

# Training for ASU OHR

## HRIS View Only Access



Reference Guide  
Human Resource  
Information System (HRIS)

V2



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**Table of Contents**

OHR – Training for the ASU Community ..... 3  
    Gaining Access to the Pages ..... 3  
Log into PeopleSoft ..... 4  
SECTION 1: View Job Information ..... 5  
SECTION 2: Position Management Cross Reference ..... 18  
SECTION 3: View A Contract ..... 22  
    Appendix – Employment Definitions in PeopleSoft ..... 27

## OHR – Training for the ASU Community

This guide is for OHR (Human Resources) personnel. It provides basic information about viewing an employee's job, position and contraction information. This basic information will help OHR personnel answer questions from the departments about Terminations and Transfers.

Nine points have been identified as areas of confusion at the departmental level.

- 1) ASU does not understand effective dating.
- 2) ASU does not understand when to term a job.
- 3) ASU does not understand when to rehire a job.
- 4) ASU does not understand when to add an additional job.
- 5) ASU does not understand when to add a new effective dated row.
- 6) ASU does not understand when to use correct history.
- 7) ASU does not understand the relation between position data and job data.
- 8) ASU does not understand how to research and fix errors.
- 9) ASU does not understand how HR data, Benefits data, and Payroll data are integrated.

This manual puts together the facts needed to explain the nine points listed above and how they relate to terminations and transfers.

### ***Gaining Access to the Pages***

In order to view the pages described, the minimum role required is **HCM Job Data View**. This role is only for OHR personnel. There is a department version called HCM Department View, which shows less data.

Many of the OHR roles will also allow you to see the pages. If you try to view these pages and cannot see them, apply for the role.

Instructions for applying for a role can be found at this URL :  
[http://help.asu.edu/PeopleSoft\\_Access\\_FAQ](http://help.asu.edu/PeopleSoft_Access_FAQ)

## Log into PeopleSoft

Open a web browser and navigate to <https://hrsa.oasis.asu.edu>

Sign in with your ASURITE ID and password.

You can do this from any computer that is connected to the internet.

**ORACLE**  
PEOPLESOFT ENTERPRISE

User ID:

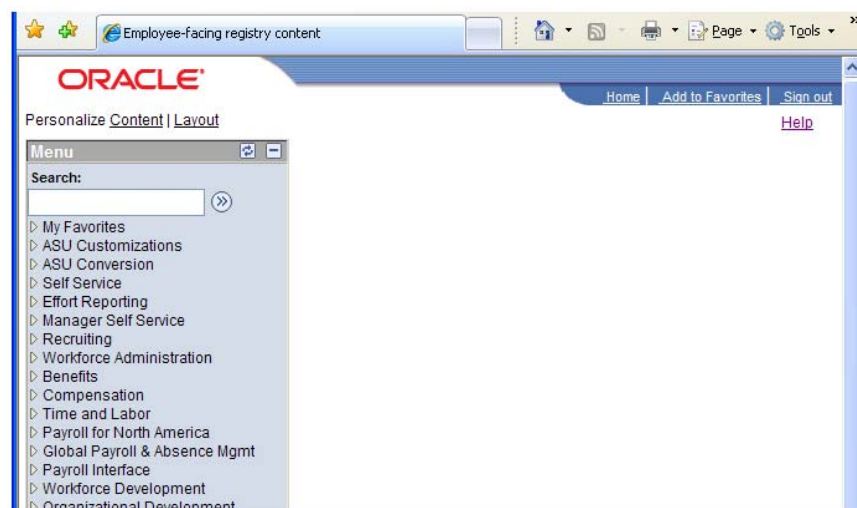
Password:

To set trace flags, click [here](#)

Select a Language:

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

After you click the “Sign In” button you will arrive at your home page.



## SECTION 1: View Job Information

✦ Navigation: Workforce Administration>Job Information>Job Data



Your screen might look a little different than the screen shots in this guide. Based on your security level, you might have more or less items listed but the path to get to the areas discussed will be the same.

The screenshot displays the PeopleSoft HRIS interface. On the left is a 'Menu' sidebar with a search field and a list of navigation options. The 'Workforce Administration' menu item is highlighted in blue, and its sub-item 'Job Information' is highlighted with a red box. The main content area shows the 'Job Information' page, which includes a sub-menu where 'Job Data' is highlighted with a red box. Below the sub-menu are several functional tiles: 'Job Data' (Enter job information including work location and compensation details.), 'Other Payee' (Add other payee instance in the Job Record.), 'Add A...' (Create person...), 'Pay Rate Change' (Create pay rate changes.), 'Calculate Compensation' (Calculate compensation for a group of employees or for all employees.), 'Contract' (Maintain agreem contract), 'Review Job Information' (Inquiry pages and reports that show work information for a person), 'Request Job Change' (Initiate a request for a job change that requires works council approval.), 'Review Errors and Warnings' (Review errors and warnings resulting from a job change request.), 'Employee AFI Data ESP' (Employee AFI Data), and 'Report' (Contain Organiza).

