

PeopleSoft Training

Human Resources Inquiry 9.1 -HCSD

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Human Resources Inquiry 9.1 - HCSD

Workforce Administration

View Job Data

The **Job Data** component includes all information about an employee's job history such as promotions, reallocations, pay rate changes, and termination.

Procedure

In this topic you will learn how to View Job Data.

Step	Action
1.	Click the Main Menu link.
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	Self Service			
	Manager Self Service			
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	Compensation			
	Time and Labor			
	Payroll for North America			
	Payroll Interface			
	Workforce Development			
	Organizational Development	•		
	Enterprise Learning			
	Workforce Monitoring	•		
	Set Up HRMS			
	Reporting Tools	•		
	PeopleTools			
	LSUHSC Processes	•		
	My Personalizations			
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Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Job Information menu.
4.	Click the Job Data menu.



Step	Action
5.	Use either the EmplID or Last Name field to search for an employee. It is not recommended that any of the other search fields, other than those noted here, be used to search for an employee.

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Favorites Main Menu > V	Vorkforce Administration \rightarrow Job Information \rightarrow J	ob Data			
					New Window Help 📰
Job Data					
Enter any information you ha	ve and click Search. Leave fields blank for a list of all	values.			
Find an Existing Value					
Maximum number of rows to					
Empl ID:	begins with 👻				
Empl Record:	= •				
Name:	begins with 👻				
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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.
8.	View the Work Location panel. Note: The right side of the blue Work Location bar shows that you are viewing panel 1 of 1.



Ø	Work Location Tab Fields:
	ID - This is an auto-assigned number.
	Empl Rcd # - The Empl Rcd # will always be zero, unless an employee is employed at two different LSUHSC agencies at the same time.
	HR Status - Displays the status of the current job record. A person can have an active HR status but an inactive job or payroll status.
	Payroll Status - Displays the payroll status of the current job record.
	Go To Row - If an employee has multiple rows of action items, you may use the Go To Row button to navigate directly to a specified row.
	Effective Date - The date the action began.
	Sequence - The method in PeopleSoft that we use to input multiple job actions on the same date. The first action is 0; the second action is 1, etc.
	Notepad - Notes on employee's job data.
	Job Indicator - Indicate whether this is the person's primary or secondary job for this organizational relationship.
	Action/Reason - Provides the action and reason why an employee record was modified.
	Last Start Date - The most recent start date for this organizational instance.
	Termination Date - The day following the last date worked by the employee.
	Expected Job End Date - This date is necessary if you want the system to terminate this job and reactivate any substantive job that may be on hold.
	Last Date Worked - The date last worked by the employee. If you rehire the person, the system clears these fields. When a person returns from leave, the system clears only the Last Date Worked field.
	Override Last Date Worked - Field is not used at this time.



	Work Location Tab Fields (continued)				
	Academic Rank - Applies only to faculty.				
	Position Entry Date - When a position number is entered for a person, the system populates this field with the effective date.				
	Position Number - This is an auto-assigned number. Every employee is giv a position number. The defaulting job title may differ from the Job Code on the Job Information page if the employee is participating in a Training Series The job title on the Job Information tab is the official job title for the employee.				
	Position Management Record - Field not used by HCSD at this time.				
	Regulatory Region - Will always be USA.				
	Company: 001 LSUHSC New Orleans 002 LSUHSC Shreveport 003 LSUHSC Hospitals				
	HCSD Business Units:EKLMCEarl K. Long Medical CenterLAKMCLallie A. Kemp Medical CenterLJCMCLeonard J. Chabert Medical CenterMCLNOInterim LA HospitalUMCLAUniversity Medical Center - LafayetteWOMMCW. O. Moss Medical CenterWSTMCWashington-St. Tammany Medical Center				
	Department - The Department ID.				
	Department Entry Date - Date on which employee is assigned to a specific department				
	Location - The department location.				
	Establishment ID - Field is not used at this time.				
	Date Created - The date the record was entered.				



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HR Status:	Active	ricuson.	Pos. No. Change To Other Dept.	-	
Payroll Status:	Active	*Job Indicator:	Primary Job	-	
Position Number:	00004155	RN 2		- Current 📋	
Acad Rank:	Use Position Data	KIN 2			
	07/11/2011				
Position Entry Date:	Position Managemen	nt Record			
*Regulatory Region:	USA	United States			
Company:	003	LSUHSC-Hospitals			
*Business Unit:	EKLMC Q	Earl K. Long Medical C	enter		
*Department:	EL2036320	INTENSIVE CARE UNI	г		
Department Entry Date:	07/11/2011				
*Location:	EKLMC 🔍	Earl K. Long Medical C	enter		
Establishment ID:	<u> </u>		Date Cre	ated: 07/20/2011	
Last Start Date:	09/10/2007				
Expected Job End Date:	1				
Job Data	Employment Data	Earnings Distri	bution Benefit	s Program Participation	

Step	Action
9.	Click the Include History button to view additional pages associated with this record.
10.	The right side of the blue Work Location bar now shows that you are viewing panel 1 of 12. Click the Show next row button to view panel 2 of 12.
11.	Click the Last link to view panel 12 of 12.
12.	Click the First link to view the original panel.
13.	Click the Job Information tab.



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nployee		Empl Record:	0				
ob Information			<u>Find</u>	First 🚺 1 of	12 🕨 Last		
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Payroll Status:	Active	Job Indicator:	Primary Job	0			
				Current			
Job Code:	112240	RN 2					
ntry Date:	09/10/2008						
Supervisor Level:	Q						
Supervisor ID:	Q.						
Reports To:	00002780	RN/SUPV 2	John Doe				
Regular/Temporary:	Regular -	*Full/Part:	Full-Time -				
mpl Class:	Permanent -	*Officer Code:	None 👻				
Regular Shift:	N/A 👻	Shift Rate:					
Classified Ind:	Classified 🔹	Shift Factor:					
Standard Hours							
Standard Hours:	40.00	Work Period:	W 🔍 Weekly				
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Contract Type:							

Step	Action
14.	View the Job Information panel.
	Click the Down button of the scrollbar.



