

## 8.9 HRMS Step by Step Guide Position Location Change – Organizational Development Module

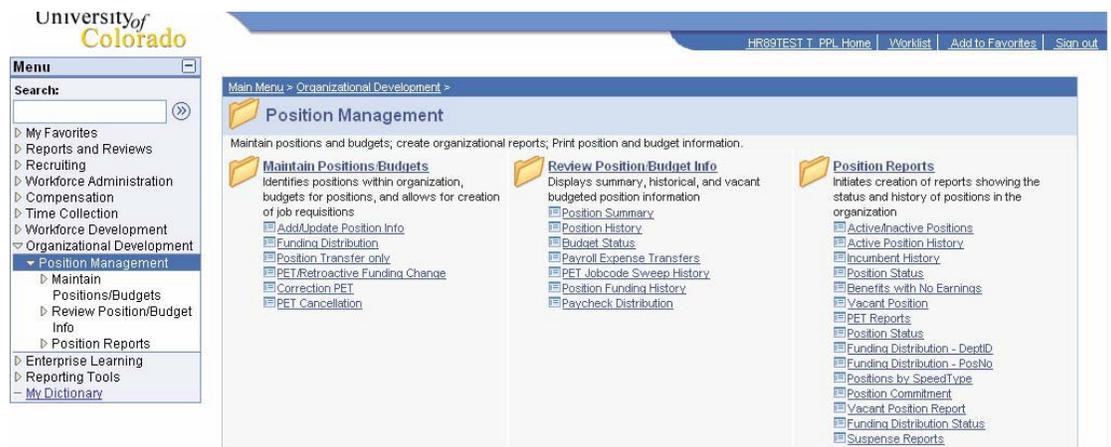
**Overview:** This guide provides instruction on updating the department and/or campus box of employees and persons (POI's).

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

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

### 1. Navigate to Position Management

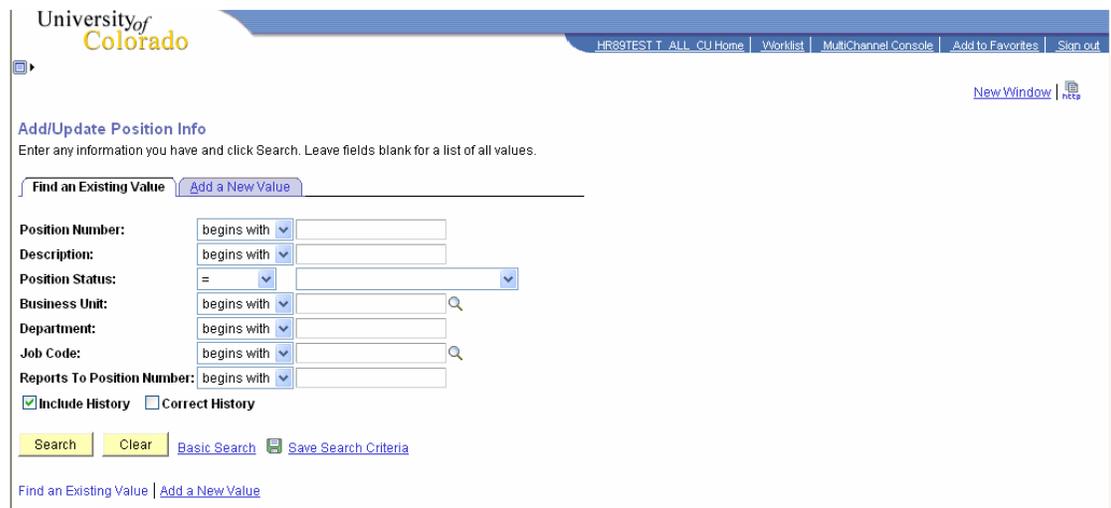
- Organizational Development
- Position Management
- Maintain Positions/Budgets
- Add/Update Position Info