Once you are logged in, it will take you to this screen

1. Click on *Workforce Administration*
2. Click on *Job Information*
3. Click on *Job Data*

The Job Data link contains information about the employee's position number department, pay group, compensation, and basic benefits.

This is the Job Data search page. Fill in the known data about the person you are interested in and click *Search*

**PeopleSoft.**

**Menu**

- Self Service
  - Manager Self Service
  - Recruiting
- Workforce Administration
  - Personal Information
  - Job Information
    - Contract Administration
    - Review Job Information
    - Reports
    - Job Data**
      - Other Payee
      - Add Additional Assignment
      - Pay Rate Change
      - Calculate Compensation
      - Request Job Change
      - Review My Job Change Request
      - Review Errors and Warnings
      - Employee AFI Data ESP
    - Absence and Vacation
    - Collective Processes
    - Self Service Transactions
    - Workforce Reports
    - Compensation
    - Time and Labor
    - Payroll for North America
    - Workforce Development
    - Organizational Development
    - Campus Community
    - Set Up SACR
    - Careers
    - My System Profile
    - My Dictionary

**Job Data**

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

Find an Existing Value

EmpID:	begins with	BAS001
Empl Rcd Nbr:	=	
Alternate Employee ID:	begins with	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

Include History  Case Sensitive

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

- **EmpID** = Employee ID. (the 10 digit Affiliate ID (1200.....#))
- **Alternate Employee ID** = ASU ID (993#)
- **Name** = Employee's full name – can enter First and Last name, i.e. Mickey Mouse
- **Last Name** = Employee's Last name (can enter partial letters as well, i.e. Mou)
- **Second Name** = Not currently being used
- **Alternate Character Name** = Could do a search by Last, First Name, i.e. Mouse, Mickey.
- **Middle Name** = could also search by middle name if known
- **Include History** = click if wanted to see older rows (history) and not just current data row. For instance an employe was hired 1/1/05 into the College of Business, and was recently transferred to Engineering on 7/1/06. The 7/1/06 row is the current row, and 1/1/05 is the histry row.
- **Case Sensitive** = would not normally use, not usually case sensitive, might be helpful if searching for names like McLane



If you click on a column heading it will sort by that heading, (i.e. if you click on Name, it will alpha sort by name)

Find an Existing Value

EmplID: begins with [ ]

Empl Rcd Nbr: = [ ]

Alternate Employee ID: begins with [ ]

Name: begins with [ ]

Last Name: begins with [ DUCK ]

Second Name: begins with [ ]

Alternate Character Name: begins with [ ]

Middle Name: begins with [ ]

Include History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-10 of 10 Last

EmplID	Empl Rcd Nbr	Alternate Employee ID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
EBEN05	0	99	Daffy Duck	DUCK	(blank)	(blank)	Daffy
KEN017	0	99	Daisy Duck	DUCK	(blank)	(blank)	D
SS0006	0	99	Daisy Duck	DUCK	(blank)	(blank)	(blank)
SS0012	0	99	Daffy Duck	DUCK	(blank)	(blank)	(blank)
SS0030	0	99	Dewey Duck	DUCK	(blank)	(blank)	(blank)
SS0030	1	99	Dewey Duck	DUCK	(blank)	(blank)	(blank)
TEST001	0	99	Dewey Duck	DUCK	(blank)	(blank)	D

When you click on search and there are multiple rows that appear, you will get a screen like this, you can select the person you want by clicking on any link in the row of the person you wish to see.

Any time you see the same ID and more than 1 Employee Record Number (Empl Rcd Nbr) listed, this means the employee has more than 1 job. Include History covers past, current, and future jobs.

In other cases there may be the same Empl Rcd Nbrs because two employees have the same name.

This search will only bring up an employee list if you have the associated security level.



