



PeopleSoft Training

Human Resources Inquiry 9.1 - HCSD

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Human Resources Inquiry 9.1 - HCSD


Workforce Administration

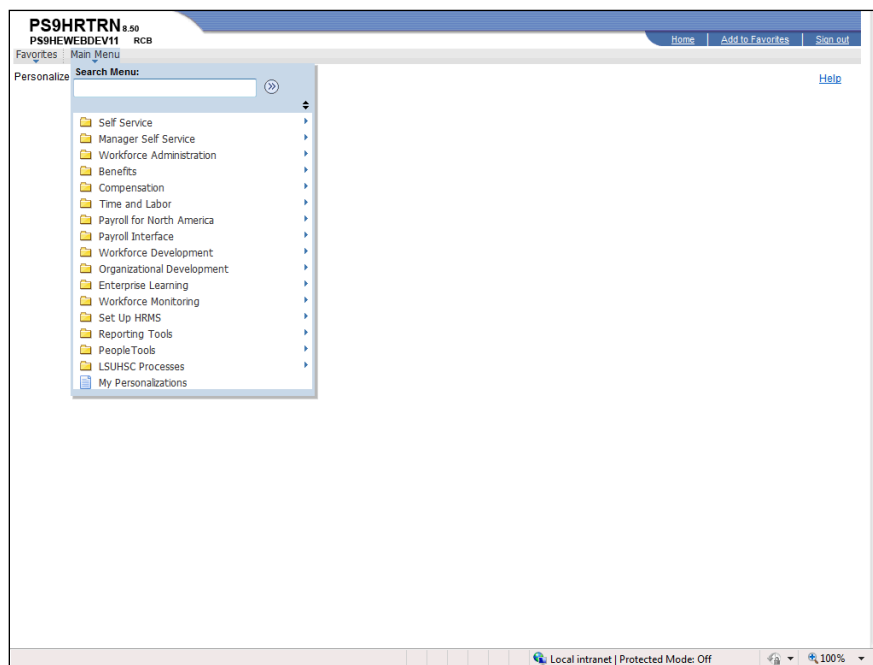
View Job Data

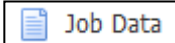
The **Job Data** component includes all information about an employee's job history such as promotions, reallocations, pay rate changes, and termination.

Procedure

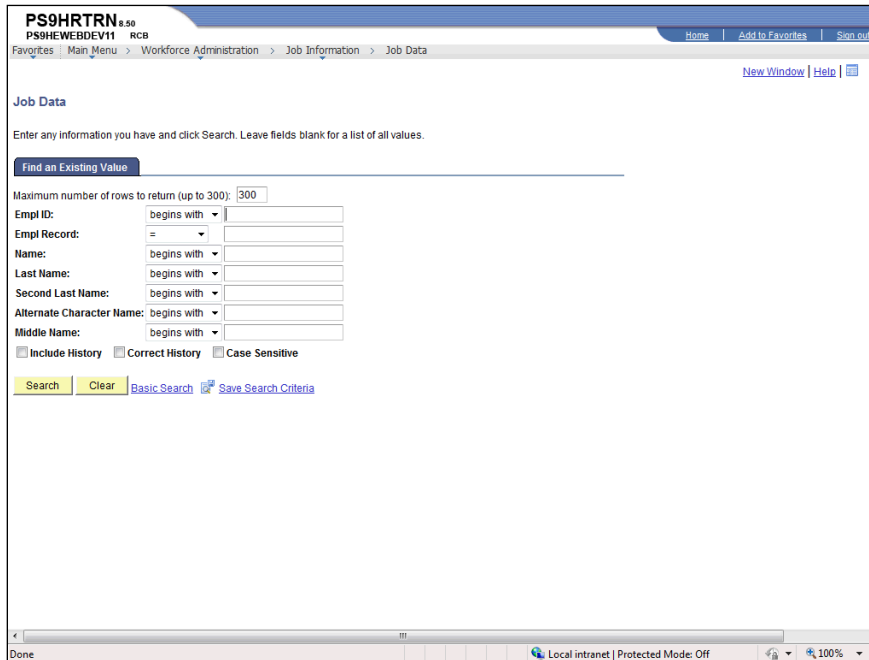
In this topic you will learn how to **View Job Data**.

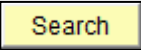
Step	Action
1.	Click the Main Menu link. 



Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Job Information menu.
4.	Click the Job Data menu. 

Step	Action
5.	Use either the EmplID or Last Name field to search for an employee. It is not recommended that any of the other search fields, other than those noted here, be used to search for an employee.



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. 
8.	View the Work Location panel. <i>Note: The right side of the blue Work Location bar shows that you are viewing panel 1 of 1.</i>



Work Location Tab Fields:

ID - This is an auto-assigned number.

Empl Rcd # - The Empl Rcd # will always be zero, unless an employee is employed at two different LSUHSC agencies at the same time.

HR Status - Displays the status of the current job record. A person can have an active HR status but an inactive job or payroll status.

Payroll Status - Displays the payroll status of the current job record.

Go To Row - If an employee has multiple rows of action items, you may use the Go To Row button to navigate directly to a specified row.

Effective Date - The date the action began.

Sequence - The method in PeopleSoft that we use to input multiple job actions on the same date. The first action is 0; the second action is 1, etc.

Notepad - Notes on employee's job data.

Job Indicator - Indicate whether this is the person's primary or secondary job for this organizational relationship.

Action/Reason - Provides the action and reason why an employee record was modified.

Last Start Date - The most recent start date for this organizational instance.

Termination Date - The day following the last date worked by the employee.

Expected Job End Date - This date is necessary if you want the system to terminate this job and reactivate any substantive job that may be on hold.

Last Date Worked - The date last worked by the employee. If you rehire the person, the system clears these fields. When a person returns from leave, the system clears only the Last Date Worked field.

Override Last Date Worked - Field is not used at this time.



Work Location Tab Fields (continued)

Academic Rank - Applies only to faculty.

Position Entry Date - When a position number is entered for a person, the system populates this field with the effective date.

Position Number - This is an auto-assigned number. Every employee is given a position number. The defaulting job title may differ from the Job Code on the Job Information page if the employee is participating in a Training Series. The job title on the Job Information tab is the official job title for the employee.

Position Management Record - Field not used by HCSD at this time.

Regulatory Region - Will always be USA.

Company:

001 LSUHSC New Orleans

002 LSUHSC Shreveport

003 LSUHSC Hospitals

HCSD Business Units:

EKLMC Earl K. Long Medical Center

LAKMC Lallie A. Kemp Medical Center

LJCMC Leonard J. Chabert Medical Center

MCLNO Interim LA Hospital

UMCLA University Medical Center - Lafayette

WOMMC W. O. Moss Medical Center

WSTMC Washington-St. Tammany Medical Center

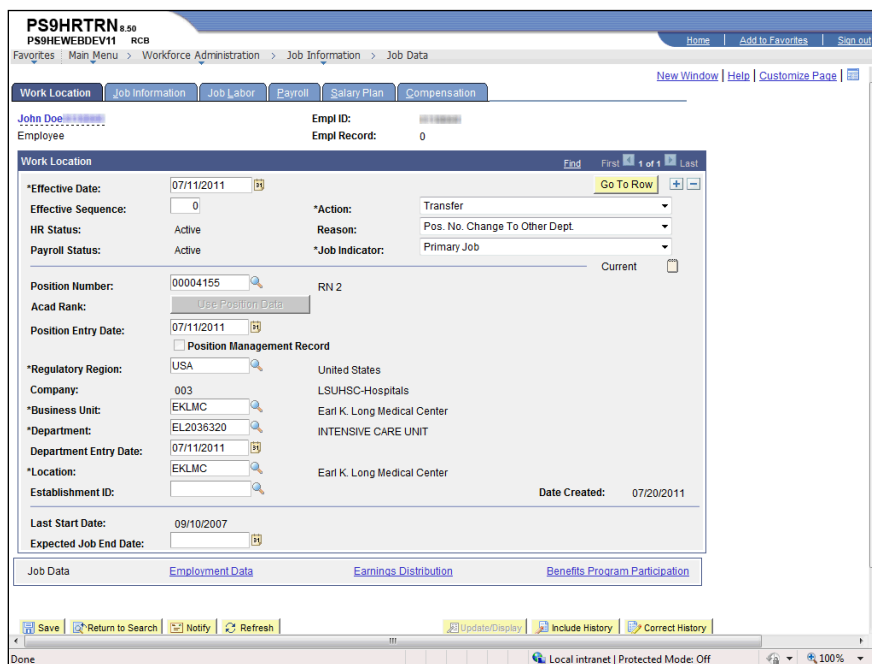
Department - The Department ID.

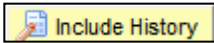



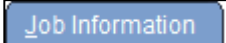
Department Entry Date - Date on which employee is assigned to a specific department

Location - The department location.

Establishment ID - Field is not used at this time.

Date Created - The date the record was entered.



Step	Action
9.	Click the Include History button to view additional pages associated with this record. 
10.	The right side of the blue Work Location bar now shows that you are viewing panel 1 of 12. Click the Show next row button to view panel 2 of 12. 
11.	Click the Last link to view panel 12 of 12. 
12.	Click the First link to view the original panel. 
13.	Click the Job Information tab. 

Training Guide

Human Resources Inquiry 9.1 - HCSD



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

John Doe Employee Empl ID: Empl Record: 0

Job Information Find First 1 of 12 Last

Effective Date: 07/11/2011 [Go To Row](#)

Effective Sequence: 0 Action: Transfer

HR Status: Active Reason: Pos. No. Change To Other Dept.

Payroll Status: Active Job Indicator: Primary Job Current

*Job Code: 112240 RN 2

Entry Date: 09/10/2008

Supervisor Level: Supervisor ID: Reports To: 00002780 RN/SUPV 2 John Doe

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Permanent *Officer Code: None

*Regular Shift: N/A Shift Rate: Shift Factor: Classified Ind: Classified

Standard Hours

Standard Hours: 40.00 Work Period: W Weekly

FTE: 1.000000

Adds to FTE Actual Count? Encumbrance Override

Contract Number

Contract Number: [Next Contract Number](#)

Contract Type:

Done Local intranet | Protected Mode: Off 100%

Step	Action
14.	View the Job Information panel. Click the Down button of the scrollbar.



Job Information Fields:

Effective Date - Date the action begins.

Effective Sequence - The method used to input multiple job actions on the same date. The first action is 0; the second is 1, etc.

Job Indicator - Defaults over from the Work Location panel.

Action/Reason - Defaults from the Work Location panel.

Job Code - The Civil Service (6 digits) or LSU System (3 digits) numeric code related to an employee's position title. It is the official job title for the employee.

Entry Date - Defaults in from the Job Code entry.

Supervisor Level - Field is not used at this time.

Supervisor ID - The Person ID (EmplID) of the individual to whom the employee reports. This field is optional for HCSD.

Reports To - The position number of the person to whom the employee reports. This field is optional for HCSD.

Regular/Temporary - Indicates whether the individual is a regular or temporary employee.

Full/Part - Indicates whether the individual is a full-time or part-time employee.

Empl Class - Indicates the class status of the employee based on specified codes. A partial list is provided below.

1 Year Trm	Permanent
2 Year Trm	Probation
3 Year Trm	Provision
4 Year Trm	Resident
Agency/Tmp	Rest Appt
Ann No Ten	Student
Grd No Ten	Tenured
Indf No Tn	Transient
Job	Unclass
Mult Rest	



Job Information Fields (continued)

Officer Code - Will default as NONE always.

Regular Shift - Field will default to N/A.

Shift Rate - Field will remain blank.

Classified Indc - Ties the employee's job data to a classification. A partial list is provided below:

Classified	Gratis Employee
Faculty	Student
Graduate Assistant	Temporary
House Officer	Unclassified
Fellow	

Shift Factor - Will remain blank.

Standard Hours - Relates to the number of hours an employee is assigned to work per week and is calculated based on the FTE (Full-time = 40 hours and Part-time = 20 or 30 hours).

Job Information Fields (continued)

Work Period - Time period in which Standard Hours are completed.

FTE - Full-time Equivalent

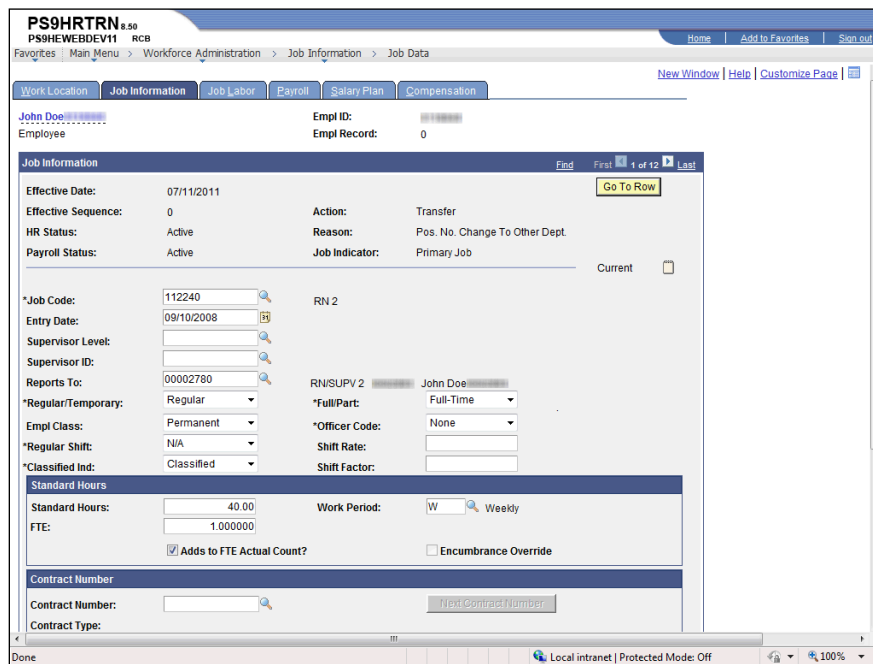
Adds to FTE Actual Count - Will default from Position Record. If not, should be checked for HCSD.

Encumbrance Override - Will remain unchecked at all times.


Contract Number - Field is not used at this time.

Contract Type - Field is not used at this time.

Step	Action
15.	<p>View the American Flag section:</p> <p>FLSA - Must select whether Exempt or Non-Exempt. Will default to Non-Exempt.</p> <p>EEO - Class is always NONE.</p> <p>Work Day Hours - Will always be blank.</p> <p>Click the Up button of the scrollbar.</p>



The screenshot shows the 'Job Information' tab for an employee named John Doe. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Job Information' section displays various fields such as Effective Date (07/11/2011), HR Status (Active), Payroll Status (Active), Job Code (112240), and Job Title (RN 2). It also shows details for Standard Hours (40.00), FTE (1.000000), and Work Period (Weekly). A 'Go To Row' button is visible at the top right of the Job Information section.