### 2. Add/Update Position Info page displays

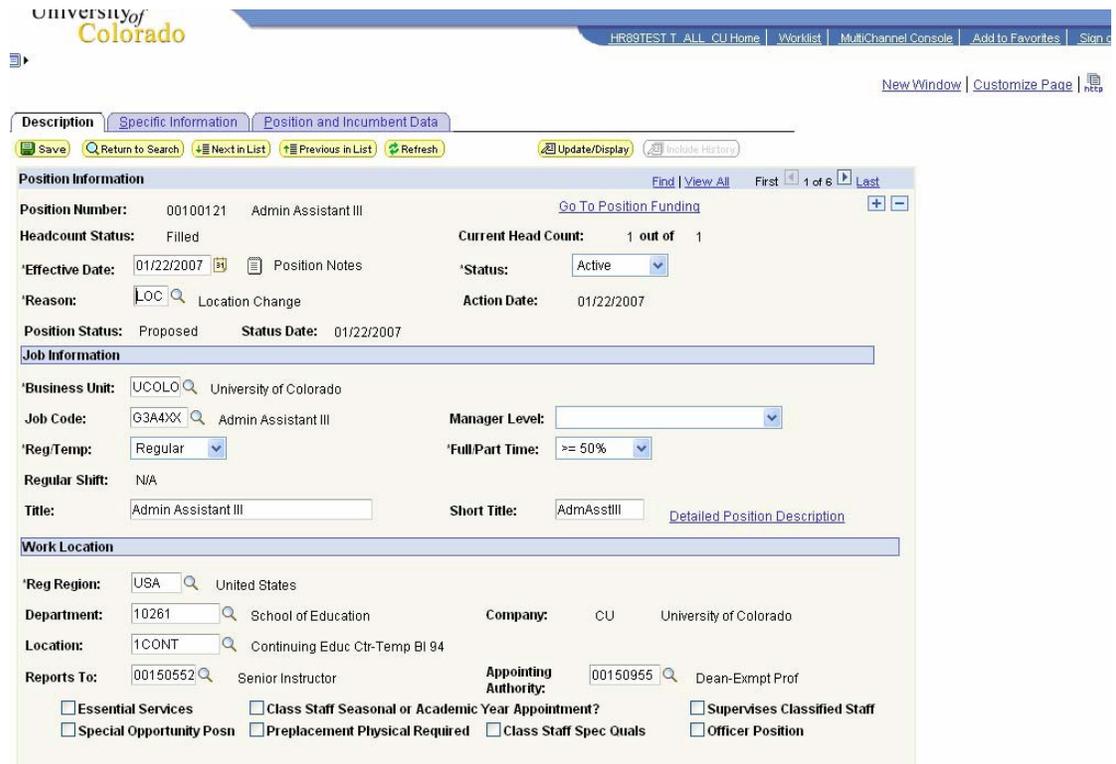
- On Find an Existing Value tab, enter one or more of the search fields
- Search may be done by single position number or by department number if many or all positions are to have location changes
- Search may be further refined by using Job Code along with department number

Click



### 3. Description page displays

- Click  to insert a row in the Position Information section
- The effective date defaults to current date; change if necessary. The effective date will determine the local tax charged for that month
- Enter Reason of LOC
- In Work Location section, change Location
- Click 



University of Colorado  
HR89TEST.T ALL CU Home Worklist MultiChannel Console Add to Favorites Sign out

Description Specific Information Position and Incumbent Data

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

Position Information Find View All First 1 of 6 Last

Position Number: 00100121 Admin Assistant III Go To Position Funding

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

Effective Date: 01/22/2007 Position Notes Status: Active

Reason: LOC Location Change Action Date: 01/22/2007

Position Status: Proposed Status Date: 01/22/2007

Job Information

Business Unit: UCULO University of Colorado

Job Code: G3A4XX Admin Assistant III Manager Level:

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

Regular Shift: N/A

Title: Admin Assistant III Short Title: AdmAssIII Detailed Position Description

Work Location

Reg Region: USA United States

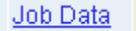
Department: 10261 School of Education Company: CU University of Colorado

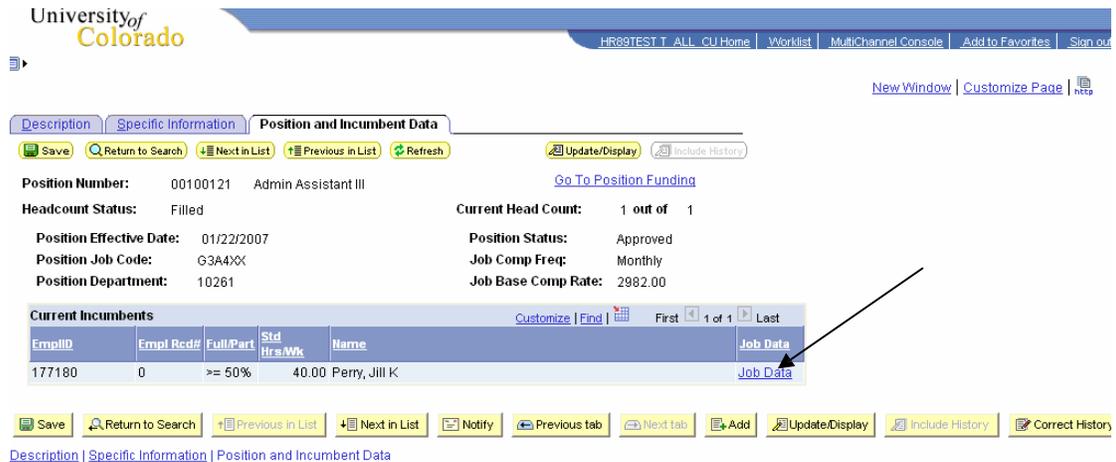
Location: 1CONT Continuing Educ Ctr-Temp Bl 94