4	Job Information Fields:										
	Effective Date - Date the action be	gins.									
	Effective Sequence - The method used to input multiple job actions on the same date. The first action is 0; the second is 1, etc.										
	Job Indicator - Defaults over form	the Work Location panel.									
	Action/Reason - Defaults from the	Work Location panel.									
		gits) or LSU System (3 digits) numeric ion title. It is the official job title for the									
	Entry Date - Defaults in from the J	ob Code entry.									
	Supervisor Level - Field is not use	d at this time.									
	Supervisor ID - The Person ID (En employee reports. This field is optic	nplID) of the individual to whom the onal for HCSD.									
	Reports To - The position number reports. This field is optional for He	of the person to whom the employee CSD.									
	Regular/Temporary - Indicates whether the temporary employee.	hether the individual is a regular or									
	Full/Part - Indicates whether the ir employee.	dividual is a full-time or part-time									
	codes. A partial list is provided belo 1 Year Trm	Permanent									
	2 Year Trm	Probation									
	3 Year Trm	Provision									
	4 Year Trm	Resident									
	Agency/Tmp	Rest Appt									
	Ann No Ten	Student									
	Grd No Ten	Tenured									
	Indf No Tn Job	Transient Unclass									
	JOD Mult Rest	Uliciass									







Step	Action
15.	View the American Flag section: FLSA - Must select whether Exempt or Non-Exempt. Will default to Non-Exempt.
	EEO - Class is always NONE.
	Work Day Hours - Will always be blank.
	Click the Up button of the scrollbar.

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Entry Date:	09/10/2008					
Supervisor Level:	Q					
Supervisor ID:	Q.					
Reports To:	00002780	RN/SUPV 2	John Doe			
*Regular/Temporary:	Regular 👻	*Full/Part:	Full-Time 🔻			
Empl Class:	Permanent 🔹	*Officer Code:	None 🔻			
*Regular Shift:	N/A 👻	Shift Rate:				
*Classified Ind:	Classified 💌	Shift Factor:				
Standard Hours						
Standard Hours:	40.00	Work Period:	W 🔍 Weekly			
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Step	Action
16.	Click the Payroll tab.
17.	View the Payroll panel.



Payroll Fields:

[2]

Pay Group - Defines a set of employees (with similar characteristics of pay) for payroll processing. A partial list of valid Pay groups is below:

HCSD: The first letter in the Pay Group denotes the Business Unit.

- H Headquarters
- E EKLMC
- $\mathbf{K} LAKMC$
- L LJCMC
- M MCLNO
- U UMCLA
- T WSTMC
- W-WOMMC
- P HPLMC

Note: The example Pay Group begins with "H" – HCSD.

HBN – Non-Exempt w/benefit HBS – Students HBU – Temporary/Unclass/Restric HBW – Exempt & Unclass/Restric HMT – HCSD Monthly HTE – Retiree

Holiday Schedule - Indicates the holiday schedule that an employee is on. A list is provided below:

HCS - Health Care Srvs Div

NOC (New Orleans) - Classified, Civil Service Employee **NHS** (No Holiday Schedule) - Unclassified employees. The holiday schedule is built into their base salary and the holiday schedule is not indicated. (This does not apply to HCSD. Generally HCSD Transients or Pool employees, Students and Restricted Appointments are not eligible for any benefits. However, HCSD employees receiving premium pay of HD1 will have their holiday schedule designated as HCS or MCL. Regardless of employment status, in these cases the holiday schedule must be designated as HCS or MCL or the employee will NOT get paid the holiday differential pay (HD1).)

Employee Type - Denotes whether an employee is Hourly (H) or Salary (S). For HCSD, the only salaried employees are monthly unclassified.

Tax Location Code - This is always Louisiana.





FICA Status - Indicates whether an employee is subject to:

- 1. Medicare and Social Security;
- 2. Medicare Only; or
- **3.** Exempt from paying Medicare or Social Security.

GL Pay Type - Field is not used at this time.

Combination Code - This is the same as the Account Code. Field is not used at this time.

Edit ChartFields - Link is not used at this time.

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Employee		Empl Record:	0					
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					Current	—		
Payroll System:	Payroll for North America							
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Pay Group:	EBW Strem	ot & Unclass w/ Ben (EK	D					
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Step	Action
18.	Click the Salary Plan tab.
19.	View the Salary Plan panel.



Salary Plan Fields:

Ø

Salary Administration - Is the type of plan the employee is on (AS, MS, PS, SS, TS and WS for Civil Service employees and UNC for unclassified employees.

Grade - Defaults to match job code.

Grade Entry Date - Field is not used at this time.

Includes Wage Progression Rule - Field is not used at this time.

Step - Field is not used at this time

Step Entry Date - Field is not used at this time.

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Employee		Empl Record:	0							
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Step	Action
20.	Click the Compensation tab.
21.	View the Compensation panel.



Ø

Compensation Fields

Compensation Rate - The amount at which the employee is paid based on the compensation frequency.

Frequency - How often the employee is paid.

Rate Code - Can have multiple entries for an employee including base pay and any other additional compensation they may receive, such as Shift Differential, Retention, On Call, etc.

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Step	Action
22.	Click the Down button of the scrollbar.
	-
23.	Click the Employment Data link.
	Employment Data



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Step	Action
24.	View the Employment Information panel.
	Click the Down button of the scrollbar.



6	Employment Information Fields
	Organizational Instance Record - Defaults in from the Employee Record Number.
	Original Start Date - Date the employee first began employment with the company.
	Last Start Date - Is a defaulted date.
	First Start Date - Original hire date with Business Unit.
	Last Assignment Start Date - Is a default field.
	First Assignment Start - Is a defaulted date.
	Assignment End Date - Date the assignment will end and the employee will return to previous position.
	Home/Host Classification - Is a defaulted field.
	Company Seniority Date - For classified employees, it is the adjusted service date used for layoff purposes.
	Benefits Service Date - The actual leave accrual date.
	Seniority Pay Cal Date - Field is not at this time by HCSD, but a date will default.
	Probation Date - The day an employee obtains permanent status (Civil Service).
	Professional Experience Date - Field is not used by HCSD at this time.
	Last Verification Date - Field is not used by HCSD at this time.
	Business Title - Is a defaulted field based on Job Code.
	Anniversary Date - The date the employee is to be evaluated using the PES process (Civil Service). For all classified employees this date is 07/01.
	Merit Status - Is an optional field used for automatic merit increase process.
	Next Merit Eligibility Date - The date the employee is eligible to receive a merit increase (Civil Service). For classified and unclassified employees in HCSD this date is 10/1.





