University of California

Berkeley

Position Management Training for HCM

Training Guide

Created 12/14/2012

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Position Management Training for HCM

Overview

Position Management is used at UCB to track positions. By tracking positions, you can keep a history of all positions at the university, regardless of whether they are filled or vacant. In this way, organizational reporting relationships can be tracked independent of the employees in those positions.

Employees can be moved in and out of positions while the focus remains on the position and corresponding attribute information such as department, location, standard hours and funding. When an employee leaves a job, the position becomes vacant and the information associated with the position is retained. The record of position data in UCB's HCM system serves as a basis for organizational planning, budgeting, and recruitment.

Objectives

In this manual, you will learn the following:

- What is Position Management
- Position Management Process
- Hiring using Position Management
- Job Reclassification using Position Management
- Viewing and creating positions
- Updating positions

Understanding Position Management

Section Overview

In this section, you will learn the concepts of Position Management and its process in HCM. You will also receive an overview of the impacts that Position Management will have on HCM, Budget and Planning.

Section Objectives

In this section, you will learn how to perform the following tasks:

- What is Position Management?
- Implications of Position Management for HCM

What is Position Management?

Review this topic to learn "What is Position Management?" with the HCM system.

Procedure

In this topic, you will learn the concept of Position Management and its function within Human Capital Management (HCM).

What is Position Management?

Let’s have these people take their seats. The chairs represent all the positions in this department.

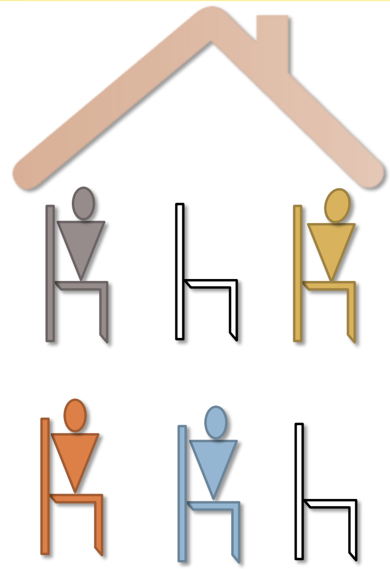
Let’s ask the same questions again.

How many people are in this department?

Answer: 4

How many vacant positions are there?

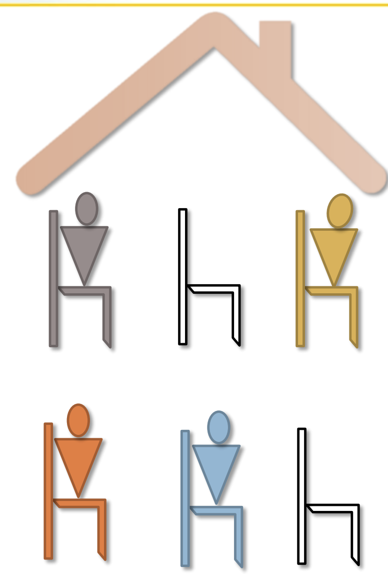
Answer: 2



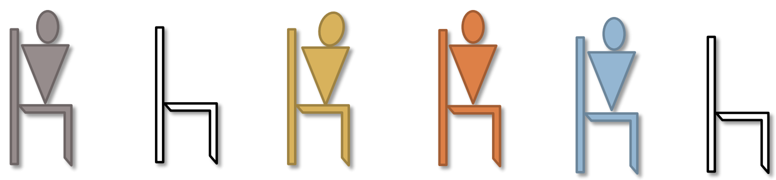
What is Position Management?

Position Management can tell you how many positions there are, as well as how many are filled and vacant.

Position Management can answer these questions and more.



Using Position Management



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Position Management can track positions in the HCM system by assigning them **position numbers**.

A person holding a position is an Incumbent.

Position Numbers

A Position Number is:

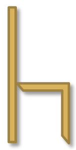
- Eight digits, including possible leading zeros
- Automatically assigned to a new position
  - Numbers are assigned in order as they are created.
  - The number does not indicate the Department or Job Code.
- **Recommended** but not required for creating a TAM job posting
  - Best practice: always use a Position Number
- **Required** to hire a person into a job
- **Searchable**: You can search for an existing Position Number
  - HCM Users will be able to search for Position Numbers in HCM

Departmental Finance Managers will be responsible for maintaining Position Numbers. They will be able to pull a Department Position Roster report from BAIRS.

What is Position Management?

Position Management **coordinates** 3 components:

Position:
A job independent of an employee

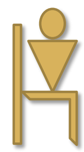


Example: Administrative Assistant II

Person:
An employee

As in a person named "Chris Doe"

Job:
The union of a position and person

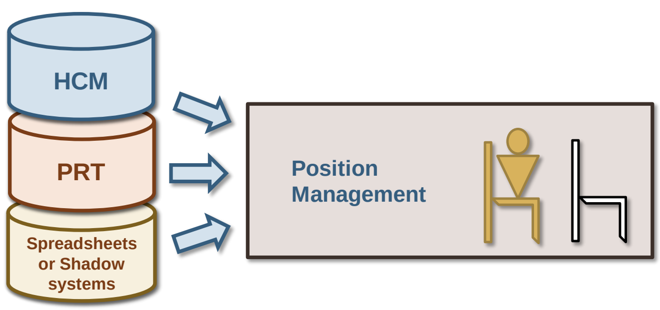


Example: "Chris Doe" having the position of Administrative Assistant II

What is Position Management?

The **framework** to manage <u>all</u> positions in one central location

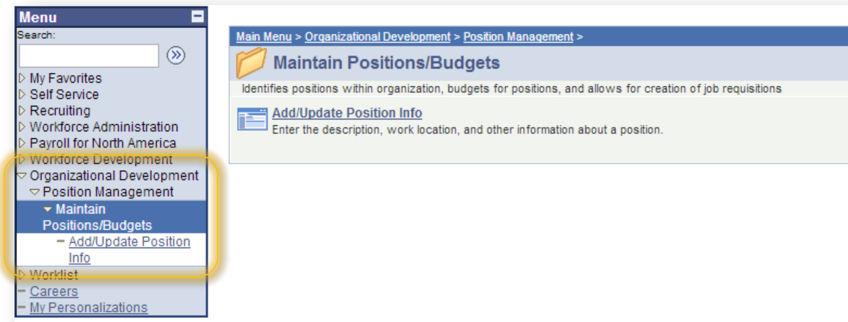
- Filled, vacant, active, or inactive
- Track positions, identify vacancies, and view historic position data



Hence, it is a **tool** for making more informed Human Resources and Budgeting decisions

What is Position Management?

Position Management is a **new module** within the Human Capital Management (HCM) system.

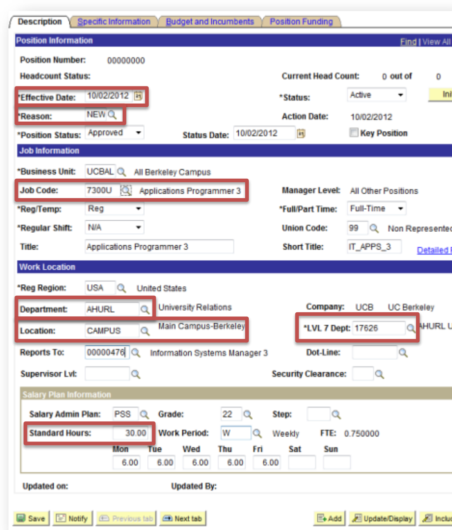


Position Attributes

Positions are created and viewed from the **Add/Update Position** page in the Position Management module.

Required fields:

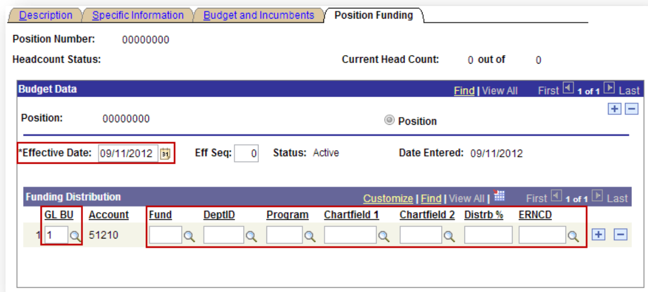
- **Effective Date**
- **Reason** (Reason Code)
- **Job Code**
- **Department**
- **Location**
- **LVL 7 Dept (Dept ID)**
- **Standard Hours**



Position Attributes - Funding

Use the **Position Funding** tab to enter the funding chartstrings:

- The **Effective Date** (populated from the effective date on the Description tab)
- **GL Business Unit**
- **Account** is filled in from Job Code
- **Fund**
- **DeptID**
- **Program**
- **Chartfields 1-2** (optional)
- **Distrb %**
- **ERNCD**



Position vs. Job Funding

Funding chartstring(s) exist in position data and job data

- Position chartstring: Chartstring for budgeting (ongoing)

  The position chartstring indicates the ongoing position funding. It is also used to report on the position when the position is vacant.

- Job chartstring: Chartstring for payroll

  The job chartstring is used to indicate the funding that pays the employee. **When a position is filled**, Budget and Planning report on the position based on the **job chartstring(s)**.

Do I want to update Position Data or Job Data?

When making changes to Position Data or Job Data, ask yourself these helpful questions:

- **Is this an on-going change or a temporary salary change?**
  - Ongoing changes, and changes that affect all incumbents in a position, should be made to Position Data.
  - Short-term changes, changes that affect only certain incumbents, and payroll funding changes to filled positions, should be made to Job Data.
- **Does the change impact the position or a specific person's job?**
  - Changes that impact how you want to budget for a position in the long run should be made to Position Data.
  - Changes that are necessary due to the person holding the position should be made to Job Data.

Position Management – A Review

- A **position** is a job in the organization, independent of any particular employee.
- When an employee (incumbent) leaves a position, the **position remains** (vacancy) to be filled again.
- Employees with the **same position number share the following attributes**: Business Unit, Job Code, Department, Reports To, FTE, and Position Funding.
- An employee in a job has specific attributes, such as Salary, Appointment Type, and Payroll Funding.

Position: A job independent of an employee

Person: An employee

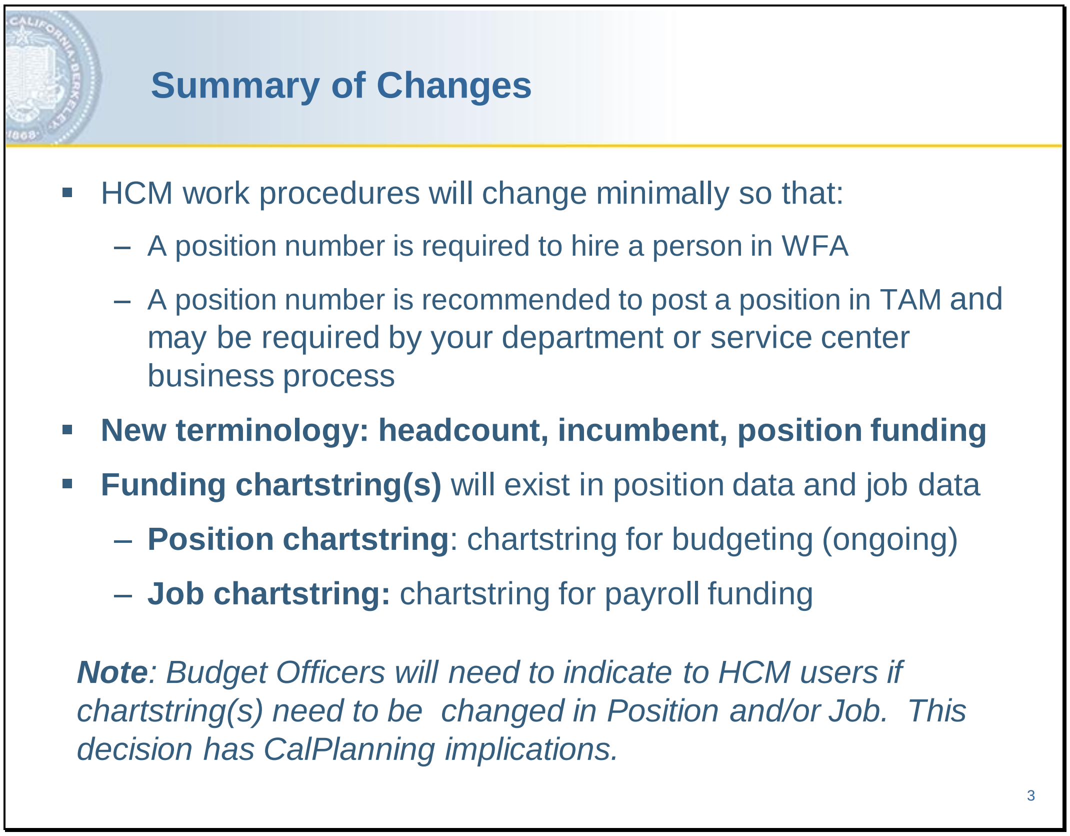
Job: The union of a position and person

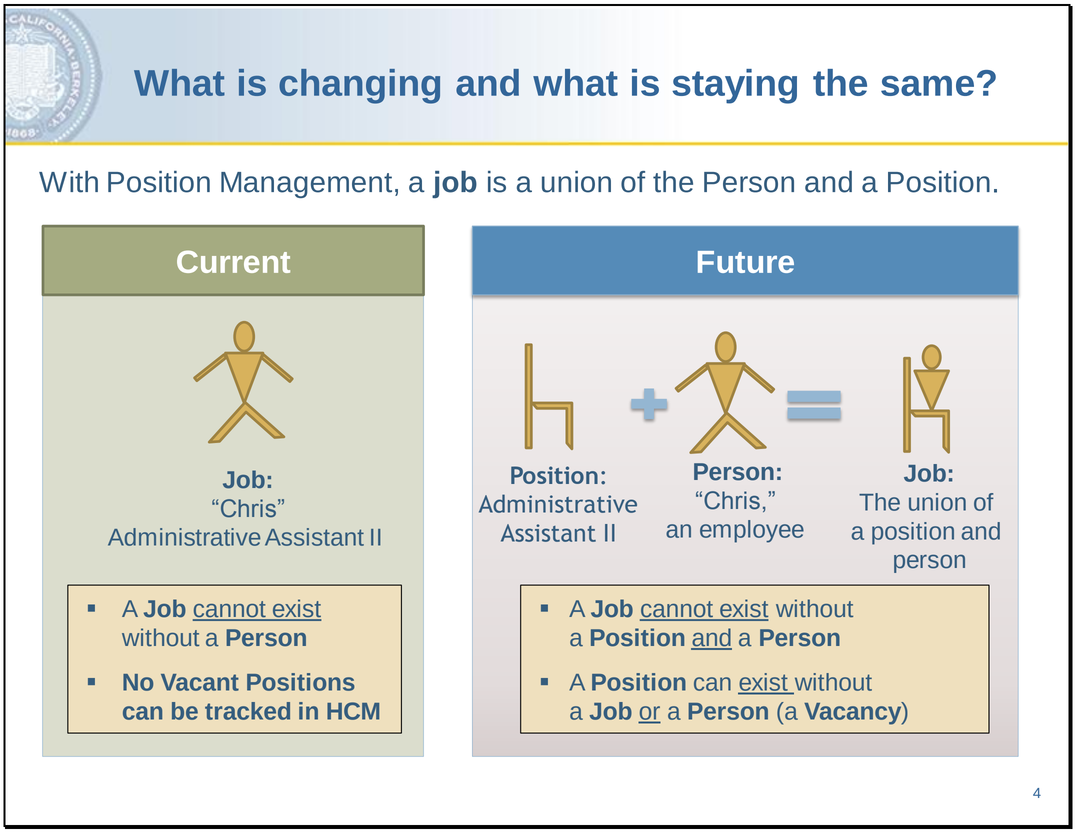
Implications of Position Management for HCM

Review this topic to learn the "Implications of Position Management for HCM."

Procedure

In this topic, you will learn how the implementation of Position Management will impact HCM, Planning and Budgeting at UC Berkeley.

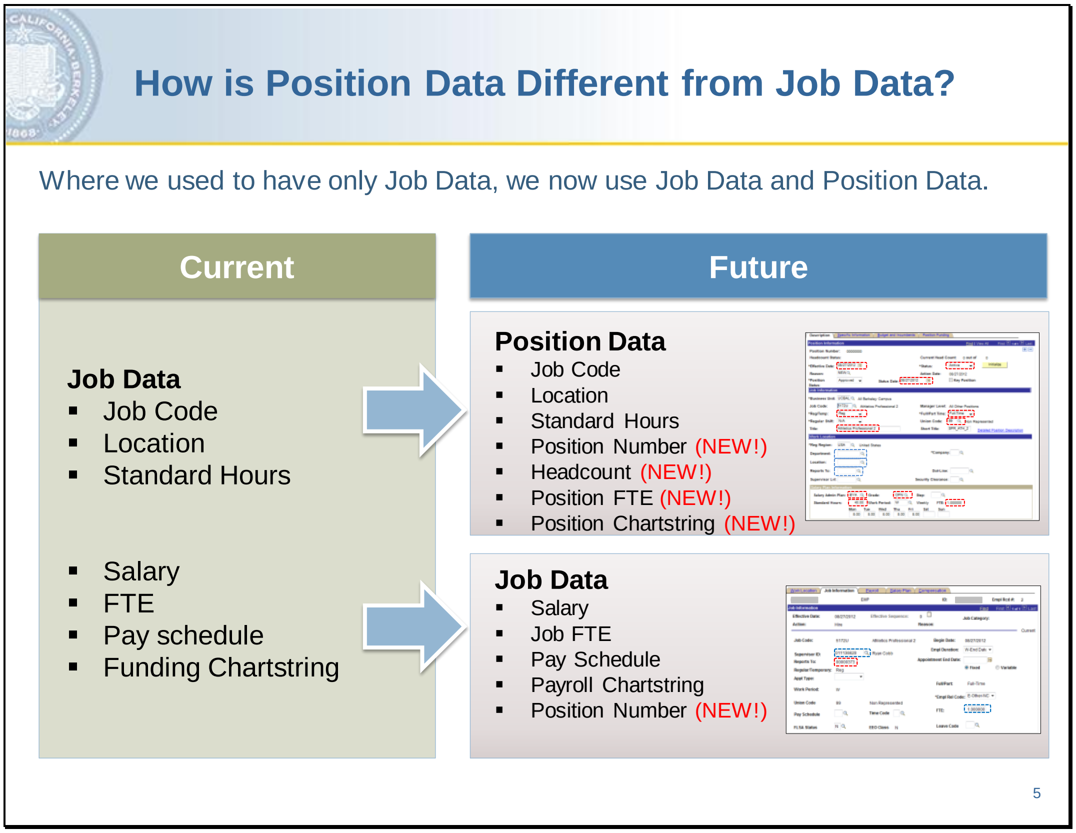




Persons are no longer hired using job code, but are hired into positions with the job code.

Before Position Management was implemented, the employee, "Chris" was hired using a job code and no position existed to be tracked when Chris was no longer in that job.

However, with Position Management, "Chris" occupies a position. The position can be tracked as a vacancy and filled again once Chris leaves the position.



Fields that used to require entries in Job Data during the hiring process now will receive data from the Position Data pages.

Prior to Position Management, all the indicated fields would be filled out in Job Data.

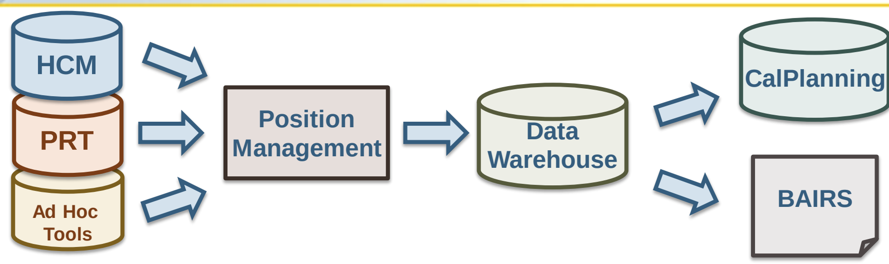
With Position Management implemented, the Job Code, Location and Standard Hours fields will be maintained in Position Data.

Notice also there will be new data fields relevant to Job Data.

Salary, job FTE (percent time), Appointment Type and Funding Chartstring remain in Job Data.

There is a new Position Number field.

Benefits of Position Management



- Single, **central repository** for ALL UC Berkeley institution approved positions across all fund types/sources
  - Track all positions
  - Identify vacancies
  - View historic position data
- Provide Position and Position Funding data for **reporting**
- Reduction or **elimination of redundant data entry** in Budget, HCM, and ancillary systems
- **Builds a bridge** between Human Resources and Budgeting

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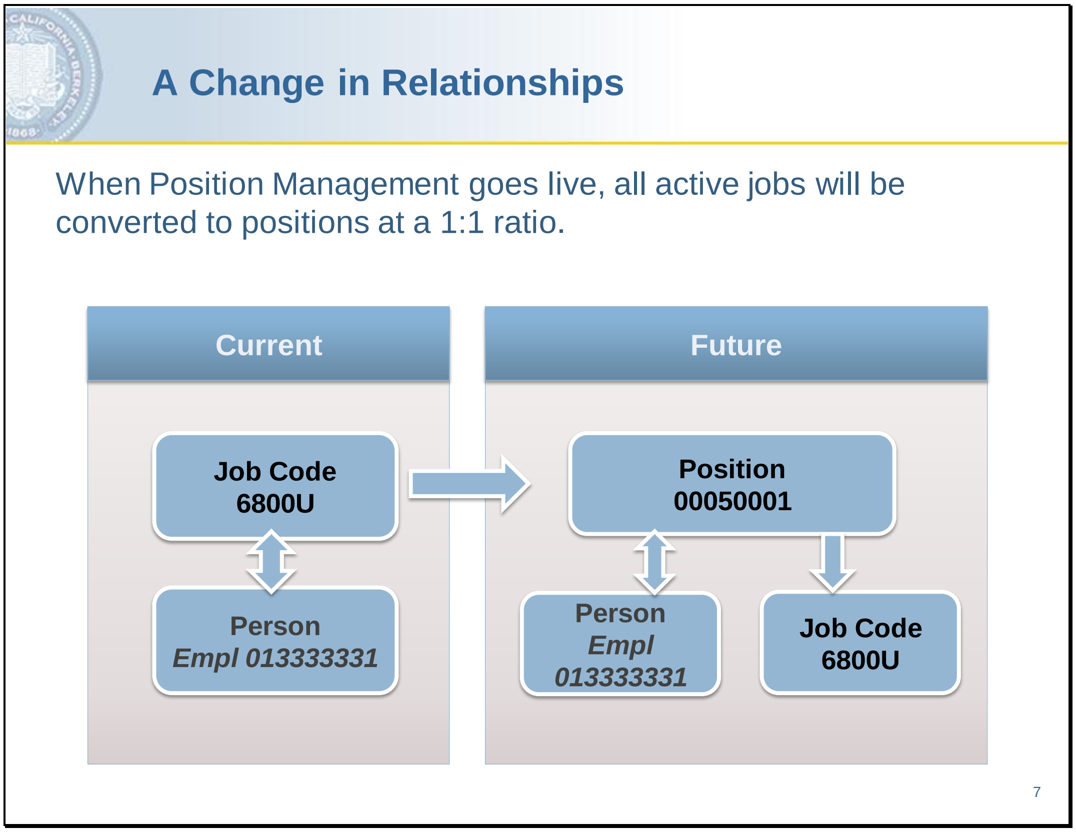
Position data becomes the basis for organizational planning, recruitment and budgeting.

Position funding data will build a stronger bridge between Human Resources and Budgeting by creating a relationship that will ensure that our positions have stronger planning and are readily provided for.



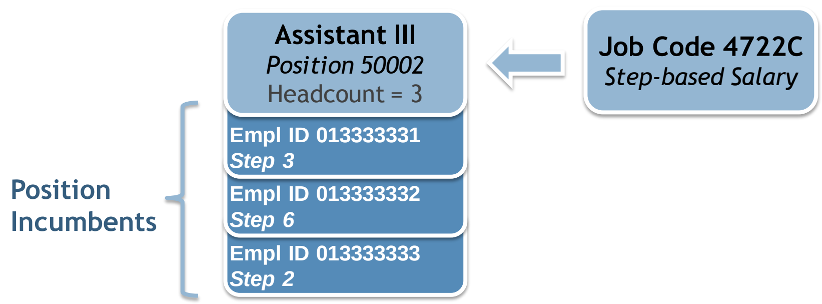
Currently, people are hired into job; however, when Position Management goes live, this relationship will be converted into one position for each person in a job (each active job). An exception will be made for student jobs. And the person will be hired into the position. As far as the job is concerned, the position will be connected to the job.

Relationship Functionality in Position

A **position** can have **multiple incumbents**.

When could this be useful?

A position's **Headcount** indicates the planned maximum number of incumbents for a position.



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Multiple Headcount can be useful for employees with similar positions. For example: student workers in a department or groundskeepers. So it may make perfect sense to reduce these redundant position into one position where there are multiple people sharing the same position. We can do this because Position Management allows positions to have multiple headcount.

Position Management Process

1. Enter approved positions in HCM which automatically creates a Position Number
2. Create job postings for vacant positions in TAM using the Position Number
3. Hire a person by entering a Position Number in the Job Data page
   - Automatically pulls position and funding data into the employee record
4. Some updates made to Position Data automatically flow to Workforce Administration Job Data
   - Updates to position funding data are not automatically pushed to a person's job data (Explained in detail later)

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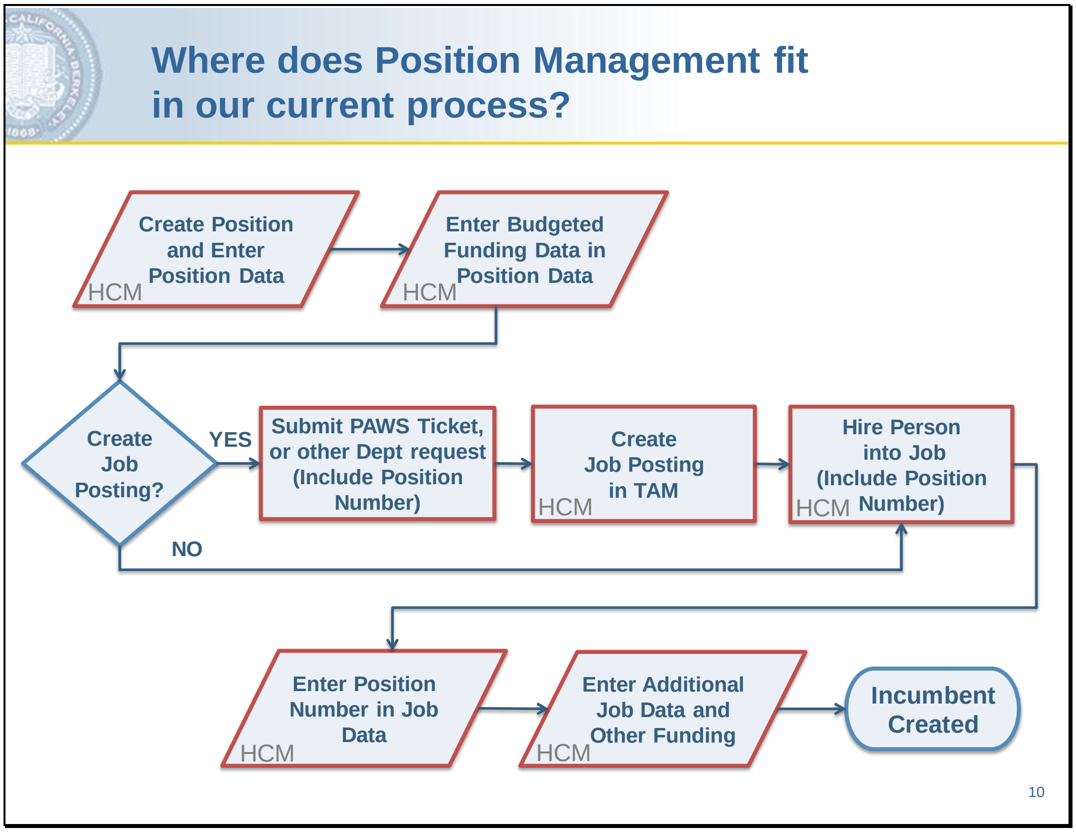
This is general description of the Position Management process.

Note: When using TAM we can use the Position Number to create a posting and the position number will be available in Manage Hires.



This is a flowchart for the current process. Notice that position will be important throughout the process in the HCM system.

Note: How new positions are reported to you will vary across departments.

Most Common Position Management Actions

Day-to-Day Operations

- Hire a person into a position
- Rehire, Transfer, Promotion, Additional Jobs, Reappointments, etc. using Position
- Enter a termination, creating a position vacancy
- Update Job Data chartstring (change from budgeted)
- Update a Job Data Supervisor ID
- Reclassify a position

Transitional Actions Due to Conversion

- Update a position's **Reports To** Position Number
- Update a position's **Level 7 Dept** (DeptID)

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These actions are ones that you will need to perform after Position Management goes live and are due to the conversion of active jobs and PRT positions to positions in Position Management.

You will need to verify and update your positions' Reports To position numbers and the Level 7 Dept (DeptID) fields in Position Management.

Workforce Administration

Section Overview

At UCB, with few exceptions (such as contingent workers), persons will be hired into positions. Position numbers will be required to be entered as part of the hiring process.

For most hires that originate from TAM (New Hires, Rehires, or Transfers) position number should populate from the posting into job data. However, in those situations where no position number was entered on the TAM posting, you will be required to enter the position number in order to complete the hire.

For non-TAM hires, the position number must be entered in to the person's job data.

Section Objectives

In this section, you will learn how to perform the following tasks:

- Hire a New Employee using Manage Hires with Position number in the Posting.
- Add an Academic Employment Instance
- Rehire a Former Employee using Manage Hires
- Transfer Into department
- Enter a Job Reclassification using same Position and a different job code

Managing Hires: New Hire from TAM Job Posting

Once the "Prepare For Hire" step has been completed and has sent an applicant for hire to Workforce Administration, that person will be listed on the **Manage Hires** page. For a new hire, after selecting their name from the Manage Hires list, you will need to add them as a person in the HCM system by clicking the **Add Person** button on the **Manage Hires Detail** page. After entering their personal information, you will click the **Add the Relationship** button to enter their Job Data information. Before you can complete the hire make sure the position number has been entered into the **Position Number** field on the **Work Location** page.

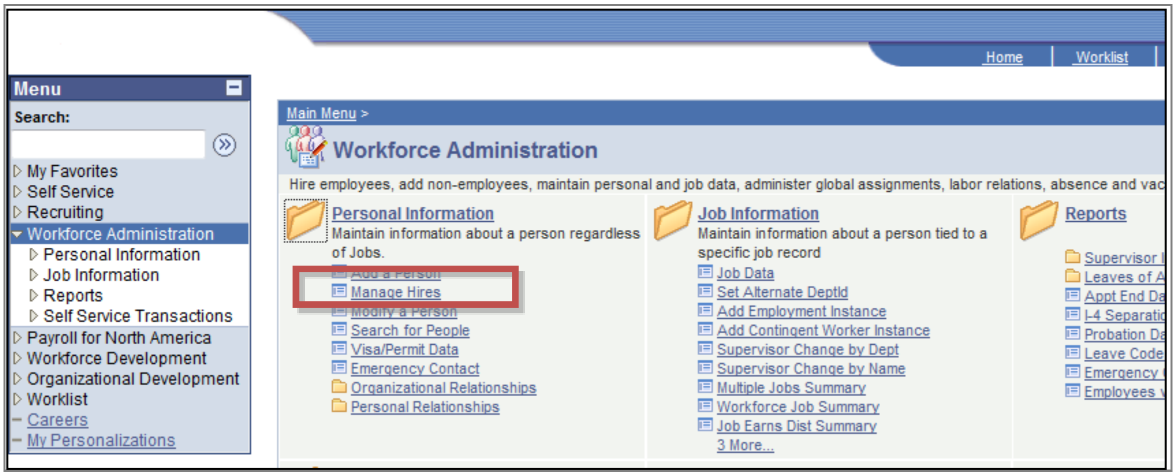
Note: It is possible for a TAM job opening to be created without a position number. However, a position number is required before a hire can be completed. If the Position Number did not auto-populate from the TAM job opening, be sure to enter a valid position number into the **Position Number** field on the **Work Location** page.

Depending on your security access, you may have fewer menu choices than are displayed in this topic.

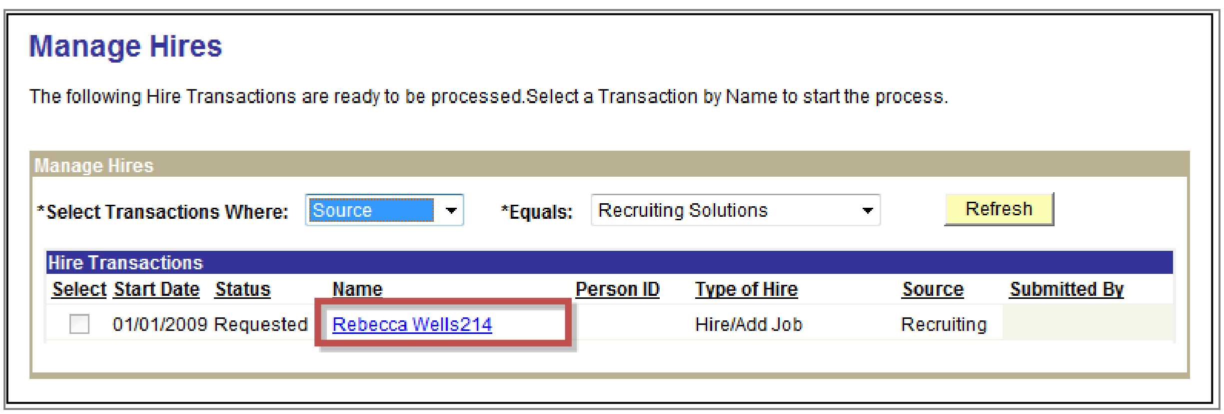
Procedure

In this topic, you will learn how to hire an employee from a TAM posting created using a position number.

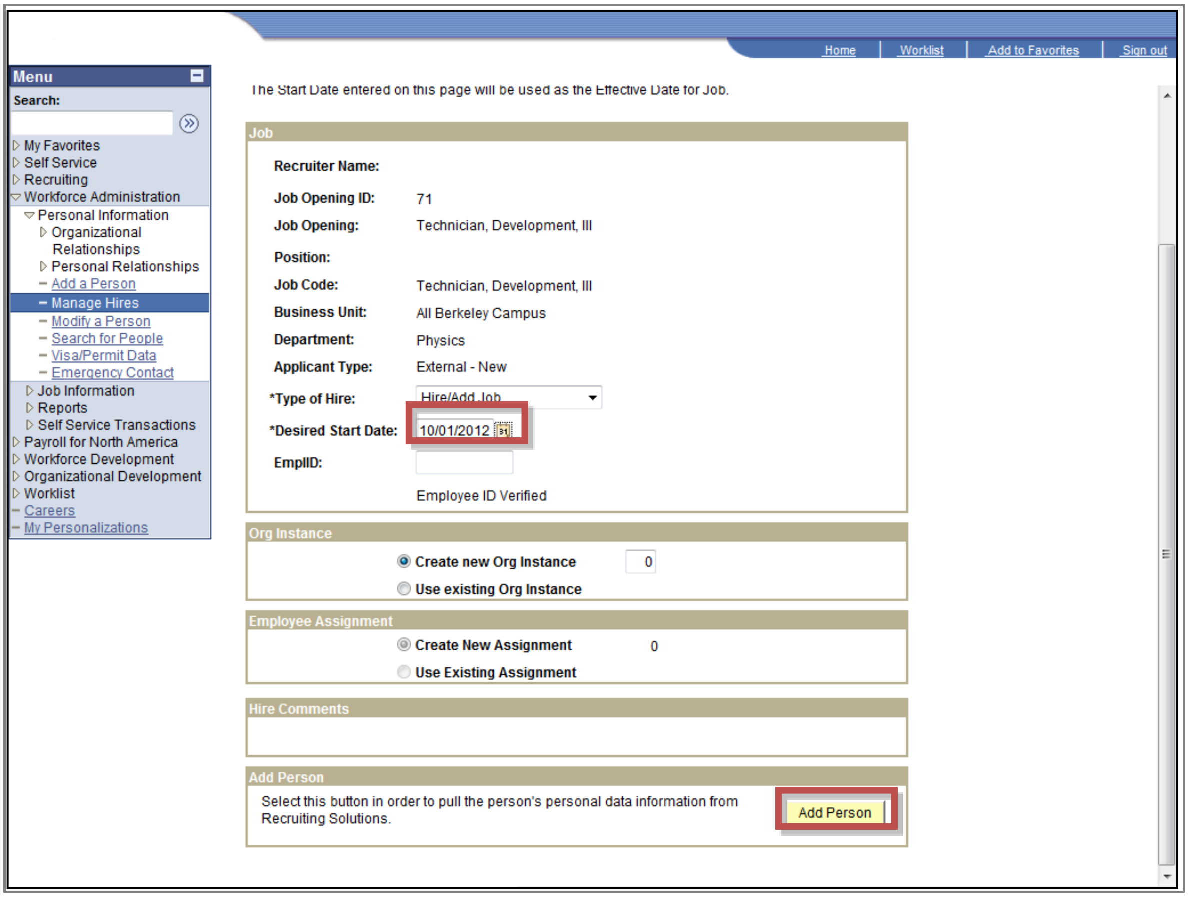
Step	Action
1.	Begin by clicking the **Workforce Administration** link in the main menu to start the hire. ▷ Workforce Administration



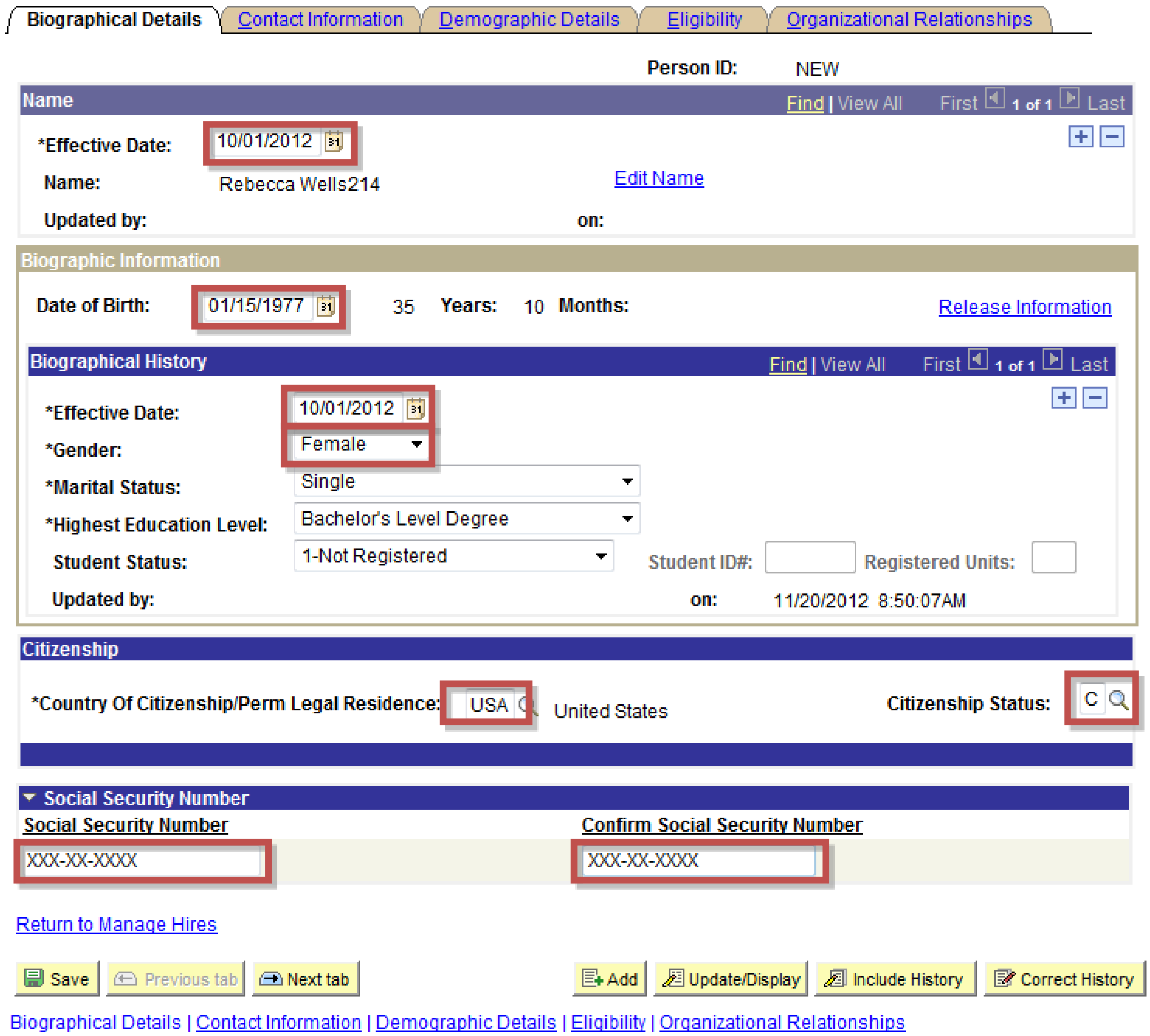
Step	Action
2.	Click the **Manage Hires** link in the **Personal Information** folder. Manage Hires
3.	In the **Manage Hires** worklist page, you will find applicants who are now in "ready to be hired" status.



Step	Action
4.	Click the link displaying the person's name in the **Name** column to start the hiring process. Click the **Rebecca Wells** link. Rebecca Wells214

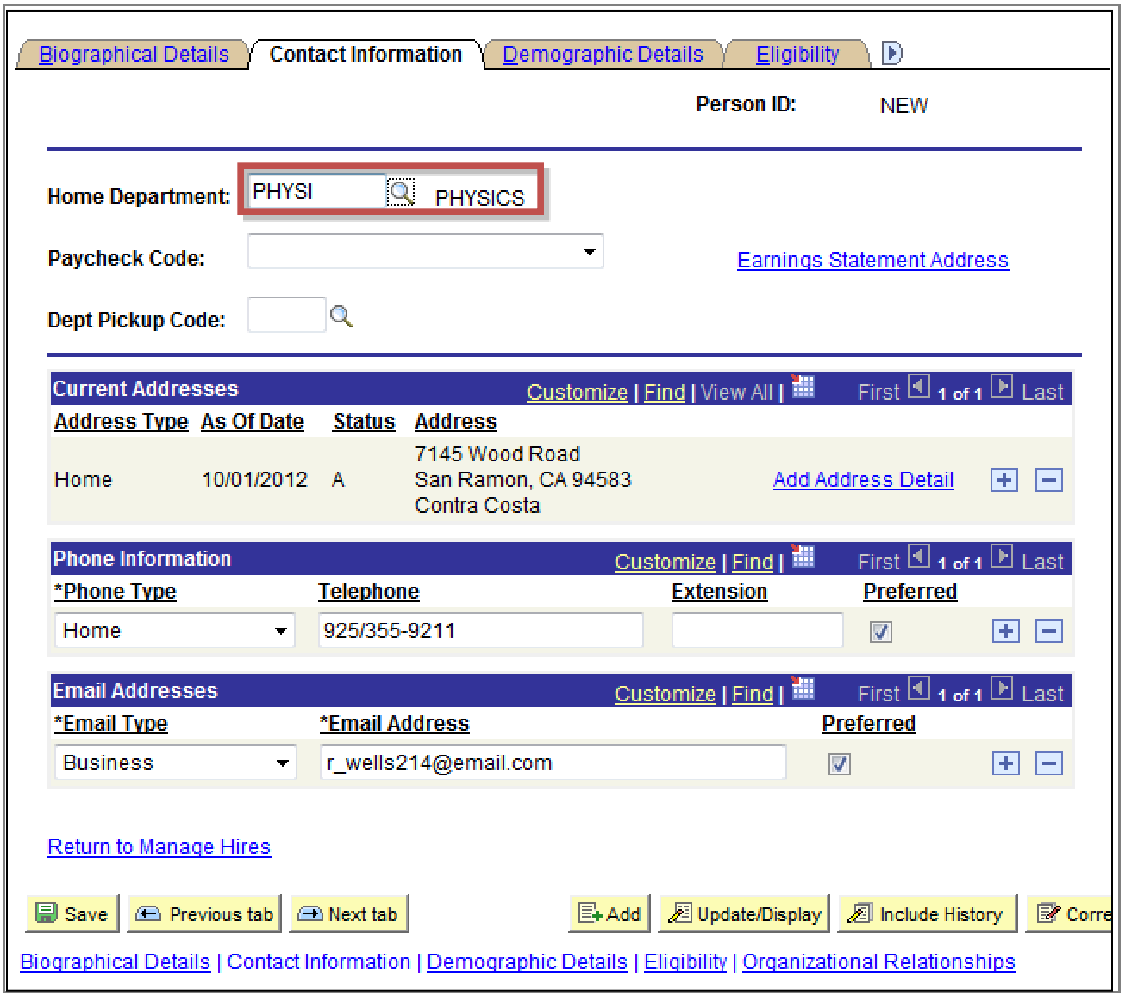


Step	Action
5.	Verify the selection in the **Type of Hire** field. Because this person is an External applicant who has never worked at UC Berkeley before, the correct type of hire for this person is "Hire/Add Job".
6.	Always enter the starting date for the job into the **Desired Start Date** field. In this example, enter "**10/1/12**".
7.	Click the **Vertical** scrollbar.
8.	Press **[Tab]**.
9.	The **Empl ID** field should be blank indicating that this is a new person in the system. The candidate will receive an employee ID once their personal information has been created in the system.
10.	Click the **Vertical** scrollbar to begin adding the person.
11.	Click the **Add Person** button. Add Person

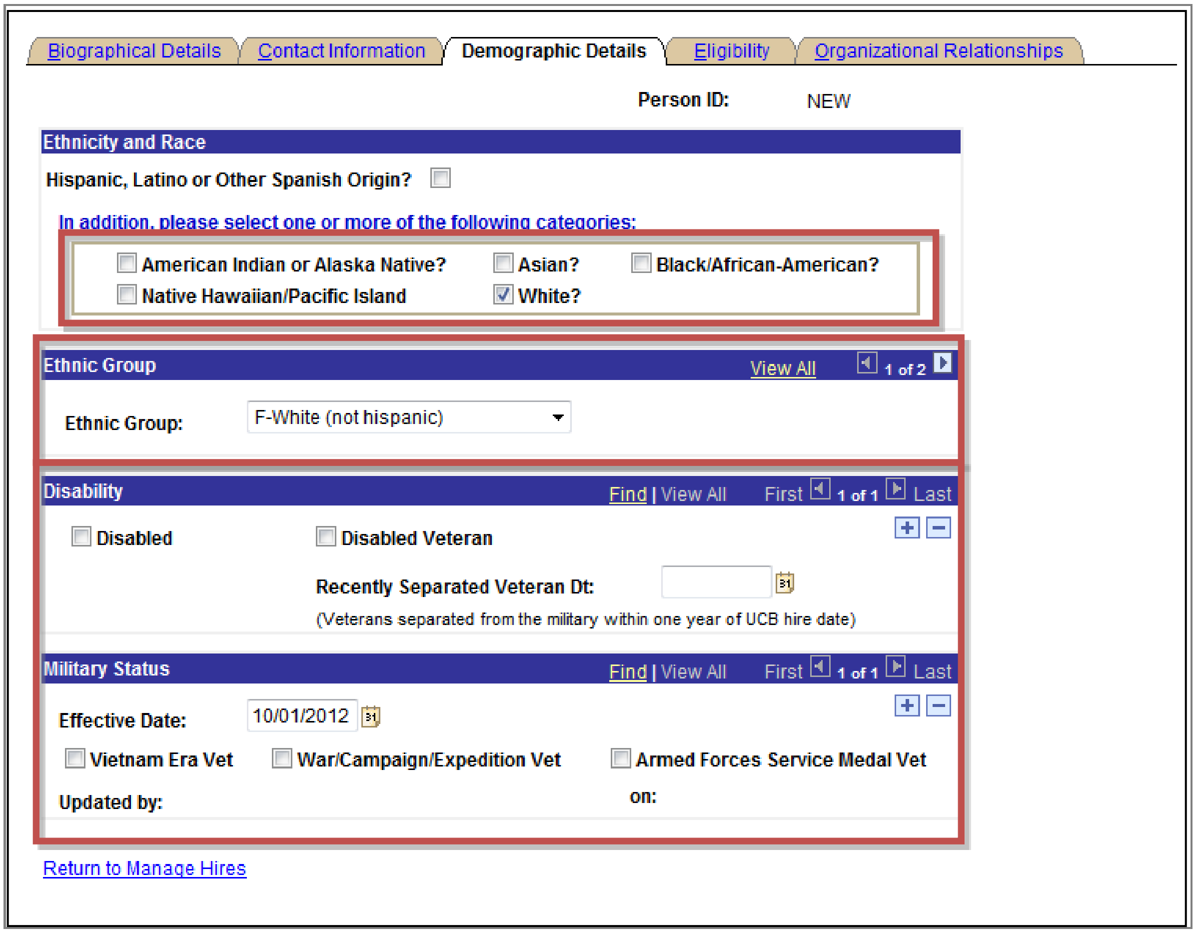


Step	Action
12.	In the **Name** section, review the **Effective Date** and the **Name** of the person.
13.	Enter the date the employment begins into the **Effective Date** field. Enter "**10/01/12**".
14.	Press **[Tab]**.
15.	In this example, enter "**1/15/1977**" into the **Date of Birth** field.
16.	Press **[Tab]**.
17.	If the employee has filled out release information that differs from the default, click the **Release Information** link to edit these values.
18.	Indicate the gender of the person. Click the **Gender** list. Unknown

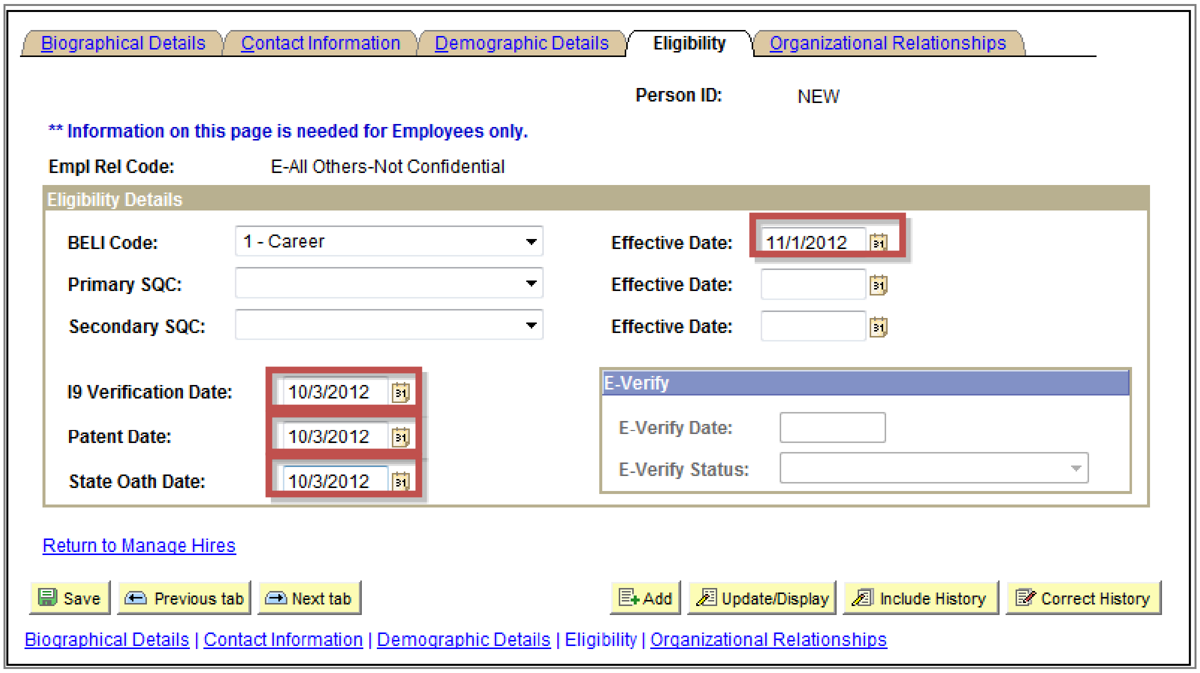
Step	Action
19.	Click the **Female** list item. Female
20.	Click in the **Country Of Citizenship/Perm Legal Residence** field.
21.	Enter the country code, in this example, "**USA**" into the **Country Of Citizenship/Perm Legal Residence** field. For non-US citizens, use the **Look up** (magnifying glass).
22.	Enter "**C**" into the **Citizenship Status** field to indicate the person is a citizen. For non-US citizens, use the **Look up** (magnifying glass).
23.	In this example, enter "**555-24-9000**" into the **Social Security Number** field.
24.	Press **[Tab]**.
25.	Re-enter the social security number "**555-24-9000**" into the **Confirm Social Security Number** field.
26.	Click the **Contact Information** tab to continue entering information for this hire.

