



Life Cycle Exercises Other Faculty Member

Job Search and Hire of New Lecturer for Spring Semester

Submit Appropriate Hire Documentation to the HR Office

Provide Employment Forms to New Lecturer

Enter/Approve Position, Funding, Hire and Contract Pay in HRMS

Reappoint Lecturer for Summer Semester

Change Position FTE and Percent of Time

Change Position Salary Funding Distribution

Update Lecturer Job Data

Put Lecturer on Short Work Break at End of Summer Semester

Reappoint Lecturer for Spring Semester

Change Position FTE and Percent of Time

Return Lecturer from Short Work Break and Reappointment

Make a Correction Pay Rate Change

Terminate Lecturer at End of Spring Semester

Lecturer (UCCS Campus Only)

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Life Cycle of Other Faculty Member - Lecturer

In this group of exercises we are going to follow the life cycle of a lecturer from position creation through final termination. We will work with a Lecturer in LAS – Physics & Energy Science. Throughout this life cycle exercise, all gender references will be for a male lecturer since the example employee is Michael Caine.

The following topics will be covered in this life cycle exercise:

Exercise 1 (Page 4):

Job Search and Hire of New Lecturer for Spring Semester 2007

- a) **Submit Appropriate Hire Documentation to the HR Office**
- b) **Provide Employment Forms to New Lecturer**
- c) **Enter/Approve Position, Funding, Hire and Contract Pay in HRMS**

Exercise 2 (Page 6):

Reappoint Lecturer for Summer Semester 2007

- a) **Change Position FTE and Percent of Time**
- b) **Change Position Salary Funding Distribution**
- c) **Update Lecturer Job Data: New Semester Begin Date, New Salary, New Contract Pay Terms**

Exercise 3 (Page 27):

Put Lecturer on Short Work Break at End of Summer Semester 2007

Exercise 4 (Page 33):

Reappoint Lecturer for Spring Semester 2008

- a) **Change Position FTE and Percent of Time**
- b) **Update Lecturer Job Data: Return Lecturer from Short Work Break and Reappointment**
- c) **Make a Correction Pay Rate Change**

Exercise 5 (Page 56):

Terminate Lecturer at End of Spring Semester 2008

Notes:

"Lecturer" is the title given to individuals hired to teach on a course-by-course basis. Lecturers are qualified to teach the particular course or courses for which they have been hired. They may have graduate degrees and/or advanced experience in their profession or field of expertise. Lecturers are "employees at will" and are hired on a part-time basis to teach one or more courses per term.

If your lecturer currently pays into PERA for another job (such as Colorado Springs public school system), he has an option to pay into PERA for this lecturer job. See the UCCS benefits counselor for more information.

These exercises are for use in the HRMS Practice Area database during classroom training only.

In order to make the exercises more closely match real situations, we have pre- and post-dated some of the records. For example, this entire life cycle exercise spans more than a year; therefore, we will begin by pretending it is December 2006, and end in May 2008.

This life cycle exercise is designed for use on the UCCS campus only. Each campus has different lecturer appointment processes. Always check with your campus' Dean, Faculty Affairs, and/or Human Resources offices for specific processes.

Exercise 1: Job Search and Hire of New Lecturer for Spring Semester 2007

Scenario: Your department staff is finishing up their job search for hiring a new lecturer, beginning with the Spring Semester, 2007. Your new lecturer will be teaching two courses for a total of 6 credit hours (20% appointment). The first step in this process is to submit the appropriate hire documentation to the HR Office and provide new employment forms to the new employee. The second step is to send this new employee to HR for I-9 submission as well to drop off all his new employee forms. Once the HR Office receives all the necessary new employee/lecturer documentation, they will take care of the third step: entering and approving the position, funding, hire and contract pay in HRMS.

a) Submit Appropriate Hire Documentation to UCCS HR Office

The UCCS HR Office is responsible for entering the initial position, funding, hire and contract pay data in the Human Resources Management System (HRMS). They are unable to complete this task until they receive all the appropriate hire documentation from you. Therefore, it is the responsibility of the hiring department to complete and submit, with appropriate signatures, the Personnel Action Form (PAF), a copy of the Letter of Offer (attach to PAF) and the UCCS Personal Data Form (PDF) to the HR Office **PRIOR to the UCCS PAF due date and before the first monthly payroll deadline after the date of the new hire**. The PAF and PDF forms are located on the UCCS HR Office, HR Forms webpage. The UCCS Payroll Calendar, which lists the payroll deadlines, is available on both the ES Services website and the UCCS HR Office website

Your classroom instructor will now go over these required forms with you.

b) Provide Employment Forms to New Lecturer

Per UCCS procedures, it is necessary for you to provide new employment forms to the new lecturer for completion; i.e., the UCCS Personal Data Form (PDF), Direct Deposit Form, W-4 Form and Oath Statement Form. Transcripts, vitae, and recommendation letters go to Faculty Records. You must also inform your new hire that within the first three days of starting work, he must go to the HR Office with his Social Security Card and a picture ID to verify employment eligibility and to fill out the I-9 Form.

Upon receipt of these new employee forms, HR will enter the new position and hire data in HRMS. These new employee forms must be received **PRIOR to the UCCS PAF due date and before the first monthly payroll deadline after the date of the new hire**. These due dates are identified on the UCCS Payroll Calendar. For more information/assistance with employment forms, please contact the HR Office. The payroll calendar is located on the Employee Services (ES) website.

c) Enter/Approve Lecturer Position, Funding, Hire and Contract Pay in HRMS

After receiving all the necessary forms, the HR Office staff enters into HRMS, the position, funding, hire and contract pay data for this new lecturer. It is up to the discretion of HR whether to reuse a vacant position or create a new position.

For purposes of this exercise, your classroom instructor will enter this data prior to your training. She will provide you with the Position # and EmplID of your 'practice' lecturer so you may proceed with this exercise. Please be aware that while this written life cycle exercise is documented using Michael Caine as the lecturer, the lecturer and position # you will use is the one provided you by the classroom instructor.

Departmental Responsibility After Initial Hire: After HR has recorded all the position, funding, hire and contract data in HRMS, it then becomes the responsibility of your department to monitor, manage and update his HRMS data until the lecturer terminates from the university. Examples of upcoming data entry could be: changing the Percent of Time for the appointment (increase or decrease in number of credit hours he is teaching); placing him on Short Work Break (rather than termination since you know he will be teaching again in the near future); changing the funding distribution for his salary; and, eventually, providing termination documentation to the HR Office so they may terminate him from the appointment when you know that he will no longer be teaching for the university.

You may now proceed to **Exercise 2**.

Exercise 2: Reappoint Lecturer for Summer Semester 2007

Scenario: It is nearing the end of the spring semester 2007 and your lecturer has done a fantastic job teaching his courses. It is necessary to end his appointment for the spring semester. However, a decision has been made to reappoint him for the summer term. In this exercise (and in the order listed below) you need to:

- Make changes to your lecturer's position (change the FTE to .10 and change the Percent of Time to 10% for the upcoming summer appointment); make changes to your lecturer's funding distribution (the SpeedType to which salary is charged for this upcoming summer appointment).
- Update the lecturer's job data for the summer term to include recording a new semester begin date, new salary and new contract pay terms.

It is important you update the position and funding PRIOR TO reappointing the lecturer for the summer!

a) Change Position FTE and Percent of Time

Select: Organizational Development / Maintain Positions/Budgets / **Add/Update Position Info/ Find an Existing Value**

Step 1:

On the Search page, enter the following:

| | |
|----------------------------------|---|
| Position #: (required) | Enter the Position # that is assigned to your lecturer |
|----------------------------------|---|

Step 2:

Compare your Add/Update Position Info search page with the one shown below. Because you are searching for your position, the # will differ from the one shown here:

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

Description: begins with

Position Status: =

Business Unit: begins with

Department: begins with

Job Code: begins with

Reports To Position Number: begins with

Include History

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

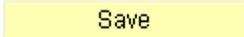
[Find an Existing Value](#) | [Add a New Value](#)

Step 3:

Click 

Step 4:

On the Description page enter the following:

| | |
|---|--|
| Insert a Row: (required) | Click  to insert a row |
| Effective Date: (required) | 06/01/2007 (This is the date the FTE and Percent of Time changes take effect for the summer term) |
| Reason: (required) | FTE (Change FTE) |
| Position Notes: (required) | Click  Position Notes and record any comments relative to the FTE change / Percent of Time change for the upcoming summer term (Example: Decrease FTE and Percent of Time to .10 / 10%) Click  Click Return To: Position Data Page to return to the Description page |
| Job Information Section: | Reg/Temp: Leave as is/verify that it shows “Temp” Full/Part Time: Leave as is/verify that it shows “<50%” |
| Salary Plan Information Section: (required for UCCS) | FTE: Enter .10 (3 credit hour course appointment) Percent of Time: Enter 10.00 (3 credit hour course appointment) Standard Hours: Leave as is/verify that it shows 4.0. Will have automatically updated from FTE & Percent of Time |

Notes:

Per UCCS procedures, the effective date will always be the first day of the month.

A position should never be Reactivated or Inactivated by the department. Any questions regarding either of these Reason choices should be directed to the UCCS HR Office.

Position Notes are required for documenting position data changes.

Regular/Temporary and Full/Part Time fields default based on Job Code. Both fields have direct relationship to whether or not the position is benefits eligible. **For lecturers at UCCS (Job Code 1419-- Other Faculty), the position must always be ‘temporary’ and is not eligible for benefits.**

Percent of Time and Standard Hours fields are linked and used to calculate leave accruals and benefit eligibility, when applicable. The fields indicate the lecturer’s current course load. Temporary lecturers are not eligible for benefits, including vacation or sick leave.

Examples of how to determine FTE and Percent of Time based on # of credit hours of teaching:

- 3 credit hour course: $3 \div 30 = 0.10$ FTE or 10%
- 4 credit hour course: $4 \div 30 = 0.13$ FTE or 13.33%
- 5 credit hour course: $5 \div 30 = 0.16$ FTE or 16.66%
- 6 credit hour course: $6 \div 30 = 0.20$ FTE or 20% (example: two 3 credit hour courses)

For questions regarding FTE and Percent of Time, contact the UCCS HR Office.

Step 5:

Compare your Description page with the one shown below. Because your data reflects information provided by your instructor, your page may differ from the one shown here:

[Description](#) | [Specific Information](#) | [Position and Incumbent Data](#) | [Save](#) | [Return to Search](#) | [Next in List](#) | [Previous in List](#) | [Refresh](#) | [Update/Display](#)

Position Information [Find](#) | [View All](#) | [First](#) | [1 of 2](#) | [Last](#)

Position Number: 00681023 Lecturer [Go To Position Funding](#)

Headcount Status: Filled Current Head Count: 1 of 1

*Effective Date: 01/2008 @ Position Notes Status: Active

*Reason: IFR E.O. Change FTE Action Date: 07/11/2007

Position Status: Proposed Status Date: 07/11/2007

Job Information

*Business Unit: Solo Q. University of Colorado

Job Code: _____ Lecturer Management Level: Non-Manager

*Reg Term: Temporary *Full Part Time: _____

Regular Shift: N/A

Ute: lecturer Shortnote: lecturer [Detailed Position Description](#)

Work Location

*Reg Region: United States

Department: 1966 O. LAS-Physics & Energy Science Cont. Itlf. CU University of Colorado

Location: Solo O. Columbine Hall

Ref/OrtS To: @483300 O. ChairP hysics At tlointng AtRhority: @Q480101 O. Dean-LAS

Essential Services Class Staff Seasonal or Academic Year At tlointment? Student/Ilises Classified Staff
 Special/Other/Temporary Position Replacement/Physically Retired Class Staff Stlec Quali Officer Position

Faculty Exempt Professonal - Proposed Costs

| | Minimum | Maximum |
|-----------------|----------------------|----------------------|
| Salary Range: | <input type="text"/> | <input type="text"/> |
| Standard Cost: | <input type="text"/> | <input type="text"/> |
| Moving Expense: | <input type="text"/> | <input type="text"/> |
| Total: | | |

Salary Plan Information

FTE: 1.00000 Percent of Time: [id.Oq]

Salary Admin Plan: 140 Grade: 140

Standard Hours: 4.00 Work Period: O. Weekly

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--------|--------|--------|--------|--------|-----------|-----------|
| [D.8Q] | [D.8Q] | [D.8Q] | [D.8Q] | [D.8Q] | CJ | CJ |

USA

FLSA Status: Exempt

[Save](#) | [Return to search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Add](#) | [Update/Display](#) | [Include History](#)

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

Step 6:

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

Step 7:

