LSUHealth

PeopleSoft Training

Human Resources Inquiry 9.1 - HCSD

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Human Resources Inquiry 9.1 - HCSD

Workforce Administration

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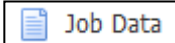
The **Job Data** component includes all information about an employee's job history such as promotions, reallocations, pay rate changes, and termination.

Procedure

In this topic you will learn how to **View Job Data**.
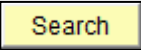
Step	Action
1.	Click the **Main Menu** link. ![Main Menu]
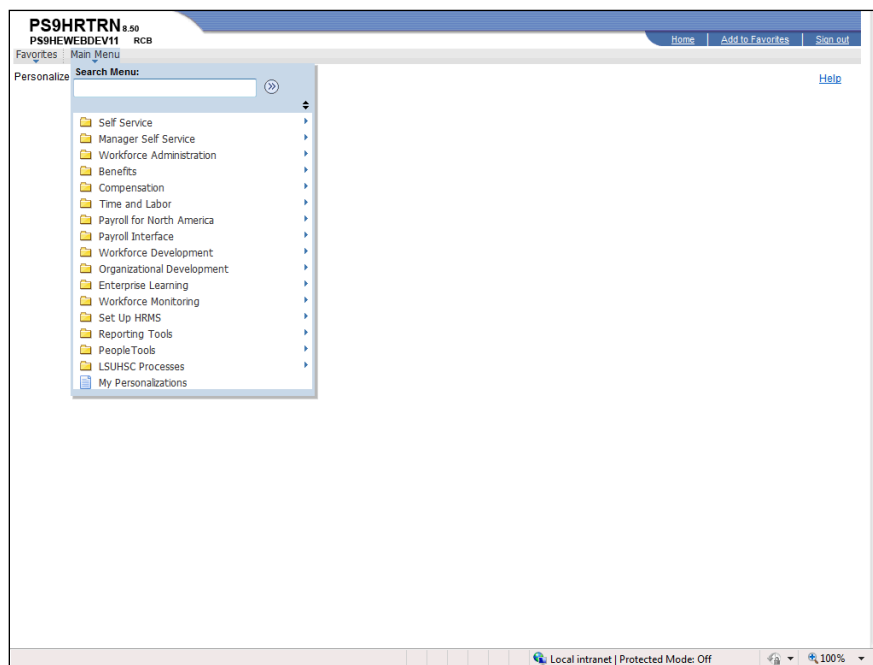
Step	Action
2.	Point to the **Workforce Administration** menu.
3.	Point to the **Job Information** menu.
4.	Click the **Job Data** menu. ![Job Data]

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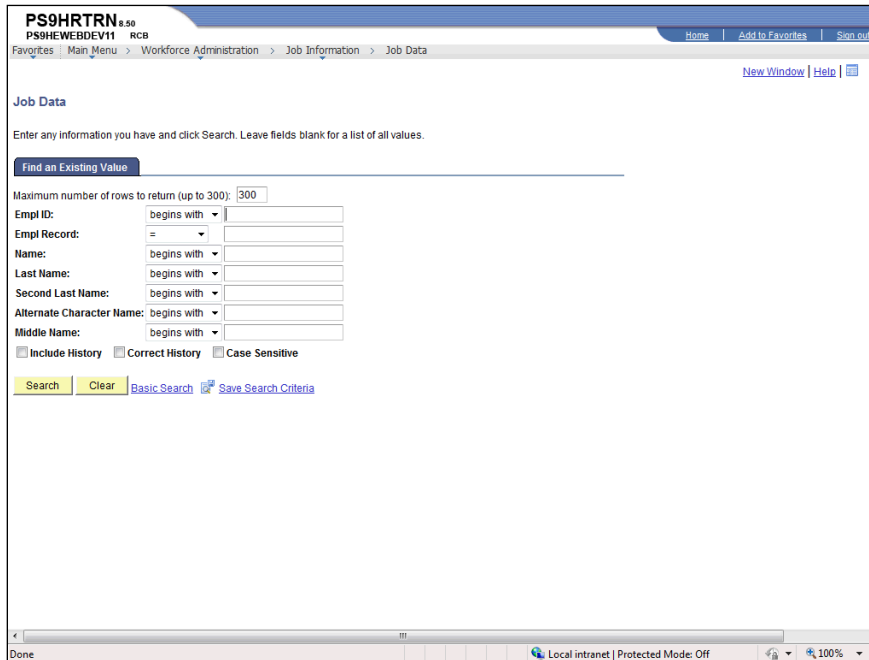
Step	Action
6.	Enter the desired information into the **Empl ID** field. Enter "**7 - digit Employee ID Number**".
7.	Click the **Search** button.
8.	View the Work Location panel. *Note: The right side of the blue Work Location bar shows that you are viewing panel 1 of 1.*

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
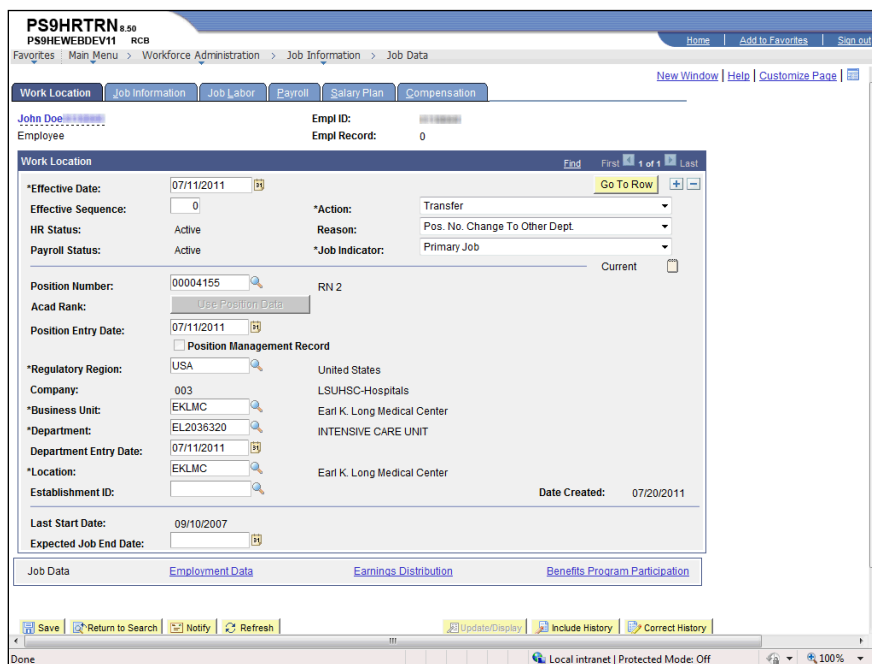　　WSTMC　　　Washington-St. Tammany Medical Center
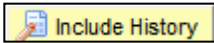
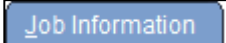**Department** - The Department ID.