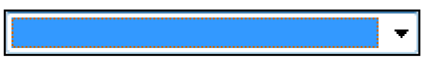


Step	Action
27.	The **Contact Information** page displays. In this example, enter "**PHYSI**" into the **Home Department** field.
28.	Press **[Tab]**.
29.	Notice that in this example, the home address, phone, and email have populated from the applicant profile. Add or update this information as needed.
30.	Click the **Demographic Details** tab.

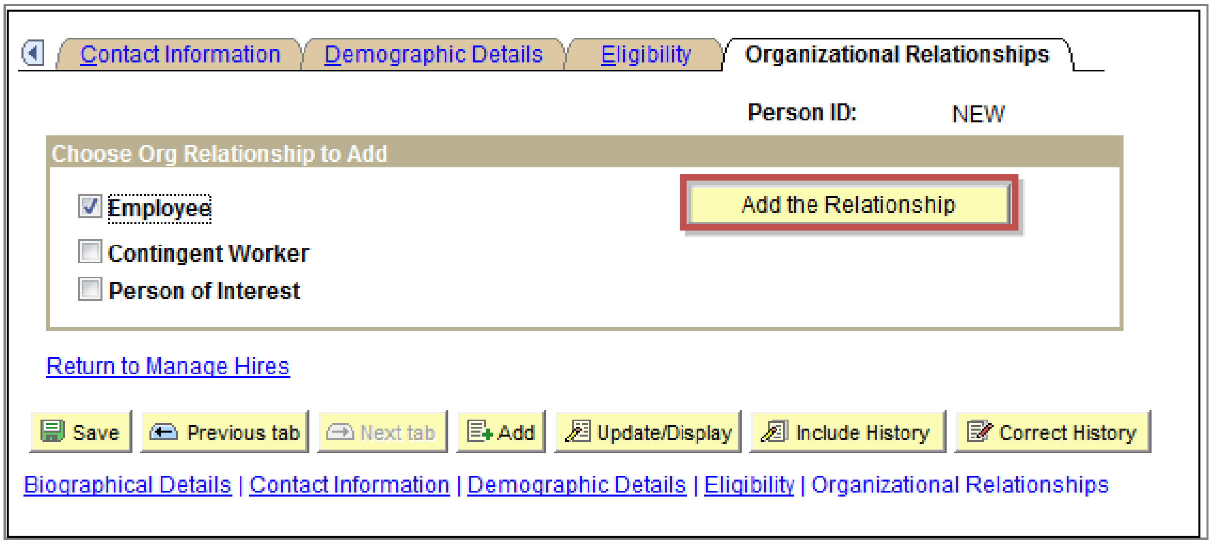


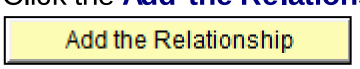
Step	Action
31.	You may already see information entered on this page from the applicant profile. If the person has self-identified Ethnicity, Disability, and/or military status, indicate this information on this page.
32.	Click the **White** option.
33.	Click the **Ethnic Group** list. U-Decline to State
34.	Click the **F-White (not Hispanic)** list item. F-White (not hispanic)
35.	Click the **Eligibility** tab. Eligibility

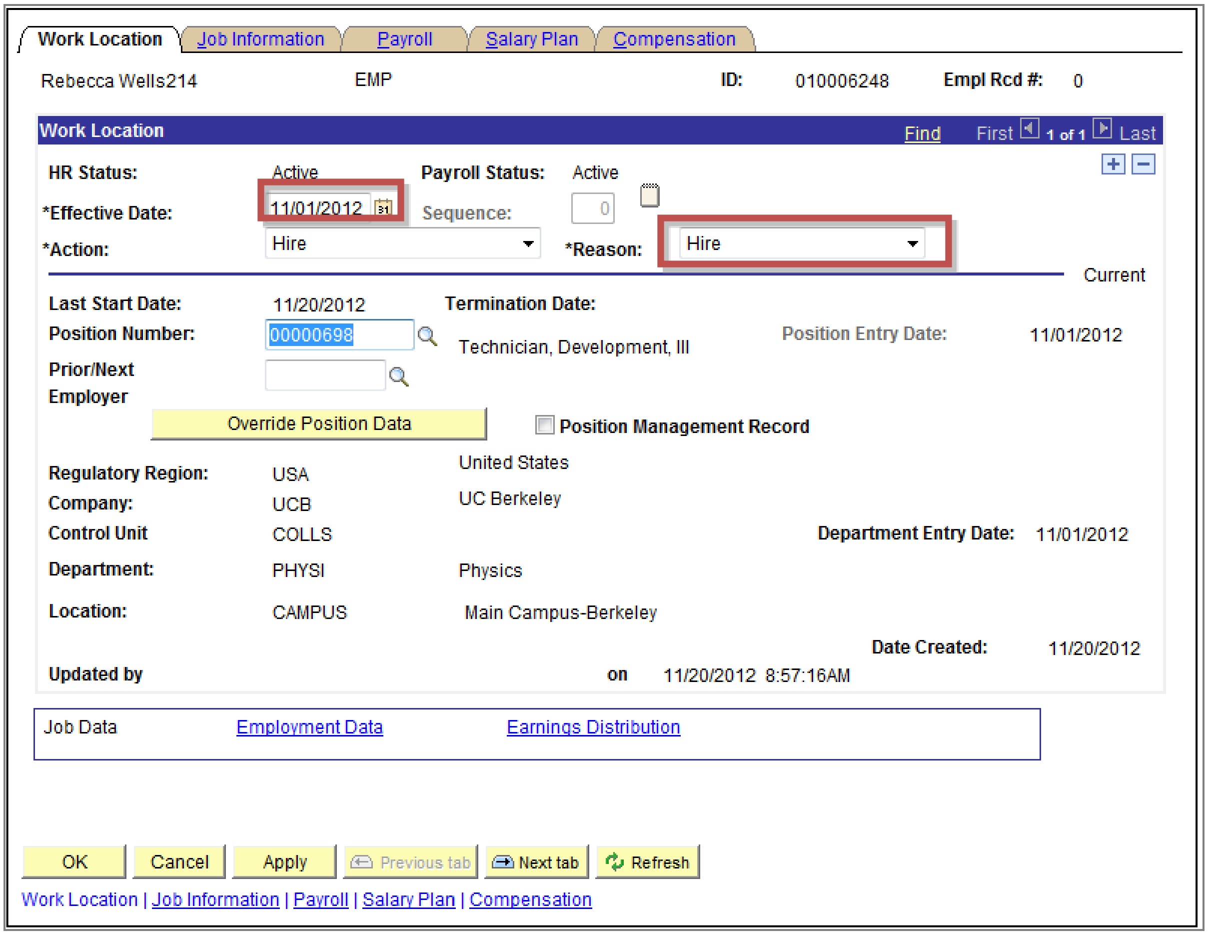


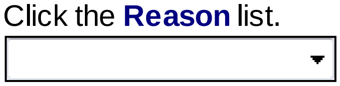
Step	Action
36.	Select the Benefits Eligibility Level Indicator code (BELI) information. Click the **BELI Code** list. 
37.	Click the **1 - Career** list item. 1 - Career
38.	The BELI Effective Date is the date that elected benefits may begin. Enter the date, "**11/1/2012**", into the **Effective Date** field for the BELI code.
39.	Enter the date that the person signed the I9 Verification form into the **I9 Verification Date** field. Enter "**10/3/2012**". **Note**: The form must be signed before or on the first day of work.
40.	Press **[Tab]**.
41.	Enter the signature date for the Patent form into the **Patent Date** field. In this example, enter "**10/03/2012**". **Note**: The form must be signed before or on the first day of work.
42.	Press **[Tab]**.
43.	Enter the signature date of the State Oath form into the **State Oath Date** field. In this example, enter "**10/03/2012**". **Note**: The form must be signed before or on the first day of work. Only U.S. citizens must sign this form.

Step	Action
44.	Click the **Organizational Relationships** tab.

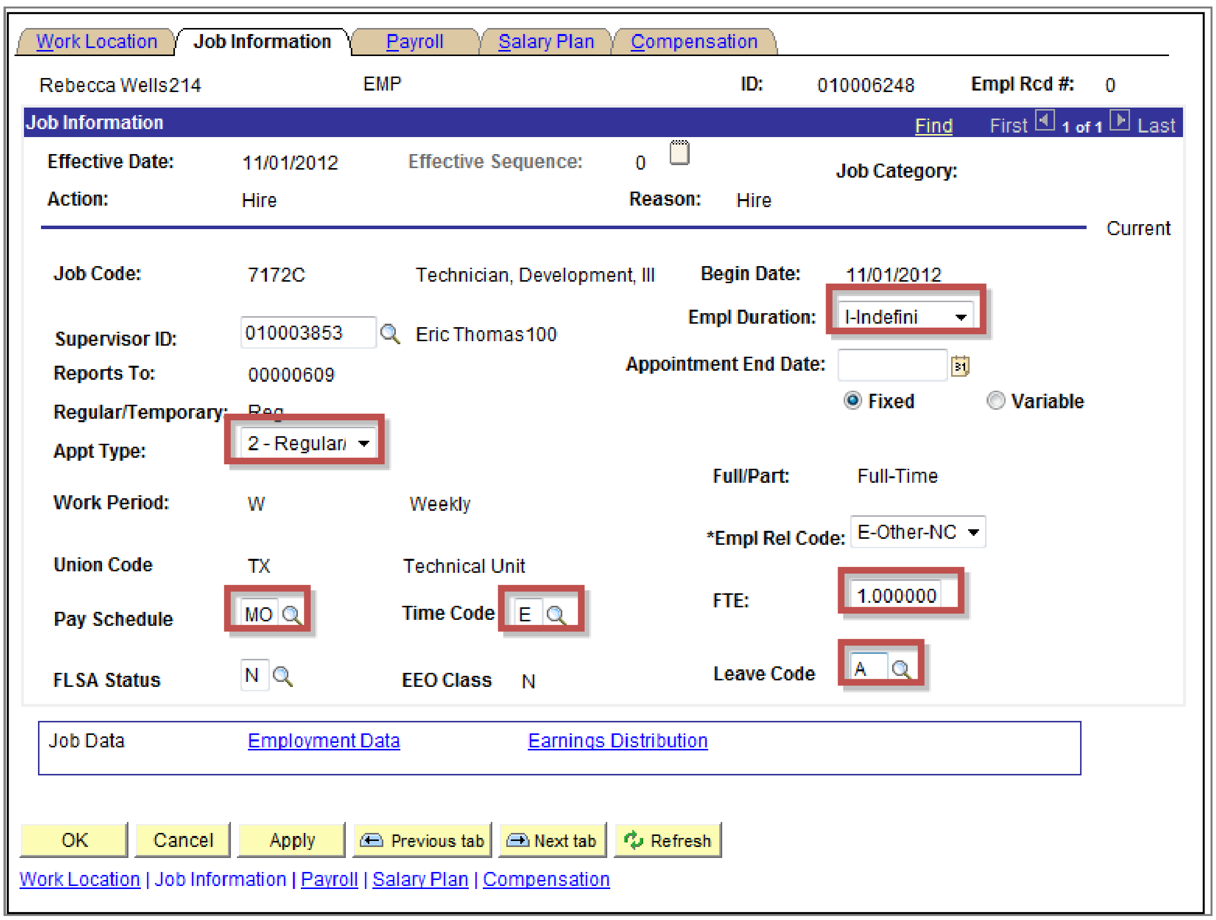


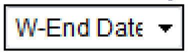
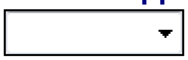
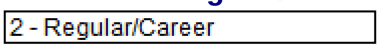
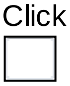
Step	Action
45.	Since this is an employee coming from a TAM posting, the system has already selected the employee relationship. Select the **Employee** checkbox if not defaulted.
46.	Use the **Add Relationship** button to enter the job data for this person. **Note**: Clicking the **Add Relationship** button also saves all entries you have made and assigns an employee number.
47.	Click the **Add the Relationship** button. 



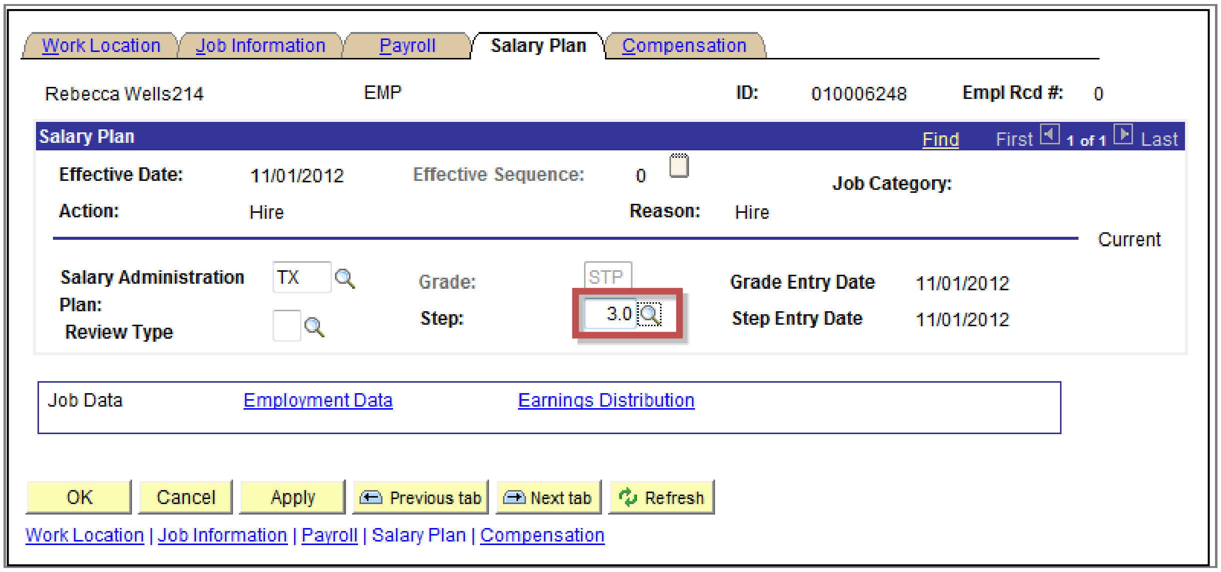
Step	Action
48.	Verify or update the effective date. Enter the date the employment begins into the **Effective Date** field. Enter "**11/1/2012**".
49.	Press **[Tab]**.
50.	For the **Action** field, the "Hire" action has defaulted since this information is coming from **Manage Hires** page. However, we must select a corresponding reason. Click the **Reason** list. 
51.	Click the **Hire** list item. 
52.	Press **[Tab]**.
53.	The position number defaults from the TAM posting; however, it can be changed here if needed.

Step	Action
54.	Notice that information has defaulted from the position, such as the **Department** and **Location** fields. If any defaulted information needs to be changed on this page or subsequent job data pages, then click the **Override Position Data** button to enable these fields. Note that when Override Position Data is activated, updates to the position will not flow to the incumbent's job data. You will typically only override position data defaults when making a temporary change or exception to an incumbent's data that does not apply to the position.
55.	Click the **Job Information** tab.

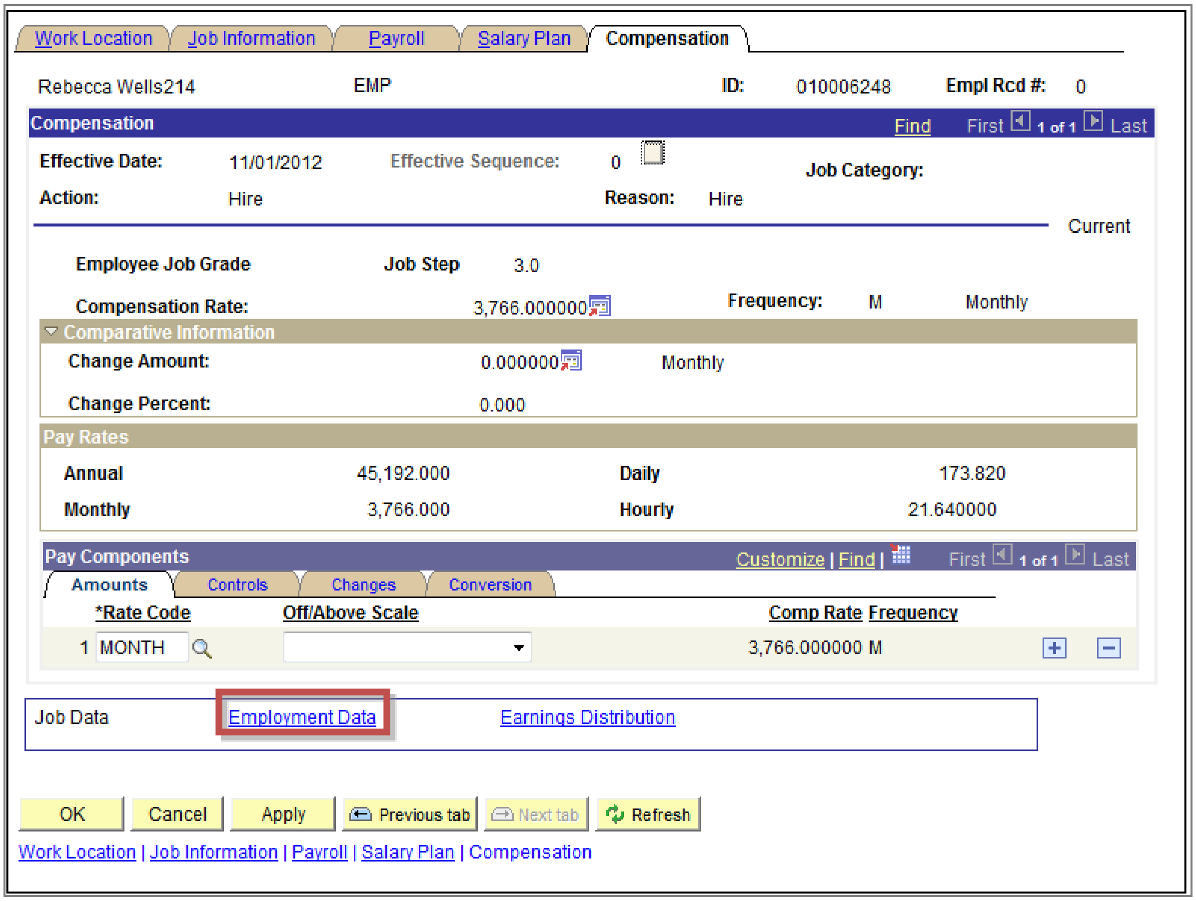


Step	Action
56.	If **Reports To** was completed in the position, the Reports To position number displays. If the Reports To position is not vacant, and has only one incumbent, the employee ID of the Reports To position incumbent auto-populates the Supervisor ID field. If the Supervisor ID field does not populate from the position, or if the suggested ID is incorrect, then you will need to enter or update it.
57.	In this example, this is a career appointment. The Employee Duration is "Indefinite" and no appointment end date is needed. Click the **Empl Duration** list. 
58.	Click the **I-Indefini** list item. 
59.	In the **Appt Type** field, select the Regular/Career list item. Click the **Appt Type** list. 
60.	Click the **2 - Regular/Career** list item. 
61.	In this example, the employee is paid on the **MO** cycle. **Note**: In 2013, SM and MA pay schedules will be phased out and replaced with the new code "BW" for biweekly. Enter "**MO**" into the **Pay Schedule** field.
62.	Press **[Tab]**.
63.	In this example, enter "**E**" for exception time into the **Time Code** field.
64.	The **Employee Relation Code** defaults from the Job Code while the **FTE** field defaults from the position.
65.	Verify the **FTE** field. **Note**: The data in the **FTE** field comes from the position FTE. The **FTE** field can be edited here, but cannot be greater that the position FTE.
66.	Click in the **Leave Code** field. 
67.	In this example, the employee will earn leave at a rate of 10 hours a month. Enter "**A**" into the **Leave Code** field.

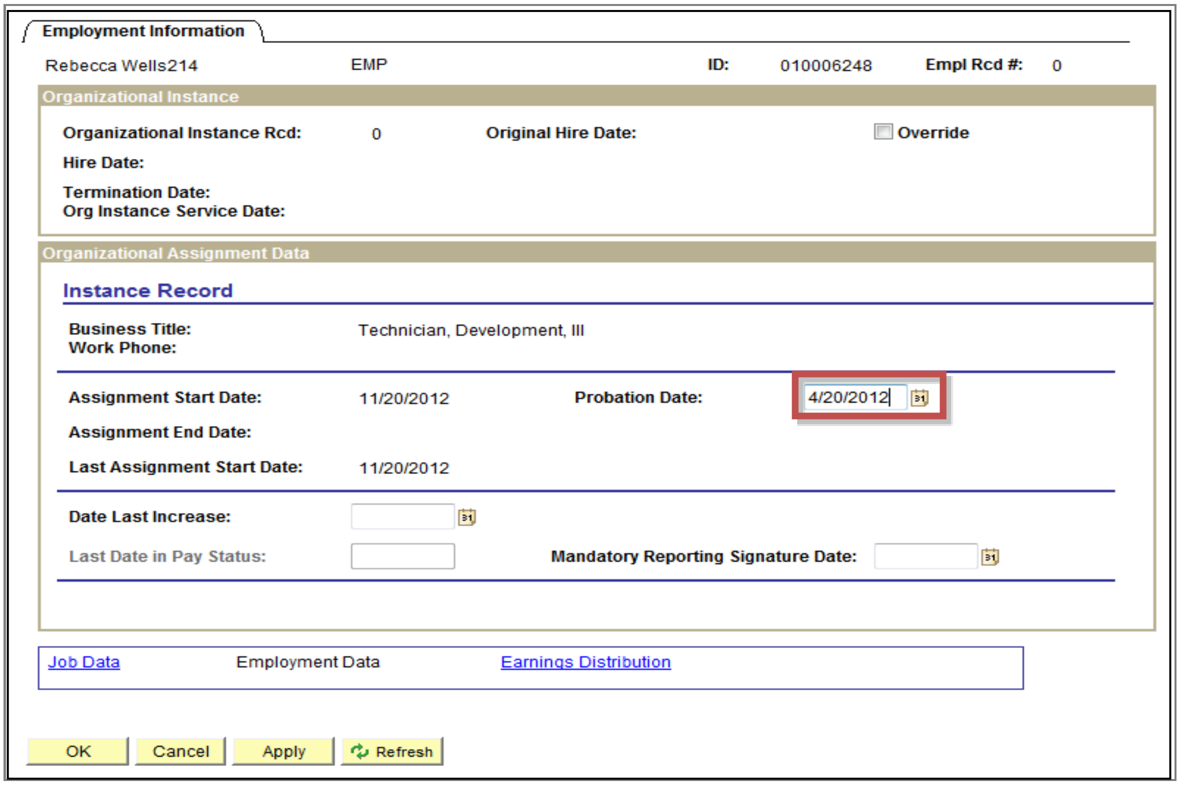
Step	Action
68.	Because this job is step-based, click the **Salary Plan** tab to enter the salary step that the employee will have. Note: If this is an open-range job, you can skip the **Salary Plan** page and go to the **Compensation** page.



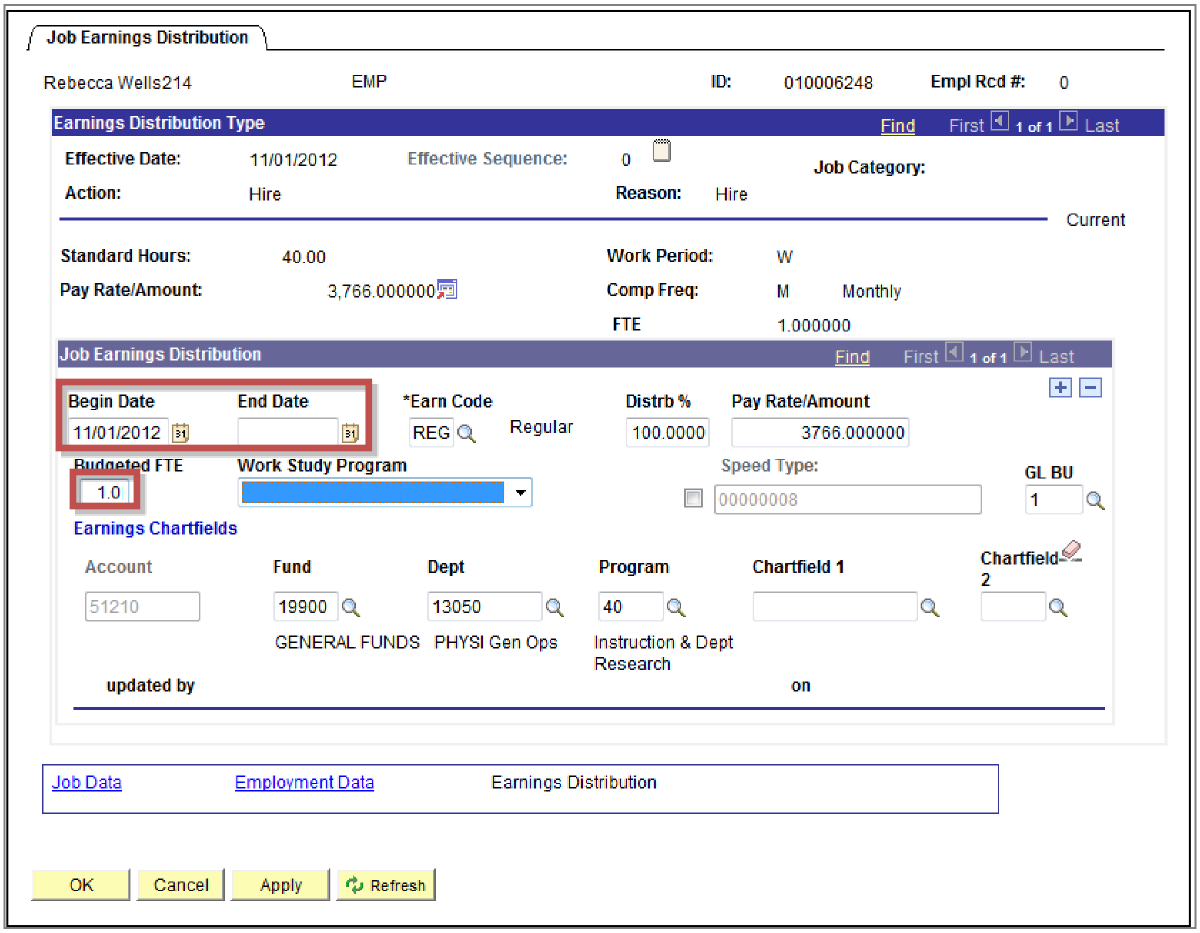
Step	Action
69.	Click in the **Step** field.
70.	Enter "**3**" into the **Step** field.
71.	Press **[Tab]**.
72.	Click the **Compensation** tab to verify the employee's monthly salary.



Step	Action
73.	Verify the monthly **Comp Rate**. **Note**: If this were an open-range based salary, this field would be enabled and you would enter the salary into the **Comp Rate** column.
74.	Click the **Employment Data** link to enter the probation date for the employee. Employment Data



Step	Action
75.	In this example, enter the appropriate probation date into the **Probation Date** field for this employee. Enter "**4/2/2012**". **Note**: If you are uncertain whether a job requires a probation period, check the appropriate policy or union contract.
76.	When an employee has signed and completed Mandated Reporter forms, the HR Administrator should record this date. Departments should enter the date the employee signed both of the following forms: - Statement Acknowledging Requirement To Report Child Abuse - Statement Acknowledging Requirement To Report Suspected Abuse Of Dependent Adults And Elders
77.	Click the **Earnings Distribution** link. Earnings Distribution



Step	Action
78.	In the **Job Earnings Distribution** section, verify that the **Begin Date** of the Job matches the effective date of the hire. If this job has an **End Date**, then enter the appropriate end date.
79.	The funding chartstring has populated from the position information. However, if necessary, you can add additional funding chartstrings or edit the one displayed. Be sure to adjust the Distrb % fields on all distributions to the correct percentage for each distribution while ensuring that together, all distribution percentages equal the amount of FTE.
80.	If this is a budgeted position in PRT, enter the FTE budgeted for the position into the **Budgeted FTE** field. **Note**: This field will only be used through the end of the fiscal year 2011/2012. In this example, enter "**1.0**".
81.	**Tab** out of the field.

Step	Action
82.	Once all required data have been entered for this person's job data, click the **Save** button to complete the hiring process for this new employee. Click the **OK** button. 
83.	**Congratulations!** You have completed this topic. **End of Procedure.**

Add an Academic Employment Instance

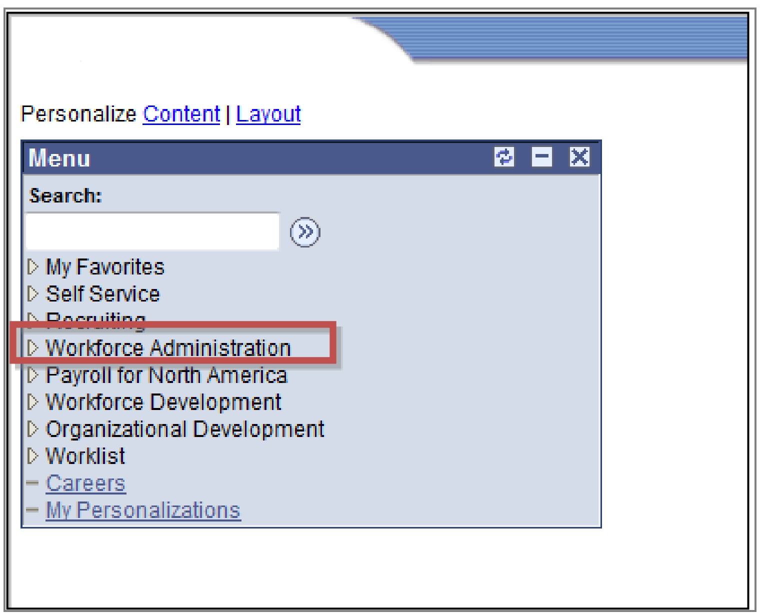
Prospective faculty being considered in the Academic Case Tracking system will have a Case-Tracking POI (person of interest) relationship in HCM. When an academic POI is hired, you will need to create an employee relationship with UCB by adding an Employment Instance (Job Record) to them. Begin the process by searching for the person using the **Person Organizational Summary** link and then using the **Add Employment Instance** link.

Note: You can contact the Academic Personnel Office if you have any specific questions on how to set up academic appointments. Once you have the information you need you can proceed with the entry into HCM.

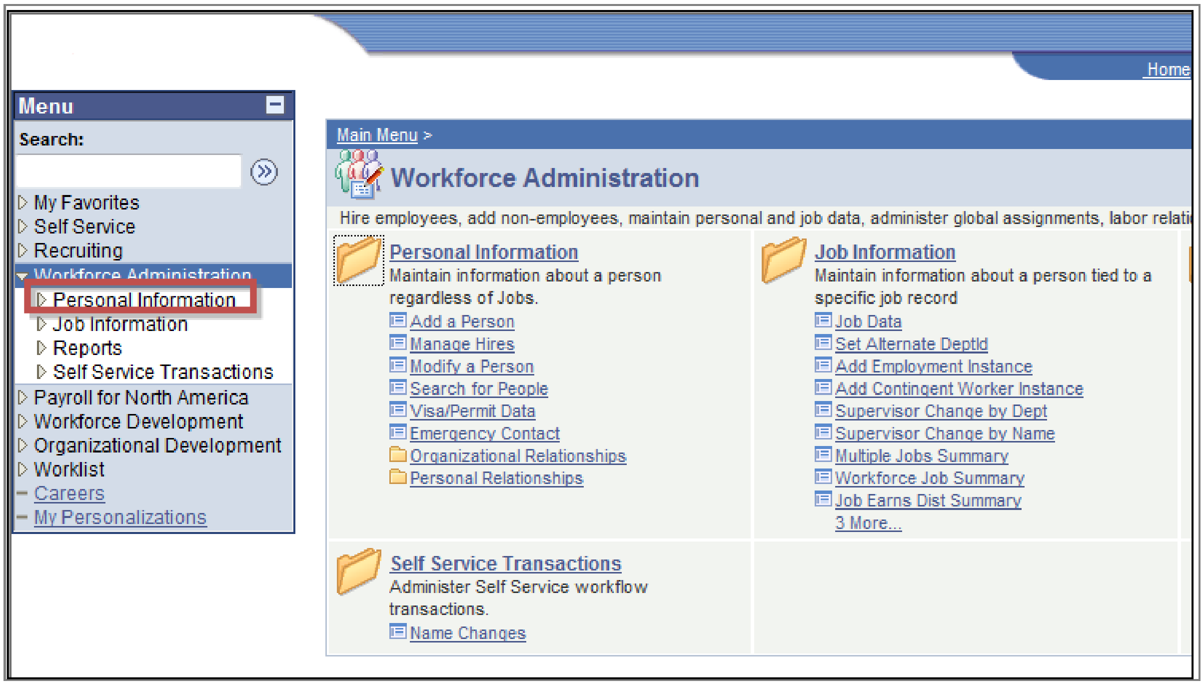
Depending on your security access, you may have fewer menu choices than are displayed in this topic.

Procedure

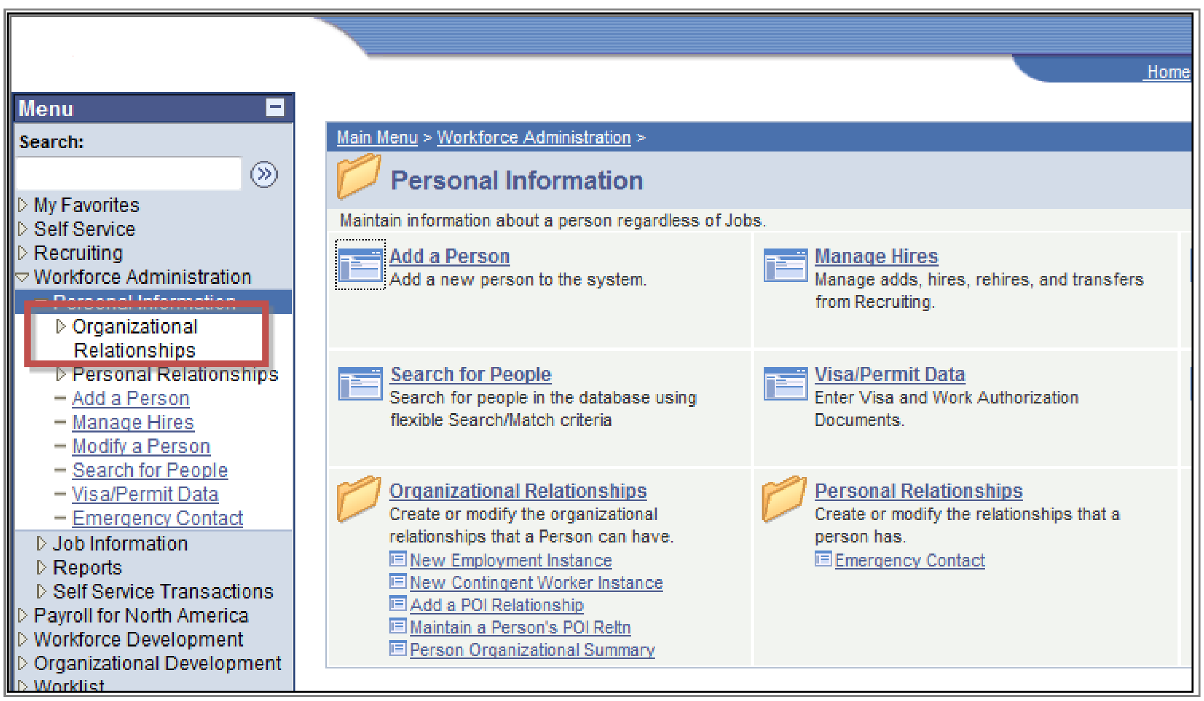
In this topic, you will learn how to add an employment instance to an academic person of interest (POI) using a position.



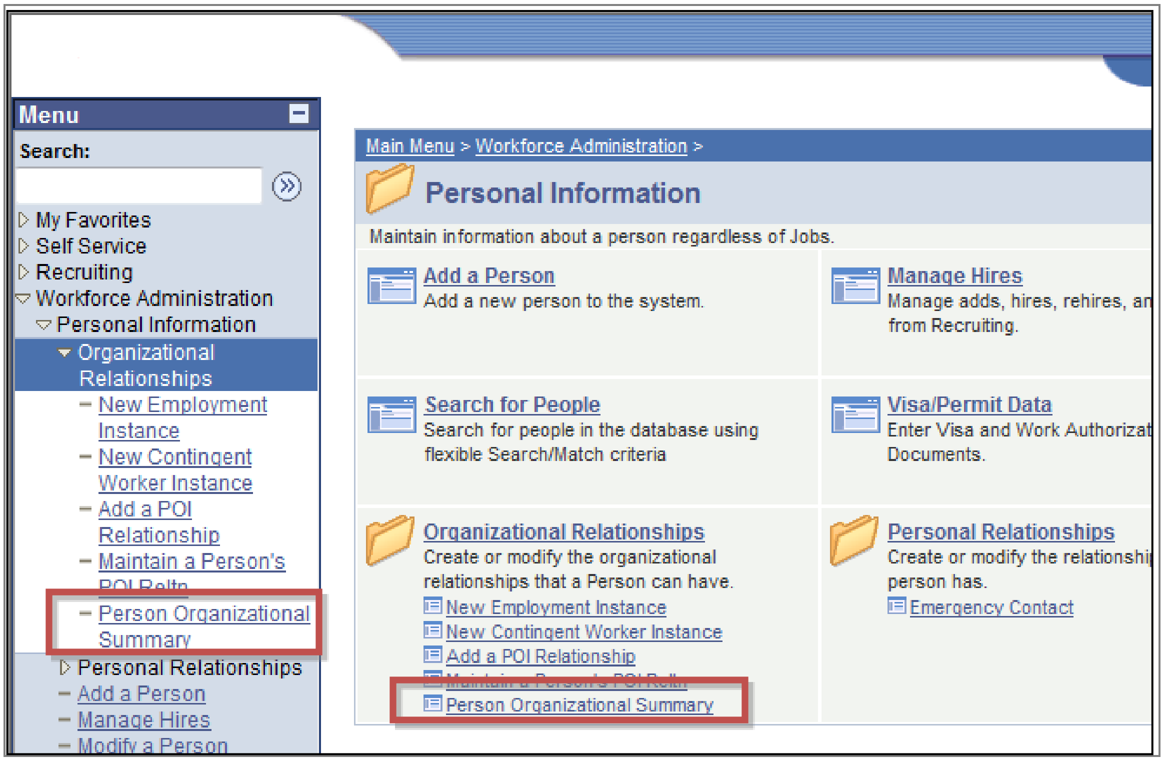
Step	Action
1.	Begin by navigating to the **Personal Organizational Summary** search page. Click the **Workforce Administration** link. Workforce Administration



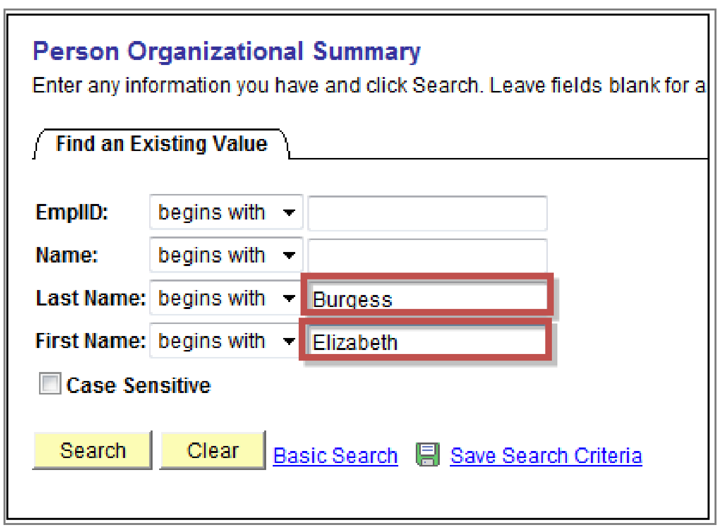
Step	Action
2.	Click the **Personal Information** link in the menu. ▷ Personal Information



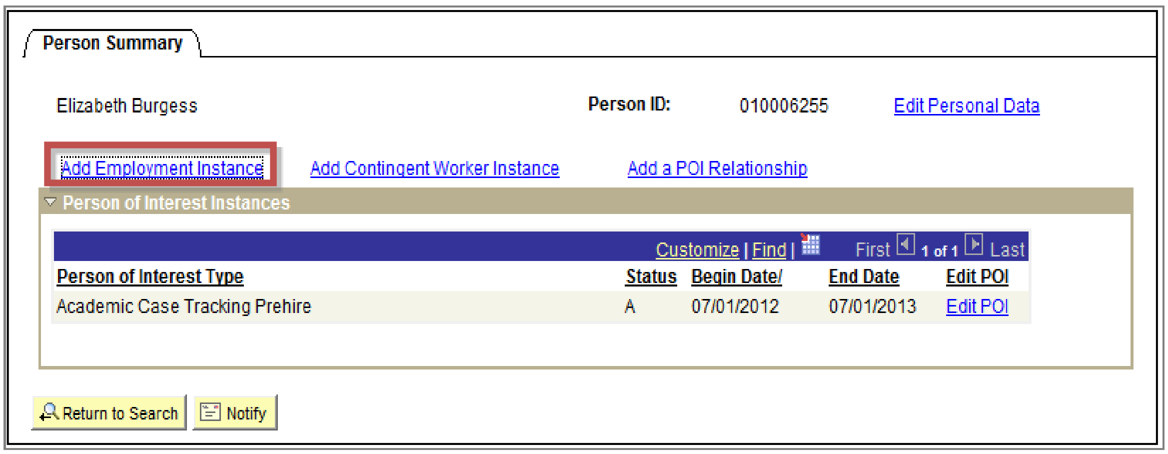
Step	Action
3.	Click the **Organizational Relationships** link.



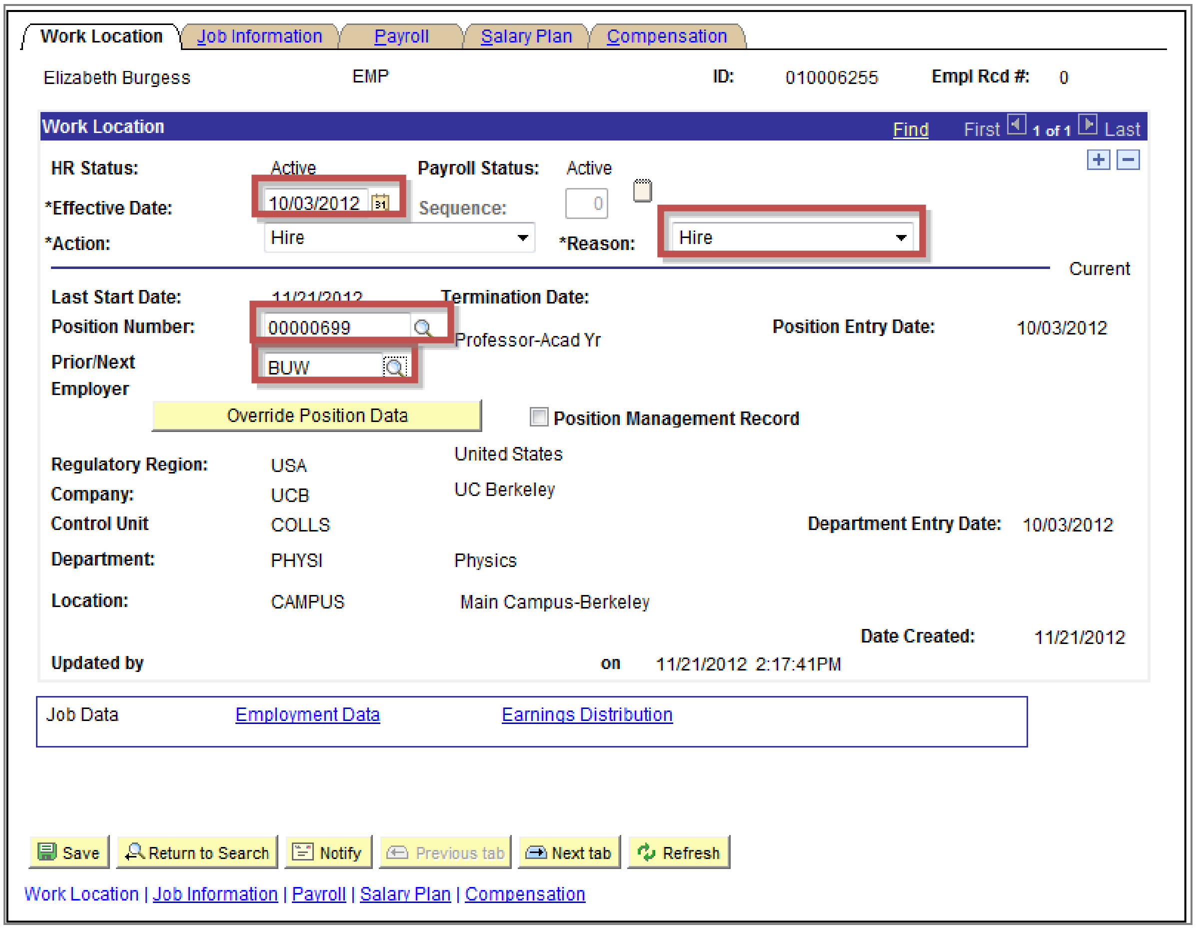
Step	Action
4.	Click the **Person Organizational Summary** link.



Step	Action
5.	In this example, Elizabeth Burgess is an Academic Person of Interest who will be hired as a professor in the Physics Department. **Note**: The recommended business practice is to search by ID number. On the **Person Organizational Summary** page, enter "**Burgess**" into the **Last Name** field.
6.	On your keyboard, press **[Tab]** to move to the **First Name** field.
7.	Enter "**Elizabeth**" into the **First Name** field.
8.	Click the **Search** button. Search

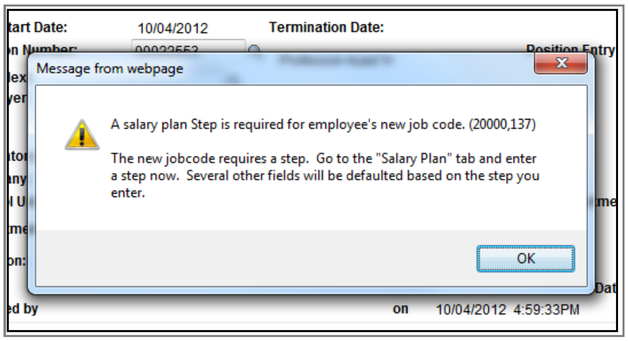


Step	Action
9.	From the **Person Summary** page, you can see that Elizabeth Burgess is already has a POI relationship with the university. From this page, you can add her employment instance (job). If she didn't have a POI relationship with the university, you would need to add that relationship. Click the **Add Employment Instance** link. Add Employment Instance



Step	Action
10.	Verify or update the effective date. Click in the **Effective Date** field. 07/01/2012
11.	Enter the date the person will start work into the **Effective Date** field. Enter "**10/03/2012**".
12.	The **Action** field contains the default action of "Hire". You will need to select a corresponding reason for the hire.
13.	Click the **Reason** list.
14.	For Elizabeth Burgess, the best reason is "Hire". Click the **Hire** list item. Hire

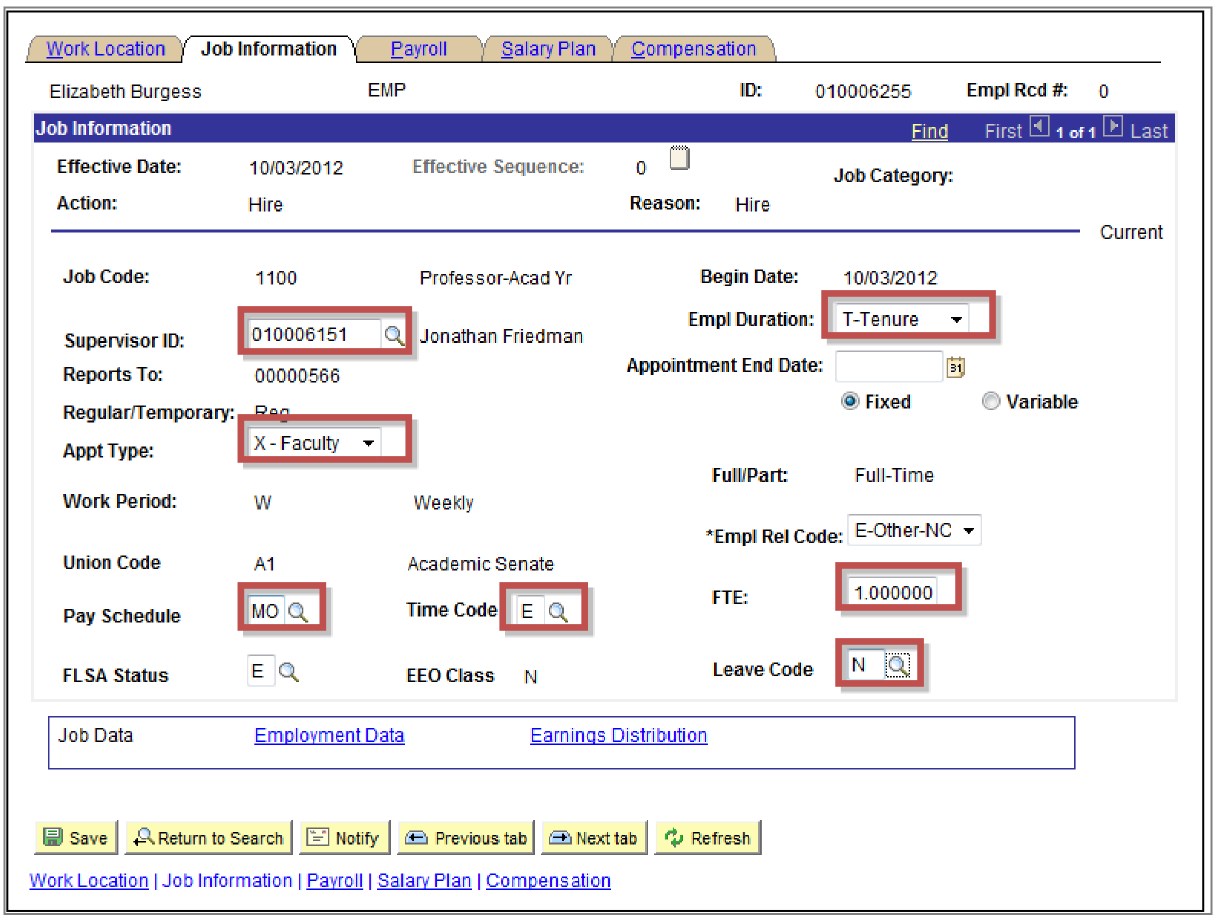
Step	Action
15.	Indicate the position into which the new academic employee is being hired by entering the position number in the **Position Number** field. Enter the position number for the hire into the **Position Number** field. Enter "**000000699**".
16.	Press the **[Tab]** key to populate data from the position.



