

Employment Info Panel in HRIS Self Service

The **Employment Information** panel allows employee's to view their appointment and job information, including salary, appointment end date, percent full time and FTE. Employees are also able to view where salary is being charged, funding start and stop dates, and personal information such as service dates, year of service and visa information.

Navigate to the Employment Info Panel in Self Service

Step	Action
1.	From the navigation on the left hand side of the screen, click the Self Service folder.
2.	Click the Payroll and Compensation folder.
3.	Then click the Employment Information link to access the Employment Information panel. Employment Info
4.	Your Employment Information panel will display on the screen.

The screenshot displays the PeopleSoft HRIS Self Service interface. On the left is a navigation menu with categories like Self Service, Payroll and Compensation, and Recruiting. The 'Employment Information' link is highlighted. The main content area shows the 'Service History' for 'Andre Agassi' (EmpID: 1000867). Below this is a table titled 'Current Jobs' with columns for Action Date, Rcd#, Action, Reason, Seg, Pay Status, Dept Name, Position, and Job Title. Two rows of job history are visible.

Action Date	Rcd#	Action	Reason	Seg	Pay Status	Dept Name	Position	Job Title
09/20/2005	0	PAY	MER	2	A	Lookup Dept for Training	00001435	Professor
09/20/2005	1	PAY	MER	3	A	MED - Lookup Dept for Training	00001436	NMFF Member

Employment Info Panel: Job Info Tab

The first tab, **Job Info**, displays a summary of each job record held by the employee during his/her University employee history. The information shown on this screen summarizes the *most current row* on the Job Data table.

Job Info		Employment Info						
Service History								
Andre Agassi					EmplID: 1000867			
Current Jobs								
Action Date	Rcd#	Action	Reason	Seq	Pay Status	Dept Name	Position	Job Title
09/20/2005	0	PAY	MER	2	A	Lookup Dept for Training	00001435	Professor
09/20/2005	1	PAY	MER	3	A	MED - Lookup Dept for Training	00001436	NMFF Member

Field	Field Description
Action Date	The Action Date is the date the change made to the employee profile was <i>entered</i> into HRIS.
Rcd#	Rcd# stands for the employee's Record Number. The employee's Record Number differentiates among an individual's job.
Action/Reason	The Action/Reason columns display the most recent Action & Reason code combination added to the employee's profile on the Job Data panel. A complete listing of Action/Reason codes can be found on the HRIS web site.
Sequence Number	The Sequence Number refers to the Action & Reason Code combination. This field informs the users what order this particular code combination holds on the panel.
Pay Status	Pay Status displays either a A (Active) or T (Terminated) reflecting the current employment status for the employee for that job.
Dept name	The Dept Name is the department name where the particular job is located.
Position	The Position column provides the position number tied to the employee's job record.
Job Title	The Job Title displays the title of the job; corresponds to the job code into which the employee was hired.

Employment Info Panel: Job Info Tab (Continued)

Service History						
000867						
Position	Job Title	Monthly Rate	Annual Rate	Hrs/Wk	Pay Group	Termination Date
00001435	Professor	\$20,654.17	\$247,850.04	37.50	MON	
00001436	NMFF Member	\$1,429.17	\$17,150.04	37.50	NMF	

Field	Field Description
Monthly Rate	Monthly Rate is the compensation rate paid to the employee over each pay period. For bi-weekly employees the column will display the hourly rate.
Annual Rate	Annual Rate is the annual compensation paid to the employee over a 12 month period.
Hrs/Wk	The Hrs/Wk field is tied to the job code and it displays the amount of hours the employee is expected to work each week. Please note: For monthly employees, 37.50 is defaulted into this field and users should look at Percent Full Time to determine how much an employee works. This field does derive benefit eligibility for bi-weekly employees and is maintained according to the definition.
Pay Group	The Pay Group field denotes the pay period of each job, either monthly (MON, NMF, MGW, or MOF), Bi-weekly (BIR or BIT) or unpaid (OTH).
Termination Date	If the current pay status of the job is T, terminated, the Termination Date column will display the corresponding termination date of the job record.

Employment Info Panel: Employment Info Tab

For a more complete summary, click the second tab, **Employment Info**, located at the top of the screen. The second tab, **Employment Info**, compiles information from several individual panels on one screen.