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Seniority Pay Calc Date:	09/10/2007	Override	1	•	0	0			
Probation Date:	09/10/2008 🕅	Override		v	0	0			
Professional Experience Date:			Last Ve	rification Da	te:		31		
Business Title:	RN 2	_	Position	Phone:					
Additional Data									
Anniversary Date:	03/10/2012 🛐	Merit	t Status:	No	t Prcs 🔹				
Next Merit Eligible Date:	03/10/2010 🛐	Leav	e Grandfat	thered: 🕅					
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Job Data	Employment Data	E	arnings Di:	stribution		Benefit	s Program Participation		
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one						👊 Local in	tranet Protected Mode: Off	- 🖓 🔻 🔍 10	• %00

Step	Action
25.	View the American Flag section.
	The only field used in this section is the Appointment End Date.
	The Earnings Distribution link is not used by HCSD at this time.
	Click the Benefits Program Participation link. Benefits Program Participation



	T	Job Information > .	100 0404				Local Laboration	
enefit Program Participation					Ne	ew Window	v Help Customi	<u>ze Page</u> E
ohn Doe		Empl ID:	1010000					
mployee		Empl Record:	0					
enefit Status				Find	First 🚺 1 of 12	Last		
Benefit Record Number:	0 🗘				Go To R	ow		
ffective Date:	07/11/2011							
Effective Sequence:	0	Action:	Transfer					
IR Status:	Active	Reason:	Pos. No. Change To	Other Dept.				
Payroll Status:	Active	Job Indicator:	Primary Job					
					Current			
Benefits System:	Base Benefits	•	Benefits Employee	Status:	Active			
Annual Benefits Base Rate:		JUSD						
Benefits Administration Elig	ibility							
BAS Group ID:	٩							
Elig Fld 1:		Elig Fld 2:		Elig Fld 3:				
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ffective Date:	09/10/2007	Currency Code:	USD			+ -		
Benefit Program:	FTP 🔍	Full/Temp/Part-tin	ne					
Job Data	Employment Data	Earnin	gs Distribution	Benefits I	Program Particip	ation		

Step	Action
26.	If the Benefit Program = FTP, the employee is eligible for benefits.
	If the Benefit Program = NEL or HCP, the employee is not eligible for benefits.
	Click the Down button of the scrollbar.
27.	Click the Return to Search button.
28.	This completes View Job Data. End of Procedure.





View a Job Summary

The **Job Summary** pages are a snapshot of an employee's LSUHSC employment history. The pages consolidate information including pay rate changes, leaves of absence, promotions, transfers, and more.

Procedure

In this topic you will learn how to View a Job Summary.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

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alize Search Menu:				
	»			
	÷			
Self Service	•			
Manager Self Service	•			
Workforce Administration	•			
Enefits	•			
Compensation	•			
Time and Labor	•			
🗎 Payroll for North America	•			
Payroll Interface	•			
Workforce Development	•			
Organizational Development	•			
🗀 Enterprise Learning	•			
Workforce Monitoring	•			
Set Up HRMS	•			
Reporting Tools	•			
PeopleTools	•			
LSUHSC Processes	•			
My Personalizations				

Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Job Information menu.
4.	Point to the Review Job Information menu.
5.	Click the Workforce Job Summary menu.
	Workforce Job Summary
6.	You can search for an employee using either the EmplID or the Last Name. It is not recommended to use any of the other search fields except those noted here.



PSHEWEBDEV11 Rca Farogrees Main Menu > Workforce Administration > Job Information > Review Job_Information > Workforce Job S Workforce Job Summary Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	
Workforce Job Summary Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with Degins with D	Home Add to Favorites Sign
Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): Empl Record: = Name: begins with • Last Name: begins with • Alternate Character Name: begins with • Organizational Relationship: =	
Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Madimum number of rows to return (up to 300): Source Second Last Name: begins with begins wi	New Window Help
Find an Existing Value Maximum number of rows to return (up to 300): Bogins with • Empl Record: = Name: begins with • Last Name: begins with • Alternate Character Name: begins with • Middle Name: begins with • Organizational Relationship: =	
Find an Existing Value Maximum number of rows to return (up to 300): Bogins with • Empi Record: = Name: begins with • Last Name: begins with • Alternate Character Name: begins with • Middle Name: begins with • Organizational Relationship: =	
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Empl ID: begins with • Empl Record: = • Name: begins with • Last Name: begins with • Second Last Name: begins with • Alternate Character Name: begins with • Organizational Relationship: = • Case Sensitive	
Empl Record: =	
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Last Name: begins with Second Last Name: begins with Atternate Character Name: begins with Crganizational Relationship: = Case Sensitive	
Second Last Name: begins with Atternate Character Name: begins with Middle Name: begins with Organizational Relationship: = Case Sensitive	
Alternate Character Name: begins with v Middle Name: begins with v Organizational Relationship: = v Case Sensitive	
Middle Name: begins with v Organizational Relationship: = v Case Sensitive	
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Search Clear Basic Search 🛱 Save Search Criteria	
Search Clear Basic Search 🕼 Save Search Criteria	
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Step	Action
7.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
8.	Click the Search button. Search

Job Informa	ation Job Information T Work Le	T	Salary Plan 1 Compe	Customize Find	🔊 🛗 🛛 First	🕻 1-12 of 12 🚺 Last	
General Org Relation	Empl Effective Record Date	Seq	Action	Action Reason	Key Person	Go To Job	
EMP	0 07/11/2011	0	Transfer	Pos No Chg		Job Data	
EMP	0 05/03/2010	0	Data Chg	13-000		Job Data	
EMP	0 04/05/2010	0	Data Chg	DTA CNV		Job Data	
EMP	0 10/19/2009	0	Data Chg	Name/Add C		Job Data	
EMP	0 04/20/2009	0	Data Chg	Name/Add C		Job Data	
EMP	0 03/10/2009	0	Pay Rt Chg	12-000		Job Data	
EMP	0 09/10/2008	1	Job Reclas	Reall Tng		Job Data	
EMP	0 09/10/2008	0	Data Chg	09-926		Job Data	
EMP	0 05/05/2008	0	Pay Rt Chg	SalAdjPrem		Job Data	
EMP	0 03/10/2008	0	Pay Rt Chg	12-000		Job Data	
EMP	0 10/08/2007	0	Pay Rt Chg	SalAdjPrem		Job Data	
EMP	0 09/10/2007	0	Hire	Shortage		Job Data	



Step	Action
9.	View the General panel.
	Click the Job Information tab.
10.	View the Job Information panel.
	Click the Work Location tab.
11.	View the Work Location panel.
	Click the Salary Plan tab.
12.	View the Salary Plan panel.
	Click the Compensation tab.
13.	View the Compensation panel.
	Click the Components link.