Step	Action
17.	Step data is not maintained in the position information. You will need to enter the **Step** value on the **Salary Plan** page for this employee prior to saving. Click the **OK** button to close the message. OK
18.	Because this is an academic job, the **Prior/Next Employer** field should be completed. Type in the appropriate code or use the magnifying glass to look up the code.
19.	If there is a code for the previous employer, then enter it into the **Prior/Next Employer** field. Enter "**BUW**".
20.	Press **[Tab]**.

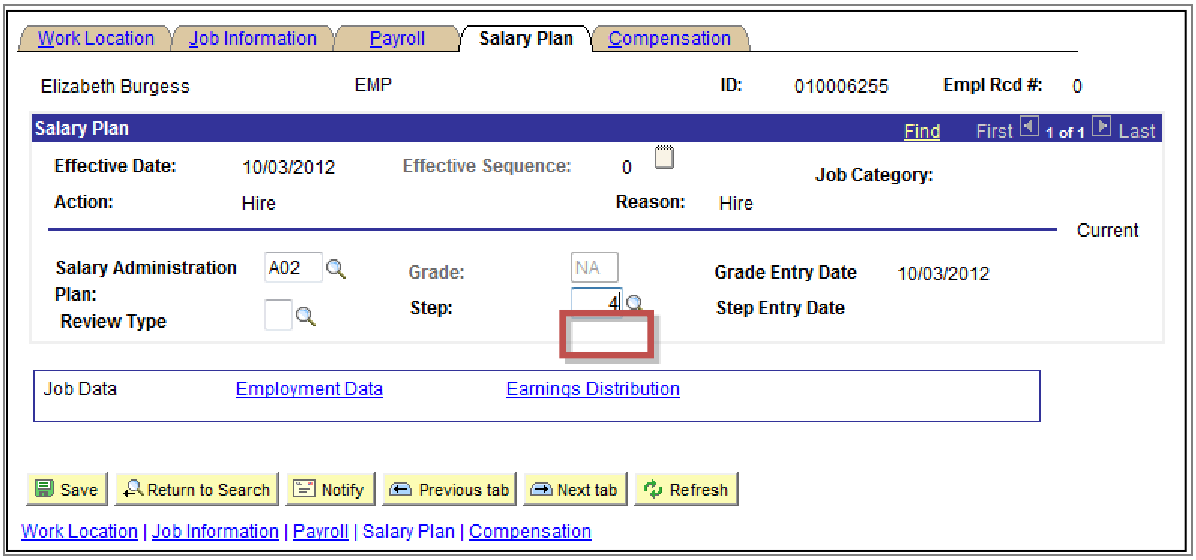
Step	Action
21.	Notice that information has defaulted from the position, such as the **Department** and **Location** fields. If any defaulted information needs to be changed on this page or subsequent job data pages, then click the **Override Position Data** button to enable these fields. Note that when Override Position Data is activated, updates to the position will not flow to the incumbent's job data. You will typically only override position data defaults when making a temporary change or exception to an incumbent's data that does not apply to the position.

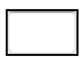
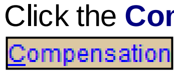
Step	Action
22.	Click the **Job Information** tab. Job Information

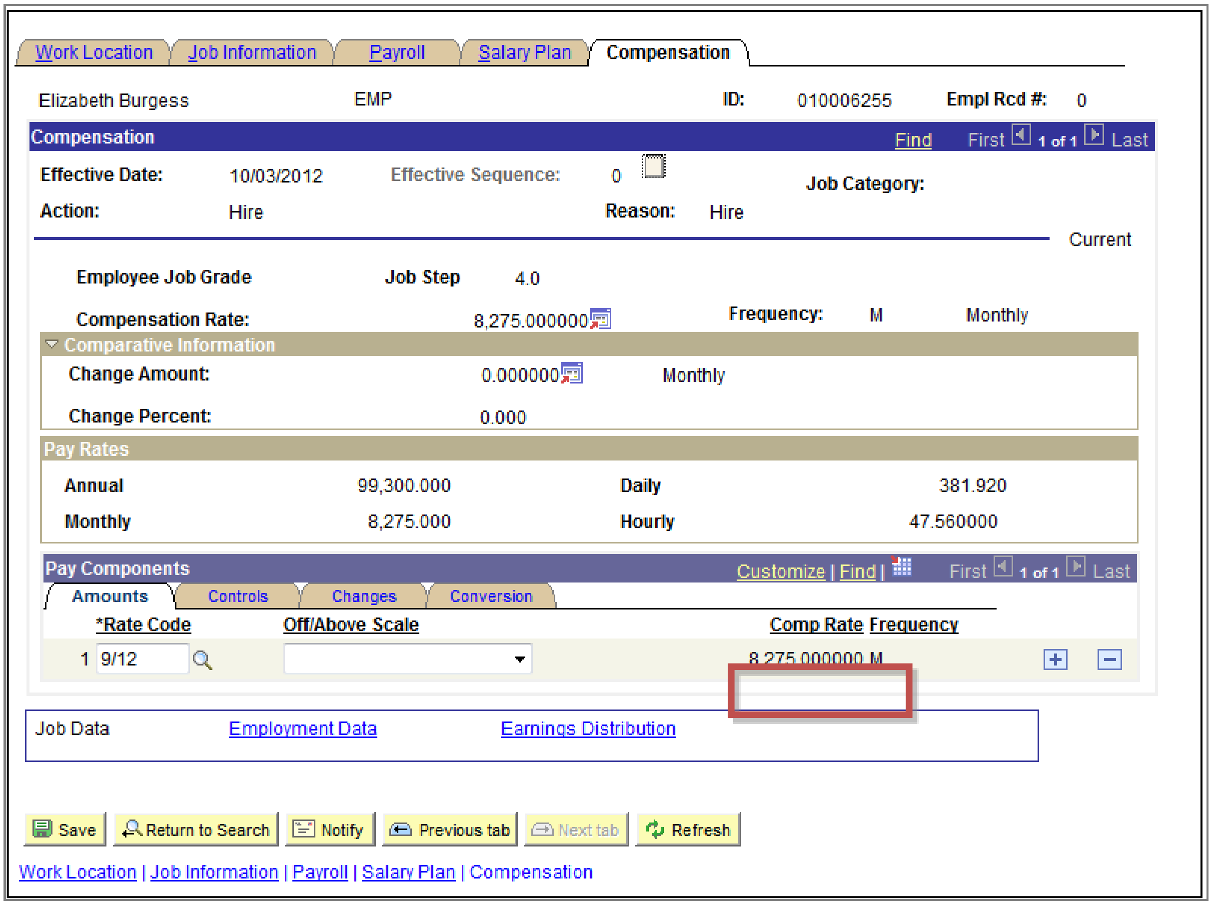


Step	Action
23.	If **Reports To** was completed in the position, the Reports To position number displays. If the Reports To position is not vacant, and has only one incumbent, the employee ID of the Reports To position incumbent auto-populates the Supervisor ID field. If the Supervisor ID field does not populate from the position, or if the suggested ID is incorrect, then you will need to enter or update it.
24.	Elizabeth Burgess is being hired as a tenured faculty member. Update the **Empl Duration** and **Appt Type** fields to reflect this information. No Appointment End Date should be entered. Click the **Empl Duration** list.

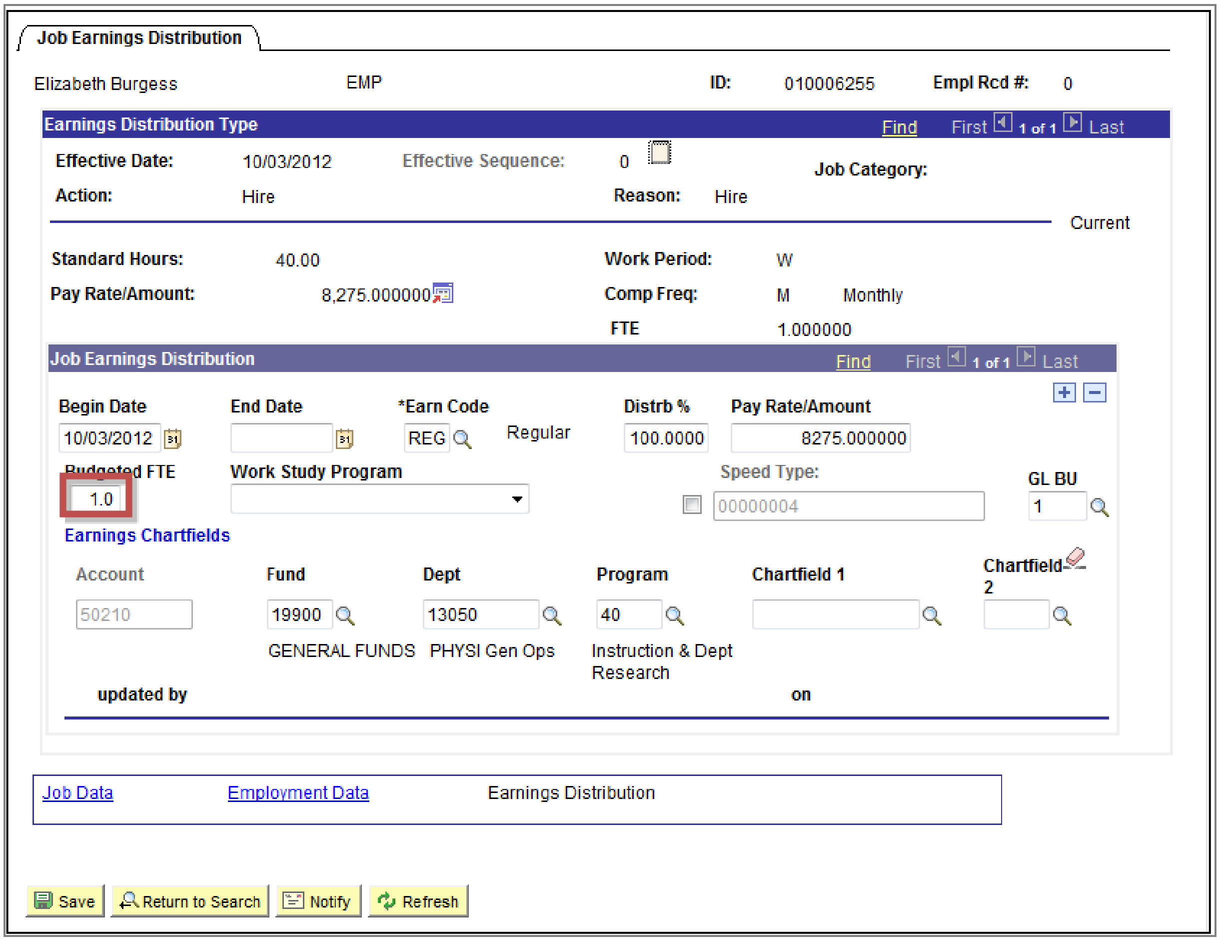
Step	Action
25.	Click the **T-Tenure** list item. T-Tenure
26.	Click the **Appt Type** list.
27.	Click the **X - Faculty** list item. X - Faculty
28.	Indicate the Pay schedule. In this example, she will be paid on the **MO** cycle. **Note**: In 2013, SM and MA pay schedules will be phased out and replaced with the new code "BW" for biweekly. Enter "**MO**" into the **Pay Schedule** field.
29.	This employee will be paid exception time. Indicate this exception time by entering "**E**" into the **Time Code** field.
30.	Due to academic policy, this job does not accrue leave. Enter "**N**" for "None" into the **Leave Code** field.
31.	Press **[Tab]**.
32.	As was indicated by the message you saw earlier, you need to enter the Step value for this employee's salary plan. Click the **Salary Plan** tab. Salary Plan



Step	Action
33.	Click in the **Step** field. 
34.	Enter this persons salary enter the step number into the **Step** field. Enter "**4**".
35.	Verify that based on position, job code, and the step entered; this employee will receive the correct monthly salary. Click the **Compensation** tab. 



Step	Action
36.	Verify the monthly **Comp Rate**. **Note**: If this were an open-range based salary, this field would be enabled and you would enter the salary into the **Comp Rate** column.
37.	At the bottom of the **Compensation** page, click the **Earnings Distribution** link. Earnings Distribution


Job Earnings Distribution

Elizabeth Burgess EMP ID: 010006255 Empl Rcd #: 0

Earnings Distribution Type Find First 1 of 1 Last

Effective Date: 10/03/2012 Effective Sequence: 0 Job Category:

Action: Hire Reason: Hire

Current

Standard Hours: 40.00 Work Period: W

Pay Rate/Amount: 8,275.000000 Comp Freq: M Monthly

FTE 1.000000

Job Earnings Distribution Find First 1 of 1 Last

Begin Date	End Date	*Earn Code		Distrb %	Pay Rate/Amount
10/03/2012		REG	Regular	100.0000	8275.000000

Budgeted FTE: 1.0

Work Study Program:

Speed Type: 00000004

GL BU: 1

Earnings Chartfields

Account	Fund	Dept	Program	Chartfield 1	Chartfield 2
50210	19900	13050	40		
	GENERAL FUNDS	PHYSI Gen Ops	Instruction & Dept Research		

updated by on

Job Data | Employment Data | Earnings Distribution

Save | Return to Search | Notify | Refresh

Step	Action
38.	In the **Job Earnings Distribution** section, verify that the **Begin Date** of the job matches the effective date of the hire. If this job has an **End Date**, then enter the appropriate end date.
39.	Since the employee will be paid from one funding source and the FTE for this job is 1.0 (a full-time employee), this distribution percentage must be 100. In this example, the Distrb % has populated from the position funding. **Note**: Be mindful that 100% FTE is represented in Payroll as a whole number (e.g. 1.0); however, the earnings distributions are represented as a percentage of FTE (e.g. 100.0000).

Step	Action
40.	Verify the earnings chartstrings that are in the **Job Earnings Distribution** section. Verify the fields: **Fund**, **Dept**, **Program,** and **Chartfields**. **Note**: If this employee's job requires additional funding distributions, you would add a new row and enter the chartstring. Be sure to adjust the Distrb % fields on all distributions to the correct percentage for each distribution while ensuring that together, all distribution percentages equal the amount of FTE.
41.	If this is a budgeted position in PRT, enter the FTE budgeted for the position into the Budgeted FTE field. **Note**: This field will only be used through end of fiscal year 2011/2012. For this job and distribution the Budgeted FTE is 1.00. Enter "**1.0**" into the **Budgeted FTE** field.
42.	Upon save, the job will be added into the system and the person will have gained an employee relationship. Click the **Save** button. 
43.	**Congratulations!** You have completed the topic. **End of Procedure.**

Managing Hires: Rehire from TAM Posting

Once the Prepare for Hire step in TAM is complete and the Alternate Dept ID is set, if needed, the candidate will be in "Ready to Hire" status and you will be able to hire the person from the **Manage Hires** page. For a rehire, after selecting their name from the Manage Hires list, you will need to review and edit their personal information in the HCM system by clicking the **Add Person** button on the **Manage Hires Detail** page. After reviewing and making any changes to their personal information, you will return to the **Manage Hires Detail** page and click the **Add Job** button to enter their Job Data information. Before you can complete the hire make sure the position number has been entered into the **Position Number** field on the **Work Location** page.

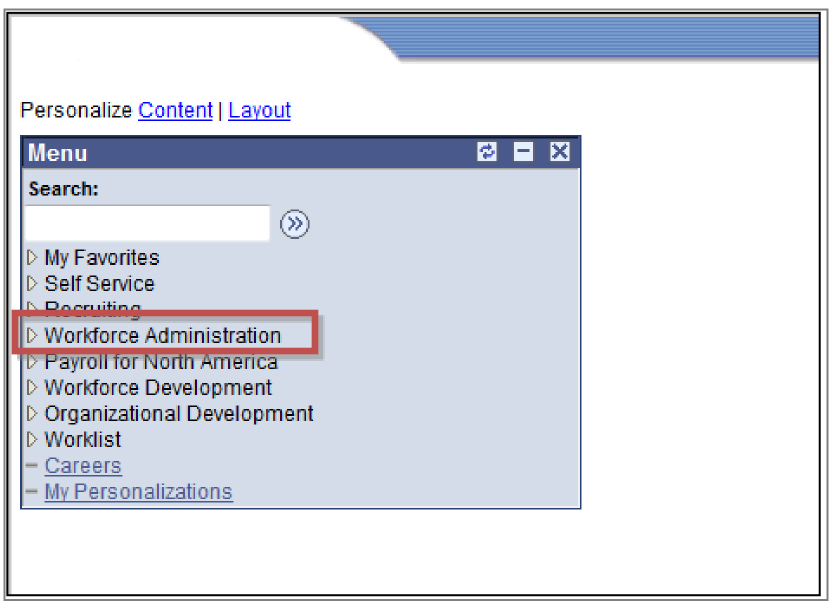
Note: It is possible for TAM to prepare a candidate for rehire for a job without a position number. However, a position number is required before a hire can be completed. Be sure to enter a valid position code into the **Position Number** field on the **Work Location** page.

Depending on your security access, you may have fewer menu choices than are displayed in this topic.

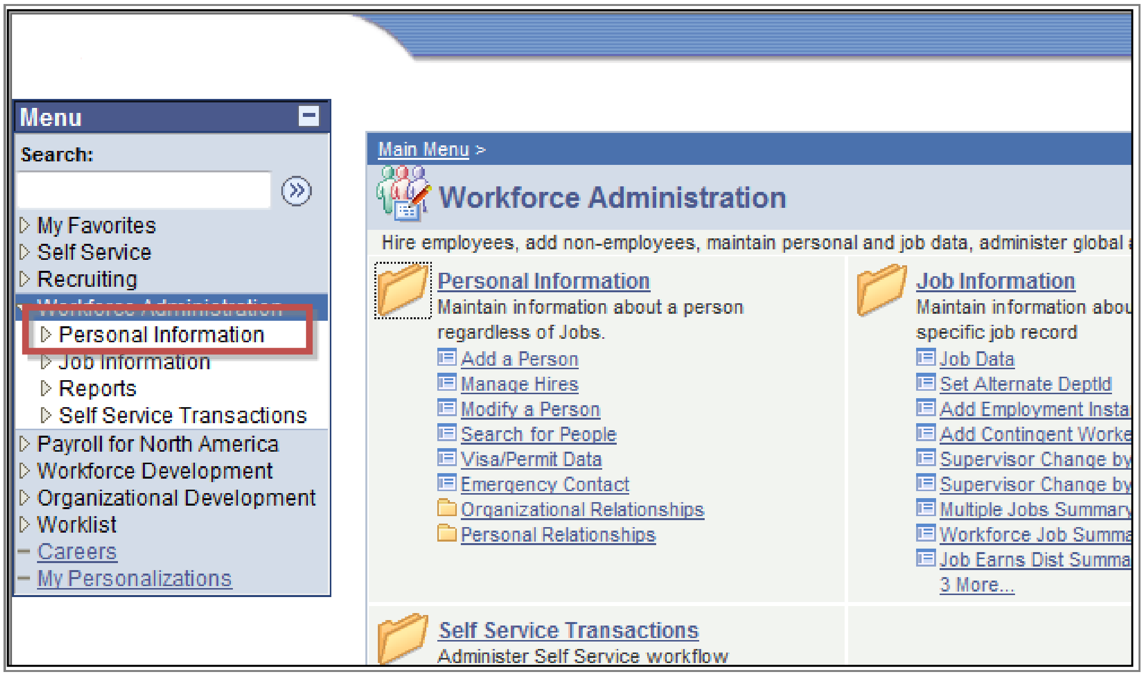
Procedure

In this topic, you will learn how to rehire a former employee who is returning to the university through a TAM job posting.

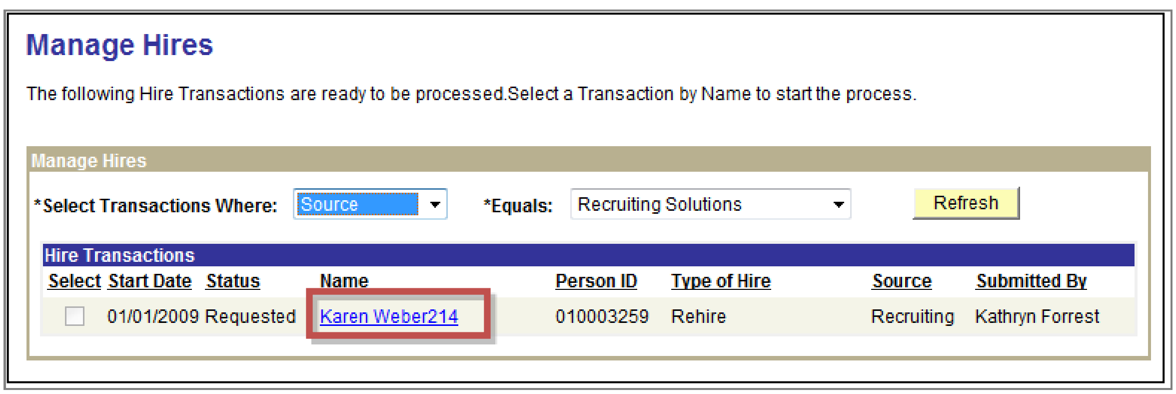
Karen Weber is a former employee of UCB. She applied to a TAM job posting and has been selected to be rehired by the university. It is assumed that the Alternate Dept ID has already been set so you are ready to begin the hiring process.



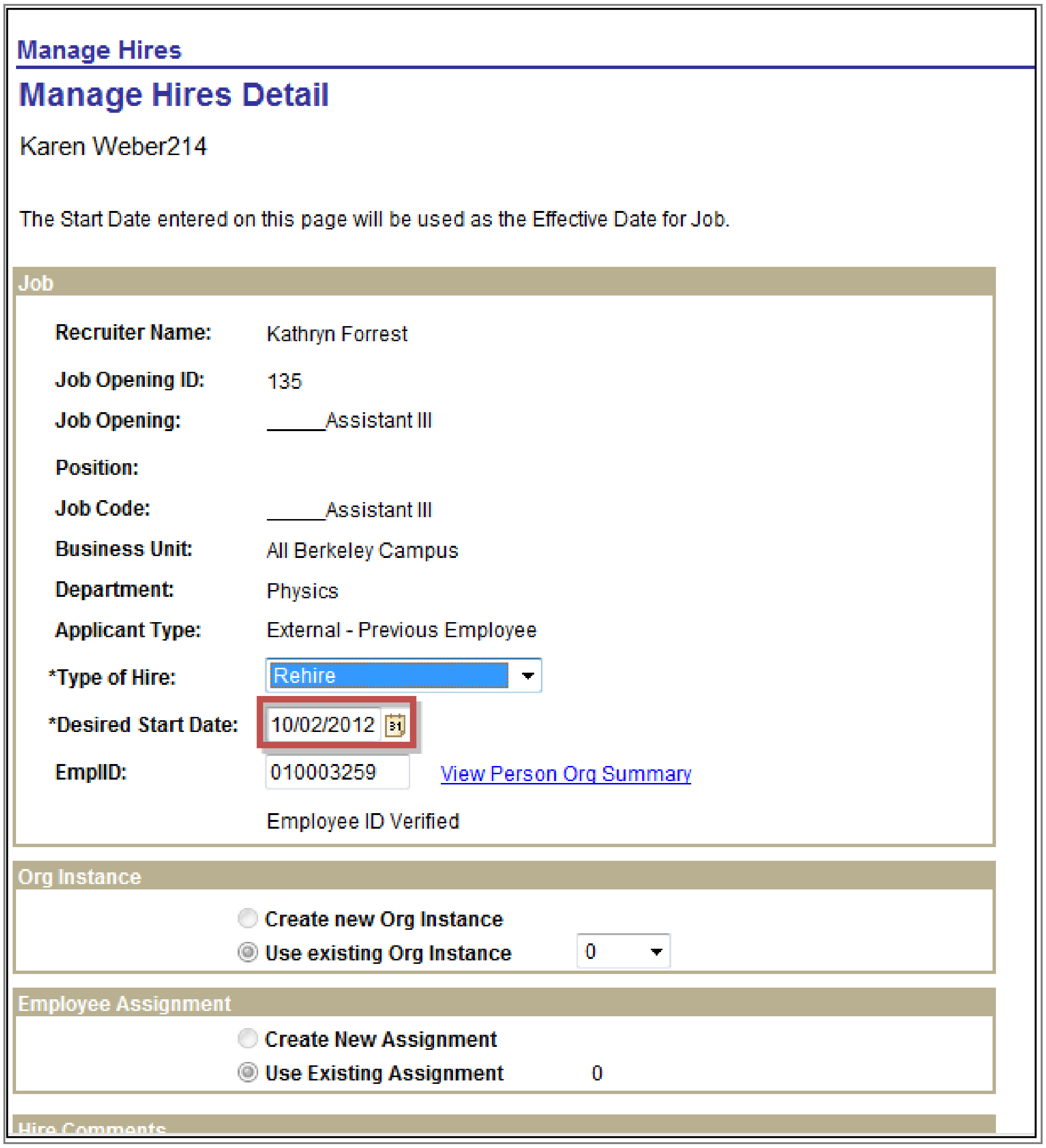
Step	Action
1.	Begin by navigating to the **Manage Hires** page. Click the **Workforce Administration** link in the main menu. ▷ Workforce Administration



Step	Action
2.	Click the **Manage Hires** link in the **Personal Information** folder. Manage Hires

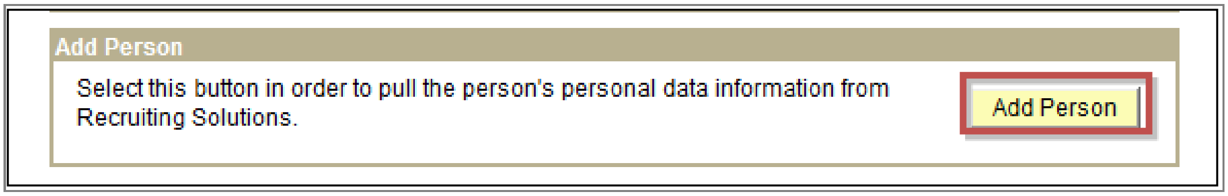


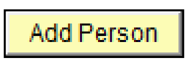
Step	Action
3.	On the **Manage Hires** page **Hire Transactions** section, click the link for the person's name in the **Name** column for the individual you are hiring. In this example, click **Karen Weber**. Karen Weber214

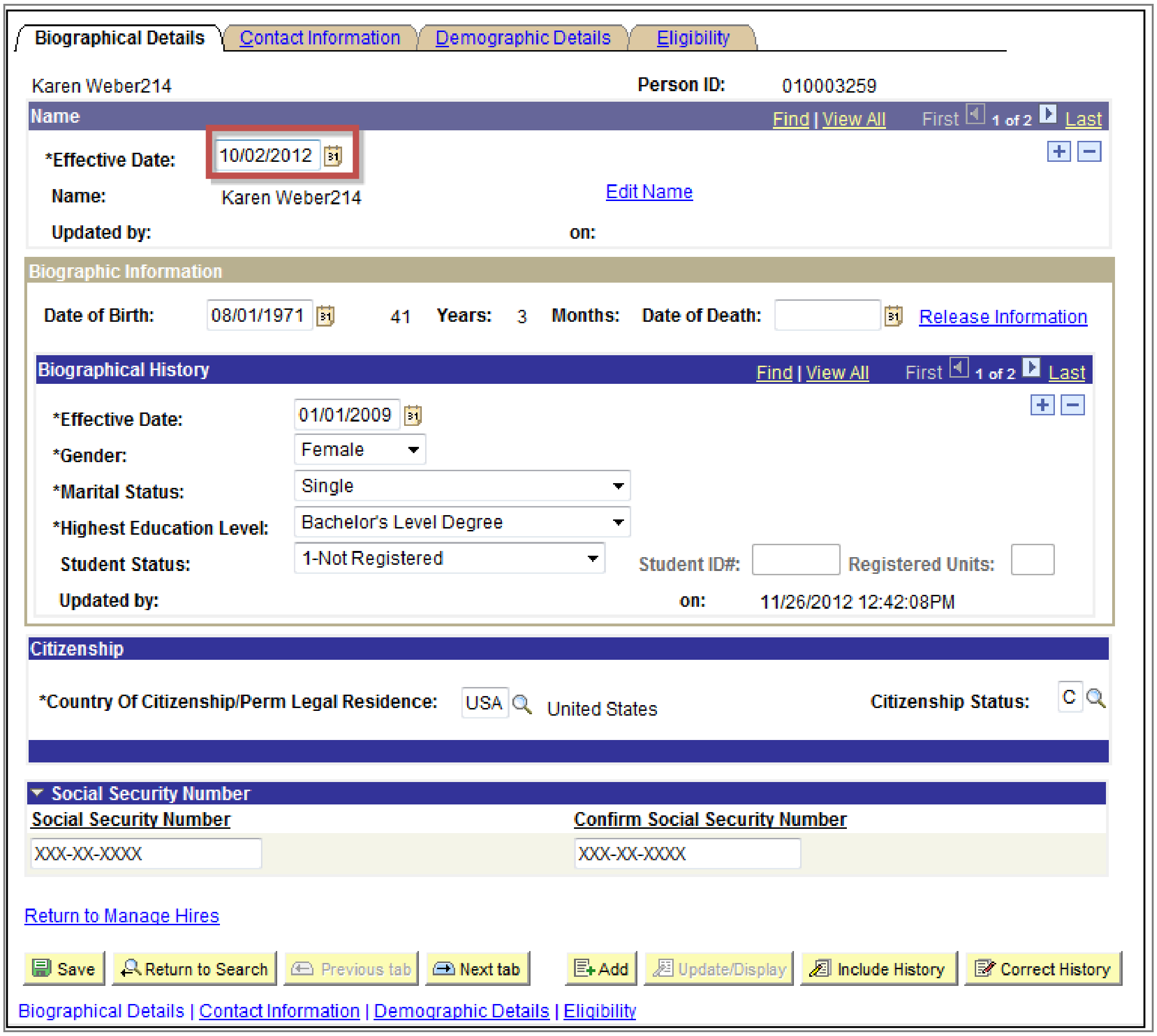


Step	Action
4.	The **Manage Hires Details** page displays. Verify or change the **Desired Start Date** on this page to the date the person will begin working.

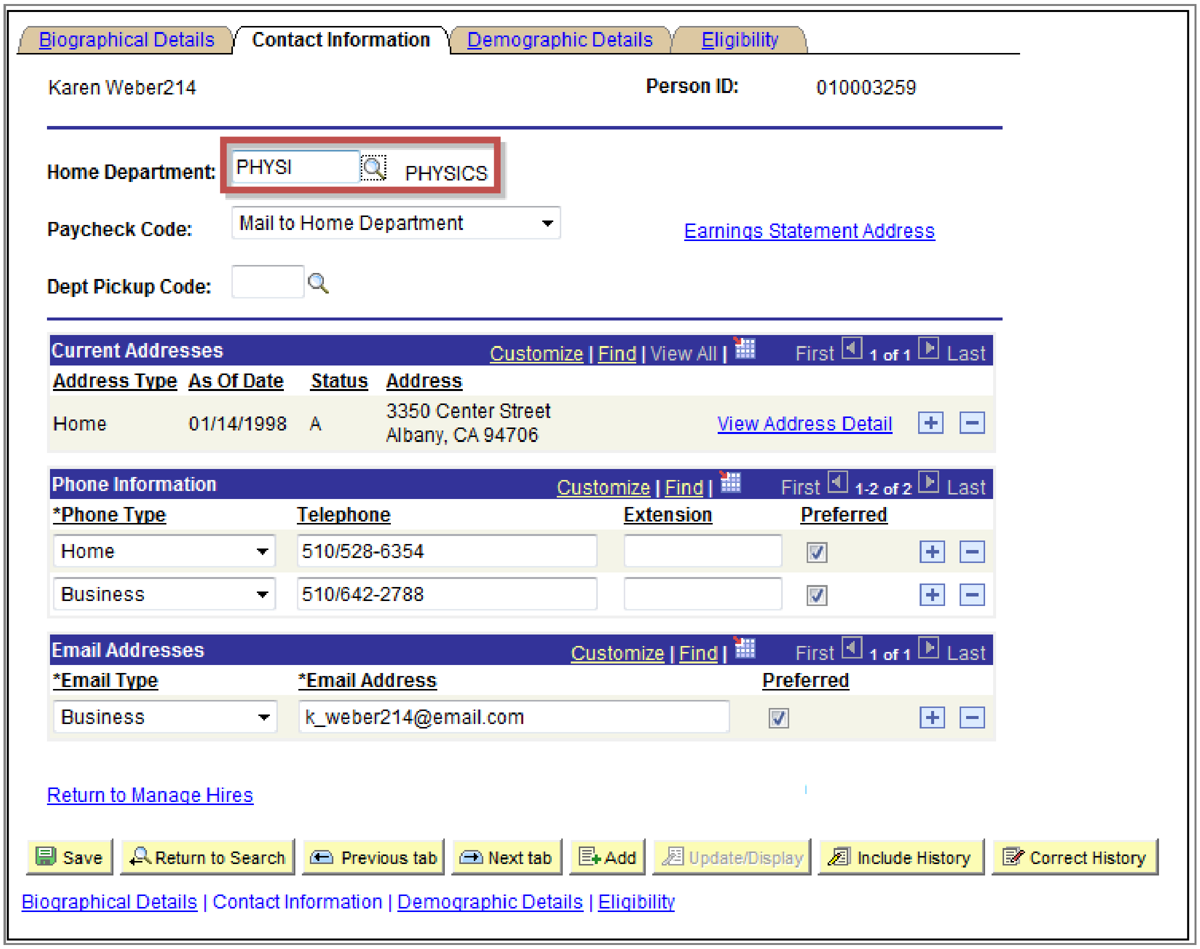
Step	Action
5.	Enter the date into the **Desired Start Date** field. Enter "**10/02/2012**".
6.	Scroll down to the **Add Person** button. Click the **Vertical** scrollbar.
7.	Manage Hires will require you to update the personal information first, before adding the job. Click the **Add Person** button at the bottom of the Manage Hires Detail page to continue to the **Modify A Person** pages.



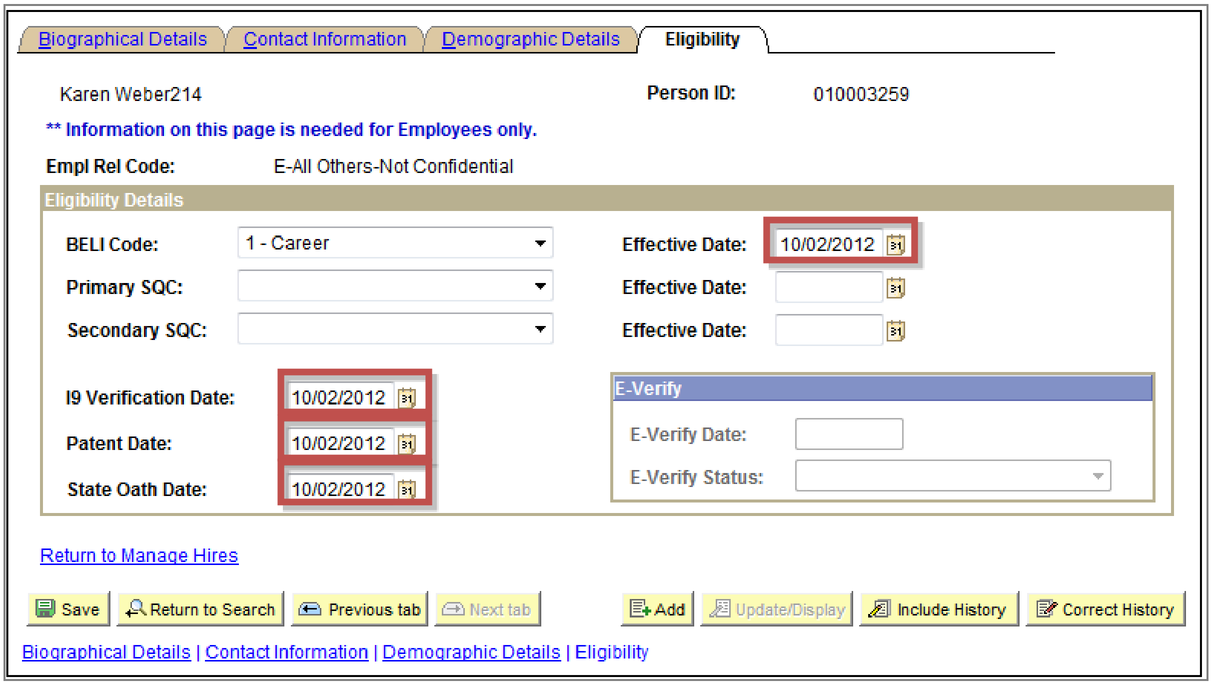
Step	Action
8.	Click the **Add Person** button. 



Step	Action
9.	Enter the desired information into the **Effective Date** field. Enter "**10/02/2012**".
10.	The **Modify A Person - Biographical Details** page displays. On this page, some of the information remains from when the person was previously employed, the rest comes from the applicant's profile. Review all appropriate information and update what has changed. The following information defaults from the TAM applicant profile: - Current Addresses - Phone Information; - Email Addresses. All information should be reviewed for accuracy.
11.	Click the **Contact Information** tab.

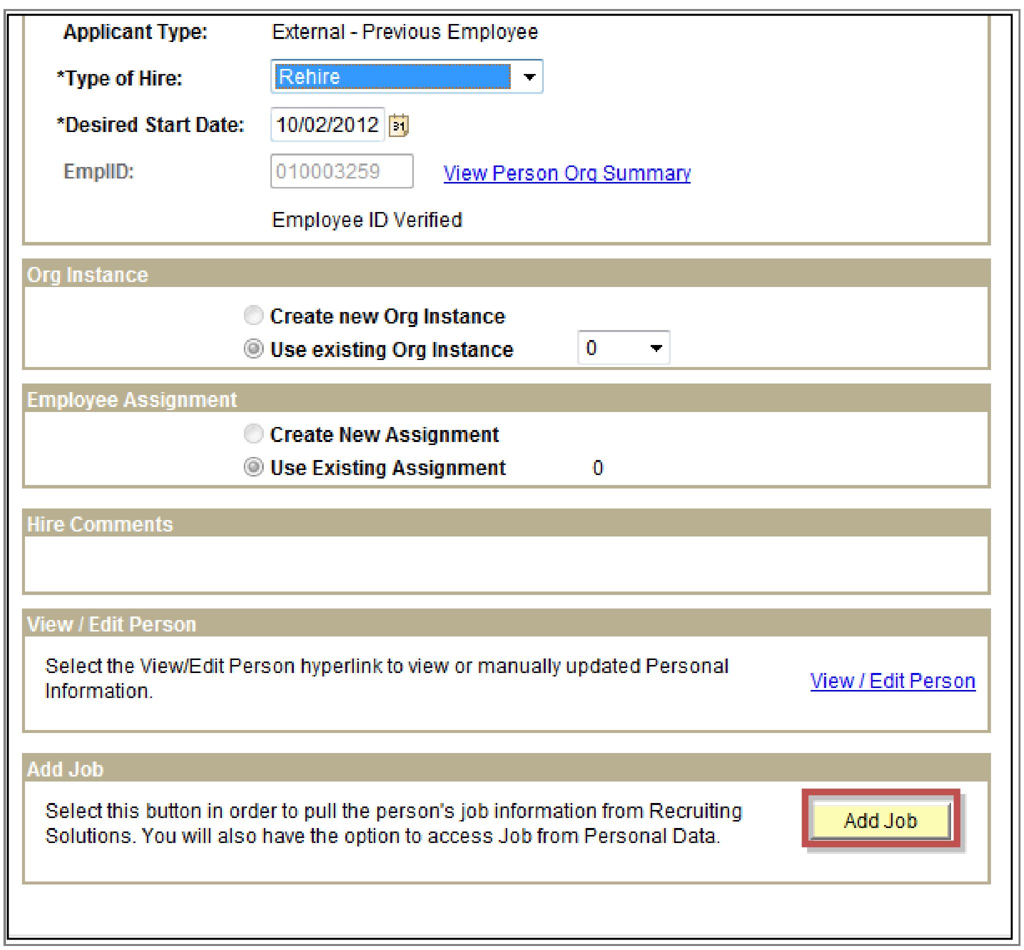


Step	Action
12.	The **Contact Information** page displays. In this example, the candidate formerly worked in Space Sciences, so her Home Department needs to be updated to her new department. In this example, enter "**PHYSI**" into the **Home Department** field.
13.	Press **[Tab]**.
14.	Verify or update the person's contact information.
15.	In this example, no demographic details have changed; therefore, click the **Eligibility** tab.

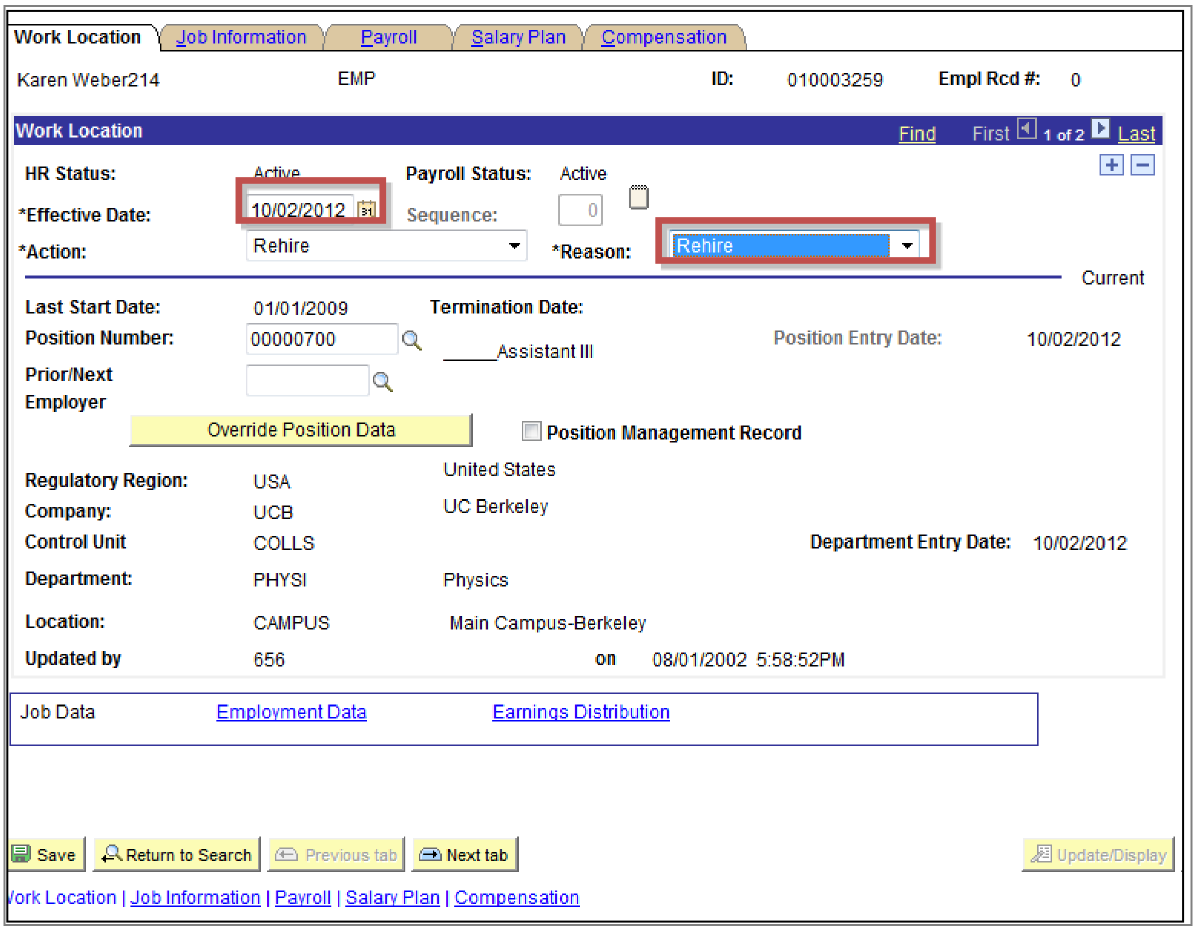


Step	Action
16.	The Eligibility screen displays. On the Eligibility page, enter the information and data for the following (if relevant) from the rehire paperwork: - **BELI CODE**: Benefits Eligibility Level Indicator (BELI) - **I-9 Verification**: Employment Eligibility Verification (Form I-9 - Federal I-9) - **Patent Date**: (Patent Policy Acknowledgement) - **State Oath Date**: State Oath of Allegiance State. For information on HR forms, enter the following URL in your browser's address bar for HR Forms: http://hrweb.berkeley.edu/hrms/formsdetail.htm
17.	In this example, the **BELI Code Effective Date**, **I9 Verification**, **Patent** and **State Oath** signature dates have all been updated in compliance with policy. If you have questions, please review the policies for these forms.
18.	The **BELI code** date is the date that you want the benefits to begin. It may not be the same date that the paperwork was signed since rehire paperwork may be signed before work starts.
19.	Enter the date the **I9 Verification Date** form was signed. **Note**: This form only needs to be signed if it has been more than 3 years since the last time this information was verified.
20.	Enter the date the **State Oath Date** form was signed. **Note**: Non-citizens do not sign this form. A new form does not need to be signed, if the last one was signed within one year of the current date.

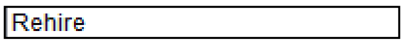
Step	Action
21.	Enter the desired information into the **Effective Date** field. Enter "**10/02/2012**".
22.	Enter the desired information into the **I9 Verification Date** field. Enter "**10/02/2012**".
23.	Enter the desired information into the **Patent Date** field. Enter "**10/02/2012**".
24.	Enter the desired information into the **State Oath Date** field. Enter "**10/02/2012**".
25.	Once you have made all necessary updates, save the changes to the employee's personal data. Click the **Save** button. Save
26.	Return to the **Manage Hires Details** page for this individual and add the job. Click the **Return to Manage Hires** link above the **Save** button. Return to Manage Hires

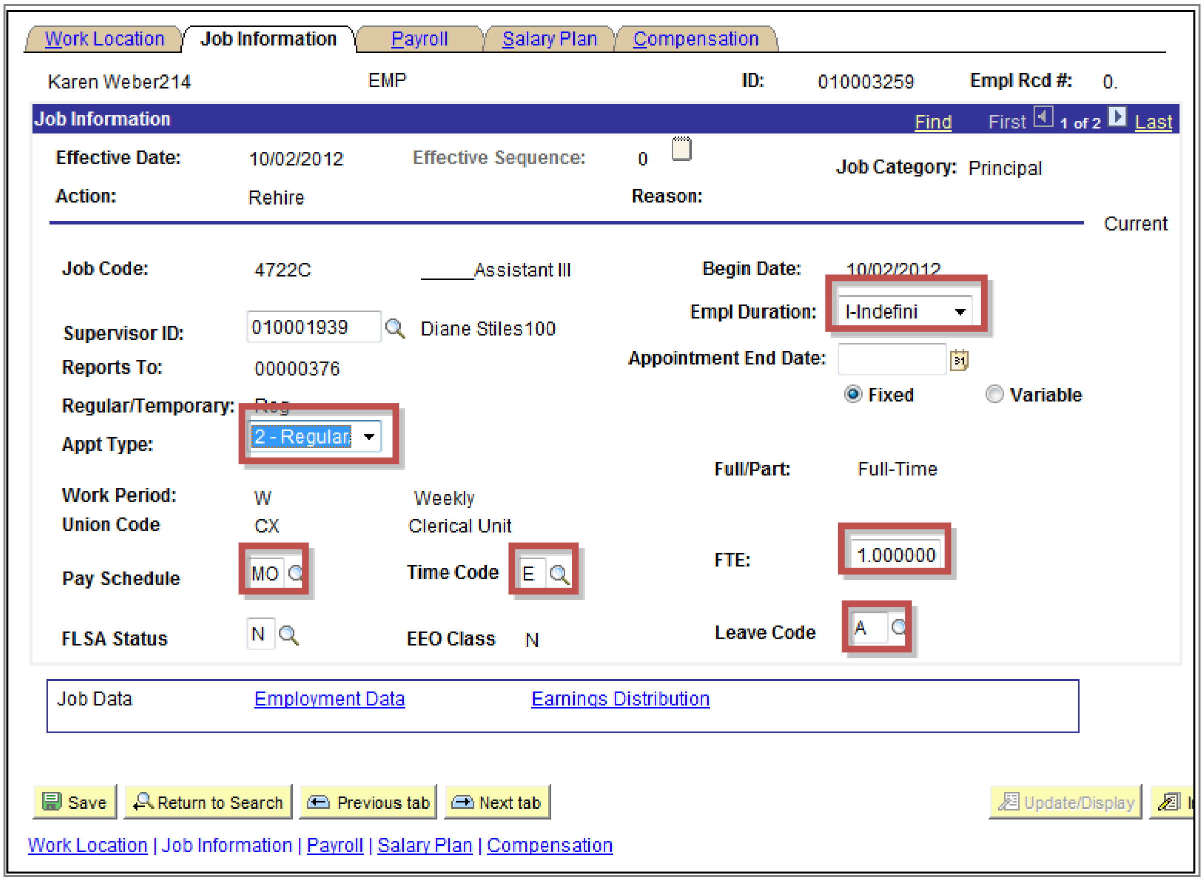


Step	Action
27.	Now that the individual's personal information has been updated, add the job to the person. Scroll down to the **Add Job** button. Click the scrollbar.
28.	Click the **Add Job** button. Add Job



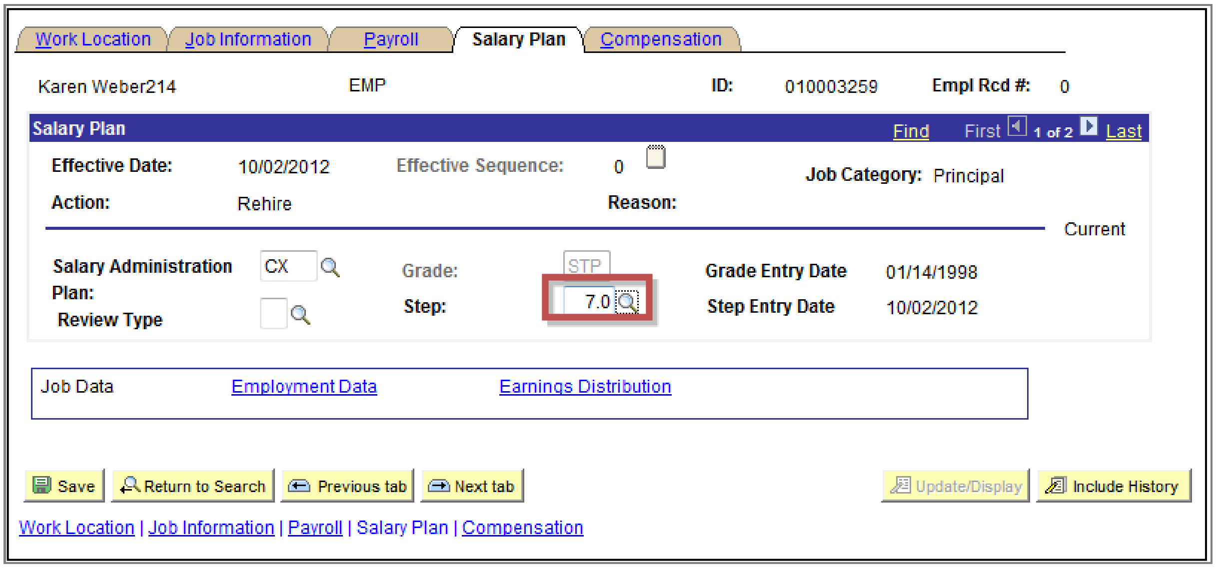
Step	Action
29.	Enter the desired information into the **Effective Date** field. Enter "**10/02/2012**".

Step	Action
30.	The Job Data pages display. On the **Work Location** page, the **Effective Date** field will be populated from TAM and for the **Action** field "Rehire" will be already be selected. Click the **Reason** list to select "Rehire" as the reason for the action. 
31.	Click the **Rehire** list item. 
32.	Notice that since the TAM posting included the position number that number is already entered. However, if the position number was not entered, be sure to enter it now or you will not be able to complete this hire.
33.	The **Prior/Next Employer** field should be completed only for academic jobs. In this example, this job is not an academic job, so the field should be left empty.
34.	Notice that some job data have populated from the position information in the TAM posting. If needed, you can change position information such as the **Department** and **Location** fields by clicking the **Override Position Data** button. Note that when Override Position Data is activated, updates to the position will not flow to the incumbent's job data. You will typically only override position data defaults when making a temporary change or exception to an incumbent's data that does not apply to the position.
35.	Click the **Job Information** tab.