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. [Include History]
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. [Last]
12.	Click the **First** link to view the original panel. [First]
13.	Click the **Job Information** tab. [Job Information]

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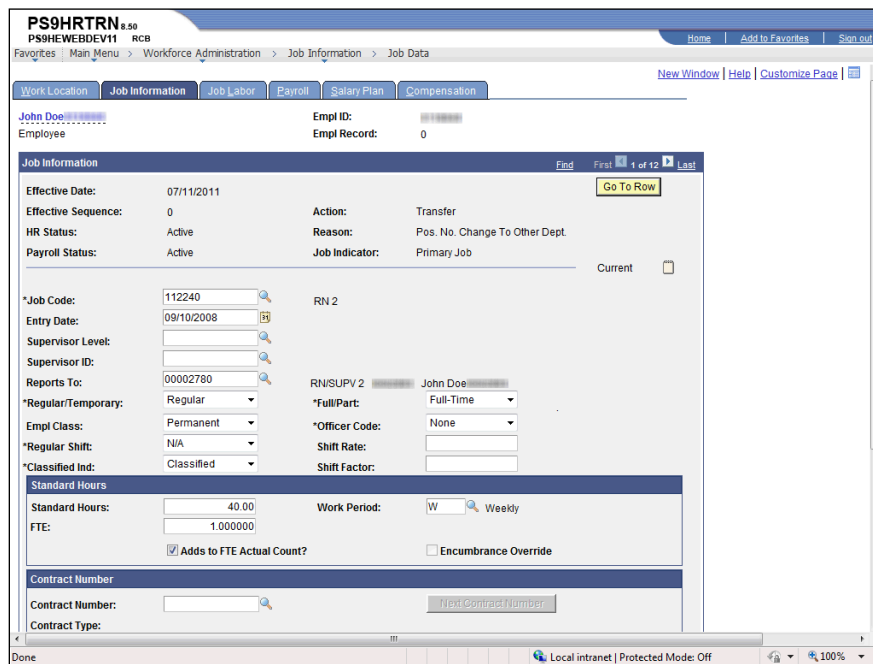
Adds to FTE Actual Count - Will default from Position Record. If not, should be checked for HCSD.

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

Step	Action
16.	Click the **Payroll** tab. Payroll
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/Restric
    HBW – Exempt & Unclass/Restric
    HMT – HCSD Monthly
    HTE – Retiree

Holiday Schedule - Indicates the holiday schedule that an employee is on. A list is provided below:
  HCS - Health Care Srvs 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 i s always Louisiana.

Payroll Fields (continued)
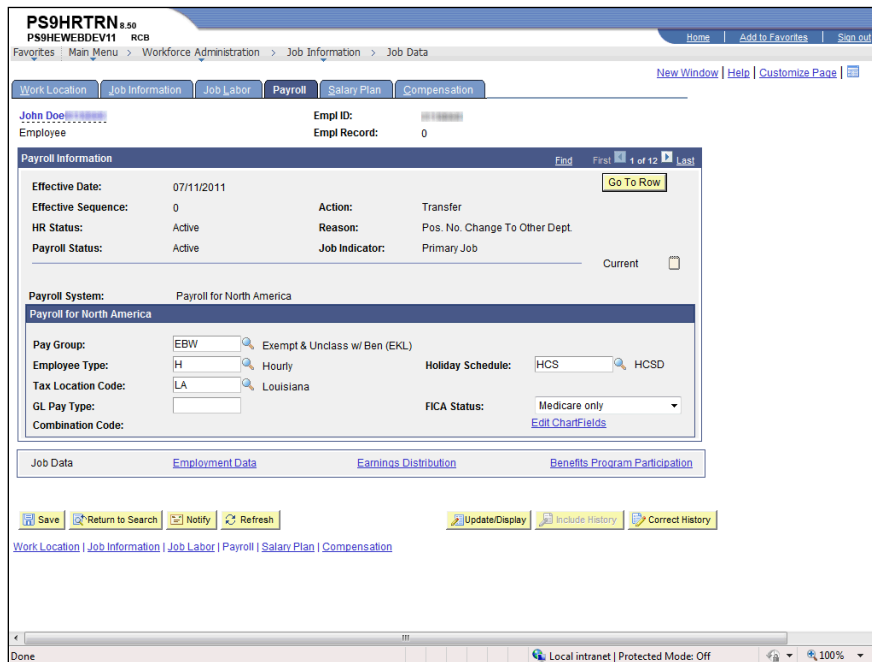
FICA Status - Indicates whether an employee is subject to:
1. Medicare and Social Security;
2. Medicare Only; or
3. Exempt from paying Medicare or Social Security.

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

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

Edit ChartFields - Link is not used at this time.

Step	Action
18.	Click the **Salary Plan** tab. Salary Plan
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.
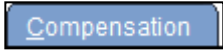
Grade Entry Date - Field is not used at this time.

