



RIAS PHASE III –

***Human Capital Management
HCM/Payroll System***

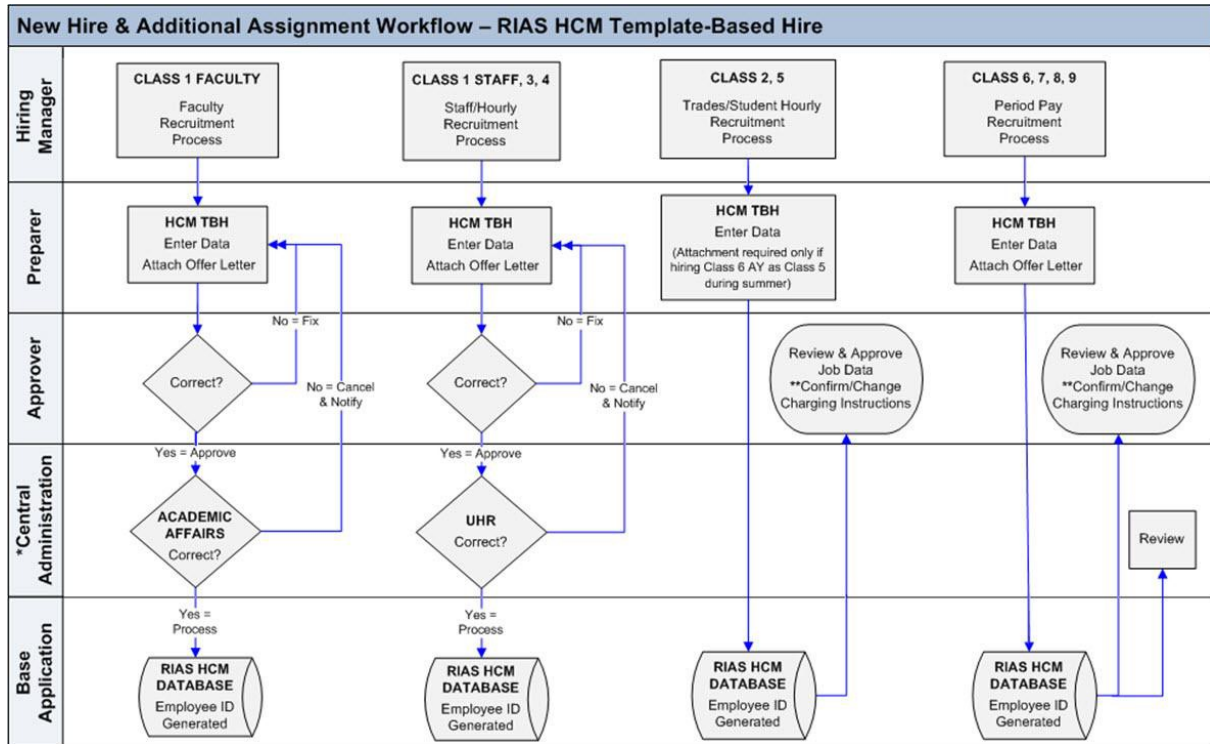
HR Approver

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New Hire and Additional Assignments Workflow

Payroll Authorization Forms (PAFs) were replaced with online New Hire Templates which will be prepared by the PREPARER role. When a new hire transaction is processed, notifications are sent to an Approver as a reminder that approval is needed. In addition, for those transactions routed to Human Resources or Academic Affairs for review, an email will be sent as well as a notification to the Approver. The Approver will review the information entered and provide approval. Below is the Workflow for New Hires and Additional Assignments.



*Central Administration: Class 1 Faculty positions are processed by Academic Affairs; Class 1, 3, and 4 Staff positions are processed by University Human Resources (UHR).

**Confirm/Change Charging Instructions: Please see the RIAS Commitment Accounting User Guide for instructions on how to review and change these.

NOTE: If you submit a TBH for someone who already exists in the HCM Database, the system automatically routes the TBH to UHR for review and processing.

1. Preparer enters date into Template-Based Hire
2. The system routes the transaction to the Approver and send an automatic email notification to the Approver.
3. Approver reviews the data and approves the transaction or returns it to the Preparer for correction.
4. Once approved, the system routes the data to the appropriate area for finalization. (See workflow diagram above for details.)