On Specific Information page, enter or select the following:

| | |
|---|---|
| Required HIPAA Access Section: (optional) | Select the appropriate HIPAA Access checkboxes for this position |
| Hazardous Materials Handling/Exposure Section: (required) | Select Yes or No for all 3 radio buttons (Will the employee in this position be working with, or be in contact with any of these hazardous materials?) |

Step 8:

Compare your Specific Information page with the one shown below. Because your data reflects information provided you by your instructor, your page may differ from the one shown here:

Description
Specific Information
Position and Incumbent Data

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

Position Number: 00681023 Lecturer [Go To Position Funding](#)

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

Specific Information [Find](#) | [View All](#) First 1 of 2 Last

Effective Date: 06/01/2007 Position Notes **Status:** Active

Max Head Count:

Wrks Comp: College/Prof/Teach/Clerical

Pay Group: MON Monthly Employee

Employee Type: Salaried

Incumbents

Update Incumbents

Include Salary Plan/Grade

Background Checks

Criminal History Records Financial History Records

Motor Vehicle Records Other Background Check

Budgeted Position

Confidential Position

Job Sharing Permitted

Education and Government

Classified Indicator: Other Fac

FTE: **Calc Group (Flex Service):**

Adds to FTE Actual Count **Academic Rank:**

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 Matls/Human Blood or Bodily Yes No

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

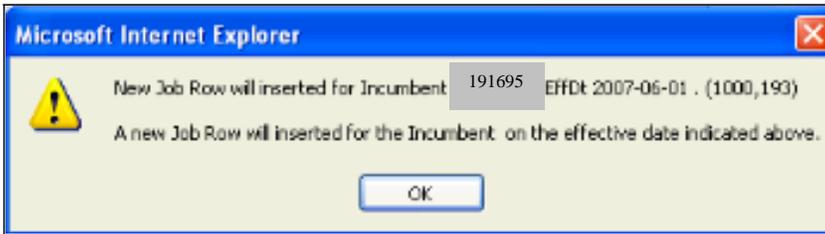
[Description](#) | [Specific Information](#) | [Position and Incumbent Data](#)

Step 9:

Click  Save

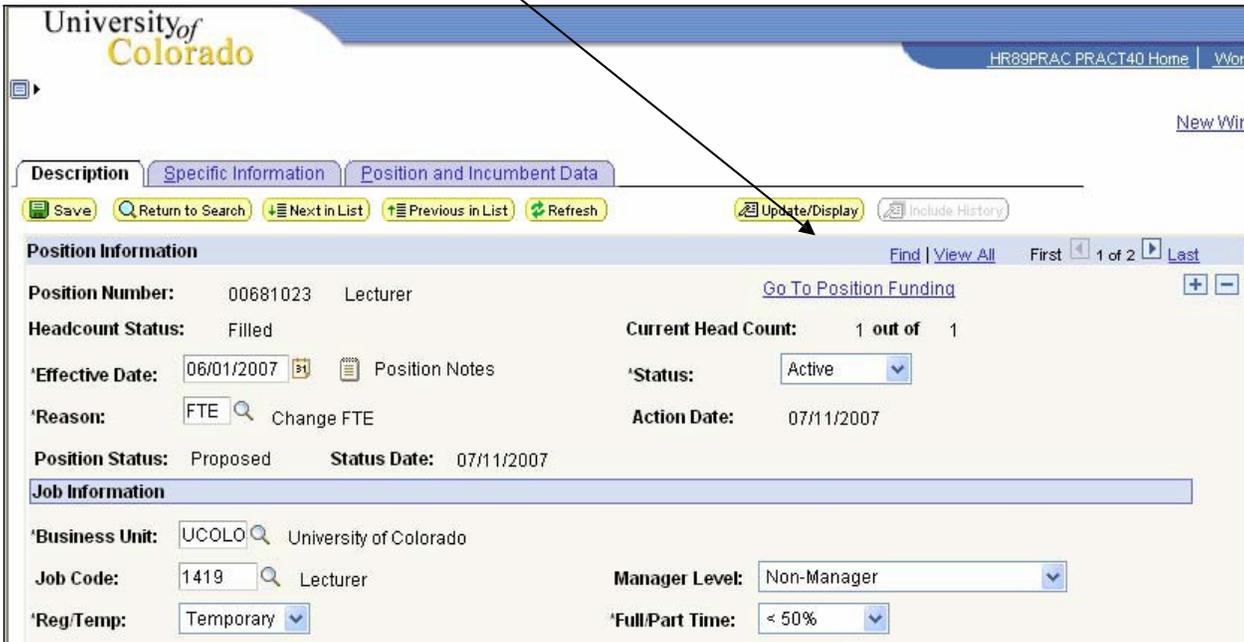
Step 10:

At this time, if the appointment is still active, you should get a pop-up message stating that the incumbent's job data record will be updated to reflect the position FTE changes. If you do not receive this message, contact your instructor and she will walk you through manually updating the incumbent's job data.



Step 11:

Click OK and then use [Go To Position Funding](#) link. (Or, navigate to: Organizational Development / Position Management / Maintain Positions/Budgets / [Funding Distribution](#))



Step 12:

New window opens in Funding Distribution:

University of Colorado

HR89PRAC PRACT40 Home | Worklist | Add to Favorites | Sign Out

New Window | Customize Page

Funding Distribution | Position and Incumbent Data

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

EmpID 191695 Name Caine, Michael [Go To Position Data](#)

Funding Find | View All First 1 of 1 Last

Position Number: 00681023 Sequence: 0 Entered Date: 07/11/2007

Funding Status: Approved Notes Status Date: 07/11/2007

Funding Begin Date: 12/12/2006 Amt Pct Appr.Reject: Tumenbayar, Ruth

| | *Percent | *Speed Type | Funding End Date | SpeedType Description | Fund | Org | Program | Project | Sub Class | Proj Bdg End Date | Exp Transfer ID | Transfer Status |
|---|----------|-------------|------------------|-----------------------|------|-------|---------|---------|-----------|-------------------|-----------------|-----------------|
| 1 | 100.000 | 41022162 | | Physics | 10 | 40066 | 23786 | | | | | |

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

Funding Distribution | Position and Incumbent Data

Step 13:

On Funding Distribution page, to change/modify position salary funding information, enter or select the following:

| | |
|---|---|
| Insert a Row In Funding section: (required) | System automatically copies the previous distribution row. You may write over the information in that row, delete it or insert additional distribution rows |
| Funding Begin Date: (required) | Your choice (Enter the date funding for the SpeedType [ST] is to begin. Generally, this date should be the first day of the month for the new semester) |
| Distribution Percent: (required) | 100% |
| SpeedType: (required) | 41015974 (or your choice) |
| Funding End Date: (optional) | Your choice (Funding End Date is not a required field and may be left blank implying continuous funding from this ST or if a Funding End Date is not currently known) |
| Notes / Comments: (optional) | Record any comments relative to the funding change |
| Return to Funding Distribution page: | Use Return To: Funding Page link: |

Notes:

Funding Distribution changes must be approved.

Funding End Date does not stop pay. This means that if the funding end date is exceeded, the employee will continue to be paid, but his salary will be charged to a suspense FOPPS (SpeedType) and not the departmental FOPPS (SpeedType).

The system will not permit end-users to add, delete or correct funding for a pay period that has been closed. This ensures that the funding distribution pages will always reflect what the distribution was at the time the payroll was processed. Funding changes for prior pay periods must be done with a Payroll Expense Transfer (PET).

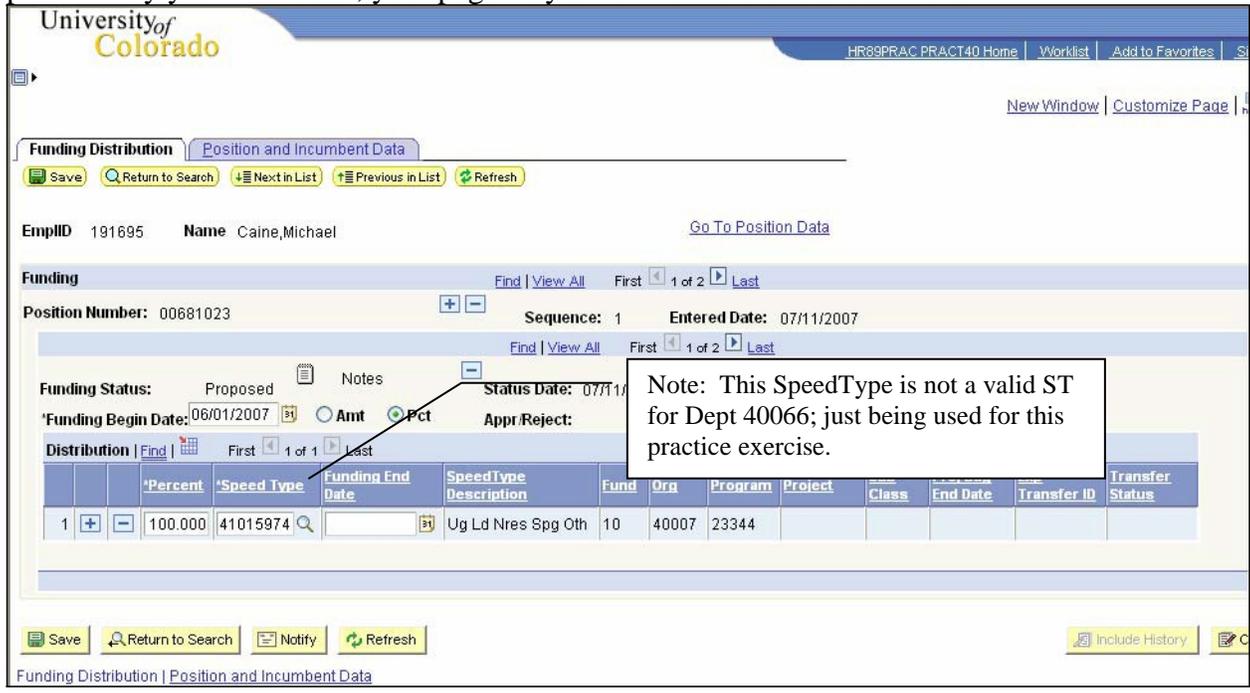
When using multiple funding sources, the sum total of all distributions for each fund begin date must equal 100%. Example: using a funding begin date of 06/01/2007: 50% of the salary is to be charged to ST “xx,” 30% of the salary is to be charged to ST “yy,” and 20% of the salary is to be charged to ST “zz.” 50% + 30% + 20% = 100% of the employee’s salary will be charged proportionately beginning on 06/01/2007. End-users have the ability to enter funding by amount or by percent. The system uses the percent field to calculate the actual funding. If using the estimated amount field, the system will automatically adjust the percent to match the estimated amounts entered. If there are multiple funding sources, the total percentages must equal 100%.