Step	Action
16.	<p>Click the Payroll tab.</p> 
17.	View the Payroll panel.



Payroll Fields:

Pay Group - Defines a set of employees (with similar characteristics of pay) for payroll processing. A partial list of valid Pay groups is below:

HCSD: The first letter in the Pay Group denotes the Business Unit.

- H** – Headquarters
- E** – EKLMC
- K** – LAKMC
- L** – LJCMC
- M** - MCLNO
- U** – UMCLA
- T** – WSTMC
- W** – WOMMC
- P** – HPLMC

Note: The example Pay Group begins with “H” – HCSD.

- HBN** – Non-Exempt w/benefit
- HBS** – Students
- HBU** – Temporary/Unclass/Restrict
- HBW** – Exempt & Unclass/Restrict
- HMT** – HCSD Monthly
- HTE** – Retiree

Holiday Schedule - Indicates the holiday schedule that an employee is on.

A list is provided below:

HCS - Health Care Svcs Div

NOC (New Orleans) - Classified, Civil Service Employee

NHS (No Holiday Schedule) - Unclassified employees. The holiday schedule is built into their base salary and the holiday schedule is not indicated.

(This does not apply to HCSD. Generally HCSD Transients or Pool employees, Students and Restricted Appointments are not eligible for any benefits. However, HCSD employees receiving premium pay of HD1 will have their holiday schedule designated as HCS or MCL. Regardless of employment status, in these cases the holiday schedule must be designated as HCS or MCL or the employee will NOT get paid the holiday differential pay (HD1).)

Employee Type - Denotes whether an employee is Hourly (H) or Salary (S). For HCSD, the only salaried employees are monthly unclassified.

Tax Location Code - This is always Louisiana.



Payroll Fields (continued)

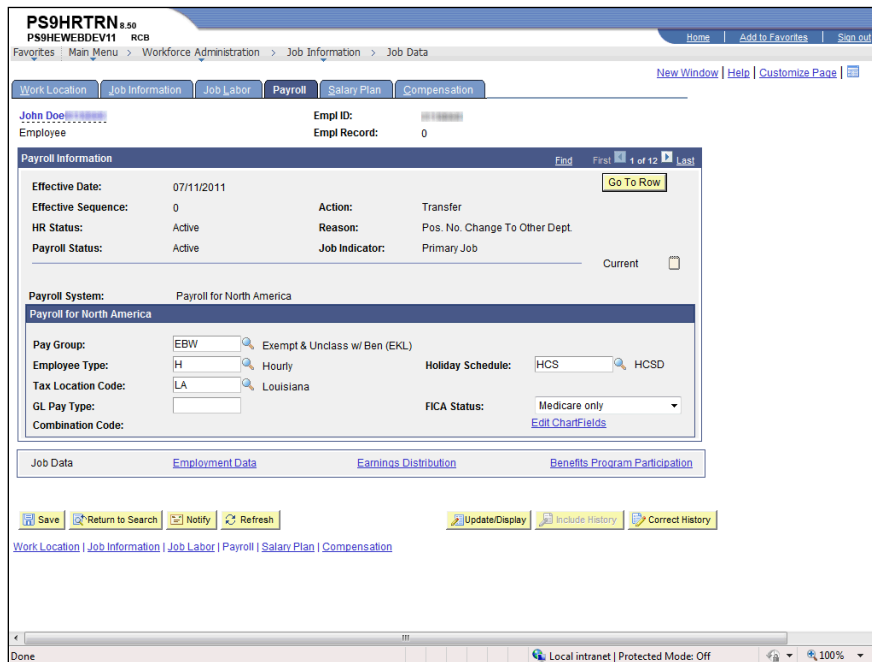
FICA Status - Indicates whether an employee is subject to:

1. Medicare and Social Security;
2. Medicare Only; or
3. Exempt from paying Medicare or Social Security.


GL Pay Type - Field is not used at this time.


Combination Code - This is the same as the Account Code. Field is not used at this time.

Edit ChartFields - Link is not used at this time.



The screenshot shows a web-based HR system interface. At the top, there's a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Workforce Administration > Job Information > Job Data'. The main content area is titled 'John Doe' and 'Employee'. It features several tabs: 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Salary Plan' tab is active. Underneath, there's a 'Payroll Information' section with fields for 'Effective Date' (07/11/2011), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). Below that is the 'Payroll System' section, which is expanded to show 'Payroll for North America'. This section contains several dropdown menus: 'Pay Group' (EBW), 'Employee Type' (H), 'Tax Location Code' (LA), 'GL Pay Type', 'Holiday Schedule' (HCS), and 'FICA Status' (Medicare only). At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The browser's address bar shows 'Local intranet | Protected Mode: Off' and the page is zoomed to 100%.

Step	Action
18.	Click the Salary Plan tab. 
19.	View the Salary Plan panel.

 **Salary Plan Fields:**

Salary Administration - Is the type of plan the employee is on (AS, MS, PS, SS, TS and WS for Civil Service employees and UNC for unclassified employees.

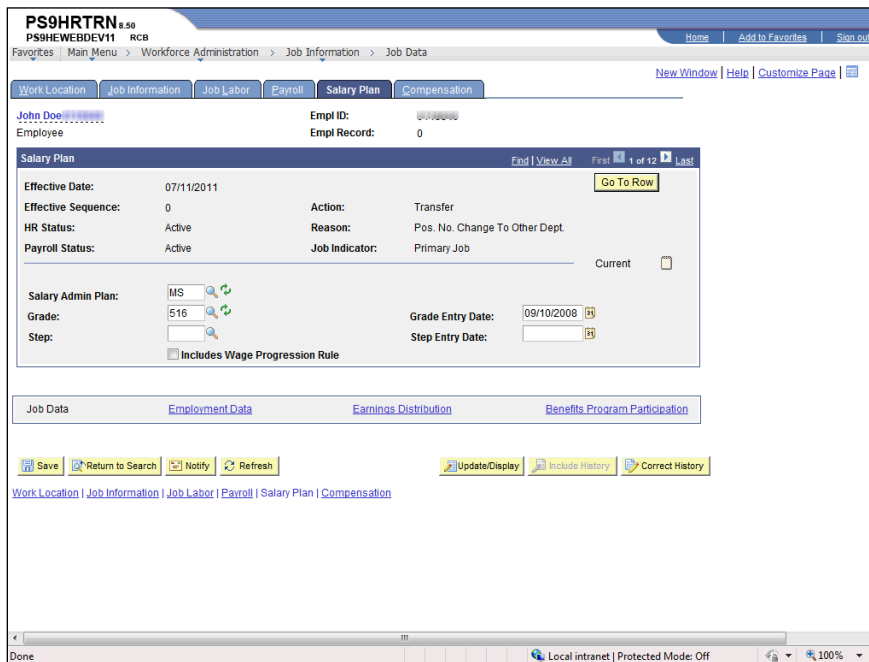
Grade - Defaults to match job code.

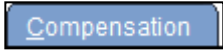
Grade Entry Date - Field is not used at this time.

Includes Wage Progression Rule - Field is not used at this time.

Step - Field is not used at this time

Step Entry Date - Field is not used at this time.



Step	Action
20.	Click the Compensation tab. 
21.	View the Compensation panel.

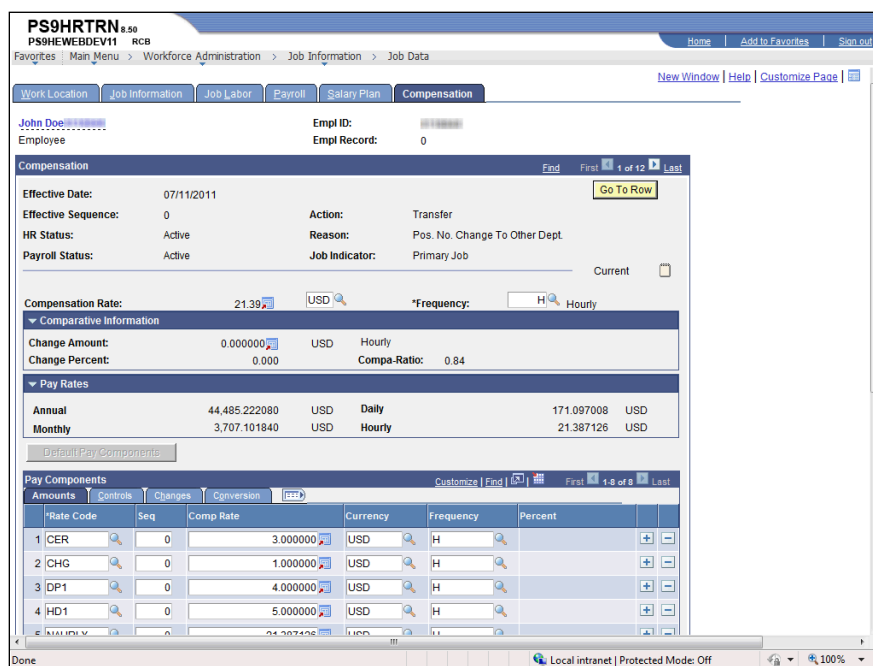



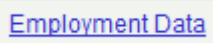
Compensation Fields

Compensation Rate - The amount at which the employee is paid based on the compensation frequency.

Frequency - How often the employee is paid.

Rate Code - Can have multiple entries for an employee including base pay and any other additional compensation they may receive, such as Shift Differential, Retention, On Call, etc.



Step	Action
22.	Click the Down button of the scrollbar. 
23.	Click the Employment Data link. 

Training Guide

Human Resources Inquiry 9.1 - HCSD



PS9HRTRN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

New Window | Help | Customize Page

Employment Information

John Doe
Employee

Empl ID: [REDACTED]
Empl Record: 0

Organizational Instance

Organizational Instance Rcd: 0
Original Start Date: 09/10/2007 Override
Last Start Date: 09/10/2007
First Start Date: 09/10/2007
Termination Date: [REDACTED]
Org Instance Service Date: 09/10/2007 Override

Years	Months	Days
4	8	7

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 09/10/2007
Assignment End Date: [REDACTED]
Home/Host Classification: Home
Company Seniority Date: 09/10/2007 Override
Benefits Service Date: 09/10/2007 Override
Seniority Pay Calc Date: [REDACTED] Override
Probation Date: 09/10/2008
Professional Experience Date: [REDACTED]
Business Title: RN 2

First Assignment Start: 09/10/2007

Years	Months	Days
4	8	7
0	0	0


Last Verification Date: [REDACTED]
Position Phone: [REDACTED]

Additional Data

Anniversary Date: 03/10/2012
Next Merit Eligible Date: 03/10/2010
Merit Status: Not Prcs
Leave Grandfathered:

USA

Local intranet | Protected Mode: Off

Step	Action
24.	View the Employment Information panel. Click the Down button of the scrollbar. 



Employment Information Fields

Organizational Instance Record - Defaults in from the Employee Record Number.

Original Start Date - Date the employee first began employment with the company.

Last Start Date - Is a defaulted date.

First Start Date - Original hire date with Business Unit.

Last Assignment Start Date - Is a default field.

First Assignment Start - Is a defaulted date.

Assignment End Date - Date the assignment will end and the employee will return to previous position.

Home/Host Classification - Is a defaulted field.

Company Seniority Date - For classified employees, it is the adjusted service date used for layoff purposes.

Benefits Service Date - The actual leave accrual date.

Seniority Pay Cal Date - Field is not at this time by HCSD, but a date will default.

Probation Date - The day an employee obtains permanent status (Civil Service).

Professional Experience Date - Field is not used by HCSD at this time.


Last Verification Date - Field is not used by HCSD at this time.

Business Title - Is a defaulted field based on Job Code.

Anniversary Date - The date the employee is to be evaluated using the PES process (Civil Service). For all classified employees this date is 07/01.

Merit Status - Is an optional field used for automatic merit increase process.

Next Merit Eligibility Date - The date the employee is eligible to receive a merit increase (Civil Service). For classified and unclassified employees in HCSD this date is 10/1.

 **Employment Information Fields** (continued)

Appointment End Date - Date assignment will end.

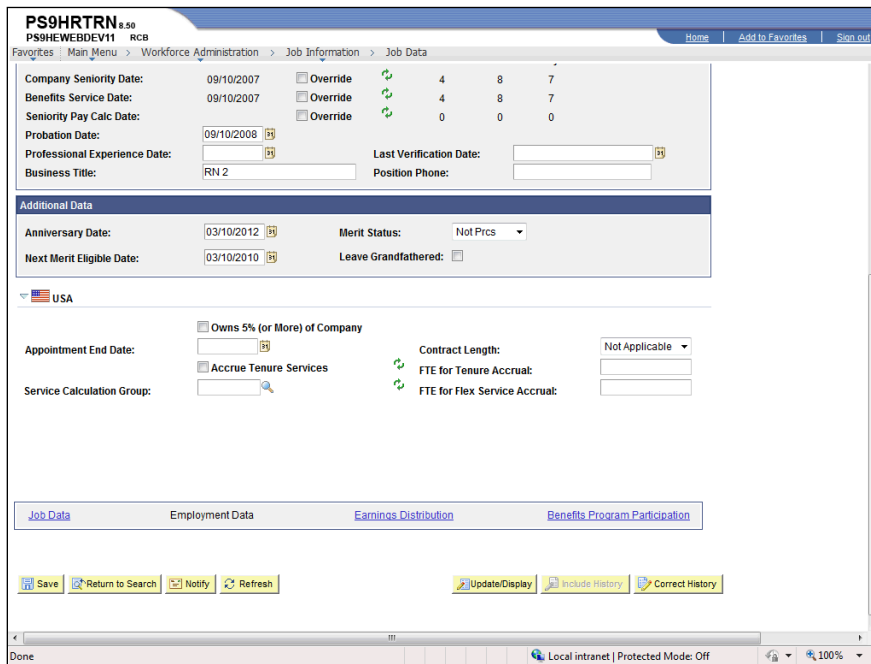
Contract Length - Field is not used at this time by HCSD.

Accrue Tenure Services - Field is not used at this time by HCSD.

FTE For Tenure Accrual - Field is not used at this time by HCSD.