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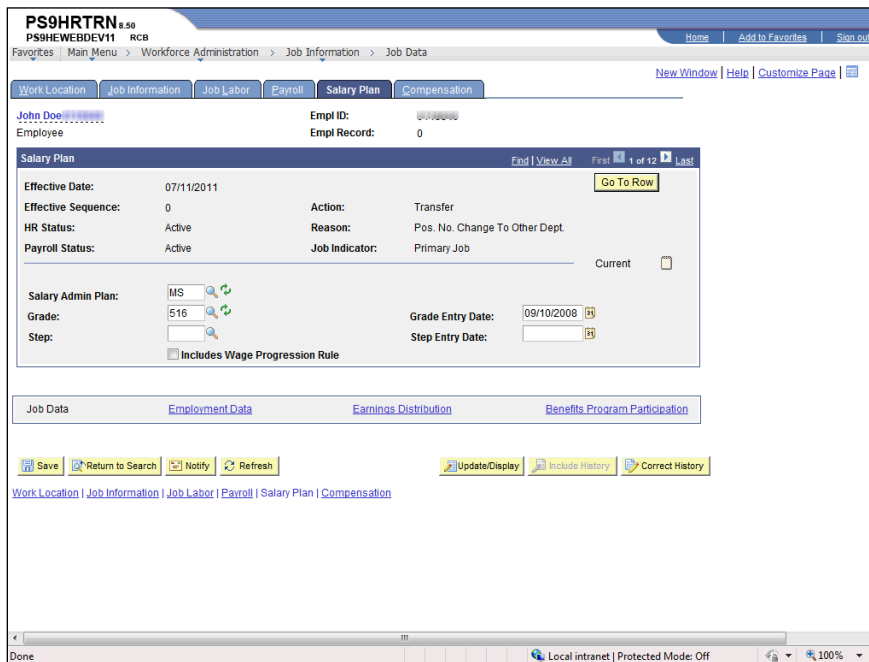
Step	Action
20.	Click the **Compensation** tab. Compensation
21.	View the Compensation panel.

LSUHealth
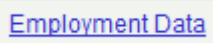
📕 **Compensation Fields**

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. Employment Data

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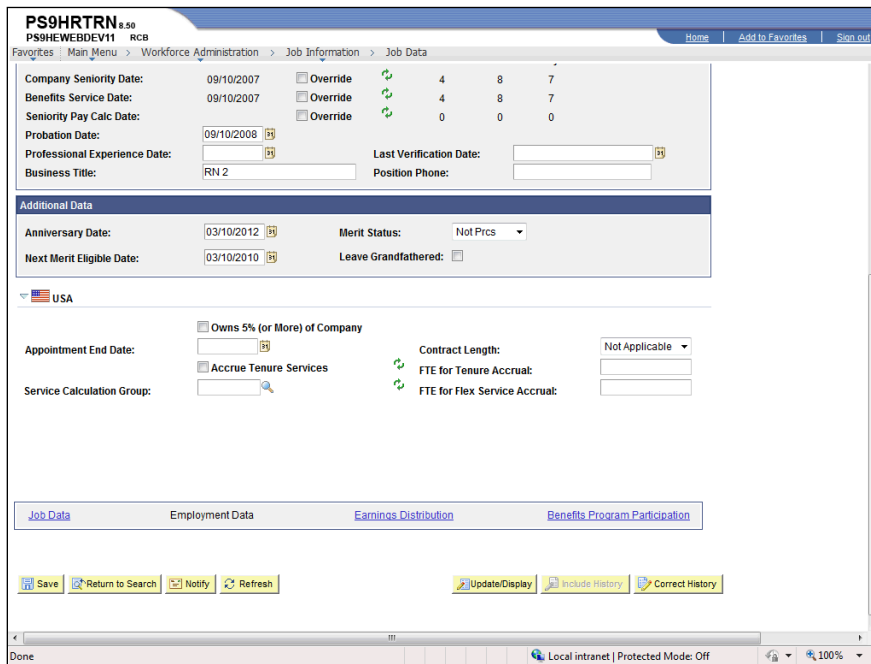
Contract Length - Field is not used at this time by HCSD.

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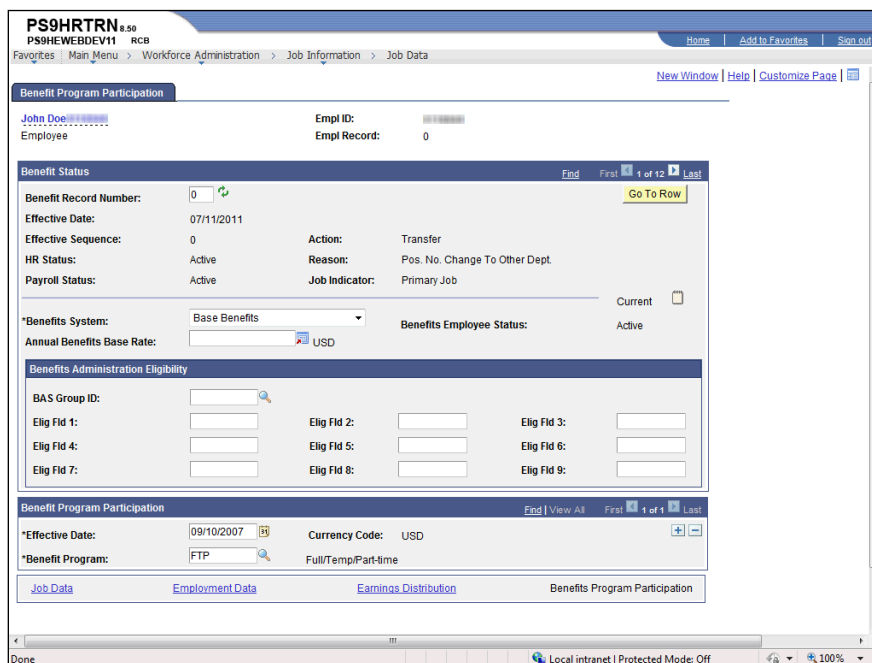
Service Calculation Group - Field is not used at this time by HCSD.
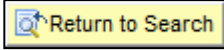
FTE for Flex Service Accrual - Field is not used at this time by HCSD.