Step 14:

Click 

Step 15:

Compare your Funding Distribution page with the one shown below. Because your data reflects information provided by your instructor, your page may differ from the one shown here:



The screenshot shows the University of Colorado HR89PRAC PRACT40 Home page. The 'Funding Distribution' tab is active, showing details for employee Michael Caine (EmpID: 191695). The 'Funding' section displays Position Number: 00681023, Sequence: 1, and Entered Date: 07/11/2007. The 'Funding Status' is 'Proposed' with a 'Notes' icon. The 'Funding Begin Date' is 06/01/2007, and the 'Status Date' is 07/11/2007. A callout box points to the 'Speed Type' field, which contains the value 41015974. The callout text reads: 'Note: This SpeedType is not a valid ST for Dept 40066; just being used for this practice exercise.' Below this, a table shows the funding distribution details:

| | *Percent | *Speed Type | Funding End Date | Speed Type Description | Fund | Org | Program | Project | Class | End Date | Transfer ID | Transfer Status |
|---|----------|-------------|------------------|------------------------|------|-------|---------|---------|-------|----------|-------------|-----------------|
| 1 | 100.000 | 41015974 | | Ug Ld Nres Spg Oth | 10 | 40007 | 23344 | | | | | |

Step 16:

Without canceling out of the current page, select: **Funding Approval** (Or, navigate to: Organizational Development / Position Management / Maintain Positions/Budgets / [Funding Approval](#))

University of Colorado

HR89SPRAC PRACT40 Home | Worklist | Add t

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/Retroactive Funding Change
 - Correction PET
 - PET Approval
 - PET Approval (Sponsored Proj)
 - PET Certification
 - PET Cancellation
- Review Position/Budget Info
- Position Reports

Funding Distribution | Position and Incumbent Data

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

EmpID 191695 Name Caine, Michael [Go To Position Data](#)

Funding Find | View All First 1 of 1 Last

Position Number: 00681023 Sequence: 1 Entered Date: 07/11/2007

Funding Status: Proposed Notes Status Date: 07/11/2007

Funding Begin Date: 06/01/2007 Amt Pct Appr/Reject:

Distribution | Find | First 1 of 1 Last

| | *Percent | *Speed Type | Funding End Date | Speed Type Description | Fund | Org | Program | Project | Sub Class |
|---|----------|-------------|------------------|------------------------|------|-------|---------|---------|-----------|
| 1 | 100.000 | 41015974 | | Ug Ld Nres Spg Oth | 10 | 40007 | 23344 | | |

Save | Return to Search | Notify | Refresh

Funding Distribution | Position and Incumbent Data

Step 17:

On Funding Approval page, approve the funding. (In the Practice Area, you are the approver. In Production, the UCCS HR Office is the approver.)

| | |
|--|---|
| Funding Status: (required) | Approved |
| Notes / Comments: (optional) | Record any <i>additional</i> comments relative to the funding change |
| Save | |

Compare your Funding approval page with the one shown below:

University of Colorado

HR89PRAC PRACT40 Home | Worklist | Add to Favorites

New Window | Customize Page

Funding Approval | Funding Distribution | Position and Incumbent Data

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

EmpID 191695 Name Caine, Michael Go To Position Data

Funding Find | View All First 1 of 1 Last

Position Number: 00681023 Sequence: 1 Entered Date: 07/11/2007

Funding Status: Approved Notes Status Date: 07/12/2007

Funding Begin Date: 06/01/2007 Amt Pct Appr/Reject: Tumenbayar, Ruth

Distribution Customize | Find First 1 of 1 Last

| Percent | Speed Type | Funding End Date | Speed Type Description | Fund | Org | Program | Project | Sub Class | Proj Bdg End Date | Exp Transfer ID | Transfer Status |
|---------|------------|------------------|------------------------|------|-------|---------|---------|-----------|-------------------|-----------------|-----------------|
| 100.000 | 41015974 | | Ug Ld Nres Spg Oth | 10 | 40007 | 23344 | | | | | |

Next, we are going to approve the FTE and Percent of Time change in Maintain Positions/Budgets. (In the Practice Area, you are the approver. In Production, the UCOS HR Office is the approver.)

Step 18:

Without canceling out of the current page select: **Position Approval** (Or, navigate to: Organizational Development / Position Management / Maintain Positions/Budgets / [Position Approval](#))

Remember: Job Data changes cannot be saved until Position has been approved

University of Colorado

HR89PRAC PRACT40 Home | Worklist | Add to Favorites

New Window | Customize Page

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/Retroactive Funding Change
 - Correction PET
 - PET Approval
 - PET Approval (Sponsored Proj)
 - PET Certification
 - PET Cancellation

Funding Approval | Funding Distribution | Position and Incumbent Data

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

EmpID 191695 Name Caine, Michael Go To Position Data

Funding Find | View All First 1 of 1 Last

Position Number: 00681023 Sequence: 1 Entered Date: 07/11/2007

Funding Status: Approved Notes Status Date: 07/12/2007

Funding Begin Date: 06/01/2007 Amt Pct Appr/Reject: Tumenbayar, Ruth

Distribution Customize | Find First 1 of 1 Last

| Percent | Speed Type | Funding End Date | Speed Type Description | Fund | Org | Program | Project | Sub Class | Proj End Date |
|---------|------------|------------------|------------------------|------|-------|---------|---------|-----------|---------------|
| 100.000 | 41015974 | | Ug Ld Nres Spg Oth | 10 | 40007 | 23344 | | | |

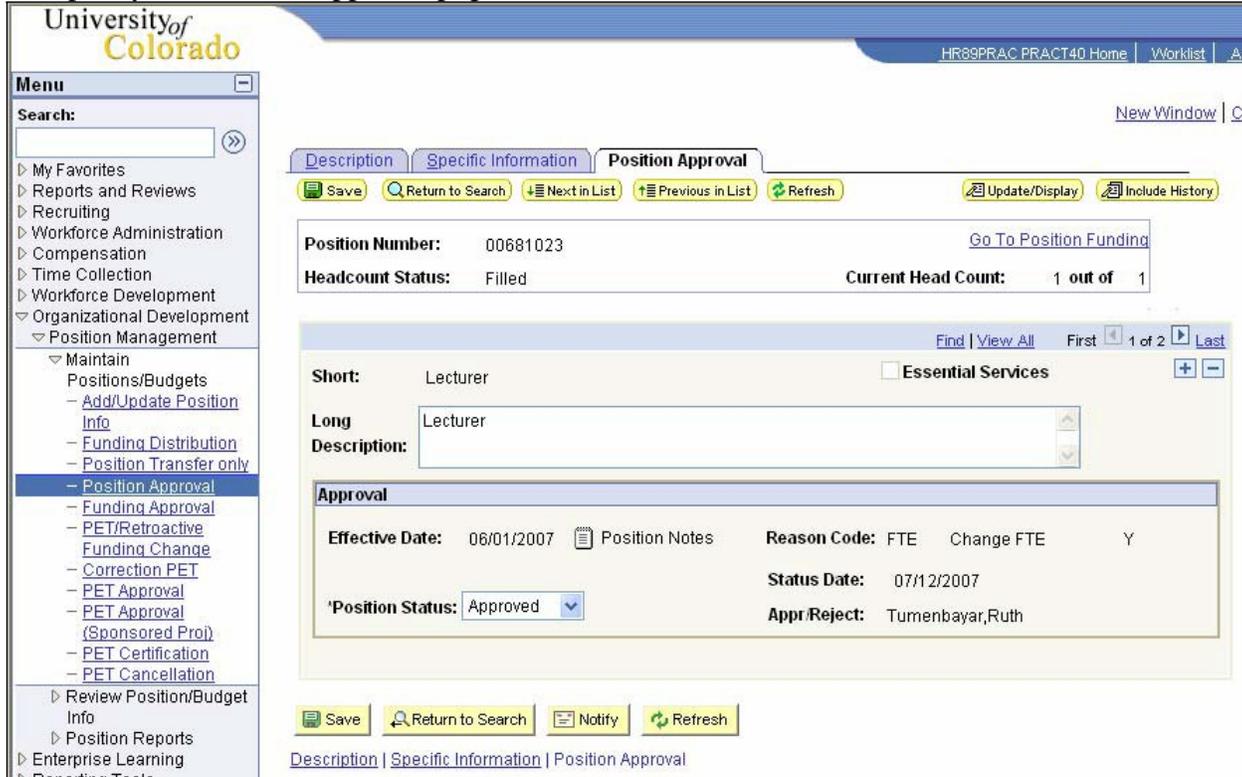
Step 19:

On Position Approval page, enter or select the following:

| | |
|--|--|
| Approval Status: (required) | Approved |
|  Notes / Comments: (optional) | Your choice (Approver may add to position comments entered by end-user) |

Step 20:

Compare your Position Approval page with the one shown below:



University of Colorado

HR89PRAC PRACT40 Home | Worklist | Ad

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/Retroactive Funding Change
 - Correction PET
 - PET Approval
 - PET Approval (Sponsored Proj)
 - PET Certification
 - PET Cancellation
 - Review Position/Budget Info
 - Position Reports
 - Enterprise Learning
 - Reporting Tools

Description | Specific Information | **Position Approval**

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

Position Number: 00681023 [Go To Position Funding](#)

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

Find | View All | First 1 of 2 Last

Short: Lecturer Essential Services

Long: Lecturer

Description:

Approval

Effective Date: 06/01/2007  Position Notes Reason Code: FTE Change FTE Y

Status Date: 07/12/2007

*Position Status: Approved Appr/Reject: Tumenbayar,Ruth

Save | Return to Search | Notify | Refresh

Description | Specific Information | Position Approval

Step 21:

Click 

b) Update Lecturer Job Data: New Semester Begin Date, New Salary, New Contract Pay Terms

Step 1:

Select: Workforce Administration/Job Information/**Job Data**

Step 2:

On the Job Data – Find an Existing Value search page, enter the following:

| | |
|------------------------------|---|
| EmplID: (required) | Enter the EmplID of your lecturer (You may also search by Name or Last Name) |
|------------------------------|---|

Note:

Searching by **Name** requires data to be entered as: Last Name, (space) First Name or Last Name, (space) First Initial. Example: Caine, Michael or Caine, M

Step 3:

Compare your Job Data – Find an Existing Value search page with the one shown below. Because you are searching for your employee, your EmplID will differ from the one shown here:

Job Data

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

Find an Existing Value

| | | |
|-------------------------|---------------|--------|
| EmplID: | begins with ▾ | 191695 |
| Empl Rcd Nbr: | = ▾ | |
| Name: | begins with ▾ | |
| Last Name: | begins with ▾ | |
| Department: | begins with ▾ | |
| Last 4 SSN: | begins with ▾ | |
| HR Status: | = ▾ | |
| Employee Status: | = ▾ | |

Include History

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

Step 4:

Click [Search](#)

Step 5:

First, confirm that the automatic Update Incumbents functionality has inserted a row for the position FTE and Percent of Time changes.

- a) On the Work Location page, confirm that the position data change of “Change FTE” * is recorded as follows:

| | |
|--|--|
| Effective Date: (required) | 06/01/2007 |
| Effective Sequence: (required) | 0 (First action/reason on 06/01/2007) |
| Action: (required) | Position Change |
| Reason: (required) | Change FTE |

- b) Compare your Work Location page with the one shown below:

- c) Click [Job Information](#) or use the Job Information link at bottom of page to confirm changes to FTE* and Percent of Time* are recorded as follows:

| | |
|---|------------------|
| Regular/Temporary: (required) | Temporary |
| Percent of Time: (required) | 10.00 |
| FTE: (required for UCCS) | 0.10 |
| Standard Hours: (required) | 4.00 |

d) Compare your Job Information page with the one shown below:

| Work Location | | Job Information | | Payroll | | Compensation | | Employment Information | |
|---|-----------------------------------|---|------------------|------------------|-------------|------------------|------------|------------------------|--|
| Caine, Michael | | EMP | | ID: 191695 | | Empl Rcd #: 0 | | | |
| Save | | Return to Search | | Next in List | | Previous in List | | Refresh | |
| | | | | Update/Display | | Include History | | | |
| Job Information Find View All First 1 of 2 Last | | | | | | | | | |
| Effective Date: | 06/01/2007 | Sequence: | 0 | Job Notes | Appr Status | Proposed | 06/01/2007 | | |
| Action / Reason: | Posn Chg | Change FTE | | | Appr/Reject | Current | | | |
| Job Code: | 1419 | Lecturer | Entry Date: | 06/01/2007 | | | | | |
| Reports To: | 00483300 | Chair - Physics | 110133 | Vaisvil, Matthew | | | | | |
| Regular/Temporary: | Temporary | | Full/Part: | < 50% | | | | | |
| Empl Class: | <input type="text"/> | | Officer Code: | None | | | | | |
| Regular Shift: | N/A | | Percent of Time: | 10.00 | | | | | |
| Classified Indc: | Other Fac | | | | | | | | |
| Standard Hours | | | | | | | | | |
| Standard Hours: | <input type="text" value="4.00"/> | | | | | | | | |
| FTE: | 0.100000 | <input checked="" type="checkbox"/> Adds to FTE Actual Count? | | | | | | | |
| USA | | | | | | | | | |
| FLSA Status: Exempt | | | | | | | | | |

***If the Work Location and Job Information pages do not show the position data updates, contact:**

Your instructor if you are doing this life cycle exercise in a classroom setting in the Practice Area database. She will walk you through the process of updating your incumbent's job data based on the changes made to the position

UCCS HR Office if you are updating information from your office in the Production database.

Someone in the HR office will walk you through the process of updating your incumbent's job data based on the changes made to the position.

Once it has been confirmed that the position data updates have been recorded in the job data pages, you may proceed with this exercise:

Step 6:

Now return to the Work Location page and enter or select the following to reappoint your lecturer:

| | |
|--|---|
| Insert a Row: (required) | Click  to insert a row |
| Effective Date: (required) | 06/01/2007 (The first day of the Summer Term) |
| Effective Sequence: (required) | Enter 1 (Change the 0 to 1) (Second action/reason on 06/01/2007) |
| Action: (required) | Data Change |
| Reason: (required) | Reappointment |
|  Job Notes / Comments: (required) | Enter comments relative the reappointment. Include what classes/sections are being taught, total credit hours, and total salary. Example: Summer 2007; PES 106, Section 2; 3 credit hours; \$1000. Click  Click Return To: Job Data Page |

Notes:

This exercise is an example of a lecturer moving from a spring to a summer appointment with no break in service. Because of this, there is no need for an official record in HRMS of the end of the spring appointment. Online documentation of the new summer term contract/appointment is documentation enough. However, if there is a break in service, like taking the summer off and returning in the fall, this would need to be recorded in HRMS. Later on in this life cycle exercise, we are going to show how to record a break in service using the action/reason of Short Work Break.