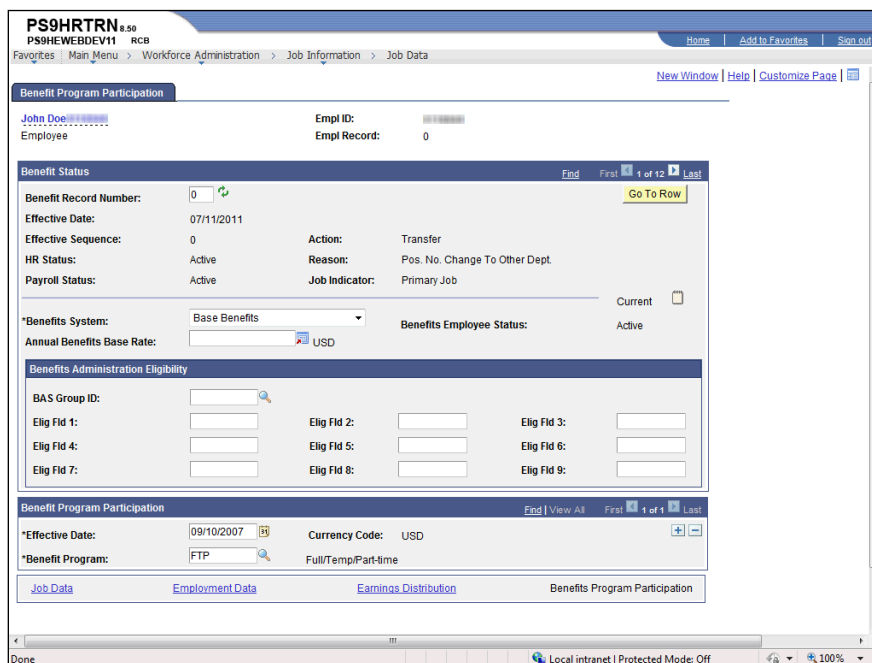
Service Calculation Group - Field is not used at this time by HCSD.


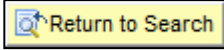
FTE for Flex Service Accrual - Field is not used at this time by HCSD.



The screenshot shows the 'Job Data' section of the HR system. It includes fields for dates (Company Seniority, Benefits Service, Seniority Pay Calc, Probation, Professional Experience, Last Verification), override options, and numerical values. Below this is the 'Additional Data' section with Anniversary Date, Next Merit Eligible Date, Merit Status, and Leave Grandfathered. The 'USA' section contains 'Owns 5% (or More) of Company', Appointment End Date, Service Calculation Group, Contract Length, FTE for Tenure Accrual, and FTE for Flex Service Accrual. Navigation tabs at the bottom include Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. Action buttons like Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History are also visible.

Step	Action
25.	<p>View the American Flag section.</p> <p>The only field used in this section is the Appointment End Date.</p> <p>The Earnings Distribution link is not used by HCSD at this time.</p> <p>Click the Benefits Program Participation link.</p> <p>Benefits Program Participation</p>




Step	Action
26.	<p>If the Benefit Program = FTP, the employee is eligible for benefits.</p> <p>If the Benefit Program = NEL or HCP, the employee is not eligible for benefits.</p> <p>Click the Down button of the scrollbar.</p> 
27.	<p>Click the Return to Search button.</p> 
28.	<p>This completes View Job Data.</p> <p>End of Procedure.</p>

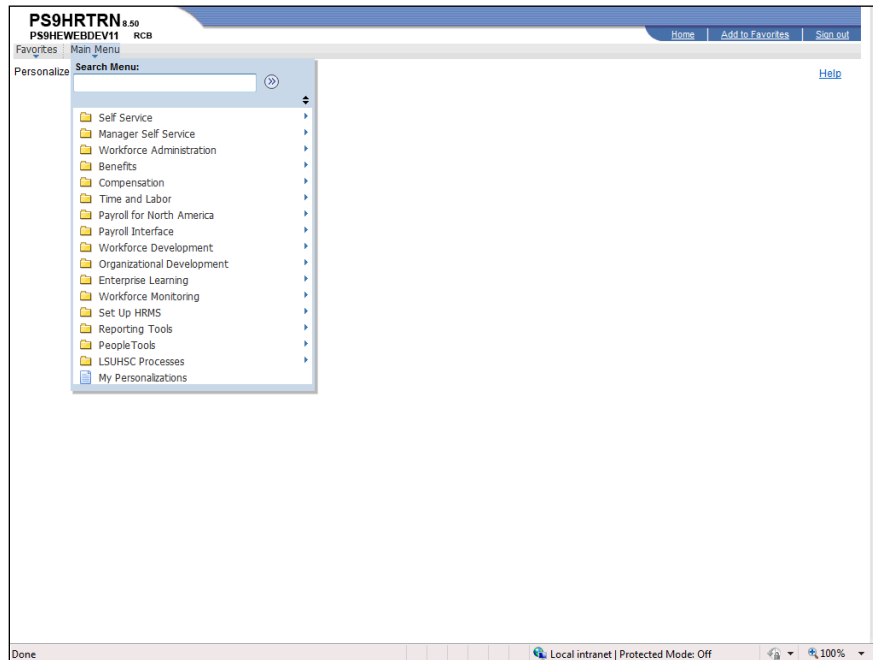
View a Job Summary

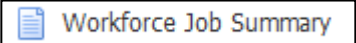
The **Job Summary** pages are a snapshot of an employee's LSUHSC employment history. The pages consolidate information including pay rate changes, leaves of absence, promotions, transfers, and more.

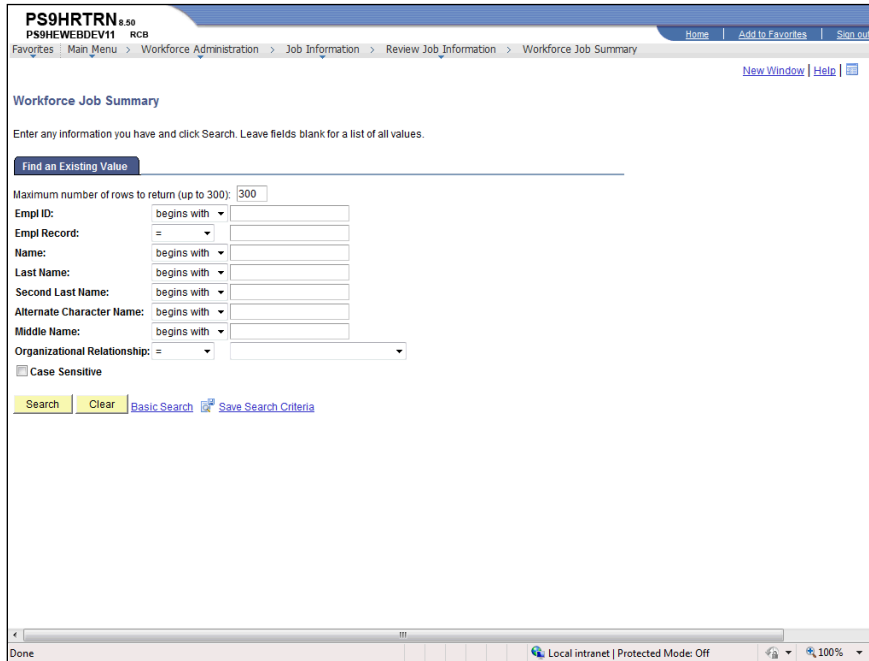
Procedure

In this topic you will learn how to **View a Job Summary**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Job Information menu.
4.	Point to the Review Job Information menu.
5.	Click the Workforce Job Summary menu. 
6.	You can search for an employee using either the EmplID or the Last Name. It is not recommended to use any of the other search fields except those noted here.



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

[New Window](#) | [Help](#) | [Print](#)

Workforce Job Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

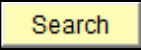
Middle Name: begins with

Organizational Relationship: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
7.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
8.	Click the Search button. 



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

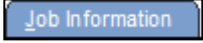

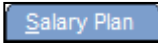
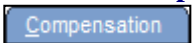

Workforce Job Summary

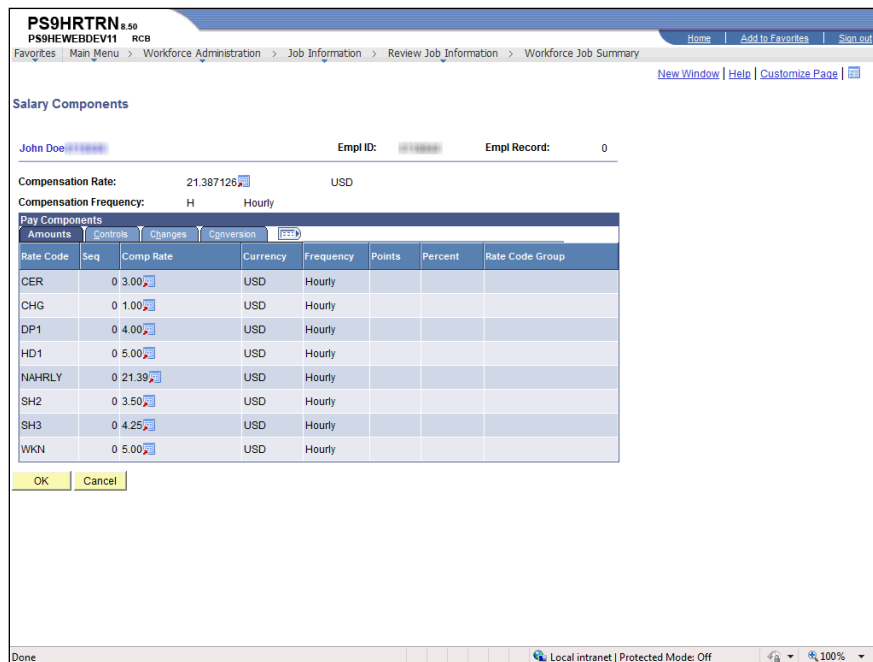
John Doe EMP Empl ID: 0000000000

Job Information

Org Relation	Empl Record	Effective Date	Seq	Action	Action Reason	Key Person	Go To Job
EMP	0	07/11/2011	0	Transfer	Pos No Chg	<input type="checkbox"/>	Job Data
EMP	0	05/03/2010	0	Data Chg	13-000	<input type="checkbox"/>	Job Data
EMP	0	04/05/2010	0	Data Chg	DTA CNV	<input type="checkbox"/>	Job Data
EMP	0	10/19/2009	0	Data Chg	Name/Add C	<input type="checkbox"/>	Job Data
EMP	0	04/20/2009	0	Data Chg	Name/Add C	<input type="checkbox"/>	Job Data
EMP	0	03/10/2009	0	Pay Rt Chg	12-000	<input type="checkbox"/>	Job Data
EMP	0	09/10/2008	1	Job Reclas	Reall Tng	<input type="checkbox"/>	Job Data
EMP	0	09/10/2008	0	Data Chg	09-926	<input type="checkbox"/>	Job Data
EMP	0	05/05/2008	0	Pay Rt Chg	SalAdPrem	<input type="checkbox"/>	Job Data
EMP	0	03/10/2008	0	Pay Rt Chg	12-000	<input type="checkbox"/>	Job Data
EMP	0	10/08/2007	0	Pay Rt Chg	SalAdPrem	<input type="checkbox"/>	Job Data
EMP	0	09/10/2007	0	Hire	Shortage	<input type="checkbox"/>	Job Data

Done Local intranet | Protected Mode: Off 100%

Step	Action
9.	View the General panel. Click the Job Information tab. 
10.	View the Job Information panel. Click the Work Location tab. 
11.	View the Work Location panel. Click the Salary Plan tab. 
12.	View the Salary Plan panel. Click the Compensation tab. 
13.	View the Compensation panel. Click the Components link. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

New Window | Help | Customize Page

Salary Components

John Doe [REDACTED] Empl ID: [REDACTED] Empl Record: 0

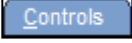
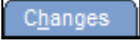

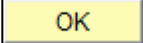
Compensation Rate: 21.387126 USD

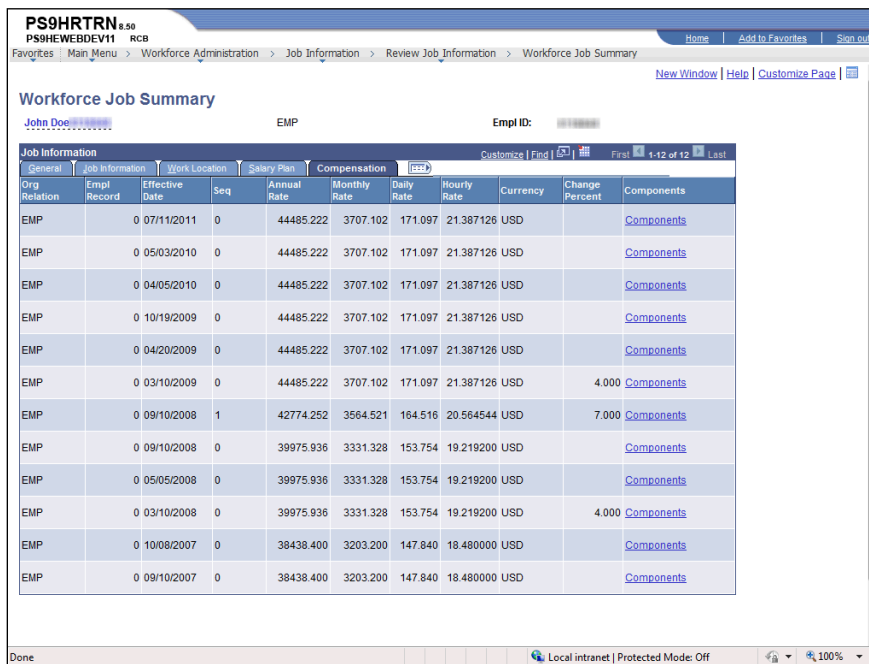
Compensation Frequency: H Hourly


Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
CER	0	3.00	USD	Hourly			
CHG	0	1.00	USD	Hourly			
DP1	0	4.00	USD	Hourly			
HD1	0	5.00	USD	Hourly			
NAHRLY	0	21.39	USD	Hourly			
SH2	0	3.50	USD	Hourly			
SH3	0	4.25	USD	Hourly			
WKN	0	5.00	USD	Hourly			

OK Cancel

Done Local intranet | Protected Mode: Off 100%

Step	Action
14.	View the Amounts panel. Click the Controls tab. 
15.	View the Controls panel. Click the Changes tab. 
16.	View the Changes panel. Click the Conversion tab. 
17.	View the Conversion panel. Click the OK button. 




Step	Action
18.	Click the Home link. 