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

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

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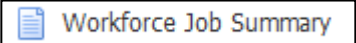
The **Job Summary** pages are a snapshot of an employee's LSUHSC employment history. The pages consolidate information including pay rate changes, leaves of absence, promotions, transfers, and more.
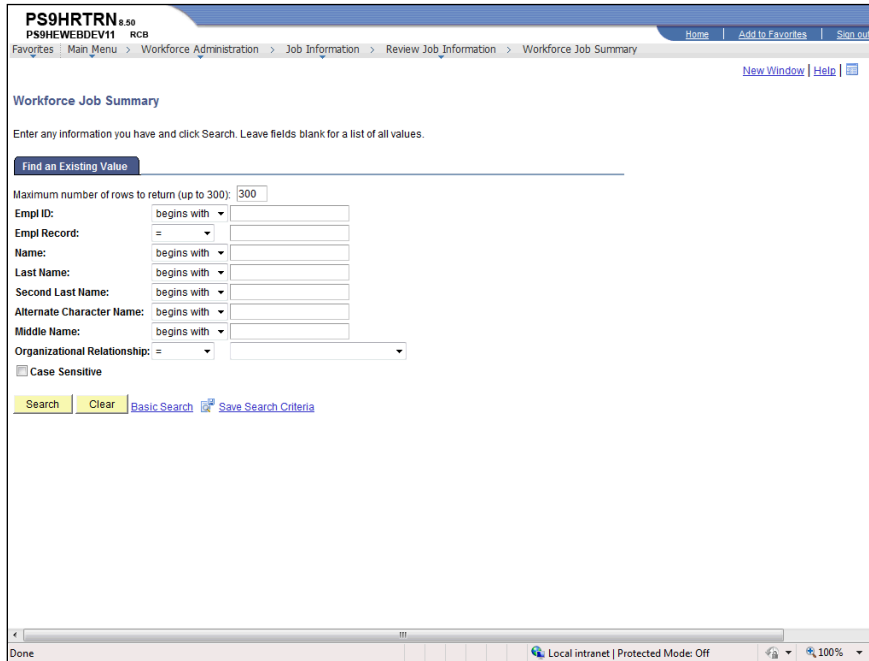
Procedure

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

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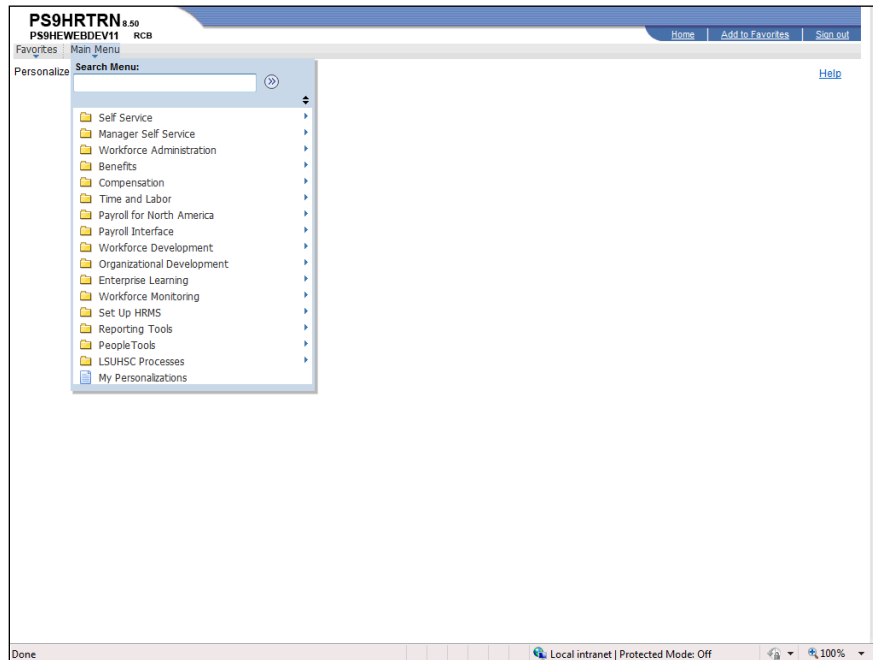
Step	Action
2.	Point to the **Workforce Administration** menu.
3.	Point to the **Job Information** menu.
4.	Point to the **Review Job Information** menu.
5.	Click the **Workforce Job Summary** menu. Workforce Job Summary
6.	You can search for an employee using either the EmplID or the Last Name. It is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

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

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

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

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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 |
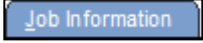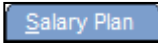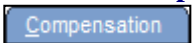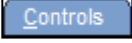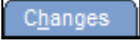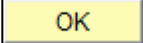
Workforce Job Summary

John Doe   EMP   Empl ID:

Job Information   Customize | Find | | | First 1-12 of 12 Last

Org Relation	Empl Record	Effective Date	Seq	Annual Rate	Monthly Rate	Daily Rate	Hourly Rate	Currency	Change Percent	Components
EMP	0	07/11/2011	0	44485.222	3707.102	171.097	21.387126	USD		Components
EMP	0	05/03/2010	0	44485.222	3707.102	171.097	21.387126	USD		Components
EMP	0	04/05/2010	0	44485.222	3707.102	171.097	21.387126	USD		Components
EMP	0	10/19/2009	0	44485.222	3707.102	171.097	21.387126	USD		Components
EMP	0	04/20/2009	0	44485.222	3707.102	171.097	21.387126	USD		Components
EMP	0	03/10/2009	0	44485.222	3707.102	171.097	21.387126	USD	4.000	Components
EMP	0	09/10/2008	1	42774.252	3564.521	164.516	20.564544	USD	7.000	Components
EMP	0	09/10/2008	0	39975.936	3331.328	153.754	19.219200	USD		Components
EMP	0	05/05/2008	0	39975.936	3331.328	153.754	19.219200	USD		Components
EMP	0	03/10/2008	0	39975.936	3331.328	153.754	19.219200	USD	4.000	Components
EMP	0	10/08/2007	0	38438.400	3203.200	147.840	18.480000	USD		Components
EMP	0	09/10/2007	0	38438.400	3203.200	147.840	18.480000	USD		Components
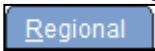
Done   Local intranet | Protected Mode: Off   100%

Step	Action
18.	Click the **Home** link. Home

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.

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

Step	Action
10.	Click the **OK** button.

Step	Action
11.	Click the **Contact Information** tab. Contact Information
12.	View the Contact Information panel. *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.*

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.

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

Step	Action
14.	Click the **OK** button.

Step	Action
15.	Click the **Regional** tab. ![Regional]

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

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📕 **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 Sates.