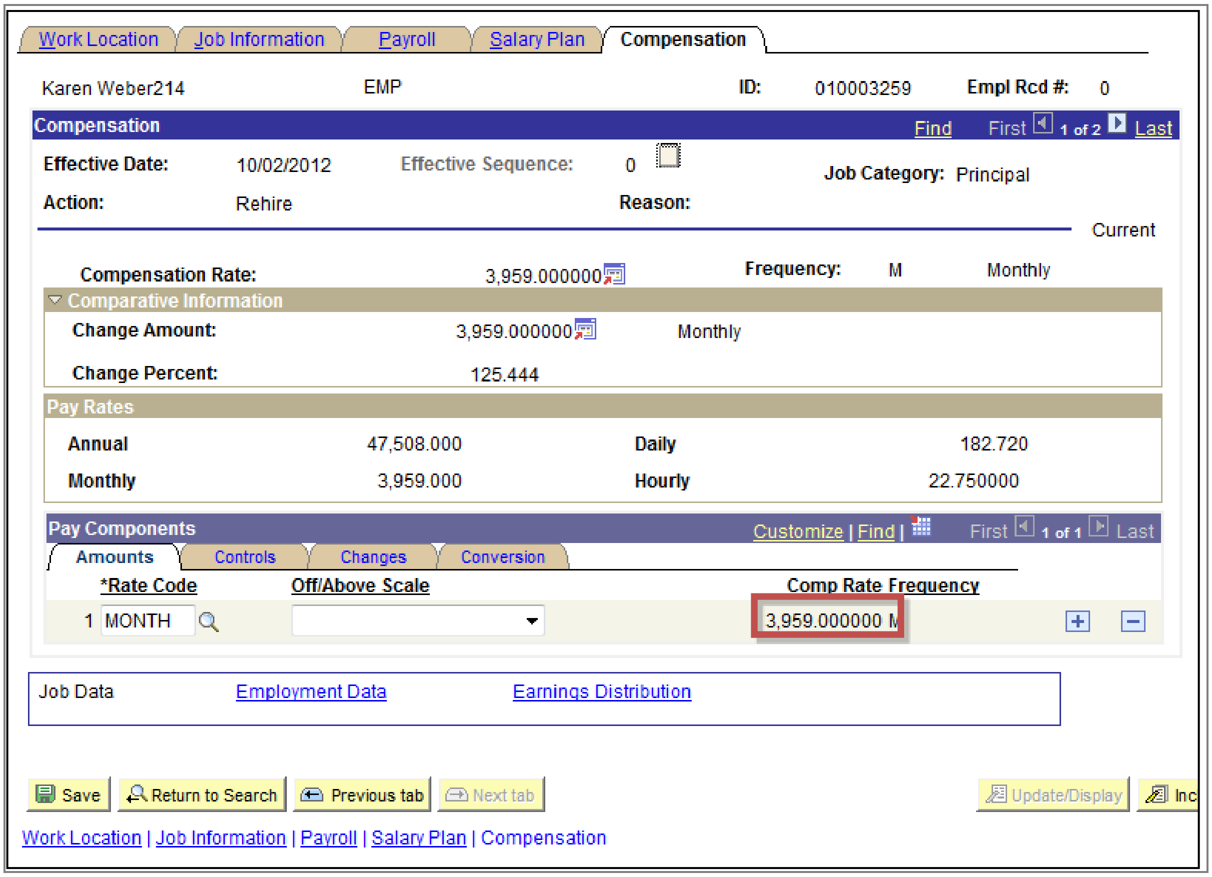


Step	Action
36.	Some of this data have already been entered on the **Job Information** page. Verify the fields and add or update any information.
37.	This position does not have an end date. Click the **Empl Duration** list. W-End Date
38.	Click the **I-Indefini** list item. I-Indefini
39.	Select the "Regular/Career" appointment type. Click the **Appt Type** list.
40.	Click the **2 - Regular/Career** list item. 2 - Regular/Career
41.	**Note**: In 2013, SM and MA pay schedules will be phased out and replaced with the new code "BW" for biweekly.
42.	The **FTE** populates from the position information. It can be changed in the **FTE** field, but must not be greater than the position FTE.

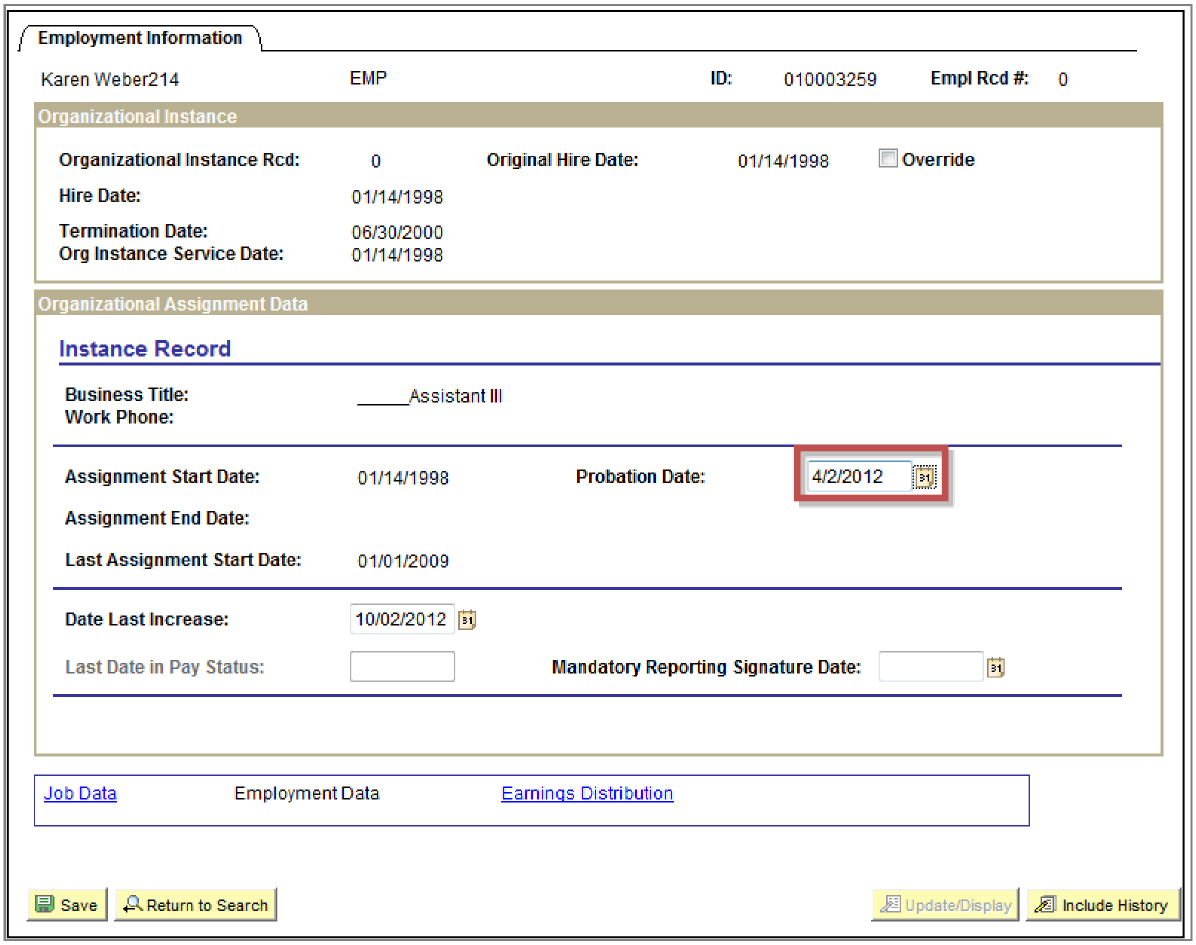
Step	Action
43.	In this example, we have entered data for you. Normally, you will select the **Fixed** or **Variable** option and fill in the **Pay Schedule**, **Time Code**, and **Leave Code** fields.
44.	Since this job code is step-based, you will need to fill out information on the **Salary Plan** page. Click the **Salary Plan** tab to enter the Salary Step for the person.



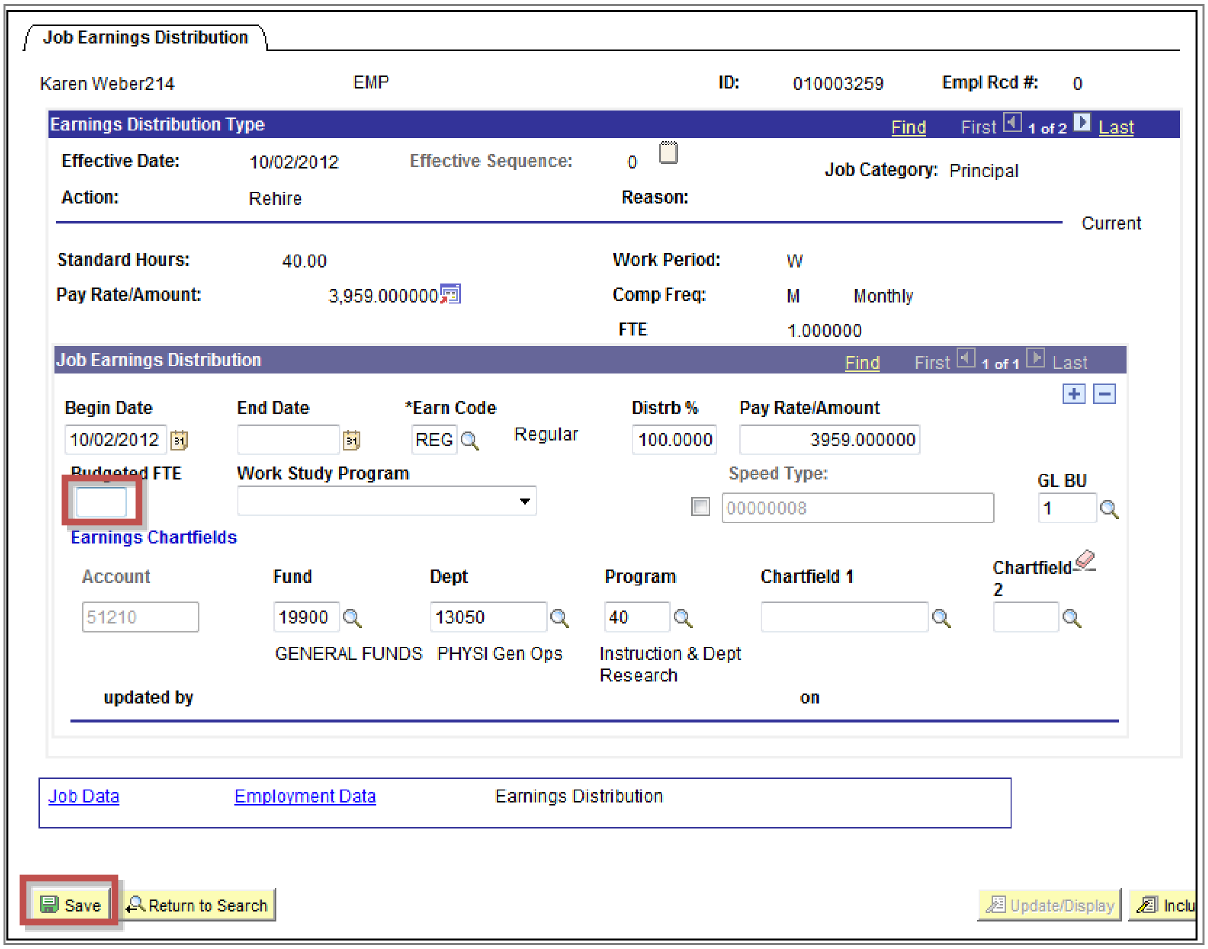
Step	Action
45.	The **Step** field will be enabled for input. **Note**: The valid values for each step of the job code can also be selected by clicking on the magnifying glass. Click in the **Step** field.
46.	This person is at step 7. Enter "**7**" into the **Step** field.
47.	Tab out to update the record. Press **[Tab]**.
48.	Next verify the person's pay information. Click the **Compensation** tab.



Step	Action
49.	Verify that the person's pay is correct. **Note**: If this job code was an open range (instead of step-based), you would enter the monthly salary in the **Comp Rate** field that would be enabled for input.
50.	After verifying the information on the **Compensation** page, enter the probation end date if appropriate for this person. Click the **Employment Data** link. Employment Data



Step	Action
51.	Enter the appropriate date into the **Probation Date** field. Enter "**4/2/2012**".
52.	Press **[Tab]**.
53.	When an employee has signed and completed Mandated Reporter forms, the HR Administrator should record this date. Departments should enter the date the employee signed both: - STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE - STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT SUSPECTED ABUSE OF DEPENDENT ADULTS AND ELDERS.
54.	Click the **Earnings Distribution** link. Earnings Distribution



Step	Action
55.	In the **Job Earnings Distribution** section, verify that the **Begin Date** of the Job matches the effective date of the hire. If this job has an **End Date**, then enter the appropriate end date.
56.	Since the employee will be paid from one funding source and the FTE for this job is 1.0 (a full-time employee), this distribution percentage (**Distrb %** field) must be 100. **Note**: Be mindful that 100% FTE is represented in Payroll as a whole number (e.g. 1.0); however, the earnings distributions are represented as a percentage of FTE (e.g. 100.0000).

Step	Action
57.	The funding chartstring has populated from the position information. However, if necessary, you can add additional funding chartstrings or edit the one displayed. Be sure to adjust the Distrb % fields on all distributions to the correct percentage for each distribution while ensuring that together, all distribution percentages equal the amount of FTE. In this example, no edits to the chartstring are necessary.
58.	If this is a budgeted position in PRT, enter the FTE budgeted for the position into the **Budgeted FTE** field. (Note: This field will only be used through end of fiscal year 2011/2012.) In this example, the position is not budgeted in PRT so leave the field blank.
59.	Once you have reviewed and updated all job information for this person. Complete the rehire by saving your changes. Click the **Save** button. 
60.	**Congratulations!** You have rehired a former employee into a position. **End of Procedure.**

Transfer: Into department

You will often hire employees who currently work in another department and are receiving a transfer, promotion, or demotion into your department. (A Transfer is a *lateral* move. A Promotion is a new job with a *higher* salary maximum while a Demotion is one with a *lower* salary maximum.) As the receiving department, you will enter the transfer (or promotion, demotion) action for the appointment in your department. If this transfer is filling a TAM posting, normally the position number will have been entered on the TAM posting. Be sure to verify the position number on the **Work Location** page.

After the releasing department has entered the Internal Transfer action, your department has access to the job record. Enter the transfer, promotion, or demotion in Job Data. After you complete the job action, you will have access to the individual's Personal Data as well.

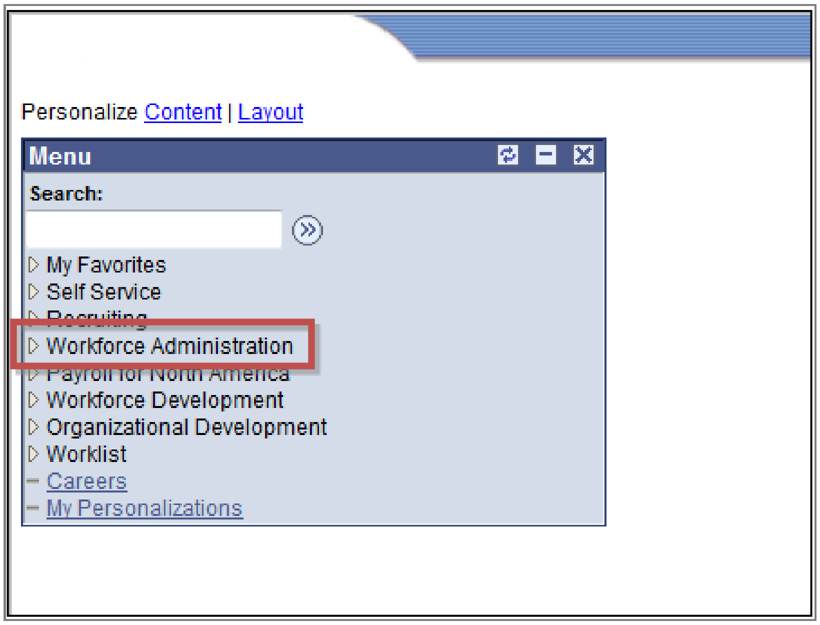
Update any information as appropriate, including Home Department (Earnings Statement Address) so the employee's campus mail will come to your department. You are now the administrator of the employee's personal information, so you will input any changes they make in the future to Name, Address, BELI, Visa, etc.

Note: This example assumes that you have already asked the previous department to add a Transfer Out row to the record (dated the day before your job begins) in order to turn over the record and for you to be able to access the record and add your Transfer.

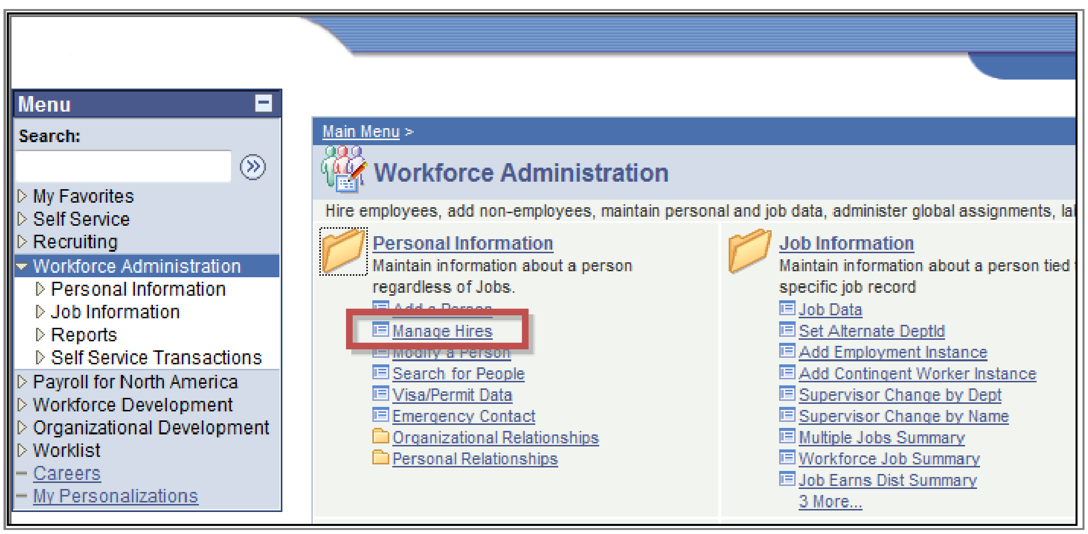
Depending on your security access, you may have fewer menu choices than are displayed in this topic.

Procedure

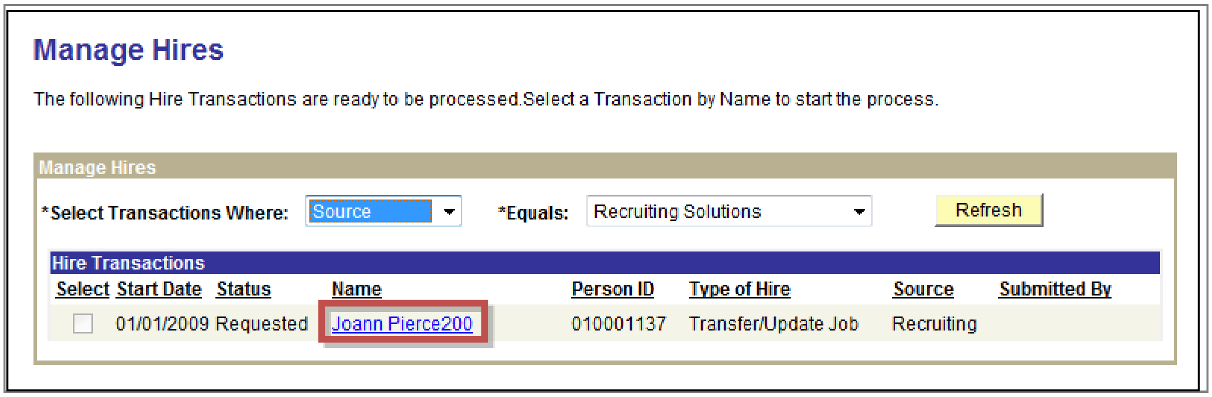
In this example, Joann Pierce is transferring into the Physics Department at UCB. You will start from the Manage Hires page to verify and complete her job information and to update her personal information as well.



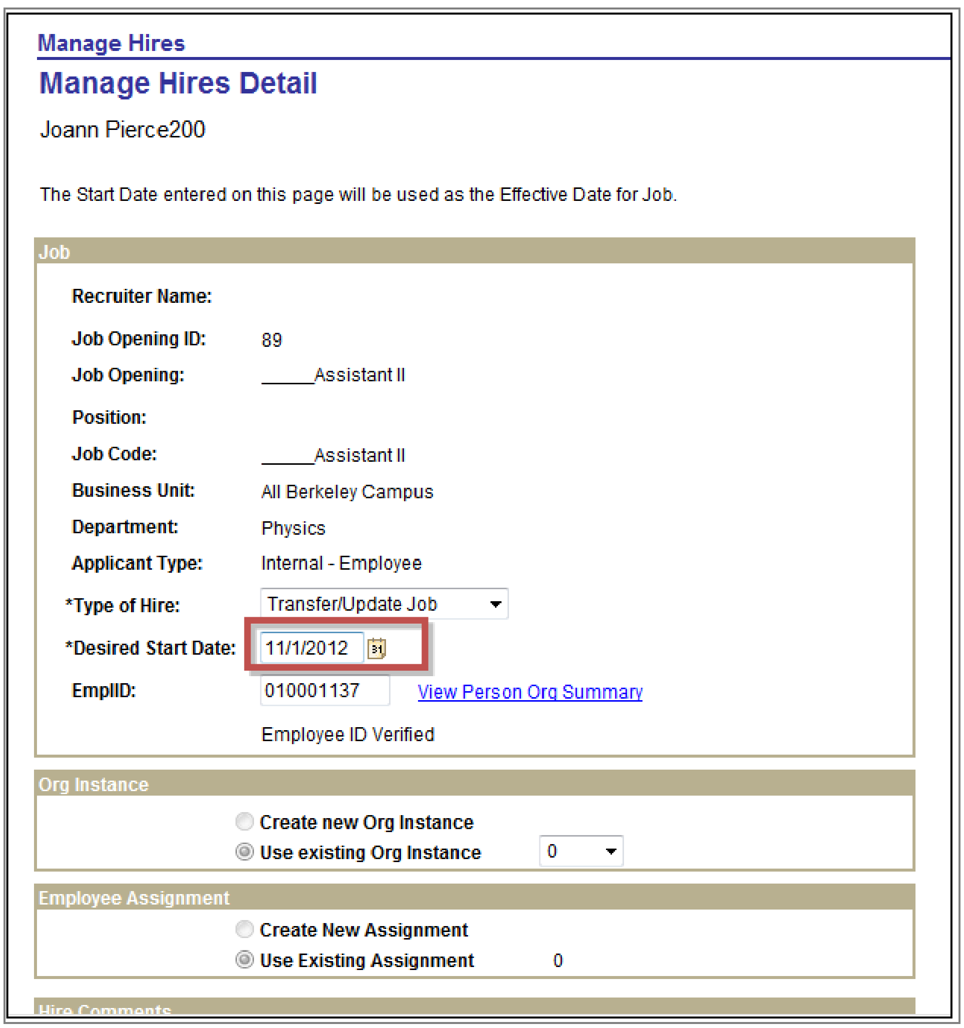
Step	Action
1.	Begin by navigating to the **Manage Hires** page. Click the **Workforce Administration** link. Workforce Administration



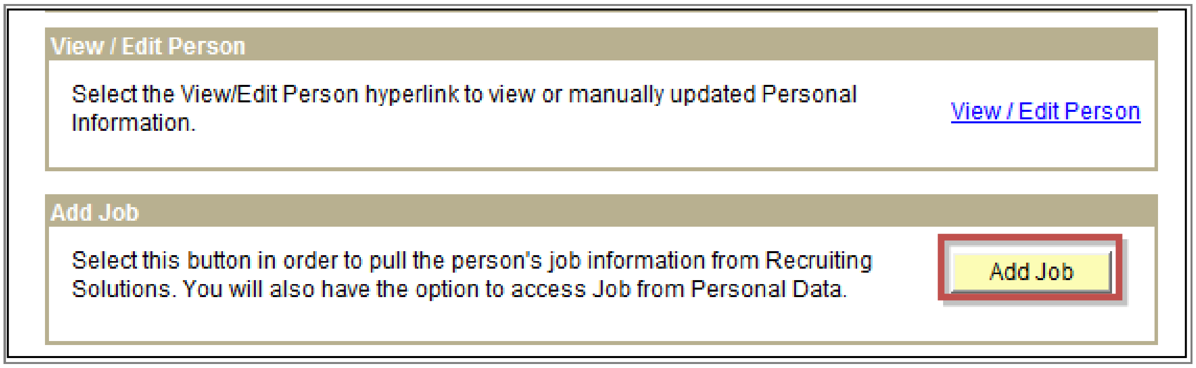
Step	Action
2.	Click the **Manage Hires** link.

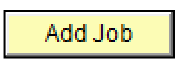


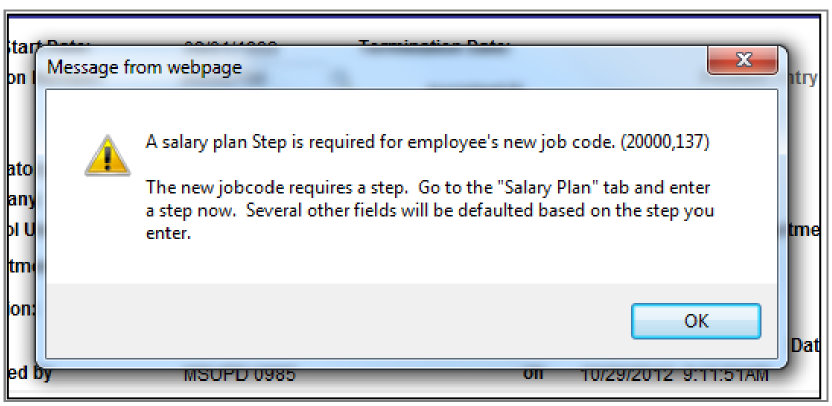
Step	Action
3.	On the **Manage Hires** page **Hire Transactions** section, click the link for the person's name in the **Name** column for the individual you are hiring. In this example, click **Joann Pierce**. Joann Pierce200

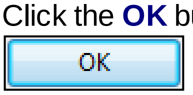


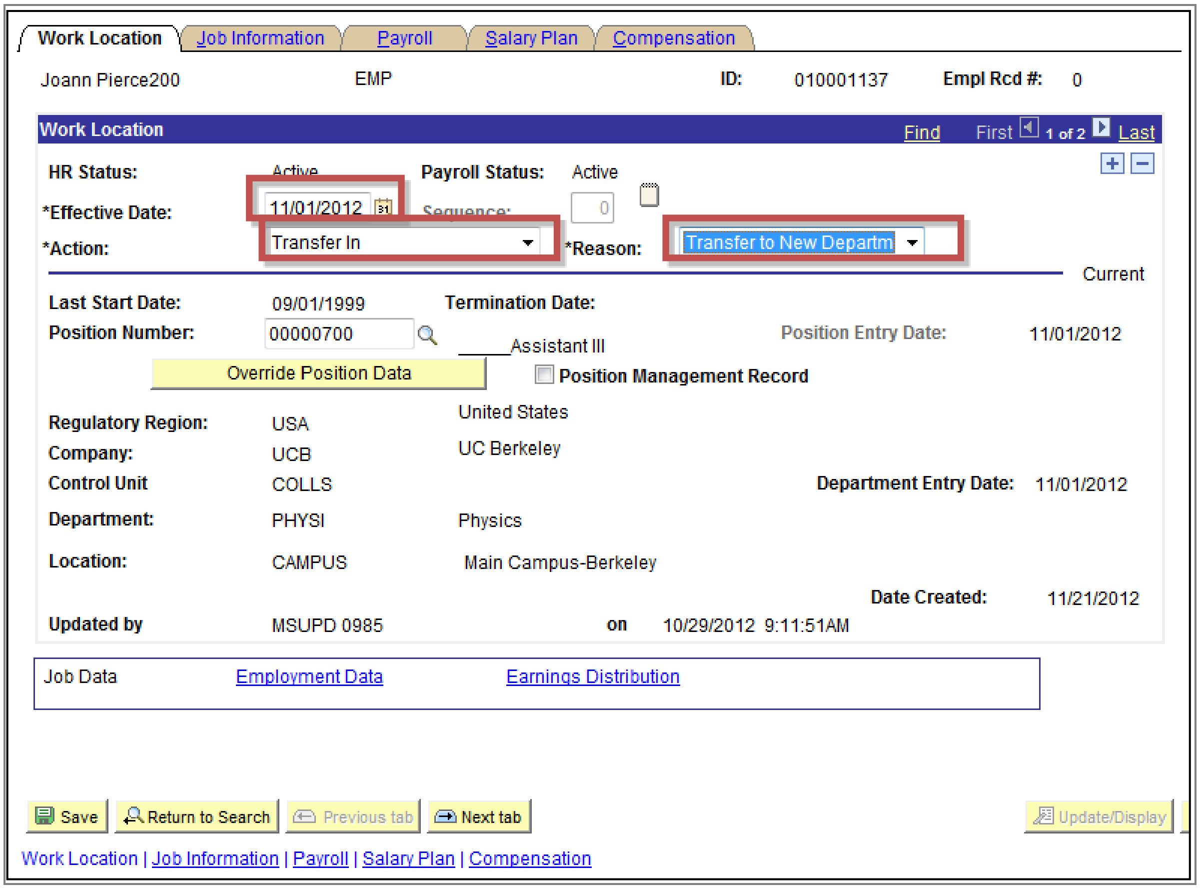
Step	Action
4.	The **Manage Hires Details** page displays. Verify or change the **Desired Start Date** on this page to the date the person will begin working.
5.	Enter the desired information into the **Desired Start Date** field. Enter "**11/1/2012**".
6.	Click the **Vertical** scrollbar to scroll down to the **Add Job** button.

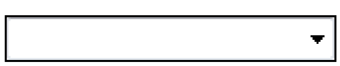


Step	Action
7.	Click the **Add Job** button. 

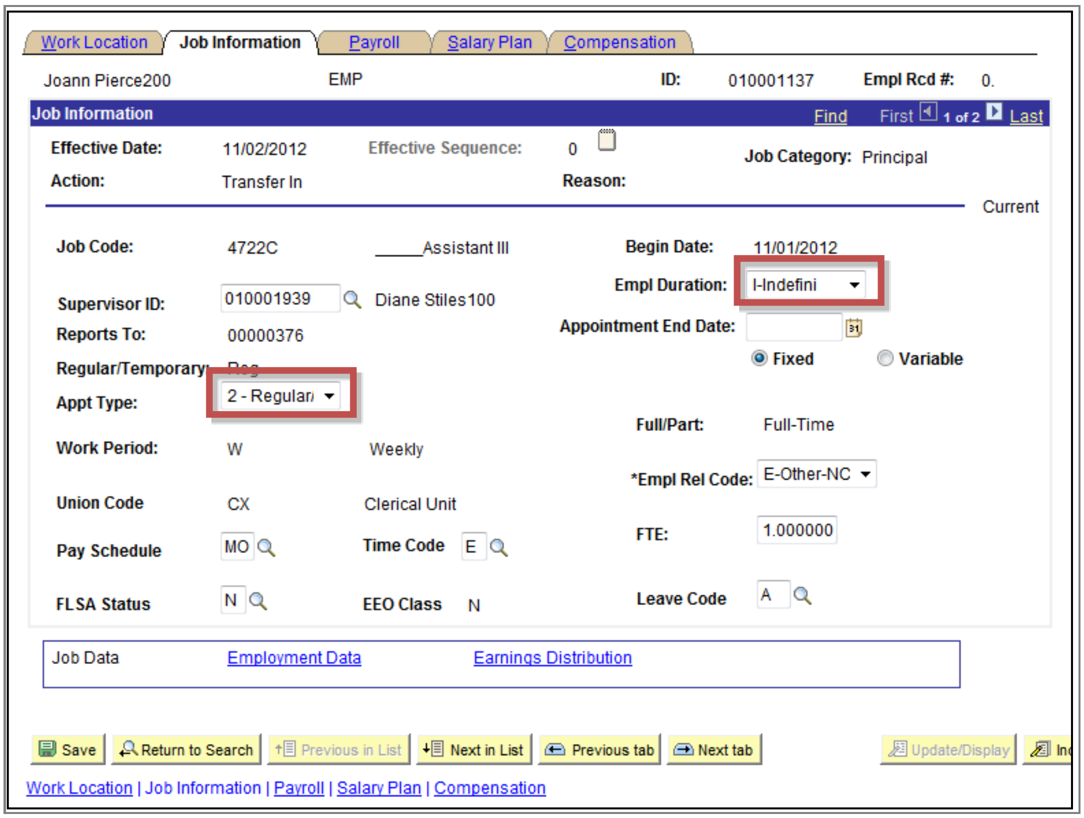


Step	Action
8.	The position that this employ is transferring into is a step-based salary. You will need to enter the step before you complete the transfer. Click the **OK** button. 



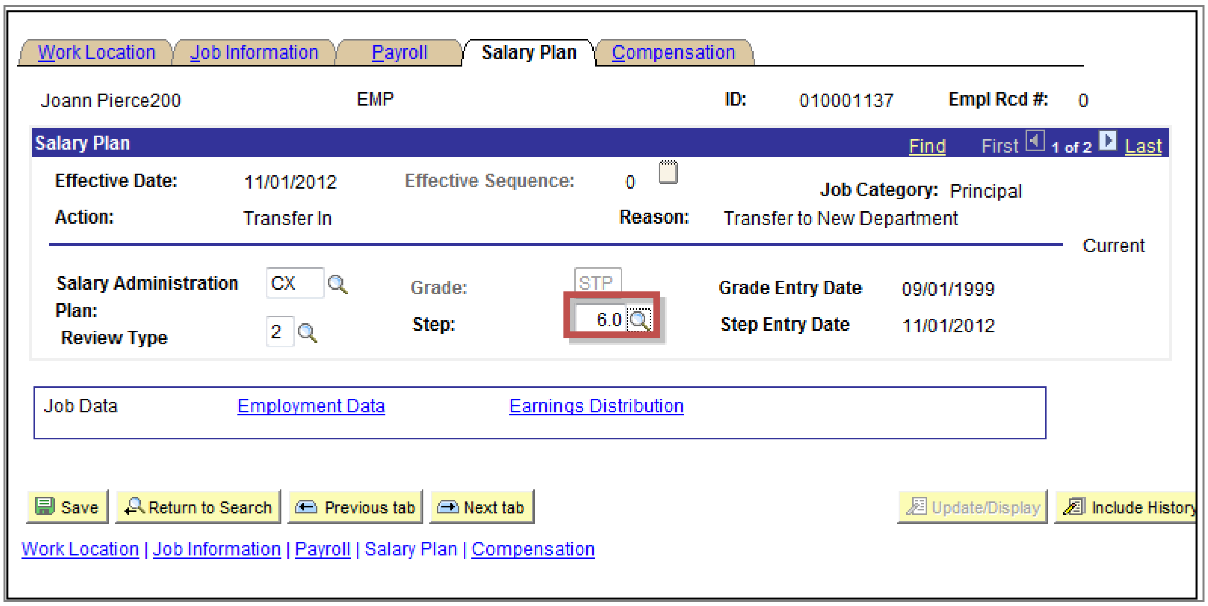
Step	Action
9.	The Job Data pages display. On the **Work Location** page, the **Effective Date** field will be populated from TAM and for the **Action** field "Transfer In" will be selected already. If needed, you can change the **Action** field to "Promotion" or "Demotion". In this example, because the person is staying in the same salary range, we will accept the default value. Click the **Reason** list to select "Transfer to New Department" as the reason for the action. 
10.	Click the **Transfer to New Department** list item. Transfer to New Department
11.	Notice that since the TAM posting included the position number that number is already entered. However, if the position number was not entered into the TAM job posting, be sure to enter it now or you will not be able to complete this transaction.

Step	Action
12.	Notice that information has defaulted from the position, such as the **Department** and **Location** fields. If any defaulted information needs to be changed on this page or subsequent job data pages, then click the **Override Position Data** button to enable these fields. Note that when Override Position Data is activated, updates to the position will not flow to the incumbent's job data. You will typically only override position data defaults when making a temporary change or exception to an incumbent's data that does not apply to the position.
13.	Click the **Job Information** tab. Job Information

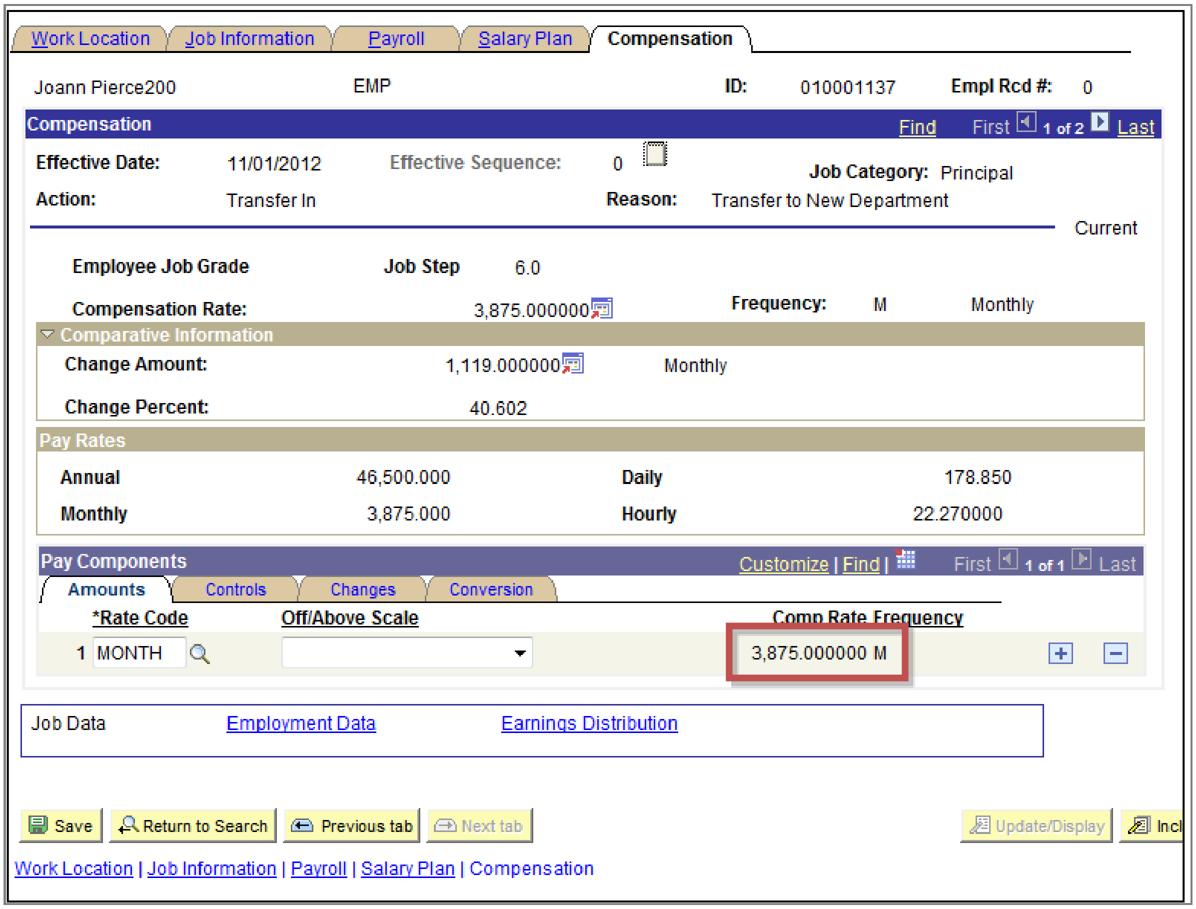


Step	Action
14.	Some of the position data have populated on the **Job Information** page. Verify the fields and add or update any information.
15.	Notice that **Empl Duration** of "I - Indefinite" and **Appt Type** of "2 - Regular/Career" have been populated from the TAM posting.
16.	The **FTE** populates from the position information. It can be changed here, but the value must not be greater than the position FTE.

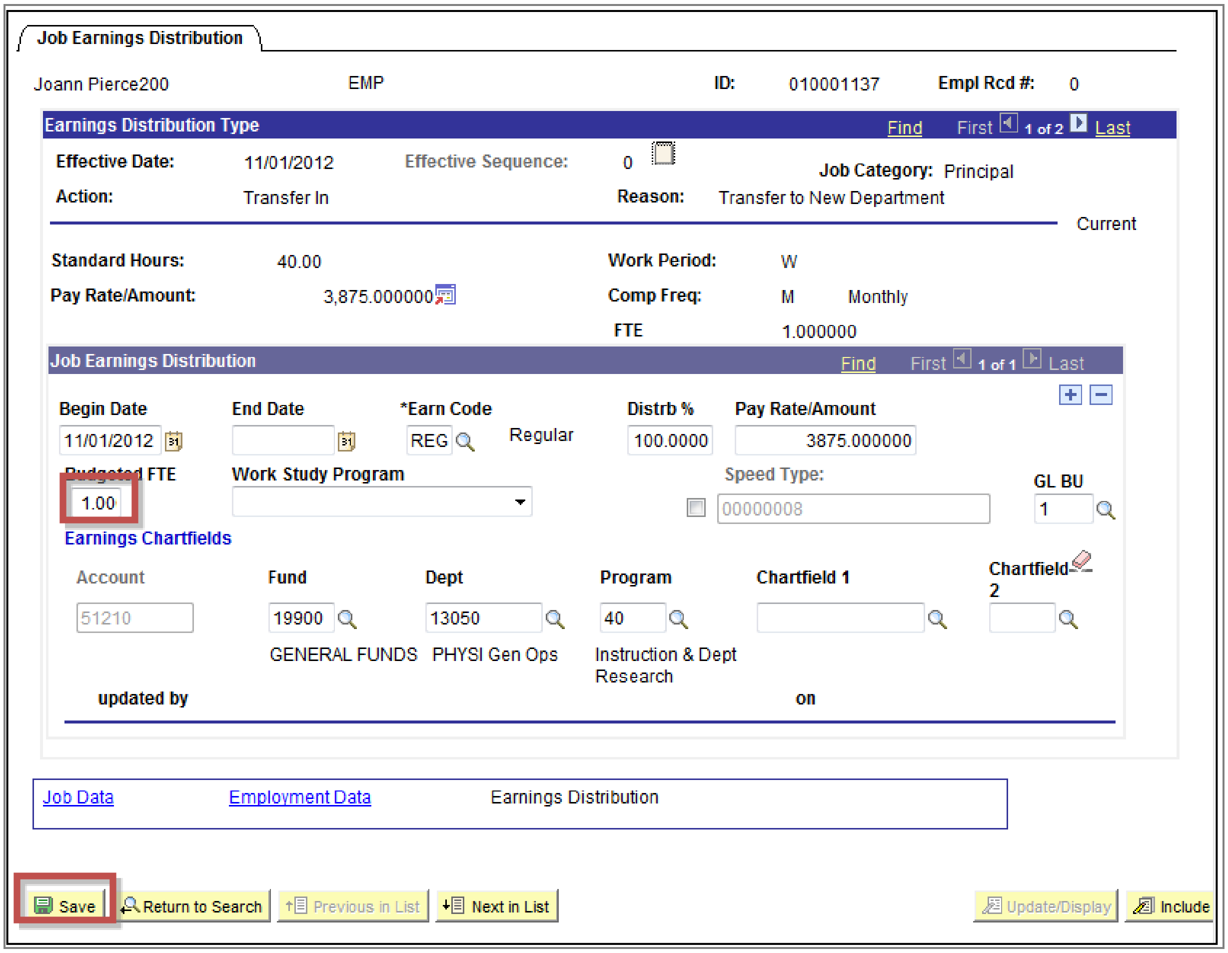
Step	Action
17.	In this example, we have entered data for you. Normally, you will select the **Fixed** or **Variable** option and fill in the **Pay Schedule**, **Time Code**, and **Leave Code** fields.
18.	**Note**: In 2013, SM and MA pay schedules will be phased out and replaced with the new code "BW" for biweekly.
19.	Since this job code is steps-based, you will need to fill out information on the **Salary Plan** page. Click the **Salary Plan** tab to enter the Salary Step for the job. Salary Plan



Step	Action
20.	The **Step** field will be enabled for input. **Note**: The valid values for each step of the job code can also be selected by clicking on the magnifying glass.
21.	Joanne is at step 6 for this position. In the **Step** field, enter "**6**".
22.	Press **[Tab]**.
23.	Next verify the person's pay information. Click the **Compensation** tab. Compensation

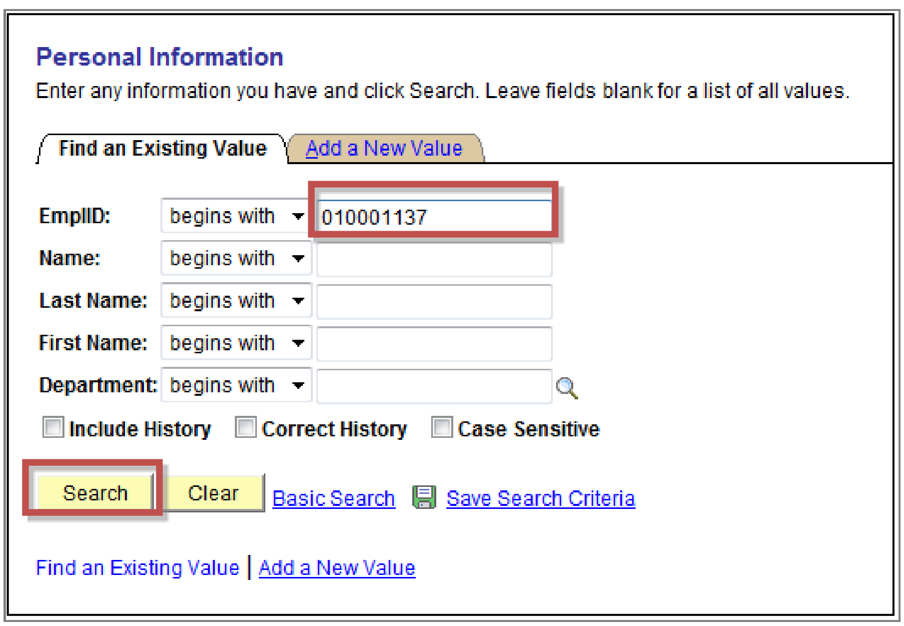


Step	Action
24.	Verify that the person's pay is correct. **Note**: If this job code was an open range (instead of step-based) you would enter the monthly salary in the **Comp Rate** field that would be enabled for input.
25.	Click the **Earnings Distribution** link. Earnings Distribution

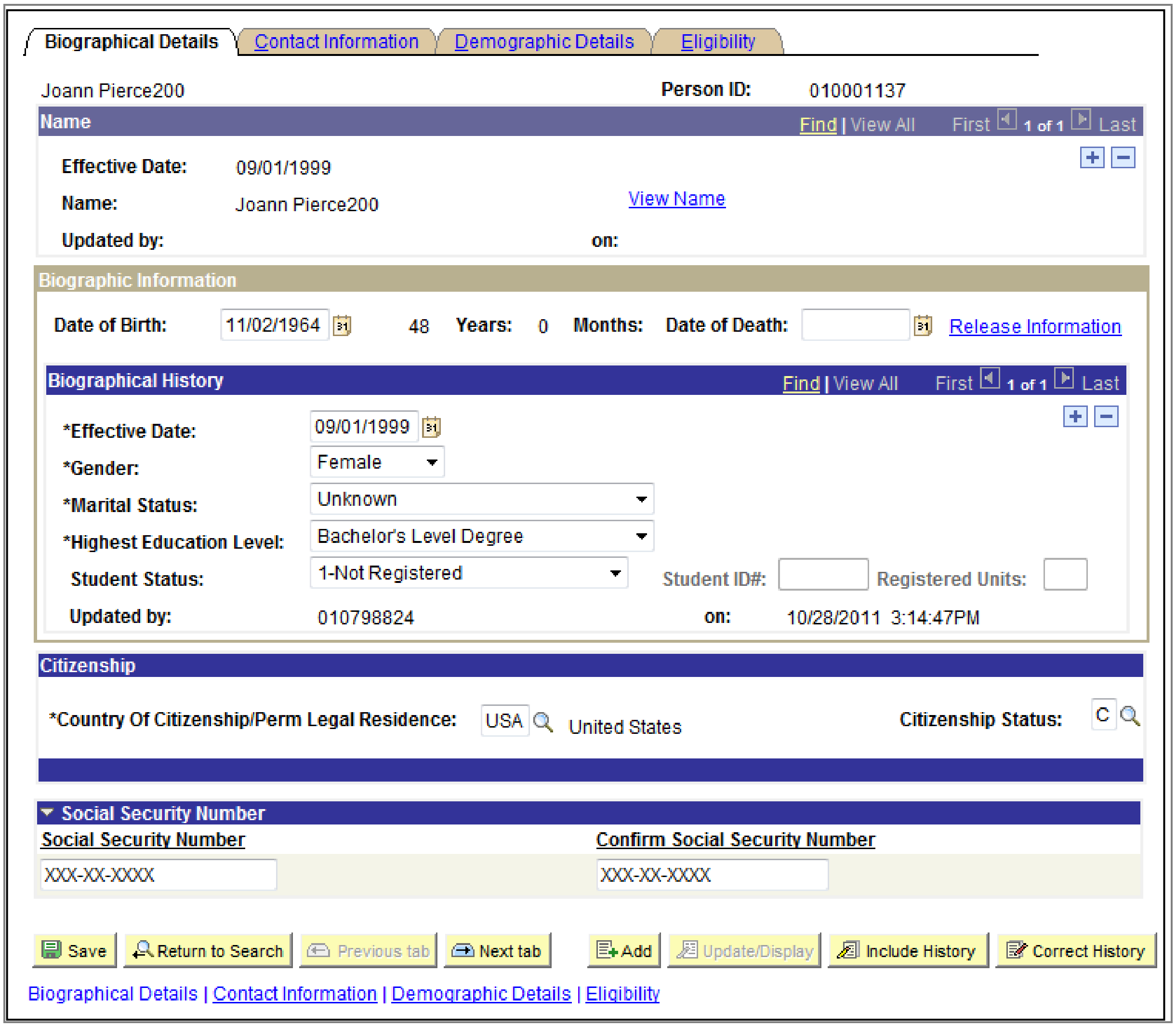


Step	Action
26.	In the **Job Earnings Distribution** section, verify that the **Begin Date** of the Job matches the effective date of the hire. If this job has an **End Date**, then enter the appropriate end date.
27.	Since the employee will be paid from one funding source and the FTE for this job is 1.0 (a full-time employee), this distribution percentage (**Distrb %** field) must be 100. **Note**: Be mindful that 100% FTE is a represented in Payroll as a whole number (e.g. 1.0); however, the earnings distributions are represented as a percentage of FTE (e.g. 100.0000).