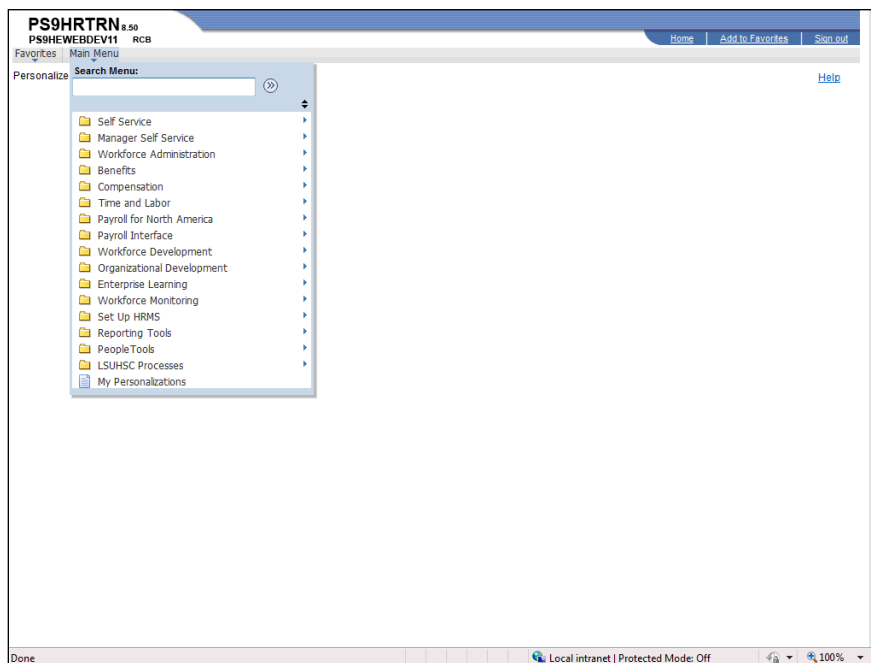
Step	Action
19.	This completes View a Job Summary . End of Procedure.

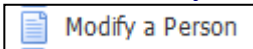
View Personal Data

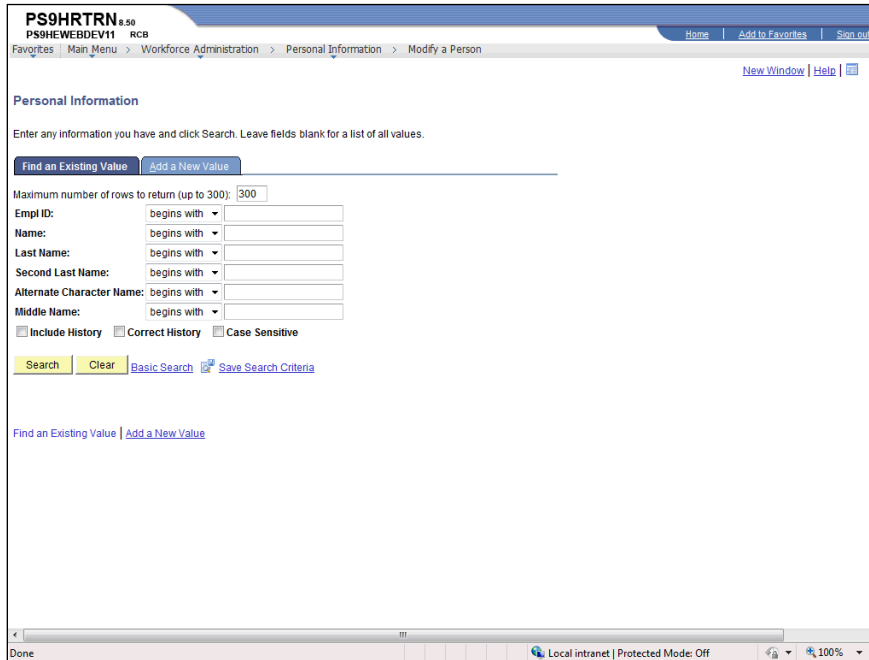
Procedure


In this topic you will learn how to **View Personal Data**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Personal Information menu.
4.	Click the Modify a Person menu. 
5.	You can search for an employee using either the EmplID or the Last Name. It is not recommended to use any of the other search fields except those noted here.



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. 
8.	View the Biographical Details panel.



Biographical Details Fields

Person ID - This is the same as EmplID.

Effective Date - The date the action begins (i.e. employee becomes "active" within the system).

Format Type - Displays the name format currently used for this name type.

View Name - View name format and any name changes that have occurred.

Date of Birth - Age is shown in years and months based on date displayed in this field.

Waive Data Protection - Allows employee to choose to have home address and telephone number held confidential.

Highest Education Level - The highest degree earned by the employee and on record in Human resources.

As of: - the date the action begins.

Alternate ID - Not in use at this time.

Country - Is the country of the employee's National ID

National ID Type - Is always Social Security Number.

National ID - Is always the employee's Social Security Number or the employee's National ID.

Primary ID - Indicates the primary National ID number to use for an employee.

Training Guide

Human Resources Inquiry 9.1 - HCSD



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

John Doe [REDACTED] Person ID: [REDACTED]

Name [REDACTED] End | View All | First 1 of 1 | Last

Effective Date: 10/19/2009 + -

Format Type: English

Display Name: John Doe [REDACTED] [View Name](#)

Biographic Information

Date of Birth: 01/01/1977 [B] 35 Years 4 Months

Date of Death: [B]

Birth Country: USA United States

Birth State: LA Louisiana

Birth Location: Baton Rouge Waive Data Protection

Biographical History

*Effective Date: 04/20/2009 [B] + -

*Gender: Female

*Highest Education Level: Associate Degree

*Marital Status: Married As of: 04/20/2009 [B]

Language Code: English

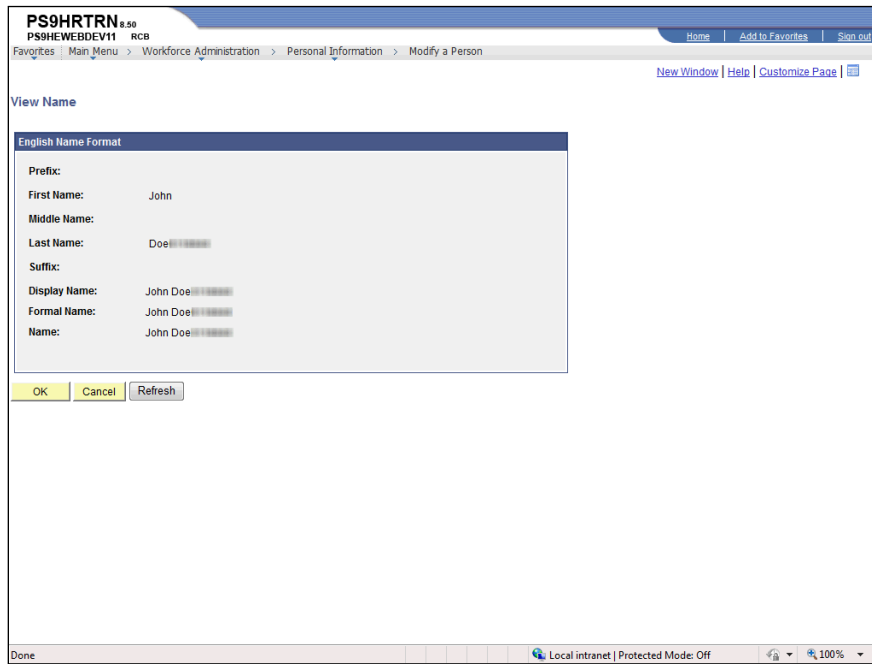
Alternate ID: Full-Time Student

National ID

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	[REDACTED]	<input checked="" type="checkbox"/>

Done Local intranet | Protected Mode: Off 100%

Step	Action
9.	Click the View Name link. View Name



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

[New Window](#) | [Help](#) | [Customize Page](#)

View Name

English Name Format

Prefix:

First Name: John

Middle Name:

Last Name: Doe

Suffix:

Display Name: John Doe

Formal Name: John Doe

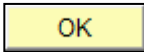
Name: John Doe

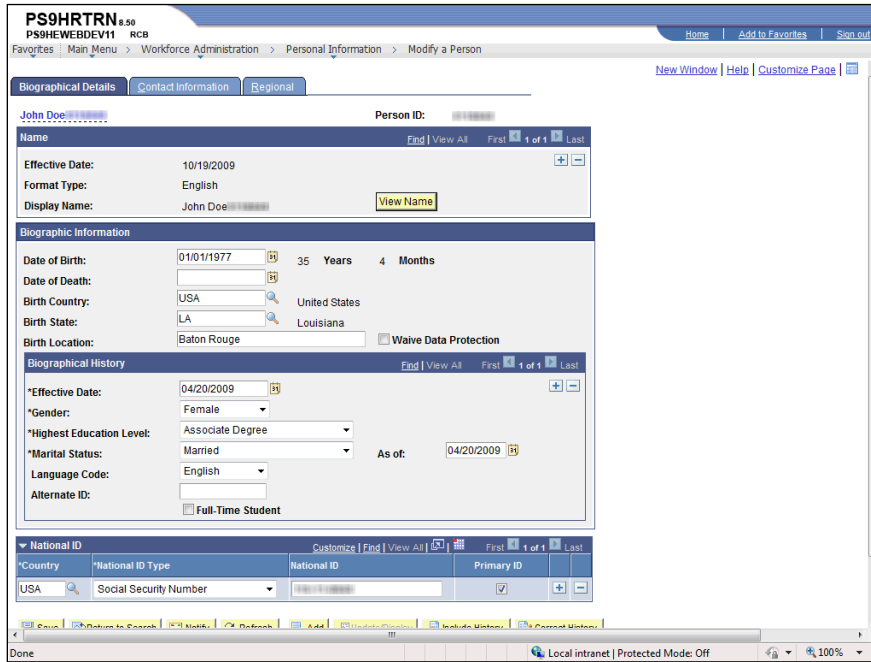
OK Cancel Refresh


Done

Local intranet | Protected Mode: Off

100%

Step	Action
10.	Click the OK button. 



Step	Action
11.	Click the Contact Information tab. 
12.	View the Contact Information panel. <i>Note: Telephone numbers and e-mail addresses are not required fields for HCSD. Input into these fields is optional. However, telephone numbers are required for TACs purposes.</i>



Contact Information Fields

Person ID - Is the same as EmplID.

Address Type - Home is the defaulted type.

As of Date - This is the effective date of any address change.

Status - Indicated whether the employee is "active" or "inactive" within the system.

Preferred - Indicates the telephone number/e-mail address that the employee prefers to be used to contact him/her.

Email Type - Identifies various e-mail addresses at which the employee can be contacted.

Email Address - The e-mail specified in the Global Address book will default for the employee.



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

Biographical Details | **Contact Information** | Regional

John Doe [REDACTED] Person ID: [REDACTED]

Address Type	As Of Date	Status	Address	
Home	10/19/2009	A	[REDACTED] Test Street New Orleans, LA 70112 Orleans	View Address Detail [+]
Mailing	10/19/2009	A	[REDACTED] Test Street New Orleans, LA 70112 Orleans	View Address Detail [+]

Phone Information

*Phone Type	Telephone	Extension	Preferred
Mobile	504 [REDACTED]		<input checked="" type="checkbox"/>
Other	504 [REDACTED]		<input type="checkbox"/>

Email Addresses

*Email Type	*Email Address	Preferred
		<input type="checkbox"/>

Save | Return to Search | Notify | Refresh | Add | Update Display | Include History | Correct History

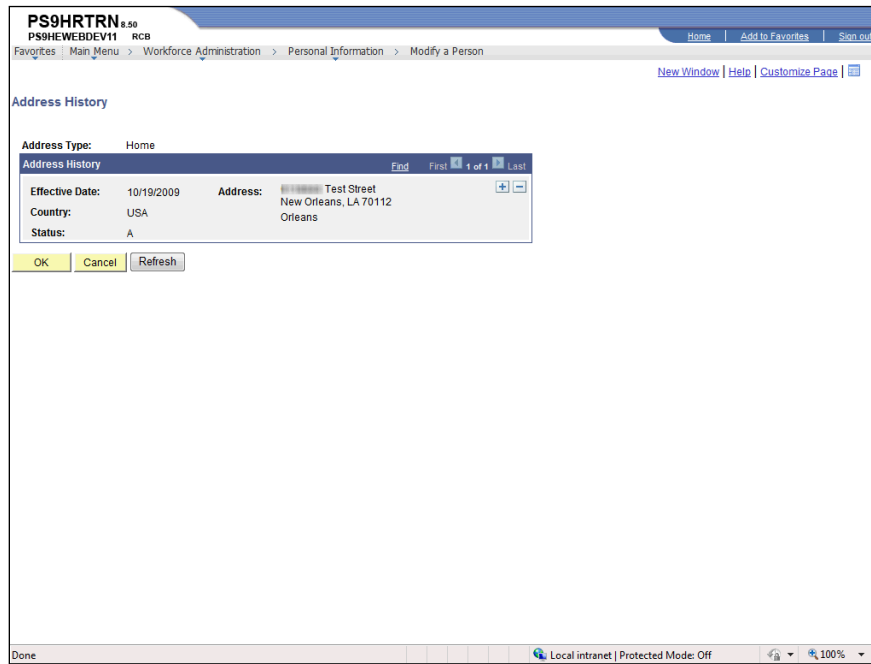
Biographical Details | Contact Information | Regional

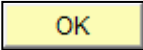
Local intranet | Protected Mode: Off | 100%

Step	Action
13.	Click the View Address Detail option. View Address Detail

Training Guide

Human Resources Inquiry 9.1 - HCSD



Step	Action
14.	Click the OK button. 