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
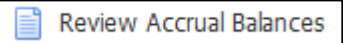
The Review Accrual Balances page allows you to view information on an employee's sick and annual leave accrual.
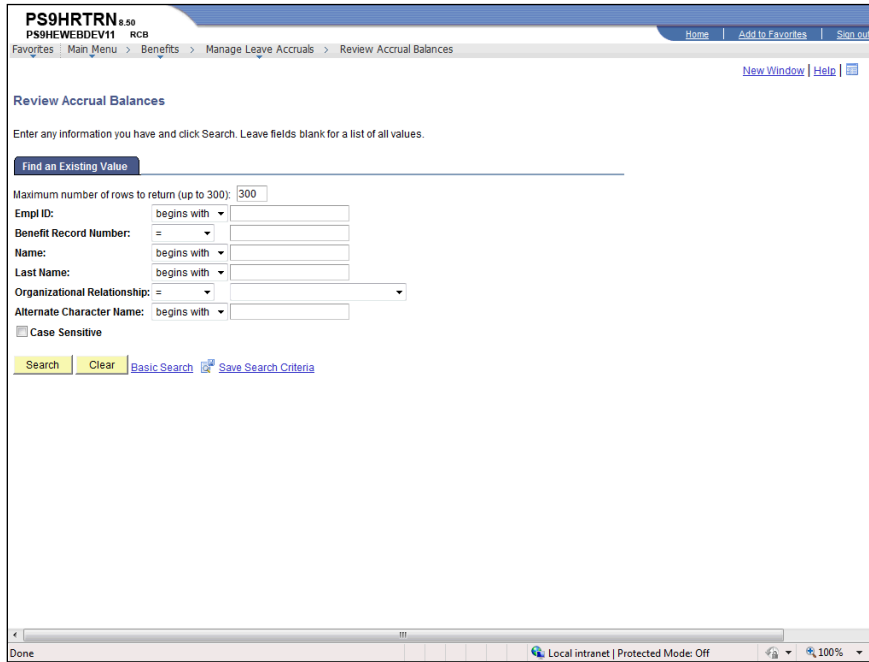
Procedure
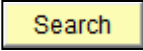
In this topic you will learn how to **Review Accrual Balances**.

Step	Action
1.	Click the **Main Menu** button.
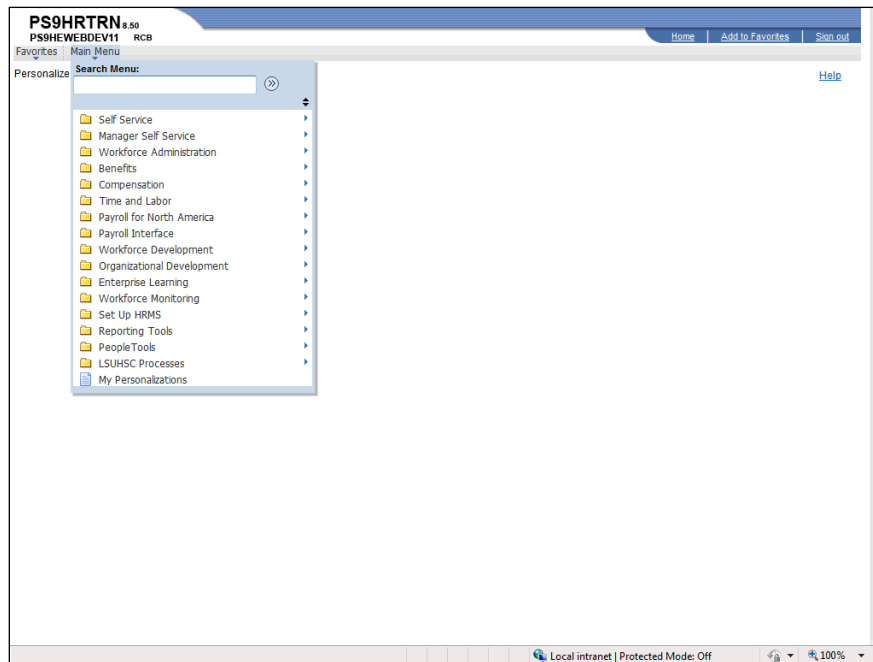
Step	Action
2.	Point to the **Benefits** menu.
3.	Point to the **Manage Leave Accruals** menu.
4.	Click the **Review Accrual Balances** menu.

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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. *Note: When you access the Leave Accrual Balances panel, the panel defaults to the current row of Sick Leave accrual.*

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.