UCCS has Lecturer step-by-step guides that will assist you with all these different processes. They are located in your handouts and/or you may contact HR to request copies. <http://www.uccs.edu/~hr/>.

| | |
|--|--|
| Comp Rate: (required) | Your Choice (Change the Comp Rate from the old salary to the new summer contract salary amount) |
| Calculate Compensation: (required) | Click the Calculate Compensation button |

Note:

Lecturers on the UCCS campus are set up using the Contract Pay compensation frequency. It is important to note that changing employee contract pay types, making salary changes, and/or terminating anytime prior to the contract end date has a direct and immediate impact on the employee's pay. When changes are made, a contract pay adjustment must be made in order to ensure the employee is paid correctly. For more information about Contract Pay and making changes to existing contracts, contact your HR Office with questions/concerns/assistance.

Step 9:

Confirm that your Contract Pay page and Compensation page show the following data:

a) Contract Pay Page:

Contract Pay

Contract Information Find | View All First 1 of 2 Last

*Effective Date: 06/01/2007 + -

Contract Pay Type: Summer Contract

*Payment Term: Pay Over Contract

*Contract Begin Date: 06/01/2007 *Contract End Date: 08/31/2007

Payment Begin Date: 06/01/2007 Payment End Date: 08/31/2007

Actual Start Date: 06/01/2007 Actual Contract End Date: 08/31/2007

b) Compensation page:

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

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

Compensation Find | View All First 1 of 3 Last

Effective Date: 06/01/2007 Sequence: 1 Job Notes Appr Status: Proposed 07/12/2007
 Action / Reason: Data Chg Reappointment Appr/Reject: Current

Compensation Summary

Base Compensation Rate: 1,000.000000 *Frequency: C Contract Contract Pay
 Total Compensation Rate: 1,000.000000

Salary Administration Plan: 140 Grade: 140 Standard Hours: 4.00
 Job Code: 1419 Lecturer Percent of Time: 10.00 FTE: 0.100000

Comparative Information

Change Amount: 0.000000 USD Contract
 Change Percent: 0.000

Pay Rates

| | | | |
|---------|------------------|--------|--------------|
| Annual | 1,000.000000 USD | Daily | 9.174000 USD |
| Monthly | 83.333000 USD | Hourly | 4.807692 USD |

Pay Components Customize | Find | First 1 of 1 Last

| Amounts | *Rate Code | Seq | Comp Rate | Currency | Frequency |
|---------|------------|-----|--------------|----------|-----------|
| 1 | BASEC | 0 | 1,000.000000 | USD | C |

Calculate Compensation

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

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

Step 10:

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

| | |
|--|--|
| Appointment End Date: (required) | Your choice (Enter the appointment end date, such as 08/31/07 for the end of the summer term) |
|--|--|

Notes:

The Appointment End Date is the last day of the last month that the employee will be working for the semester.

Remember! Contract End Date will always override Appointment End Date for paying the employee!

Funding for the position must cover the full length of the lecturer'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.

Step 11:

Compare your Employment Data page with the one shown below:

| Work Location | Job Information | Payroll | Compensation | Employment Information | |
|--------------------------------------|---|-------------------------------|----------------------------------|------------------------|---|
| Caine, Michael | | EMP | ID: 191695 | Empl Rcd #: 0 | |
| Empl Rcd: | 0 | Univ Employment Date: | 01/01/2007 | | |
| Last Start Date: | 01/01/2007 | | Termination Date: | 01/01/2007 | |
| Service Dt: | 01/01/2007 | | | | |
| Empl Record | | | | | |
| Class Staff Seniority Date: | | | 0 | 0 | 0 |
| Class Staff Save Pay End Date: | <input type="text"/> | | | | |
| Business Title: | Lecturer | Classified Staff LOS: | <input type="text"/> | | |
| Classified Staff Certification Date: | <input type="text"/> | Job Code Entry Date: | <input type="text"/> | | |
| USA | | | | | |
| 12 Month Faculty | <input type="checkbox"/> | | | | |
| Appointment End Date: | <input type="text" value="08/31/2007"/> | Contract Length: | Not Applic: <input type="text"/> | | |
| Accrue Tenure Services | <input type="checkbox"/> | FTE for Tenure Accrual: | <input type="text"/> | | |
| Service Calculation Group: | <input type="text"/> | FTE for Flex Service Accrual: | <input type="text"/> | | |

Step 12:

Click 

Step 13:

Run the Job Status report (Navigation: Reports and Reviews / Job Information / [Job Status](#)): Your UCCS HR Office is your approver. In order for them to approve your job data updates (and subsequently your position and funding changes), you need to run the **Job Status report** in HRMS. Print a copy of this report and obtain the three necessary signatures (your signature, your departmental chair and the dean). Send the original (with original signatures) to HR and send a copy (showing signatures) to the Vice Chancellor's office. **Every time updates are made to your lecturer appointment(s), this report must be sent to HR. In addition, HR must have this report prior to the upcoming payroll deadline so that your updates can be approved before payroll is processed!** The step-by-step guide for running HRMS reports is located on the ES website.

Example of Job Status report:

| PeopleSoft | | | | | | | | | | | | |
|--|-----------------|---------------|----------------|----------------|------|-------------------|-----------|-------------|---------------------|------------|-----------|------------------|
| JOB DATA STATUS | | | | | | | | | | | | |
| Report ID: FER484CU | | | | | | Page No. 1 | | | Run Date 07/12/2007 | | | |
| Department: 40066 LAS-Physics & Energy Science | | | | | | Run Time 11:04:50 | | | | | | |
| As of Date: 07/12/2007 | | | | | | | | | | | | |
| Job Status: Proposed | | | | | | | | | | | | |
| Employee Name | Employee ID | Employee RCD# | Effective Date | Effective SEQ# | | | | | | | | |
| Employee Status | Approval Status | Position# | JobCode | Description | FTE | Percent of Time | Res/Temp | FLSA Status | Std Hours | Comp Amt | Comp Pres | Appoint End Date |
| Caine, Michael | Proposed | 191695 | 0 | 06/01/2007 | 1 | (Current) | | | | | | |
| Active | Proposed | 00681023 | 1419 | Lecturer | 0.10 | 10.00 | Temporary | Exempt | 4.00 | \$1,000.00 | Contract | 08/31/2007 |

There is another report that is important to run periodically and specifically before actually entering appointments into HRMS. It is the **Incumbent History report** (Navigation: Reports and Reviews / Position / [Incumbent History](#)). The data listed on this report can be valuable when departments need to check who is or who was in a position at the beginning of each semester (e.g. who the current incumbent is), and/or to see if there is more than one incumbent in the position, and finally to see if the position status is active or inactive. UCCS has a specific step-by-step guide for running the Incumbent History report which is in your handouts. Also, you can access a general step-by-step for running reports.

Example of Incumbent History report:

| PeopleSoft | | | | | | | | | | | | |
|--|------------------------------|----------|---------|------------|-----------|-------------------|---------|---------|---------------------|-------------|--------------------|--------|
| INCUMBENT POSITION HISTORY REPORT | | | | | | | | | | | | |
| Report ID: P03003 | | | | | | Page No. 1 | | | Run Date 07/12/2007 | | | |
| As of Date: 07/12/2007 | | | | | | Run Time 11:09:06 | | | | | | |
| Company: CU University of Colorado | | | | | | | | | | | | |
| Department: 40066 LAS-Physics & Energy Science | | | | | | | | | | | | |
| P O S I T I O N | | | | | | I N C U M B E N T | | | | | | |
| Job Code | Position No./ Position Title | Status | SALARY | Entry Date | Exit Date | Incumbent Name | Empl ID | Salary | Entry Plan/Ord/Step | Exit Salary | Exit Plan/Ord/Step | Reason |
| | 1419 00681023 Lecturer | Approved | 140 140 | 02/02/2007 | | Caine, Michael | 191695 | 2000.00 | C 140 140 | | | |

Next, we are going to approve the job data updates in Workforce Administration. (In the Practice Area, you are the approver. In Production, the UCCS HR Office is the approver.)

Step 14:

Without canceling out of the current page, select: **Job Approval** (Or, navigate to: Workforce Administration / Job Information / [Job Approval](#))

The screenshot shows the University of Colorado HR system interface. On the left, a navigation menu has 'Job Approval' circled. The main area displays the 'Job Approval' page for Michael Caine (EMP ID: 191695). The page includes tabs for Work Location, Job Information, Payroll, Compensation, and Employment Information. The 'Job Information' tab is active, showing details such as HR Status (Active), Empl Status (Active), Effective Date (06/01/2007), and Position Number (00681023). The position is identified as 'Lecturer' in the 'LAS-Physics & Energy Science' department at 'Columbine Hall'.

Step 15:

On the Job Approval page, enter the following:

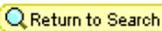
| | |
|--|--|
| *Approval Status: (required) | Approved |
| Job Notes / Comments: (optional) | Your choice (Approver may add to job notes entered by end-user) |

Note:

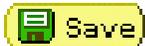
As an approver, be sure **ALL** rows of data are approved.

Step 16:

Compare your Job Approval page with the one shown below:

| | | | | | |
|--|--|--|--|---|-------------------------------|
| Work Location | Job Information | Payroll | Compensation | Employment Information | Job Approval Cu |
|  Save |  Return to Search |  Next in List |  Previous in List |  Refresh | |
| Caine,Michael | | ID: 191695 | Appoint End Dt: 08/31/2007 | | |
| Approval Find First 1-3 of 3 Last | | | | | |
| Effective Date: | 06/01/2007 | Sequence: | 1  | Job Notes | Payroll Status: Active |
| Action: | DTA Data Chg Reason: RAP Reappointment | | | | |
| Department: | 40066 | LAS-Physics & Energy Science | | Action Date: | 07/12/2007 |
| Job Code: | 1419 | Lecturer | | %TIME: | 10.00 |
| Position Number: | 00681023 | Lecturer | | Std Hrs/Wk: | 4.00 |
| Comp Freq: | C | Contract | | Contract Pay | |
| Pay Rate Data | | | Compensation Summary | | |
| Annual Rate: | 1000.000 | Base Compensation Rate: | 1,000.000000  | | |
| Monthly Rate: | 83.333 | Total Compensation Rate: | 1,000.000000  | | |
| Hourly Rate: | 4.807692 | | | | |
| *Approval Status: | Approved  | Status Date: | 07/12/2007 | Appr/Reject: Tumenbayar,Ruth | |
| <hr/> | | | | | |
| Effective Date: | 06/01/2007 | Sequence: | 0  | Job Notes | Payroll Status: Active |
| Action: | POS Posn Chg Reason: FTE Change FTE | | | | |
| Department: | 40066 | LAS-Physics & Energy Science | | Action Date: | 07/12/2007 |
| Job Code: | 1419 | Lecturer | | %TIME: | 10.00 |
| Position Number: | 00681023 | Lecturer | | Std Hrs/Wk: | 4.00 |
| Comp Freq: | C | Contract | | | |
| Pay Rate Data | | | Compensation Summary | | |
| Annual Rate: | 1000.000 | Base Compensation Rate: | 1,000.000000  | | |
| Monthly Rate: | 83.333 | Total Compensation Rate: | 1,000.000000  | | |
| Hourly Rate: | 4.807692 | | | | |
| *Approval Status: | Approved  | Status Date: | 07/12/2007 | Appr/Reject: Tumenbayar,Ruth | |

Step 17:

Click  Save

Exercise 3: Put Lecturer on Short Work Break at End of Summer Semester 2007

Scenario: It is now mid-August and the summer term will be ending on August 31st. Your lecturer's appointment is coming to a close. It has been determined that your department will not have any courses for this lecturer to teach for the fall 2007 semester. However, there will be a need for his services again in the spring of 2008, and he has agreed to return at that time. Therefore, your job is to put him on a "short work break" for the fall semester, rather than terminate him. Recording his break in service as a Short Work Break (SWB) allows you to keep his position in a 'filled' status so that when he returns in January you can simply update the same position he has had in the past and update his job data records with new spring 2008 data.