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Compensatio		26	USD					
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Amounts		version 🔛	0					
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CHG	0 1.00	USD	Hourly					
DP1	0 4.00	USD	Hourly					
HD1	0 5.00	USD	Hourly					
VAHRLY	0 21.39	USD	Hourly					
SH2	0 3.50 💭	USD	Hourly					
SH3	0 4.25	USD	Hourly					
NKN	0 5.00💭	USD	Hourly					



Step	Action
14.	View the Amounts panel.
	Click the Controls tab.
15.	View the Controls panel.
	Click the Changes tab.
16.	View the Changes panel.
	Click the Conversion tab.
17.	View the Conversion panel.
	Click the OK button.

Norkfor	ce Job	Summar	y							New Window E	ielp Customize Page	1
John Doe				EMP			E	mpl ID:	1718888			
lob Informat General	tion Job Informatio	n T Work Loc	ation T Sa	ilary Plan T Cor	mpensation		<u>Cus</u>	tomize Find	🔊 i 🖁 👘	st 🗹 1-12 of 12 🕨 Last		
Drg Relation	Empl	Effective Date	Seq	Annual	Monthly	Daily Rate	Hourly Rate	Currency	Change Percent	Components		
EMP	0	07/11/2011	0	44485.222	3707.102	171.097	21.387126	USD		Components		
EMP	0	05/03/2010	0	44485.222	3707.102	171.097	21.387126	USD		Components		
EMP	0	04/05/2010	0	44485.222	3707.102	171.097	21.387126	USD		Components		
EMP	0	10/19/2009	0	44485.222	3707.102	171.097	21.387126	USD		Components		
EMP	0	04/20/2009	0	44485.222	3707.102	171.097	21.387126	USD		Components		
EMP	0	03/10/2009	0	44485.222	3707.102	171.097	21.387126	USD	4.000	Components		
EMP	0	09/10/2008	1	42774.252	3564.521	164.516	20.564544	USD	7.000	Components		
EMP	0	09/10/2008	0	39975.936	3331.328	153.754	19.219200	USD		Components		
EMP	0	05/05/2008	0	39975.936	3331.328	153.754	19.219200	USD		Components		
EMP	0	03/10/2008	0	39975.936	3331.328	153.754	19.219200	USD	4.000	Components		
EMP	0	10/08/2007	0	38438.400	3203.200	147.840	18.480000	USD		Components		
EMP	0	09/10/2007	0	38438.400	3203.200	147.840	18.480000	USD		Components		

Step	Action
18.	Click the Home link.



Step	Action
19.	This completes View a Job Summary. End of Procedure.





View Personal Data

Procedure

In this topic you will learn how to View Personal Data.

Step	Action
1.	Click the Main Menu button.
	Main_Menu



Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Personal Information menu.
4.	Click the Modify a Person menu.
5.	You can search for an employee using either the EmplID or the Last Name. It is not recommended to use any of the other search fields except those noted here.



PS9HRTRN 8.50				1	
PS9HEWEBDEV11 R	CB Workforce Administration > Personal Information	Madifica Darran	Home	Add to Favorites	Sign out
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				New Window H	Help 🕮
Personal Information					
Enter any information you I	ave and click Search. Leave fields blank for a list of a	all values.			
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Find an Existing value	Add a New Value				
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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. Search
8.	View the Biographical Details panel.







PS9HRTRN 8.50 PS9HEWEBDEV11 RCB						Home	Add to Favorites	Sign out
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Biographical Details Contact	Information Region:	al						
John Doe			Person ID:	010000				
Name			Find Viev	v All 🛛 First 🚺 1 of 1	Last			
Effective Date:	10/19/2009				+ -			
Format Type:	English							
Display Name:	John Doe		View Name					
Biographic Information								
Date of Birth:	01/01/1977 関	35 Years	4 Months					
Date of Death:	Ħ							
Birth Country:	USA 🔍	United States						
Birth State:	LA 🔍	Louisiana						E
Birth Location:	Baton Rouge		🔲 Waive Data	Protection				
Biographical History			Find View	All 🛛 First 🚺 1 of 1	🛛 Last			
*Effective Date:	04/20/2009				+ -			
*Gender:	Female -							
*Highest Education Level:	Associate Degree	•						
*Marital Status:	Married	•	As of:	04/20/2009 関				
Language Code:	English -							
Alternate ID:								
	Eull-Time Student							
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Step	Action
9.	Click the View Name link. View Name



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ewisame		
nglish Name Forma	at	
Prefix:		
First Name:	John	
Middle Name:		
Last Name:	Doe	
Suffix:		
Display Name:	John Doe	
Formal Name:	John Doe	
Name:	John Doe	
OK Cancel	Refresh	
e	📢 Local	intranet Protected Mode: Off 🛛 🖓 👻 🔍 100%

Step	Action
10.	Click the OK button.



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PS9HRTRN 8.50 PS9HEWEBDEV11 RCB				Home Ad	d to Favorites Sign out
Favorites Main Menu > Workforce Administratio	on > Personal Informat	tion > Modify a Person			
				New Window Help	Customize Page 🔤 🔺
Biographical Details	<u>R</u> egional				
John Doe		Person ID:			
Name		Find View All Fi	rst 🖬 1 of 1 🖸 Last		
Effective Date: 10/19/2009			+ -		
Format Type: English					
Display Name: John Doe		View Name			
Biographic Information					
Date of Birth: 01/01/1977	35 Years	4 Months			
Date of Death:	N				
Birth Country: USA	United States				
Birth State: LA	🔍 Louisiana				E
Birth Location: Baton Rouge		Waive Data Protection	1		
Biographical History		Find View All Firs	t 🚺 1 of 1 💟 Last		
*Effective Date: 04/20/2009	31		+ -		
*Gender: Female	-				
*Highest Education Level: Associate Deg	pree 👻				
*Marital Status: Married	•	As of: 04/20/200	9 🛐		
Language Code: English	•				
Alternate ID:					
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Done			🛍 Local intranet Prot	ected Mode: Off	🖓 🕶 🔍 100% 👻

Step	Action
11.	Click the Contact Information tab.
12.	View the Contact Information panel.
	Note: Telephone numbers and e-mail addresses are not required fields for HCSD. Input into these fields is optional. However, telephone numbers are required for TACs purposes.