Work Location		Job Information	Job Labor	Payroll	Salary Plan	Compensation
Martha Steinacker		EMP	ID: 1001	Empl Rcd #: 0		
<div style="text-align: right;"> <a href="#">Home</a>   <a href="#">Add to Favorites</a>   <a href="#">Sign out</a>  <a href="#">New Window</a>   <a href="#">Help</a>   <a href="#">Customize Page</a> </div>						
<div style="text-align: right;"> <a href="#">Find</a>   <a href="#">First</a>   <a href="#">1 of 2</a>   <a href="#">Last</a> </div>						
<b>HR Status:</b>	Active	<b>Payroll Status:</b>	Active			
<b>Effective Date:</b>	09/10/2007	<b>Sequence:</b>	1	<b>Job Indicator:</b>	Primary Job	
<b>Action / Reason:</b>	Pay Rate Change	Performance Based		Current		
<b>Last Start Date:</b>	09/25/2006	<b>Termination Date:</b>				
<b>Expected Job End Date</b>		<b>Position Number:</b>	117410	<b>Instructional Designer</b>	<b>Position Entry Date:</b>	09/25/2006
		<input type="checkbox"/> <b>Override Position Data</b>		<input type="checkbox"/> <b>Position Management Record</b>		
<b>Regulatory Region:</b>	USA	United States				
<b>Company:</b>	ASU	Arizona State University				
<b>Business Unit:</b>	U0101	U - Technology				
<b>Department:</b>	U0106002	DEV OASIS Functional SIS	<b>Department Entry Date:</b>		09/25/2006	
<b>Location:</b>	TEMPE	Campus: Tempe				
<b>Establishment ID:</b>	ASU00	Arizona State University				
						<b>Date Created:</b> 09/21/2007
<div style="text-align: center;"> <a href="#">Job Data</a>   <a href="#">Employment Data</a>   <a href="#">Earnings Distribution</a>   <a href="#">Benefits Program Participation</a> </div>						
<div style="text-align: center;"> <a href="#">Save</a>   <a href="#">Return to Search</a>   <a href="#">Previous in List</a>   <a href="#">Next in List</a>   <a href="#">Notify</a>   <a href="#">Previous tab</a>   <a href="#">Next tab</a>   <a href="#">Refresh</a>   <a href="#">Update/Display</a>   <a href="#">Include History</a>   <a href="#">Correct History</a> </div>						
<div style="text-align: center;"> <a href="#">Work Location</a>   <a href="#">Job Information</a>   <a href="#">Job Labor</a>   <a href="#">Payroll</a>   <a href="#">Salary Plan</a>   <a href="#">Compensation</a> </div>						

- **HR Status** = Active or Inactive (benefits status)
- **Payroll Status** = Payroll status equals employee status. This relates to active, termed, Susp, LWOP, LWP, or retired.
  - **Active** – pay continues
  - **Leave of Absence (unpaid)** – pay suspends
  - **Leave with Pay (paid)** – pay continues, maybe LOA, or FMLA
  - **Terminated** – pay terminates, as well as benefits
  - **Retired** – pay terminates
  - **Hold (suspend – benefits is the only one using this code)** – pay suspends
- **Find link** = if there are multiple rows i.e. 1 of 30, you can search by date action code, etc.
- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date of transaction (action reason), could be current, past or future dated.
- **Sequence** = if more than 1 transaction occurs on same day (i.e. promotion and ad hoc), then there will be multiple sequence numbers (zero, one, two. . .)
- **Job Indicator** = will show either Primary (highest FTE or oldest hire date if FTE % is split evenly) or Secondary. Termination should have an N/A job indicator.
- **Action/Reason** = the action appears in the first field and the reason the second field. I.E; Action = hire, Reason = Reg (INTIAL HIRE)
- **Last Start Date** = the date the person was last hired on this job.
- **Termination Date** = each job has its on termination date which is one day after the employee was last paid for this job. Termination means leaving ASU.
- **Expected Job End Date** = Not yet functional.



- **Position Number** = Job Information is defaulted from position (through position management)
  - Job Code
  - Regulatory Region
  - Company
  - Business Unit
  - Department Id
  - Reports To
  - Empl Class
  - Class Indicator
  - FLSA Status
  - Location
  - Standard Hours – can be overridden
  - Full/Part time – can be overridden
  - Reg/Temp – can be overridden
  - Pay Groups – can be overridden
- **Position Entry Date** = the date they entered the position
- **Department Entry Date** = the date they entered the department
- **Regulatory Region** = always USA
- **Company** = always ASU
- **Business Unit** = VP code
- **Department** – where the employee works, it maybe underneath the VP area