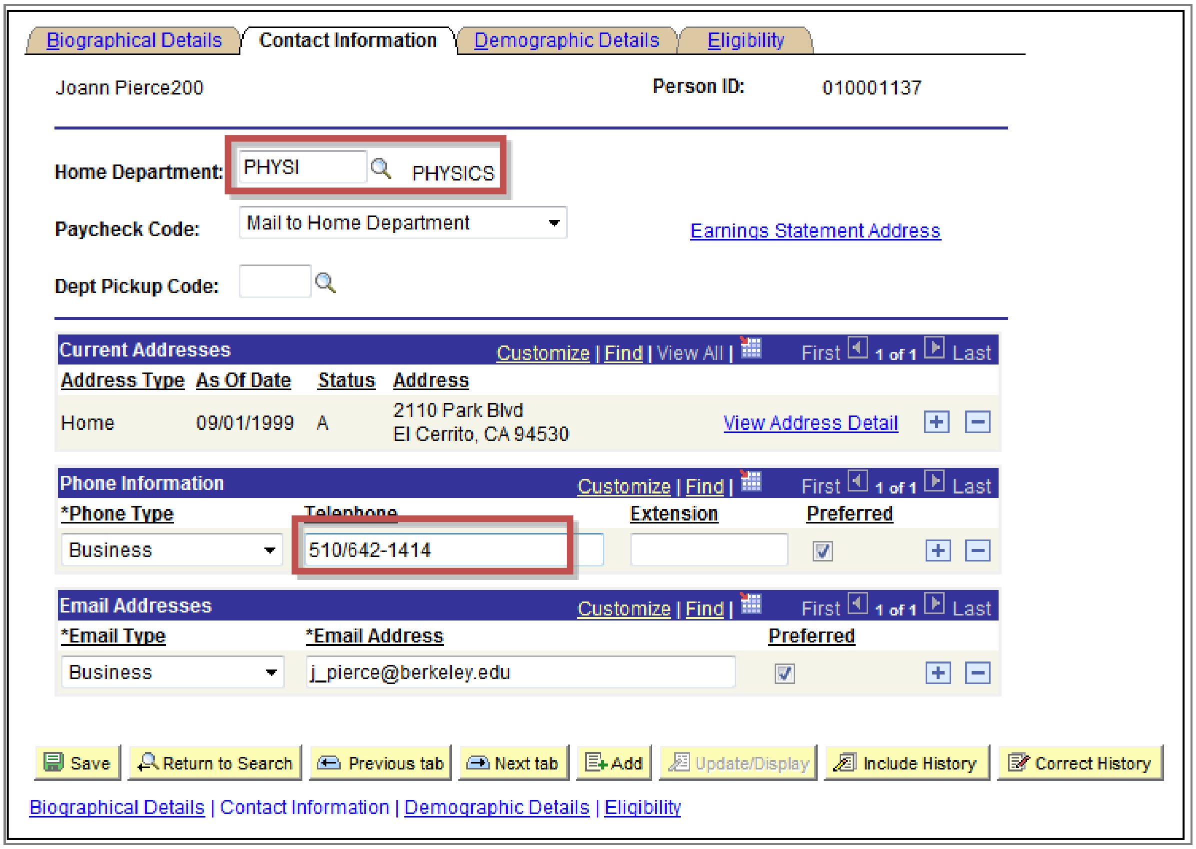
Step	Action
28.	Notice that the chartstring information has populated based on the position information. If needed, you can edit the chartstring information or add additional distributions. Be sure to adjust the Distrb % fields on all distributions to the correct percentage for each distribution while ensuring that together, all distribution percentages equal the amount of FTE.
29.	If this is a budgeted position in PRT, enter the FTE budgeted for the position into the Budgeted FTE field. (Note: This field will only be used through end of fiscal year 2011/2012.)
30.	After you have verified and updated job data as needed, save your changes and respond to any warning and/or error messages. Click the **Save** button. Save
31.	Next, you will need to update the employee's information that has changed as a result of this job change. Click the **Modify a Person** link. Modify a Person



Step	Action
32.	The employee's personal information displays. Click the **Search** button. Search



Step	Action
33.	Click the **Contact Information** tab. Contact Information



Step	Action
34.	In this example, the home department has changed. On the Contact Information page, update the department in the **Home Department** field. Enter "**PHYSI**".
35.	Enter the desired information into the **Home Department** field. Enter "**PHYSI**".
36.	In this example, the employee has a business phone number that has changed. In the Phone Information section, update (overwrite) the employee's Business number to reflect their phone at their new location. Click in the **Telephone** field. 510/643-1144
37.	Press **[Backspace]**.
38.	Enter the new business telephone number the **Telephone** field. Enter "**642-1414**".

Step	Action
39.	Review and verify the rest of the data in the **Personal Information** pages to see if anything needs to be changed. **For example**: Citizenship status may have changed. Benefits eligibility may have changed.
40.	Once you save your changes, the person's transfer (or promotion/demotion) will be complete. Click the **Save** button. 
41.	**Congratulations!** You have completed transferring an employee. **End of Procedure.**

Job Reclassification (using same Position)

Job reclassifications can be performed in HCM in two separate procedures depending upon the requirements of the situation. The first procedure, which will be the one demonstrated in this topic requires that the job code be changed in the position that the current employee holds. This procedure makes sense if the position is held by only one incumbent's and it is only that incumbent job that has changed. Once the job code is changed in the Position, you will need to go to the **Add/Update Position - Incumbents and Funding** page to click the **Job Data** link for the incumbent. This action will display the incumbent Job Data pages. Insert a row in the incumbent's **Job Data,** perform the "jiggle" (delete, tab out, and re-enter) procedure detailed in this topic, and complete the remaining fields to save the record.

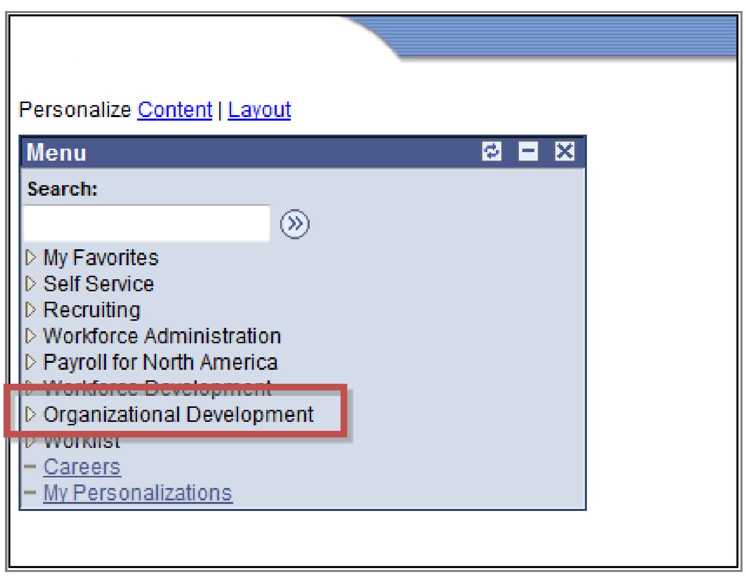
The second reclassification procedure, which will not be demonstrated in this topic, is to place the incumbent into a different position by inserting a row in Job Data, entering another position number in job data, and completing the remaining fields to save the record.

Depending on your security access, you may have fewer menu choices than are displayed in this topic.

Procedure

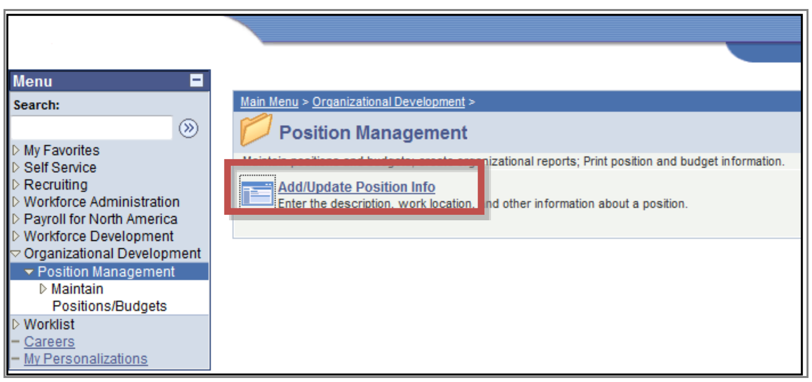
In this topic, you will learn how to perform a job reclassification by changing a job code in an existing position.

Karen Weber's job duties have substantially changed. The department has submitted and received approval to reclassify his position. To proceed with the reclassification, you will change the job code on the position to reflect his new assignment.

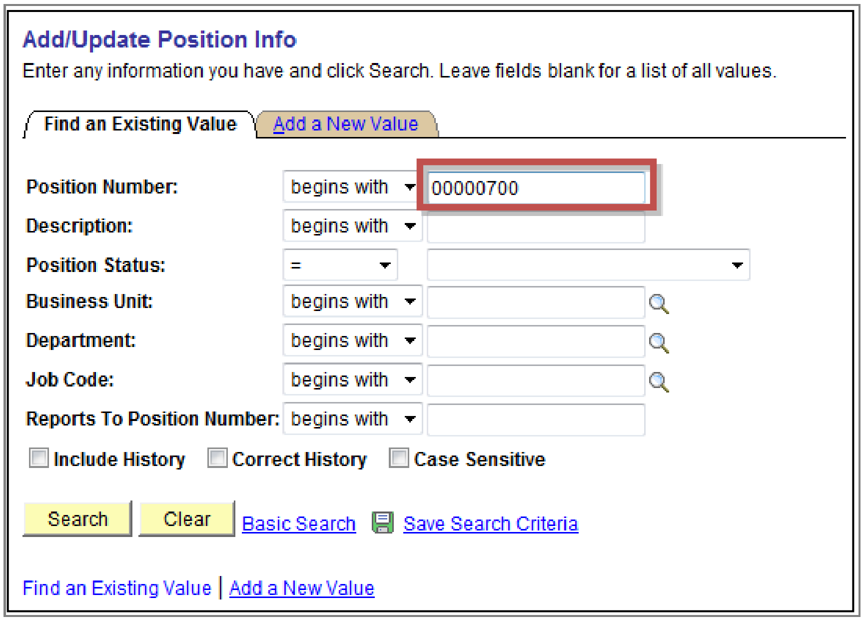


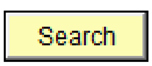
Step	Action
1.	Begin by navigating to the **Add/Update Position Info** page. Click the **Organizational Development** link in the main menu. ▷ Organizational Development

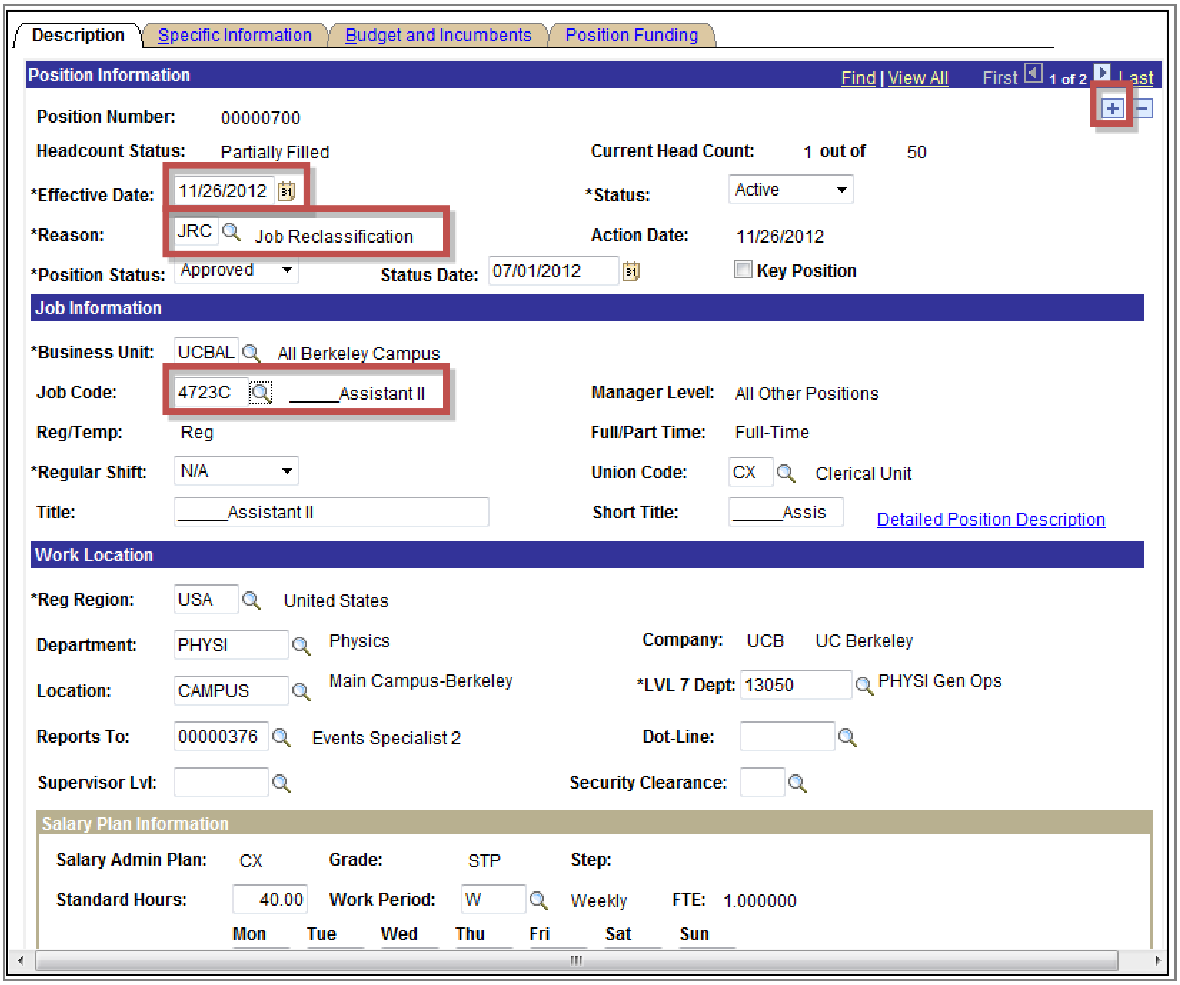
Step	Action
2.	Click the **Position Management** link in the Menu. ▷ Position Management



Step	Action
3.	Click the **Add/Update Position Info** link in the Maintain Positions/Budgets folder to the right of the menu. Add/Update Position Info

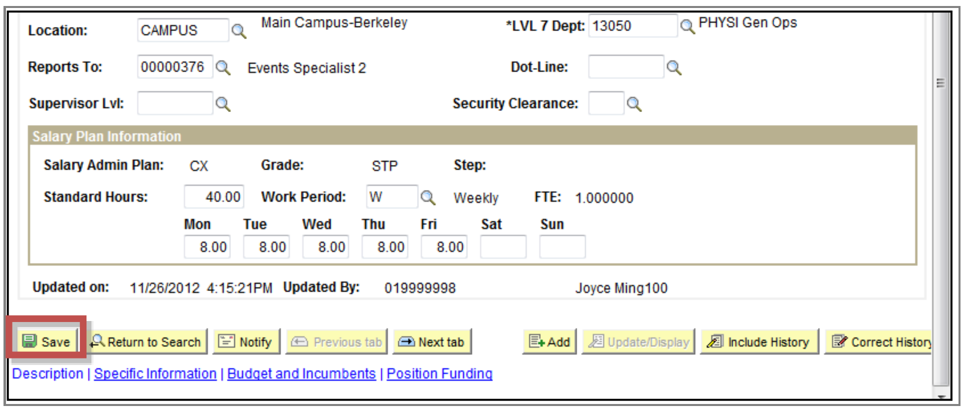


Step	Action
4.	The **Add/Update Position Info** search page displays. If you know the position number for job you are reclassifying, enter it into the **Position Number** field. If you do not know the position number, use the various search fields. In this example, enter "**00000700**".
5.	Click the **Search** button. 

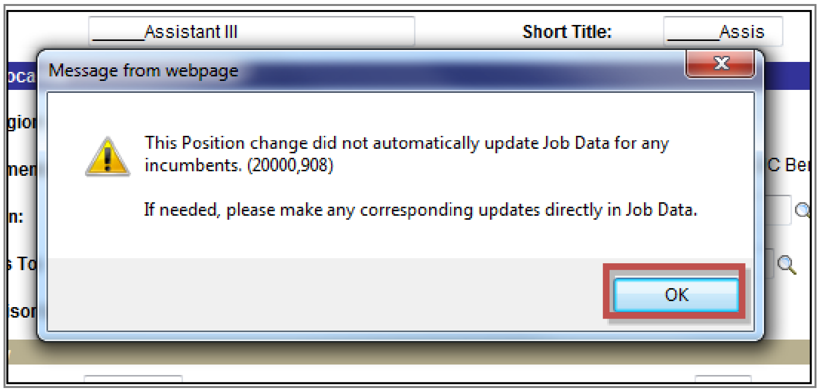


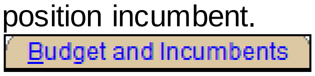
Step	Action
6.	The **Position Description** page displays. Remember, that when making updates to position, you will need to begin by clicking the plus button to **add a new row**. Click the **Add a new row at row 1 (Alt+7)** button.
7.	In the new row that appears, all field data have defaulted from the previous description. You will need to update/verify the **Effective Date** field. Enter a reason for the change and then replace the old job code with the new one.
8.	You must enter a reason for the change. Click in the **Reason** field.

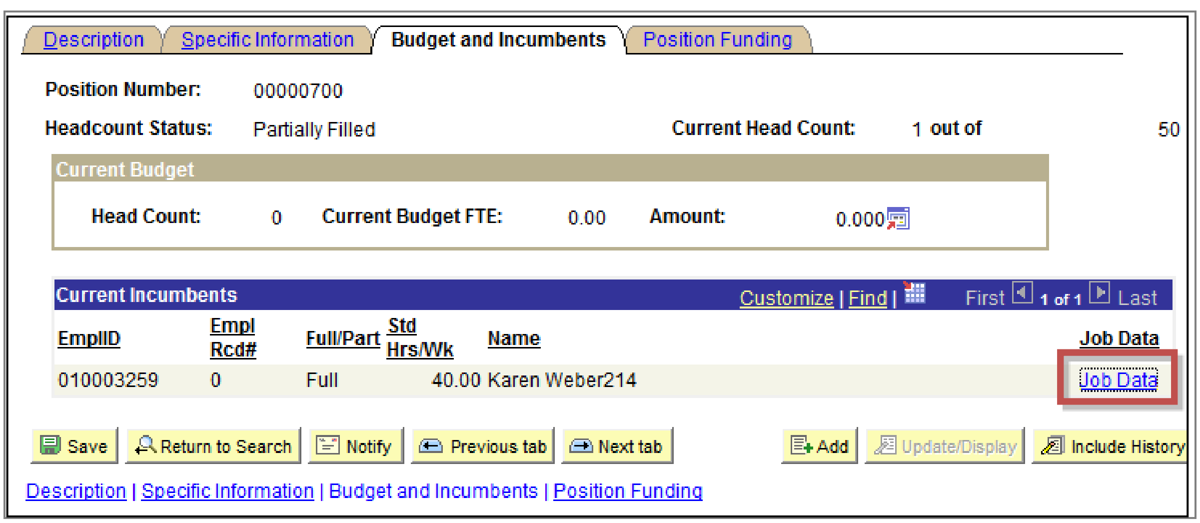
Step	Action
9.	Since this is a "Job Reclassification", enter the code for Job Classification into the **Reason** field. Enter the Reason Code into the **Reason** field. Enter "**JRC**".
10.	Press **[Tab]**.
11.	Click in the **Job Code** field to replace the old code with the new one. 4722C
12.	Enter the new code into the **Job Code** field. In this example, enter job code, "**4723C**".
13.	Press **[Tab]**.
14.	Notice that the job description to the right of the **Job Code** field has updated.
15.	Click the **Vertical** scrollbar.



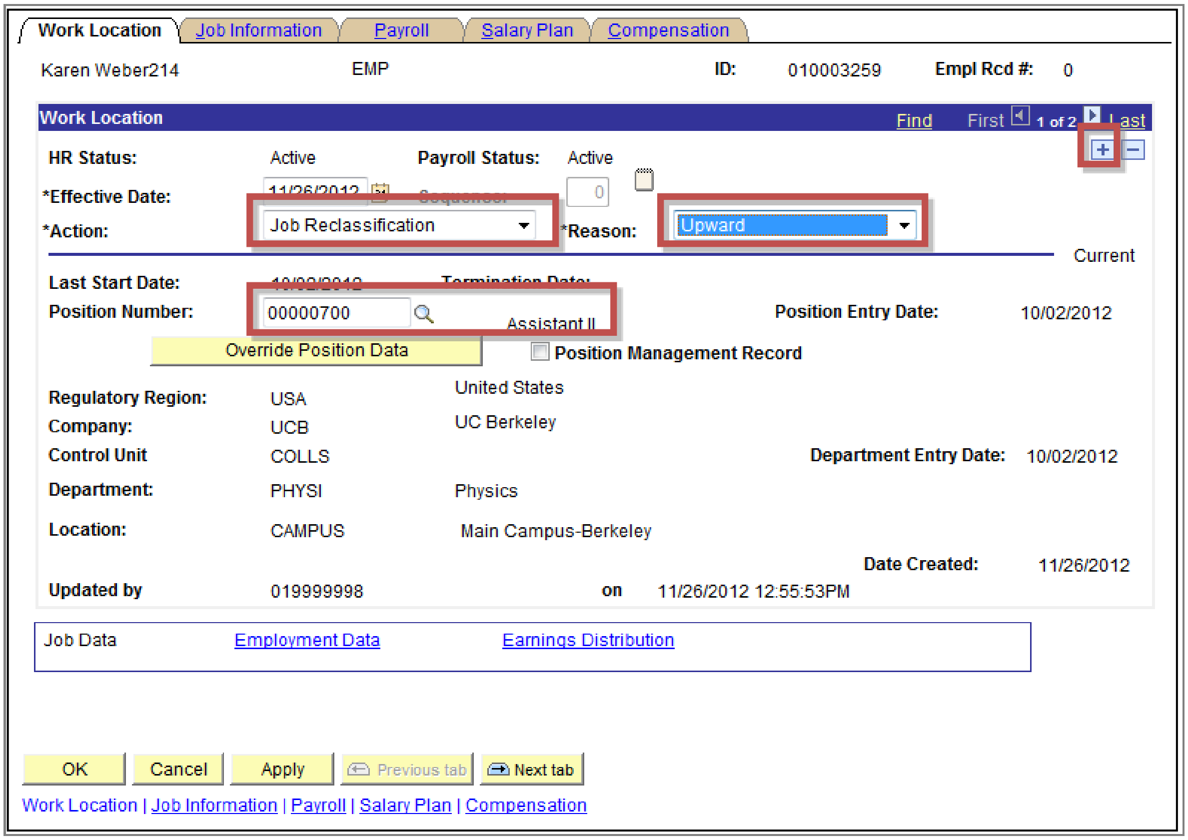
Step	Action
16.	If you know the position number of the position this one reports to, enter it into the **Reports To** field. This field is recommended but not required in the system. However, your department might require the **Reports To** field.
17.	In this example, we are only changing the job code for the position (reclassifying the position) and making no other changes, complete your changes by clicking the **Save** button. However, a job reclassification may involve a Level 7 Department and/or funding change. Make any additional changes as needed. Save



Step	Action
18.	A message box will appear whenever the position you are updating is a filled position. The message indicates that in order for the changes to apply to the position incumbents, you must update the position information for each incumbent's job data in Workforce Administration. Click the **OK** button to close the message. 
19.	You need to update the job data in Workforce Administration for the person(s) in this position. You can navigate by going to the **Workforce Administration > Job Data**. Or, use the Job Data link(s) on the **Budgets and Incumbents** page. Scroll up to view the **Budgets and Incumbents** tab.
20.	Click the **Budget and Incumbents** tab to access the **Job Data** link for the position incumbent. 

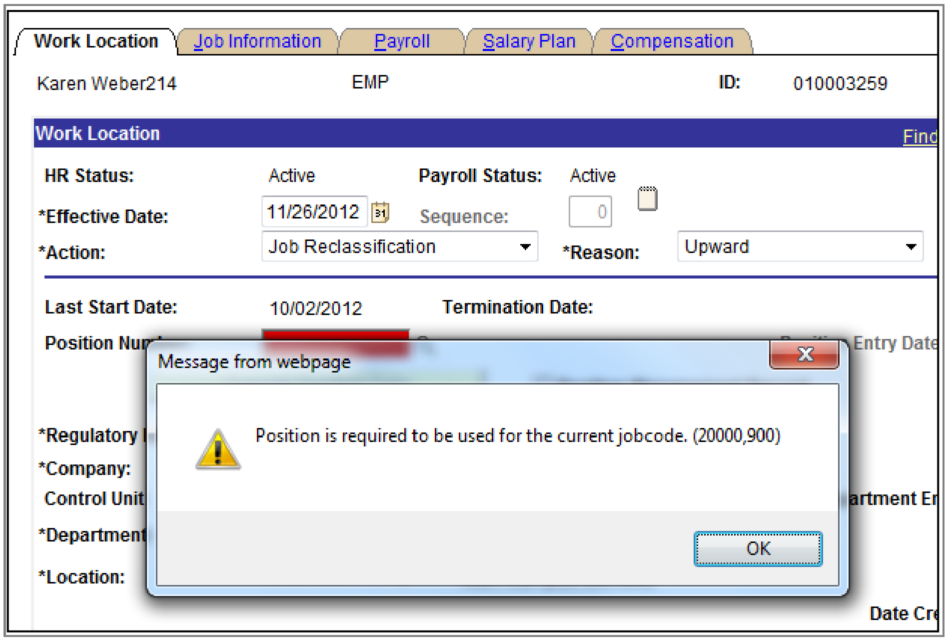


Step	Action
21.	On the **Budget and Incumbents** page, click the **Job Data** link for the incumbent. Job Data

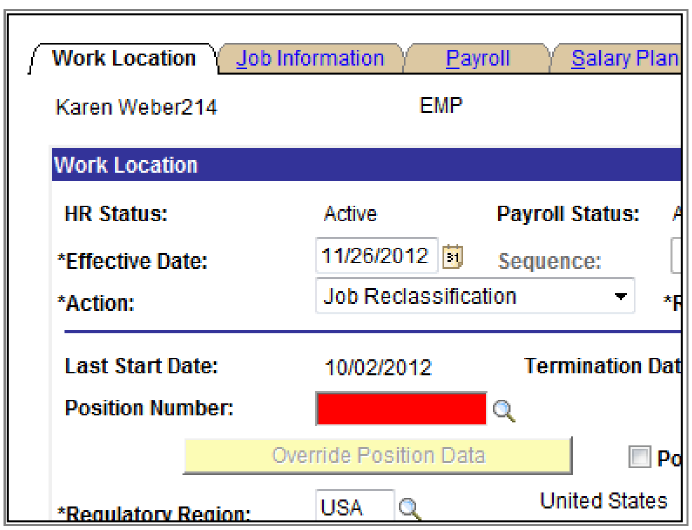


Step	Action
22.	The Job Data pages for the position incumbent display. Notice that the Position Title to the right of the **Position Number** field has not updated. Job reclassifications require a new row to be added to the incumbent's job data.
23.	In the upper right of the **Work Location** section, click the **Add a new row at row 1 (Alt+7)** button.
24.	Every new row to job data requires you to verify/update the **Effective Date** and provide an action and a reason for the change. Click the **Action** list. Rehire

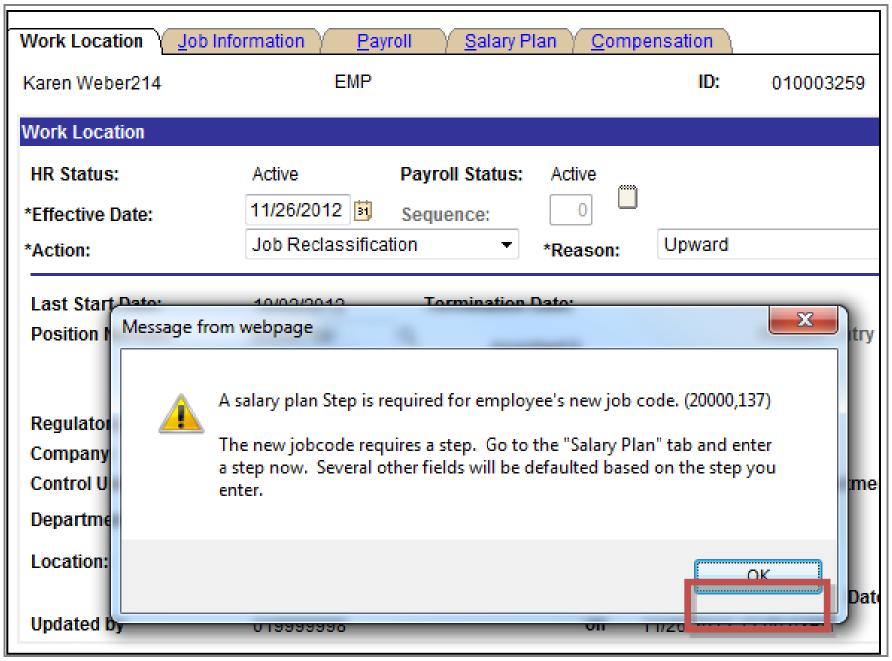
Step	Action
25.	There is a selection in the **Action** field for Job Reclassification. Click the **Job Reclassification** list item. Job Reclassification
26.	You must also enter a reason. Click in the **Reason** field.
27.	Since the position change represents a movement to a job code with a higher salary range maximum, click the **Upward** list item. Upward
28.	Press the **[Tab]** key on your keyboard to move to the **Position Number** field.
29.	Refreshing the job data with the updated position will require a "jiggle". "Jiggle" is a term we will use to indicate a procedure that forces data to repopulate. **The "Jiggle" steps are:** 1. Delete the position number. 2. Tab out of the Position Number field to clear the position data from the row. 3. Re-enter the position number. 4. Tab out of the Position Number field to refresh the position data into the row.
30.	Begin the "jiggle" procedure. Press the **[Delete]** key to clear the position number from the **Position Number** field.
31.	Press the **[Tab]** key to clear the position data from the job data record.



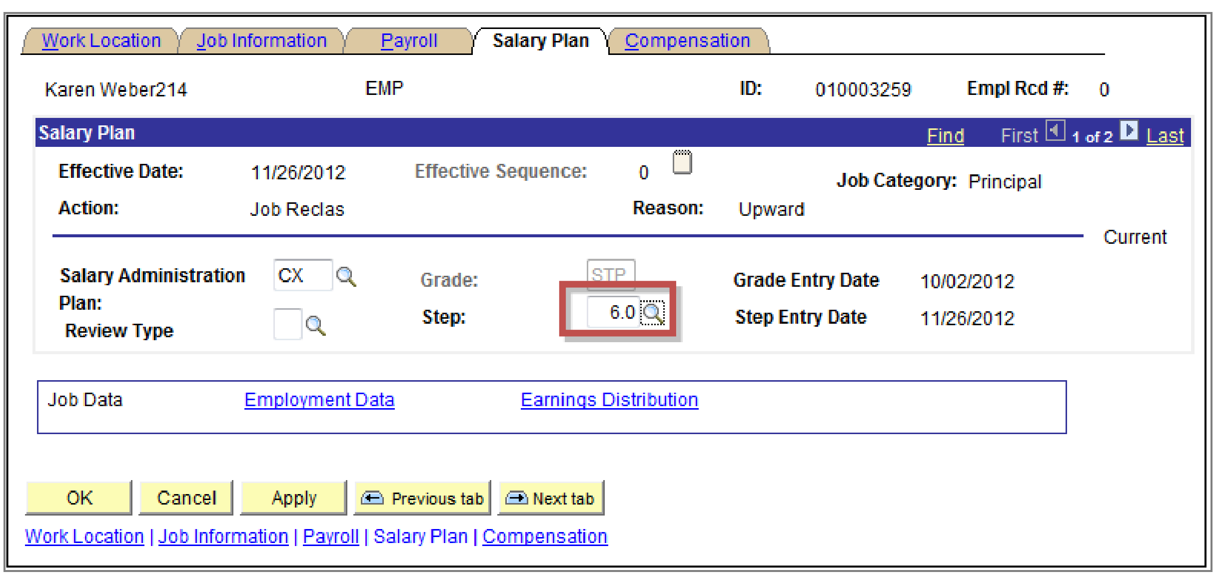
Step	Action
32.	Since positions are required by the system, you will receive a message indicating this requirement. Click the **OK** button to close the message box. 



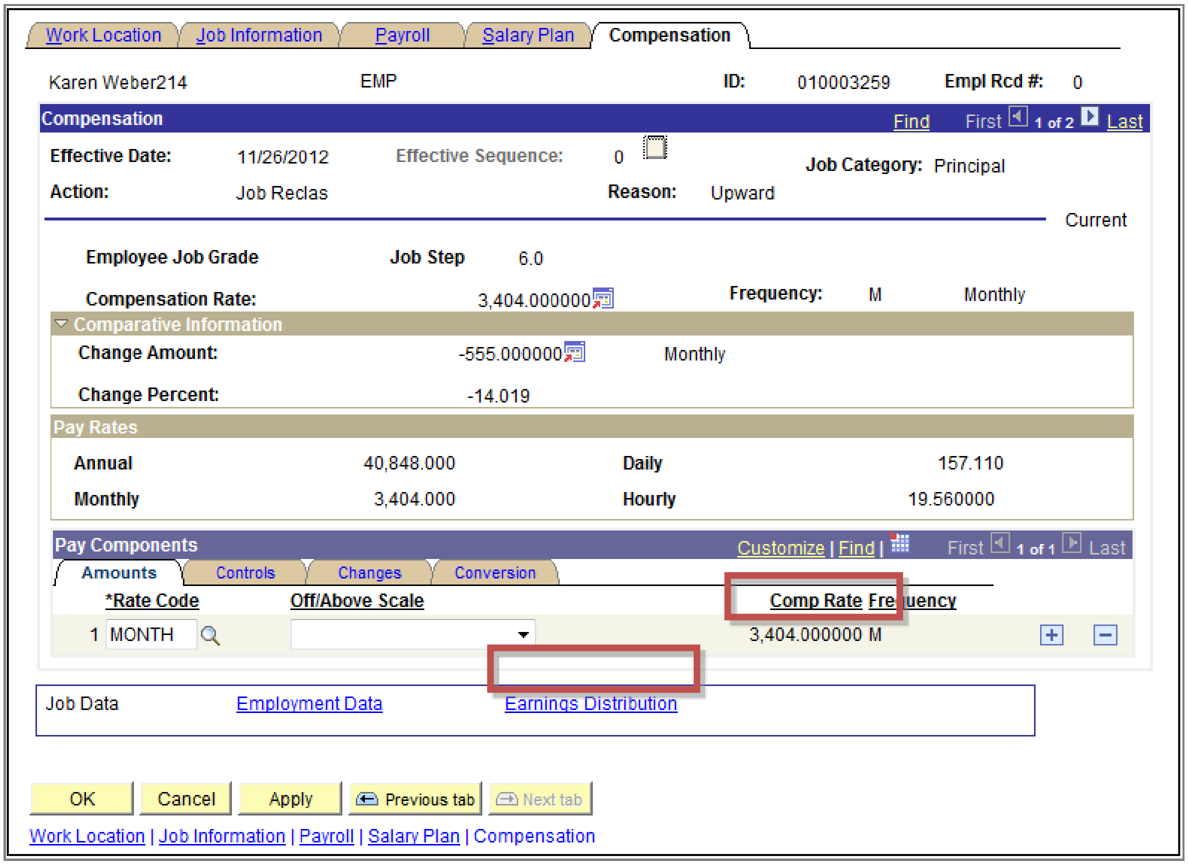
Step	Action
33.	Re-enter the position number, "**00000700**", into the **Position Number** field.
34.	Press the **[Tab]** key to refresh the job data from the updated position.



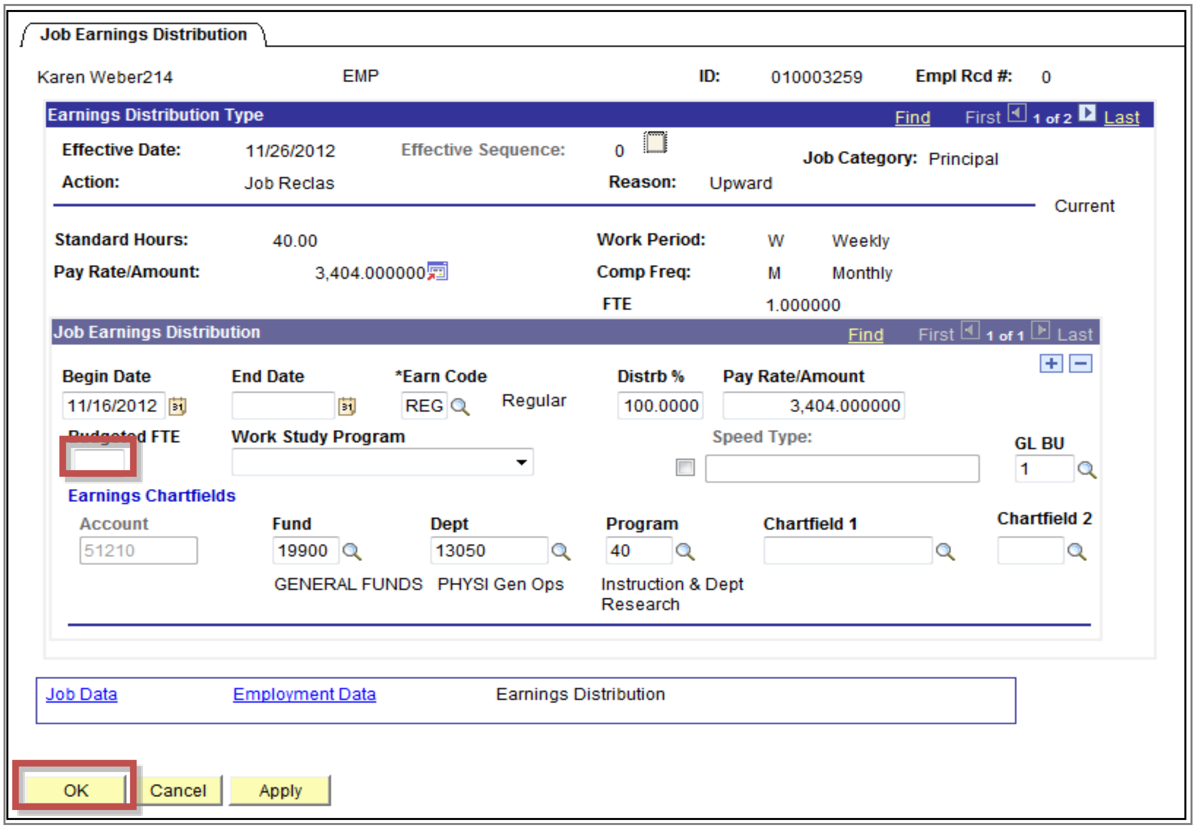
Step	Action
35.	Because the job code for this position is step-based, a message box displays. As indicated by the message, you will need to go to the **Salary Plan** page and enter the step. Click the **OK** button on the message box. 
36.	Click the **Salary Plan** tab. 



Step	Action
37.	Click in the **Step** field.
38.	Enter "**6**" into the **Step** field.
39.	Press the **[Tab]** key to update the record.
40.	Click the **Compensation** tab. Compensation



Step	Action
41.	Verify that the person's pay is correct. **Note**: If this job code was an open range (instead of step-based), you would enter the monthly salary in the **Comp Rate** field that would be enabled for input.
42.	Click the **Earnings Distribution** link. Verify the information on the Job Earning Distribution page. Earnings Distribution



Step	Action
43.	For this example, all the necessary changes for a job reclassification have been performed, click the **OK** button to save and apply your changes. A job reclassification could also require a funding change or other changes. Be sure to verify that all needed changes have been made prior to saving. OK
44.	**Congratulations!** You have learned how to perform a job reclassification by changing a position's job code. **End of Procedure.**

TAM Posting

Section Overview

The Originator of the Job Opening begins the process by creating the job opening and submitting it to the Authorizer for online approval. If this is a new or a substantially changed position, make sure that the job description and PEM (Physical, Environmental & Mental) form has been reviewed by the Compensation Unit in central HR before you begin the process of creating a Job Opening.
In order to create a Job Opening, you will need the following information:

For the **Job Opening- Job Details** page:

- Position Number
- Number of openings to be filled
- Department (will fill in based on Position number)
- Location (will fill in based on Position number)
- Schedule Type
- Appointment Type

Job Opening- Posting Information page:
Posting Descriptions:

- Departmental Overview
- Responsibilities
- Required Qualifications
- Preferred Qualifications
- Salary & Benefits
- Equal Employment Opportunity
- Criminal Background Check (as needed)
- Additional descriptions (as needed)

Posting Destinations:

- Berkeley Job Site
- External Advertisement Venues (as needed)

Hiring Team page:

- Recruiter Hiring Manager or Supervisor
- Interview Committee Members
- Department Authorizer

Because of the complexity of this process, make sure that you have the necessary information before you begin.

Section Objective

- Creating a TAM Posting Using Position Number

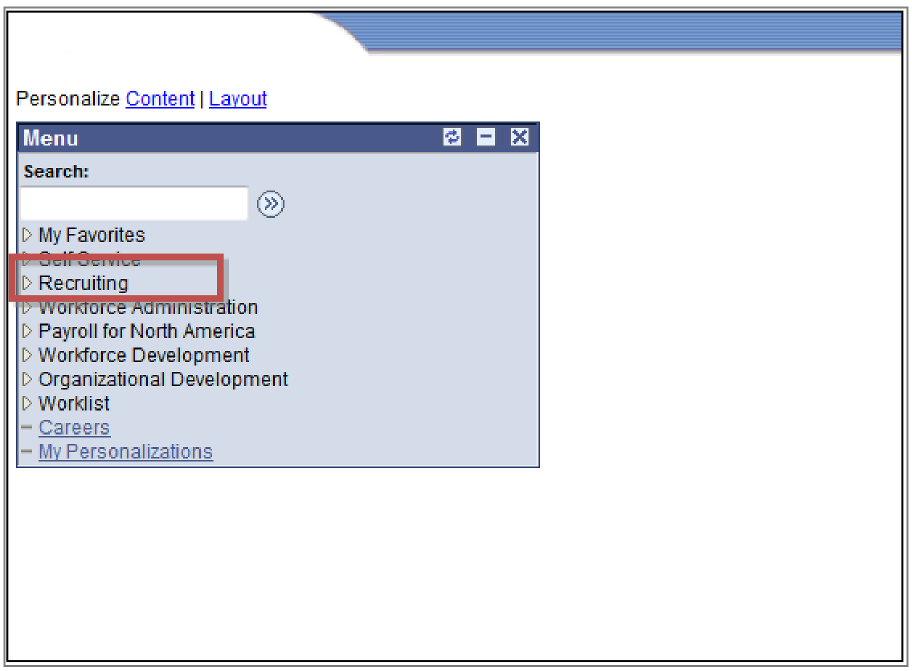
Use the **Job Opening** component which can be accessed through the **Create New Job Opening** link in the **Recruiting** module of HCM. Job openings should be created using position numbers. Remember that only staff jobs are posted through TAM.

Note: During the initial implementation, the system will allow a job posting to be created without a position number (using the job code instead). However, your department or Shared Service Center may require you to use a position number when creating a job posting,

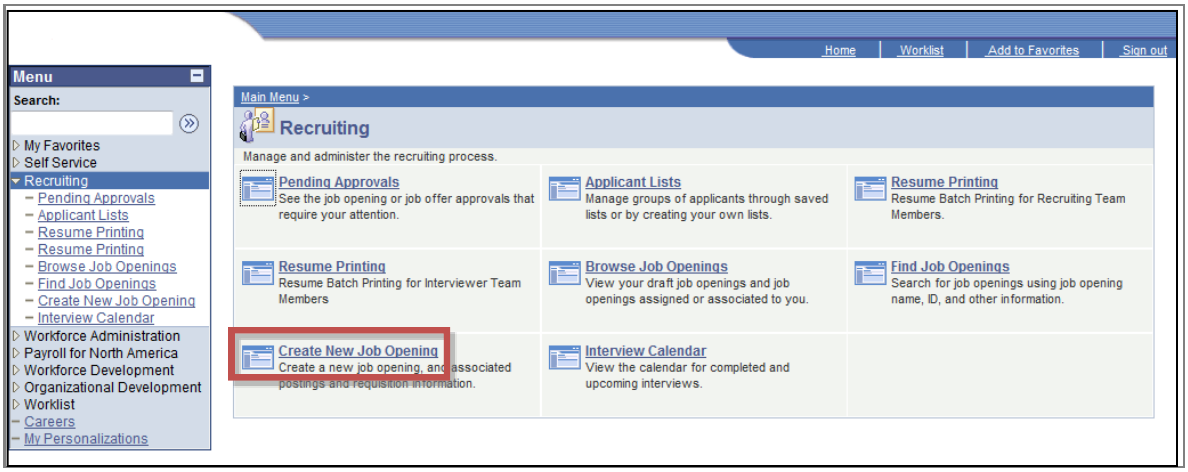
Depending on your security access, you may have fewer menu choices than are displayed in this topic.

Procedure

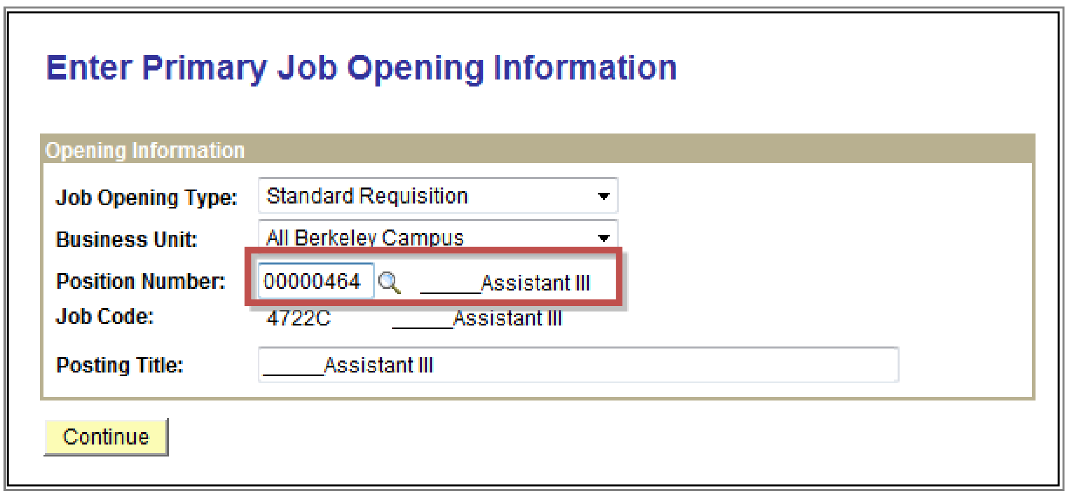
In this topic, you will create a TAM posting using a position number.



Step	Action
1.	Begin by clicking the **Recruiting** link in the main menu to go to the **Enter Primary Job Opening Information** page. Recruiting

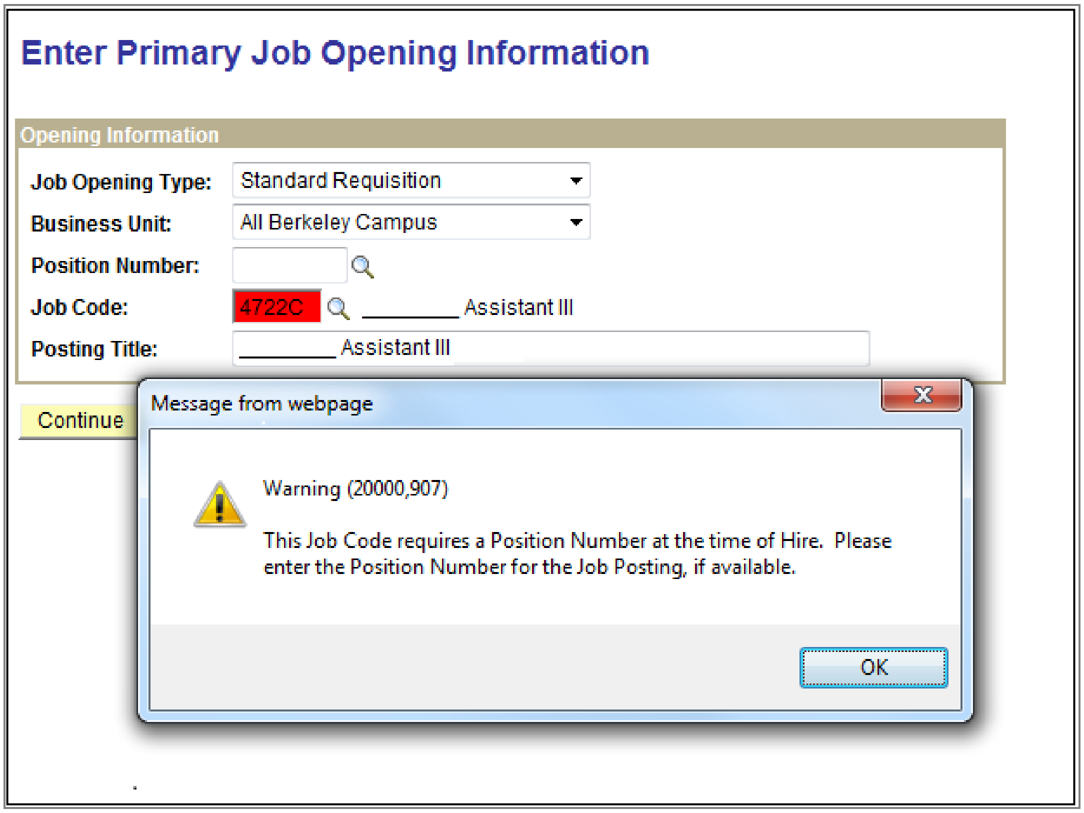


Step	Action
2.	Click the **Create New Job Opening** link from either the Menu item or the **Recruiting** folder.

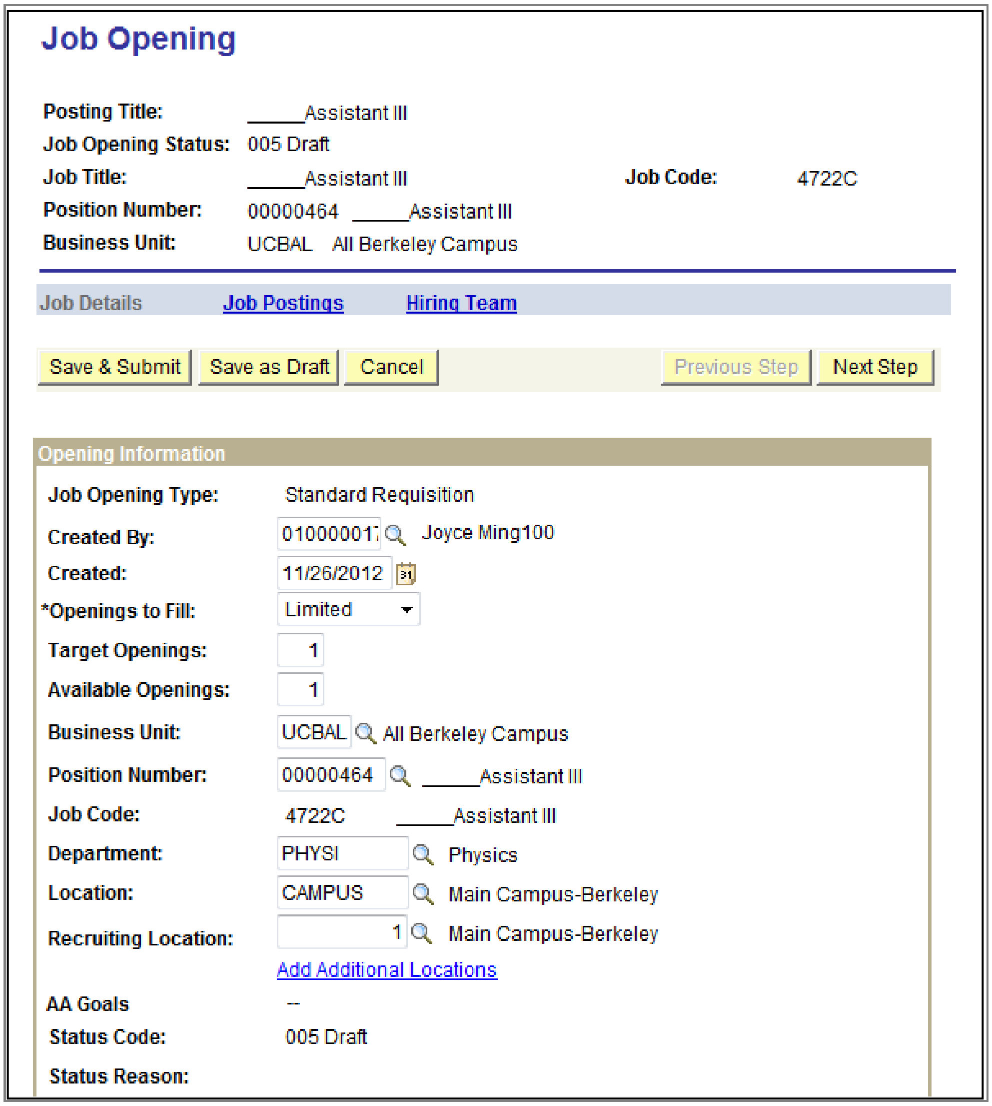


Step	Action
3.	Notice that **Job Opening Type** and **Business Unit** fields have default values. **DO NOT** change these values. If you do not know the position number, use the lookup feature by clicking the magnifying glass.
4.	Enter the position number for the job posting into the **Position Number** field. Enter "**00000464**".