Note: This section of the guide is being revised to incorporate recent changes to system functionality. In the meantime, please refer to the "Instructional Materials for HCM System Users" section of the HCM System Users Blog for detailed Template-Based Hire instructions.

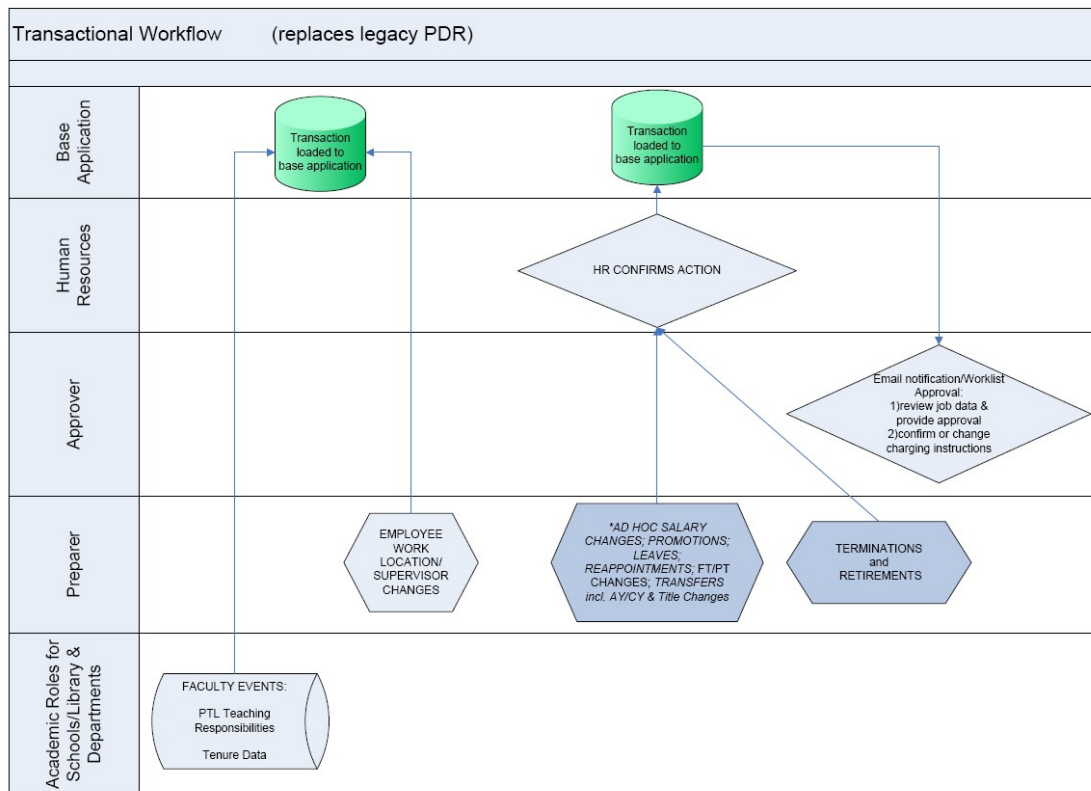
<http://hcmblog.rutgers.edu>

The Transactional Workflow for Manager Self Service

Employee job data changes are submitted by a Preparer in Manager Self Service and will follow various pre-approved workflow paths. While certain events such as Supervisor Changes require no workflow and will be immediately updated in the application, other events such as reappointments would be routed to HR for review and require an approval from an Approver. Note that reappointments for employee class 6-TA/GA&Residence Counselors, class 7-PTL's, class 8-Coadjutants, and class 9-PostDoc Fellows require the HR Approver to attach a new contract once the action is approved.

All workflows are routed automatically after the transaction has been submitted by a Preparer. When approval is needed, notifications are sent to an Approver as a reminder that specific transactions must be approved. In addition for those transactions routed to Human Resources for confirmation, an email will be sent as well as a notification to the Approver.

Below is the Workflow for the Manager Self Service transactions.