Notice the first three lines carry forward from the previous page

Daffy Duck		EMP	ID: SS0012	Empl Rcd #: 0
<b>Job Information</b>				
Effective Date:	01/01/2007	Effective Sequence:	0	Job Indicator: Primary Job
Action / Reason:	Hire	Hire - Reg (INITIAL HIRE)		Current
Job Code:	193606	Asst Dir Human Resources	Entry Date:	01/01/2007
Supervisor Level:				
Reports To:	HR17180	Dir Human Resources	SS0003	Minnie Mouse
Regular/Temporary:	Regular		Full/Part:	Full-Time
Empl Class:	Svc Prof		Officer Code:	N/A
Regular Shift:	N/A		Shift Rate:	/
Classified Indc:	Asc Prof			
<b>Standard Hours</b>				
Standard Hours:	40.00			
Work Period:	W	Weekly		
FTE:	1.000000	<input type="checkbox"/> Adds to FTE Actual Count?	<input type="checkbox"/> Encumbrance Override	
<b>Contract #</b>				
Contract Number:		Contract Type:		
	<a href="#">Next Contract Number</a>			
<b>ASU Jobcode/Position Data</b>				
Workers' Comp Code:	8888	EEO Job Group:	350	Human Resources/Career Special
				Fingerprint required? <input type="checkbox"/>
USA				
FLSA Status:	Exempted	EEO Class:	None	Work Day Hours:
<b>Job Data</b>				
	<a href="#">Employment Data</a>	<a href="#">Earnings Distribution</a>	<a href="#">Benefits Program Participation</a>	
<a href="#">Save</a>	<a href="#">Return to Search</a>	<a href="#">Previous in List</a>	<a href="#">Next in List</a>	<a href="#">Notify</a>
	<a href="#">Previous tab</a>	<a href="#">Next tab</a>	<a href="#">Refresh</a>	<a href="#">Update/Display</a>
<a href="#">Work Location</a>   <a href="#">Job Information</a>   <a href="#">Payroll</a>   <a href="#">Salary Plan</a>   <a href="#">Compensation</a>				

**Job Code** = displays job code number and job code description

- **Entry Date** = same as position entry date on work location tab
- **Supervisor Level** = not using this field
- **Reports To** = should show both position number and employee's supervisor's name.
- **Regular/Temporary** =
  - LT Temp (long term temp)
  - ST Temp (short term temp)
  - Regular
  - Seasonal E.g. Bookstore employees who only work 3 weeks.

- **Full/Part =**
  - Full-time
  - Part-time
  - PRN
- **Empl Class =**
  - Classified Staff
  - Faculty
  - Faculty with Admin Appt
  - Academic Professional
  - Academic Professional with Fiscal Appt
  - Post Doctoral Scholars
  - Service Professionals
  - Administrators
  - Graduates
  - Students
- **Officer Code =** PSPRS, only used for employees that carry guns within the Police Department (updated off of position)
- **Classified Indc =** ABOR reporting codes – empl class and classified indicator should correlate (i.e. both = SP or Class, Empl Class could be Faculty and Classified Indic could be Dean, Faculty Associate, etc)
- **Standard Hour =** updated from position
- **Work Period =** always weekly
- **FTE =** is calculated based on the number of standard hours a person works in a week
- **Adds to FTE Actual Count =** is used when a person has more than one job in the same BEN Record number to determine the combined FTE
- **Contract Number =** not using
- **Contract Type =** not using
- **Workers Comp =** is defaulted from job code
- **EEO Job Code =**
- **Finger print required =**
- **USA Flag** (click on arrow to expand this option)
  - **FLSA Status =** non-exempt or exempt (defaults from position)
  - **EEO Class =** not using
  - **Work Day Hours =** not using

This is the payroll page. You can view pay group and employee type

The screenshot shows a web application interface for HRIS. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that are links for New Window, Help, and Customize Page. The main navigation tabs are Work Location, Job Information, Payroll (selected), Salary Plan, and Compensation. The user information is Mickey Mouse, EMP, ID: SS0027, and Empl Rcd #: 0. The Payroll Information section includes: Effective Date: 06/20/2007, Effective Sequence: 0, Job Indicator: Primary Job, Action / Reason: Data Chg, Data Correction, and Current. The Payroll System is Payroll for North America. A table shows Pay Group: SAL (Salaried), Holiday Schedule: HOL (Holidays), Employee Type: S (Salaried), FICA Status: Subject, Tax Location Code: AZ, and GL Pay Type. There is also a Combination Code field with an Edit ChartFields link. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Display. Navigation links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation are also present.

- **Payroll System** = ASU is using Payroll for North America
- **Pay Group** = is the grouping from which employees will be paid based on FLSA status, Employees Class, and if they are paid over a contract.
  - A12 = Academic 12 Month Pay
  - ACD = Academic Contract Year
  - GRD = Graduate Contract
  - HRY = Non-exempt (Classified Staff, Service Professionals)
  - SAL = exempt paid fiscal
  - STU = Student Hourly
- **Holiday Schedule** = same for all employees
- **Employee Type** = represents how you will be paid (S – salaried and H – hourly)
- **Tax Location Code** = always AZ
- **FICA STATUS** = Subject or Not Subject
- **GL Pay Type** = not used
- **Combination Code** = not used

Home | Add to Favorites | Sign out

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

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Mickey Mouse      EMP      ID: SS0027      Empl Rcd #: 0