Step	Action
5.	Review the **Posting Title** which has filled in for you. The Posting Title is an open field so you can change it if you have a different title to use for the posting. Remember that a posting title is what an applicant sees when reviewing jobs, so make sure to choose a title that is a good descriptor of the job and is understandable to applicants. In this example, you do not need to change the posting title.



Step	Action
6.	If there is no position number, you can enter a job code instead of a position number, but you will receive a warning message reminding you that a position number is required at the time of hire. When you exit the field, a warning message displays with the text: "This Job Code requires a Position Humber at the time of Hire. Please enter the Position Number for the Job Posting, if available." You can close this message and continue creating the posting.
7.	Click the **Continue** button to go to the **Job Opening** page. Continue



Job Opening

Posting Title: _____Assistant III
Job Opening Status: 005 Draft
Job Title: _____Assistant III Job Code: 4722C
Position Number: 00000464 _____Assistant III
Business Unit: UCBAL All Berkeley Campus

Job Details | Job Postings | Hiring Team

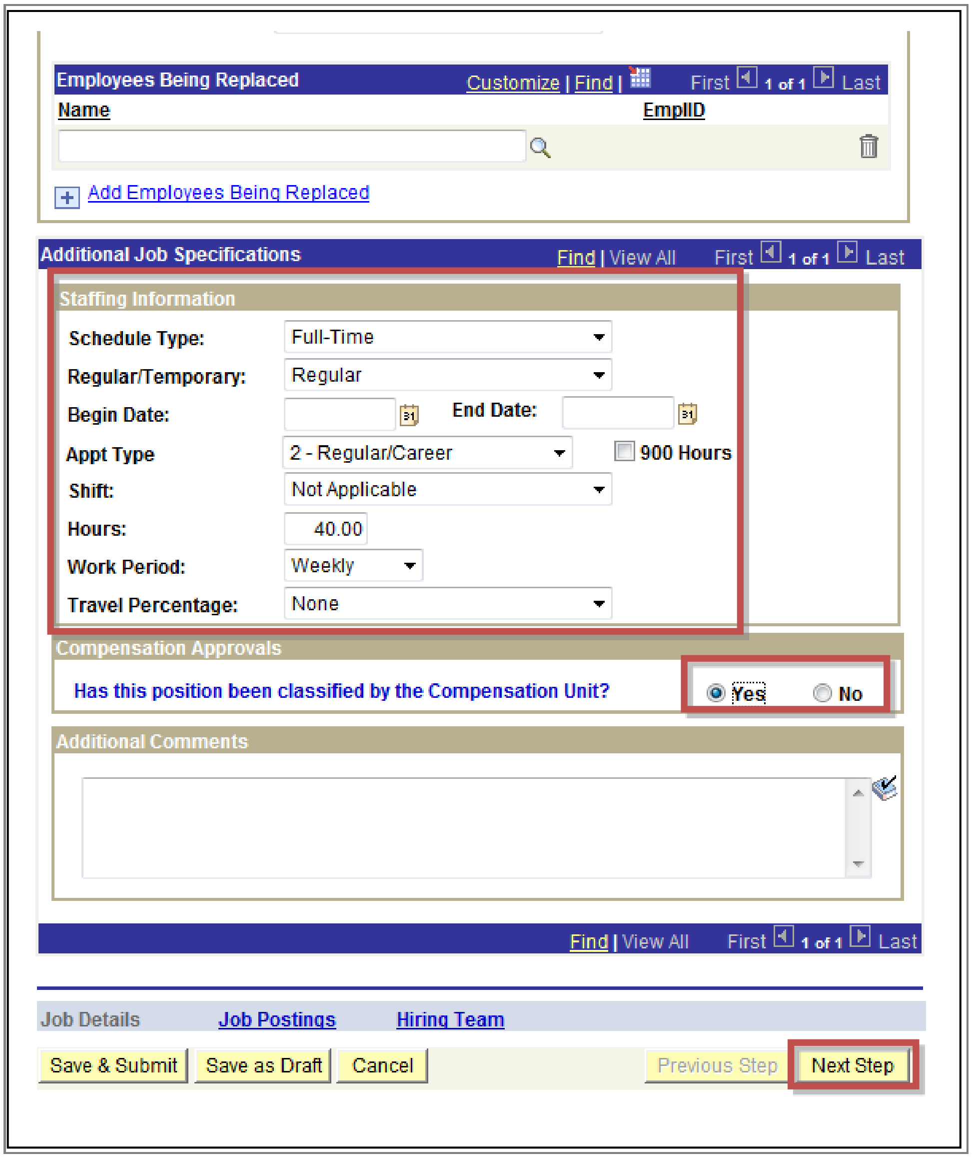
Save & Submit | Save as Draft | Cancel | Previous Step | Next Step

Opening Information

Job Opening Type: Standard Requisition
Created By: 01000001 Joyce Ming100
Created: 11/26/2012
*Openings to Fill: Limited
Target Openings: 1
Available Openings: 1
Business Unit: UCBAL All Berkeley Campus
Position Number: 00000464 _____Assistant III
Job Code: 4722C _____Assistant III
Department: PHYSI Physics
Location: CAMPUS Main Campus-Berkeley
Recruiting Location: 1 Main Campus-Berkeley
Add Additional Locations
AA Goals --
Status Code: 005 Draft
Status Reason:

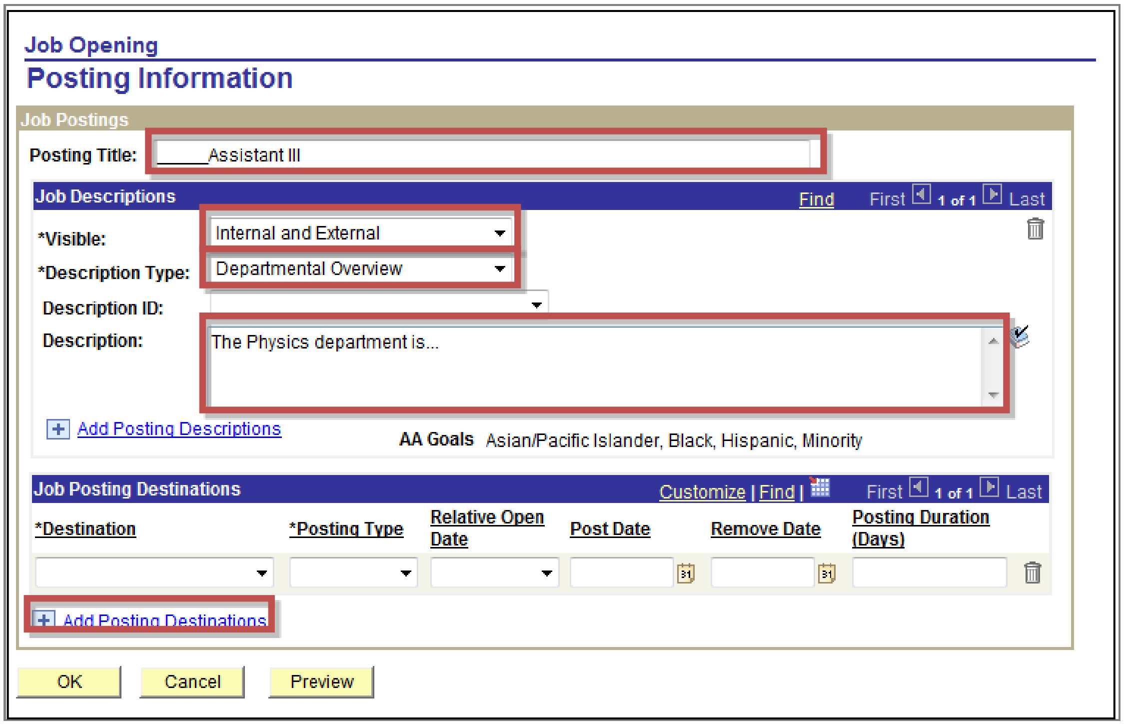
Step	Action
8.	After the **Continue** button is clicked on the **Primary Job Opening Information** page, the **Job Opening** page appears. Above the **Job Details** link, the page header displays summary information that you have established for this Job Opening; it cannot be modified. Below the **Job Details** link, in the **Opening Information** area, **Created by**, **Created Date**, and **Openings to Fill** fields have default settings and should not be changed.
9.	The **Limited** selection indicates that your department is posting a limited number of Job Openings. **This field must remain "Limited".**

Step	Action
10.	**Target Openings** defaults to "1". If we are posting this job for more than one opening, we would enter the appropriate number of positions we are filling and tab out of the field. At the time of the initial posting, **Available Openings** will match **Target Openings**. When multiple openings are posted, as the recruitment progresses, the number of Available Openings will update with each new hire. For example, if 5 positions were posted and 3 applicants have been hired, the Available Openings would display 2, the remaining number of open positions. In this lesson, we are only posting 1 position and we will leave the default "1". The total Available Openings should be less than or equal to the Target Openings.
11.	The **Business Unit**, **Position Number**, **Job Code**, **Department, Location** and **Recruiting Location** fields default based on the position number you entered earlier. The AA goals for this job should display based on the combination of Job Code and Department code.
12.	Scroll down on the page. Click the **Vertical** scrollbar.
13.	**Status Date** defaults to the day you create the Job Opening and cannot be changed. The **Desired Start Date**, **Projected Fill Date**, **Date Authorized**, **Referral Program ID**, and **Recruitment Contact** fields **are not used** at UC Berkeley.
14.	If this Job Opening is intended to fill a position being vacated, you can enter the departing employee's name in the **Employees Being Replaced** section. If more than one employee is being replaced, you would use the **Add** button. In this example, we are posting a NEW position, no one is being replaced.

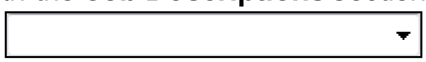


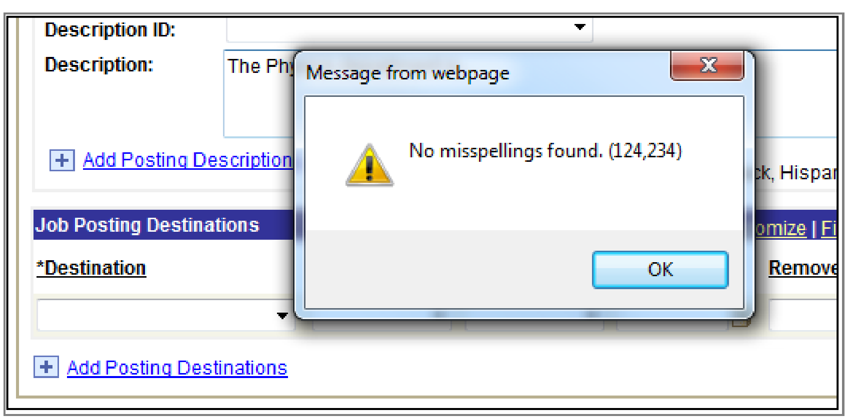
Step	Action
15.	Scroll down to the **Additional Job Specifications** section. Click the scrollbar.
16.	In this example, the posting is for a Regular career job without an end date. It does not have a special shift and requires no travel. It will have a 40 hour work week.
17.	In the **Staffing Information** section, you can skip entering begin and end dates for Career positions, however estimated begin and end dates should be entered for Contract or Limited jobs. The 900 Hours box should be checked for any Limited jobs to indicate your department will not violate the 1000 hour rules for Limited employment.

Step	Action
18.	Click the **Appt Type** list.
19.	Click the **2 - Regular/Career** list item. 2 - Regular/Career
20.	Verify or update the remaining fields in the **Staffing Information** section as needed.
21.	Compensation Unit review is a requirement for posting a job opening. In this example, we have followed the 'best practice' and have already had Compensation review this position before creating the Job Opening. Therefore, we will answer the compensation question with a 'yes'. If you have not had Compensation review this position, you cannot submit the job. You may "Save as Draft" and return to continue after Compensation review has been completed. In the **Compensation Approvals** section, click the **Yes** option for the question: "Has this position been classified by the Compensation Unit?". Yes
22.	The **Additional Comments** box can be used to communicate any other necessary information to the **Department Authorizer** and **Employment Services**. Examples of information to include here: - Provide the name and contact information/URL for the "other" option for a non-UCB job posting destination. - Provide the chartstring to be charged for any non-UCB posting costs - Information about a waiver to the hiring freeze. In this example, we do not have any comments to make.
23.	At the bottom right side of the page, click the **Next Step** button. Next Step
24.	The **Job Opening** page displays. Below the **Job Postings** section, click the **Add Job Postings** link to go to a subpage where you will add information that will describe the job and where it will be published.

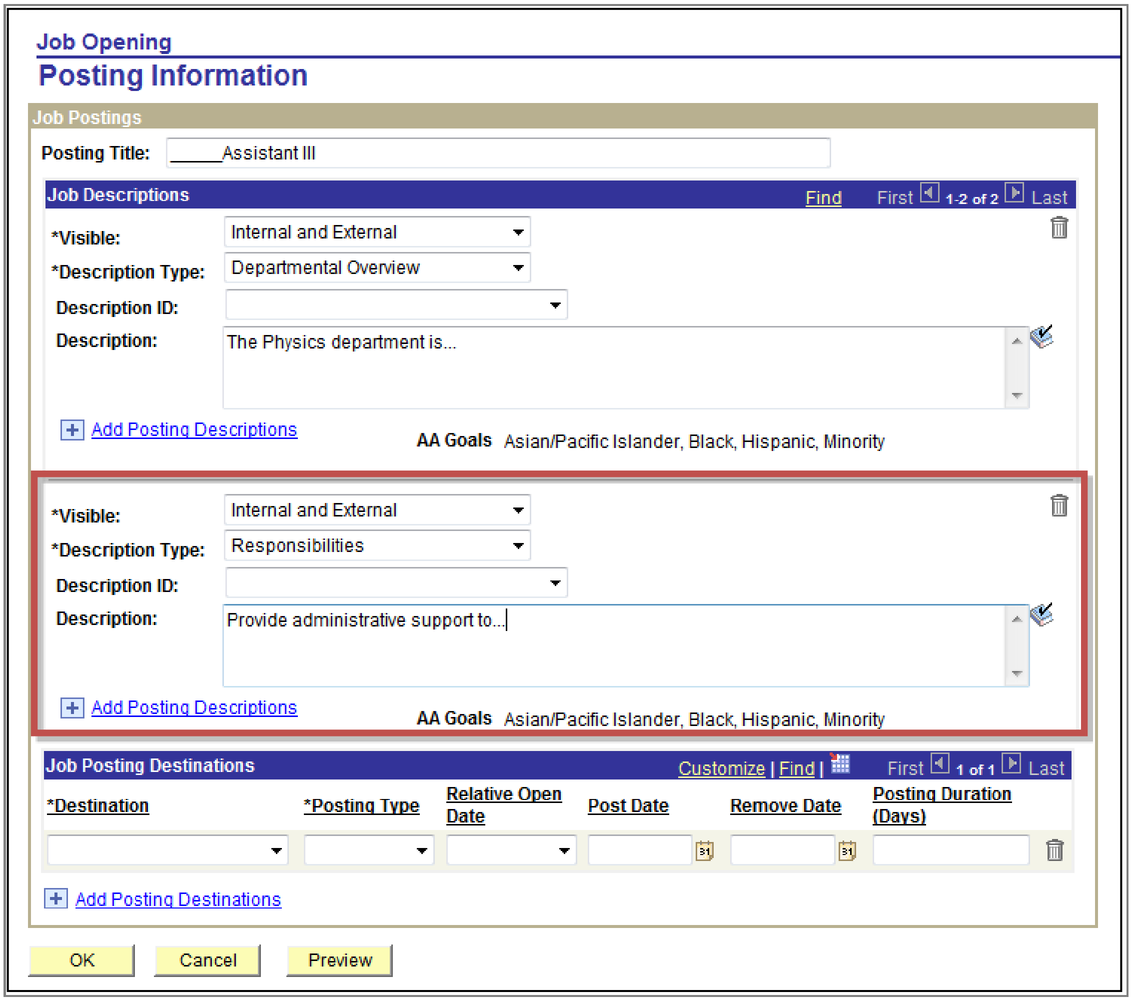


Step	Action
25.	The **Job Postings - Posting Information** page contains important information concerning the job responsibilities and minimum qualifications for the posting. Information entered on this page will be viewed by the applicants as they read the job posting. Take care to provide complete and accurate information; this is the key to getting the quality candidates you want. The description types may be added to any order but will always display to applicants in a pre-determined order. In this example, we will add the **Description** types in the actual posting order. The required Job Posting Descriptions are: **Departmental Overview**, **Responsibilities**, **Required Qualifications**, **Preferred Qualifications**, **Salary & Benefits**, and **Equal Employment Opportunity**. **Note**: If the Job Opening has been designated as "sensitive", you must also include the Criminal Background Required description by selecting the Description ID which populates the description field with pre-written language (that should not be changed).

Step	Action
26.	The **Visible** field determines which applicants (Internal and/or External) will be able to view the information for each description. The system defaults to Internal and External view. **DO NOT** change this except in the very rare instance that the job opening is for internal recruitment only and has been approved by OHR & Staff Affirmative Action & Compliance Office. **Note**: Berkeley job postings are intended to be viewed by all applicants for all descriptions; it is not recommended to have selected descriptions limited to only one of the views. As an example of why this is so important, if you select External Only, no internal applicants will be able to see the posting on the jobs page.
27.	The **Job Opening - Posting Information** page displays. In the **Job Descriptions** section, click the **Description Type** list. 
28.	Click the **Departmental Overview** list item. Departmental Overview
29.	The Departmental Overview Description should contain a short introduction to the department. Type directly into this field or cut and paste from another source. In this example, we will type an abbreviated sample of text directly into this field. Enter a description of the department into the **Description** field. Enter "**The Physics department is...**"
30.	If there were any spelling errors, we would have the opportunity to fix them. **Note**: The spell check does not check grammar. Click the **Spell Check Description (Alt+5)** button. 

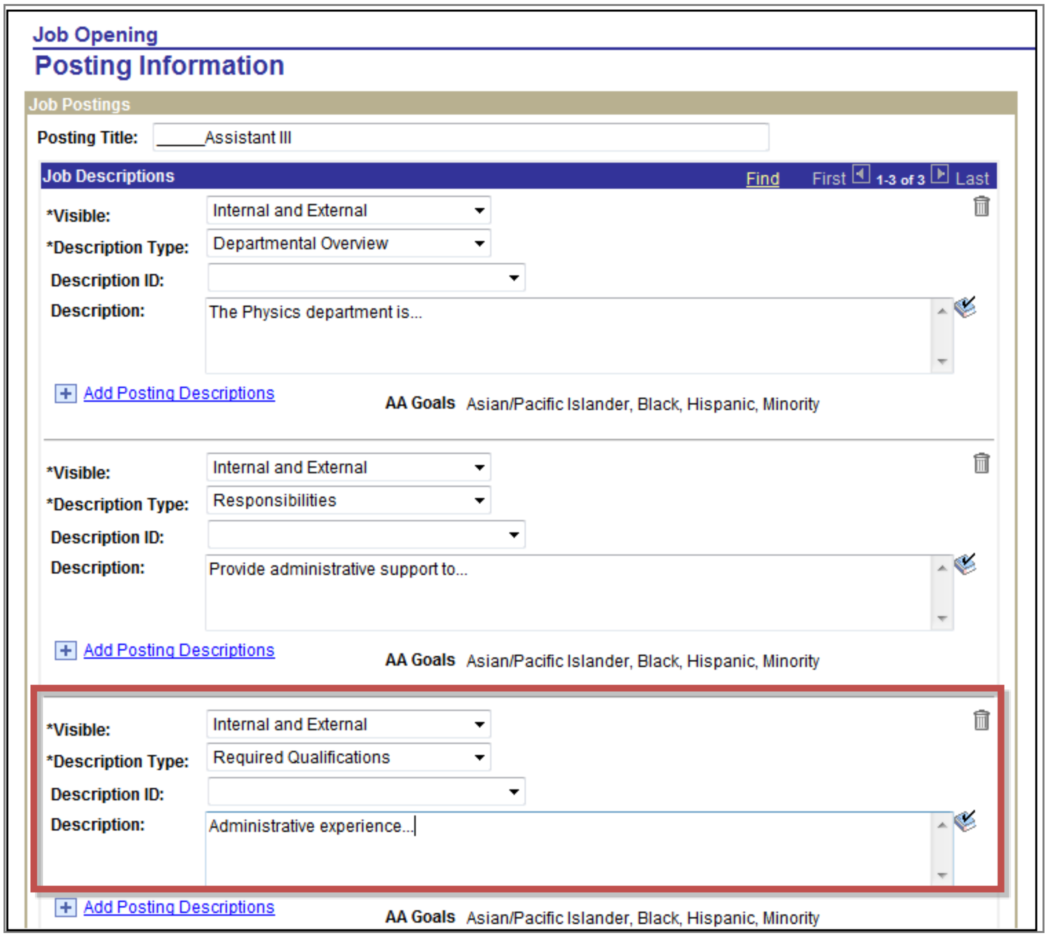


Step	Action
31.	If no misspellings are found, click the **OK** button in the message box that displays. OK

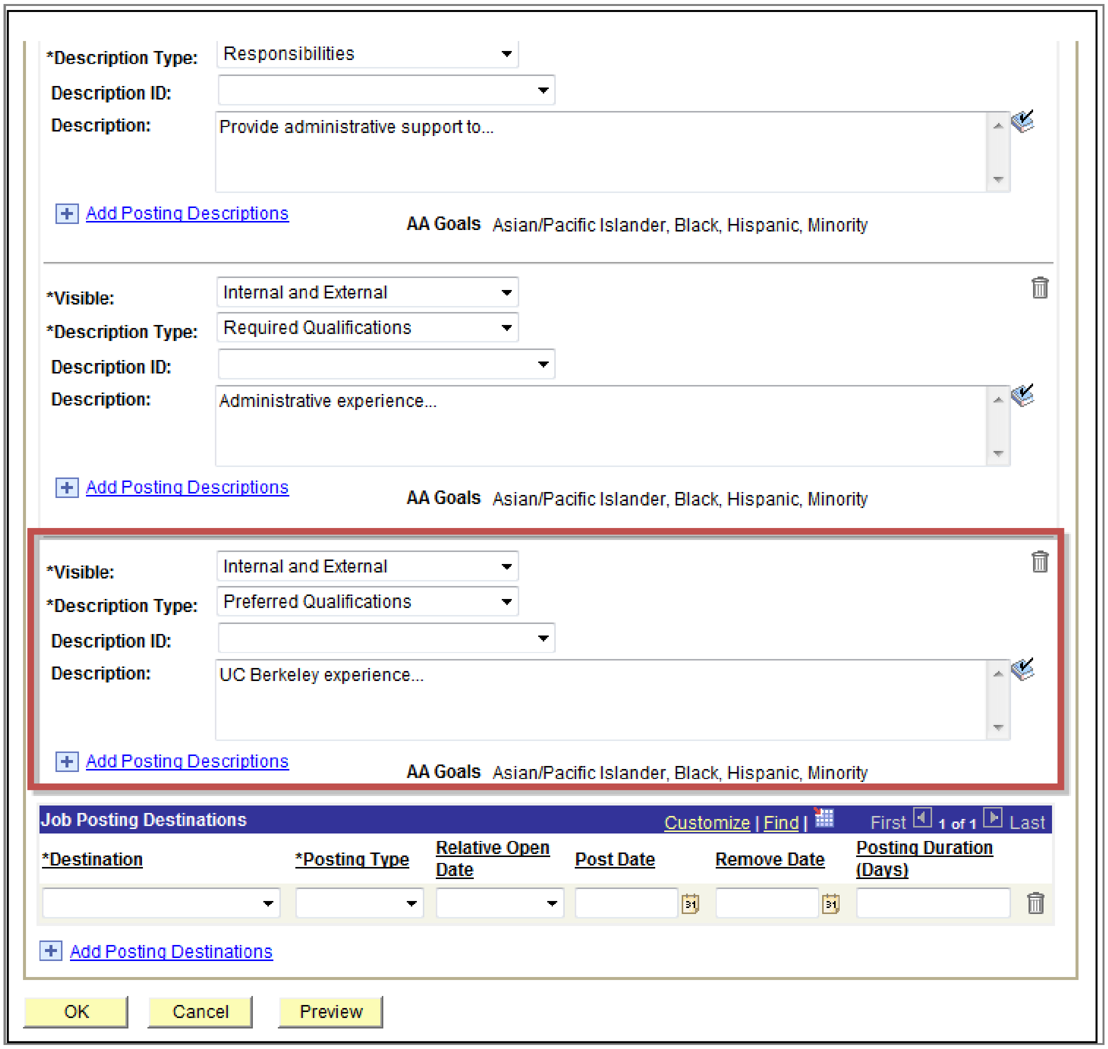


Step	Action
32.	At the bottom of the **Job Descriptions** section, click the **Add Posting Descriptions** link to add description of job responsibilities to this posting.
33.	Click the **Description Type** list.
34.	Click the **Responsibilities** list item. Responsibilities
35.	Enter a description of job responsibilities into the **Description** field. Enter "**Provide administrative support to...**"

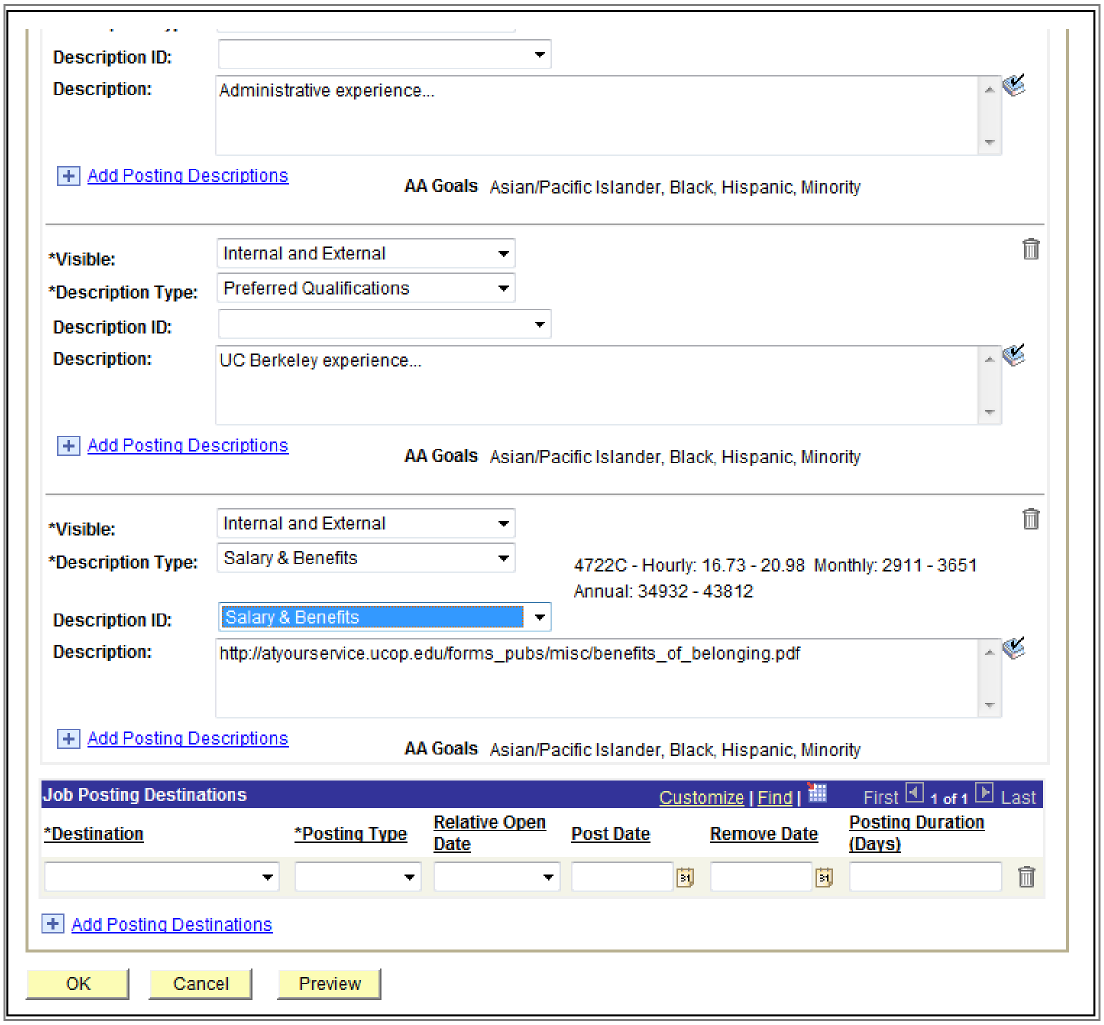
Step	Action
36.	At the bottom of the **Job Descriptions** section, click the **Add Posting Descriptions** link to add description of the preferred qualification for the job to this posting.



Step	Action
37.	Click the **Description Type** list.
38.	Click the **Required Qualifications** list item. Required Qualifications
39.	Enter the preferred qualifications into the **Description** field. Enter "**Administrative experience...**"
40.	At the bottom of the **Job Descriptions** section, click the **Add Posting Descriptions** link to add salary and benefits information to this posting. Click the **Add Posting Descriptions** link.
41.	Click the **Vertical** scrollbar.

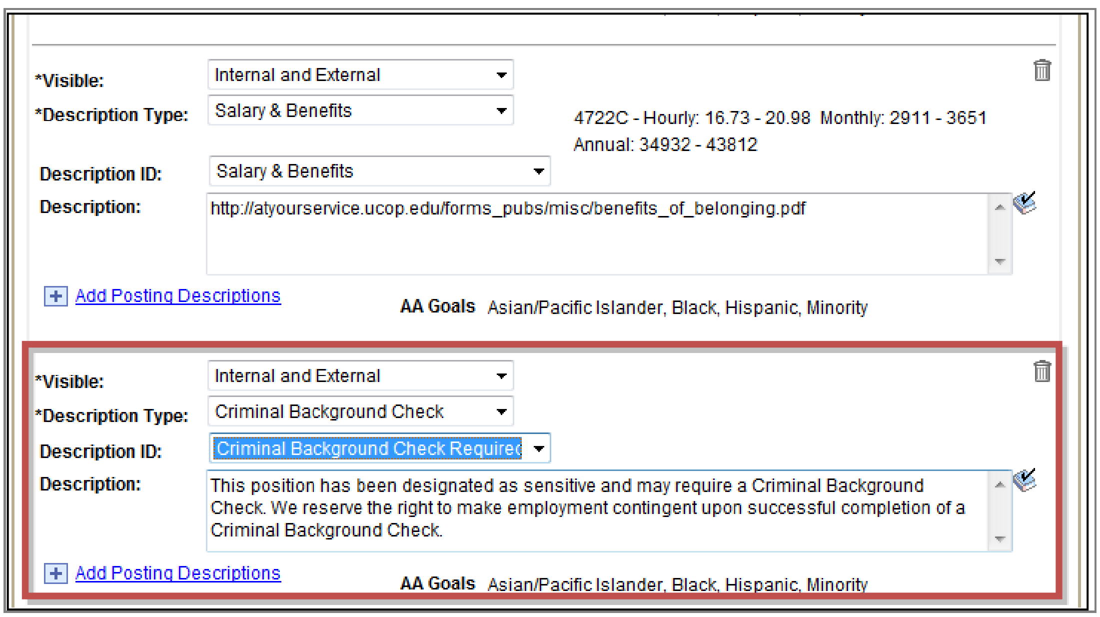


Step	Action
42.	Click the **Description Type** list.
43.	Click the **Preferred Qualifications** list item. Preferred Qualifications
44.	Enter the preferred qualifications into the **Description** field. Enter "**UC Berkeley experience...**"
45.	At the bottom of the **Job Descriptions** section, click the **Add Posting Descriptions** link to add salary and benefits information to this posting. Click the **Add Posting Descriptions** link.



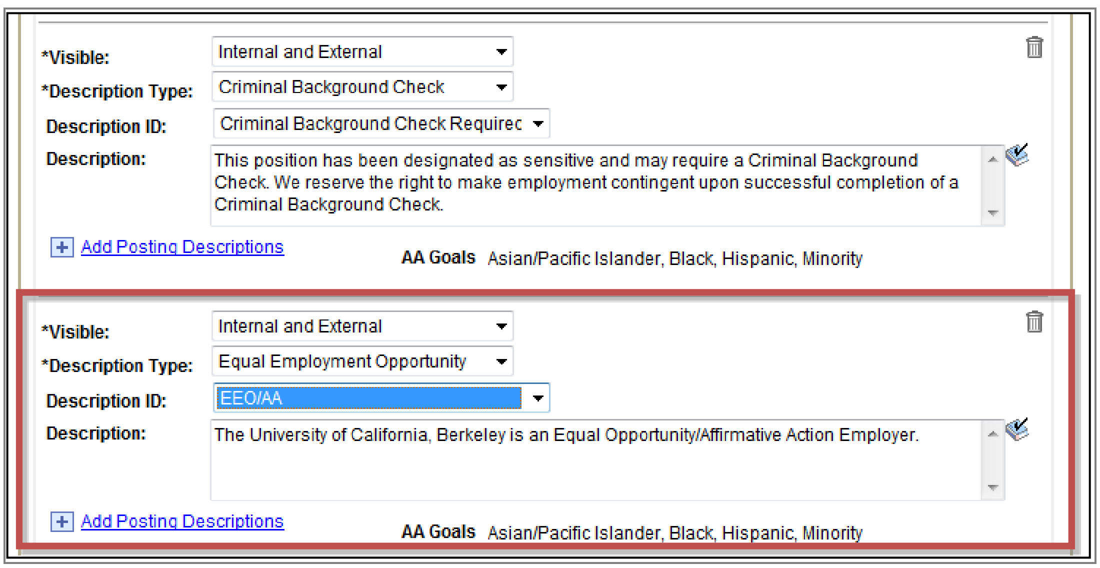
Step	Action
46.	Click the **Description Type** list.
47.	Click the **Salary & Benefits** list item. Salary & Benefits
48.	Notice that the full salary range for this Job Code displays on the right and above the Description Field. This salary range information will not automatically display in the job posting. We will need to enter the salary information we wish applicants to see.

Step	Action
49.	If this job provides benefits, click the **Description ID** drop-down list to add pre-written text to this Description. In this case, the action adds a link to the UCOP website about employee benefits. (Remember to only add this information if the job will be providing benefits.) Click the **Description Type** list.
50.	Click the **Salary & Benefits** list item. Salary & Benefits
51.	Click the **Vertical** scrollbar.
52.	In this example, the position being posted has been designated as "sensitive" (dealing with money, sensitive information, etc.), so we will add one of the conditional Description Types the Criminal Background Check description. Indicate on the posting that a criminal background check will be required for the job. Click the **Add Posting Descriptions** link at the bottom of the **Job Descriptions** section.



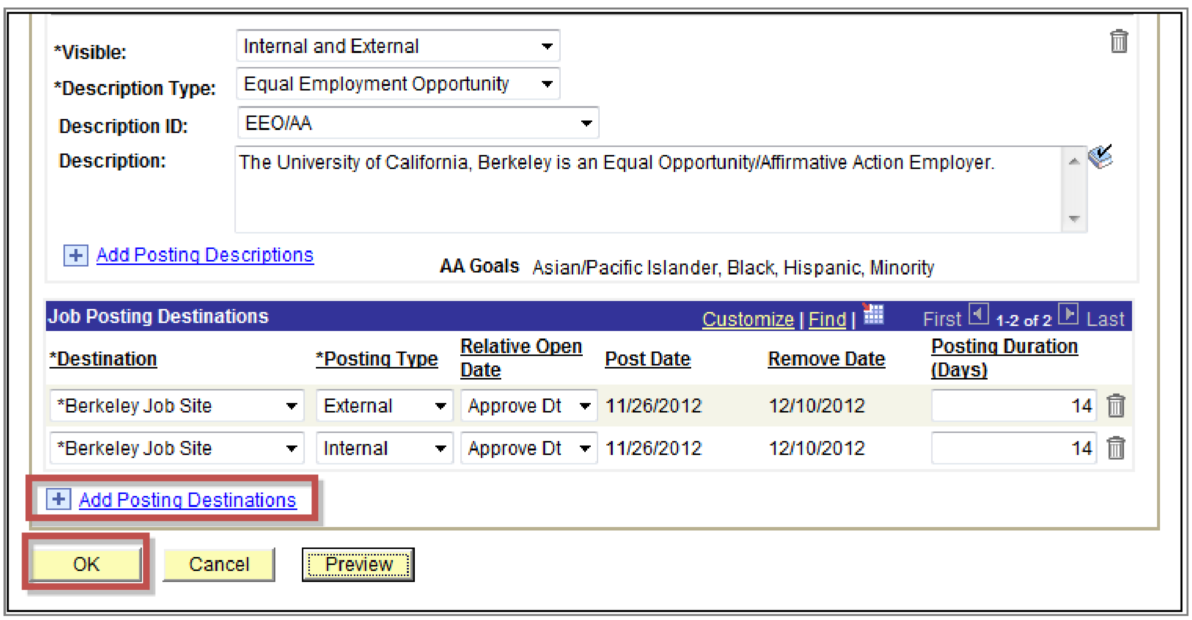
Step	Action
53.	Click the **Description Type** list.

Step	Action
54.	Click the **Criminal Background Check** list item. Criminal Background Check
55.	Certain positions are designated as needing fingerprinting and Federal & State background checks. In this example, we have added the Criminal Background Check because this particular job requires it. If you are uncertain if the job you are posting requires a background check or if you have questions regarding background checks, contact central HR. If you add the Criminal Background Check job posting type, you must add the pre-written language in the Description ID field to the posting. Click the **Description Type** list.
56.	Click the **Criminal Background Check Required** list item. Criminal Background Check Required
57.	The Criminal Background Check pre-written language displays in the **Description** field.
58.	Click the **Vertical** scrollbar.
59.	Finally add an EEO statement on the posting by clicking the **Add Posting Descriptions** link.



Step	Action
60.	Click the **Description Type** list.

Step	Action
61.	Click the **Equal Employment Opportunity** list item. Equal Employment Opportunity
62.	The **Equal Employment Opportunity** Description Type also has pre-written text for its description. Click the **Description Type** list.
63.	Click the **EEO/AA** list item. EEO/AA
64.	The Equal Employment Opportunity pre-written language appears. In this example, we have added all the Job Posting Descriptions needed for applicants for this particular job. You may need to use other Descriptions as needed for your jobs.
65.	Click the **Vertical** scrollbar.



Step	Action
66.	Jobs must be posted for both External and Internal viewing (Internal only posting exceptions are rare). The system requires you to post to External and Internal destinations separately.
67.	As a best practice, click the **Add Posting Destination** link in the **Posting Destinations** section to have two rows to create both External and Internal posting destinations.

Step	Action
68.	Two **Job Posting Destination** lines are displayed. We will use one for External posting and the other for Internal posting.
69.	In the first line of the **Posting Destinations** section, click the **Destination** list.
70.	Click the ***Berkeley Job Site** list item. *Berkeley Job Site
71.	Continue entering posting destination information in the first line by clicking the **Posting Type** list.
72.	Click the **External** list item. External
73.	Continue entering posting destination information in the first line by clicking the **Relative Open Date** list.
74.	Once the Relative Open Date field is populated, the system will assign today's date as the posting date. Due to the authorization and approval process, the job will not necessarily be posted today but will be posted as soon as the Department Authorizer and Employment Services approve the job. Click the **Approve Dt** list item. Approve Dt
75.	You can choose to enter either a **Remove Date** or a **Posting Duration**. Posting Duration is the length of time a Job Opening will be open. There is a 14 day mandatory posting period; you can post up to 90 days. You can also pick a specific date (as long as it is more than 14 days and less than 90 days from the date the job will be posted.) The Posting Duration cannot be shortened to less than 14 days. If the posting has not been filled within the initial 90 days, you can request Employment Services to extend the posting period. In this example, we have entered a Posting Duration of 14 days.

Step	Action
76.	Enter the desired information into the **Posting Duration (Days)** field. Enter "**14**".
77.	Move to the next line and continue entering posting destination information in the second line by clicking the **Destination** list.
78.	Click the ***Berkeley Job Site** list item. *Berkeley Job Site
79.	Continue entering posting destination information in the second line by clicking the **Posting Type** list.
80.	Click the **Internal** list item. Internal
81.	Continue entering posting destination information in the second line by clicking the **Relative Open Date** list.
82.	Click the **Approve Dt** list item. Approve Dt
83.	Enter the desired information into the **Posting Duration (Days)** field. Enter "**14**".
84.	With all job posting details entered, click the **Preview** button to view the job opening as applicants will see it. Preview

Job Description

Job Title:	_____Assistant III
Job ID:	999999999999999
Department:	
Location:	Main Campus-Berkeley
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Return to Previous Page   Switch to Internal View

Departmental Overview

The Physics department is...

Responsibilities

Provide administrative support to...

Required Qualifications

Administrative experience...

Preferred Qualifications

UC Berkeley experience...

Salary & Benefits

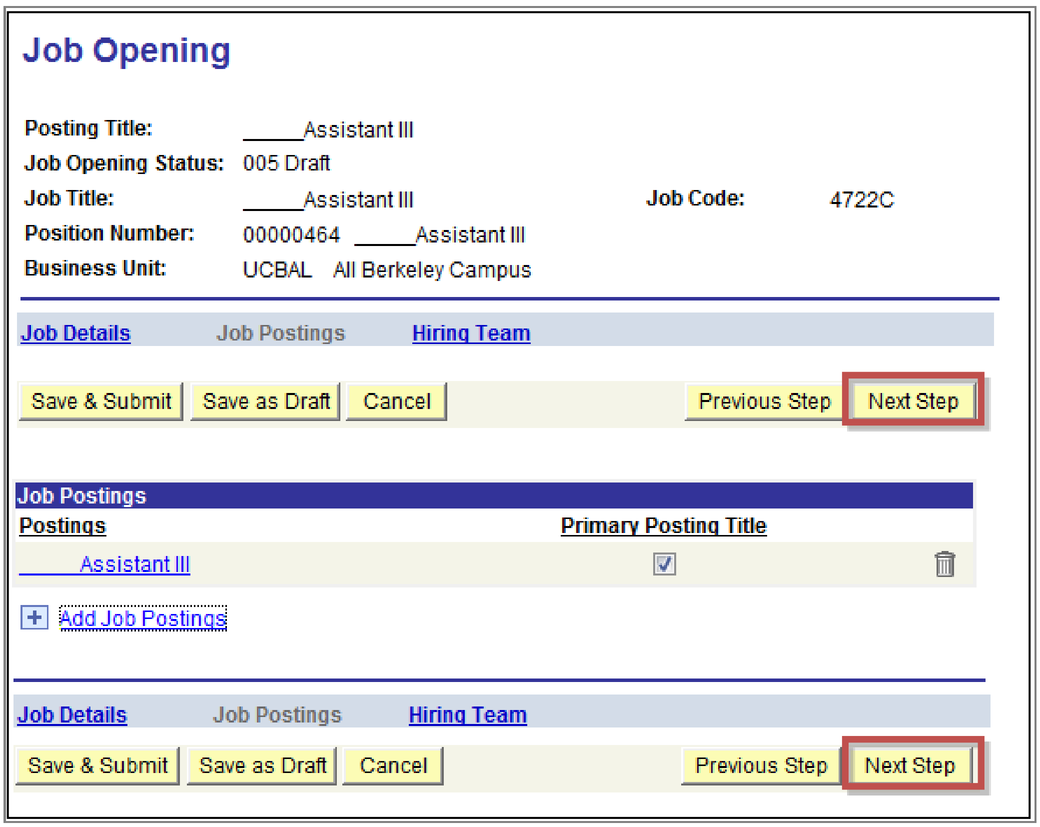
http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

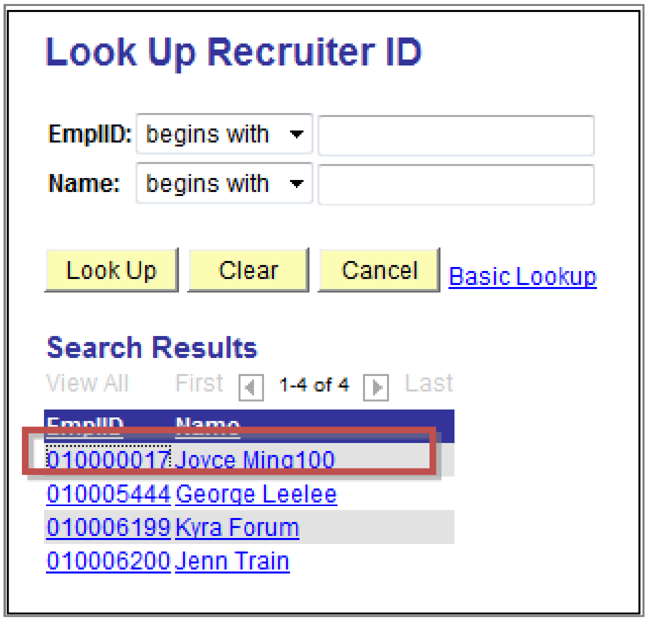
Step	Action
85.	Review the information on the Job Description preview page. When you are finished, click the **Return to Previous Page** link. Return to Previous Page
86.	If you need to make changes to the information you have entered on the **Job Opening - Posting Information** page, make them now. Otherwise, click the **OK** button to return to the **Job Opening** page and to continue creating the posting. OK

Step	Action
87.	Notice that the Job Postings sections have been collapsed into a single posting link Administrative Assistant 3. This link would be used to open the Job Posting page for this job. **Note**: If you want to re-open the job posting, click on the specific named link and NOT **Add Job Postings**. If we clicked the **Add** link, we would be creating a second Job Opening posting and both would appear on the posted Job Site under the same Job ID which would be very confusing. The **Trash can** icon on the right would only be used if we wanted to delete the posting page and start over.



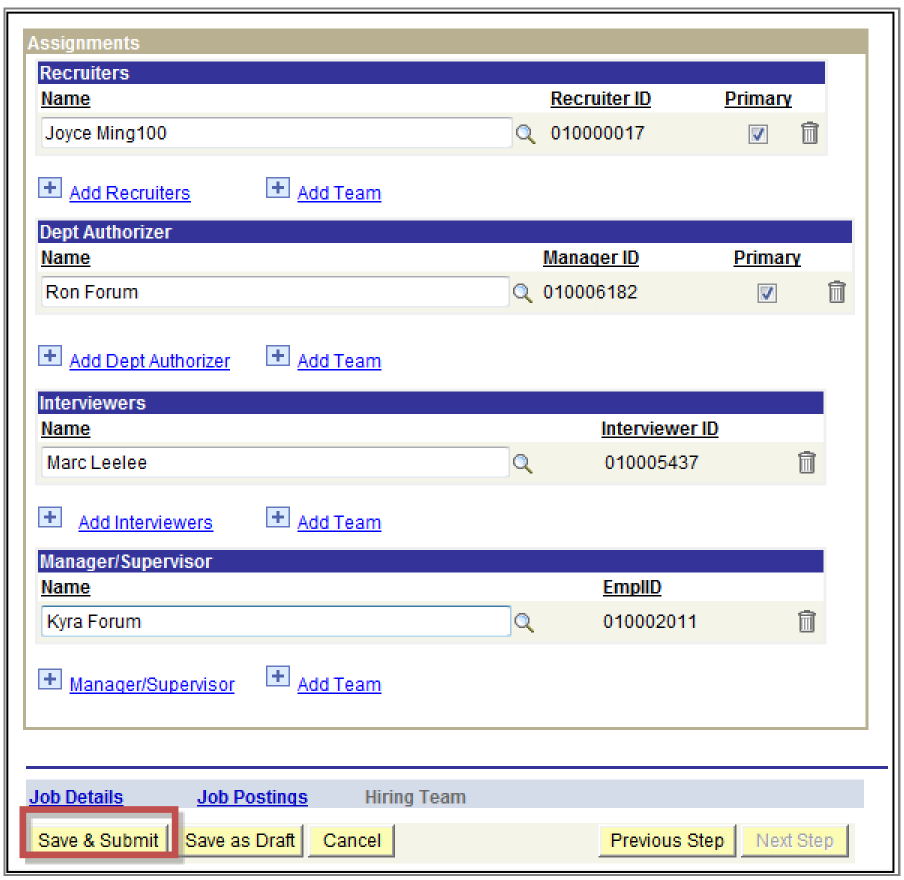
Step	Action
88.	Click the **Next Step** button to proceed to the Hiring Team page.

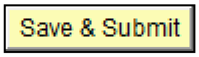
Step	Action
89.	Designate **Employment Recruiter**, **Dept. Authorizer**, **Interviewer(s)** and the **Manager/Supervisor** for this job opening. This is the only page that can be edited and changed after the job has been submitted and approved. The information on this page can be edited throughout the recruitment process since the individuals involved may change over time. In the Assignments section, click the **Add Recruiters** link.
90.	Click the **Look up Recruiter ID (Alt+5)** button to display the **Look up Recruiter ID** page. 

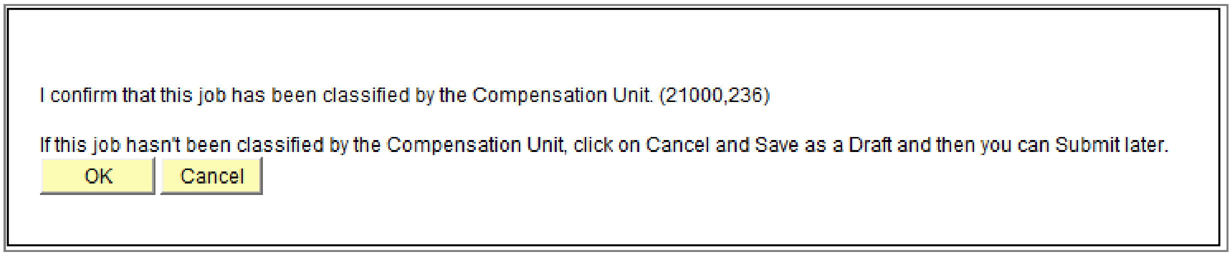


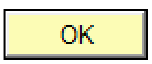
Step	Action
91.	The results will be filtered by recruiter role. You can narrow the list by adding the recruiter name or click the link for the appropriate recruiter in the **Search Results** section below. In this example, click the **Joyce Ming100** link. Joyce Ming100
92.	Notice that the Recruiter name and ID now appear on the Hiring Team page. The Dept. Authorizer is the person with the designated authority to approve hires in their department. Click the **Add Dept Authorizer** link.
93.	Click the **Look up ID (Alt+5)** button to display the **Look up ID** page. 
94.	In this example, click the the **Ron Forum** link. Ron Forum
95.	We will now add the Interviewers. Interviewers can be anyone on campus with an ID. Best practice is to always add the Supervisor of the position posted as the first member of the Interview Team so that they too are able to access the applications. Click the **Add Interviewers** link.

