

## HR Front End Transaction Tips – Civil Service

### Flex Year Employee, putting them on their non-work period and returning

Transaction Type – Employee Job Record Change (2 components)

Routing required – Department, College, HR

Documents to attach – n/a

HR Front End procedure (details – steps)

1. Find employee, go to ERV.
2. Enter the desired date that the employee will begin their non-work period in the “View Date” field and then click the View button.
3. Select Employee Job Record Change transaction.
4. Select the Job Change Reason: OT003 – Start of Non-Serv Period (CS) from drop-down list.
5. Enter a job comment. Click the Add button below the comment to add the comment to the transaction.
6. Click Save.
7. If you also know the return date, under Proposed Changes section, click Add Change
8. Enter the desired date that the employee will begin return to work in the “View Date” field and then click the View button.
9. Select Employee Job Record Change transaction.
10. Select the Job Change Reason: OT004 – Return from Non-Serv Period from drop-down list.
11. Enter a job comment. Click the Add button below the comment to add the comment to the transaction.
12. Click Memos Tab, enter memo with your contact e-mail address & phone number.
13. Review all changes, Route
14. College retrieves from group inbox, Take Ownership, review changes.
15. Click Route. (should now be at Campus HR Stop)