Reference guide

This guide provides information regarding the fields and attributes that appear in job data for employees.

Please refer to the Data Management staff directory for the Data Management specialist responsible for your department.

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Reference guide for job data

**Introduction**

This guide will introduce the available pages for reviewing an employee’s job data, including job information, compensation, service history and general benefits. All information is view only. Any requests to change job data must be initiated through a Personnel Transaction Request, position management or online renewal.

To access job data, a user must have the appropriate security role and department access. To learn how to request a security role, please review the knowledge-based article.

**Applying for security roles and department access**

To check which roles you currently have, log in to PeopleSoft and click:

1. ASU Customizations.
2. ASU Security.

HCM job data view — this role allows view-only access to job data, update contract pay, commitment accounting cross-reference and position cross-reference pages. There is no required training for this role.

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - HR Personnel (HR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Career EDGE User</td>
</tr>
<tr>
<td>ASU Renewal Approval</td>
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<tr>
<td>ASU Renewal Submission</td>
</tr>
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<td>BTS Form Admin</td>
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<td>CH-IHR Personnel Administrator WF</td>
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<td>CH-IHR Personnel Configuration</td>
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<td>CH-IHR Payroll Data</td>
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<tr>
<td>CH-IHR Personnel Admin WP</td>
</tr>
<tr>
<td>CH-IHR Personnel Conf Configuration</td>
</tr>
</tbody>
</table>

**PeopleSoft department access**

Security must be set to view a group of departments. The default setting is for self-service, where users can only view their records. Submit a ticket through ServiceNow to request department access. Provide department codes and business justification in the “additional details” field in the ticket.
To navigate to this catalog item, click:

1. Service Catalog.

**Accessing job data**

Log in to HR PeopleSoft or My ASU to access job data. If the link does not appear on the My ASU homepage, click “View More” and select HR PeopleSoft from the list.

In PeopleSoft, navigate to:

1. Workforce Administration.
2. Job information.
3. Job data.
Searching for an employee

A search can be performed by filling in one or more fields on the job data search page. An employee ID number is the preferred method of search.

- **Empl ID** — employee ID.
  - 10-digits long.
  - Also called an affiliate ID.
- **Empl Rcd Nbr** — an employee record number.
  - It is used in conjunction with an employee ID.
- **Alternate employee ID** — employee’s campus ID.
  - Most commonly begins with 99.
- **Name** — employee’s full name.
  - Formatted as first and last.
- **Last name** — employee’s last name.
  - A search on this field can be performed using all or part of the last name.
- **Second name** — not used.
- **Alternate character name** — not used.
- **Include history** — you should check this box to see an employee’s employment history.
Selecting the employee

In some instances, searching for an employee may produce more than one result. It is either due to searching an employee’s name and returning multiple employees with the same name or a single employee having more than one employee record.

Multiple employee record numbers for a single employee mean the employee has multiple jobs. If known, select the specific record or the choose the lowest record – always zero.

A new page will immediately display the employee’s job data instead of listing results if only one result is found based on the search criteria.
Reviewing job data

Job header

Job data contains six tabs that display various employee information. On each tab, the header containing “Effective Date,” “Action” and “Reason” will carry through.

- Employee record — the individual job record for the employee. An employee may have multiple employee records. The jobs may be active or inactive.
- HR status — it may be active or inactive. An employee’s HR status is the overall status for a given record.
- Payroll status — the employee’s current status to determine if a paycheck is issued.
  - Active — A — the employee is being paid.
  - Leave with pay — P — the employee is being paid during leave.
  - Leave of absence — L — the employee is on unpaid leave.
  - Suspended — S — the employee is suspended and not being paid.
  - Short work break — W — the employee is on a work break.
  - Terminated — T — the employee has been terminated, and the HR status will be inactive.
  - Retired — R — the employee has retired, and the HR status will be inactive.
- Effective date — the date the action and reason become effective in PeopleSoft.
- Sequence — Order or action when more than one action occurs on the same effective date.
- Action — a change that was made to the record.
- Reason — a reason that the change was made.
- Job indicator — identifies whether the record is primary or not applicable. A nightly process occurs automatically and updates the indicator based on the following rules:
  - Check all active, leave of absence, leave with pay, suspended and short work break records for the highest salary and annual rate and make it the primary.
  - If more than one record is found, set the lowest employee record to primary.
If no HR active records exist for an employee, check retired and terminated jobs for the highest salary and make it primary. If more than one record is found, set the lowest employee record to primary. Mark all other records as “not applicable.”

**Job footer**

The footer appears on each view while you navigate job data. Buttons will appear grey if unavailable due to access limitations or your current selections.

- **Save** — save changes made to the job.
  - Not available in view only.
- **Return to search** — return to the employee search page.
- **Previous in list** — Navigate to the previous employee search result.
  - Selecting this will move between search results which may include multiple employees or employee records, depending on the search criteria used.
  - The option will not appear when only one record is present.
- **Next in list** — Navigate to the following employee search result.
  - Selecting this will move between search results which may include multiple employees or employee records, depending on the search criteria used.
  - The option will not display when only one record is present.
- **Notify** — not used.
- **Refresh** — update the page after saving.
  - Not available in view only.
- **Update/Display** — include the current action on a record.
- **Include history** — include all dates and actions made on a record.
- **Correct history** — update the job data.
  - Not available in view only.
History

In job data, an employee record number may contain several actions. Each action is recorded using an effective date. If “Include History” is enabled, the arrows at the top of the header can be used to navigate between dates and actions.

