HR Front End Transaction Tips – Civil Service

Adding a Temporary Upgrade Job

Transaction Type – Add a job

Routing required – Department, College, HR

Documents to attach – none

HR Front End procedure (details – steps)

1. Find employee, go to ERV
2. Make note of the employee's current position number
3. Select Add a Job transaction
4. Go though wizard to end up with the job e-class that matches the employees primary job
5. Enter in the Temporary Upgrade job effective date
6. Enter in the employees current position number
7. Select the third radio button (Add a new job with this Position Number and a new Suffix)
8. Position Data screen appears **DO NOT MAKE ANY CHANGES** – go to bottom of the screen and click Continue
9. Enter in suffix of T1, T2 etc., whichever is appropriate
10. Job FTE – zero
11. Job Type – overload
12. Hourly rate to match upgrade rate
13. Select Job Change reason – JB004 (Add Temporary Upgrade Job)
14. Verify Job Labor Distribution
15. Enter comments – click Add
16. Click Continue
17. Click Route
18. Click Take Ownership
19. Click Route
20. Click Take Ownership
21. Click Route (should be at Campus HR stop)