Eforms (Electronic Personal Action Form) Instructions

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| **Employee Group** | |
| 1. CE Temporary Instructors | For Adjunct Faculty or Retired Faculty ( Continuing Studies only) |
| 1. Clerical/Technical | For HR Internal Use Only |
| 1. Faculty – Benefit and Salary | For HR Internal Use Only |
| 1. Graduate Assistant | Teaching or Research Assistants |
| 1. Hourly Staff | Hourly (03) Staff |
| 1. Librarians | For HR Internal Use Only |
| 1. Police | For HR Internal Use Only |
| 1. Professionals | For HR Internal Use Only |
| 1. Salary Temp Staff | (03) Salaried Staff |
| 1. Student Hourly | Regular Student Employees (ST9999) Non-Financial Aid |
| 1. Temporary Instructors | For Adjunct Faulty or Retried Faculty (Non Continuing Studies) |
| 1. Trades and Maintenance | For HR Internal Use Only |
|  | Note: Students hired by Financial Aid Job Hawks will be processed Financial Aid file upload. |

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| **End Date** | |
| 1. CE Temporary Instructors | Required |
| 1. Clerical/Technical | Not applicable |
| 1. Faculty – Benefit and Salary | Not applicable |
| 1. Graduate Assistant | Required |
| 1. Hourly Staff | Required |
| 1. Librarians | Not applicable |
| 1. Police | Not applicable |
| 1. Professionals | Not applicable |
| 1. Salary Temp Staff | Required |
| 1. Student Hourly | Required |
| 1. Temporary Instructors | Required |
| 1. Trades and Maintenance | Not applicable |

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| **Is this Positioned** | |
| 1. CE Temporary Instructors | No |
| 1. Clerical/Technical | Yes |
| 1. Faculty – Benefit and Salary | Yes |
| 1. Graduate Assistant | No |
| 1. Hourly Staff | No |
| 1. Librarians | Yes |
| 1. Police | Yes |
| 1. Professionals | Yes |
| 1. Salary Temp Staff | No |
| 1. Student Hourly | No |
| 1. Temporary Instructors | No |
| 1. Trades and Maintenance | Yes |

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| **Supervisor ID** | |
| 1. CE Temporary Instructors | Required |
| 1. Clerical/Technical | Not applicable |
| 1. Faculty – Benefit and Salary | Not applicable |
| 1. Graduate Assistant | Required |
| 1. Hourly Staff | Required |
| 1. Librarians | Not applicable |
| 1. Police | Not applicable |
| 1. Professionals | Not applicable |
| 1. Salary Temp Staff | Required |
| 1. Student Hourly | Required |
| 1. Temporary Instructors | Required |
| 1. Trades and Maintenance | Not applicable |

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| **Department ID** | |
| 1. CE Temporary Instructors | Required |
| 1. Clerical/Technical | Required |
| 1. Faculty – Benefit and Salary | Required |
| 1. Graduate Assistant | Required |
| 1. Hourly Staff | Required |
| 1. Librarians | Required |
| 1. Police | Required |
| 1. Professionals | Required |
| 1. Salary Temp Staff | Required |
| 1. Student Hourly | Required |
| 1. Temporary Instructors | Required |
| 1. Trades and Maintenance | Required |

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| **Job Code** | |
| 1. CE Temporary Instructors | CEADJ (Adjunct), CERETF (Retired Faculty), CELES (Teaching Lessons-Usually Music), CECLNS (Clinical or Practicum Supervisors). |
| 1. Clerical/Technical | HR Internal Use Only |
| 1. Faculty – Benefit and Salary | HR Internal Use Only |
| 1. Graduate Assistant | Use GRRA for Research Assistants and GRTA for Teaching Assistants. Use GRRA and GRTA 09 for half time or GRRA and GRTA 18 to signify full time. |
| 1. Hourly Staff | Choose the job code with the title that best describes the work the employee does |
| 1. Librarians | HR Internal Use Only |
| 1. Police | HR Internal Use Only |
| 1. Professionals | HR Internal Use Only |
| 1. Salary Temp Staff | Enter NBSAL |
| 1. Student Hourly | Enter ST9999 |
| 1. Temporary Instructors | ADJFAC (Adjunct), RETFAC (Retired Faculty), LESSON (Teaching Lessons-Usually Music), CLNSUP (Clinical or Practicum Supervisors). |
| 1. Trades and Maintenance | HR Internal Use Only |

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| **Location Code** | |
| 1. CE Temporary Instructors | Required |
| 1. Clerical/Technical | Required |
| 1. Faculty – Benefit and Salary | Required |
| 1. Graduate Assistant | Required |
| 1. Hourly Staff | Required |
| 1. Librarians | Required |
| 1. Police | Required |
| 1. Professionals | Required |
| 1. Salary Temp Staff | Required |
| 1. Student Hourly | Required |
| 1. Temporary Instructors | Required |
| 1. Trades and Maintenance | Required |

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| **Standard Hours** | |
| 1. CE Temporary Instructors | Let them Default in – Do not change |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | If hiring a 9 hours let default in to 9 standard Hours  If hiring a 18 hours let default in to 18 standard Hours |
| 1. Hourly Staff | Enter the total hours expected to work, or average if there is deviation |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Let them Default in – Do not change |
| 1. Student Hourly | Enter the total hours expected to work, or average if there is deviation |
| 1. Temporary Instructors | Let them Default in – Do not change |
| 1. Trades and Maintenance | HR Internal Use only |