Reports To: 00150552 Senior Instructor Appointing Authority: 00150955 Dean-Exmpt Prof

Essential Services
  Class Staff Seasonal or Academic Year Appointment?
  Supervises Classified Staff  
 Special Opportunity Posn
  Preplacement Physical Required
  Class Staff Spec Quals
  Officer Position

### 4. If position is filled, system inserts new job row for incumbent with same effective date of Location change

- Click 
- Click  link



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Description Specific Information Position and Incumbent Data

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

Position Number: 00100121 Admin Assistant III Go To Position Funding

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

Position Effective Date: 01/22/2007 Position Status: Approved

Position Job Code: G3A4XX Job Comp Freq: Monthly

Position Department: 10261 Job Base Comp Rate: 2982.00

Current Incumbents Customize Find First 1 of 1 Last

EmplID	Empl Rcd#	Full/Part	Std Hrs/Wk	Name	Job Data
177180	0	>= 50%	40.00	Perry, Jill K	<a href="#">Job Data</a>

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

Description | Specific Information | Position and Incumbent Data

## 5. New window opens in Job Data

- Position Change row has been inserted with same effective date entered in Position
- Click **+** to insert a row in the Work Location section

## 6. New row displays

- Use same effective date as previous row and enter next higher Sequence number
- Enter Action of Data Change
- Enter Reason of LTU (Local Tax Update)
- Click **Payroll**

## 7. Payroll page displays

- Change Tax Location Code if applicable
- Review and **Save**
- Remember to verify Percent of Time & Standard Hours

The screenshot displays the University of Colorado HR system interface. It shows the 'Job Data' section for employee Perry, Jill K (EMP ID: 177180). The 'Work Location' section is active, showing details for a 'Position Change' on 01/24/2007. The 'Payroll' section is also visible, showing 'Payroll Information' for the same date, with a 'Data Chg' action and 'Local Tax Update' reason. The 'Payroll for North America' section shows details for a 'Monthly Employee' with a 'Salaried' type and 'Medicare only' FICA status.

**Job Data Summary:**

HR Status:	Active	Empl Status:	Active
Effective Date:	01/24/2007	Sequence:	0
Action / Reason:	Position Change	LOC	Location Change
Position Number:	00100121	Admin Assistant III	Position Entry Date: 11/28/2005
Regulatory Region:	USA	United States	Position Data
Company:	CU	University of Colorado	
Business Unit:	UCOLO	University of Colorado	
Department:	10261	School of Education	Department Entry Date: 11/28/2005
Location:	1ECIN	Economics Institute	
Establishment ID:	CU	University of Colorado	
Date Created:	01/24/2007		

**Payroll Information Summary:**

Effective Date:	01/24/2007	Sequence:	1	Appr Status:	Proposed	01/24/2007
Action / Reason:	Data Chg	Local Tax Update		Appr Reject:		
Payroll System:	Payroll for North America					
Pay Group:	MON	Monthly Employee				
Employee Type:	S	Salaried	Holiday Schedule:	NONE	No Hol Sch	
Tax Location Code:	NO LOCAL	NONE	FICA Status:	Medicare only		

## 8. Update incumbent's Personal Data if appropriate

- Navigation: Workforce Administration, Personal Information, Modify a Person
- Click  to insert a row in Biographical History section
- Effective date should be same as position and job data changes
- Update Department and/or Campus Box if needed
- Review and **Save**

Biographic Information	
'Date of Birth:	<input type="text" value="01/13/1960"/>  47 Years 0 Months Date of Death: <input type="text" value=""/> 
<b>Biographical History</b> <a href="#">Find</a>   <a href="#">View All</a> First <input type="text" value="1 of 3"/>   Last 	
'Effective Date for	<input type="text" value="01/22/2007"/>   
PERSONAL DATA:	
Gender:	<input type="text" value="Female"/>
'Highest Education Level:	<input type="text" value="G-Bachelor's Level Degree"/>
Language Code:	<input type="text" value="English"/>  <input type="checkbox"/> FERPA Flag
Military Status	<input type="text" value=""/>
Previous Non-Employee T-ID:	
Home Department	<input type="text" value="10261"/>  School of Education
Campus Box	<input type="text" value="249 UCB"/>  School of Education

**Position Location Change complete**