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PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

New Window | Help | Customize Page

Biographical Details | **Contact Information** | Regional

John Doe Person ID: [REDACTED]

Address Type	As Of Date	Status	Address		
Home	10/19/2009	A	[REDACTED] Test Street New Orleans, LA 70112 Orleans	View Address Detail	+ -
Mailing	10/19/2009	A	[REDACTED] Test Street New Orleans, LA 70112 Orleans	View Address Detail	+ -

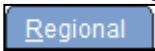
*Phone Type	Telephone	Extension	Preferred		
Mobile	504/[REDACTED]		<input checked="" type="checkbox"/>	+ -	
Other	504/[REDACTED]		<input type="checkbox"/>	+ -	

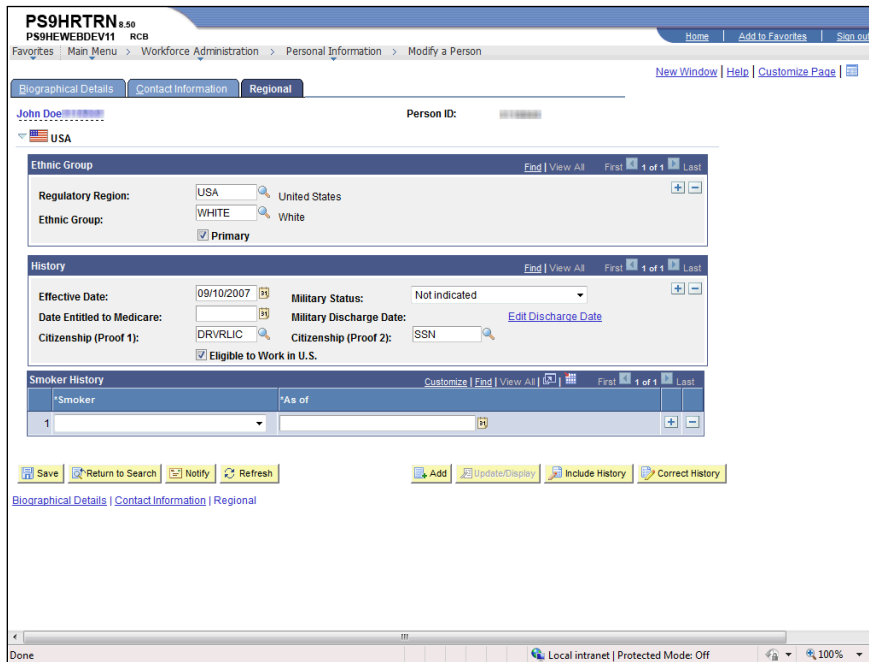
*Email Type	*Email Address	Preferred		
		<input type="checkbox"/>	+ -	

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

Biographical Details | Contact Information | **Regional**

Done Local intranet | Protected Mode: Off 100%

Step	Action
15.	Click the Regional tab. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person

New Window | Help | Customize Page

Biographical Details | Contact Information | **Regional**

John Doe Person ID: [REDACTED]

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region: USA United States

Ethnic Group: WHITE White

Primary

History Find | View All First 1 of 1 Last

Effective Date: 09/10/2007 Military Status: Not indicated

Date Entitled to Medicare: Military Discharge Date: Edit Discharge Date

Citizenship (Proof 1): DRVRLIC Citizenship (Proof 2): SSN

Eligible to Work in U.S.

Smoker History Customize | Find | View All First 1 of 1 Last


Smoker *As of

1

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional

Done Local intranet | Protected Mode: Off 100%

Step	Action
16.	View the Regional panel. Click the Home link. 



Regional Detail Fields

Person ID - This is the same as the EmplID.

Regulatory Region - Is always the USA option. Controls the Ethnic Group values within the system.

Ethnic Group - The federally mandated group defining the individual's ethnicity.

Primary - Indicates primary ethnicity of employee.

Effective Date - The date the employee's status becomes effective within the system.

Military Status - Describes the employee's current Military Status.

Citizenship (Proof 1 and 2) - Identifies documents used for I-9 verification.

Eligible to Work in U.S. - Indicates if the employee has the proper documentation needed to work within the United States.

Smoker - Indicated whether the employee is a smoker for life insurance purposes.

As of - Effective date of employee's smoker status.

Step	Action
17.	This completes View Personal Data. End of Procedure.


Benefits

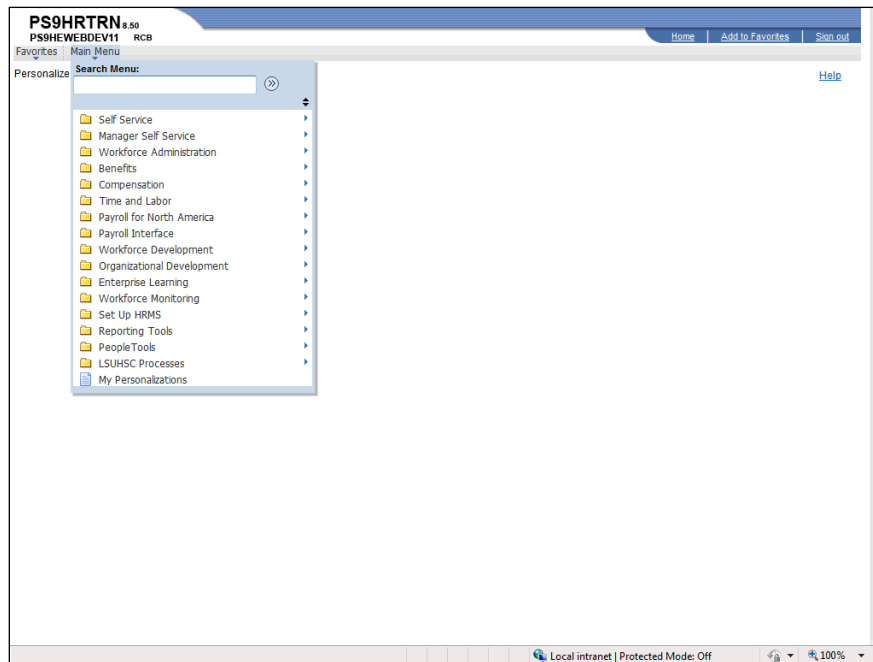
View Accrual Balances

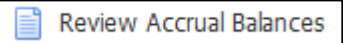
The Review Accrual Balances page allows you to view information on an employee's sick and annual leave accrual.

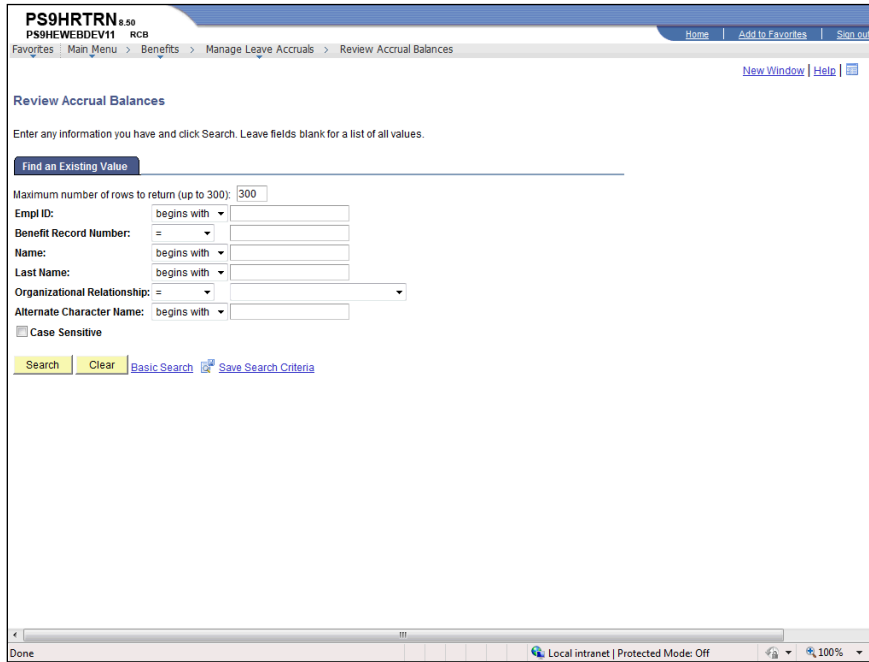
Procedure

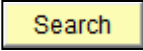
In this topic you will learn how to **Review Accrual Balances**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the Benefits menu.
3.	Point to the Manage Leave Accruals menu.
4.	Click the Review Accrual Balances menu. 



Step	Action
5.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button. 
7.	View the Leave Accrual Balances panel. <i>Note: When you access the Leave Accrual Balances panel, the panel defaults to the current row of Sick Leave accrual.</i>



Leave Accrual Balances Fields:

Company - 003 HCSD

Benefit Program:

Vacation:

CSAL - Civil Service Plan

USAL - University Plan

USAL2 - University Plan > 10 years

USAL3 - Unclass Civil Service Plan

Sick:

CSSL - Civil Service Plan

USSL - University Plan

Plan Type:

51 - Vacation

50 - Sick

5Y - K Time

52 - 1.5 K Time

Currency - National monetary denomination in which the employee's compensation is paid.

Accrual Date - The leave process date (e.g. the date the employee earns leave, which is the payroll end date). For **Classified Employees**, this date will be the date of the last pay period. For **Unclassified Employees**, this date will be a month before the date of the last pay period.

Accrual Balances:

Hours - Hours shown are " as of " the **calendar year not the fiscal year**.

Carried Over from previous year - The accrued leave from the previous calendar year.


Earned Year-to-Date - The amount of leave earned for the calendar year.

Taken Year- to -Date - Indicates the leave hours taken for the calendar year.

Adjusted Year-to-Date - Shown if an adjustment has been made (e.g. if payroll runs and leave was not included in the run).

Bought Year-to-Date - Field is not used at this time.

Sold Year-to-Date - Field is not used at this time.



Leave Accrual Balances Fields (continued)

Service Data:
Service Date - Also called the Benefits Service Date in Workforce Administration > Employment Information.
 It is the most important date because this is the leave accrual date; the date the employee begins to earn leave (leave accrual date).

Service Hours - The accrual of bi-weekly hours are based on this.

Unprocessed Data: Will be shown when HR enters Dept. Leave (taken leave or adjusted leave). Once payroll runs, the leave will be shown as processed (**Taken Year-to-Date** or **Adjusted Year-to-Date**) and the Unprocessed Data field will be blank.

Hours Taken - Field is not used at this time.

Hours Adjusted - Field is not used at this time.

Hours Bought - Field is not used at this time.

Hours Sold - Field is not used at this time.

Service Hours - Field is not used at this time.

Accrual Total:
Hours Balance – Carried over Balance from prior year plus YTD accrual minus YTD leave taken.

Hours Value – Total available hours multiplied by current hourly wage.

Step	Action
8.	Vacation accrual rows may be viewed by selecting one of the following methods: 1. Click the Scroll Areas to scroll through Sick and Vacation rows of accrual (this also allows you to view previous rows of sick leave and vacation accruals). 2. Click the View All link and use the scroll bar that appears on the right side of the page to scroll through Sick and Vacation rows of accruals. 3. Click the Find link to directly access the current row of Vacation accrual. This method is demonstrated here.

PS9HRTRN 8.50
 PS9HEWBEDEV11 RCB
 Home | Add to Favorites | Sign out
 Favorites | Main Menu > Benefits > Manage Leave Accruals > Review Accrual Balances
 New Window | Help | Customize Page

Review Accrual Balances

John Doe Employee ID: Benefit Record: 0
 Leave Accruals Find | View 100 First 1 of 632 Last


Company:	003 LSUHSC-Hospitals	Benefit Program:	FTP Full/Temp/Part-time
Plan Type:	Sick	Currency:	USD
Accrual Date:	12/26/2011		

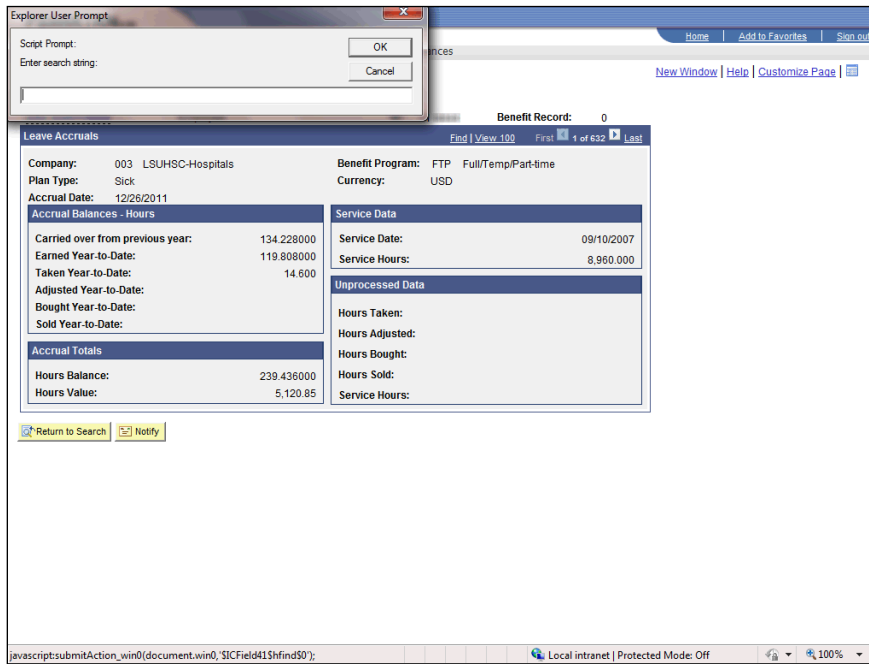
Accrual Balances - Hours		Service Data	
Carried over from previous year:	134.228000	Service Date:	09/10/2007
Earned Year-to-Date:	119.808000	Service Hours:	8,960.000
Taken Year-to-Date:	14.600		
Adjusted Year-to-Date:			
Bought Year-to-Date:			
Sold Year-to-Date:			

Accrual Totals		Unprocessed Data	
Hours Balance:	239.436000	Hours Taken:	
Hours Value:	5,120.85	Hours Adjusted:	
		Hours Bought:	
		Hours Sold:	
		Service Hours:	

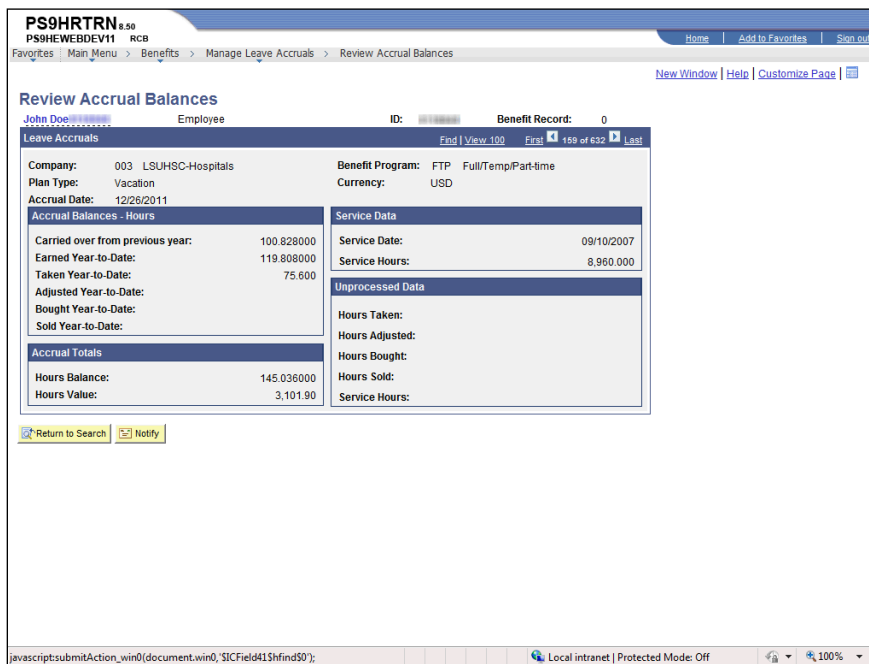
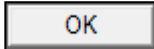
Return to Search | Notify


Done Local intranet | Protected Mode: Off 100%

Step	Action
9.	Click the Find link. 