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| **FTE** | |
| 1. CE Temporary Instructors | Let them Default in – Do not change |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Let them Default in – Do not change |
| 1. Hourly Staff | Let them Default in – Do not change |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Let them Default in – Do not change |
| 1. Student Hourly | Let them Default in – Do not change |
| 1. Temporary Instructors | Let them Default in – Do not change |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Full/Part Time** | |
| 1. CE Temporary Instructors | Part |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 100. Graduate Assistant | Part |
| 1. Hourly Staff | Part |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Part |
| 1. Student Hourly | Part |
| 1. Temporary Instructors | Part |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Regular/Temporary** | |
| 1. CE Temporary Instructors | Temporary |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Temporary |
| 1. Hourly Staff | Temporary |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Temporary |
| 1. Student Hourly | Temporary |
| 1. Temporary Instructors | Temporary |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Mail Drop – Enter for all Employee Groups** |

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| **Business Title** | |
| 1. CE Temporary Instructors | Enter Title |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Not Applicable |
| 1. Hourly Staff | Enter Title |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Enter Title |
| 1. Student Hourly | Not Applicable |
| 1. Temporary Instructors | Enter Title |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Compensation Data - Employee Type** | |
| 1. CE Temporary Instructors | Exception Hourly |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Exception Hourly |
| 1. Hourly Staff | Hourly |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Exception Hourly |
| 1. Student Hourly | Hourly |
| 1. Temporary Instructors | Exception Hourly |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Compensation Data – Biweekly Rate** | |
| 1. CE Temporary Instructors | Enter Biweekly Rate |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Enter Biweekly Rate |
| 1. Hourly Staff | Enter Hourly Rate |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Enter Biweekly Rate |
| 1. Student Hourly | Enter Hourly Rate |
| 1. Temporary Instructors | Enter Biweekly Rate |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Plan and Grade- Not applicable for all.** |

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| **Funding- Begin Date** | |
| 1. CE Temporary Instructors | Should be the same date that the form started on |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Should be the same date that the form started on |
| 1. Hourly Staff | Should be the same date that the form started on |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Should be the same date that the form started on |
| 1. Student Hourly | Should be the same date that the form started on |
| 1. Temporary Instructors | Should be the same date that the form started on |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Funding- GL Combo Code (HR Combo Code)** | |
| 1. CE Temporary Instructors | Enter HR Combo Code |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Enter HR Combo Code |
| 1. Hourly Staff | Enter HR Combo Code |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Enter HR Combo Code |
| 1. Student Hourly | Enter HR Combo Code |
| 1. Temporary Instructors | Enter HR Combo Code |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Funding- Distribution Type** | |
| 1. CE Temporary Instructors | Percent |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Percent |
| 1. Hourly Staff | Amount |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Percent |
| 1. Student Hourly | Amount |
| 1. Temporary Instructors | Percent |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Funding- Commitment Amount** | |
| 1. CE Temporary Instructors | No Entry Needed- Self Calculating |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | No Entry Needed- Self Calculating |
| 1. Hourly Staff | Enter Commitment Amount |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | No Entry Needed- Self Calculating |
| 1. Student Hourly | Enter Commitment Amount |
| 1. Temporary Instructors | No Entry Needed- Self Calculating |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Union Code** | |
| 1. CE Temporary Instructors | LTI |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | LTA |
| 1. Hourly Staff | Not Applicable |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Not Applicable |
| 1. Student Hourly | Not Applicable |
| 1. Temporary Instructors | LTI |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Paygroup is UML** |

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| **Empl Class** | |
| 1. CE Temporary Instructors | Temporary |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | Grads |
| 1. Hourly Staff | Temporary (unless Post Doc then use Post Doc) |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | Temporary |
| 1. Student Hourly | Student |
| 1. Temporary Instructors | Temporary |
| 1. Trades and Maintenance | HR Internal Use only |

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| **Workgroup** | |
| 1. CE Temporary Instructors | L\_ADJFAC |
| 1. Clerical/Technical | HR Internal Use only |
| 1. Faculty – Benefit and Salary | HR Internal Use only |
| 1. Graduate Assistant | L\_GRADS |
| 1. Hourly Staff | Use chart below to determine correct workgroup based on the job code used |
| 1. Librarians | HR Internal Use only |
| 1. Police | HR Internal Use only |
| 1. Professionals | HR Internal Use only |
| 1. Salary Temp Staff | L\_NBSAL |
| 1. Student Hourly | L\_STUDHRLY |
| 1. Temporary Instructors | L\_ADJFAC |
| 1. Trades and Maintenance | HR Internal Use only |

Hourly- Map job code used in the form to the correct workgroup.

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| **Job Code** | **Description** | **Workgroup** |
| HH0100 | Accountant | L\_HOURLY |
| HH0800 | Artists | L\_HOURLY |
| HH1600 | Post Docs | L\_HOURLY |
| HH1900 | Management Consultants | L\_HOURLY |
| HH2000 | Medical Consultant | L\_HOURLY |
| HH2200 | Researchers | L\_HOURLY |
| HH2300 | Professional | L\_HOURLY |
| HJ0500 | Athletic Officials | L\_HOURLY |
| HJ2300 | Investigators / Inspectors | L\_HOURLY |
| HJ3300 | Photographic Services | L\_HOURLY |
| HJ5000 | Instructor/Lecturer/Trainer | L\_HOURLY |
| HJ5800 | Librarians / Archivists | L\_HOURLY |
| **Job Code** | **Description** | **Workgroup** |
| HH0300 | Technical | L\_HRLYNE |
| HH2800 | Writer | L\_HRLYNE |
| HJ2500 | Laboratory Services | L\_HRLYNE |
| HJ4000 | Security Services | L\_HRLYNE |
| HJ4600 | Clerical Services | L\_HRLYNE |
| HJ6000 | Licensed Tradespeople | L\_HRLYNE |