Job Info
Employment Info

Employment

EmplID	Name	Status	Service Date	QSP	HRIS Years	Benefit Program:
1000867	Andre Agassi	A	11/01/1986	7284.00	20.0	ACT

Plan	Hours Earned
Sick	
Vacation	

Tenure Status	
A	
Tenure Status	

Check Address	
0163	
Check Address	

VisaType Country	
Expiration Date	
Visa Info	

Total Pct Full Time:	
100.00	
Total Annual Salary	Annual Benefits Base Rate:
\$272,950.08	\$251,114.00
Total FTE:	
1.00	

Employment Detail												
Empl Rcd	Payroll	Enrol Stat	Job Code	Job Title	Position	Department	Pay Group	Annual Rate	Monthly	Percent Full	Appointment	FTE
Libr	Status				Number				Rate	Time	End Date	
0	A		100022	Professor	00001435	MED- Infectious Disease	MOF	\$251,114.04	\$20,926.17	93.53		0.940000
1	A		100019	NMFF Member	00001436	MED- Infectious Disease	NMF	\$21,836.04	\$1,819.67	6.47		0.060000

Funding Detail							Customize Find 1 of 1
Empl Rcd#	Position	Account	Object of Expense	Distribution Percent	Distribution Start Date	Distribution Stop Date	
1	00001436	7998 NMF 2000	0065	100.0000	09/01/1996		

Field	Field Description
Service Date, QSP and HRIS Years	<u>Service Date, QSP and HRIS Years:</u> - Service Date is the date on which the employee became benefit-eligible - QSP is the employee's eligibility in days - HRIS Years is the employee's eligibility in years
Benefit Program	Benefit Program is a set of benefits an employee is eligible for: ACT: Full time/part time faculty and staff, post-doc's, union employees NPP: NRSA Post Doc's and Visting Scholars NFT: NMFF Members (found on Benefit Record Number 1) NBN: Not eligible for benefits
Sick/Vacation	The Sick/Vacation table displays the available vacation or sick hours a <i>bi-weekly</i> employee currently holds in his/her accrual bank.

Employment Info Panel: Employment Info Tab (continued)

Job Info		Employment Info				
Employment						
EmplID	Name	Status	Service Date	QSP	HRIS Years	Benefit Program:
1000867	Andre Agassi	A	11/01/1986	7284.00	20.0	ACT
Plan	Hours Earned	Tenure Status	Check Address	VisaType	Country	Total Pct Full Time:
Sick		A	0163	Expiration Date		100.00
Vacation		Tenure Status	Check Address	Visa Info		Total Annual Salary
						Annual Benefits Base Rate:
						\$272,950.08
						\$251,114.00
						Total FTE:
						1.00

Field	Field Description
Tenure Status	Tenure Status highlights whether the employee has an active tenure status. This field is maintained by the Provost Office. Click on the available link for more information.
Check Address	The four-digit Check Address code specifies where the check/paystub will be sent. Click on the available link for more information.
Visa Data	For applicable employees, important Visa status and necessary data will display. Click on the available link for more information.
Total Pct Full	Total Pct Full Time is the percentage that is derived by totaling the percent full time on each job held by an employee. The Total Pct Full Time will be converted into Total FTE.
Total Annual Salary	The Total Annual Salary field combines the salary from all jobs to provide the employee's current Total Annual Salary.
Annual Benefits Base Rate	Annual Benefits Base Rate is the dollar amount from which all benefits are determined. This amount may be different from the annual salary. Please see your benefit information to explain what is included in the benefits base.
Total FTE	Total FTE (Full Time Equivalent) field determines an employee's full or part time status and determines whether the employee is benefit eligible. An employee's total FTE must be .5 or greater to be benefit-eligible. The Total FTE combines the FTE values from the employee's active jobs.

Employment Info Panel: Employment Detail

The **Employment Detail** section provides a view of basic job and position information.

Employment Detail												
Empl Rcd Nbr	Payroll Status	Enrol Stat	Job Code	Job Title	Position Number	Department	Pay Group	Annual Rate	Monthly Rate	Percent Full Time	Appointment End Date	FTE
0	A		100022	Professor	00001435	MED- Infectious Disease	MOF	\$251,114.04	\$20,926.17	93.53		0.940000
1	A		100019	NMFF Member	00001436	MED- Infectious Disease	NMF	\$21,836.04	\$1,819.67	6.47		0.060000

Calculating FTE:

The **FTE** value for each active job can viewed in the Employment Detail section. FTE is calculated in two different ways based on the type of employee; Monthly or Biweekly.

Monthly Employees:

- If the employee's total Percent Full time is 100%, then FTE will be 1.0
- If the employee's total Percent Full time is 50%, then FTE will be .5

Bi-Weekly Employees:

- If an employee's scheduled hours are 35 or greater; the FTE will be 1.0
 - If an employee's scheduled hours are between 17.5 and 18.75, the FTE will be .5
 - Otherwise, an employee's scheduled hours will be divided by 37.5 to equal FTE.
- Example: 20 scheduled hrs/37.5 = .53 FTE

Employment Info Panel: Funding Detail

The **Funding Detail** section displays the funding information for those accounts currently charged. (Whereas, the Position Funding panel shows historical funding info)

In addition to the account and position number, the section also displays the distribution and corresponding start and stop dates for each account.

Please note: A blank stop date field identifies an account with an indefinite end date.

Funding Detail						
Empl Rcd#	Position	Account	Object of Expense	Distribution Percent	Distribution Start Date	Distribution Stop Date
1	00001436	7998 NMF 2000	0065	100.0000	09/01/1996	