Step	Action
10.	Enter the desired information into the Enter Search String field. Enter "Vacation" .
11.	Click the OK button.




Step	Action
12.	The current Vacation row displays. You may use the scroll areas to view additional rows of Vacation accruals. Click the Home link. 
13.	This completes Review Accrual Balances . End of Procedure.

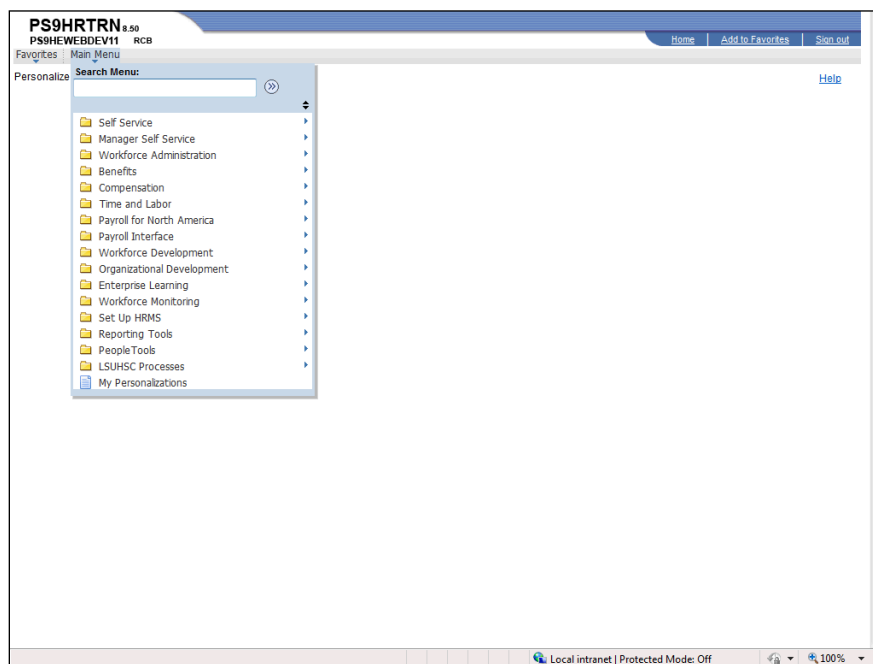


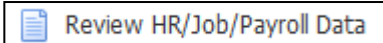
View Employee Data Summary

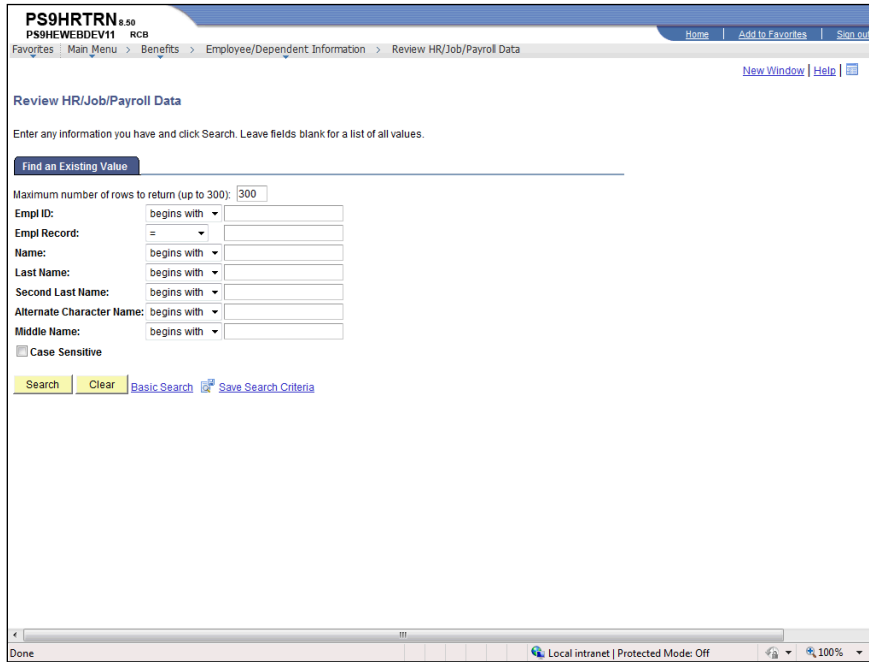
Procedure

In this topic you will learn how to **Review Employee Data Summary**.

Step	Action
1.	Click the Main Menu button. 




Step	Action
2.	Point to the Benefits menu.
3.	Point to the Employee/Dependent Information menu.
4.	Click the Review HR/Job/Payroll Data menu. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Benefits > Employee/Dependent Information > Review HR/Job/Payroll Data

[New Window](#) | [Help](#) | 

Review HR/Job/Payroll Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID: begins with

Empl Record: =

Name: begins with


Last Name: begins with

Second Last Name: begins with

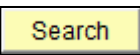
Alternate Character Name: begins with

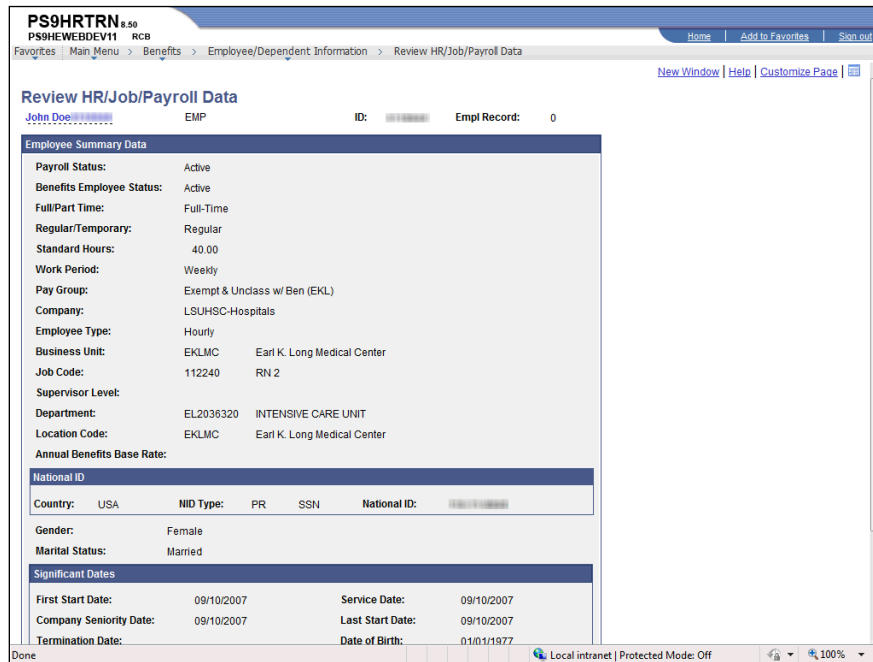
Middle Name: begins with


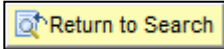
Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Done | Local intranet | Protected Mode: Off | 100%

Step	Action
5.	Enter the desired information into the Last Name field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button. 



Step	Action
7.	View the Employee Data Summary page. Click the Down button of the scrollbar. 
8.	Click the Return to Search button. 
9.	This completes Review Employee Data Summary . End of Procedure.


Payroll for North America

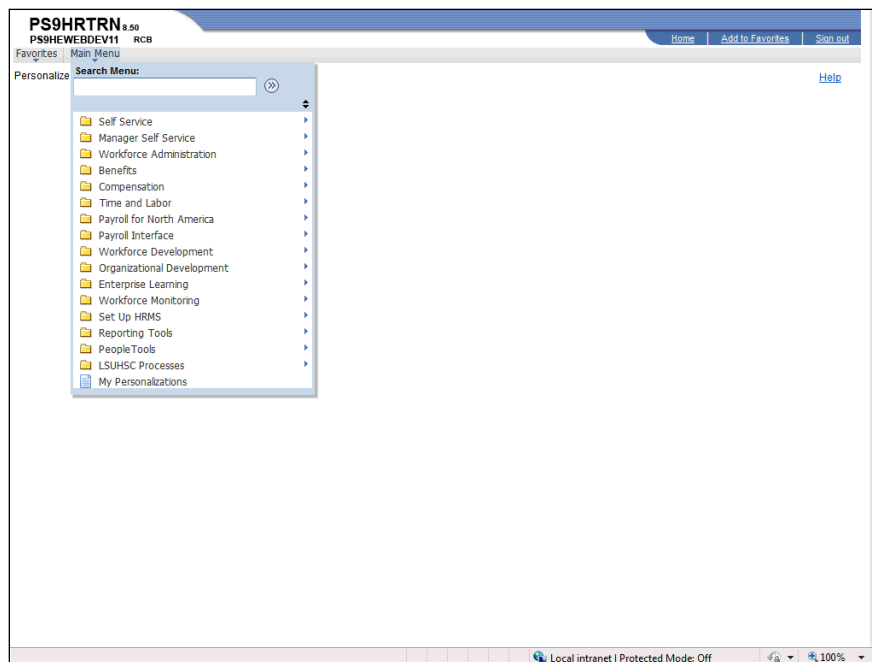
View Paycheck Summary

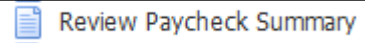
The Paycheck Summary page for an employee displays information such as earnings, taxes and deductions for a single paycheck.

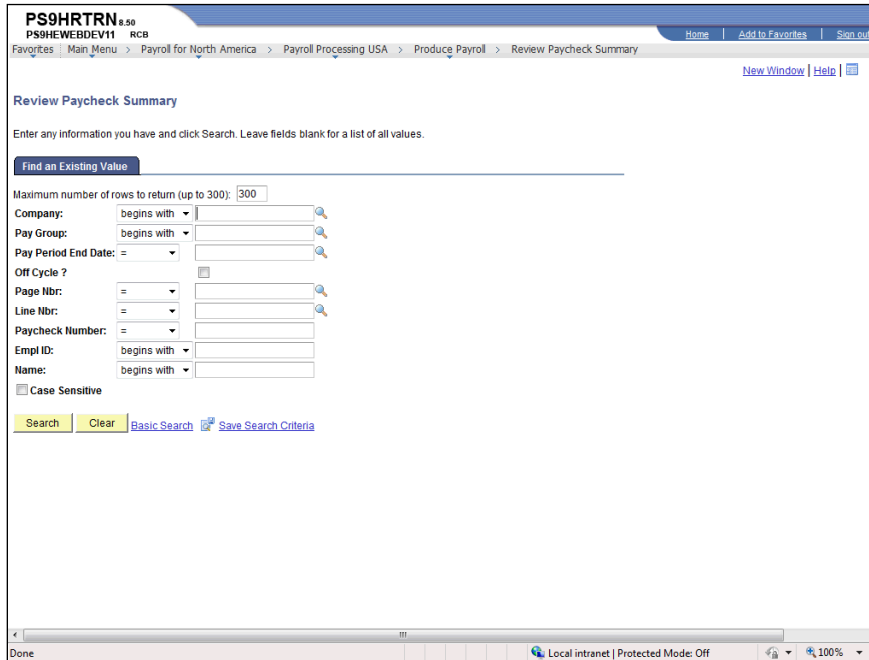
Procedure

In this topic you will learn how to **Review Paycheck Summary**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the Payroll for North America menu.
3.	Point to the Payroll Processing USA menu.
4.	Point to the Produce Payroll menu.
5.	Click the Review Paycheck Summary menu. 



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PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Review Paycheck Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Company: begins with []

Pay Group: begins with []

Pay Period End Date: = []

Off Cycle?

Page Nbr: = []

Line Nbr: = []




Paycheck Number: = []

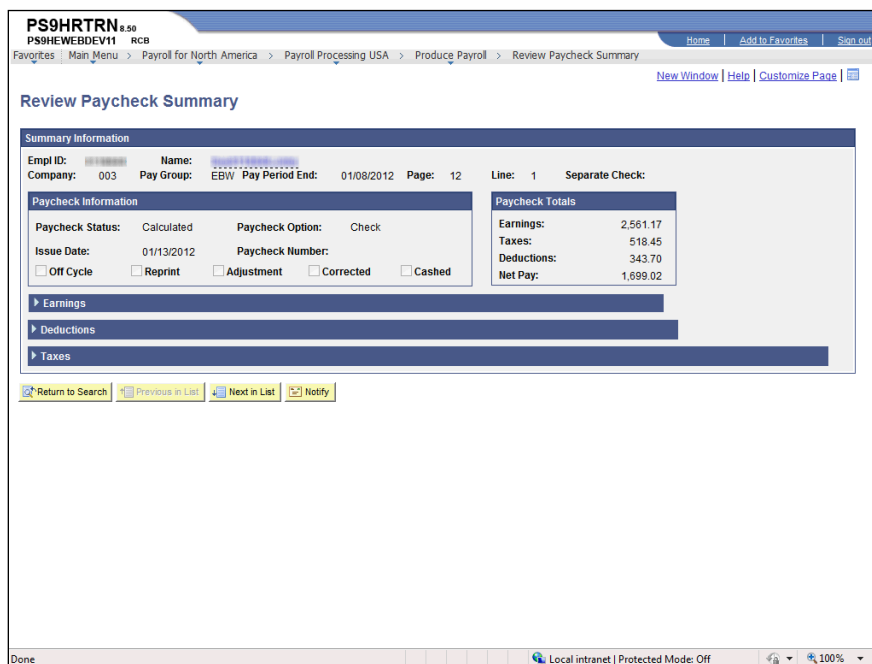
Empl ID: begins with []

Name: begins with []



Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. 
8.	All paychecks for an employee will display with the oldest at the top (ascending order). The end-user should take note of the Pay Period End Date when attempting to view a paycheck. Double-click the Pay Period End Date column title to change the order of paychecks from the oldest (ascending order) pay period end date to the most current (descending order) pay period end date. 
9.	The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first. Click the 01/08/2012 link. 



Step	Action
10.	<p>The Paycheck Summary page summarizes the information found on the paycheck or the pay advice (direct deposit) statement.</p> <p>Check # is the actual Check Number or the Advice Number (i.e. employees who have direct deposit will have an Advice Number).</p> <p>Click the right arrow to expand the Earnings section.</p> <p>▶ Earnings</p>
11.	<p>View the Earnings section.</p> <p>Click the down arrow to collapse the Earnings section.</p> <p>▼ Earnings</p>
12.	<p>Click the right arrow to expand the Deductions section.</p> <p>▶ Deductions</p>
13.	<p>View the Deductions section.</p> <p>Click the down arrow to collapse the Deductions section.</p> <p>▼ Deductions</p>
14.	<p>Click the right arrow to expand the Taxes section.</p> <p>▶ Taxes</p>


Step	Action
15.	View the Taxes section. Click the Collapse section button. 
16.	Click the Home link. 
17.	This completes Review Paycheck Summary . End of Procedure.