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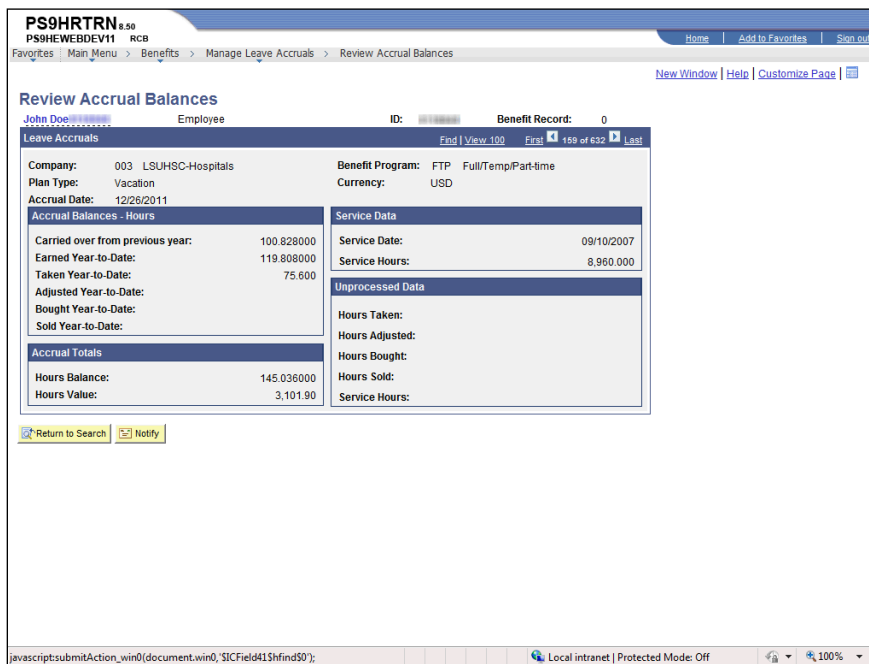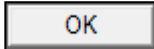
Step	Action
12.	The current Vacation row displays. You may use the scroll areas to view additional rows of Vacation accruals. Click the **Home** link. Home
13.	This completes **Review Accrual Balances**. **End of Procedure.**
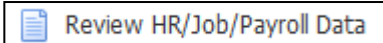
View Employee Data Summary
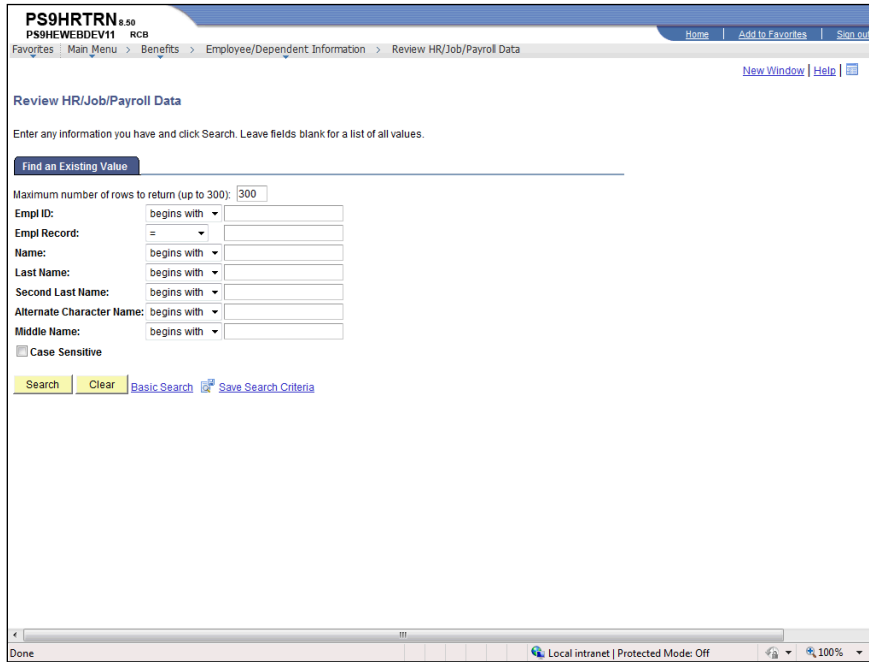
Procedure

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

Step	Action
1.	Click the **Main Menu** button.
	Main Menu
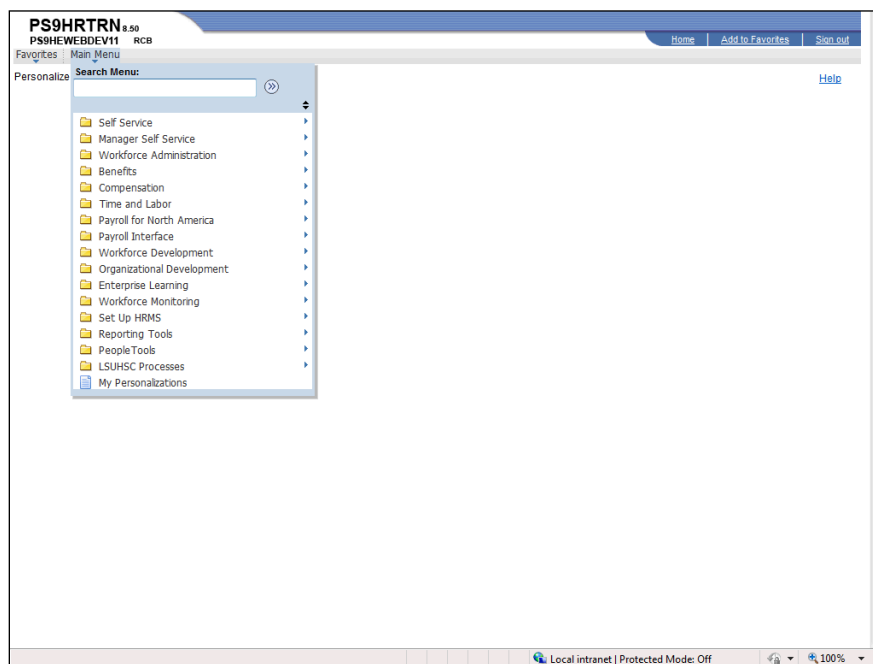
Step	Action
2.	Point to the **Benefits** menu.
3.	Point to the **Employee/Dependent Information** menu.
4.	Click the **Review HR/Job/Payroll Data** menu.
	Review HR/Job/Payroll Data
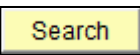
Step	Action
5.	Enter the desired information into the **Last Name** field. Enter "**7 - digit Employee ID Number**".
6.	Click the **Search** button.

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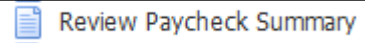
The Paycheck Summary page for an employee displays information such as earnings, taxes and deductions for a single paycheck.
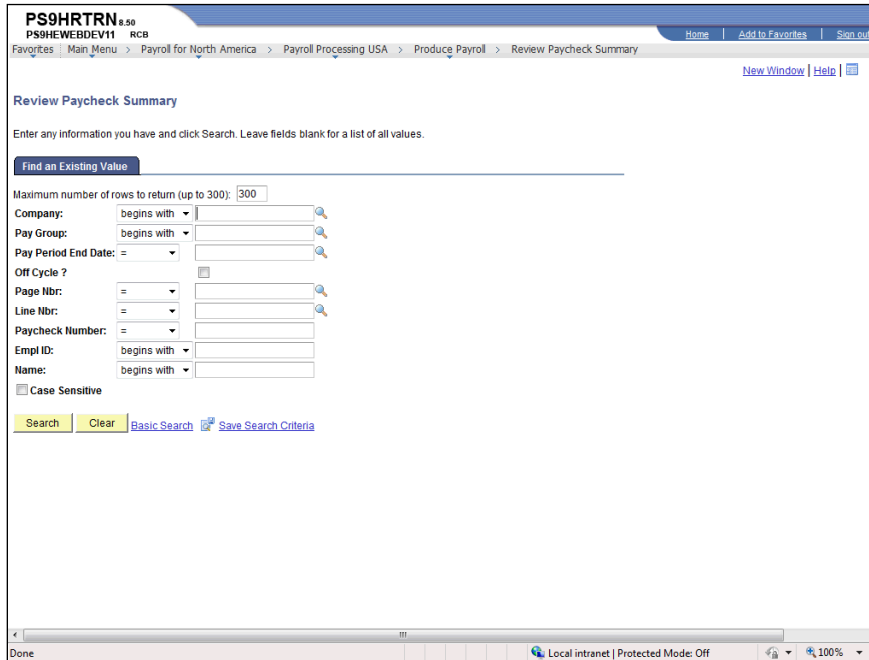
Procedure

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.