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	Status		Istomize Find Viev		2 of 2 🚺 Last			
		Address						
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10/19/2009	A	Test Street New Orleans, LA 70112 Orleans		View Address Detail	+ -			
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Step	Action
13.	Click the View Address Detail option.
	View Address Detail



PS9HEWEBDEV11 Favorites Main Menu	8.50 RCB > Workforce Administration	> Personal Information >	Modify a Person	Home New Window	<u>Add to Favorites</u> <u>Sion out</u> <u>Help</u> <u>Customize Page</u> ==
Address History					
Address Type: Address History	Home	Sie	d First 💶 1 of 1 D Last		
Address History Effective Date: Country: Status: OK Cancel	10/19/2009 Address: USA A Refresh	Fin Test Street Orleans Orleans	g First ∎ 1 of 1 Bit Last		
Done				😪 Local intranet Protected Mode: Off	

Step	Action
14.	Click the OK button.


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John Doe Current Add				Person					
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lome	10/19/2009	A	New Orleans, LA 70112 Orleans		View Address Detail	+ -			
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Phone Type	e	Telepho		Extension	Preferred				
Mobile	•				V	+ -			
Other		504/				+ -			
mail Addre	ISSES	*Email A		Customize Find V	iew All 🔄 🖬 First 🚺 Preferred	1 of 1 🖸 Last			
Email Type			aaress		Preterred	+ -			
Save	Return to Search	Notify	C Refresh	. A	dd 💹 Update/Display 🎾	Include History	Correct Histor	у	

Step	Action
15.	Click the Regional tab.



PS9HRTRN 8.50 PS9HEWEBDEV11 RCB			Home Add to Favorites Sign out
Favorites Main Menu > Workford	ce Administration > Personal Informatio	n > Modify a Person	
•	Ť Ť		New Window Help Customize Page
Biographical Details Contact In	nformation Regional		
John Doe		Person ID:	
T USA			
Ethnic Group		<u>Find</u> View All	First 🚺 1 of 1 🚺 Läst
Description Design	USA		+ -
Regulatory Region:	- Office States		
Ethnic Group:	WHITE White		
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History		<u>Find</u> View All	First 🚺 1 of 1 D Last
	09/10/2007 3 Military Status	Not indicated -	+ -
Effective Date:	- winitary status.		
Date Entitled to Medicare:	B Military Discharge		te
Citizenship (Proof 1):	DRVRLIC 🤍 Citizenship (Proof	(2): SSN 🔍	
	Eligible to Work in U.S.		
Smoker History		Customize Find View All 🖾 🛗	First 🚨 1 of 1 🔎 Last
*Smoker	*As of		
1	•	B	+ -
🔚 Save 🔯 Return to Search 🔄	Notify 3 Refresh	📑 Add 🖉 Update/Display 🗦 Include	History Correct History
Biographical Details Contact Inform	action Regional		
biographical Details Contact Inform	Tabon (Tregional		
•		III	•
Done			anet Protected Mode: Off 🛛 🖓 🔻 🔍 100% 👻

Step	Action
16.	View the Regional panel.
	Click the Home link.



6	Regional Detail Fields
	Person ID - This is the same as the EmplID.
	Regulatory Region - Is always the USA option. Controls the Ethnic Group values within the system.
	Ethnic Group - The federally mandated group defining the individual's ethnicity.
	Primary - Indicates primary ethnicity of employee.
	Effective Date - The date the employee's status becomes effective within the system.
	Military Status - Describes the employee's current Military Status.
	Citizenship (Proof 1 and 2) - Identifies documents used for I-9 verification.
	Eligible to Work in U.S. - Indicates if the employee has the proper documentation needed to work within the United Sates.
	Smoker - Indicated whether the employee is a smoker for life insurance purposes.
	As of - Effective date of employee's smoker status.

Step	Action
17.	This completes View Personal Data. End of Procedure.
	End of Flocedure.





Benefits

View Accrual Balances

The Review Accrual Balances page allows you to view information on an employee's sick and annual leave accrual.

Procedure

In this topic you will learn how to **Review Accrual Balances**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

HRTRN 8.50 WEBDEV11 RCB Main Menu			Home Add to Fa	avorites
Search Menu:				
	>>>			
	÷			
Self Service	•			
Manager Self Service	•			
Workforce Administration	•			
Benefits	•			
Compensation				
Time and Labor	•			
Payroll for North America	•			
Payroll Interface	•			
Workforce Development				
Organizational Development	•			
🗎 Enterprise Learning	•			
Workforce Monitoring	•			
🗀 Set Up HRMS				
Reporting Tools	•			
PeopleTools	•			
LSUHSC Processes	•			
My Personalizations				

Step	Action
2.	Point to the Benefits menu.
3.	Point to the Manage Leave Accruals menu.
4.	Click the Review Accrual Balances menu.
	Review Accrual Balances



				Home	Add to Favorites	Sign or
vorites Main Menu > B	enefits > Mana	ge Leave Accruals > F	Review Accrual Balances			
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Step	Action
5.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button.
7.	View the Leave Accrual Balances panel. Note: When you access the Leave Accrual Balances panel, the panel defaults to the current row of Sick Leave accrual.





Leave Accrual Balances Fields: (2) Company - 003 HCSD **Benefit Program:** Vacation: **CSAL - Civil Service Plan USAL - University Plan** USAL2 - University Plan > 10 years **USAL3 - Unclass Civil Service Plan** Sick: CSSL - Civil Service Plan **USSL** - University Plan **Plan Type:** 51 - Vacation **50** - Sick 5Y - K Time 52 - 1.5 K Time Currency - National monetary denomination in which the employee's compensation is paid. Accrual Date - The leave process date (e.g. the date the employee earns leave, which is the payroll end date). For Classified Employees, this date will be the date of the last pay period. For Unclassified Employees, this date will be a month before the date of the last pay period. **Accrual Balances:**

Hours - Hours shown are " as of " the calendar year not the fiscal year.

Carried Over from previous year - The accrued leave from the previous calendar year.

Earned Year-to-Date - The amount of leave earned for the calendar year.

Taken Year- to -Date - Indicates the leave hours taken for the calendar year.

Adjusted Year-to-Date - Shown if an adjustment has been made (e.g. if payroll runs and leave was not included in the run).

Bought Year-to-Date - Field is not used at this time.

Sold Year-to-Date - Field is not used at this time.