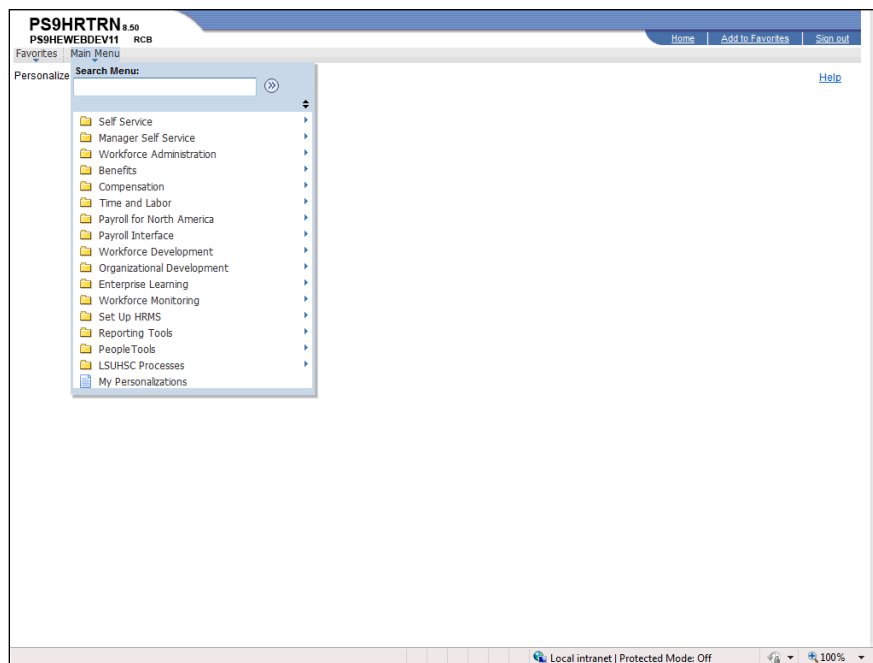
View Actuals Distribution

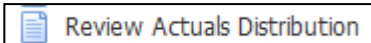
Actuals Distribution displays the funding sources for a specific paycheck of an employee.

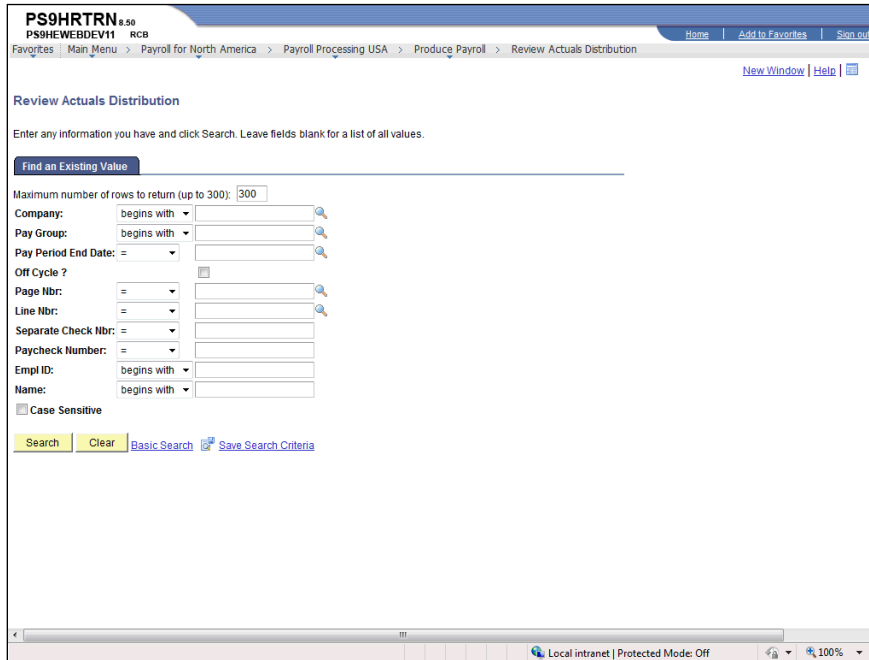
Procedure

In this section you will learn how to **Review Actuals Distribution**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the Payroll for North America menu.
3.	Point to the Payroll Processing USA menu.
4.	Point to the Produce Payroll menu.
5.	Click the Review Actuals Distribution menu. 



PS9HRTRN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Actuals Distribution

[New Window](#) | [Help](#) |

Review Actuals Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Company: begins with

Pay Group: begins with

Pay Period End Date: =

Off Cycle?

Page Nbr: =

Line Nbr: =

Separate Check Nbr: =

Paycheck Number: =

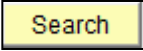

Empl ID: begins with

Name: begins with

Case Sensitive

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

Local intranet | Protected Mode: Off | 100%

Step	Action
6.	Enter the desired information into the Name field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. 
8.	All paychecks for an employee will display with the oldest at the top (ascending order). The end-user should take note of the Pay Period End Date when attempting to view a paycheck. Double-click the Pay Period End Date column title to change the order of paychecks from the oldest (ascending order) pay period end date to the most current (descending order) pay period end date. 

PS9HRTRN 8.50
 PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Actuals Distribution

[New Window](#) | [Help](#)

Review Actuals Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Company: begins with []

Pay Group: begins with []

Pay Period End Date: []

Off Cycle?

Page Nbr: []

Line Nbr: []

Separate Check Nbr: []

Paycheck Number: []

Empl ID: begins with []

Name: begins with []

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

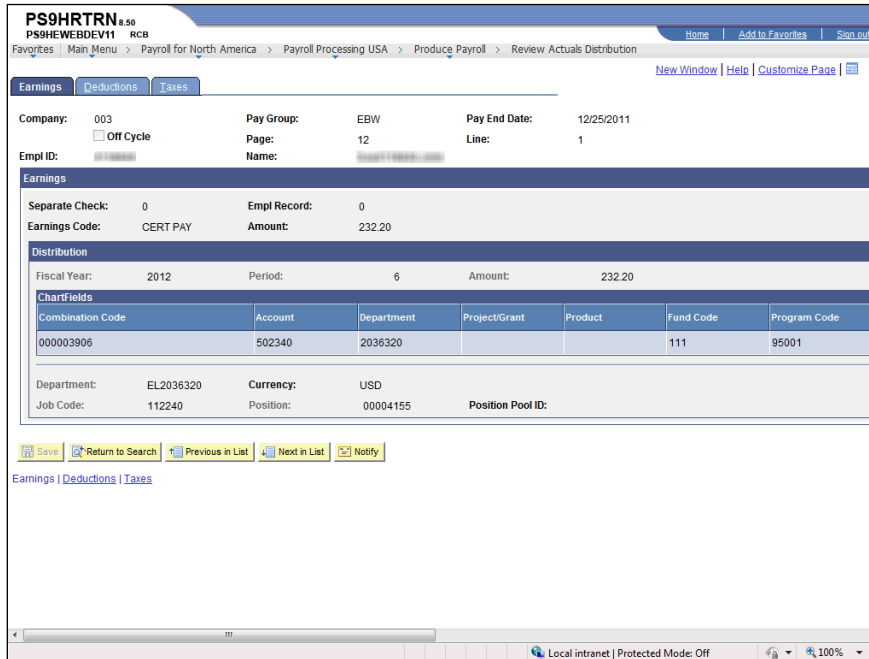
Search Results

[View All](#) First 1-100 of 120 Last

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
003	EBW	01/08/2012	N	12	1	0	(blank)	0		
003	EBW	12/25/2011	N	12	1	0	ADVICE	2947252		
003	EBW	12/11/2011	N	12	1	0	ADVICE	2940211		
003	EBW	11/27/2011	N	12	1	0	ADVICE	2938193		
003	EBW	11/13/2011	N	12	1	0	ADVICE	2927050		
003	EBW	10/30/2011	N	12	1	0	ADVICE	2920549		
003	EBW	10/16/2011	N	12	1	0	ADVICE	2913683		

Local intranet | Protected Mode: Off | 100%

Step	Action
9.	<p>The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first.</p> <p>Click the 12/25/2011 link.</p> <p>12/25/2011</p>



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Actuals Distribution

[New Window](#) | [Help](#) | [Customize Page](#) |

Earnings | Deductions | Taxes

Company: 003 Pay Group: EBW Pay End Date: 12/25/2011
 Off Cycle Page: 12 Line: 1
 Empl ID: 0000000000 Name: 0000000000

Earnings

Separate Check: 0 Empl Record: 0
 Earnings Code: CERT PAY Amount: 232.20

Distribution

Fiscal Year: 2012 Period: 6 Amount: 232.20

ChartFields


Combination Code	Account	Department	Project/Grant	Product	Fund Code	Program Code
000003906	502340	2036320			111	95001

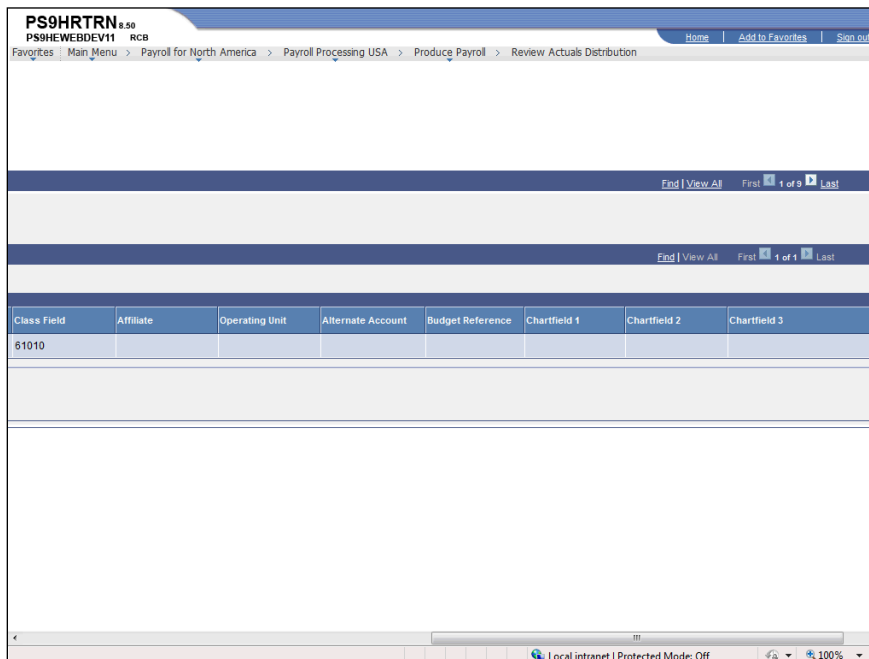
Department: EL2036320 Currency: USD
 Job Code: 112240 Position: 00004155 Position Pool ID:

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Earnings](#) | [Deductions](#) | [Taxes](#)

Local intranet | Protected Mode: Off 100%

Step	Action
10.	<p>The account(s) to which the employee's pay is being charged are found on the Earnings panel.</p> <p>Click the Right Horizontal scrollbar box.</p> 



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Home | Add to Favorites | Sign out



Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Actuals Distribution

[Find](#) | [View All](#) First 1 of 5 [Last](#)

[Find](#) | [View All](#) First 1 of 1 [Last](#)

Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference	Chartfield 1	Chartfield 2	Chartfield 3
61010							

Local intranet | Protected Mode: Off 100%

Step	Action
11.	Click the Show next row button. 
12.	Click the Left Horizontal scrollbar box. 

Training Guide

Human Resources Inquiry 9.1 - HCSD



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Actuals Distribution

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

Earnings | Deductions | Taxes

Company: 003 Pay Group: EBW Pay End Date: 12/25/2011
 Off Cycle Page: 12 Line: 1
 Empl ID: [REDACTED] Name: [REDACTED]

Earnings

Separate Check: 0 Empl Record: 0
 Earnings Code: CRITICAL Amount: 309.60

Distribution

Fiscal Year: 2012 Period: 6 Amount: 309.60

ChartFields

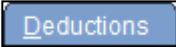
Combination Code	Account	Department	Project/Grant	Product	Fund Code	Program Code
000003906	502340	2036320			111	95001

Department: EL2036320 Currency: USD
 Job Code: 112240 Position: 00004155 Position Pool ID:

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Earnings](#) | [Deductions](#) | [Taxes](#)

Local intranet | Protected Mode: Off | 100%

Step	Action
13.	View the Earnings page account information. Click the Deductions tab. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Actuals Distribution

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

Earnings | **Deductions** | Taxes

Company: 003 Pay Group: EBW Pay End Date: 12/25/2011
 Off Cycle Page: 12 Line: 1
 Empl ID: [REDACTED] Name: [REDACTED]

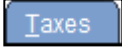
Deductions

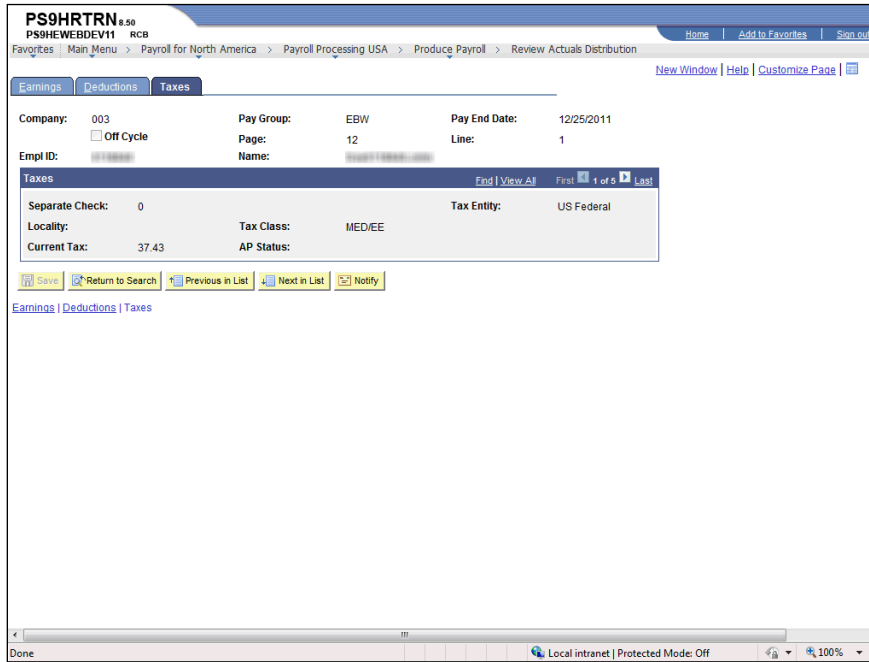
Separate Check: 0 Plan Type: PERS Benefit Plan: LSR ACT 75
 Deduction Code: LSR ACT 75 Deduction Class: Before-Tax
 Current Deduction: 136.88 AP Status:


[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Earnings](#) | [Deductions](#) | [Taxes](#)

Local intranet | Protected Mode: Off | 100%

Step	Action
14.	View the Deductions panel. Click the Taxes tab. 