1. **Faculty Events – PTL Teaching Responsibilities and Tenure Data**
 - Information will be entered by Academic Affairs and loaded directly into the application
2. **Employee Work Location and Supervisor Changes**
 - Changes will be entered by the department and loaded directly into the application
3. **Ad Hoc Salary Changes, Promotions, Leaves Terminations, Retirements, Reappointments, FT/PT Changes and Transfers**
 - Changes will be entered by the department
 - Information entered will be **reviewed by Human Resources before it is loaded into the application**
 - Email notification will be sent to a designated Approver in the department who will be responsible for reviewing job details, providing approval, and confirming or

changing charging instructions. **HR Approver must attach a new contract to reappointments in employee classes 6, 7, 8, or 9.**

- Any corrections to job data , an Approver will contact HR to correct the error

New Terminology

Terms	Definition
Action	The code given for a personnel action such a new hire or promotion or any updates to an employee's record.
Action Reason	The reason an employee's job or employment information is updated, such as a salary change or leave of absence.
Combination Code	A combination code is a 9-digit system generated number that represents the General Ledger Chart of Account fund source account string. In the application, only the fund source segment is defined, and Department Activity 1 and/or Department Activity 2 segment values, if used.
Compensation	Regular annual salary regardless of part-time percent or 10-month status.
Compensation Rate	Regular annual salary for Salary employees and hourly rate for Hourly employees.
Department Default Account	Used in Commitment Accounting to identify a departmental fund source for charging employee payroll expenses, if not otherwise distributed. The department default account cannot be a grant account or other restricted account.
Department Code/ID (Organization Code)	Refers to the department at the university in which the employee works. Same as the Organization Code (ID) in the General Ledger and Internet Procurement.
Effective Date	Date on which information takes effect. The Effective Date defaults to the system's current date unless overridden by user. The information is in effect until a new entry is made with a more current effective date.
Effective Sequence	The order in which multiple actions to an employee's record with the same effective date are processed.
Employee Class (formerly Employee Type)	A code to indicate the general category of the appointment which the employee holds. <ul style="list-style-type: none"> • 1 – Regular Faculty, Staff, and PostDoc Associates • 2 – Trades People • 3 – Short-term Temporary • 4 – Casual/Seasonal • 5 – Student Hourlies • 6 – Teaching/Graduate Assistants & Residence Counselors • 7 – Part Time Lecturers • 8 – Coadjutants (incl. Faculty Summer Research) • 9 – Fellows (stipend pay)
Employee ID (EmplID)	The 8-digit number assigned to every Rutgers University employee. It is used in place of the social security number to identify each employee and is used to search for information and records for the individual.
Employee Record (Empl Record)	Indicates the number of assignments an employee has.
Employee Transactions (Manager Self Service)	The online forms accessed via Manager Self Service menu item are used to process transactions to existing employees (academic reappointments, supervisor changes, location changes, change in terms of appointment, and leaves). These online forms replace the Personnel Data Record (PDR).
FTE	Fulltime equivalent, calculation based on the standard hours entered for a job code or based on the number of credits taught for Part Time Lectures.

Terms	Definition
Funding End Date	Used in Commitment Accounting as the end date for an appointment or the end date of a grant award. This date does not include the additional approximately 90 extended processing days used by the General Ledger. Commitments are calculated through this date for a funding source.
Full/Part	Classifies an employee as full time or part time. This field does not change the standard hours.
Grade	The grade/range of the job code.
Job Code (Job Class Code)	The number indicating the type of position held by an employee.
Job Record (formerly Assignment Number)	A Job Record is identified by an Employment Record Number within the Job Data page group. Searching for an Employee by their EmplID will return their unique Job Record(s).
On Line Templates	On Line Template-Based Hires, replaces the Payroll Authorization Form (PAF).
Pay Group (replaces Pay Code)	Indicates the method of payment for payroll purposes. <ul style="list-style-type: none"> • S00 – Empl Class 1 Faculty Paid AY salary over 12 months (Academic year appointment) • S01 - Empl Class 1 & 3 Staff & Faculty Paid CY salary over 12 months (Calendar year appointment) • S03 - Empl Class 1 & 3 Staff Paid 10-month salary over 10 months • HLY – Hourly, Empl Classes 4, & 5 • TRD -Trades People, Empl Class 2 • P00 - Period Pay (employee classes 6, 7, 8) • P09 – Stipend Pay (employee class 9 – PostDoc Fellows) • P11 – Stipend Pay to Non-resident Aliens (employee class 9 – PostDoc Fellows)
Period Pay	Used is to calculate pay for Classes 6 Teaching/Graduate Assistants & Residence Counselors, 7 Part Time Lecturers, 8 Coadjutants (incl. Faculty Summer Research) and 9 Post Doc Fellows (stipend pay). The employee will be paid over the number of days in the semester (similar to the legacy T code).
Salary Admin Plan	Represents the salary schedule that is the basis for grade/step employees annual salary; it must be selected on the online template-based hire in order for the salary to default upon “save and submit”.
Short Work Break	Replaces expired status for ten month staff and other employees with appointment end dates. Note, 10-month staff (Pay Group S03) no longer require an appointment end date. SWB allows employees to remain active without pay during the summer months, or shortly following the end of their assignment.
Standard Hours	Employee’s actual work week which is equal to the job’s standard hours if full-time, or is reduced proportionate to an employee’s part time percent if part-time. Please note, you will include a different measure for those employee groups without a true standard workweek. Credit Hours will be used in place of Standard Hours for Empl Class 7-PTL’s, and a default of 1.0 will be used for Empl Classes 8 – Coadjutants and 9 – PostDoc Fellows.
Suspense Account	The Natural Account 16999 is used in Commitment Accounting to identify the suspense account entry for salary expense charged to a funding source whenever funding has an end date or when current charging instructions have been met and the system cannot find current alternate funding.
Supervisor ID	This field contains the EmplID (employee id) of the individual Supervisor ID for an employee.
Union Code (same as Unit Code)	Designates the employee group to which a job is assigned, for union employees it represents their bargaining unit.