Step 1:

Select: Workforce Administration/Job Information/**Job Data**

Step 2:

On the Job Data – Find an Existing Value search page, enter the following:

| | |
|------------------------------|---|
| EmplID: (required) | Enter the EmplID of your lecturer (You can also search by Name or Last Name) |
|------------------------------|---|

Note:

Searching by **Name** requires data to be entered as: Last Name, (space) First Name, or Last Name, (space) First Initial. Example: Caine, Michael or Caine, M

Step 3:

Compare your Job Data – Find an Existing Value search page with the one shown below:

Job Data

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

Find an Existing Value

| | | |
|-------------------------|---------------|--------|
| EmplID: | begins with ▾ | 191695 |
| Empl Rcd Nbr: | = ▾ | |
| Name: | begins with ▾ | |
| Last Name: | begins with ▾ | |
| Department: | begins with ▾ | |
| Last 4 SSN: | begins with ▾ | |
| HR Status: | = ▾ | |
| Employee Status: | = ▾ | |

Include History

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

Step 4:

Click

Step 5:

On the Work Location page, enter the following:

| | |
|--------------------------------------|--|
| Insert a Row: (required) | Click <input type="button" value="+"/> to insert a row |
| Effective Date: (required) | 09/01/2007 (The last day of summer contract is 08/31/07; therefore, the effective date of the short work break is 09/01/2007) |
| Action: (required) | Short Work Break |
| Reason: (required) | SWB |

Note:

Placing the lecturer on short work break should be used when you know that the lecturer will be returning to work in the near future, like in the spring or next fall. Putting this employee on short work break rather than terminating him allows you to keep him assigned to the same position during the course of his work life in your department as a lecturer. There is no need to terminate him, then rehire him, then terminate him, then rehire him each semester. The purpose of 'termination' is to 'permanently' sever the work relationship ties with the employee and the job.

There are some lecturer employees that have permanent PERA eligible appointments in jobs outside of the university. If such an employee arranges (with a UCCS Benefit counselor) to have his temporary lecturer appointment pay included for PERA purposes, placing him on Short Work Break keeps his job data 'active' in HRMS and PERA. If the employee were to be terminated and rehired each time, the PERA setup would have to be arranged each time as well.

The effective date of the short work break is the first day the employee is no longer on contract. For example: the appointment ends on 08/31/2007; therefore, the SWB effective date will be 09/01/2007.

Step 6:

Compare your Work Location page with the one shown below:

| Work Location | | Job Information | Payroll | Compensation | Employment Information |
|--|------------------|--------------------------------------|-------------------------------|---------------------------|------------------------|
| Caine, Michael | | EMP | | ID: 191695 | Empl Rcd #: 0 |
| Save Return to Search Next in List Previous in List Refresh Update/Display Include History | | | | | |
| Work Location Find View All | | First 1 of 4 Last | | | |
| HR Status: | Active | Empl Status: | Short Work Break | | |
| 'Effective Date: | 09/01/2007 | Sequence: | 0 | Job Notes | |
| Action / Reason: | Short Work Break | SWB Short Work Break | | | |
| | | Future | | | |
| Last Date Worked: | 08/31/2007 | Expected Return Date: | <input type="text"/> | | |
| Position Number: | 00681023 | Position Entry Date: | 01/01/2007 | | |
| Regulatory Region: | USA | United States | Position Data | | |
| Company: | CU | University of Colorado | Appointment End Date: | 08/31/2007 | |
| Business Unit: | UCOLO | University of Colorado | Department Entry Date: | 06/01/2007 | |
| Department: | 40066 | LAS-Physics & Energy Science | | | |
| Location: | 4COH | Columbine Hall | | | |
| Establishment ID: | CU | University of Colorado | | | |
| Last Updated by: PRACT40 PRACT40 | | Last Upd DtTm: 07/12/2007 11:01:27AM | | Date Created: 07/12/2007 | |
| Save Return to Search Notify Previous tab Next tab Refresh | | Update/Display | | | |

Step 7:

Click [Job Notes](#)

| | |
|--|---|
| Job Notes / Comments: (required) | Record comments relative to the lecturer's SWB status (Example: Placing EE on SWB for Fall 2007; EE will return for Spring 2008 semester) |
|--|---|

Step 8:

Compare your Job Notes page with the one shown below:

Job Data Notepad - Selected Note

Instructions

Selected Note

| | | |
|-----------------------------|----------------|-----------------------------------|
| ID: 191695 | Caine, Michael | Created: 07/12/2007 1:26PM |
| Empl Rcd#: 0 | | Creator: Tumenbayar, Ruth |
| Eff Date: 2007-09-01 | | Last Update: |
| Sequence: 0 | | by: |

Subject: SWB - Fall 2007

Note Text: Placing EE on SWB for Fall 2007; EE will return for Spring 2008 semester

Save Undo Changes

Return To: [Note Selection Page](#)
[Job Data Page](#)

Step 9:

Click  and return to Job Data Page [Job Data Page](#)

Step 10:

Click  on Job Data Page

Step 11:

Run the Job Status report (Navigation: Reports and Reviews / Job Information / [Job Status](#)): Your UCCS HR Office is your approver. In order for them to approve your job data updates (and subsequently your position and funding changes), you need to run the **Job Status report** in HRMS. Print a copy of this report and obtain the three necessary signatures (your signature, your departmental chair and the dean). Send the original copy (with original signatures) to HR and send a copy (showing signatures) to the Vice Chancellor's office. **Every time updates are made to your lecturer appointment(s), this report must be sent to HR. In addition, HR must have this report prior to the upcoming payroll deadline so that your updates can be approved before payroll is processed!** The step-by-step guide for running HRMS reports is located on the ES website.

Next, we are going to approve the action of Short Work Break.

(For purposes of this classroom exercise in the Practice Area, you are the approver. Please proceed.)

Step 12:

Without canceling out of the current page select: **Job Approval** (Or, navigate to: Workforce Administration / Job Information / [Job Approval](#))

University of Colorado

HR89PRAC PRACT40 Home | Worklist | Add to Favorites

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

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

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

Work Location Find | View All First 1 of 4 Last

HR Status: Active Empl Status: Short Work Break

Effective Date: 09/01/2007 Sequence: 0 Job Notes

Action / Reason: Short Work Break SWB Short Work Break

Last Date Worked: 08/31/2007 Expected Return Date: []

Position Number: 00681023 Lecturer Position Entry Date: 01/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date: 08/31/2007

Business Unit: UCOLO University of Colorado

Department: 40066 LAS-Physics & Energy Science Department Entry Date: 06/01/2007

Location: 4COH Columbine Hall

Establishment ID: CU University of Colorado

Last Updated by: PRACT40 PRACT40 Last Upd DtTm: 07/12/2007 1:28:41PM Date Created: 07/12/2007

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

Step 13:

On the Job Approval page, enter the following:

| | |
|--|--|
| Approval Status: (required) | Approved |
| Job Notes / Comments: (optional) | Your choice (Approver may add to Short Work Break comments entered by end-user) |

Note:

As an approver, be sure **ALL** rows of data are approved.

Step 14:

Compare your Job Approval page with the one shown below:

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

Save Return to Search Next in List Previous in List Refresh

Caine, Michael ID: 191695 Appoint End Dt: 08/31/2007

Approval [Find](#) First 1-4 of 4 Last

Effective Date: 09/01/2007 **Sequence:** 0 Job Notes **Payroll Status:** Short Work Break

Action: SWB Short WBrk **Reason:** SWB Short Work Break

Department: 40066 LAS-Physics & Energy Science **Action Date:** 07/12/2007

Job Code: 1419 Lecturer **%TIME:** 10.00

Position Number: 00681023 Lecturer **Std Hrs/Wk:** 4.00

Comp Freq: C Contract **Contract Pay**

| Pay Rate Data | | Compensation Summary | |
|----------------------|----------|---------------------------------|--------------|
| Annual Rate: | 1000.000 | Base Compensation Rate: | 1,000.000000 |
| Monthly Rate: | 83.333 | Total Compensation Rate: | 1,000.000000 |
| Hourly Rate: | 4.807692 | | |

Approval Status: **Status Date:** 07/12/2007 **Appr/Reject:** Tumenbayar, Ruth

Step 15:

Click Save

Exercise 4: Reappoint Lecturer for Spring Semester 2008

Scenario: The 2007 fall semester is nearing its end and you are ready to reappoint your lecturer for the spring 2008 semester. He will be teaching 3 courses of 3 credit hours each (.30 FTE / 30%) for the spring term. In this exercise (and in the order listed below) you need to:

- Make changes to your lecturer's position (change FTE to .30 and change Percent of Time to 30% for the upcoming spring appointment)
- Return lecturer from Short Work Break status and reappoint him to include recording a new semester begin date, new salary and new contract pay terms
- Make a pay rate change to his contract, due to an error in entering his salary

It is important that you update the position and funding PRIOR TO reappointing the lecturer.

a) Change Position FTE and Percent of Time

Select: Organizational Development / Maintain Positions/Budgets / **Add/Update Position Info** / **Find an Existing Value**

Step 1:

On the Search page, enter or select the following:

| | |
|----------------------------------|--|
| Position #: (required) | Enter the Position # that is assigned to the lecturer |
|----------------------------------|--|

Step 2:

Compare your Position Data – Find an Existing Value search page with the one shown below. Because you are searching for your position, the position # on this page will differ from the one shown here:

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" value="681023"/> |
| 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 3:

Click 

Step 4:

On the Description page enter the following:

| | |
|---|---|
| Insert a Row: (required) | Click  to insert a row |
| Effective Date: (required) | 01/01/2008 (This is the date FTE and Percent of Time changes take effect for the spring term) |
| Reason: (required) | FTE (Change FTE) |
|  Position Notes / Comments: (required) | <p>Record any comments relative to FTE change / Percent of Time change for the upcoming spring term (Example: Increase FTE and Percent of Time to .30 / 30%)</p> <p>Save </p> <p>Click Return To: Position Data Page to return to the Description page</p> |
| Job Information Section: | <p>Reg/Temp: Leave as is/verify that it shows “Temp”</p> <p>Full/Part Time: Leave as is/verify that it shows “<50%”</p> |
| Salary Plan Information Section: (required for UCCS) | <p>FTE: Enter .30 (Three 3 credit hour courses)</p> <p>Percent of Time: Enter 30.00 (Three 3 credit hour courses)</p> <p>Standard Hours: Leave as is/verify that it shows 12.0. Will have automatically updated from FTE & Percent of Time</p> |

Notes:

The Regular/Temporary and the Full/Part Time fields default based on the Job Code entered on Description page. Both of these fields have a direct relationship to whether or not this is a benefit eligible position. **For Lecturers (Other Faculty, job code 1419) on the UCCS campus, the position must always be ‘temporary’ and is not eligible for benefits.**

The Percent of Time and Standard Hours fields are linked and are used to calculate leave accruals and benefits eligibility, when applicable. These two fields also identify your lecturer’s current course load. Temporary Lecturers are not eligible for vacation and sick leave.

Examples of how to determine the FTE and Percent of Time based on # of credit hours teaching:

3 credit hour course: $3 \div 30 = 0.10$ FTE / 10%

4 credit hour course: $4 \div 30 = 0.13$ FTE / 13.33%

5 credit hour course: $5 \div 30 = 0.16$ FTE / 16.66%

6 credit hour course: $6 \div 30 = 0.20$ FTE / 20% (example: two 3-credit hour courses)

For questions regarding FTE and Percent of Time, contact the UCCS HR Office.