**Salary Plan**      Find      First 1 of 1 Last

Effective Date: 06/20/2007      Effective Sequence: 0      Job Indicator: Primary Job

Action / Reason: Data Chg      Data Correction      Current

**Salary Administration Plan:** SVPR      **Grade:** H      Grade Entry Date: 01/01/2007

Includes Wage Progression Rule       Step:      Step Entry Date

Job Data      [Employment Data](#)      [Earnings Distribution](#)      [Benefits Program Participation](#)

Save      Return to Search      Previous in List      Next in List      Notify      Previous tab      Next tab      Refresh      Update/Display

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

- **Salary Admin Plan:**
  - ADMIN = Administrative
  - CLAS = Classified
  - EXEC = Executive
  - FCLT = Faculty
  - STDT = Student Workers
  - SVPR = Service Professional
  
- **Grade** = Currently this is only populated for Classified and Service Professional



When you see an arrow on the screen, it means there is additional information under that section. You can expand the row by clicking on the triangle

**PeopleSoft**

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

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

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

**Compensation** Find First 1 of 1 Last

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg Data Correction Current

Compensation Rate: 1,915.708812 **Frequency: ASUBW ASUBW**

**Comparative Information**

Change Amount: 0.000000 USD ASUBW Compa-Ratio: 0.78

Change Percent: 0.000 Job Ratio: 0.78

**Pay Rates**

Hourly	24.038462 USD	Annual	49,999.999993 USD
ASUBW	1,915.708812 USD	Weekly	961.538461 USD

**Pay Components** Customize | Find | First 1 of 1 Last

Rate Code	Seg	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	50,000.000000	USD	A	

Calculate Compensation

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

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

**Frequency:**

- ASUBW= ASU bi-weekly
- C = Contract Pay

**Pay Components (Rate Code)**

- NAANNL = Annual
- NAHRLY = Hourly

Calculate Compensation button populates payrates.

**Frequency:**

- A = Annual
- H = Hourly



The screenshot displays the HRIS Compensation page for Mickey Mouse (EMP ID: SS0027). The page includes tabs for Work Location, Job Information, Payroll, Salary Plan, and Compensation. Key data points include an effective date of 06/20/2007 and a compensation rate of 1,915.708812. A table of pay components shows hourly and ASUBW rates. A navigation toolbar at the bottom, highlighted with a red box, contains buttons for Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Display.

Navigation Note:

- **Previous in List** = takes you to the prior name in your search list
- **Next in List** = takes you to the next name below in your search list or employee record if more than one.
- **Notify** = is used when workflow is available (not currently using workflow)
- **Previous Tab** = takes you to the prior tab
- **Next Tab** = takes you to the proceeding tab
- **Update/Display** = Allows you to add new rows and view current and future rows.
- **Include History** = You can view current, future, and history rows.
- **Correct History** = allows you to correct history. USE EXTREME CAUTION.



Empl record has a 1:1 relationship to job(s)

Home | Add to Favorites | Sign out

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

**Employment Information**

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

**Organizational Instance Rcd:** 0 **Original Start Date:** 01/01/2007  Override

**Last Start Date:** 01/01/2007 **First Start Date:** 01/01/2007

**Termination Date:** **Years Months Days**

**Org Instance Service Date:** 01/01/2007  Override 0 5 25

**Organizational Assignment Data**

**Instance Record**

**Last Assignment Start Date:** 01/01/2007 **First Assignment Start:** 01/01/2007

**Assignment End Date:**

**Home/Host Classification:** Home **Years Months Days** **Time Reporter Data**

**Company Seniority Date:** 01/01/2007  Override 0 5 25

**Benefits Service Date:** 01/01/2007  Override 0 5 25

**Seniority Pay Calc Date:** 01/01/2007  Override 0 5 25

**Probation Date:**

**Professional Experience Date:** **Last Verification Date:**

**Business Title:** Manager **Position Phone:**

USA

[Job Data](#) **Employment Data** [Earnings Distribution](#) [Benefits Program Participation](#)

This is the Employment Information screen. You got here by clicking on the Employment Data link.

On this page you can view years of service and original hire date (first start date and original hire date are the same)

Home | Add to Favorites | Sign out

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

**Job Earnings Distribution**

M r EMP ID: 1000 npl Rcd #: 0

**Earnings Distribution Type** Find First 1 of 2 Last

Effective Date: 09/10/2007 Effective Sequence: 1 Job Indicator: Primary Job  
Action / Reason: Pay Rt Chg Performance Based Current

Standard Hours: 40.00 Work Period: W Weekly  
Compensation Rate: 1,782.692308 Comp Freq: ASUBWASUBW

Earnings Distribution Type: None

**Job Earnings Distribution** Find First 1 of 1 Last

Position	Unit	Department	Job Code	Shift
				N/A

Earn Code	GL Pay Type	Compensation Rate	Std Hrs	Distrb %

Earnings Chartfields  
Combination Code:

[Job Data](#) | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

The earnings code associated with the employee's pay.