My Favorites

You can save pages or folders that you use frequently by adding them to **My Favorites**. You will not have to navigate through the menus to find a page; you can quickly open it directly from the My Favorites menu.

Add to Favorites

To add a favorite, navigate to the page you want to add.

ORACLE

Favorites Main Menu > Workforce Administration > Template-Based Hire > Template-Based Hire ← Navigation

Hires to Process

Template-Based Hire

Choose a template and select Continue enter a new person. The Hires to Process section lists people you have previously started to hire. Select a name and press Continue to work with a Hire in Process. You have the option to delete people you do not intend to hire.

Select Template:

Hires in Process

You do not have any hires in progress.

Go To: [Template-Based Hire Status](#)

Click the **Add to Favorites** link in the universal navigation header.



When the Add to Favorites page is displayed, you can either leave the default description or change it, if you prefer a different name. Select **OK** to save the page in your favorites.

Add to Favorites

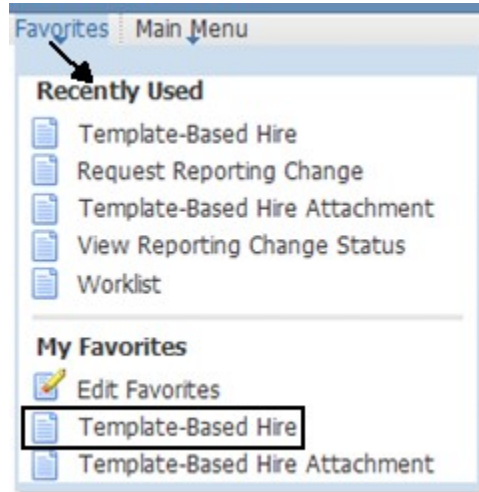
Please Enter a Unique Description for this Favorite

*Description





A confirmation message that your favorite has been saved will display. Select **OK**.

The favorite has been saved.

Select the down arrow of Favorites or the My Favorites folder link to access the page you saved in your my favorites menu.

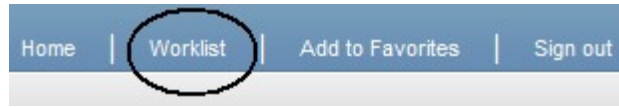


Navigation Icons

Asterisk	(*)	Any field that has an asterisk is a required field.
Error		If a required field is not populated with information or if information entered is incorrect, the field will become red and an error message will display.
Drop Down Menu		Used to populate a field from a listing of menu options.
Calendar Icon		Can enter a date directly in a field or use the calendar.
Search Icon		Used to do a search.

Approving Transactions

An Approver will go to the worklist to approve a new hire or an employee transaction that affects an employee's job record. Navigate to the worklist by selecting Worklist from the universal header.



Worklist

The worklist displays all transactions that need approval. In the Work Item column and Worked by Activity, the transactions are identified as a new hire transaction or a job data change. Click on the employee name to review the job data for a particular employee.