Ø	Leave Accrual Balances Fields (continued)
	Service Data: Service Date - Also called the Benefits Service Date in Workforce Administration > Employment Information. It is the most important date because this is the leave accrual date; the date the employee begins to earn leave (leave accrual date).
	Service Hours - The accrual of bi-weekly hours are based on this.
	Unprocessed Data: Will be shown when HR enters Dept. Leave (taken leave or adjusted leave). Once payroll runs, the leave will be shown as processed (Taken Year-to-Date or Adjusted Year-to-Date) and the Unprocessed Data field will be blank.
	Hours Taken - Field is not used at this time.
	Hours Adjusted - Field is not used at this time.
	Hours Bought - Field is not used at this time.
	Hours Sold - Field is not used at this time.
	Service Hours - Field is not used at this time.
	Accrual Total: Hours Balance – Carried over Balance from prior year plus YTD accrual minus YTD leave taken.
	Hours Value – Total available hours multiplied by current hourly wage.

Step	Action
8.	Vacation accrual rows may be viewed by selecting one of the following methods:
	1. Click the Scroll Areas to scroll through Sick and Vacation rows of accrual (this also allows you to view previous rows of sick leave and vacation accruals).
	2. Click the View All link and use the scroll bar that appears on the right side of the page to scroll through Sick and Vacation rows of accruals.
	3. Click the Find link to directly access the current row of Vacation accrual. This method is demonstrated here.



Step	Action
9.	Click the Find link.



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ave Accruals			Find View 100 First K	1 of 632 🕨 Last			
company: 003 LSUHSC-Hospitals		Benefit Program:					
Plan Type: Sick		Currency:	USD				
ccrual Date: 12/26/2011							
Accrual Balances - Hours		Service Data					
Carried over from previous year:	134.228000	Service Date:		09/10/2007			
Earned Year-to-Date:	119.808000	Service Hours:		8,960.000			
Taken Year-to-Date:	14.600	Unprocessed Data					
Adjusted Year-to-Date:		Onprocessed Data					
Bought Year-to-Date:		Hours Taken:					
Sold Year-to-Date:		Hours Adjusted:					
Accrual Totals		Hours Bought:					
Hours Balance:	239,436000	Hours Sold:					
Hours Value:	5,120.85	Service Hours:					
				J			
Return to Search							

Step	Action
10.	Enter the desired information into the Enter Search String field. Enter "Vacation".
11.	Click the OK button.

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Favorites Main Menu > Benefits > Manage Leave Accruals	> Review Accrual Balances	
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Review Accrual Balances		
	ID: Benefit Record: 0	
John Doe Employee		
Leave Accruals	Find View 100 First 🗹 159 of 632 🕨 Last	
Company: 003 LSUHSC-Hospitals	Benefit Program: FTP Full/Temp/Part-time	
Plan Type: Vacation	Currency: USD	
Accrual Date: 12/26/2011		
Accrual Balances - Hours	Service Data	
Carried over from previous year: 100.828000	Service Date: 09/10/2007	
Earned Year-to-Date: 119.808000	Service Hours: 8,960.000	
Taken Year-to-Date: 75.600	Unprocessed Data	
Adjusted Year-to-Date:		
Bought Year-to-Date:	Hours Taken:	
Sold Year-to-Date:	Hours Adjusted:	
Accrual Totals	Hours Bought:	
	Hours Sold:	
Hours Balance: 145.036000		
Hours Value: 3,101.90	Service Hours:	
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Step	Action
12.	The current Vacation row displays. You may use the scroll areas to view additional rows of Vacation accruals. Click the Home link.
13.	This completes Review Accrual Balances . End of Procedure.





View Employee Data Summary

Procedure

In this topic you will learn how to **Review Employee Data Summary**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

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Step	Action	
2.	Point to the Benefits menu.	
3.	oint to the Employee/Dependent Information menu.	
4.	Click the Review HR/Job/Payroll Data menu.	
	Review HR/Job/Payroll Data	



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Step	Action
5.	Enter the desired information into the Last Name field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button.



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orites Main Menu > Ben	efits > Employe	ee/Dependent	Information > Re	eview HR/Job/Payroll Dat	а		
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Review HR/Job/Pa	yroll Data						
John Doe	EMP		ID:	Empl Record	: 0		
Employee Summary Data						1	
Payroll Status:	Active						
Benefits Employee Status:							
Full/Part Time:	Full-Time						
Regular/Temporary:	Regular						
Standard Hours:	40.00						
Work Period:	Weekly						
Pay Group:	Exempt & Un	class w/ Ben (B	EKL)				
Company:	LSUHSC-Ho	spitals					
Employee Type:	Hourly						
Business Unit:	EKLMC	Earl K. Long	Medical Center				
Job Code:	112240	RN 2					
Supervisor Level:							
Department:	EL2036320	INTENSIVE	CARE UNIT				
Location Code:	EKLMC	Earl K. Long	g Medical Center				
Annual Benefits Base Rate	r:						
National ID							
Country: USA	NID Type:	PR SS	N National	ID:			
Gender:	Female						
Marital Status:	Married						
Significant Dates							
First Start Date:	09/10/2007	7	Service Date:	: 09/10/2007			
Company Seniority Date:	09/10/2007	7	Last Start Da	ite: 09/10/2007			

Step	Action
7.	View the Employee Data Summary page.
	Click the Down button of the scrollbar.
8.	Click the Return to Search button.
9.	This completes Review Employee Data Summary . End of Procedure.





Payroll for North America

View Paycheck Summary

The Paycheck Summary page for an employee displays information such as earnings, taxes and deductions for a single paycheck.

Procedure

In this topic you will learn how to **Review Paycheck Summary**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu



Step	Action		
2.	Point to the Payroll for North America menu.		
3.	Point to the Payroll Processing USA menu.		
4.	Point to the Produce Payroll menu.		
5.	Click the Review Paycheck Summary menu.		
	Review Paycheck Summary		



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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.
8.	All paychecks for an employee will display with the oldest at the top (ascending order). The end-user should take note of the Pay Period End Date when attempting to view a paycheck. Double-click the Pay Period End Date column title to change the order of paychecks from the oldest (ascending order) pay period end date to the most current (descending order) pay period end date. Pay Period End Date
9.	The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first. Click the 01/08/2012 link.