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Job Labor</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Empl ID 1200</td>
<td>Empl Record 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Effective Date 12/02/2018
Effective Sequence 0
HR Status Inactive
Action Data Change
Reason Job Indicator Change

Work location

The work location tab contains an overview of the employee’s job, including their position and department:

- Position number — the current position number and title based on the job code.
- Position entry date — the date the employee was hired on the position number.
- Business unit — the college or vice president area of the department.
- Department — the employee’s department code and description.
- Department entry date — the date the employee entered the department.
- Location — identifies the campus.
- Expected job end date — the last date active before the job will go to a short work break if checked.
- Expected return date — the date of the anticipated return from leave.
  - It only appears if an employee is on leave.
- Termination date — the date the employee was terminated, resigned or retired.
  - It only appears when the action “Termination” is used on the job layer.
- Date created — the date the row was created on job data via the DMX, PTR or a system update, whether it is in the future or past.
  - Remember, the effective date controls when the action and reason become active in PeopleSoft.
Job information

The job information tab contains more detailed information about the job record.

- **Job code** — the job code and description.
- **Entry date** — the date the employee was hired on the job code.
- **Reports to** — the position number and name of the person designated as a supervisor.
  - ASU also uses this field to designate a person responsible for the employee.
- **Regular/Temporary** — the frequency of the employee’s work as regular, NT/NC academic or variable.
- **Full/Part** — the schedule of the employee’s work as full-time, part-time or PRN.
- **Empl class** — the employee’s type based on their job.
  - Academic professional — ACP.
  - Academic professional with administrative appointment — APA.
  - Administrative — ADM.
  - Classified — CLS.
  - Faculty with administrative appointment — FAA.
  - Faculty — FAC.
  - Graduate assistant or associate — GRD.
  - Post-doctoral — DOC.
  - Student worker — STU.
  - University staff — SRP.
- Classified Ind — additional classification based on the job.
- Standard hours — the scheduled hours per week.
- FTE — the calculated FTE based on standard hours.
- Combined Std hours/FTE — the combined scheduled hours and FTE from all HR active job data records for the employee.
- Contract number — the contract number is not used by ASU.
- FLSA status — exempted or nonexempt based on job duties and the salary test.
Job labor

ASU does not use the job labor tab.

Payroll

The payroll tab contains information used for payroll, including the pay group and relevant tax details.

- Pay group — an employee’s group based on FLSA status and employee class.
  - A12 — academic year salary paid over 12 months.
  - ACD — academic.
  - FSW — short work break.
  - GRD — graduate assistant.
  - HRY — hourly, nonexempt.
  - SAL — salaried.
  - STU — student.
- Employee type — identifies if the employee is hourly or salaried.
- Tax location code — identifies the state where the employee is taxed.
- Holiday schedule — none.
- FICA status — identifies if the employee is subject to or exempt from FICA tax.
Salary plan

The salary plan tab identifies the employee's salary administration plan and grade.

- Salary administration plan — identifies the salary group based on the job code.
- Grade — identifies the grade within a job.
- Grade entry date — the date the employee entered the grade.

Compensation

The compensation tab contains detailed pay information.

- Compensation rate — the biweekly or hourly rate.
- Frequency — the schedule of payments.
  - Hourly — H.
  - Biweekly — ASUBW/B.
  - Paid for the number of weeks — ASU##.
- Comparative information — shows the change in compensation between current and prior.
- Pay rates — shows the breakdown in compensation for daily, hourly, biweekly and annual rates.
- Pay components — displays salary or hourly rate.
Employment data

The employment data section contains service history information.

The employment data page will display various start dates, including the original start date at the university and other start dates for the record. These dates are used in multiple benefits calculations.
Earnings distribution

The earnings distribution section contains compensation information.

The earnings distribution will display a combination of compensation and job information, including the employee’s default earnings code.

Benefits program participation

The benefits program participation section contains general information about benefits enrollment.

- Benefit record number — the employee’s identifying benefit instance number.
  - Employees may have multiple benefit record numbers if they have differing job classifications.
  - It is similar to an employee record number, but the benefit record number is used to determine a specific benefit instance.
- Benefits system — benefits administration.
- Benefits employee status — the employee’s current benefit status as active, hold with no benefits, leave of absence, leave with benefits or terminated.
- BAS group ID — identifies group either open enrollment eligible or null.
- Elig Fld 9 — contains the last PTR number on the employee record.
- Benefit program participation effective date — the date the employee was enrolled in the benefits program.
- Benefit program — the employee’s current benefit group.
  - ACA — ACA benefits eligible.
  - BEN — all benefits eligible.
  - DFT — default benefit program.
  - LMT — limited benefits.
  - OTH — other limited employee groups.
  - STU — student.
Notes on benefit record numbers

A permanent benefit record number is assigned upon creating an employee record number. If an employee switches to a job that matches different benefits record criteria, a new employee record will be given with a new benefit record number. The chart below illustrates the benefit record numbers and their standards.

<table>
<thead>
<tr>
<th>Benefit record</th>
<th>Attributes</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A regular or long-term temporary employee who is not a student, graduate or peace officer.</td>
<td>REG_TEMP = R or L; and EMPL_CLASS &lt;&gt; STU or GRA; and OFFICER_CD &lt;&gt; G</td>
</tr>
<tr>
<td>1</td>
<td>A seasonal or short-term temporary employee who is not a student, graduate or peace officer.</td>
<td>REG_TEMP = S or H; and EMPL_CLASS &lt;&gt; STU or GRA; and OFFICER_CD &lt;&gt; G</td>
</tr>
<tr>
<td>2</td>
<td>Peace officer</td>
<td>OFFICER_CD = G; and EMPL_CLASS &lt;&gt; STU or GRA</td>
</tr>
<tr>
<td>3</td>
<td>Student or graduate</td>
<td>EMPL_CLASS = STU or GRA</td>
</tr>
</tbody>
</table>