Favorites | Main Menu > Worklist > Worklist New Window

Worklist for DIXON: Jane Dixon

[Detail View](#) Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Joseph Gray	10/19/2010	Department Manager	Maintain Job Data		00025297_0_2010-10-19_DTA_10460_Eric Pomegranate	Mark Worked	Reassign
Joseph Gray	10/08/2010	Manage Hire Work List	RU_MHIRE_WFORCE_ACT		00025462_0_2011-02-01_10460_John Kent	Mark Worked	Reassign
Joseph Gray	10/12/2010	Manage Hire Work List	RU_MHIRE_WFORCE_ACT		00025464_0_2010-11-01_10460_Pam Hill	Mark Worked	Reassign

Job Data

Once you click on an employee's name, the job data for that employee displays with the transaction that needs to be approved. In the Action and Reason section, the transaction type is identified.

The screenshot shows the 'Job Data Approval' tab for employee Pam Hill. The interface includes a navigation bar with tabs for Work Location, Job Information, Payroll, Salary Plan, Compensation, and Job Data Approval. The employee's name 'Pam Hill' is highlighted. Below the name, the employee ID (00025462) and record number (0) are displayed. The 'Job Data Approval' section shows the effective date (11/01/2010), sequence (0), HR status (Active), and payroll status (Active). A table lists the transaction details: Action (Hire), Reason (New Hire), and Job Indicator (Primary Job). The 'Approval Status & Comments' section shows the current status as 'No Action' and a table with columns for Action DateTime and Updated By. At the bottom, there are links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.

Job Data Approval

The Job Data Approval tab displays information on the type of transaction and its effective date, any attachments and the approval page. An Approver will compare the information on the attachments with the information populated in the job data record. After you review the entire job data record, you can select approve in the Approval Status field. Any problems with the job data record, contact Human Resources to make any corrections, deny the transaction and Human Resources will resubmit the transaction with the corrections you requested. You will receive another email and notification when the transaction has been resubmitted by Human Resources.

This screenshot is identical to the one above, but with several fields highlighted with black boxes to indicate they are the focus of the text. The highlighted fields include: the employee name 'Pam Hill', the employee ID '00025462', the effective date '11/01/2010', the 'Action' field 'Hire', the 'Reason' field 'New Hire', the 'Job Indicator' field 'Primary Job', the 'Approval Status' dropdown menu, and the 'Action DateTime' column header in the 'Approval Status & Comments' table.

Work Location

On the work location tab verify:

- Effective date which is the employment date
- Position entry date which is the appointment begin date
- Department (org id)
- Location (building/room)
- Expected end date (used for academic appointments)

Work Location		Job Information	Payroll	Salary Plan	Compensation	Job Data Approval
Pam Hill Employee		Empl ID:	00025462			
		Empl Record:	0			
Work Location						Find First 1 of 1 Last
Effective Date:	11/01/2010	Go To Row				
Effective Sequence:	0	Action:	Hire			
HR Status:	Active	Reason:	New Hire			
Payroll Status:	Active	Job Indicator:	Primary Job			
Position Number:						Future
Override Position Data						
Position Entry Date:	11/01/2010	<input type="checkbox"/> Position Management Record				
Regulatory Region:	USA	United States				
Company:	RUT	Rutgers University				
Business Unit:	UNIV	Rutgers				
Department:	10460	Facilities Maintenance Service				
Department Entry Date:	11/01/2010					
Location:	4115	Facilities Admin				
Establishment ID:	NEWBRUNS	New Brunswick			Date Created:	10/19/2010
Last Start Date:	11/01/2010					
Expected Job End Date:		<input type="checkbox"/> End Job Automatically				
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation			

Job Information

On the job information tab verify:

- Job Code and Title (Job Class Number) - The number indicating the type of position held by an employee.
- Supervisor Id - Identifies the employee's supervisor
- Regular/Temporary - Identifies if the employee is a regular or temporary
- Full/Part - Identifies if the employee is full or part time. If part time is selected the standard hours are reduced proportionate to the part time percent
- Employee Class (Employee Type) - A code to indicate the general category of the appointment which the employee holds.
- Standard Hours – Employee's actual work week. Credit hours will be used for Employee class 7 (PTLs).

