

## 8.9 HRMS Step by Step Guide

### Percent of Time Change (Short term) - Workforce Administration Module

**Overview:** This guide provides instruction on how to change an employee's percent of time on a short term basis. Changing percent of time may affect benefits eligibility, as well as sick and vacation accruals.

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

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

#### 1. Navigate to the Job Data page

- Workforce Administration
- Job Information
- Job Data



#### 2. Job Data search page displays

- Enter EmplID or name
- Click Search

#### Job Data

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

**Find an Existing Value**

<b>EmplID:</b>	begins with	<input type="text" value="163797"/>	
<b>Empl Rcd Nbr:</b>	=	<input type="text"/>	
<b>Name (LN, FN):</b>	begins with	<input type="text"/>	
<b>Last Name:</b>	begins with	<input type="text"/>	
<b>Department:</b>	begins with	<input type="text"/>	
<b>National ID:</b>	begins with	<input type="text"/>	
<b>HR Status:</b>	=	<input type="text"/>	<input type="button" value="v"/>
<b>Employee Status:</b>	=	<input type="text"/>	<input type="button" value="v"/>

**Include History**

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

### 3. Work Location page displays

- Click  to insert a new row

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

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

Work Location Find | View All First 1 of 16 Last

HR Status: Active Empl Status: Short Work Break Calculate Status and Dates  

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

Action / Reason: Data Change RAP Reappointment

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

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

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

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

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Date Created: 01/11/2007

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

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

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

- Enter Action of Data Change
- Enter Reason of PCT
- Click  Job Notes to document reasons for the percent of time change

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

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

Work Location Find | View All First 1 of 17 Last

HR Status: Active Empl Status: Short Work Break Calculate Status and Dates  

Effective Date: 01/12/2007 Sequence: 0 Job Notes

Action / Reason: Data Change PCT Change Percent/Std Hours

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

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

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

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

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Date Created: 01/11/2007

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

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

## 5. Job Data Notepad page displays

- Click **Add a New Note**

**Job Data Notepad**

Instructions

**Selection Criteria**

ID: 163797      Rousseau,Torleif      **Search**

Empl Rcd#: 0

Eff Date: 2007-01-12

Sequence: 0

Earliest Note Date [ ] [31]      End [ ] [31]

**Selected Note(s)**

Delete

Transfer

[Select All Notes](#)

[Clear Selections](#)

**Add a New Note**

Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

## 6. Job Data Notepad – New Note page displays

- Enter note
- Click **Save**
- Click 'Return to: [Job Data Page](#)

**Job Data Notepad - New Note**

Instructions

**Selected Note**

ID: 163797      Rousseau,Torleif      Created: 01/11/2007 3:05PM

Empl Rcd#: 0      Creator:

Eff Date: 2007-01-12      Last Update:

Sequence: 0      by:

Subject: Percent of time change

Note Text: Enter notes regarding employee's percent of time change here...]

**Save**

**Undo Changes**

Return To: [Note Selection Page](#)

[Job Data Page](#)

## 7. Work Location page displays

- Click the **Job Information** tab

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

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

**Work Location** Find | View All First 1 of 17 Last

HR Status: Active Empl Status: Short Work Break Calculate Status and Date: + -

Effective Date: 01/12/2007 Sequence: 0 Job Notes

Action / Reason: Data Change PCT Change Percent/Std Hours

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

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

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

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

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Date Created: 01/11/2007

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

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

## 8. Job Information page displays

- Enter new Percent of Time
- Review your work
- Click **Save**
- All actions/reasons entered for this percent of time change require approval

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

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

**Job Information** Find | View All First 1 of 17 Last

Effective Date: 01/12/2007 Sequence: 0 Job Notes Appr Status: Proposed 01/11/2007

Action / Reason: Data Chg Change Percent/Std Hours Appr/Reject

Job Code: H4R1XX Program Assistant I Entry Date: 06/01/2006

Reports To: 00508127 General Professional III 105654 Schneider, Cary R.

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

Empl Class: C Officer Code: None

Regular Shift: N/A Percent of Time: 80.00

Classified Indc: Class Staf

**Standard Hours**

Standard Hours: 32.00

FTE: 1.000000  Adds to FTE Actual Count?

USA

FLSA Status: Nonexempt

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

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

## Percent of Time Change (Short term) complete