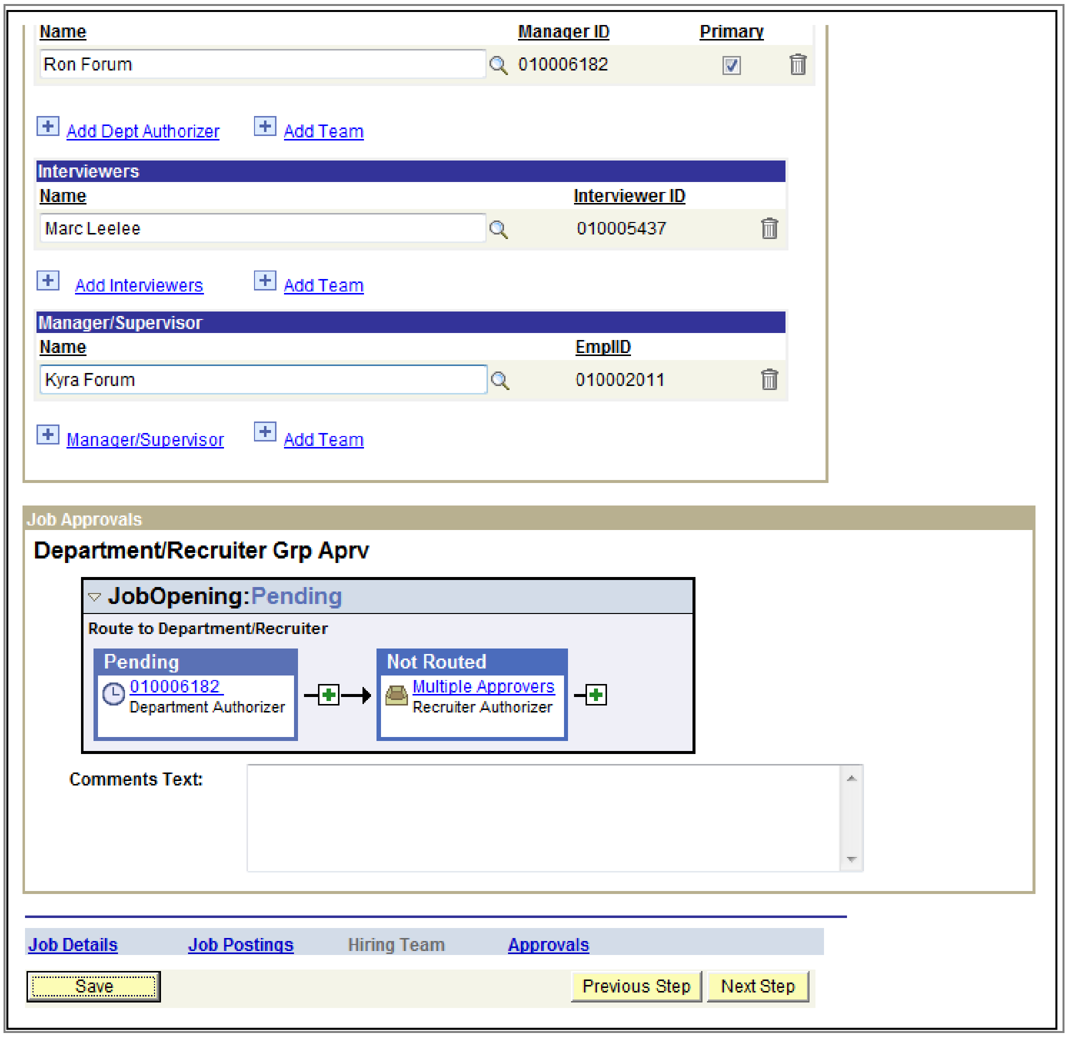
Step	Action
96.	In most cases you will need to use the Lookup Interviewer ID to search your interviewers by their names. Click the **Look up Interviewer ID (Alt+5)** button to display the **Look up Interviewer ID** page.
97.	Click the **Marcus Leelee** link. Marcus Leelee
98.	Next, we will designate the Manager/Supervisor. This is the person who will be the Supervisor of the employee(s) hired for this job. Click the **Manager/Supervisor** link.
99.	Click the **Look up EmplID (Alt+5)** button to display the **Look up EmplID** page. You can use these fields to search by name.
100.	Click the **Kyra Forum** link. Kyra Forum



Step	Action
101.	The Job Posting page is displayed. After entering all assignments, click the **Save & Submit** button at the bottom left of the page. 



Step	Action
102.	A confirmation page displays that requires you to confirm that the job has been classified by the Compensation Unit. If you have confirmed that the job has been classified by the Compensation Unit, then click the **OK** button to complete the submission. Otherwise, click the **Cancel** button, save the data you have enter as draft until you have obtained the required confirmation. In this example, click the **OK** button. 



Step	Action
103.	Notice the Approvals information appears displaying the next steps in the approval process. You can return at any time to the Approvals link to check the status of the job. An e-mail is automatically generated to the Department Authorizer informing them that there is a Job Opening needing their approval. Once approved, the first box header will change from blue to green and will display a check mark. The status will change from Pending to Approved. Notice the Job Opening ID has been assigned once the Job Opening was saved.
104.	**Congratulations!** You have completed the topic. **End of Procedure.**

Position Management

Section Overview

Position Management is used at UCB to track positions. By tracking positions in HCM, you can keep a history of all positions. This means that organizational reporting relationships can be tracked independent of the employees in positions.

Use **Position Management** (within the Organizational Development module) to view, create, and update positions.

Section Objectives

- Viewing Position Data
- Adding a New Position
- Updating a Filled Position
- Updating Position Funding

Viewing Position Data

To view a position, you use the same HCM component as you would to create or update a position. Navigate to the **Add/Update Position** link in Position Management.

Depending on your security access, you may have fewer menu choices than are displayed in this topic.

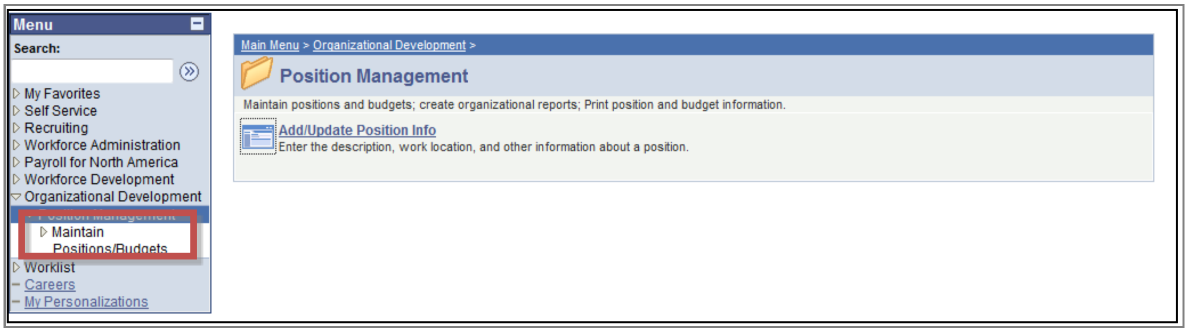
Procedure

In this example, you will learn how to look up a position.

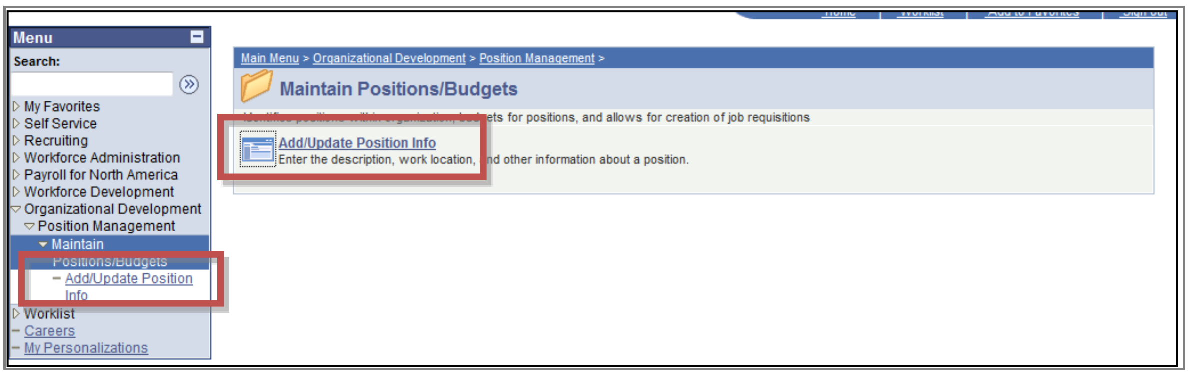
You will review the position for its job code, department, standard hours, head count, incumbents, and funding.

Step	Action
1.	Begin by navigating to the **Add/Update Position Information** page. Click the **Organizational Development** link in the main menu. ▷ Organizational Development

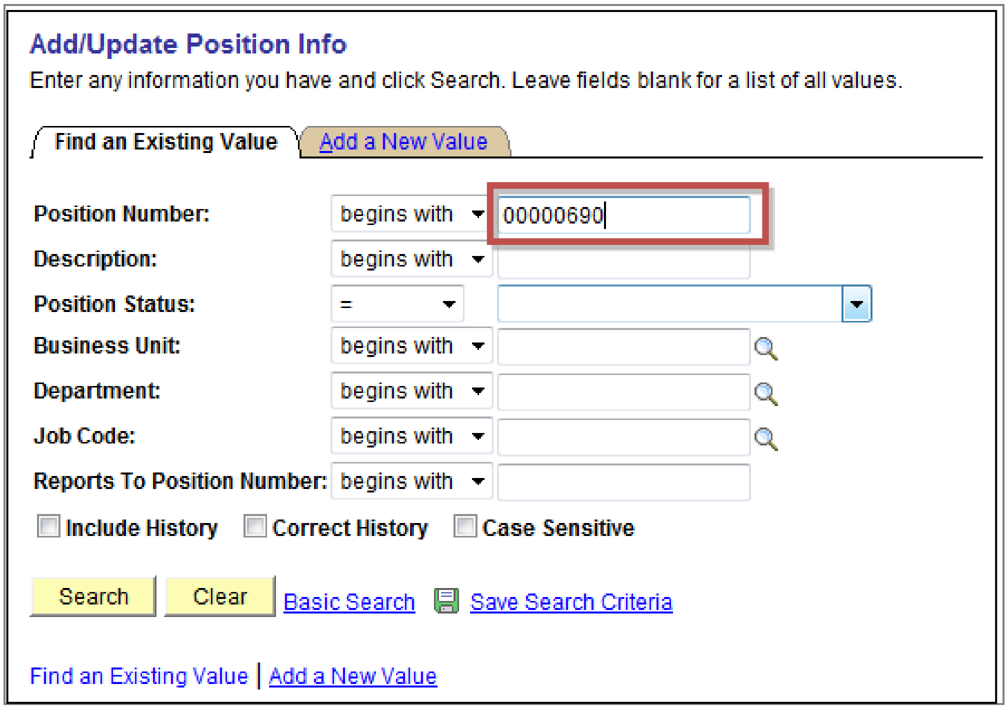
Step	Action
2.	Click the **Position Management** link in the menu. ▷ Position Management

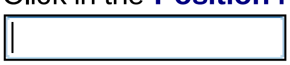
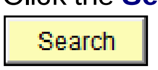


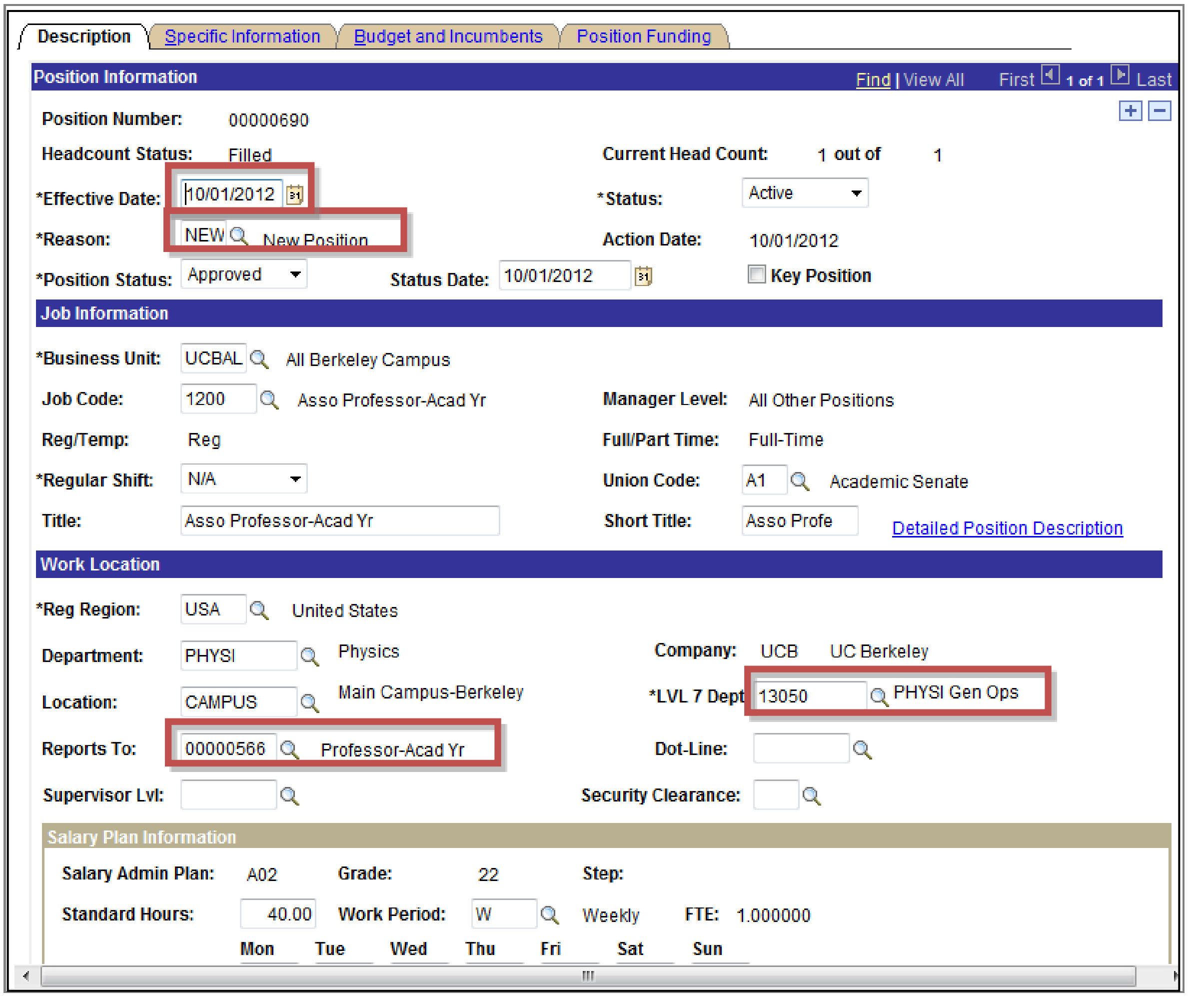
Step	Action
3.	Click the **Maintain Positions/Budgets** link in the menu. ▷ Maintain Positions/Budgets



Step	Action
4.	Click the **Add/Update Position Info** link in either the main menu or the in the **Maintain Positions/ Budgets** folder on the right of the menu.

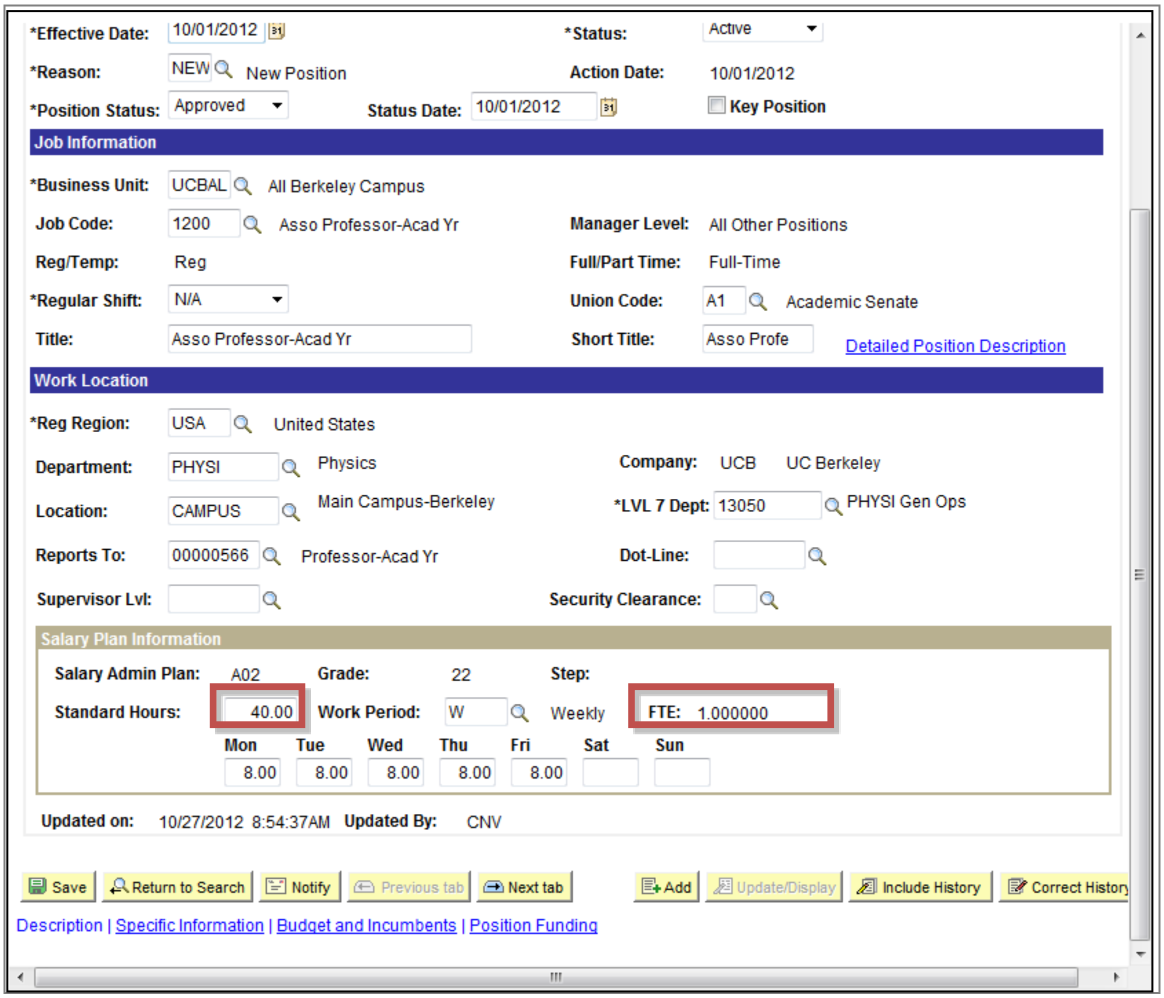


Step	Action
5.	The **Add/Update Position Info** page displays. If you know the position number, enter it here and click the **Search** button. If you do not know the position number, use the search fields to find the appropriate position number. Click in the **Position Number** field. 
6.	In this example, enter "**00000690**" into the **Position Number** field.
7.	Click the **Search** button. 

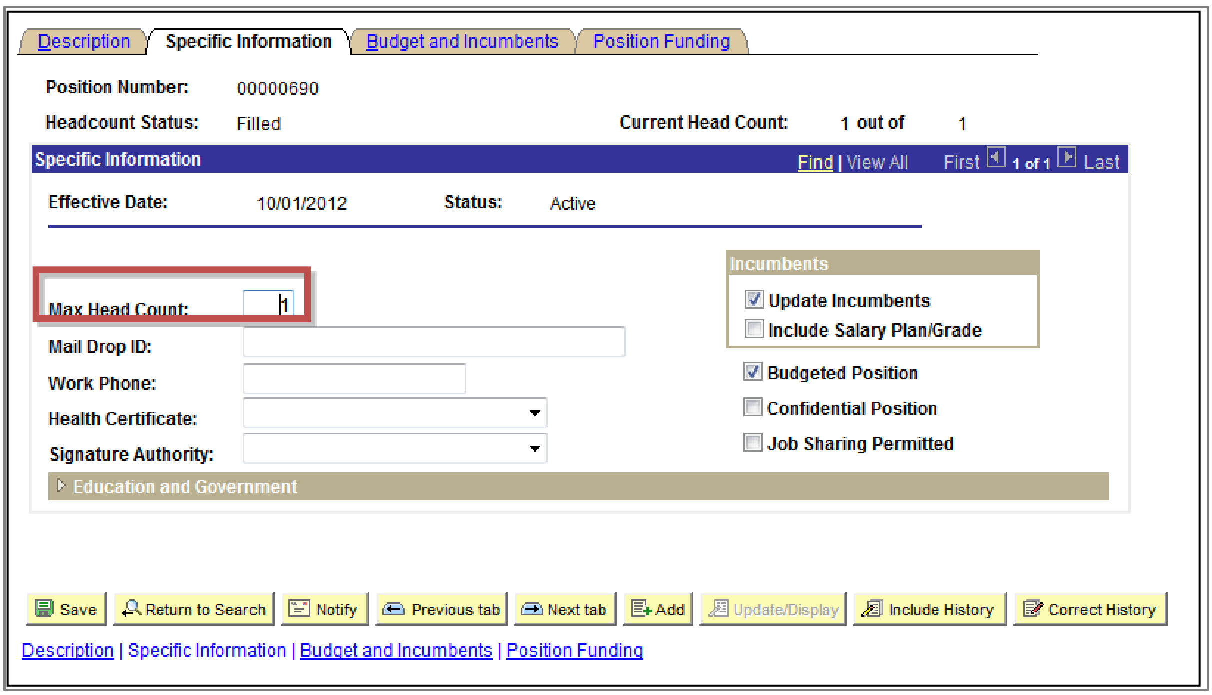


Step	Action
8.	The **Description** page for the position displays. Notice the **Effective Date** for the position in the **Position Information** section. The effective date for a position must be on or before the effective date an incumbent is hired into the position.
9.	When updating a position, you enter a new line by click the **Add new row** button (plus sign) in the upper right of the **Position Information** section. A **Reason Code** is required for a position update.
10.	Some of the fields in the **Job Information** section populate from the job code entered in position.
11.	The fields in the **Work Location** section were filled out when the position was created.
12.	In the **Work Location** section, the **LVL 7 Dept** field is a required field. The LVL 7 Dept ID is often the same as the Dept ID field in the chartstring.

Step	Action
13.	When this position was created the **Reports To** position number was entered. This is a recommended field, but not a required field. **Reports To** will populate in an employee's **Job Data - Job Information** (WFA) page. **Supervisor ID** will also populate from the Reports To position data, only if the position is not vacant and there is one incumbent.
14.	Scroll down to view the **Salary Plan Information** section. Click the **Vertical** scrollbar.

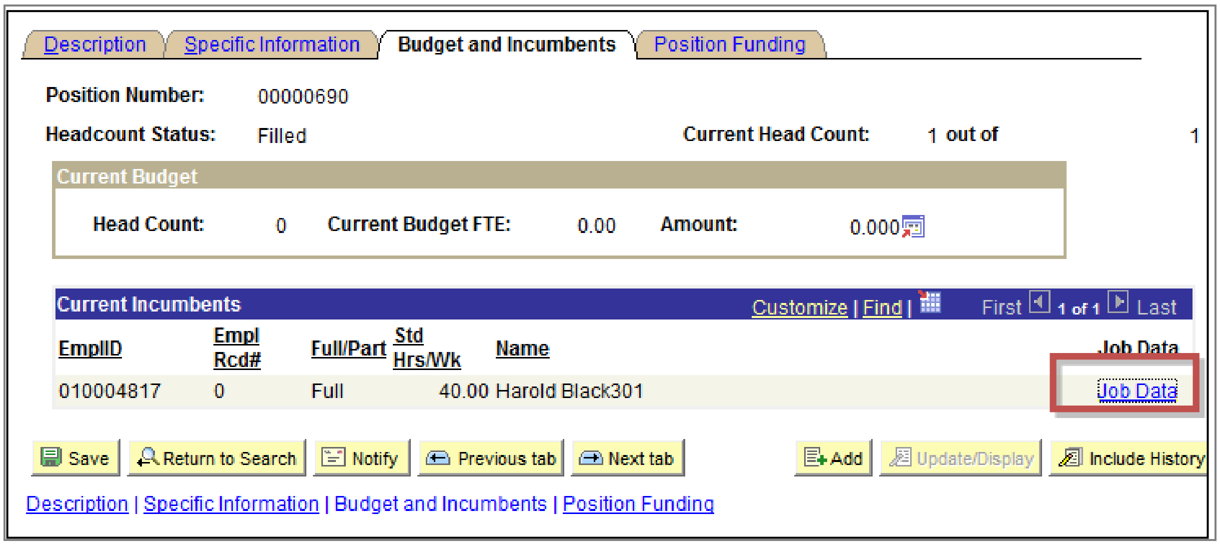


Step	Action
15.	In this example, the **Standard Hours** for the position are 40. When this position was created entering 40 hours automatically set the FTE to 1.00000 and the work days to 8 hours per day. FTE can also be changed on an incumbent's **Job Data - Job Information** (WFA) page, but cannot be greater than the Position FTE. **Note**: The workday boxes are to assist in calculating Standard Hours/FTE only and do not pass to or affect Job Data, PPS, CalTime or any other system.
16.	Scroll up to view the tabs. Click the **Vertical** scrollbar.
17.	Click the **Specific Information** tab to view head count. Specific Information

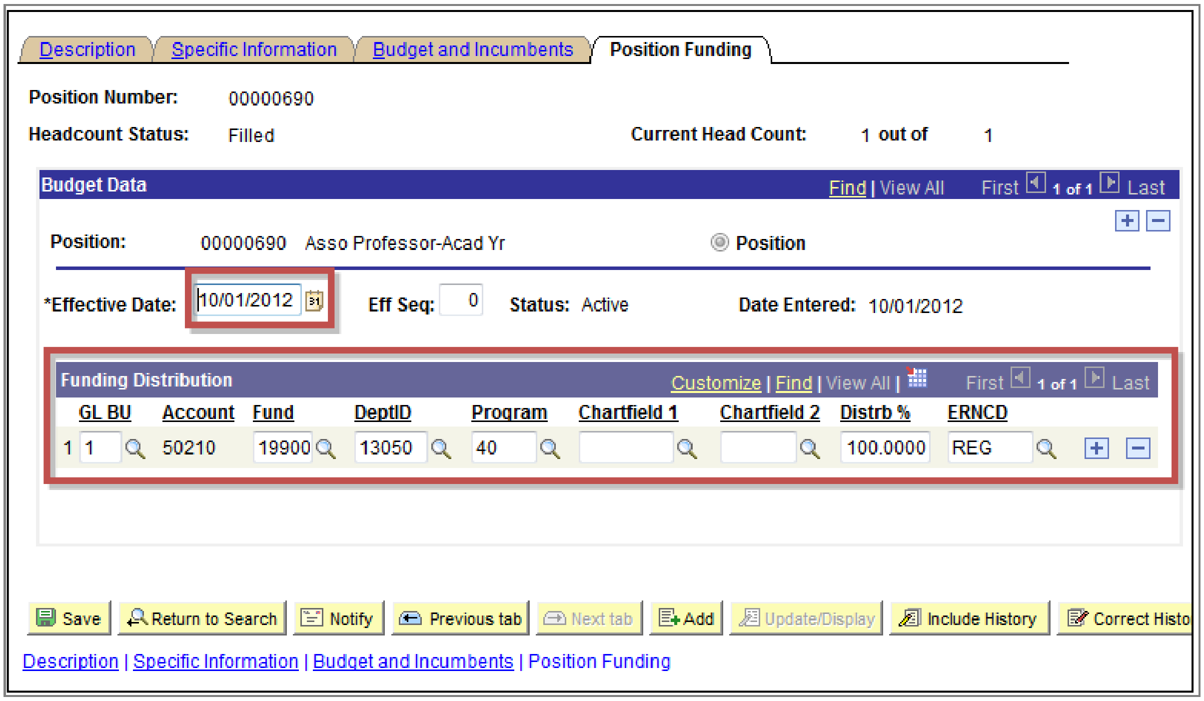


Step	Action
18.	The **Max Head Count** field for the position is on the **Specific Information** page. This field indicates the maximum expected number of incumbents for this position.

Step	Action
19.	Notice the **Headcount Status** field. If the number of incumbents exceeds the Max Headcount number, then the Headcount status will be "Overallocated". If the number of incumbents is less than the Max Headcount number, then the Headcount status will be "Partial Filled". If the number of incumbents is same as the Max Headcount number, then the Headcount status will be "Filled".
20.	The **Budget and Incumbents** page lists the employees who currently hold this position. Click the **Budget and Incumbents** Budget and Incumbents



Step	Action
21.	All active incumbents for the position are listed in the **Current Incumbents** section.
22.	From each incumbents listing, you can view and/or update their Job Data pages by clicking the corresponding **Job Data** link.
23.	Click the **Position Funding** tab. Position Funding



Step	Action
24.	On the **Position Funding** page, funding chartstrings have been entered in the **Funding Distribution** section. In this example, there is one chartstring with an Earnings Code of REG and a distribution of 100%. Additional chartstrings can be entered with the funding distributed among them. However, the total distribution percent on all chartstrings with REG Earnings Codes must equal 100%. Chartstrings with other Earnings Codes are also allowable, in accordance with business and system rules similar to those in WFA Job Data and Job Earnings Distribution.
25.	**Congratulations!** You have reviewed position information. **End of Procedure.**

Adding a New Position

Use the **Add/Update Position** component in HCM to add a new position to a department. Required data include: Effective Date, Reason, Job Code, Department, Location, Level 7 Department ID, Standard hours (FTE) and the funding chartstring.

It is recommended that you also enter the **Reports To** position number. If you do not enter a value, upon saving the new position you will be advised to enter the **Reports To** position number, but you can save without doing so.

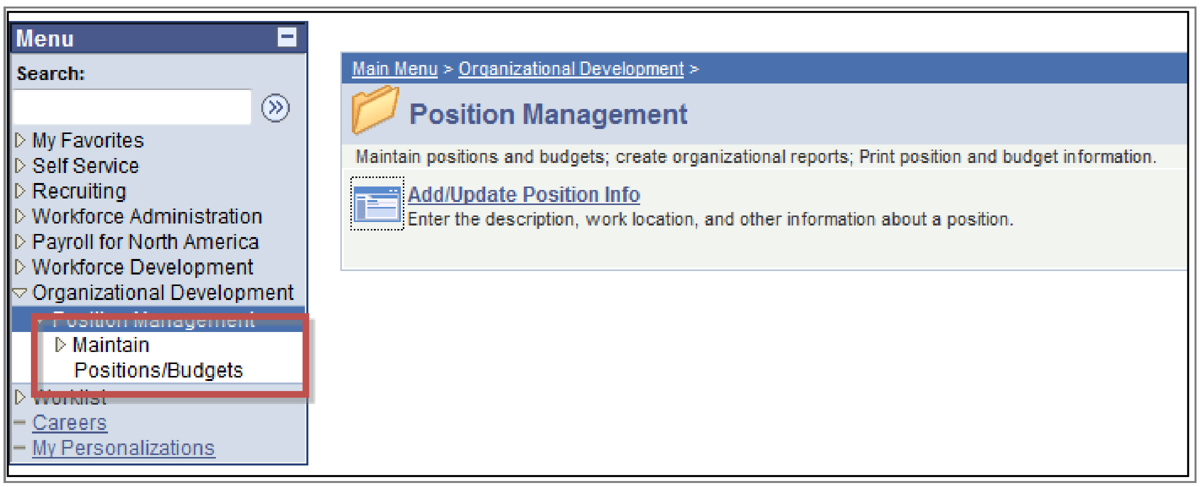
Depending on your security access, you may have fewer menu choices than are displayed in this topic.

Procedure

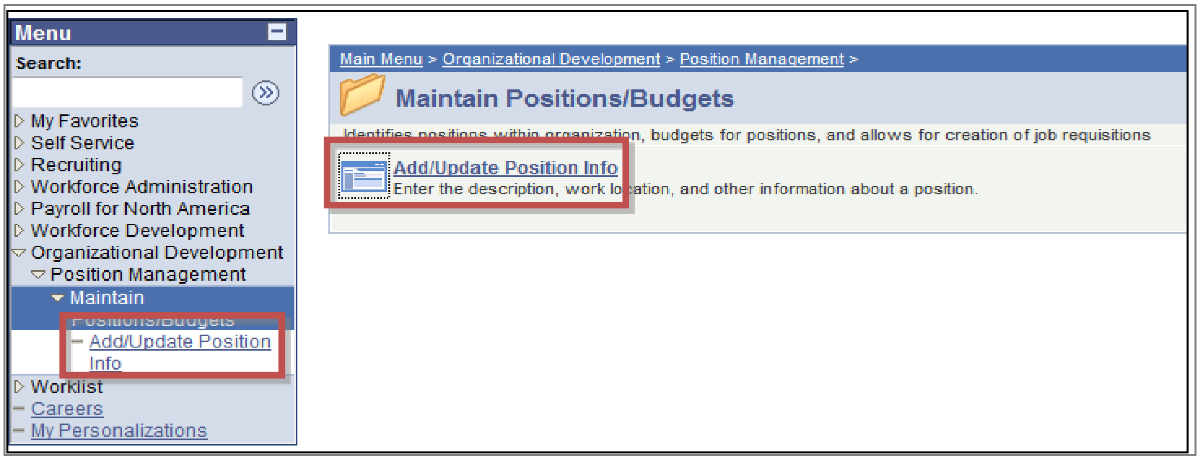
In this topic, approval has been given to create an Applications Programmer 3 position. You will use the Add/Update Positions page to create the new position.

Step	Action
1.	Begin navigating to the **Add/Update Position Info** page. Click the **Organizational Development** link in the main menu. Organizational Development

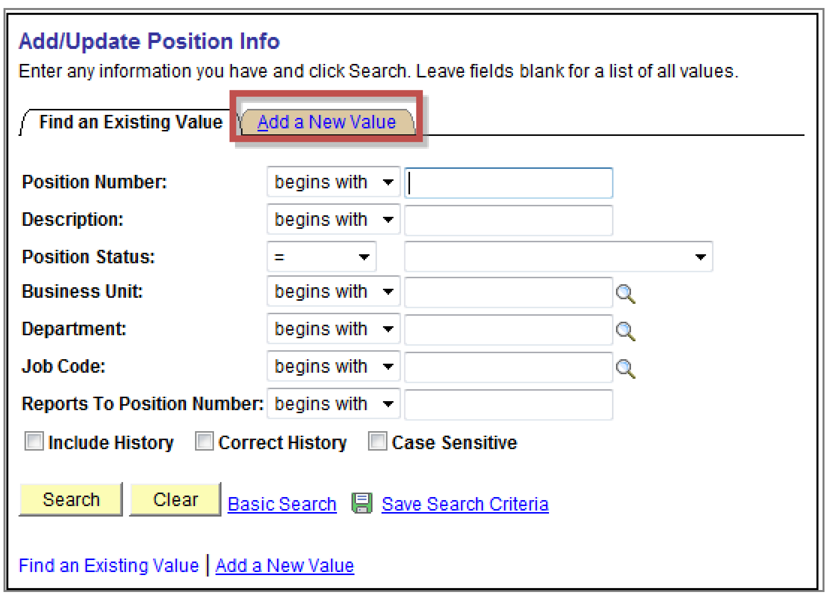
Step	Action
2.	Click the **Position Management** link in the menu. ▷ Position Management



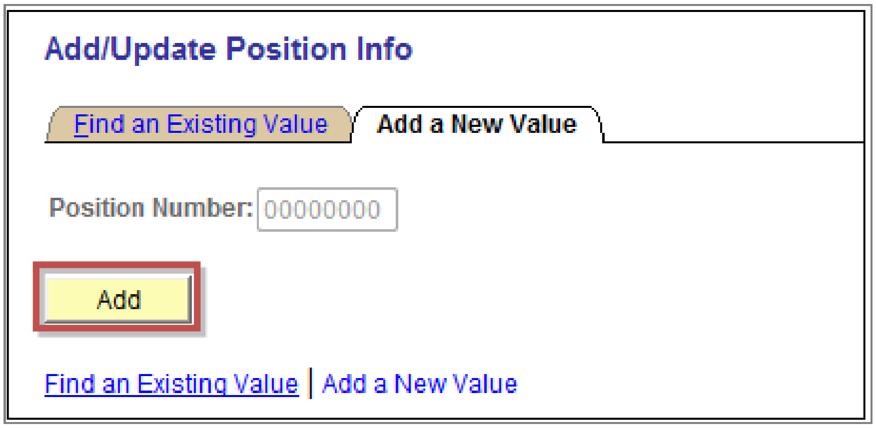
Step	Action
3.	Click the **Maintain Positions/Budgets** link in the menu. ▷ Maintain Positions/Budgets



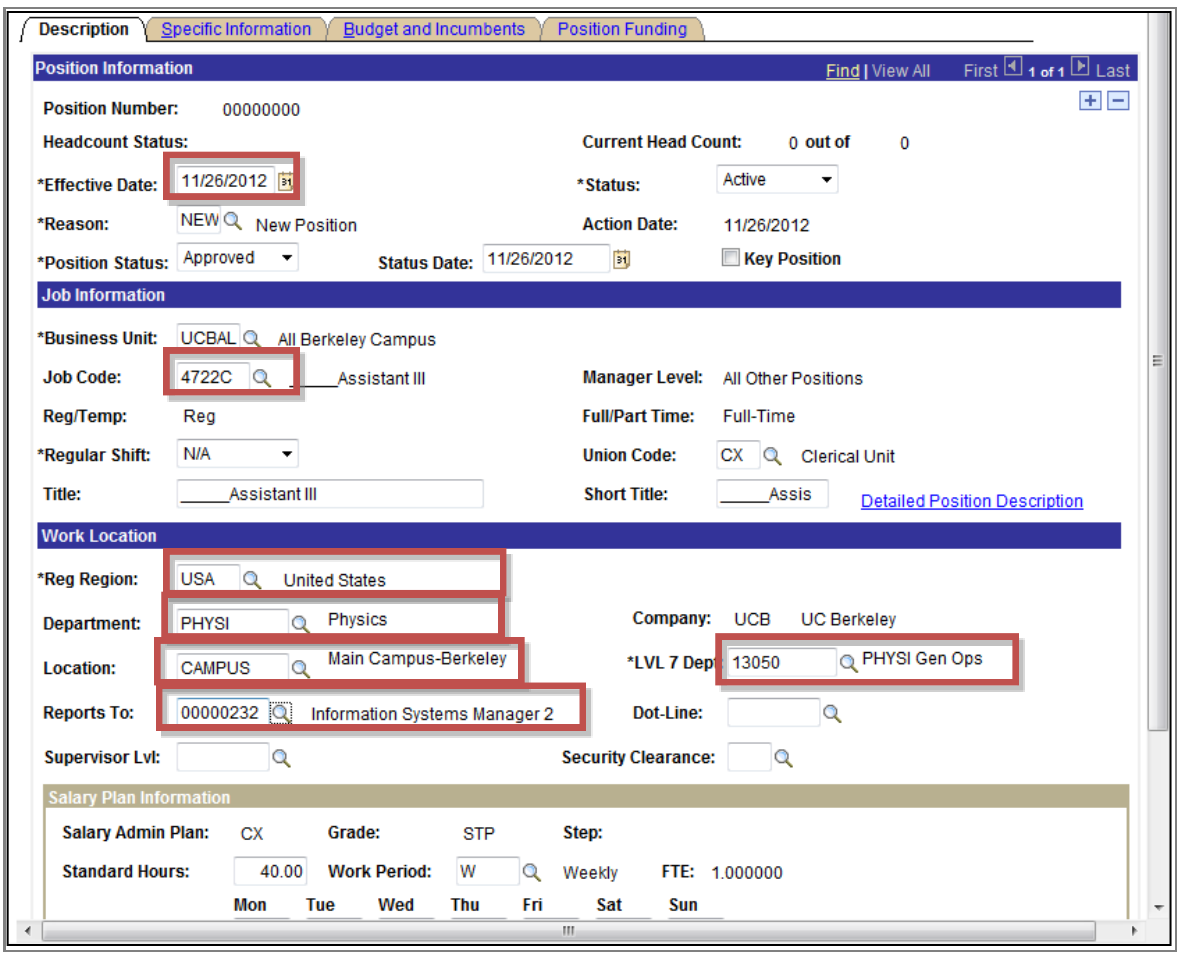
Step	Action
4.	Click the **Add/Update Position Info** link in the menu or in the **Maintain Position/Budgets** folder on the right of the menu.



Step	Action
5.	Since you are creating a new position, click the **Add a New Value** tab.

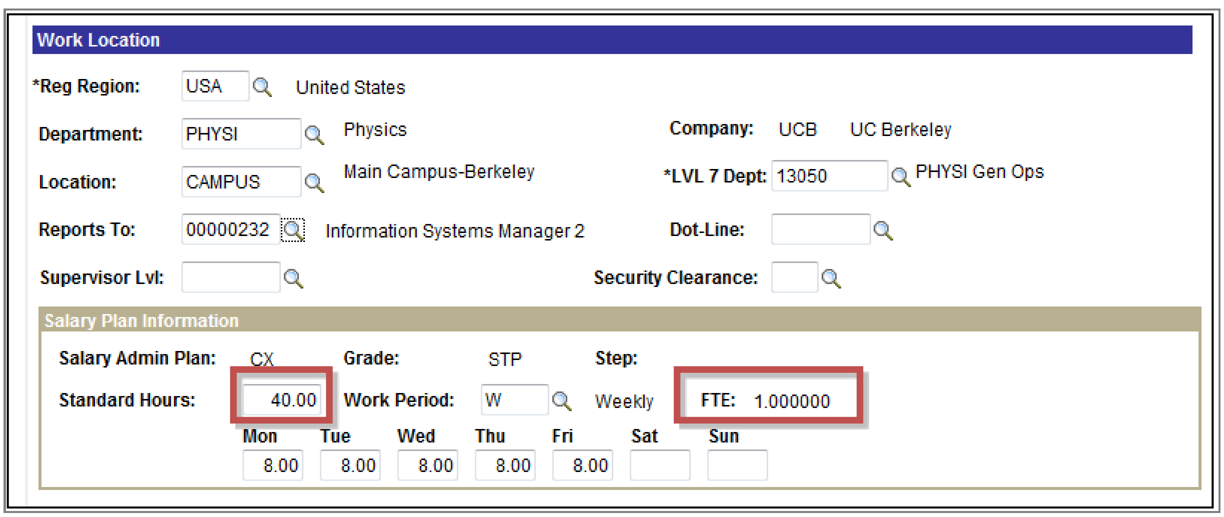


Step	Action
6.	The default position number when adding a new position is '00000000'. The system will assign the position a new number once it is successfully saved. Click the **Add** button. Add



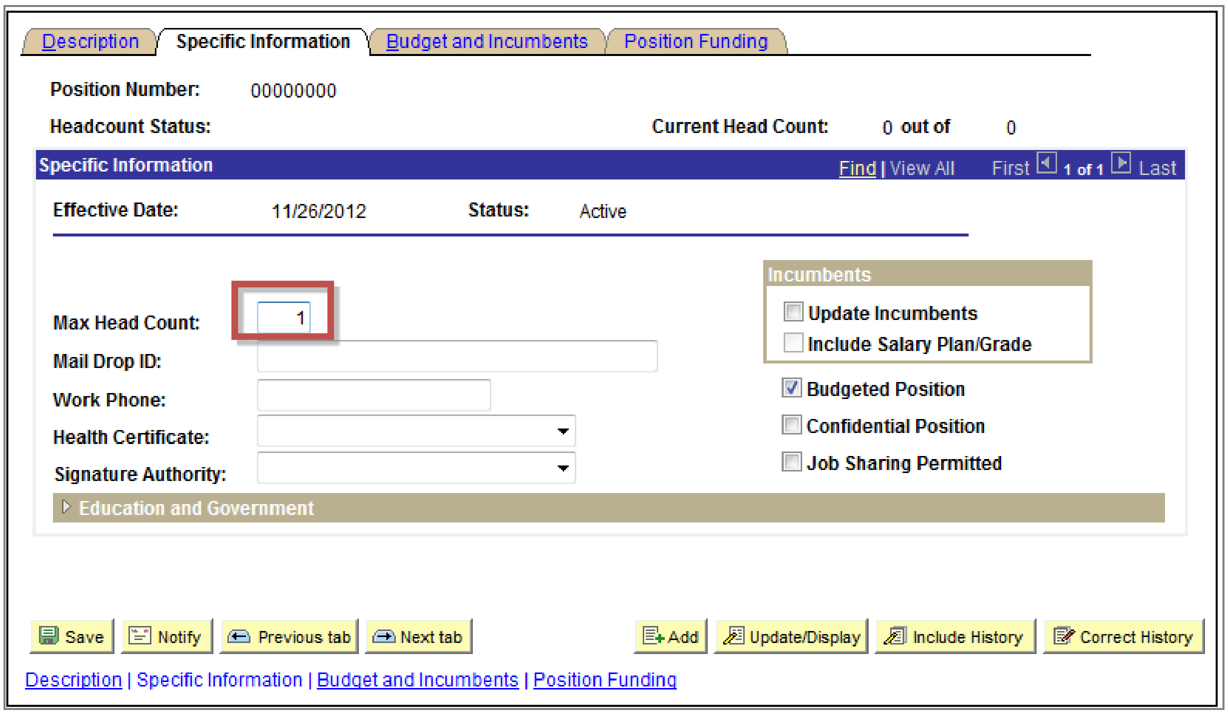
Step	Action
7.	The **Description** page for Add/Update Position displays. Note the **Effective Date** for the position in the **Position Information** section. The effective date for a position **must** be on or before the effective date of a person hired into the position.
8.	Since a new position is being created in this example the default for the **Reason** field is "New". Leave as defaulted.
9.	You must associate this position with an approved job code. Click in the **Job Code** field.
10.	In this example, enter "**4722C**" into the **Job Code** field.
11.	Tab out to load the page with Job information associated with the code you entered. **Note**: As a best practice, tab out of each of your entries on this page. This action will help you verify the data you have entered. Press **[Tab]**.
12.	The fields in the **Job Information** section populate when the job code is entered in position.
13.	The value in the **Full/Part Time** field defaults based on the FTE status in the **Salary Plan Information** section at the bottom of this page. When first creating a position, Standard Hours defaults to 40.00 and FTE to 1.000000; therefore, the **Full/Part Time** value defaults to "Full-Time". The Full/Part Time value will change to Part Time when the Standard Hours entered decreases the FTE to less than 1.0.
14.	Next add the department for the position. Click in the **Department** field.
15.	In this example, enter the code for University Relations. Enter "**PHYSI**" into the **Department** field.
16.	Press **[Tab]**.
17.	Enter "**CAMPUS**" into the **Location** field.
18.	Press **[Tab]**.

Step	Action
19.	Level 7 department is a required field. Enter the Level 7 department that has budgetary ownership of the position. To see a list of Level 7 entries, click the Lookup button. For this department and position, enter "**13050**" into the **LVL 7 Dept** field.
20.	Press **[Tab]**.
21.	The **Reports To** field indicates the position number that this position will report to. This is a recommended field in the system, but not a required field. Your department may require this field for reporting purposes. Upon hire, Reports To will populate in an employee's Job Data - Job Information (WFA) page. Supervisor ID will also populate from the Reports To position, if the position is not vacant and there is only one incumbent.
22.	Enter the position number, **00000232**", into the **Reports To** field.
23.	Press **[Tab]**.
24.	Scroll down to enter the Standard Hours for the Position, which will calculate the Position FTE (full time equivalent). Click the scrollbar.



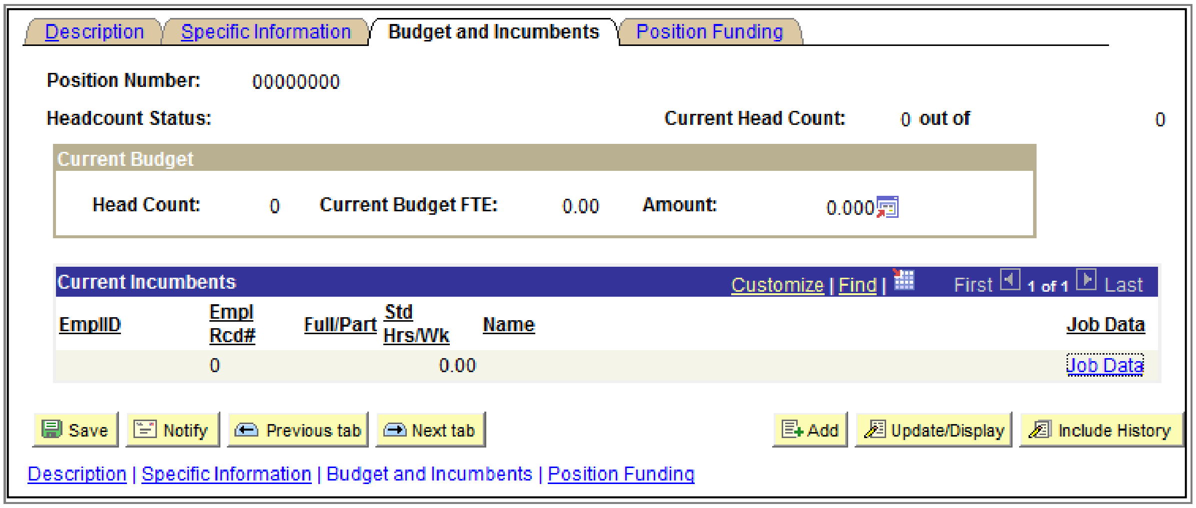
Step	Action
25.	In this example, we are creating a part-time position at 30 hours a week. Click in the **Standard Hours** field. 40.00
26.	Enter "**30**" into the **Standard Hours** field.
27.	Press **[Tab]**.

Step	Action
28.	Notice that upon tabbing out of the **Standard Hours** field the hours updated and are distributed evenly throughout the work week. You can also manually distribute the hours across the work week to calculate total Standard Hours. **Note**: The division of the hours across the work week is a calculation tool only and is not meant to reflect the actual schedule of the incumbent, nor does this information pass to Job Data, PPS, or CalTime.
29.	Note that the **FTE** field has recalculated based upon standard hours divided by a 40 hour work week.
30.	Click the **Specific Information** link at the bottom of the page. Specific Information

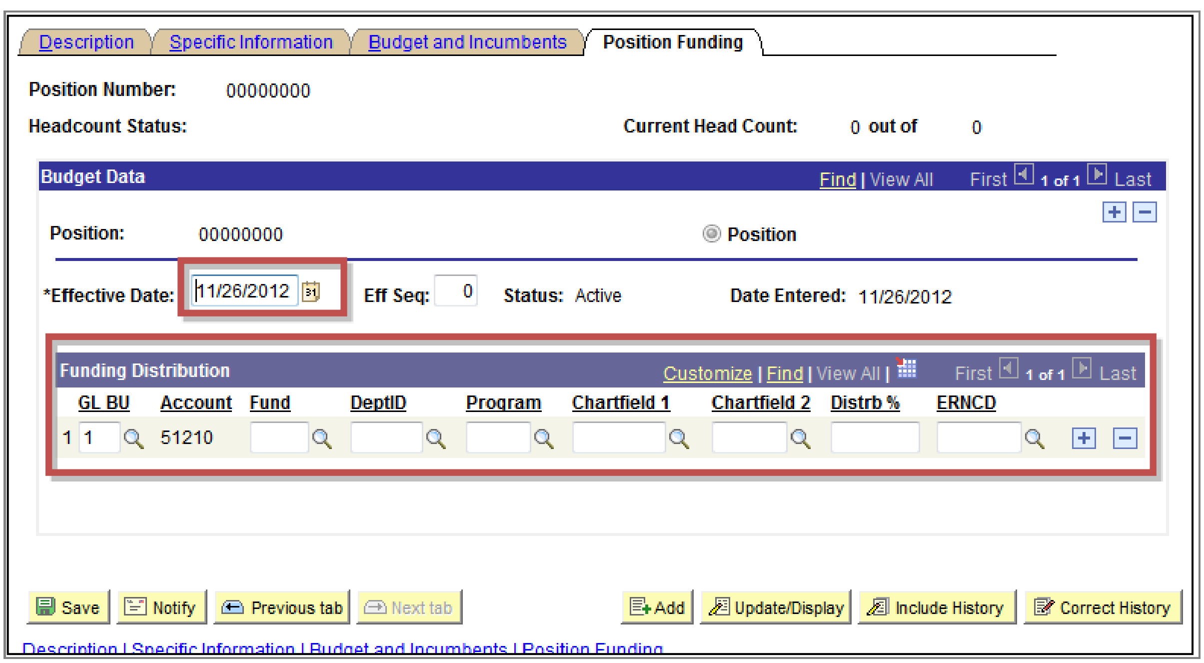


Step	Action
31.	The **Specific Information** page displays. In the Specific Information section, the **Max Head Count** field indicates the maximum expected number of incumbents for this position. The default is one. If this is correct, accept this value, otherwise change to the number of people expected to this position. In this example, we will only have one incumbent in this position, so we will leave the default value of one.
32.	For all checkboxes on the right, accept all the defaulted values and make no changes for new positions.