## SECTION 2: Position Management Cross Reference

Page Name: Position Cross-Reference

Navigation: **ASU Customizations** → **ASU HCM Custom** → **ASU Position Management** → **Position Cross-Reference**

This screen can be used to find a position/employee by any of the criteria allowed for search. The fields that are primarily utilized are Position Number and EmpID.

The screenshot shows a web browser window titled "Position Cross-Reference - Windows Internet Explorer". The address bar contains the URL: [https://hrsa.oasis.asu.edu/psp/osusaprd/EMPLOYEE/HRMS/c/ASU\\_POSN\\_MGT.ASU\\_PA\\_POS\\_XREF.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.ASU](https://hrsa.oasis.asu.edu/psp/osusaprd/EMPLOYEE/HRMS/c/ASU_POSN_MGT.ASU_PA_POS_XREF.GBL?FolderPath=PORTAL_ROOT_OBJECT.ASU). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ORACLE logo and a Home link. A navigation menu on the left lists various ASU HR and HCM options, with "Position Cross-Reference" highlighted. The main content area is titled "ASU Position Cross-Reference" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a section labeled "Find an Existing Value" containing search criteria: Position Number, Business Unit, Department, Job Code, Short Description, EmpID, Last Name, and Name. Each criterion has a "begins with" dropdown menu and a search input field. A "Case Sensitive" checkbox is located below the search fields. At the bottom of the search section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

View details of a position, including current employees, HR details, and funding information. A second tab that is similar to the Commitment Accounting Cross-Reference table shows expenses to date, redistributions, encumbrances, and will bring in the budget information for the position from STAR (OutlookSoft – budgeting software)

Page Name: Position Cross-Reference

Navigation: ASU Customizations → ASU HCM Custom → ASU Position Management → Position Cross-Reference

**Position Cross-Reference**

Position Number: 110836

**Position Data**

Effective Date: 07/04/2007 [Position Data Details](#)

Descr: Instructional Specialist Short:

Deptid: B0502 School Of Music

Jobcode: 440130 Instructional Specialist

Reports To: 116260 F

Fiscal Year: 2008 [Fiscal Year Distribution](#)

**Submitted 'Front-End' Staging Data Not Processed Yet**

Effective Date: 08/27/2007 Status: Submitted User ID: dhale2

Deptid: B0502 School Of Music

Jobcode: 440140 Instructional Specialist Sr

Reports To: 116260 F

**Current Incumbent List**

Name	EmpID	Rcd	Effdt	Effseq	Department	Jobcode	Reports To Position Number
D	1001	0	07/08/2007	0	B0502	440	11

- **Position Number** = Position Number
- **Effective Date** = Date that the data on the page went into effect
- **Descr** = Description of Position
- **Deptid** = Department ID number
- **Job Code** = Job Code of position
- **Reports To:** = Position Number that the current position reports to
- **Fiscal year** = Change this to view distributions for different fiscal years
- **Submitted Front End Data Not Processed Yet** = Data in this box has been submitted, but not approved yet.
- **Current Incumbent List** = All of the employees currently attached to the position.
- **Position Data Details Link** = Shows details about the position
- **Fiscal Year Distribution** = Shows funding sources for the position

When you click on the *Position Data Details* link, you will see this page.

**ORACLE**

**Position Data**

**Position Data Details**

Position Data Details			
Position:	110836	Effdt:	07/04/2007
Descr:	Instructional Specialist	Eff Status:	Active
Action Reason: Change in Reporting Structure			
Business Unit:	B0101		
Deptid:	B0502	School Of Music	
Jobcode:	440130	Instructional Specialist	
Std Hours:	40.00	<input checked="" type="checkbox"/>	Budgeted Position
Max Head Count:	1	<input type="checkbox"/>	Fingerprint required
FTE:	1.000000	<input checked="" type="checkbox"/>	Adds to FTE Actual Count
Reports To:	116260	Accountant	
Sal Admin Plan:	CLAS	Classified	
Grade:	23		
EEO Job Group:	315		
Workers' Comp:	8868		
Class Indc:	Classified Staff		
Full/Part:	Full-Time		
Reg/Temp:	Regular		
Academic Rank:			
Long Title:	Instructional Specialist		

[Return](#)

If you click on Position Data Details from the main screen, the screen above will populate based off current, not submitted, position data details.



Clicking on the *Fiscal Year Distribution* link will show this page.

