

A decorative graphic on the left side of the slide consisting of a grid of overlapping squares in various shades of blue and purple, creating a stepped, staircase-like effect.

Human Resource – Administer Workforce

INTRODUCTION AND OVERVIEW

February 2009

Agenda

- Administer Workforce Overview
- Your Administer Workforce Pages
 - Search for Matching Persons
 - Adding a Person
 - Job Data
 - Employment Information
 - Identification Data
 - Additional Changes
- Understanding HR Direct: Online Tutorials & More
- Questions

Administer Workforce Overview

Key Changes

- Introduction of the “Person Model” in the Hiring Process
- Improved capability for tracking state job titles and job family.
- Added Military Discharge Date
- Enhanced reporting capabilities

Your Administer Workforce Pages

Creating/Maintaining Employee Human Resource Data

Add a Person

- Biographical Details
- Contact Information
- Regional
- Organizational Relationship



Create/Maintain Job Information

- Job Data
- Employment Information
- Time & Labor Data
- Benefit Program Participation
- Citizenship Status

Your Administer Workforce Pages

Search for Matching Persons


Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: PSHR_SAVE_TIME HR Auto Run at Save Time

Search Result Rule

Search Result Code: CS_Person Traditional Results
[User Default](#)

Search Criteria	
Search Fields	Value
Address Line 1	<input type="text"/>
City	<input type="text"/>
First Name Search	<input type="text"/>
Last Name Search	<input type="text" value="VENTO"/>
Date of Birth	<input type="text"/> 

Search Criteria
 You can use this page to confirm a Person does not already exist within the system.

Your Administer Workforce Pages

Adding a Person

Biographical Details | **Contact Information** | Regional | Organizational Relationships

Person ID: NEW

Name Find | View All | First 1 of 1 | Last

*Effective Date: 09/23/2008 [31] + -

*Format Type: English v

Display Name: [Add Name](#)

Biographic Information

Date of Birth: [] 0 Years 0 Months

Birth Country: USA [] United States

Birth State: []

Birth Location: [] Waive Data Protection

Biographical History Find | View All | First 1 of 1 | Last

*Effective Date: 09/23/2008 [31] + -

*Gender: Unknown v

*Highest Education Level: A-Not Indicated v

*Marital Status: Unknown v As of: [] [31]

Language Code: [] v

Alternate ID: [] Full-Time Student

National ID Customize | Find | View All | [] First 1 of 1 | Last

*Country	*National ID Type	National ID	Primary ID
USA []	Social Security Number v	[]	<input checked="" type="checkbox"/>

- The Employee's First Name/Last Name are now entered by clicking on the [Add Name](#) hyperlink.
- There is a new checkbox in the National ID section – **Primary ID**. If a person has multiple ID's, one should always be identified as the Primary ID.

Your Administer Workforce Pages

Adding a Person

Edit Name

English Name Format

Prefix:

First Name: Middle Name:

Last Name:

Suffix:

Display Name:
Formal Name:
Name:

Edit Name

When you enter a person's full name, you can then click the Refresh Name button to see the Display Name, Format Name, and Name.

Your Administer Workforce Pages

Adding a Person

[Biographical Details](#) | **Contact Information** | [Regional](#) | [Organizational Relationships](#)

Robert Vento Person ID: NEW

Current Addresses [Customize](#) | [Find](#) | [View All](#) | [First](#) ◀ 1 of 1 ▶ [Last](#)

Address Type	As Of Date	Status	Address
Home	09/23/2008	A	

[Add Address Detail](#) + -

Phone Information [Customize](#) | [Find](#) | [View All](#)

*Phone Type	Telephone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Addresses [Customize](#) | [Find](#) | [View All](#)

*Email Type	*Email Address
<input type="text"/>	<input type="text"/>

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Contact Information


To enter an address, you now click the Add Address Detail link. You can now keep a history of address changes because it is a separate component.

Your Administer Workforce Pages



Adding a Person

[Biographical Details](#) | [Contact Information](#) | **Regional** | [Organizational Relationships](#)

Robert Vento Person ID: NEW


 USA


Ethnic Group Find | View All First ◀ 1 of 1 ▶ Last

Regulatory Region:  United States
 Ethnic Group: 
+ -

Primary


History Find | View All



Effective Date: 

Date Entitled to Medicare: 
Military Status:

Citizenship (Proof 1):
Citizenship (Proof 2):

Eligible to Work in U.S.

Smoker History Customize | Find | 

	*Smoker	*As of
1	<input type="text" value=""/> 	<input type="text"/> 

Regional

Remember that the + sign allows you to add a new row of information and also keep historical information.

