amt	Pay Amount
	Meadows, Mary	0	-3.00	\$0.00	\$-125.00

Batch Ready Totals:	1 Employees	-3.00	\$0.00	\$-125.00
Batch Approved Totals:	0 Employees	0.00	\$0.00	\$0.00

Save Return to Search Notify

Notes:

A reminder that in this exercise, the PRA's sick leave was converted to a sick dock because there is no accrual balances for employees in the Practice Area.

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

Step 13:

Click  Save

Creating and approving a monthly time collection batch completed

Additional Notes:

EE Data-Current Appointment: A current appointment implies the employee status is Active and the Appointment End Date is later than the beginning date of the current pay period.

EE Data-Expired Appointment: The employee status is Terminated or On Leave and the Appointment End Date is prior to the beginning date of the current pay period.

Entering data: If you have only a few employees to enter into a batch, search by Employee ID # (EmplID). If you search by Name, Last Name, or % Sign, you must also enter your department number. If you enter time records for multiple departments, you can enter data for only one department at a time.

Active Appointments: If there is only one active empl rcd [employee record] within your row-level security for the employee, the system will take you directly to that record. If the employee has more than one active empl rcd within your row-level security, it will display all of them, and you must select the appropriate one for which you wish to enter leave.

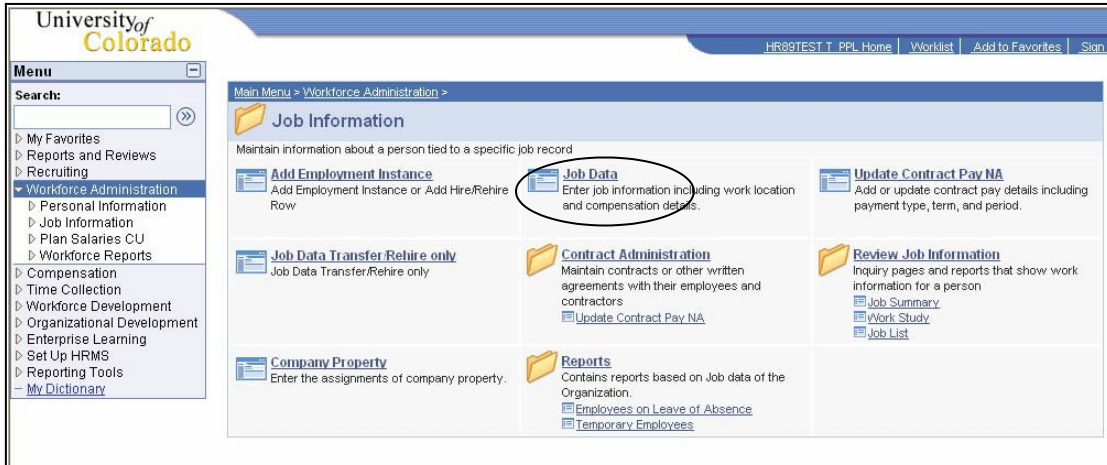
SpeedType: This field is for changing/overriding (for the current pay period only) the SpeedType(s) recorded on the position's funding distribution page.

Override Rate: Use this field to enter hours at a different hourly rate to be paid (for the current pay period only). Offline authorization is required for use of the override rate field.

Exercise 5 – Recording and Approving Research Faculty Employee Termination

Scenario: The PRA’s job appointment has ended. 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. Job Data search page displays

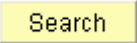
Enter one or more of the search fields

EmplID: (required)	Enter the PRA’s EmplID (You can also search by Name or Last Name)
------------------------------	--------------------------------------------------------------------------

Compare your Job Data search page with the one shown above. Your page may differ from one shown here:


The screenshot shows the 'Job Data' search interface. On the left is a 'Menu' with categories like 'My Favorites', 'Reports and Reviews', 'Recruiting', 'Workforce Administration', and 'Job Information'. The 'Job Information' section is expanded, showing options like 'Contract Administration', 'Review Job Information', 'Reports', 'Add Employment Instance', 'Job Data', 'Update Contract Pay NA', 'Job Data Transfer/Rehire only', 'Job Approval', and 'Company Property'. The 'Job Data' section is selected. The main content area has a 'Find an Existing Value' section with a search bar and several input fields: 'EmplID:' (begins with 189348), 'Empl Rcd Nbr:', 'Name:' (begins with), 'Last Name:' (begins with), 'Department:' (begins with), 'Last 4 SSN:' (begins with), 'HR Status:', and 'Employee Status:'. There is a 'Search' button highlighted in yellow, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options. A 'New Window' link is also visible.

Step 3:

Click 

Step 4:

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)	END (End of Appointment)
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, March 16, 2007, then the effective date of the termination is Saturday, March 17, 2007.

Step 5:

Compare your Work Location page with the one shown below:

The screenshot shows the 'Work Location' page for employee Meadows, Mary (EMP ID: 189348, Empl Rcd #: 0). The page includes navigation tabs for Work Location, Job Information, Payroll, Compensation, and Employment Information. The 'Work Location' tab is active, displaying details for a terminated position. The 'Action / Reason' is set to 'Termination' with 'END' as the reason. The position is for a 'Professional Research Asst' at the 'University Hospital' (Location: 2UH). The last date worked is 05/31/2007, and the position entry date is 06/01/2007. The page also shows 'Last Updated by: PRACT61' and 'Date Created: 03/12/2007'.

Step 6:

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/END requires Job Approval, even though it does not.

Step 7:

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

Step 8:

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 10:

Click  Save






Step 11:

Compare your Job Approval page with the one shown below:

University of Colorado HR69PRAC PRACT61 Home | Worklist | Add to Favorites


[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

Meadows, Mary ID: 189348







Approval [Find](#) First 1-2 of 2 Last

Effective Date:	06/01/2007	Sequence:	0  Job Notes	Payroll Status:	Terminated
Action:	TER Terminate	Reason:	END End of Appointment		
Department:	20234	SOM-Adult Clinical Rsrch Cntr		Action Date:	03/12/2007
Job Code:	1310	Professional Research Asst		%TIME:	100.00
Position Number:	00679681	Professional Research Asst		Std Hrs/Wk:	40.00
Pay Rate Data					
Annual Rate:	42000.000	Comp Freq:	M		
Monthly Rate:	3500.000				
Hourly Rate:	20.192308				

*Approval Status: Status Date: 03/12/2007 Appr/Reject:

Effective Date:	03/01/2007	Sequence:	0  Job Notes	Payroll Status:	Active
Action:	HIR Hire	Reason:	HIR New Hire		
Department:	20234	SOM-Adult Clinical Rsrch Cntr		Action Date:	03/07/2007
Job Code:	1310	Professional Research Asst		%TIME:	100.00
Position Number:	00679681	Professional Research Asst		Std Hrs/Wk:	40.00
Pay Rate Data					
Annual Rate:	42000.000	Comp Freq:	M		
Monthly Rate:	3500.000				
Hourly Rate:	20.192308				

*Approval Status: Status Date: 03/07/2007 Appr/Reject:

 Save  Return to Search  Notify  Previous tab  Next tab  Refresh

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

Terminating the PRA completed

End of Life Cycle Exercise for a Research Faculty Employee