Work Location	Job Information	Payroll	Salary Plan	Compensation	Job Data Approval
Pam Hill Employee		Empl ID:	00025462		
		Empl Record:	0		
Job Information Find First 1 of 1 Last					
Effective Date:	11/01/2010	Action:	Hire		
Effective Sequence:	0	Reason:	New Hire		
HR Status:	Active	Job Indicator:	Primary Job		
Payroll Status:	Active		Future		
Job Code:	41012	ADMINISTRATIVE ASSISTANT			
Entry Date:	11/01/2010				
Supervisor Level:					
Supervisor ID:	00023174	Sharon Fortin-Kramer			
Reports To:					
Regular/Temporary:	Regular	Full/Part:	Full-Time		
Empl Class:	1-Salaried	Officer Code:	None		
Regular Shift:	N/A	Shift Rate:			
Classified Ind:	Classified	Shift Factor:			
Duties Type:					
Standard Hours					
Standard Hours:	37.50	Work Period:	RW R Weekly		
FTE:	1.000000				
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override			
Contract Number					
Contract Number:		<input type="button" value="Next Contract Number"/>			
Contract Type:					
USA					

Payroll

On the Payroll tab verify:

- Pay Group (Pay Code) - Indicates the method of payment for payroll purposes.
 - S00 – Empl Class 1 Faculty Paid AY salary over 12 months (Academic year appointment)
 - S01 - Empl Class 1 & 3 Staff & Faculty or PostDoc Associates Paid CY salary over 12 months (Calendar year appointment)
 - S03 - Empl Class 1 & 3 Staff or PostDoc Associates Paid 10-month salary over 10 months
 - HLY – Hourly, Empl Classes 4, & 5
 - TRD -Trades People, Empl Class 2
 - P00 - Period Pay (employee classes 6, 7, 8)
 - P09 – Stipend Pay (employee class 9 – PostDoc Fellows)
 - P11 – Stipend Pay to Non-resident Aliens (employee class 9 – PostDoc Fellows)
- Employee Type – indicates if an employee is salary or hourly
- Tax Location Code – state where the employee works

Work Location	Job Information	Payroll	Salary Plan	Compensation	Job Data Approval
Pam Hill Employee		Empl ID:	00025462		
		Empl Record:	0		
Payroll Information Find First 1 of 1 Last					
Effective Date:	11/01/2010		Go To Row		
Effective Sequence:	0	Action:	Hire		
HR Status:	Active	Reason:	New Hire		
Payroll Status:	Active	Job Indicator:	Primary Job		
Future					
Payroll System:	Payroll for North America				
Payroll for North America					
Pay Group:	S01	Salary 12/12			
Employee Type:	S	Salaried	Holiday Schedule:		
Tax Location Code:	NJ001	New Jersey	FICA Status: Subject		
GL Pay Type:			Edit ChartFields		
Combination Code:					
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		

Salary Plan

No verification of information is needed for this tab.

Compensation

On the Compensation tab verify:

- the employee's annualized salary. If the employee is part time, the salary entered must be the salary an employee would receive he/she were fulltime working 12 months.

Work Location | Job Information | Payroll | Salary Plan | **Compensation** | Job Data Approval

Pam Hill
Employee

Empl ID: 00025462
Empl Record: 0

Compensation Find First 1 of 1 Last

Effective Date: 11/01/2010 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Hire

Payroll Status: Active Job Indicator: Primary Job

Future

Compensation Rate: 1,724.137931 Frequency: RBWK R Biweekly

▶ Comparative Information

▶ Pay Rates

Default Pay Components

Pay Components Customize Find 1 of 1 Last

Amounts | Controls | Changes | Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	45,000.000000	USD	A	

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Period Pay (employee classes 6, 7, 8, and 9)

Period Pay is used for Classes 6 – Teaching/Graduate Assistants & Residence Counselors, 7 – Part Time Lecturers, 8 – Coadjutants (incl. Faculty Summer Research), 9 – Post Doc Fellows (stipend pay). After you have approved a **new hire transaction or a reappointment** for these classes, you have to attach a PeopleSoft Contract to their record in order for the employee to get paid. Navigate from the Main Menu to **Workforce Administration>Job Information>Contract Administration>Update Contract Pay NA**.

Click on the Add New Value tab and enter the Empl ID (Employee ID) for the employee to which you will add a contract and click the ADD button.

