8/11/09

HR Front End Transaction – Adding an Extra Help Non-clerical Job

Overview

Transaction type: Add a Job
Routing: Org Initiate, Org Review, Extra Help Apply
Documents to attach: None

HR Front End Detailed Steps

1. First review the position to be used for the employee. Especially verify **Type** is *Pooled*. If changes are needed follow Position Creation and Maintenance instructions to complete a PCM transaction BEFORE processing the New Hire transaction.
2. Search for the employee and open the **Employee Record View**.
3. Select **Transactions»Add a Job**.
4. On the **Employee Class** screen:
    a. Select **Employee Group** *E-Civil Service Extra Help*.
    b. Choose an answer for the question 'Is this position seasonal?' (Usually *No*)
    c. Click **Continue**.
5. **Job Dates** screen:
    a. Verify that the **Employee Class** is correct.
    b. Type the **Job Begin Date**.
    c. Click **Continue**.
6. Type a position number in the **I have a position number** field.
7. Click **Continue**.
8. **Position Data** for Extra Help non-clerical positions is not editable in an Add a Job transaction. All EH non-clerical positions have **Type** *P-Pooled*. Click **Continue**.
9. On the **Job Data** screen:
    a. **Job FTE** defaults to *0.00* and is not editable.
    b. Review the **Hourly** rate and edit if necessary. If there are steps associated with the position, set the pay rate by selecting the appropriate salary **Step**.
    c. Review **Timesheet COA and Org** and edit if needed.
    d. **Time Entry Method** defaults to *Web*. Remember to edit it if necessary.
    a. Verify the **Job Labor Distribution**.
        i. If a change is needed to existing values click on that field, overwrite the numbers, and click **Update** to the right of the LD row. Note: You must click **Update** next to each LD row for which you change values.
        ii. If an additional line is needed, use vertical blank fields below the LD row(s) to enter data, click **Add LD**.
    b. Type a **Job Comment** that includes a job description and contact email & phone number. Click **Add Comment**. Note: Once the comment is added you cannot change or remove it.
    e. Click **Continue**.
10. Routing:
    a. Review all changes and **Route**. Should get message Success routing to ORG Review stop.

b. Transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message Success routing to CAMPUS Apply stop. (If reviewer is not the home org transaction routes to home org before going to Campus stop.)
c. Transaction appears in Extra Help **Group Inbox**. Extra Help must **Take Ownership**, review, and **Apply**.