Step 5:

Compare your Description page with the one shown below. Because your data reflects information provided you by your instructor, your page may differ from the one shown here:

[Description](#) | [Specific Information](#) | [Position and Incumbent Data](#) | [Save](#) | [Return to Search](#) | [Next in List](#) | [Previous in List](#) | [Refresh](#) | [Update/Display](#)

Position Information [Find](#) | [View All](#) | First | 1 of 3 | [Last](#)

Position Number: 00681023 Lecturer [Go To Position Funding](#)
 Headcount Status: Filled Current Head Count: 1 of 1
 Effective Date: 01/2003 [@](#) Position Notes status: Active
 Reason: [If FTE](#) Change FTE Action Date: 07/12/2007
 Position Status: Proposed Status Date: 07/12/2007

Job Information

Business Unit: [0000](#) University of Colorado
 Job Code: [0000](#) Lecturer Manager Level: Non-Manager
 Reg/Term: [Temporary](#) Full Part Time: [Less than 50%](#)
 Regular Shift: N/A
 Title: Lecturer Shot 1 Title: Lecturer [Detailed Position Description](#)

Work Location

Reg Region: [0000](#) United States
 Department: [0000](#) LAS-Physics & Energy Science COMPLIANT: CU University of Colorado
 Location: [0000](#) Columbine Hall
 Reporting To: [0000](#) Chair Physics Reporting At: [0000](#) Dean-LAS

Essential Services Class Staff Seasonal or Academic Year Appointment? SUIET/Illegals Classified Staff
 Special Duty/Temp Posn Preplacement Physical Required Class Staff Selection Qtrms Officer Position

Faculty Exempt from Professional Costs: Minimum Maximum
 Salary Range:
 Standard Cost:
 Monthly Expense:
 Total:

Salary Plan Information

FTE: [000000](#) Percent of Time: [30.00]
 Salary Admin Plan: 140 Grade: 140
 Standard Hours: [2.00](#) Work Period: 0. Weekly
 Mon Tue Wed Thu Fri Sat Sun
 [2.4Q] [2.4Q] [1.4Q] **CJ CJ**

USA
 FLSA Status: [Exempt](#)

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Add](#) | [Update/Display](#) | [Include/Exclude](#)

Step 6:

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

Step 7:

On Specific Information page, enter the following:

| | |
|---|---|
| Required HIPAA Access Section: (optional) | Select the appropriate HIPAA Access checkboxes for this position |
| Hazardous Materials Handling/Exposure Section: (required) | Select Yes or No for all 3 radio buttons (Will the employee in this position be working with, or be in contact with any of these hazardous materials?) |

Step 8:

Compare your Specific Information page with the one shown below. Because your data reflects information provided you by your instructor, your page may differ from the one shown here:

Description
Specific Information
Position and Incumbent Data

Save
Return to Search
Next in List
Previous in List
Refresh

Update/Display
Include History

Position Number: 00681023 Lecturer [Go To Position Funding](#)
Headcount Status: Filled **Current Head Count:** 1 out of 1

Specific Information [Find](#) | [View All](#) First 1 of 3 Last

Effective Date: 01/01/2008 Position Notes **Status:** Active

Max Head Count:

Wrks Comp:

Pay Group: Monthly Employee

Employee Type:

Background Checks

Criminal History Records Financial History Records

Motor Vehicle Records Other Background Check

Incumbents

Update Incumbents

Include Salary Plan/Grade

Budgeted Position

Confidential Position

Job Sharing Permitted

Education and Government

Classified Indicator: Other Fac

FTE: **Calc Group (Flex Service):**

Adds to FTE Actual Count **Academic Rank:**

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 Mats/Human Blood or Bodily Yes No

Save
Return to Search
Notify
Previous tab
Next tab

Add
Update/Display
Include History

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

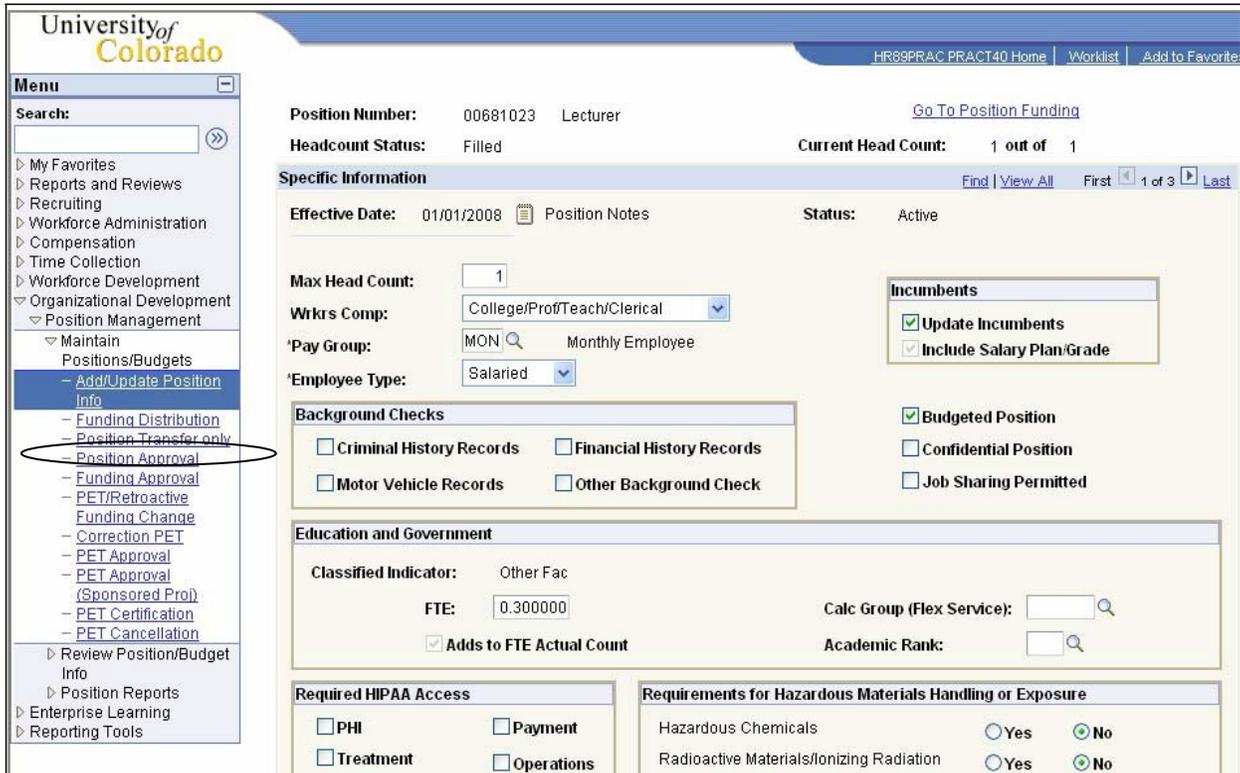
Step 9:

Click  Save

Next, we'll approve the FTE and Percent of Time change. (For purposes of this classroom exercise in the Practice Area, you are the approver. Please proceed.)

Step 10:

Without canceling out of the current page select: **Position Approval** (Or, navigate to: Organizational Development / Position Management / Maintain Positions/Budget / [Position Approval](#))



The screenshot shows the University of Colorado HR89PRAC PRACT40 system interface. The main content area displays details for Position Number 00681023, Lecturer. The 'Position Approval' option in the left-hand menu is circled. The form includes fields for Effective Date (01/01/2008), Status (Active), Max Head Count (1), Wkrs Comp (College/Prof/Teach/Clerical), Pay Group (MON Monthly Employee), and Employee Type (Salaried). There are also sections for Background Checks, Education and Government, and Requirements for Hazardous Materials Handling or Exposure.

Step 11:

On the Position Approval page, enter or select the following:

| | |
|--|--|
| Position Status: (required) | Approved |
|  Position Notes / Comments: (optional) | Your choice (Approver may add to position comments entered by end-user) |

Step 12:

Compare your Position Approval page with the one shown below:

[Description](#) | [Specific Information](#) | **Position Approval**

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

Position Number: 00681023 [Go To Position Funding](#)
Headcount Status: Filled **Current Head Count:** 1 out of 1

Find | View All First 1 of 3 Last

Short: Lecturer Essential Services + -

Long Description: Lecturer

Approval

| | | | | |
|--|----------------|--------------------------------|------------|---|
| Effective Date: 01/01/2008 | Position Notes | Reason Code: FTE | Change FTE | Y |
| 'Position Status: <input type="text" value="Approved"/> | | Status Date: 07/12/2007 | | |
| | | Appr/Reject: | | |

Save | Return to Search | Notify | Refresh

[Description](#) | [Specific Information](#) | [Position Approval](#)

Step 13:

Click Save

b) Update Lecturer Job Data: Return Lecturer from Short Work Break and Reappointment

Step 1:

Select: Workforce Administration/Job Information/**Job Data**

Step 2:

On the Job Data – Find an Existing Value search page, enter the following:

| | |
|------------------------------|---|
| EmplID: (required) | Enter the EmplID of your lecturer (You can also search by Name or Last Name) |
|------------------------------|---|

Note:

Searching by **Name** requires data to be entered as: Last Name, (space) First Name, or Last Name, (space) First Initial. Example: Caine, Michael or Caine, M

Step 3:

Compare your Job Data – Find an Existing Value search page with the one shown below. Because you are searching for your employee, the EmplID on this page will differ from yours:

Job Data

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

Find an Existing Value

| | | |
|-------------------------|---------------|--------|
| EmplID: | begins with ▾ | 191695 |
| Empl Rcd Nbr: | = ▾ | |
| Name: | begins with ▾ | |
| Last Name: | begins with ▾ | |
| Department: | begins with ▾ | |
| Last 4 SSN: | begins with ▾ | |
| HR Status: | = ▾ | ▾ |
| Employee Status: | = ▾ | ▾ |

Include History

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

Step 4:

Click

Step 7:

Click  Job Notes

| | |
|--|---|
|  Job Notes / Comments: (optional) | Record any comments relative to the lecturer's Return From Work Break status. (Example: EE returning for Spring Semester 2008) |
|--|---|

Step 8:

Compare your Job Notes page with the one shown below:

 **Job Data Notepad - Selected Note**

Instructions

Selected Note

| | | |
|-----------------------------|----------------|-----------------------------------|
| ID: 191695 | Caine, Michael | Created: 07/12/2007 1:45PM |
| Empl Rcd#: 0 | | Creator: Tumenbayar,Ruth |
| Eff Date: 2008-01-01 | | Last Update: |
| Sequence: 0 | | by: |

Subject: Rtn frm SWB

Note Text: EE returning for Spring Semester 2008

[Save](#) [Undo Changes](#)

Return To: [Note Selection Page](#)
[Job Data Page](#)

Step 9:

Click [Save](#) and return to Job Data Page [Job Data Page](#)

Step 10:

Now, reappoint your lecturer. On Work Location page, enter the following:

| | |
|--|---|
| Insert a Row: (required) | Click  to insert another row |
| Effective Date: (required) | 01/01/2008 (First day of Spring Term) |
| Effective Sequence: (required) | Enter 1 (Change from 0 to 1) (Second action/reason on 01/01/2008) |
| Action: (required) | Data Change |
| Reason: (required) | RAP (Reappointment) |
| Position Number: | <p>Follow this 2-step process to update position changes of FTE (.30) and Percent of Time (30%):</p> <ol style="list-style-type: none"> 1) Delete Position # from this field and tab out 2) Re-enter Position # in this field and tab out <p>(This 2-step process will update the FTE and Percent of Time from the position)</p> |

Step 11:

Compare your Work Location page with the one shown below:

Work Location
Job Information
Payroll
Compensation
Employment Information

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

Work Location Find | View All First 1 of 6 Last

HR Status: Active Empl Status: Active + -

Effective Date: 01/01/2008 31 Sequence: 1 Job Notes

Action / Reason: Data Change v RAP Reappointment Future

Position Number: 00681023 v Lecturer Position Entry Date: 01/01/2007

Regulatory Region: USA United States [Position Data](#)

Company: CU University of Colorado Appointment End Date: 08/31/2007

Business Unit: UCOLO University of Colorado

Department: 40066 LAS-Physics & Energy Science Department Entry Date: 06/01/2007

Location: 4COH Columbine Hall

Establishment ID: CU University of Colorado

Last Updated by: PRACT40 PRACT40 Last Upd DtTm: 07/12/2007 1:28:41PM Date Created: 07/12/2007

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

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

Step 12:

Compare your Job Information page with one shown below to see that the FfE and Percent of Time changed to 30/30%

| (Work Location) | | (Job Information) | | (Payroll) | | (Compensation) | | (Employment Information) | |
|-----------------------------------|------------|--|--------------|--|------------------|--|------------|--|--|
| (Save) | | (Q.Return to Search) | | (&5Next in List) | | (<Previous in List) | | (Refresh) | |
| | | | | | | | | (@ Update/Display) (. 9) | |
| Caine, Michael | | EMP | | 10: 191695 | | EnwiRcd#: 0 | | | |
| Job Information | | | | | | | | Find View All First 1 of 5 ff Last | |
| Effective Date: | 01/01/2008 | Sequence: | 1 | @ Job Notes | All r Status | Proposed | 07/12/2007 | | |
| Action / Reason: | Data Chg | Reappointment | | All r Reject | Tumenbayar, Ruth | Future | | | |
| Job Code: | 1419 | Lecturer | | Entry Date: | 06/01/2007 | | | | |
| Replaces To: | 00483300 | Chair- Physics | | 110133 | Vaisvii, Matthew | | | | |
| Regular/FTE/My: | Temporai Y | | | Full Pmt: | <50% | | | | |
| Empl Class: | | | | * Offi | - | | | | |
| Regular Shift: | N/A | | | Percent of Time: 30.0% | | | | | |
| Classified Indc: | Other Fac | | | | | | | | |
| Standard Hom-s: | | | | | | | | | |
| FTE: | 0.300000 | Adds to FTE | Acttm Count? | | | | | | |
| FLSA Status: | Exempt | | | | | | | | |

Step 13:

Next, enter new compensation for the Spring Semester 2008. Click [Compensation](#) or use the Compensation link at the bottom of the page

| | |
|--|--|
| *Frequency: (required) | Leave as is / Verify that it is 'C' |
| *Rate Code: (required) | Leave as is / Verify that it is 'BASEC' |
| Contract Pay: (required) Insert a Row: *Effective Date: Contract Pay Type: *Payment Term: *Contract Begin Date: *End Date: | Click the Contract Pay button. Click + to insert a row 12/31/2007 Spring Contract Leave as is / Verify that it is Pay Over Contract 01/01/2008 05/31/2008 Click OK to return to Compensation page |
| Comp Rate: (required) | Enter \$6000 (Change the Comp Rate from the old salary to the new spring contract salary amount) |
| Calculate Compensation: (required) | Click the Calculate Compensation button |

Note:

If the appointment is beginning on a date other than the first day (January 1) of the spring semester (such as February 1, 2008), the Contract Pay should start on February 1, 2008 as well. To enter this data on the Contract Pay page, record the Effective Date as 02/01/2008; select Spring Contract; override Contract Begin Date to 02/01/2008; override the End Date to 05/31/2008.