Contract Pay NA

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

Empl ID:

Empl Record:

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

There are only four fields that need to be filled out:

- Effective Date – the date the employee will start
- Contract Pay Type – select Standard Contract from the drop down list
- Contract Begin Date – same as the effective date
- Contract End Date – the date the employee's appointment will end

Martin Mango EMP ID: 00025291 Empl Record: 0

Contract ID: 0000001 Status: Active Recalculate Contract

Contract Information Find | View All First 1 of 1 Last

*Effective Date:	02/01/2011	
Contract Pay Type:	Standard Contract	
*Payment Term:	Pay Over Contract	
*Monthly Frequency:	M Monthly	Calculation Method: Actual
Pay Period Hours:		*Daily Hours: 7.50
*Assign Hours To:	Not Applicable	
*Contract Begin Date:	02/01/2011	*Contract End Date: 06/30/2011
Payment Begin Date:	02/01/2011	Payment End Date: 06/30/2011
Actual Start Date:	02/01/2011	Termination Date: 06/30/2011
Last Payment Date:		School Schedule:
<input checked="" type="checkbox"/> Exclude Holiday Schedule	Work Days in Contract:	
<input type="checkbox"/> Prorate Hrs in Partial Period		
<input type="checkbox"/> Renew Contract Automatically		

Charging Instructions

Departments will have a fund source identified as a departmental account for charging employee payroll. If you do not want an employee charged to the department default fund source, you will have to change the charging instructions by creating a new appointment level funding.

To change the charging instructions, select **Setup HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA** from the Main menu.

Look Up The Department Default Account

To look up your department default fund source for payroll enter:

- your Department number or use the Search icon to search for it
- Fiscal Year
- Budget Level field select Department from the drop down list.


Click the search button.


Department Budget Table USA

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](#)


Maximum number of rows to return (up to 300):


Set ID: = 


Department: begins with 


Fiscal Year: =


Budget Level: = 


Position Pool ID: begins with 

Job Code Set ID: begins with 


Job Code: begins with 

Position Number: begins with 

Empl ID: begins with 

Empl Record: = 

Include History

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

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

The Dept Earnings Budget table appears. It shows the combination code. A Combination code is a 9-digit system generated number that represents the General Ledger Chart of Account fund source account string. In the application, only the fund source segment is defined, and Department Activity 1 and/or Department Activity 2 segment values, if used.

Dept Budget Earnings

Set ID: SHARE Department: 10469 Controller, Assoc Fiscal Year: 2011
 Budget Begin Date: 07/01/2010 Offset Group: RUT
 Budget End Date: 06/30/2011

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment

Effective Date: 07/01/2010 Eff Seq: 0 Status: Active Date Entered: 09/08/2010
 Budget Level Cap: 0.00 Currency: USD

Earnings Distribution Customize | Find | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description
1		000002740	

Select the Combination Code Description tab and click the Chartfields detail link to display the department default fund source.

Dept Budget Earnings

Set ID: SHARE Department: 10469 Controller, Assoc Fiscal Year: 2011
 Budget Begin Date: 07/01/2010 Offset Group: RUT
 Budget End Date: 06/30/2011

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment

Effective Date: 07/01/2010 Eff Seq: 0 Status: Active Date Entered: 09/08/2010
 Budget Level Cap: 0.00 Currency: USD

Earnings Distribution Customize | Find | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	ChartField Details
1		000002740	Disbursement Controls	ChartField Details

ChartField Details

Combination Code: 000002740

Search Options
 Combination Codes

Fund Code	Fund Source	Org	Natural Account	Project	Future	Dept Activity 1	Dept Activity 2
00	200060	00000	00000	000000	000		

Set Up New Appointment Level Funding

If you are create new appointment level funding select the **Add a New Value** tab on the Department Budget Table Search screen and follow these steps:

1. Keep the Default of SHARE in the Set ID.
2. Enter the **Department Number**.
3. Enter the **Fiscal Year**.
4. In the **Budget Level** field, select **Appointment** from the drop down list of values.

Department Budget Table USA

Find an Existing Value **Add a New Value**

Set ID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code Set ID:


Job Code:

Position Number:

Empl ID:

Empl Record:

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

5. Enter the employee's Empl ID (Employee ID) (You can also search for the Empl ID by using the search icon )
6. Click the Add button.

The values you entered on the Add a New Value screen will populate the Dept Budget Earnings screen.