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**Fiscal Year Position Distribution**

Position: 110836  
Fiscal Year: 2008

**Fiscal Year Position Distribution**

Effective Date	Deptid
07/01/2007	B0502

Typical (Default) Distribution		
Acct	Dist %	
TR51002	100.000	

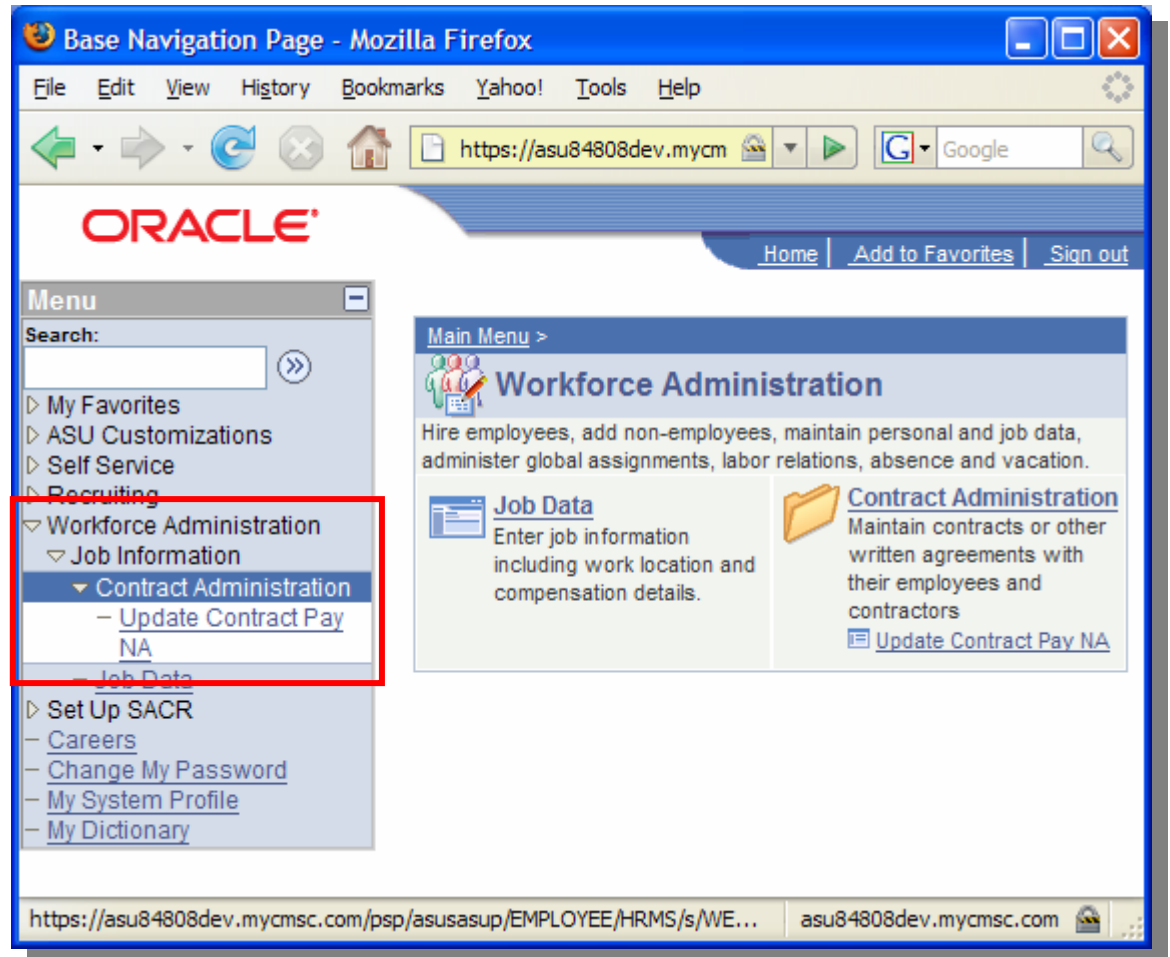
Earnings-Specific Distribution		
Acct	Emcd	Dist %

Return

If you click on Fiscal Year Distribution, the screen above will populate. This shows the current funding distribution for this position.

### SECTION 3: View A Contract

To view a person's contract, go to Workforce Administration -> Job Information -> Contract Administration -> Update Contract Pay NA (North America)



Search for the person that has the contract you are interested in.