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

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

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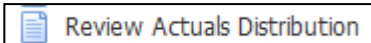
Actuals Distribution displays the funding sources for a specific paycheck of an employee.
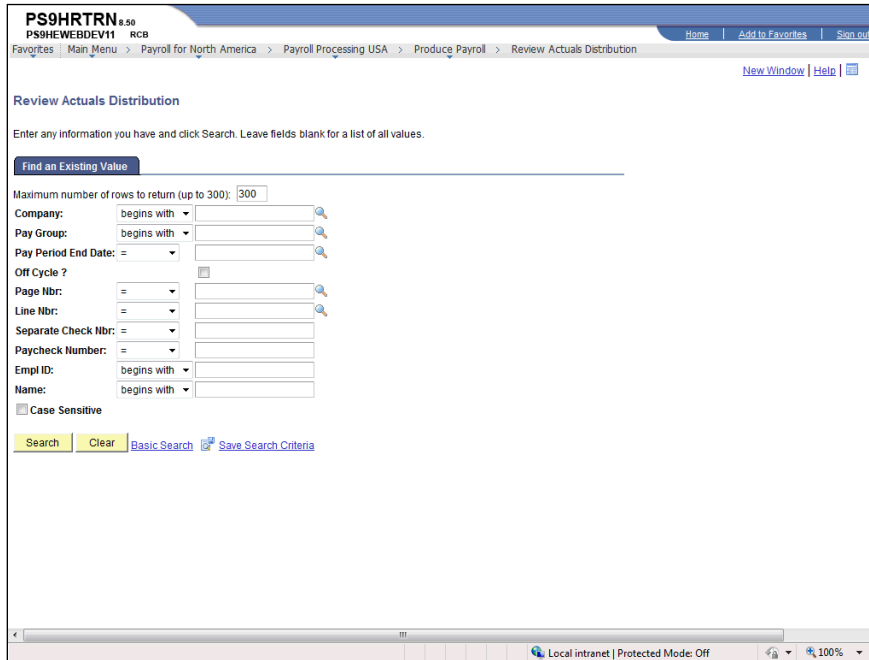
Procedure

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.

LSUHealth

Step	Action
6.	Enter the desired information into the **Name** field. Enter "**7 - digit Employee ID Number**".
7.	Click the **Search** button. Search
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. Pay Period End Date

Step	Action
9.	The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first.

Click the **12/25/2011** link.

12/25/2011 |

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

Step	Action
11.	Click the **Show next row** button. [▶]
12.	Click the **Left Horizontal** scrollbar box. [◀]

Step	Action
13.	View the Earnings page account information. Click the **Deductions** tab. Deductions
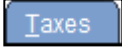
Step	Action
14.	View the Deductions panel. Click the **Taxes** tab. Taxes
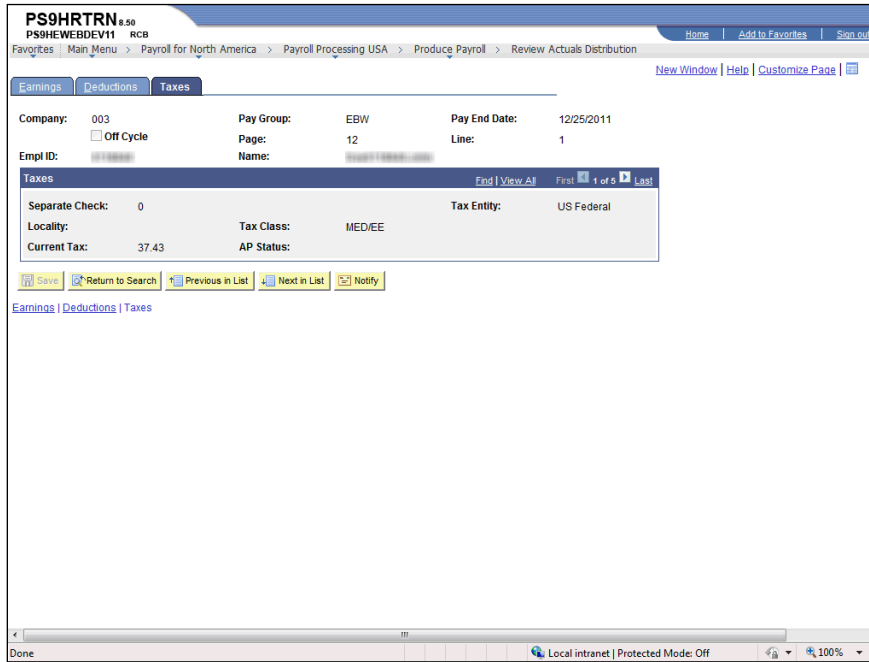
Step	Action
15.	View the Taxes panel. Click the **Home** link. Home
16.	This completes **Review Actuals Distribution**. **End of Procedure.**