Step	Action
15.	View the Taxes panel. Click the Home link. 
16.	This completes Review Actuals Distribution . End of Procedure.

Organizational Development


View Manage Positions

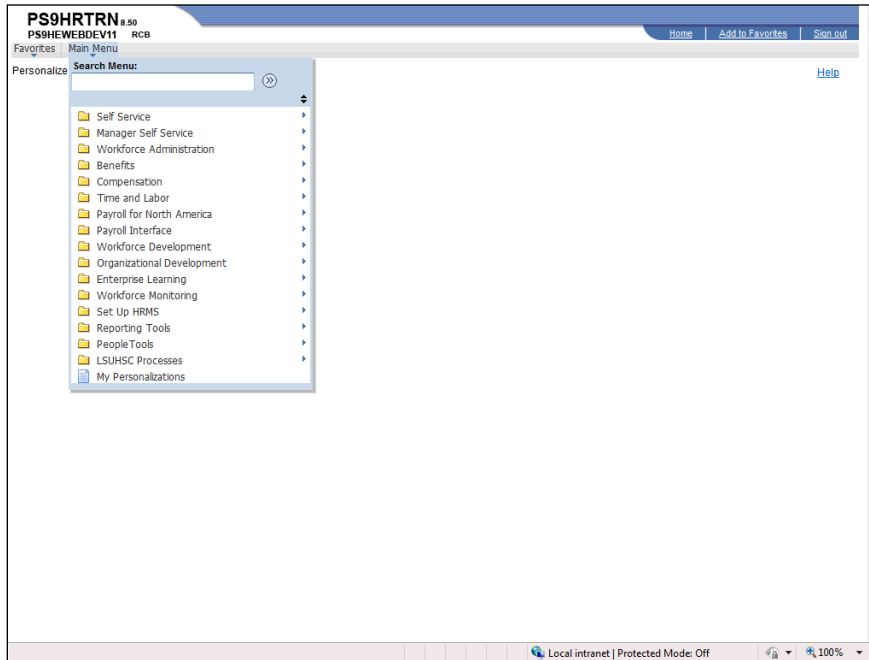
Position Data consists of information (such as job code, Department ID, location code, and pay group) directly associated with a position. Every employee in the institution has a position in PeopleSoft. When an employee fills a position or transfers to another position, he or she inherits all of the data from that position.

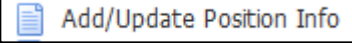
Many of the fields found on the pages of the **Manage Positions** components are contained in the Job Data pages. After a position is approved, it is input into the system by Human Resources. Once someone is hired, the data from the **Manage Positions** pages automatically populate to the Job Data pages.

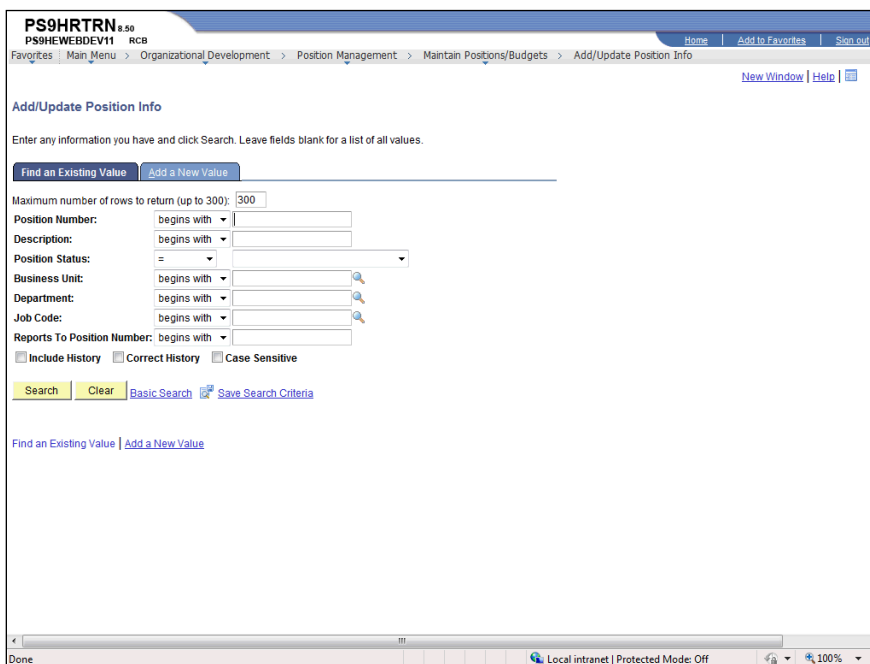
Procedure

In this topic you will learn how to **Manage Positions**.

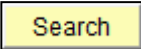
Step	Action
1.	Click the Main Menu button. 

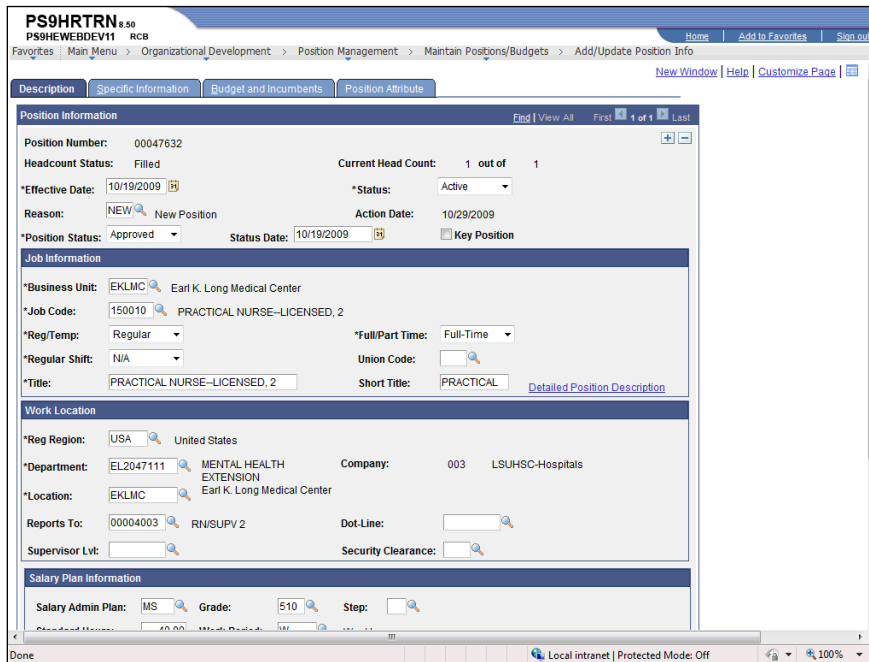



Step	Action
2.	Point to the Organizational Development menu.
3.	Point to the Position Management menu.
4.	Point to the Maintain Positions/Budgets menu.
5.	Click the Add/Update Position Info menu. 

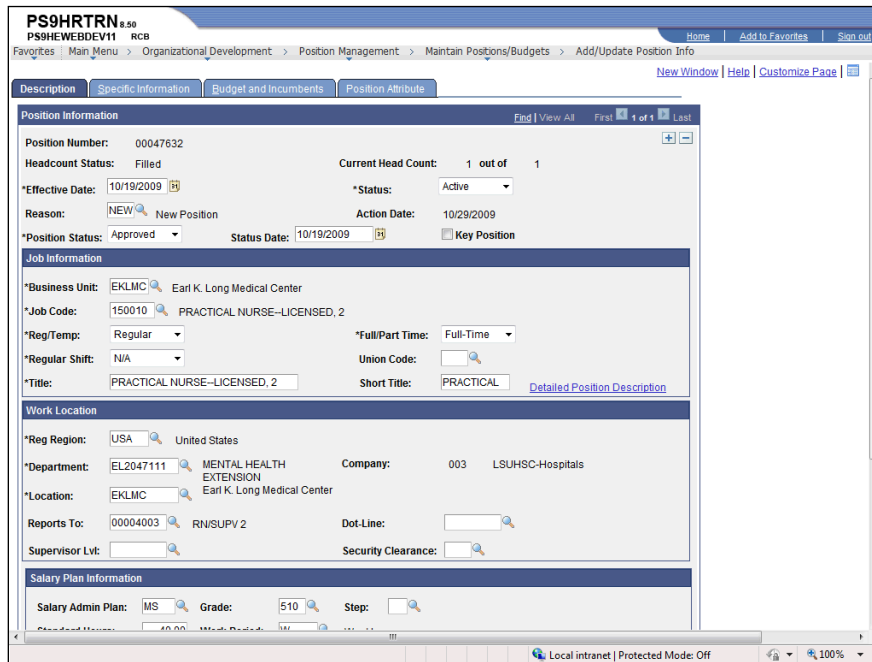


The screenshot shows the 'Add/Update Position Info' page in the PS9HRTRN 8.50 application. The page includes a breadcrumb trail: 'Home > Add to Favorites > Sign out > Favorites > Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info'. Below the breadcrumb, there are links for 'New Window' and 'Help'. The main heading is 'Add/Update Position Info', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field for 'Maximum number of rows to return (up to 300):' contains the value '300'. Below this are several search criteria fields, each with a 'begins with' dropdown menu and a text input field: 'Position Number:', 'Description:', 'Position Status:', 'Business Unit:', 'Department:', 'Job Code:', and 'Reports To Position Number:'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's address bar shows 'Local intranet | Protected Mode: Off' and the zoom level is set to 100%.

Step	Action
6.	<p>The Position Number is an 8-digit number. You must include the preceding zeros when entering the position number. The Position Number can be found on the Work Location panel of the Job Data section.</p> <p>Enter the desired information into the Position Number field. Enter "00047632".</p>
7.	<p>Click the Search button.</p> 



Step	Action
8.	<p>View the Description page.</p> <p>Click the Down button of the scrollbar to view additional information on the Description page.</p> 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

New Window | Help | Customize Page

Position Information

Position Number: 00047632
Headcount Status: Filled
Current Head Count: 1 out of 1

*Effective Date: 10/19/2009
Reason: NEW New Position
*Status: Active
*Position Status: Approved
Action Date: 10/29/2009
Status Date: 10/19/2009
 Key Position

Job Information


*Business Unit: EKLMC Earl K. Long Medical Center
*Job Code: 150010 PRACTICAL NURSE-LICENSED, 2
*Reg/Temp: Regular
*Regular Shift: N/A
*Title: PRACTICAL NURSE-LICENSED, 2
Short Title: PRACTICAL
*Full/Part Time: Full-Time
Union Code:

Work Location

*Reg Region: USA United States
*Department: EL2047111 MENTAL HEALTH EXTENSION
*Location: EKLMC Earl K. Long Medical Center
Company: 003 LSUHSC-Hospitals
Reports To: 00004003 RN/SUPV 2
Supervisor Lvl:
Dot-Line:
Security Clearance:

Salary Plan Information

Salary Admin Plan: IMS Grade: 510 Step:

Step	Action
9.	Click the Specific Information tab. 

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

New Window | Help | Customize Page

Description | **Specific Information** | Budget and Incumbents | Position Attribute

Position Number: 00047632
Headcount Status: Filled
Current Head Count: 1 out of 1

Effective Date: 10/19/2009
Status: Active

Max Head Count: 1
Mail Drop ID:
Work Phone:
Health Certificate:
Signature Authority:

Incumbents

Update Incumbents
 Include Salary Plan/Grade
 Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

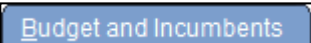
Education and Government

Position Pool ID:
*Pre-Encumbrance Indicator: Immediate
Calc Group (Flex Service):
*Encumber Salary Option: Salary Step
Academic Rank:
*Classified Indicator: Classified
FTE: 1.000000
 Adds to FTE Actual Count

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Description | Specific Information | Budget and Incumbents | Position Attribute

Done Local intranet | Protected Mode: Off 100%

Step	Action
10.	View the Specific Information panel. Click the Budget and Incumbents tab. 

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

New Window | Help | Customize Page

Description | Specific Information | **Budget and Incumbents** | Position Attribute

Position Number: 00047632
Headcount Status: Filled
Current Head Count: 1 out of 1

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents

Empl ID	Empl Record	Full/Part	Stnd Mrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
0		Full-Time	40.00		10/18/2011	Data Change	Extension of Probation Period	Y	Job Data

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Description | Specific Information | Budget and Incumbents | Position Attribute

Done Local intranet | Protected Mode: Off 100%

Step	Action
11.	View the Budget and Incumbents panel. Click the Job Data link. Job Data

Training Guide

Human Resources Inquiry 9.1 - HCSD



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

John Doe Employee Empl ID: Empl Record: 0

Work Location End First 1 of 1 Last Go To Row

*Effective Date: 10/18/2011 *Action: Data Change

Effective Sequence: 0 *Reason: Extension of Probation Period

HR Status: Active *Job Indicator: Primary Job

Payroll Status: Active Current

Position Number: 00047632 PRACTICAL NURSE-LICENSED, 2

Acad Rank: Use Position Data

Position Entry Date: 10/18/2010

Position Management Record

*Regulatory Region: USA United States

Company: 003 LSUHSC-Hospitals

*Business Unit: EKLMC Earl K. Long Medical Center

*Department: EL2047111 MENTAL HEALTH EXTENSION

Department Entry Date: 10/18/2010

*Location: EKLMC Earl K. Long Medical Center

Establishment ID: Date Created: 10/19/2011

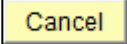
Last Start Date: 10/18/2010

Expected Job End Date:

Job Data Employment Data Earnings Distribution Benefits Program Participation

OK Cancel Apply Refresh

Done Local intranet | Protected Mode: Off 100%

Step	Action
12.	Click the Cancel button to return to the Budget and Incumbents page. 

PS9HRTRN 8.50
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Home | Add to Favorites | Sign out

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

[New Window](#) | [Help](#) | [Customize Page](#)

Description | **Specific Information** | **Budget and Incumbents** | **Position Attribute**

Position Number: 00047632
 Headcount Status: Filled Current Head Count: 1 out of 1

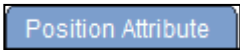
Current Budget				
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents									
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
0		Full-Time	40.00		10/18/2011	Data Change	Extension of Probation Period	Y	Job Data

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Position Attribute](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
13.	Click the Position Attribute tab. 
14.	View the Position Attribute panel.
15.	This completes Manage Positions . End of Procedure.