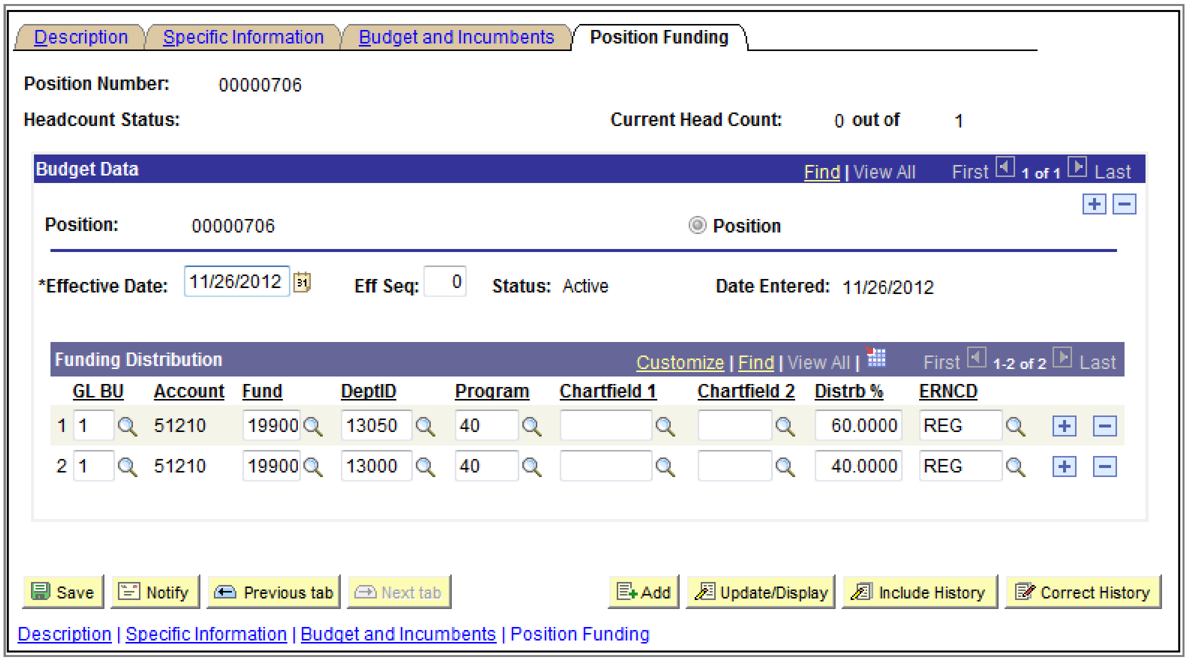
Step	Action
33.	Click the **Budget and Incumbents** tab.



Step	Action
34.	The **Budget and Incumbents** page displays. When creating a new position, this page will remain blank. Once employees are hired into this position, they will be listed in the **Current Incumbents** section.
35.	Click the **Position Funding** tab to enter the funding chartstring(s) for this position.



Step	Action
36.	On the Position Funding page that displays, GL Business Unit and Account default. Begin entering the funding in the Funding Distribution section. In this example, enter "**19900**" into the **Fund** field.
37.	Tabbing out of each field validates your entry. Press **[Tab]**.
38.	Enter the appropriate information into the **DeptID** field. Enter "**13050**".
39.	Press **[Tab]**.
40.	Enter the appropriate information into the **Program** field. Enter "**40**".
41.	Click in the **Distrb %** field. 
42.	Note that the total distribution percent on all **REG** distribution lines must equal 100%, even if the Position FTE is less than 1.0. In this example, the Position FTE is .75 but the total distribution percent equals 100%. If the funding is distributed between multiple chartstrings, the system will make the appropriate adjustment to the distribution percent when the funding is brought into Job Earnings Distribution, so that the total distribution percent matches the Job FTE (percent time) according to WFA business rules. In this case, the funding will be distributed 60/40 between two funding chartstrings. Enter "**60**" into the **Distrb%** field. .
43.	Press **[Tab]**.
44.	This funding is "Regular" pay. Enter "**REG**" into the **ERNCD** field
45.	Add a line for the next chartstring. Click the **Add a new row at row 1 (Alt+7)** button. 



Step	Action
46.	Click in the **Fund** field.
47.	Enter the appropriate information into the **Fund** field. Enter "**19900**".
48.	Press **[Tab]**.
49.	Enter the appropriate information into the **DeptID** field. Enter "**13000**".
50.	Press **[Tab]**.
51.	Enter the appropriate information into the **Program** field. Enter "**40**".
52.	Enter the appropriate information into the **Distrb %** field. Enter "**40**".
53.	Press **[Tab]**.
54.	Enter the appropriate information into the **ERNCD** field. Enter "**REG**".
55.	Once you have entered all required data, create the position by saving it. Click the **Save** button. Save
56.	A successful save is indicated when the system assigns the position a position number. Make sure to note the position number for use when creating a TAM job posting or in the Job Data page (in Workforce Administration).
57.	**Congratulations!** You have learned how to create a position. **End of Procedure.**

Updating a Filled Position

Position data updates including Department, Location, Standard Hours, and Reports To fields will automatically update job data in Workforce Administration by inserting a new, effective-dated row.

Changes to Job Code, FTE or Position Funding (chartstring changes) will NOT automatically update Job Data in Workforce Administration. You will need to add anew effective dated row in Workforce Administration for these changes.

Row deletions and corrections to position data also do not update Job Data automatically.

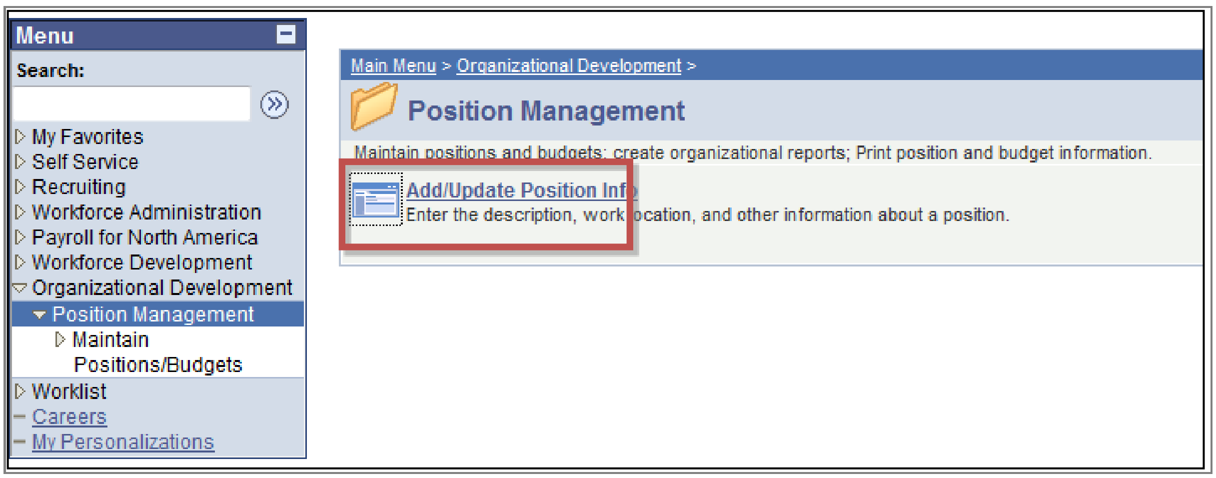
Depending on your security access, you may have fewer menu choices than are displayed in this topic.

Procedure

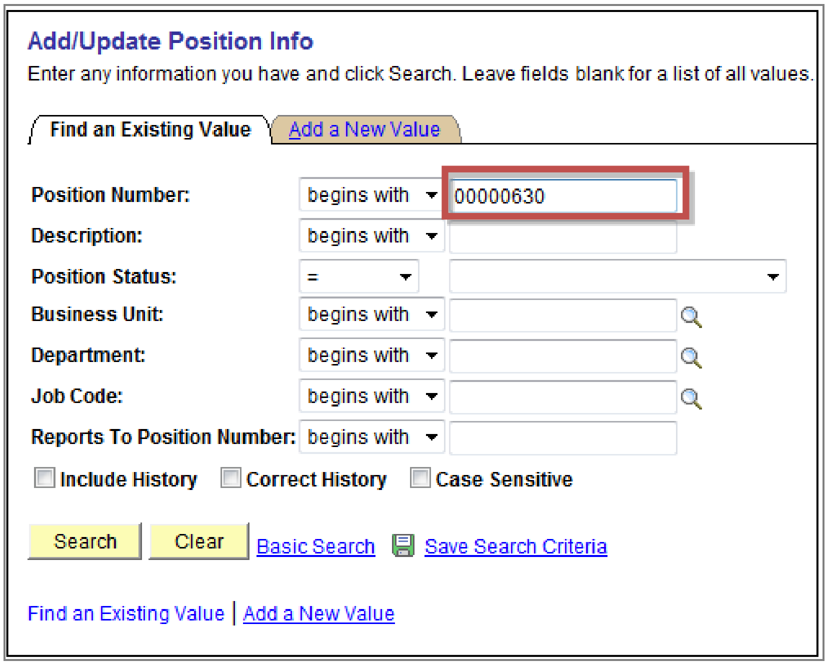
In this topic, you will make several updates to a position which has an incumbent. All changes made will automatically populate to each incumbent job data.

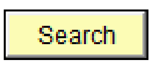
Step	Action
1.	Begin by navigating to the **Add/Update Position Info** page. Click the **Organizational Development** link in the main menu. ▷ Organizational Development

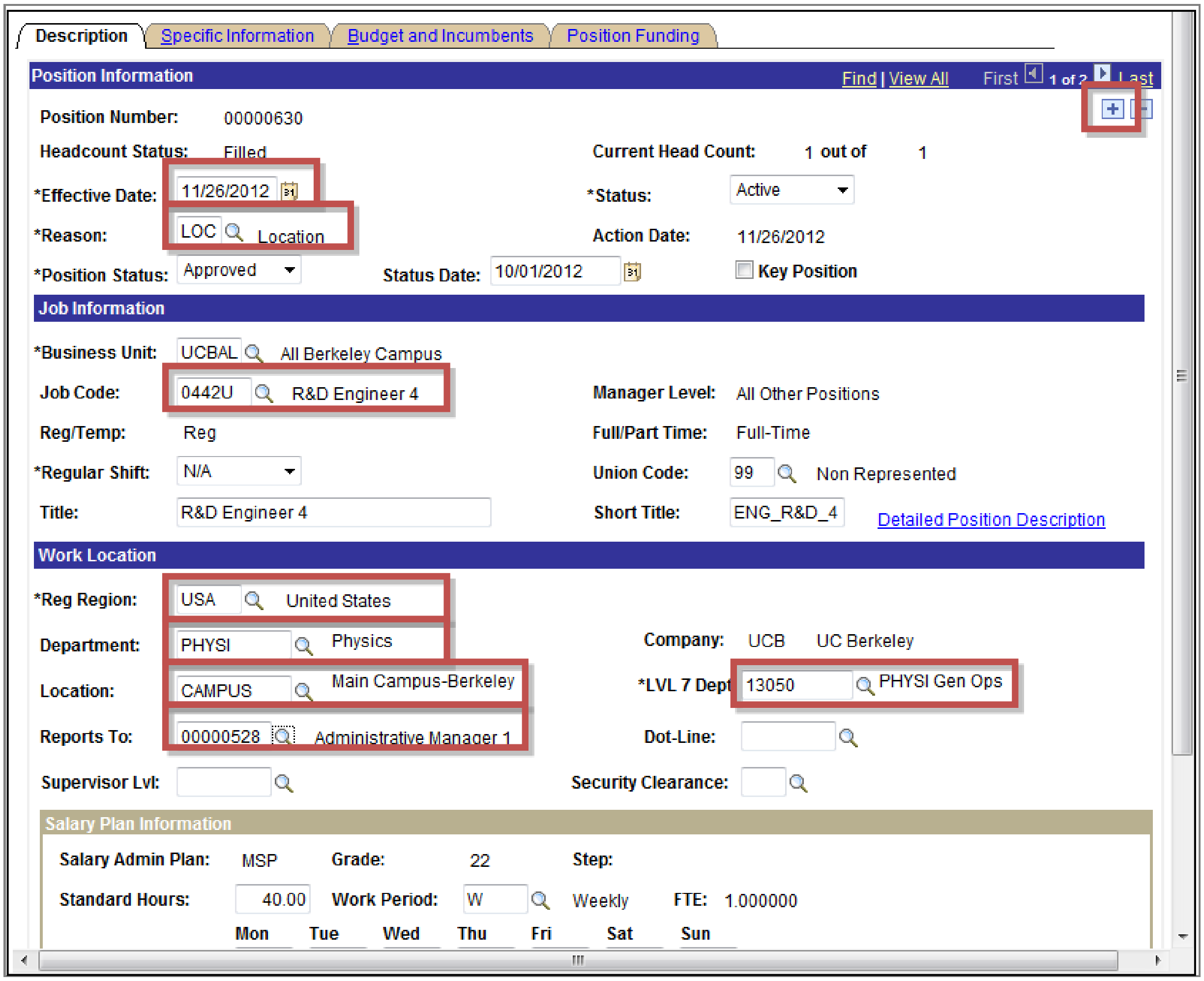
Step	Action
2.	Click the **Position Management** link in the main menu. Position Management



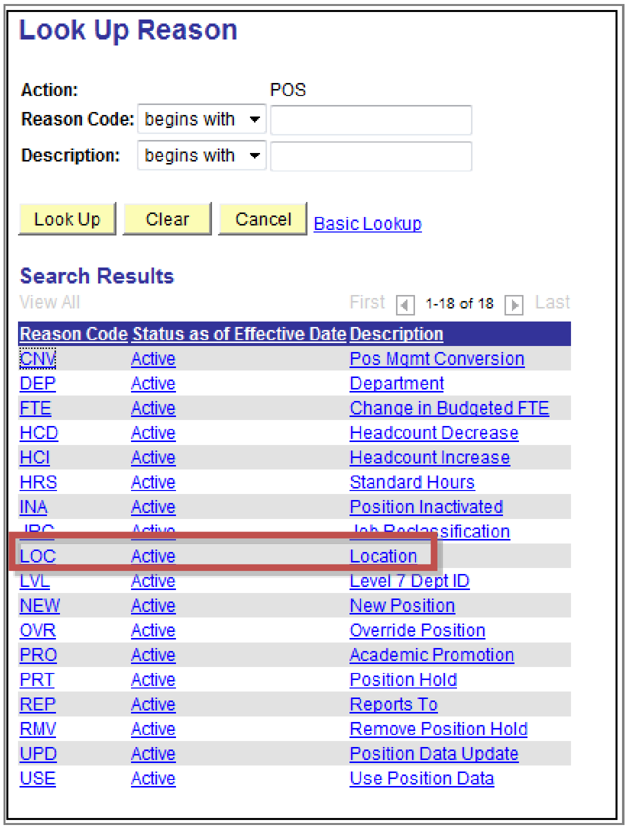
Step	Action
3.	Click the **Add/Update Position Info** link in the **Maintain Positions/Budgets** folder to the right of the main menu.



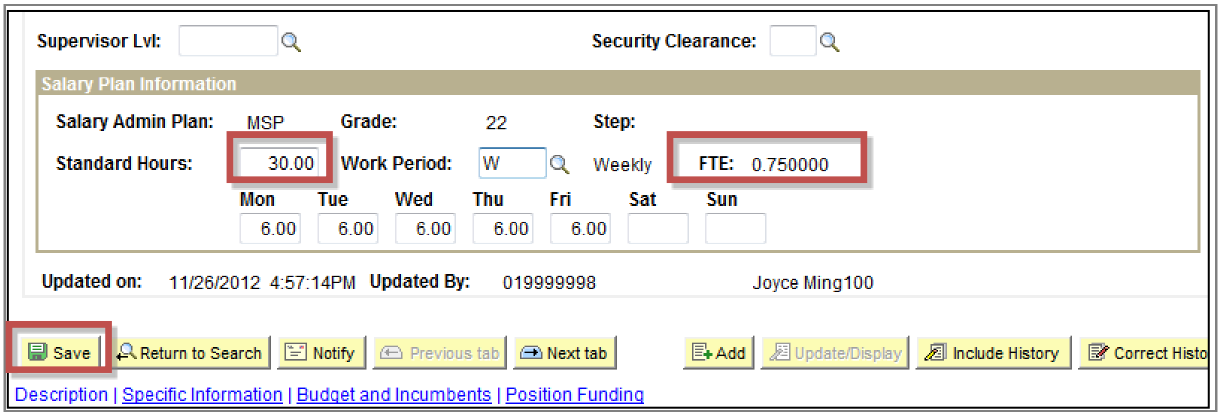
Step	Action
4.	It is recommended that if you know the position number, enter it on the **Add/Update Position Info** search page. In this example, enter "**00000630**" into the **Position Number** field.
5.	Click the **Search** button. 

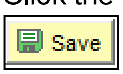


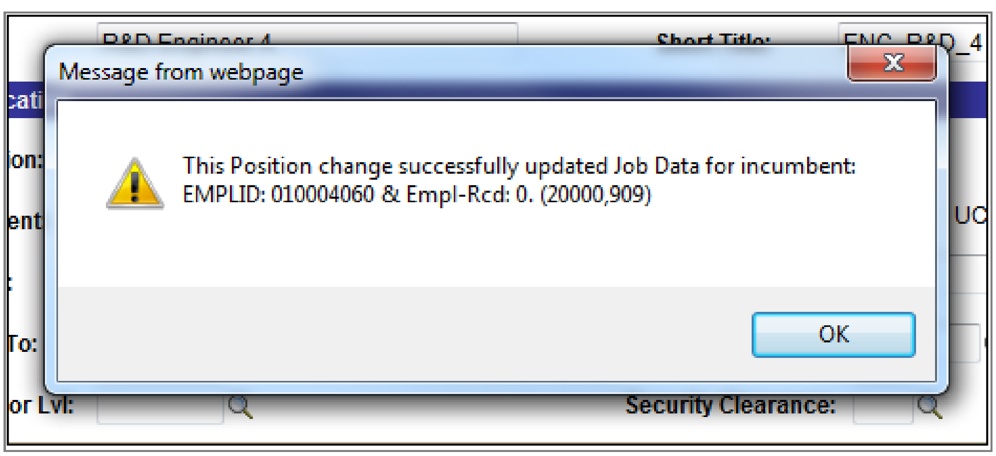
Step	Action
6.	In this example, we are updating the **Location** and **Reports To** fields for the position. Add a new line to begin making these changes. Click the **Add a new row at row 1 (Alt+7)** button.
7.	A reason code is required when creating or updating a position. Click the **Look up Reason (Alt+5)** button.



Step	Action
8.	In this example, select "LOC". Click the **LOC** link. LOC
9.	This position is moving onto the main campus. Enter "**CAMPUS**" into the **Location** field.
10.	Press **[Tab]**.
11.	Enter the new position number to which this position will report into the **Reports To** field. Enter "**00000528**".
12.	Press **[Tab]**.
13.	Scroll down to update the Salary Plan Information. Click the **Vertical** scrollbar.



Step	Action
14.	Enter the desired information into the **Standard Hours** field. Enter "**30**".
15.	Press **[Tab]**.
16.	The new standard hours are distributed evenly throughout the week. The work week hours can be changed to help calculate the FTE. **Note**: The hours entered are for calculation purposes only and do not pass to or affect Job Data, PPS, CalTime or any other system..
17.	The position is automatically adjusted to **Part-Time** when less than 40 hours are entered. Also, note that the **FTE** for the position has also updated.
18.	Complete the changes to position by saving. Click the **Save** button. 



Step	Action
19.	A message box displays indicating that these changes will automatically update the Job Data for all incumbents in this position. No manual update is required in Workforce Administration. Click the **OK** button. 
20.	To verify that the changes took place in the job data pages of the incumbent(s), you can click on the **Budget and Incumbents** tab and click on the incumbent's **Job Data** link. You can also navigate to the Job Data pages by clicking **Workforce Administration** in the main menu and then the **Job Data** link. Search for the incumbents by position number.
21.	**Congratulations!** You have made the following changes to a position, all of which will automatically update to the incumbent's job data: Department, Location, Reports To, and Standard Hours. **End of Procedure.**

Updating Position Funding

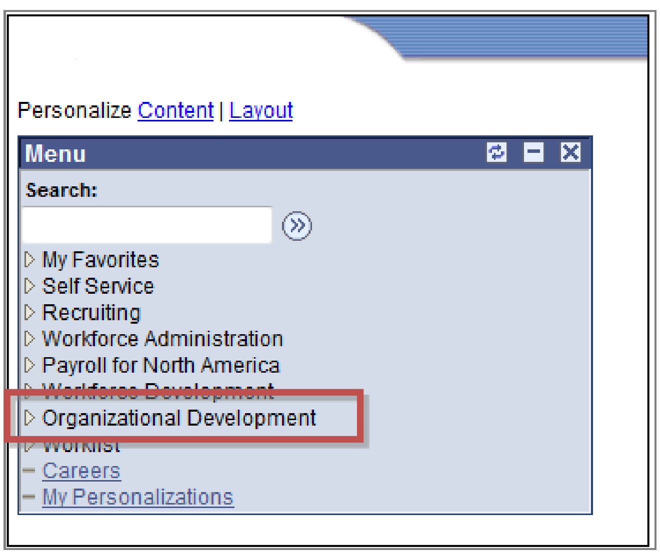
Updates to Position Funding do not automatically flow to Workforce Administration job data of the incumbent. After updating the position funding data with a new line and saving the funding update, if you want to update the incumbent's earnings distribution(s) as well you will need to manually enter the update in the incumbent's job data in Workforce Administration. To do this, in the Add/Update Position - Incumbents and Funding page, click the Job Data link for the incumbent. Insert a row in the incumbent's Job Data page and either enter an earnings distribution change, or reset (aka "jiggle") the Position Number to pull over all current Position and funding data. (Note that with the reset method you will need to re-enter the incumbent's compensation data before saving.)

In general, for short-term funding changes to filled positions that may not affect the Position budgeting, it is not usually necessary to update Position funding. Earnings distribution updates can be made directly in Workforce Administration-Job Data. HCM users may be asked to update Position funding when the position becomes vacant or when the department is preparing for a periodic upload of data from HCM to CalPlanning.

Depending on your security access, you may have fewer menu choices than are displayed in this topic.

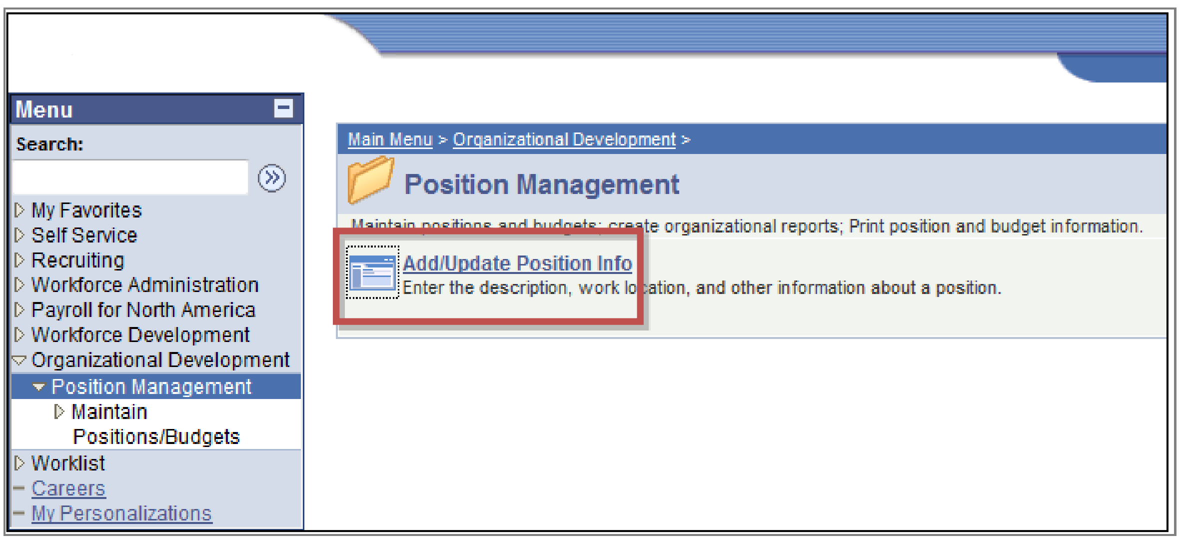
Procedure

In this topic, you will learn how to update a position's funding.

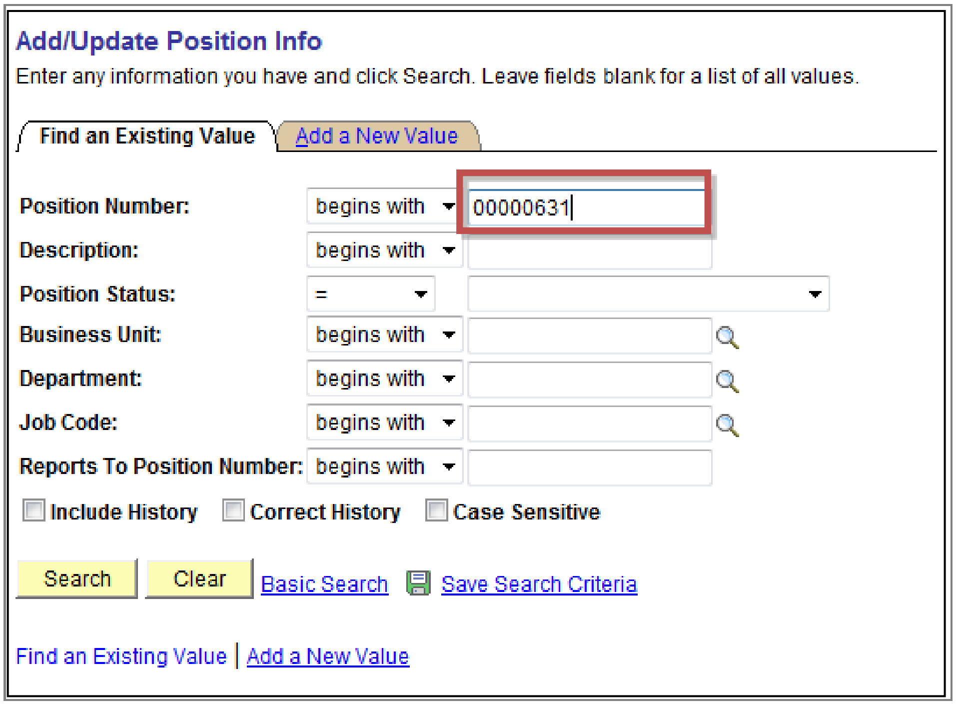


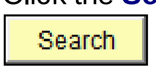
Step	Action
1.	Begin by navigating to the **Add/Update Position Info** page. Click the **Organizational Development** link in the main menu. ▷ Organizational Development

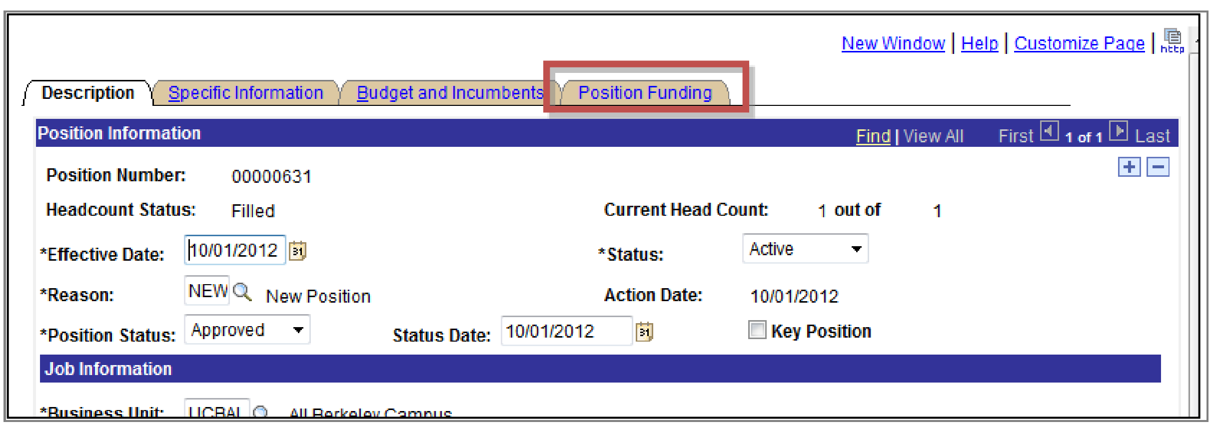
Step	Action
2.	Click the **Position Management** link in the menu. ▷ Position Management



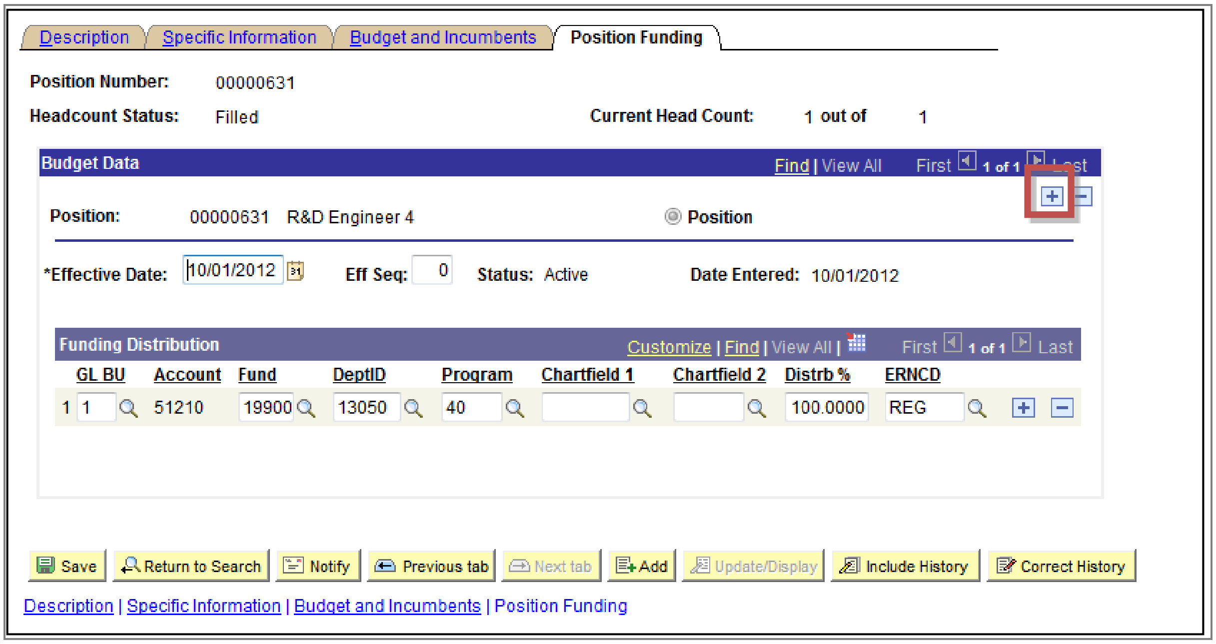
Step	Action
3.	Click the **Add/Update Position Info** link in the **Maintain Positions/Budgets** section to the right of the menu. Add/Update Position Info



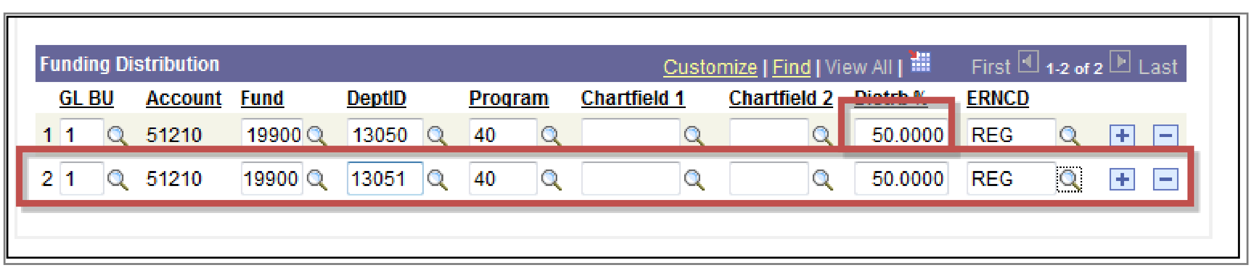
Step	Action
4.	If you know the position number, enter it on the **Add/Update Position Info** search page. In this example, enter "**00000631**" into the **Position Number** field.
5.	Click the **Search** button. 



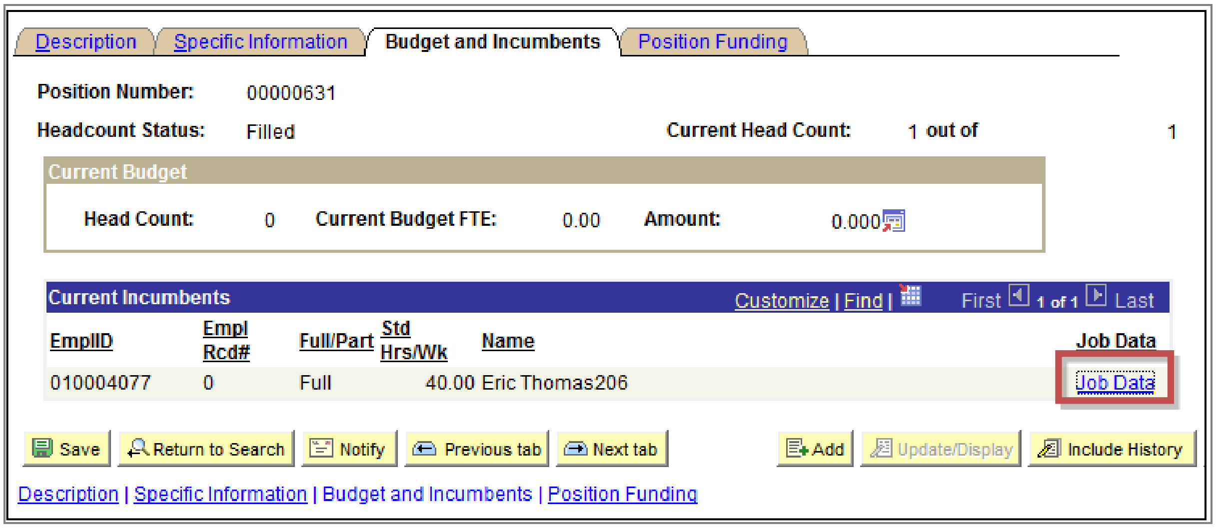
Step	Action
6.	Since we are updating the funding for this position, go directly to the **Position Funding** page to enter the funding chartstring(s) for this position. Do NOT add a row to Position Data if you are only updating position funding. Click the **Position Funding** tab. 



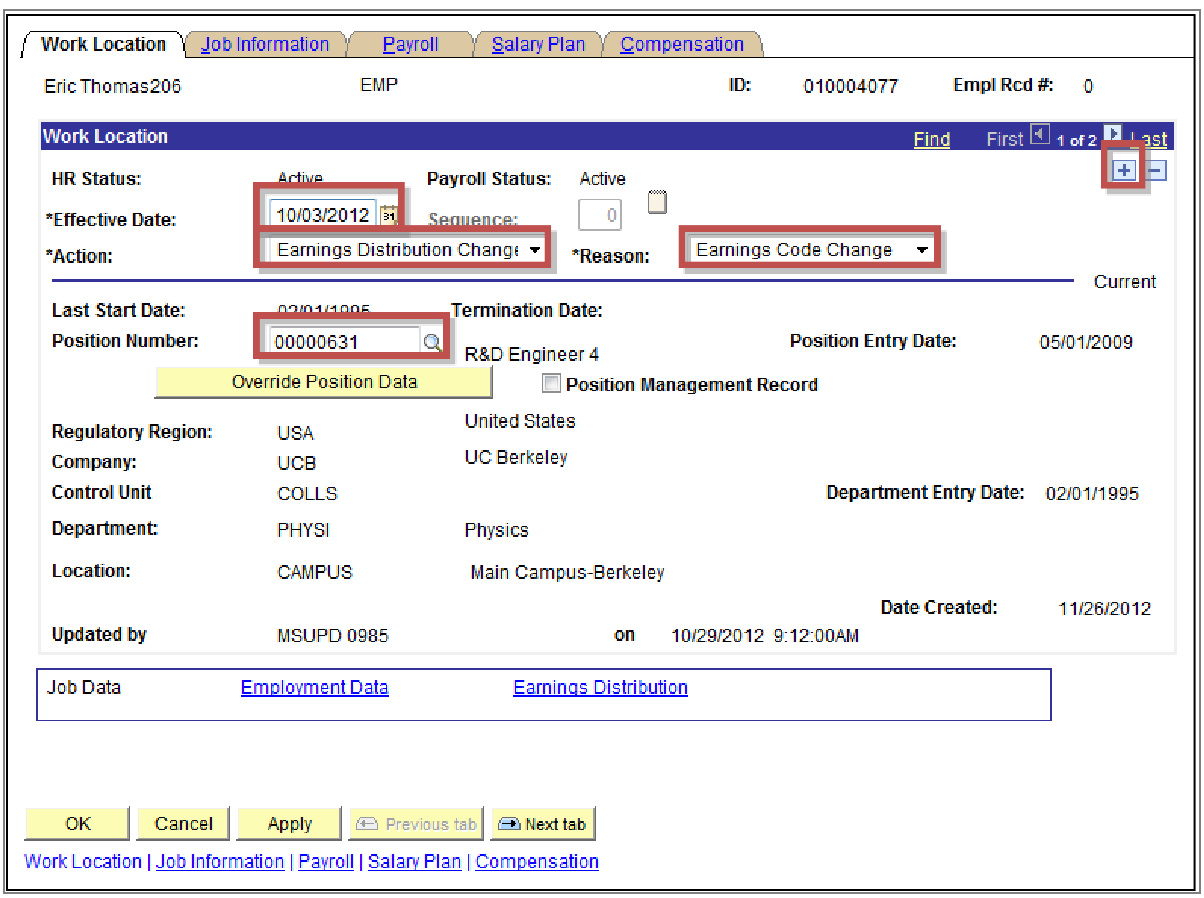
Step	Action
7.	Click the **Add a new row at row 1 (Alt+7)** button in the **Budget Data** section. **Note**: There are two **Add a new row** buttons on this page. To update funding, be sure to add a row in the **Budget Data** section, not the **Funding Distribution** section. 
8.	This action adds a new **Budget Data** line. Notice that the Funding Distribution line data has defaulted.
9.	Be sure to change of verify the Effective Date.



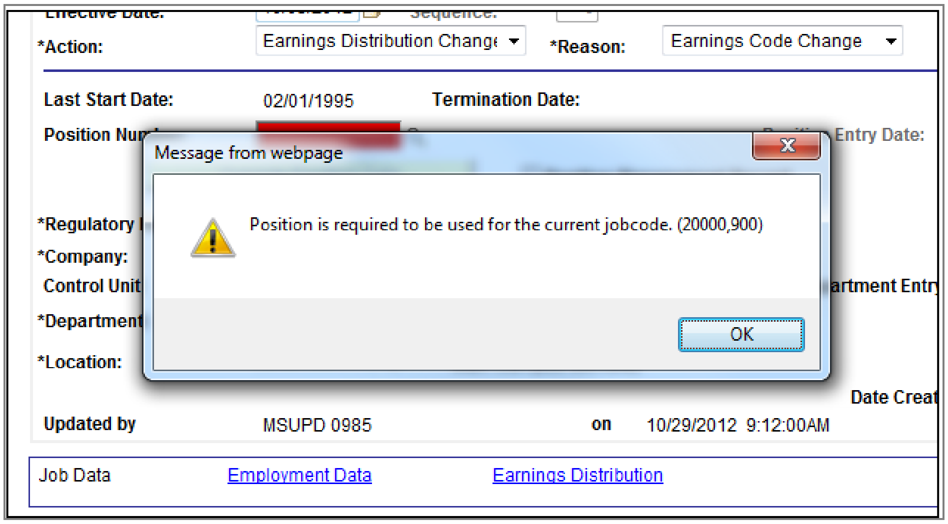
Step	Action
10.	In this example, you will add another distribution chartstring. The funding will be split between the two lines, each at 50 percent. Indicate that 50% of funding will come from this chartstring. Enter "**50**" into the **Distrb %** field.
11.	On your keyboard, press **[Tab]**.
12.	Now add the new line for the new chartstring. Click the **Add a new row at row 1 (Alt+7)** button.
13.	Enter the appropriate information into the **Fund** field. Enter "**19900**".
14.	Press **[Tab]**.
15.	Enter the appropriate information into the **DeptID** field. Enter "**13051**".
16.	Press **[Tab]**.
17.	Enter the appropriate information into the **Program** field. Enter "**40**".
18.	Press **[Tab]**.
19.	The remaining percentage will be distributed to this chartstring. Click in the **Distrb %** field.
20.	Enter the appropriate information into the **Distrb %** field. Enter "**50**".
21.	Press **[Tab]**.
22.	Enter the appropriate information into the **ERNCD** field. Enter "**REG**".
23.	Press **[Tab]**.
24.	Click the **Save** button. Save
25.	Now that you have updated and saved your changes to this position, you will update the incumbent's funding on the Job Data pages in Workforce Administration. **Note**: You will only take this action for those incumbents who require their funding information to be updated to match the position. Click the **Budget and Incumbents** tab.



Step	Action
26.	Click the **Job Data** link to access this employee's **Job Data** page. Note: You can also navigate by following the **Workforce Administration > Job Data** path. Job Data



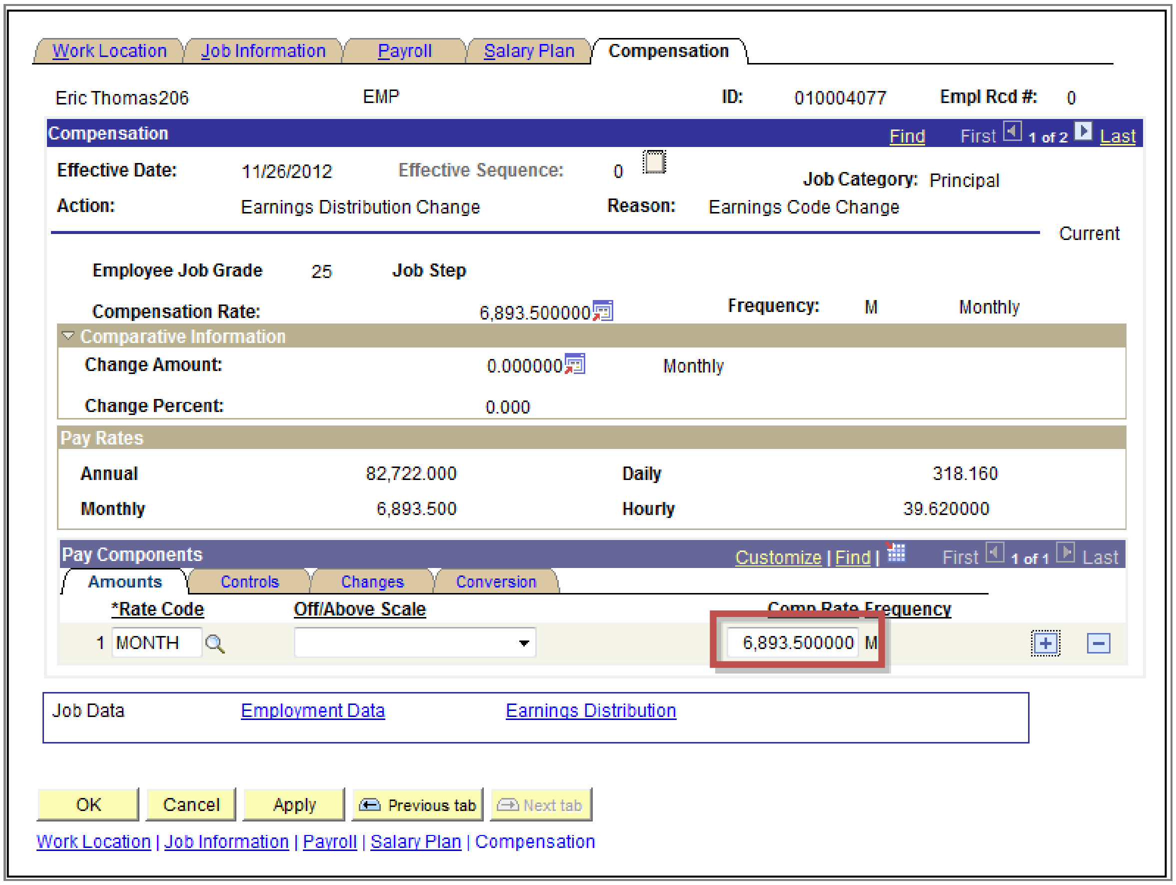
Step	Action
27.	Click the **Add a new row at row 1 (Alt+7)** button.
28.	Enter the desired information into the **Effective Date** field. Enter "**10/03/2012**".
29.	Click in the **Action** field. Budgeted Position Change
30.	Click the **Earnings Distribution Change** list item. Earnings Distribution Change
31.	Click in the **Reason** field. New Position
32.	Click the **Reason** list item. Earnings Code Change
33.	You now have two choices to update the data, either reset (a.k.a. “jiggle”) the Position number to refresh the data and then review/update fields to ensure they are correct (jiggling will cause salary or other fields to be refreshed/blanked out) -- or go to the Earnings Distribution page and manually enter the new chartstring. In this example, we will try “jiggling’” the position number. Refreshing the job data with the updated funding information will require a "jiggle". "Jiggle" is a term used to indicate a 4 step procedure required to update the Job code. The "Jiggle" steps are: 1. Delete the position number. 2. Tab out of the Position Number field to clear the position data from the line. 3. Re-enter the position number. 4. Tab out of the Position Number field to refresh the position data into the line.
34.	Begin the "jiggle" procedure. Click in the **Position Number** field. 00000631
35.	Press **[Delete]** to remove the position number data from the Position Number field.
36.	Press the **[Tab]** key to clear the position data from the job data record.



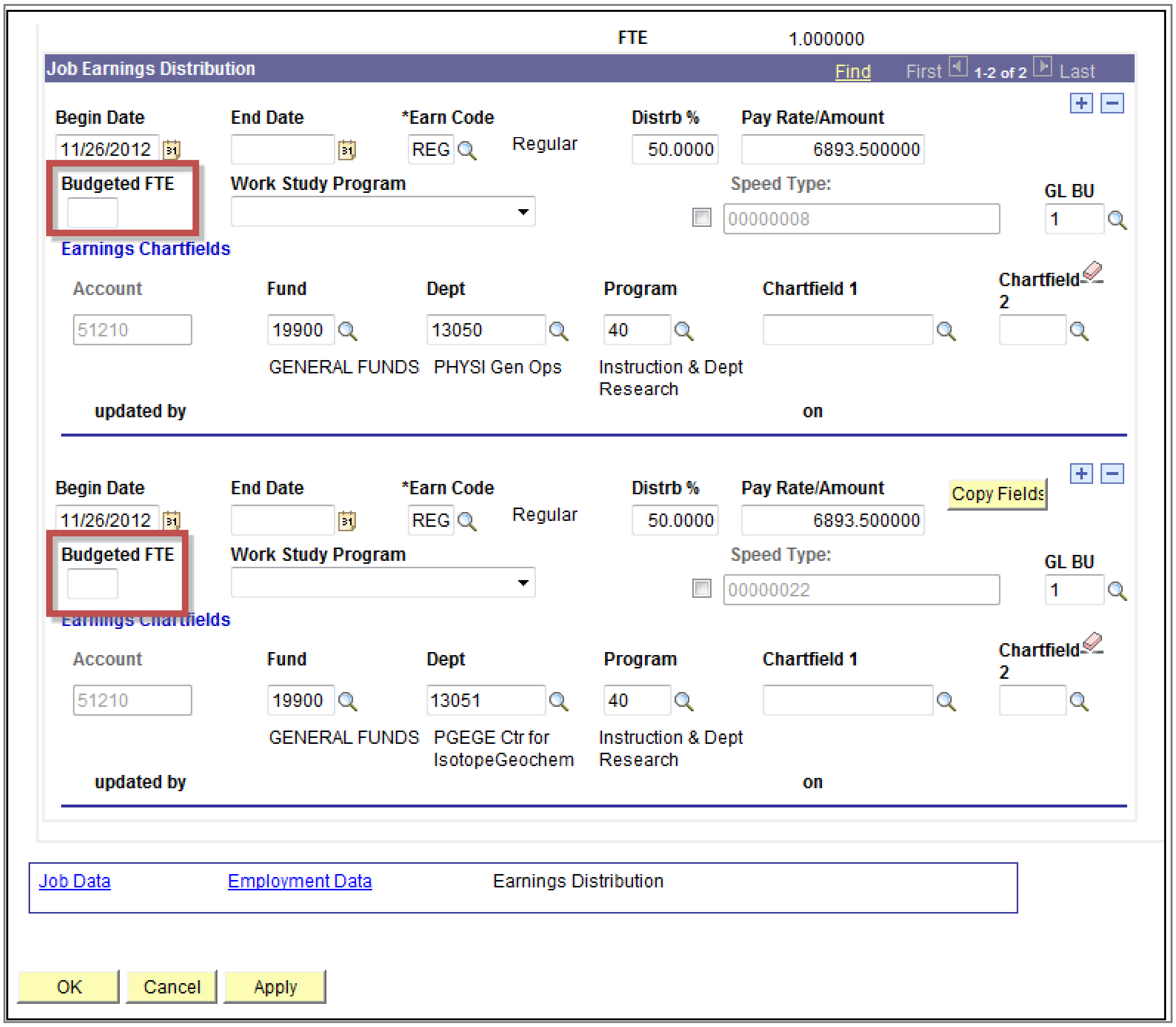
Step	Action
37.	Since positions are required by the system, you will receive a message indicating this requirement. Click the **OK** button to close the message box. 

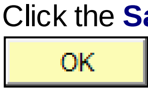
Step	Action
38.	Reenter the **Position Number**,"**00000631**" into the **Position Number** field.
39.	Press the **[Tab]** key to refresh the job data from the updated position.

Step	Action
40.	Click the **Compensation** tab.
41.	Enter the desired information into the **Comp Rate** field. Enter "**6893.50**".
42.	Press **[Tab]**.



Step	Action
43.	You may need to review information on the **Salary Plan** or **Compensation** pages to ensure salary is correctly displaying since the position jiggle has reset the job code as well. Make sure to go to the **Earnings Distribution** page to verify that the Begin Date matches the Effective Date of the row that you added and to ensure the funding for this employee has refreshed with the new funding data from the position. Click the **Earnings Distribution** link. Earnings Distribution



Step	Action
44.	Click the **Vertical** scrollbar to view all the funding information.
45.	In this example, the update has created a new **Job Earnings Distribution** line and updated this line with the two chartstrings you created in the position. Note that the system adjusts the distribution percent to equal the percent time, as required by Job Data and Job Earnings Distribution save-edit rules.
46.	Verify or update Budgeted FTE, if needed. In this example, the position is not budgeted in PRT, so leave blank.
47.	Click the **Save** button to save the update to the employee's job data. 
48.	**Congratulations!** You have learned how to update position and incumbent funding. **End of Procedure.**