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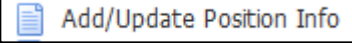
Many of the fields found on the pages of the **Manage Positions** components are contained in the Job Data pages. After a position is approved, it is input into the system by Human Resources. Once someone is hired, the data from the **Manage Positions** pages automatically populate to the Job Data pages.
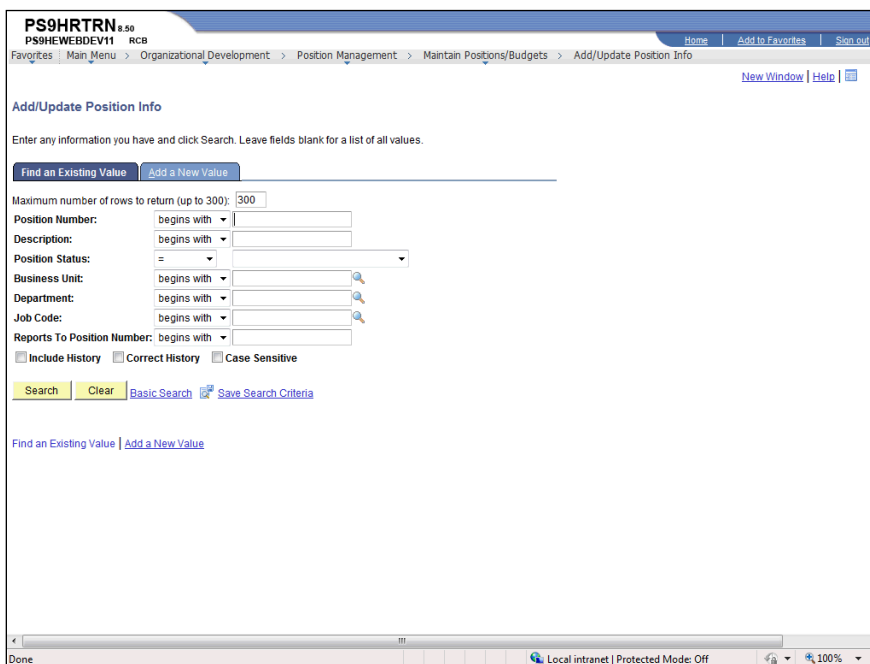
Procedure

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

LSUHealth
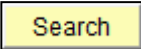
Step	Action
1.	Click the **Main Menu** button.
	Main Menu
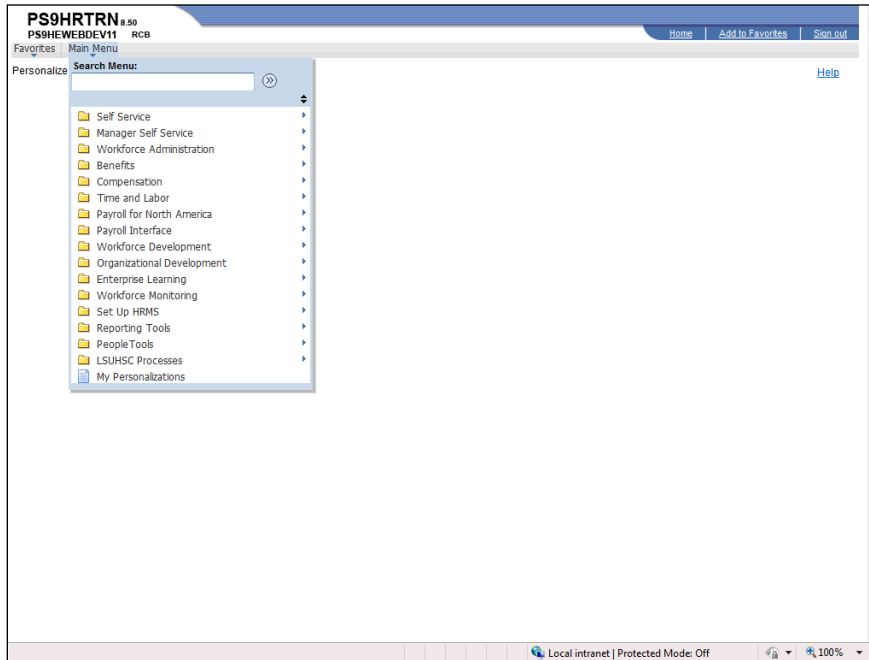
Step	Action
2.	Point to the **Organizational Development** menu.
3.	Point to the **Position Management** menu.
4.	Point to the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.
	Add/Update Position Info

Step	Action
6.	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. Enter the desired information into the **Position Number** field. Enter "**00047632**".
7.	Click the **Search** button.
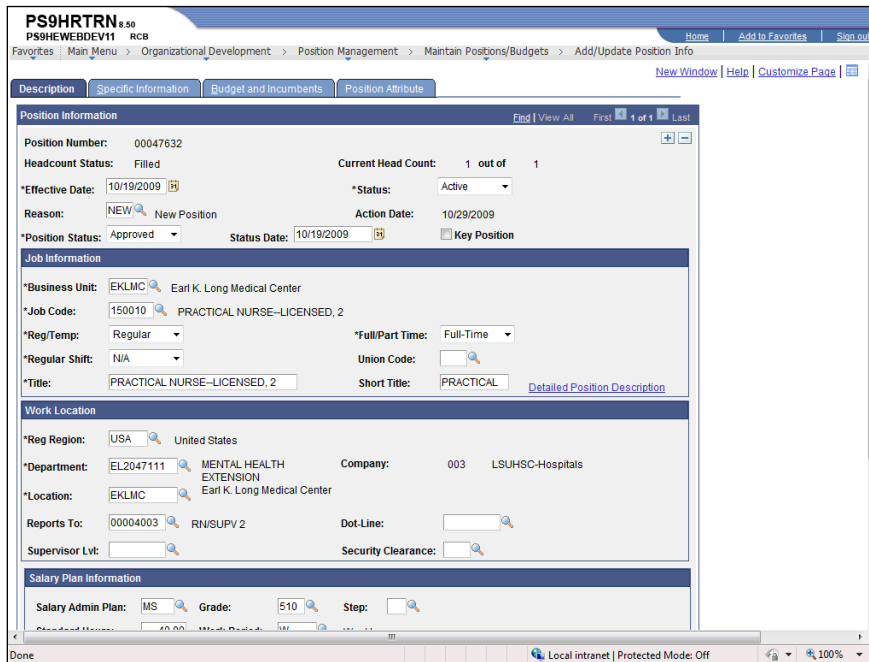
Step	Action
8.	View the Description page.

Click the **Down** button of the scrollbar to view additional information on the Description page.

 |

Step	Action
9.	Click the **Specific Information** tab. Specific Information

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

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

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

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