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Review Paycheck Summary	New Window Help Customize Page 📰
Summary Information	
Empl ID: Name: Company: 003 Pay Group: EBW Pay Period End: 01/08/2012 Page: 12	Line: 1 Separate Check:
Paycheck Information	Paycheck Totals
Paycheck Status: Calculated Paycheck Option: Check Issue Date: 01/13/2012 Paycheck Number: Off Cycle Reprint Adjustment Corrected Cashed	Earnings: 2,561.17 Taxes: 518.45 Deductions: 343.70 Net Pay: 1,699.02
Earnings Deductions	
▶ Taxes	
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Step	Action
10.	The Paycheck Summary page summarizes the information found on the paycheck or the pay advice (direct deposit) statement.
	Check # is the actual Check Number or the Advice Number (i.e. employees who have direct deposit will have an Advice Number).
	Click the right arrow to expand the Earnings section. Earnings
11.	View the Earnings section.
	Click the down arrow to collapse the Earnings section.
12.	Click the right arrow to expand the Deductions section. Deductions
13.	View the Deductions section.
	Click the down arrow to collapse the Deductions section.
14.	Click the right arrow to expand the Taxes section. Taxes



Step	Action
15.	View the Taxes section.
	Click the Collapse section button. Taxes
16.	Click the Home link.
17.	This completes Review Paycheck Summary . End of Procedure.



View Actuals Distribution

Actuals Distribution displays the funding sources for a specific paycheck of an employee.

Procedure

In this section you will learn how to **Review Actuals Distribution**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

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		Set Up HRMS Reporting Tools PeopleTools LSUHSC Processes	

Step	Action		
2.	Point to the Payroll for North America menu.		
3.	Point to the Payroll Processing USA menu.		
4.	Point to the Produce Payroll menu.		
5.	Click the Review Actuals Distribution menu.		
	Review Actuals Distribution		



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Step	Action
6.	Enter the desired information into the Name field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.
8.	All paychecks for an employee will display with the oldest at the top (ascending order). The end-user should take note of the Pay Period End Date when attempting to view a paycheck.
	Double-click the Pay Period End Date column title to change the order of paychecks from the oldest (ascending order) pay period end date to the most current (descending order) pay period end date.



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Step	Action
9.	The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first. Click the 12/25/2011 link.



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Off	f Cycle	Pay Group: Page:	EBW 12	Pay End Date: Line:	12/25/2011 1		
pl ID:	-	Name:	12	Line.			
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arnings Code:	CERT PAY	Amount:	232.20				
Distribution							
Fiscal Year:	2012	Period:	6	Amount:	232.20		
ChartFields Combination Code		Account	Department	Project/Grant	Product	Fund Code	Program Code
000003906		502340	2036320	1 Tojour Grain		111	95001
Department:	EL2036320	Currency:	USD				
Job Code:	112240	Position:	00004155	Position Pool ID:			
Department: Job Code:	112240 o Search	Position:		Position Pool ID:			

Step	Action
10.	The account(s) to which the employee's pay is being charged are found on the Earnings panel.
	Click the Right Horizontal scrollbar box.

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Step	Action
11.	Click the Show next row button.
12.	Click the Left Horizontal scrollbar box.



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Combination Code		t Department	Project/Grant	Product	Fund Code	Program Code
000003906	502340	2036320			111	95001
Department: EL	2036320 Currency	r: USD				
Job Code: 11	2240 Position:	00004155	Position Pool ID	:		
	2240 Position:		Position Pool ID			

Step	Action
13.	View the Earnings page account information.
	Click the Deductions tab.

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Step	Action
14.	View the Deductions panel. Click the Taxes tab.



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Empl ID:	10108	121	Name:	100001100000000000000000000000000000000					
Taxes					Find View All	First 🚺 1 of 5 🕨 Las			
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Step	Action
15.	View the Taxes panel.
	Click the Home link.
16.	This completes Review Actuals Distribution . End of Procedure.



Organizational Development

View Manage Positions

Position Data consists of information (such as job code, Department ID, location code, and pay group) directly associated with a position. Every employee in the institution has a position in PeopleSoft. When an employee fills a position or transfers to another position, he or she inherits all of the data from that position.

Many of the fields found on the pages of the **Manage Positions** components are contained in the Job Data pages. After a position is approved, it is input into the system by Human Resources. Once someone is hired, the data from the **Manage Positions** pages automatically populate to the Job Data pages.

Procedure

In this topic you will learn how to Manage Positions.



Step	Action
1.	Click the Main Menu button.
	Main_Menu



Step	Action			
2.	Point to the Organizational Development menu.			
3.	Point to the Position Management menu.			
4.	Point to the Maintain Positions/Budgets menu.			
5.	Click the Add/Update Position Info menu.			
	Add/Update Position Info			



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Step	Action
6.	The Position Number is an 8-digit number. You must include the preceding zeros when entering the position number. The Position Number can be found on the Work Location panel of the Job Data section. Enter the desired information into the Position Number field. Enter " 00047632 ".
7.	Click the Search button.



PS9HRTRN 8.50				
PS9HEWEBDEV11 RCB Favorites Main Menu > Organizational Development > Positi	tion Management > M	laintain Positions/B	udgets > Add/Update Position I	Home Add to Favorites Sign out
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Position Information		I	ind View All First 🔣 1 of 1 🕨 Li	ast
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*Effective Date: 10/19/2009	*Status:	Active -		
Reason: NEW New Position	Action Date:	10/29/2009		
*Position Status: Approved - Status Date: 10/1	9/2009 関	Key Position		
Job Information				
*Business Unit: EKLMC 🧠 Earl K. Long Medical Center				
*Job Code: 150010 Q PRACTICAL NURSE-LICENS	ED, 2			
*Reg/Temp: Regular -	*Full/Part Time:	Full-Time 🔻		
*Regular Shift: N/A -	Union Code:			
*Title: PRACTICAL NURSE-LICENSED, 2	Short Title:	PRACTICAL	Detailed Position Description	
Work Location				
*Reg Region: USA Q United States				
*Department: EL2047111	Company:	003 LSUF	ISC-Hospitals	
EXTENSION *Location: EKLMC Earl K. Long Medical Cen	iter			
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Step	Action
8.	View the Description page.
	Click the Down button of the scrollbar to view additional information on the Description page.