Dept Budget Earnings

Set ID: SHARE Department: 10469 Controller, Assoc Fiscal Year: 2011
 Budget Begin Date: 07/01/2010 Offset Group: RUT Budget Cap
 Budget End Date: 06/30/2011 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment

Empl ID: 00025313 Jane Farm
 Empl Record: 0
 *Effective Date: 09/21/2010 Eff Seq: 0 *Status: Active Date Entered: 09/21/2010
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Customize | Find | First 1 of 1 Last

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1				

Save Notify Add Update/Display Include History

7. Enter the Effective Date for the charging instructions to begin.
8. Keep status of Active.
9. Enter "1" in the Sequence Number field.
10. Select the Combination Code Description tab.

Earnings Distribution Customize | Find | First 1-2 of 2 Last

Combination Code Distributed Earning Code Description Combination Code Description

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	1	000002724	Division Of Grant & Contract A	ChartField Details
2	1			ChartField Details

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


11. Select the ChartField Details link
12. Enter a combination code or search for one. A Combination code is a 9-digit system generated number that represents the General Ledger Chart of Account fund source account string. In the application, only the fund source segment is defined, and Department Activity 1 and/or Department Activity 2 segment values, if used. Select **OK**.

Earnings Distribution Customize | Find | First 1-2 of 2 Last

Combination Code Distributed Earning Code Description Combination Code Description

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000002724			50.000
2	1	000002772			50.000

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

13. Select the Combination Code tab. Enter the effort distribution percentage. Remember all row percentages must total 100%.
14. If you are charging more than one combination code, select the plus sign  and follow steps 9-13.
15. When finished selecting all combination codes, click the **Save** button.

View Job Data for Existing Employees

Job Data contains information about the employee's job, work location, salary plan and compensation. Navigate to Job Data by selecting **WorkForce Administration>Job Information>Job Data** from the Main Menu.

Search

To pull up details about an employee you need to search for the employee. You can use the wildcard (%) in any field or enter specific information which helps to narrow down your search. Then click the Search button. The easiest way to search is to use the Empl ID (employee id). This is an 8-digit number assigned to every Rutgers University employee. It is used in place of the social security number to identify each employee and is used to search for information and records for the individual. However, you can also search by the employee's name.

Favorites Main Menu > Workforce Administration > Job Information > Job Data

Job Data

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 ID:

Empl Record:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

Include History Case Sensitive

[Basic Search](#)

Empl Record refers to the number of assignments an employee might have. If you see the same Empl ID with more than one Empl Record listed, this means the employee has more than one job at the university.

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
00011868	0	Mark A	Mark	A	(blank)	(blank)	A
00011868	1	Mark A	Mark	A	(blank)	(blank)	A

After you click the search button, a listing of employees matching your search criteria appears. Click on the employee you wish to see and the job data record will appear.

View Employee Personal Information

To view your existing employee's personal information such as:

- Job
- Home Address
- Phone Numbers
- Birthday (Month and Day only)
- Compensation History
- Email Address
- Emergency Contact

Navigate to **Manager Self Service>Job and Personal Information>View Employee Personal Info** from the Main Menu.

Enter the date to be used and click **Continue**.

View Employee Personal Information

Review job and personal information for your employees.


Instructions

Follow this 3-step process to review the job and personal information for an employee:

1. Enter the date to be used to select the appropriate job and personal information. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be viewed.
3. Review the information and/or select any of the additional information links listed on the page.





Enter the as of date

Enter the date used to view this information.

10/19/2010 

Select the **employee** whose job and personal information you want to review and select **Continue**.

[Return to Previous Page](#)

Select Employees					
Reports To:		Jane Deal		As Of: 10/19/2010	
<input type="button" value="Continue"/>					
Select Employee					
Customize Find  First  51-100 of 153  Last					
Name	Empl ID	Empl Record	Pay Status	HR Status	
<input checked="" type="radio"/> Martin Mango	00025291	0	Active	Active	
<input type="radio"/> Jeff Man	00013336	0	Active	Active	

Click on the individual information links to view details about the employee.

Employee Information

[Martin Mango](#)

Empl ID:	00025291	
First Start Date:	09/01/2010	
Position:		
Job Code:	99950	COUNSELOR IN RESIDENCE - RC
Company:	RUT	Rutgers University
Business Unit:	UNIV	Rutgers
Department:	10460	Facilities Maintenance Service
Location Code:	3868	Civil & Environl Eng'g
Regular/Temporary:	Regular	
Full/Part Time:	Full-Time	

Additional Information

Home and Mailing Addresses	Email Addresses
Phone Numbers	Emergency Contacts
Birthday	
Compensation History	
Return to Select Employees	