- **EmplID** = Affiliate ID (1200.....#)
- **Empl Rcd Nbr** = A number between 0 and 99. Assigned by PeopleSoft for employee record in job.
- **Name** = Employee's full name – can enter First and Last name, i.e. Mickey Mouse
- **Last Name** = Employee's Last name (can enter partial letters as well, i.e. Mou)
- **Second Name** = If employee had a previous name (i.e. maiden name) – future use, nothing was converted
- **Alternate Character Name** = Could do a search by Last, First Name, i.e. Mouse, Mickey
- **Middle Name** = could also search by middle name if known
- **Include History** = click if wanted to see older rows (history) and not just current data row in each job record
- **Case Sensitive** = would not normally use, not usually case sensitive, might help if searching for names like McLane

This is the Contract Pay page.

The screenshot displays the Oracle HRIS interface for updating contract pay. The browser title is 'Update Contract Pay NA - Mozilla Firefox'. The URL is 'https://asu84808dev.mycmsc.com/psp/asusup/EMPLOYEE/HRMS/c/ADMINISTER\_WORKFORCE'. The Oracle logo is visible at the top. A menu on the left includes options like 'My Favorites', 'ASU Customizations', 'Self Service', 'Recruiting', 'Workforce Administration', 'Job Information', 'Contract Administration', 'Update Contract Pay NA', 'Job Data', 'Set Up SACR', 'Careers', 'Change My Password', 'My System Profile', and 'My Dictionary'. The main content area shows a search bar and a 'Contract Information' section with the following details:

Contract Information		Find	View All	First	1 of 1	Last
Effective Date:	07/01/1994					
Contract Pay Type:	Contract paid over 12 month					
Payment Term:	Pay Over 12 Months					
Monthly Frequency:	M	Pay Period Hours:	80.00			
Assign Hours To:	All Earnings(Contract+PNE+ENP)					
Renew Contract Automatically:	<input type="checkbox"/>					
Contract Begin Date:	08/16/2007	Contract End Date:	05/15/2008			
Payment Begin Date:	07/01/2007	Payment End Date:	06/30/2008			
Actual Start Date:	08/16/2007	Termination Date:	05/15/2008			

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include'. The status bar at the bottom right shows 'Done' and 'asu84808dev.mycms'.

- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date transaction happened, could be in past or future dated (90 days out or less)
- **Contract Pay Type**
  - Contract Paid over 12 months
  - Contract Paid over 9 months
  - Graduates
  - Other Contract Types
- **Payment Term**
  - Pay over 12 months
  - Pay Over Contract
  - Pay Over "X" months
  - Pay With Lump Sum
- **Monthly Frequency** = Always will be "M"
- **Pay Period Hours** = Number of hours to be worked each pay period (each 2 week period)
- **Assign Hours To:**
  - All Earnings (Contract + PNE + ENP)
  - Contract Earning Only
  - Not Applicable
- **Renew Contract Automatically**= Can be selected for certain contracts where the employee will repeat the contract each year.

- **Contract Begin Date** = the date the contract starts
- **Contract End Date** = the date the contract ends
- **Payment Begin Date** = the date of the first payment
- **Payment End Date** = the date the last payment
- **Actual Start Date** = the date that the actual work starts
- **Termination Date** = the date that the actual work finishes
- **Save** - not used in this mode
- **Return to Search** – used to return to search for another contract
- **Previous in List** – view the previous person in the search list
- **Next in List** – View the next person in the search list
- **Notify** – not used
- **Update Display** – refreshes the screen
- **Update History** – shows all records associated with the contract.

Contract Pay NA - Mozilla Firefox

History Bookmarks Yahoo! Tools Help

https://asu84808dev.mycmsc.com/psp/asusasup/EMPLOYEE/HRMS/c/ADMINISTER\_WORKFORC

LE

Home Add to Favorites Sign out

New Window Help Customize Page

Contract Pay Contract Actuals

FirstName LastName EMP ID: 1000000000 Empl Rcd #: 0

Contract Actuals Find View All First 1 of 1 Last

Effective Date: 07/01/1994

Track Actual Earnings  Use Holiday Schedule

Work Days in Contract: 196

Paid to Date: 14466.30

Earned to Date: 6549.68

Days Worked to Date: 17

Save Return to Search Previous in List Next in List Notify Update/Display Include History

asu84808dev.mycmsc.com

- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date transaction happened, could be in past or future dated (90 days out or less)
- **Track Actual Earnings** – should always be checked
- **Use Holiday Schedule** – should always be unchecked
- **Work Days in Contract** – Number of working days in the contract period (automatically calculated)
- **Paid to Date** – amount paid as of today's date
- **Earned to Date** – amount earned as of today's date
- **Days Worked to Date** – number of days worked



## ***Appendix – Employment Definitions in PeopleSoft***

### **Regular/Temporary Status:**

**Regular** – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

**Short Term Temporary** – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

**Long Term Temporary** – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

**Seasonal** – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

### **Full/Part Time:**

**Full Time** – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

**Part Time** – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

**PRN** – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.