Step 14:

Compare your Contract Pay page and Compensation page with the ones shown below:

a) Contract Pay Page:

Contract Pay

[Find](#) | [View All](#) First 1 of 3 Last

***Effective Date:** 12/31/2007

Contract Pay Type: Spring Contract

***Payment Term:** Pay Over Contract

***Contract Begin Date:** 01/01/2008 ***Contract End Date:** 05/31/2008

Payment Begin Date: 01/01/2008 **Payment End Date:** 05/31/2008

Actual Start Date: 01/01/2008 **Actual Contract End Date:** 05/31/2008

Date:

b) Compensation page:

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

Compensation

[Find](#) | [View All](#) First 1 of 5 Last

Effective Date: 01/01/2008 **Sequence:** 1 **Job Notes** **Appr Status:** Proposed 07/12/2007

Action / Reason: Data Chg Reappointment **Appr/Reject:** Tumenbayar,Ruth Future

Compensation Summary

Base Compensation Rate: 6,000.000000 USD ***Frequency:** C Contract

Total Compensation Rate: 6,000.000000 USD

Salary Administration Plan: 140 **Grade:** 140 **Standard Hours:** 12.00

Job Code: 1419 Lecturer **Percent of Time:** 30.00 **FTE:** 0.300000

Comparative Information

Change Amount: 5,000.000000 USD Contract

Change Percent: 500.000

Pay Rates

| | | | |
|----------------|------------------|---------------|---------------|
| Annual | 6,000.000000 USD | Daily | 90.909000 USD |
| Monthly | 500.000000 USD | Hourly | 9.615385 USD |

Pay Components

[Customize](#) | [Find](#) First 1 of 1 Last

| *Rate Code | Seq | Comp Rate | Currency | Frequency |
|------------|-----|-----------|----------|-----------|
|------------|-----|-----------|----------|-----------|

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

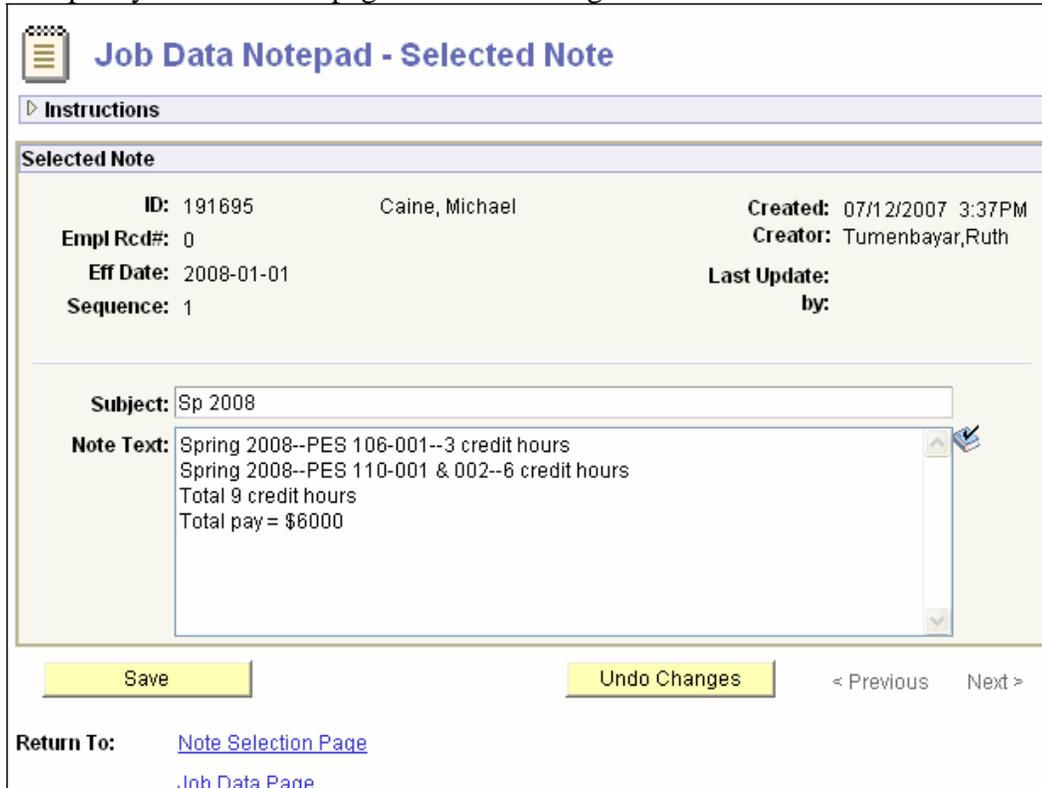
Step 15:

Click  Job Notes

| | |
|--|--|
|  Job Notes / Comments: (required) | Record comments that include what classes/sections are being taught, how many credits per course, total credits and total salary amount |
|--|--|

Step 16:

Compare your Job Notes page to the following:



The screenshot shows a web interface titled "Job Data Notepad - Selected Note". It includes an "Instructions" section and a "Selected Note" section. The "Selected Note" section contains the following information:

| | | |
|-----------------------------|----------------|-----------------------------------|
| ID: 191695 | Caine, Michael | Created: 07/12/2007 3:37PM |
| Empl Rcd#: 0 | | Creator: Tumenbayar,Ruth |
| Eff Date: 2008-01-01 | | Last Update: |
| Sequence: 1 | | by: |

Below this information is a "Subject" field with the value "Sp 2008" and a "Note Text" field containing:

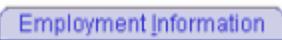
Spring 2008--PES 106-001--3 credit hours
Spring 2008--PES 110-001 & 002--6 credit hours
Total 9 credit hours
Total pay = \$6000

At the bottom of the form are buttons for "Save", "Undo Changes", and navigation links "< Previous" and "Next >". A "Return To:" section contains links for "Note Selection Page" and "Job Data Page".

Step 17:

Click  and return to Job Data Page [Job Data Page](#)

Step 18:

Click  or use the Employment Data link at the bottom of the page

| | |
|--|--|
| Appointment End Date: (required) | Your choice (Enter the appointment end date, such as 05/31/08 for the end of the spring term) |
|--|--|

Notes:

The Appointment End Date is the last day of the last month that the employee will be paid that semester. Funding for the position must cover the full length of the lecturer's appointment.

Step 19:

Compare your Employment Data page with the one shown below:

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

[Save](#) | [Return to Search](#) | [Next in List](#) | [Previous in List](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

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

Empl Record

| | | | | |
|--------------------------------------|----------------------|-----------------------|----------------------|----------------------|
| Class Staff Seniority Date: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Class Staff Save Pay End Date: | <input type="text"/> | | | |
| Business Title: | Lecturer | Classified Staff LOS: | <input type="text"/> | |
| Classified Staff Certification Date: | <input type="text"/> | Job Code Entry Date: | <input type="text"/> | |

USA

| | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|---|
| 12 Month Faculty | <input type="checkbox"/> | | |
| Appointment End Date: | <input type="text" value="053108"/> | Contract Length: | <input type="text" value="Not Applic"/> |
| Accrue Tenure Services | <input type="checkbox"/> | FTE for Tenure Accrual: | <input type="text"/> |
| Service Calculation Group: | <input type="text"/> | FTE for Flex Service Accrual: | <input type="text"/> |

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Update/Display](#)

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

Step 20:

Click [Save](#)

Step 21:

Run the Job Status report (Navigation: Reports and Reviews / Job Information / [Job Status](#)): Your UCCS HR Office is your approver. In order for them to approve your job data updates (and subsequently your position and funding changes), you need to run the **Job Status report** in HRMS. Print a copy of this report and obtain the three necessary signatures (your signature, your departmental chair and the dean). Send the original copy (with original signatures) to HR and send a copy (showing signatures) to the Vice Chancellor's office. **Every time updates are made to your lecturer appointment(s), this report must be sent to HR. In addition, HR must have this report prior to the upcoming payroll deadline so that your updates can be approved before payroll is processed!** The step-by-step guide for running HRMS reports is located on the ES website.

Next, we are going to approve the job data changes.

(For purposes of this classroom exercise in the Practice Area, you are the approver. Please proceed.)

Step 22:

Without canceling out of the current page, select: **Job Approval** (Or, navigate to: Workforce Administration / Job Information / [Job Approval](#))

University of Colorado
HR89PRAC PRACT40 Home | Worklist | Add to Favorites

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

New Window | Customize Page

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

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

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

Empl Record

Class Staff Seniority Date: 0 0 0
Class Staff Save Pay End Date: []
Business Title: Lecturer Classified Staff LOS: []
Classified Staff Certification Date: [] Job Code Entry Date: []

USA

12 Month Faculty
Appointment End Date: 05/31/2008 [] Contract Length: Not Applicable [v]
Accrue Tenure Services FTE for Tenure Accrual: []
Service Calculation Group: [] FTE for Flex Service Accrual: []

Step 23:

On Job Approval page, enter the following:

| | |
|--|--|
| *Approval Status: (required) | Approved (Approve all proposed rows) |
| Job Notes / Comments: (optional) | Your choice (Approver may add to job data comments entered by end-user) |

Note:

As an approver, be sure **ALL** rows of data are approved.

Step 24:

Compare your Job Approval page with the one shown below:

| | | | | | |
|---|--|---|---|--|---------------------------------|
| Work Location | Job Information | Payroll | Compensation | Employment Information | Job Approval Cu |
|  |  |  |  |  | |
| Caine, Michael | | ID: 191695 | Appoint End Dt: 05/31/2008 | | |
| Approval Find First 1-5 of 5 Last | | | | | |
| Effective Date: | 01/01/2008 | Sequence: | 1  | Payroll Status: | Short Work Break |
| Action: | DTA Data Chg Reason: RAP Reappointment | | | | |
| Department: | 40066 | LAS-Physics & Energy Science | | Action Date: | 07/12/2007 |
| Job Code: | 1419 | Lecturer | | %TIME: | 30.00 |
| Position Number: | 00681023 | Lecturer | | Std Hrs/Wk: | 12.00 |
| Comp Freq: | C | Contract | | Contract Pay | |
| Pay Rate Data | | | Compensation Summary | | |
| Annual Rate: | 6000.000 | | Base Compensation Rate: | 6,000.000000  | |
| Monthly Rate: | 500.000 | | Total Compensation Rate: | 6,000.000000  | |
| Hourly Rate: | 9.615385 | | | | |
| *Approval Status: | Approved  | Status Date: | 07/12/2007 | Appr/Reject: | Tumenbayar, Ruth |

Step 25:

Click 

c) Make a Correction to Pay Rate (Error Made in Original Salary Entry)

It is now early February 2008. When your lecturer received his first paycheck on January 31, he realized the compensation he received was less than what his Hire Letter of Offer stated. Therefore, the university owes him some money. PLUS, his compensation data in HRMS must be updated. Your lecturer has agreed that he can wait until the February pay date for this additional money owed him (meaning he is not requesting a hand-drawn check). You now need to make a pay rate change update in the system.

Step 1:

Select: Workforce Administration/Job Information/**Job Data**

Step 2:

On the Job Data – Find an Existing Value search page, enter the following:

| | |
|------------------------------|---|
| EmplID: (required) | Enter the EmplID of your lecturer (You can also search by Name or Last Name) |
|------------------------------|---|

Note:

Searching by **Name** requires data to be entered as: Last Name, (space) First Name, or Last Name, (space) First Initial. Example: Caine, Michael or Caine, M

Step 3:

Compare your Job Data – Find an Existing Value search page with the one shown below. Because you are searching for your employee, the EmplID on this page will differ from yours.