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Description S	ecific Information <u>B</u> udget and Incumbents	Position Attribute					
Position Informati	n		E	ind View All 🛛 First 🚺 1 of	1 🗈 Last		
Position Number	00047632				+ -		
Headcount Statu	Filled	Current Head Count:	1 out of	1			
*Effective Date:	10/19/2009 関	*Status:	Active -				
Reason:	NEW New Position	Action Date:	10/29/2009				
*Position Status:	Approved Status Date: 10/19/20		Key Position				
Job Information	Status Date.						
*Business Unit:	EKLMC Earl K. Long Medical Center						
*Job Code:	150010 RACTICAL NURSELICENSED,	2					
*Reg/Temp:	Regular -	*Full/Part Time:	Full-Time 🔻				
*Regular Shift:	N/A 👻	Union Code:	Q				
*Title:	PRACTICAL NURSELICENSED, 2	Short Title:	PRACTICAL	Detailed Position Descrip	tion		
Work Location							
*Reg Region:	USA Q United States						
*Department:	EL2047111 MENTAL HEALTH EXTENSION	Company:	003 LSUH	ISC-Hospitals			
*Location:	EKLMC Earl K. Long Medical Center						
Reports To:	00004003 🧠 RN/SUPV 2	Dot-Line:	Q				
Supervisor LvI:	٩	Security Clearance:					
Salary Plan Info	mation						
Salary Admin F	lan: MS 🔍 Grade: 510 🔍	Step:					
Canada and Income							
				Local intranet Protec			,

Step	Action
9.	Click the Specific Information tab.



PS9HRTRN 8.50		
PS9HEWEBDEV11 RCB Favorites Main Menu > Organizational Develo	opment > Position Management >	Home Add to Favorites Sign out Maintain Positions/Budgets > Add/Update Position Info
· · · · · ·	· • • •	New Window Help Customize Page
Description Specific Information Budg	get and incumbents 📔 Position Attribut	le
Position Number: 00047632		
Headcount Status: Filled	Current Head Co	unt: 1 out of 1
Specific Information		Eind View All First 🚺 1 of 1 🚺 Last
Effective Date: 10/19/2009	Status: Active	
Max Head Count: 1		Incumbents
Max Head Count.		Update Incumbents
Mail Drop ID:		Include Salary Plan/Grade
Work Phone:		Budgeted Position
Health Certificate:	•	Confidential Position Job Sharing Permitted
Signature Authority:	•	Available for Telework
✓ Education and Government		
Position Pool ID:	κ.	
*Pre-Encumbrance Indicator: Immed	diate Calc Group	(Flex Service):
*Encumber Salary Option: Salary	Step Academic I	Rank:
*Classified Indicator: Classi	ified • FTE: 1.	000000 V Adds to FTE Actual Count
<u>.</u>		
Return to Search Notify	📑 Add 🗾	Ipdete/Displey 😥 Include History 🚯 Correct History
Description Specific Information Budget and In	cumbents Position Attribute	
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Done		🔩 Local intranet Protected Mode: Off 🛛 🖓 🔻 🔍 100% 💌

Step	Action
10.	View the Specific Information panel.
	Click the Budget and Incumbents tab.

										Home	Add to Favorite	<u>s</u> s	lign out
	Main Menu		ional Develo	pment > Position	Management	> Maintain Po	sitions/Budgets	> Add/Upd	ate Posit				
			¥			/		/			V Help Customi	e Page I	-
Descriptio	on <u>S</u> pec	ific Information	n Budge	t and incumbents	Position Attr	ibute							
Position I	Number:	000	47632										
Headcount Status:		Filled				Current Head Count:		1	out of	1			
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	0.000	0.0	000	0.000	0.000	0.00							
Current	ncumbents						,	<u>Customize Find</u>		1 of 1	1		
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Empl ID	Record	Full/Part	Hrs/Wk	Name	Date	Action	Action Reason	Position Data	Job Dat				
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Description	n <u>Specific Ir</u>	nformation Bu	udget and In	cumbents Position	Attribute								
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vone							N. L	ocal intranet	rrotecte	u wode: Uff		~~ 100 %	• •



Step	Action
11.	View the Budget and Incumbents panel.
	Click the Job Data link.



PS9HRTRN 8.50								
PS9HEWEBDEV11 RCB		B 11 H				Home	Add to Favorites	Sign out
Favorites Main Menu > Org	ganizational Development >	Position Management >	Maintain Positions/B	uagets > Add	/Update Position I			
Work Location Job Inform	mation Job Labor Pay	roll Salary Plan C	compensation		New	Window	Help Customize	Page 💷 📍
WORK Location	mation Job Labor Pay	roli <u>S</u> alary Plan <u>C</u>	ompensation			-		
John Doe		Empl ID:	010100					
Employee		Empl Record:	0					
Work Location				Find	First 🚺 1 of 1 🔝	Last		
*Effective Date:	10/18/2011 😼				Go To Row 🛨			
Effective Sequence:	0	*Action:	Data Change		•			
HR Status:	Active	Reason:	Extension of Probati	on Period	-			
Payroll Status:	Active	*Job Indicator:	Primary Job		-			
					Current 📋			
Position Number:	00047632	PRACTICAL NURSE	LICENSED, 2					
Acad Rank:	Use Position Data							
Position Entry Date:	10/18/2010							=
	Position Management	Record						
*Regulatory Region:	USA	United States						
Company:	003	LSUHSC-Hospitals						
*Business Unit:	EKLMC	Earl K. Long Medical	Center					
*Department:	EL2047111	MENTAL HEALTH EX	TENSION					
Department Entry Date:	10/18/2010							
*Location:	EKLMC	Earl K. Long Medical	Center					
Establishment ID:	٩,			Date Create	ed: 10/19/201	1		
Last Start Date:	10/18/2010							
Expected Job End Date:	Ħ							
Job Data	Contract Data	European Dia		0				
Job Data	Employment Data	Earnings Dis	stribution	Benefits P	rogram Participatio	20		
OK Cancel A	pply						C Refresh	
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Done				👊 Local intra	anet Protected Mo	de: Off		💐 100% 🔻

Step	Action					
12.	Click the Cancel button to return to the Budget and Incumbents page.					



		ific Information	n Budgel	and Incumbents	Position Attr	ribute							
	Number:		47632										
leadcou Current	nt Status:	Fille	bd			Current I	lead Count:	1	out of	1			
current	Earnings	Deduct		Тах	Cdn Tax	Total							
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Current I	ncumbents						(<u>Customize Find</u>	Ø 🖩	1 of 1			
Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data				
	0	Full-Time	40.00	00013100730097	10/18/2011	Data Change	Extension of Probation Period	Y	Job Data				
Save	Return t	o Search 🖃	Notify				📑 Add	足 Update/Disp	olay 🔎 In	clude Histor	ry 🕑 Correct	History	
scriptior	n <u>Specific Ir</u>	<u>iformation</u> Bu	udget and Inc	cumbents <u>Position</u>	Attribute								

Step	Action
13.	Click the Position Attribute tab. Position Attribute
14.	View the Position Attribute panel.
15.	This completes Manage Positions. End of Procedure.