Your Administer Workforce Pages

Adding a Person

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | **Organizational Relationships**

Robert Vento Person ID: NEW

Choose Org Relationship to Add

Employee
 Contingent Worker
 Person of Interest

[Add the Relationship](#)

[Save](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Add](#)

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Organizational Relationships

The new Person Model, allows you to select from three person types:

1. Employee
2. Contingent Worker
3. Person of Interest

Your Administer Workforce Pages

Job Data

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Robert Vento	EMP	ID:	10107860		
Job Information					
Effective Date:	09/23/2008	Effective Sequence:	0	Job Indicator:	Prim
Action:	Hire	Reason:			
Job Code:	IG01S	Supervisor, Information Systems	Entry Date:	09/23/2008	
Supervisor Level:					
Supervisor ID:					
Reports To:	11122443	IT Director	1112111	Robert Corbett	
Regular/Temporary:	Regular	Full/Part:	Full-Time		
Empl Class:	<input type="text"/>	*Officer Code:	<input type="text" value="None"/>		
Regular Shift:	N/A	Shift Rate:	<input type="text"/>		
Classified Indc:	All	Shift Factor:	<input type="text"/>		
Standard Hours					
Standard Hours:	40.00				
Work Period:	W	Weekly			
FTE:	1.000000	<input checked="" type="checkbox"/> Adds to FTE Actual Count?	<input type="checkbox"/> Encumbrance Override		

Job Information
Displays a person's Job Code, Entry Date, Reports To, etc. It also displays their Standard Hours information.

Encumbrance Override Field
If you select this box, the person will not be encumbered. In most cases, you would leave this unselected.

Your Administer Workforce Pages

Job Data

Important New Field
FLSA Status – Located under the USA icon on the Job Information tab. This field will default from the Job Code table, but may be updated here if necessary.

Standard Hours

Standard Hours:

Work Period: Weekly

FTE: Adds to FTE Actual Count? Encu

Contract #

Contract Number:

Contract Type:

USA

*FLSA Status: EEO Class: Work Day Hours:

Your Administer Workforce Pages

Job Data

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Robert Vento EMP ID: 101078

Compensation

Effective Date: 09/23/2008 **Effective Sequence:** 0 **Job Indicator:**
Action: Hire **Reason:** Hire

Compensation Rate: **Frequency:**

▶ Comparative Information
 ▶ Pay Rates

Default Pay Components

Pay Components [Customize | E](#)

[Amounts](#) | [Controls](#) | [Changes](#) | [Conversion](#)

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1	0		USD	A	

Calculate Compensation

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Multiple Components of Pay

Enter all compensation amounts in the Pay Components section. There are four types of Rate Codes:

- 1.P Code (Calculated here)
- 2.A Code (Calculated on Additional Pay page).
- 3.O Code (Track here)
- 4.N Code (Track here)

Your Administer Workforce Pages

Job Data

Pay Rates

Annual	75,000.000010 USD	Biweekly	2,884.615385 USD
Monthly	6,250.000001 USD	Hourly	36.057692 USD

Default Pay Components

Pay Components Customize | Find | First 1-4 of 4 Last

Amounts

Controls

Changes

Conversion

	Rate Code	Seq	Comp Rate	Currency	Frequency
1	ASDSTI <input type="text" value="ASDSTI"/>	<input type="text" value="0"/>	<input type="text" value="25,000.000000"/>	<input type="text" value="USD"/>	<input type="text" value="A"/>
2	PBWKLY <input type="text" value="PBWKLY"/>	<input type="text" value="0"/>	<input type="text" value="2,884.615385"/>	<input type="text" value="USD"/>	<input type="text" value="A"/>
3	OGROUP <input type="text" value="OGROUP"/>	<input type="text" value="0"/>	<input type="text" value="80,000.000000"/>	<input type="text" value="USD"/>	<input type="text" value="A"/>
4	NIMPUT <input type="text" value="NIMPUT"/>	<input type="text" value="0"/>	<input type="text" value="500.000000"/>	<input type="text" value="USD"/>	<input type="text" value="A"/>

Calculate Compensation

Job Data
[Employment Data](#)
[Earnings Distribution](#)
[Benefits Program Participation](#)

Rate Codes

This example shows all four Rate Codes. Note that the **Biweekly Pay Rate** is only calculated from the P rate code.

Your Administer Workforce Pages

Employment Information

Employment Information


Glen Quarmire EMP ID: 1010788

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: 09/08/2008

Last Start Date: 09/08/2008 First Start Date: 09/08/2008

Termination Date: Years Months Days

Org Instance Service Date: 09/08/2008 Override  0 1 28


Organizational Assignment Data


Instance Record


Last Assignment Start Date: 09/08/2008 First Assignment Start: 09/08/2008

Assignment End Date:

Home/Host Classification: Home Years Months Days [Time Reporter Data](#)

Company Seniority Date: 09/08/2008 Override  0 1 28

Benefits Service Date: 09/08/2008 Override  0 1 28

Seniority Pay Calc Date: 09/08/2008 Override  0 1 28


Probation Date: 31

Professional Experience Date: 31

Business Title: Asst Dir of Financial Aid Position Phone:

Military Discharge Date: 31

Last Verification Date: 31

▶  USA

Military Discharge Date
 Required field when capturing an employee's discharge date within a 365 day period for VETS100 Reporting.

Your Administer Workforce Pages

Additional Changes

- Improved capability for tracking state job titles and job family:
 - *State Title* – Added so state titles can be tracked in this field instead of the Job Family field.
 - *Job Family* – This will be used to categorize a job code into a more general grouping. For example, all faculty-related positions might be grouped into a job family called Faculty.

Understanding HR Direct: Online Tutorials & More

- You will have access to the following training tools:
 - Training Courses (Classroom)
 - Online Tutorials
 - Job Aids
 - Direct help within the HR Direct Application, click the Help link.

Questions