Job Data

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

Find an Existing Value

| | | | |
|-------------------------|-------------|---|--------|
| EmplID: | begins with | ▼ | 191695 |
| Empl Rcd Nbr: | = | ▼ | |
| Name: | begins with | ▼ | |
| Last Name: | begins with | ▼ | |
| Department: | begins with | ▼ | |
| Last 4 SSN: | begins with | ▼ | |
| HR Status: | = | ▼ | ▼ |
| Employee Status: | = | ▼ | ▼ |

Include History

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

Step 4:

Click [Search](#)

Step 5:

On the Work Location page, enter or select the following:

| | |
|--|---|
| Insert a Row: (required) | Click  to insert another row |
| Effective Date: (required) | 01/01/2008 (This date needs to reflect the begin date of the spring contract -- or the date you chose your spring contract to begin) |
| Effective Sequence: (required) | Enter 2 (Change from 1 to 2) (Third action/reason on 01/01/2008 – or the date of your contract example) |
| Action: (required) | Pay Rate Change |
| Reason: (required) | COR (Correct Pay Rate- Comment Reqd) |

Note:

Making this salary change will affect the February payroll processing by kicking off an automatic contract pay process that will self-adjust the salary change over the next four months (February – May). This is good news. It means that your lecturer's salary will be automatically updated for the four remaining contract months and his pay check will increase proportionately to cover the \$3000 that he is owed.

Step 6:

Compare your Work Location page with the one shown below:

Work Location
Job Information
Payroll
Compensation
Employment Information

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

Work Location Find | View All First 1 of 6 Last

HR Status: Active **Empl Status:** Short Work Break

Effective Date: 01/01/2008 **Sequence:** 2 Job Notes

Action / Reason: Pay Rate Change COR Correct Pay Rate- Comment Reqd

Future

| | |
|--|---|
| Last Date Worked: 08/31/2007 | Expected Return Date: <input type="text"/> |
| Position Number: 00681023 Lecturer | Position Entry Date: 01/01/2007 |
| Regulatory Region: USA United States | Position Data |
| Company: CU University of Colorado | Appointment End Date: 05/31/2008 |
| Business Unit: UCOLO University of Colorado | |
| Department: 40066 LAS-Physics & Energy Science | Department Entry Date: 06/01/2007 |
| Location: 4COH Columbine Hall | |
| Establishment ID: CU University of Colorado | |

Last Updated by: PRACT40 PRACT40 **Last Upd DtTm:** 07/12/2007 3:44:13PM **Date Created:** 07/13/2007

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

Step 7:

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

| | |
|--|--|
| *Frequency: (required) | Leave as is / Verify that it is 'C' |
| *Rate Code: (required) | Leave as is / Verify that it is 'BASEC' |
| Comp Rate: (required) | Enter \$9000 (Change incorrect Comp Rate to correct rate) |
| Calculate Compensation: (required) | Click the Calculate Compensation button |

Note:

Do not click the [Contract Pay](#) button for this pay rate change! The contract is already set up for the spring term. The system will take care of the pay rate change in relationship to the contract pay terms and will pay the appropriate amount over the remaining months of the contract.

Step 8:

Compare your Compensation page with the one shown below:

Work Location
Job Information
Payroll
Compensation
Employment Information

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

Caine, Michael EMP ID: 191695 Empl Rcd #: 0

Compensation [Find](#) | [View All](#) First 1 of 6 Last

Effective Date: 01/01/2008 **Sequence:** 2 Job Notes **Appr Status** Proposed 07/13/2007

Action / Reason: Pay Rt Chg Correct Pay Rate- Comment **Appr/Reject**

Reqd Future

Compensation Summary

Base Compensation Rate: 9,000.000000 ***Frequency:** C Contract [Contract Pay](#)

Total Compensation Rate: 9,000.000000

Salary Administration Plan: 140 **Grade:** 140 **Standard Hours:** 12.00

Job Code: 1419 Lecturer **Percent of Time:** 30.00 **FTE:** 0.300000

Comparative Information

Change Amount: 3,000.000000 USD Contract

Change Percent: 50.000

Pay Rates

| | | | |
|----------------|-----------------------|---------------|--------------------|
| Annual | 9,000.000000 USD | Daily | 82.569000 USD |
| Monthly | 750.000000 USD | Hourly | 14.423077 USD |

Pay Components [Customize](#) | [Find](#) First 1 of 1 Last

Amounts

| *Rate Code | Seq | Comp Rate | Currency | Frequency | | |
|------------|-----|--------------|----------|-----------|---|---|
| 1 BASEC | 0 | 9,000.000000 | USD | C | + | - |

[Calculate Compensation](#)

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

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

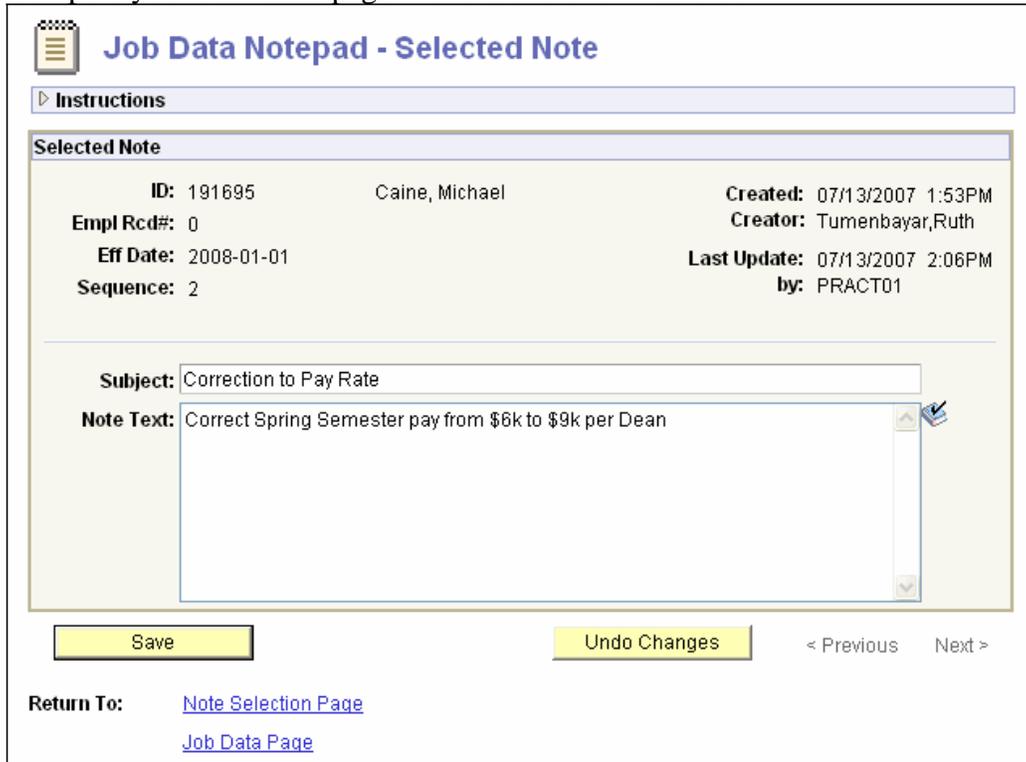
Step 9:

Click  Job Notes

| | |
|---|---|
|  Job Notes / Comments: (required) | Record comments relative to the lecturer's pay rate change |
|---|---|

Step 10:

Compare your Job Notes page with the one shown below:



The screenshot shows a web interface titled "Job Data Notepad - Selected Note". It contains a form with the following fields:

- ID:** 191695
- Empl Rcd#:** 0
- Eff Date:** 2008-01-01
- Sequence:** 2
- Created:** 07/13/2007 1:53PM
- Creator:** Tumenbayar,Ruth
- Last Update:** 07/13/2007 2:06PM
- by:** PRACT01

The **Subject** field contains "Correction to Pay Rate". The **Note Text** field contains "Correct Spring Semester pay from \$8k to \$9k per Dean".

At the bottom of the form, there are buttons for "Save", "Undo Changes", and "< Previous Next >". Below the buttons, there are links for "Return To: [Note Selection Page](#)" and "[Job Data Page](#)".

Step 11:

Click  and return to Job Data Page [Job Data Page](#)

Step 12:

Run the Job Status report (Navigation: Reports and Reviews / Job Information / [Job Status](#)): Your UCCS HR Office is your approver. In order for them to approve your job data updates (and subsequently your position and funding changes), you need to run the **Job Status report** in HRMS. Print a copy of this report and obtain the three necessary signatures (your signature, your departmental chair and the dean). Send the original copy (with original signatures) to HR and send a copy (showing signatures) to the Vice Chancellor's office. **Every time updates are made to your lecturer appointment(s), this report must be sent to HR. In addition, HR must have this report prior to the upcoming payroll deadline so that your updates can be approved before payroll is processed!** The step-by-step guide for running HRMS reports is located on the ES website.

Next, we'll approve the pay rate change.

(For purposes of this classroom exercise in the Practice Area, you are the approver. Please proceed.)

Step13:

Without canceling out of the current page, select: **Job Approval** (Or, navigate to: Workforce Administration / Job Information / [Job Approval](#))

The screenshot shows the University of Colorado HR88SPRAC PRACT01 Job Approval page. The left sidebar contains a menu with 'Job Approval' circled. The main content area displays the following information:

- Compensation Summary:** Base Compensation Rate: 9,000.000000; Total Compensation Rate: 9,000.000000; Frequency: C; Contract Pay.
- Salary Administration Plan:** 140; Grade: 140; Standard Hours: 12.00
- Job Code:** 1419; Lecturer; Percent of Time: 30.00; FTE: 0.300000
- Comparative Information:** Change Amount: 3,000.000000 USD Contract; Change Percent: 50.000
- Pay Rates:** Annual: 9,000.000000 USD; Daily: 82.569000 USD; Monthly: 750.000000 USD; Hourly: 14.423077 USD
- Pay Components:** Table with columns: Rate Code, Seq, Comp Rate, Currency, Frequency. Row 1: 1, BASEC, 0, 9,000.000000, USD, C.

Buttons at the bottom include: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History. Navigation links at the bottom: Work Location | Job Information | Payroll | Compensation | Employment Information.

Step 14:

On the Job Approval page, enter or select the following:

| | |
|-------------------------------------|---|
| *Approval Status: (required) | Approved |
| Job Notes / Comments: (optional) | Your choice (Approver may add to job data comments entered by end-user) |

Note:

As an approver, be sure **ALL** rows of data are approved

Step 15:

Compare your Job Approval page with the one shown below:

| | | | | | |
|---|--|--|--|--|------------------------|
| Work Location | Job Information | Payroll | Compensation | Employment Information | Job Approval Cu |
|  Save |  Return to Search |  Next in List |  Previous in List |  Refresh | |
| Caine, Michael | | ID: 191695 | Appoint End Dt: 05/31/2008 | | |
| Approval Find First 1-6 of 6 Last | | | | | |
| Effective Date: | 01/01/2008 | Sequence: 2 |  Job Notes | Payroll Status: | Short Work Break |
| Action: | PAY Pay Rt Chg | Reason: COR Correct Pay Rate- Comment Reqd | | | |
| Department: | 40066 | LAS-Physics & Energy Science | | Action Date: | 07/13/2007 |
| Job Code: | 1419 | Lecturer | | %TIME: | 30.00 |
| Position Number: | 00681023 | Lecturer | | Std Hrs/Wk: | 12.00 |
| Comp Freq: | C | Contract | | Contract Pay | |
| Pay Rate Data | | | Compensation Summary | | |
| Annual Rate: | 9000.000 | | Base Compensation Rate: | 9,000.000000  | |
| Monthly Rate: | 750.000 | | Total Compensation Rate: | 9,000.000000  | |
| Hourly Rate: | 14.423077 | | | | |
| Approval Status: <input type="text" value="Approved"/> Status Date: 07/13/2007 Appr/Reject: Tumenbayar, Ruth | | | | | |

Step 16:

Click  Save

Exercise 5 – Recording and Approving Other Faculty Employee (Lecturer) Termination at End of Academic Year Contract

Scenario: Your lecturer has completed his spring contract of January 1 through May 31, 2008. He has decided to resign from CU and travel abroad for a year. Your goal is to document the termination data on the HR Action Form (PAF), attach the resignation letter to the PAF and send these documents to the HR Office. Your HR office will record and approve the termination data in HRMS.

Terminating the lecturer completed

End of Life Cycle Exercise for a UCCS Other Faculty (Lecturer) Employee