



PeopleSoft Training

Human Resources Inquiry - LSUNO 9.1

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Human Resources Inquiry - LSUNO 9.1

Workforce Administration

Workforce Administration

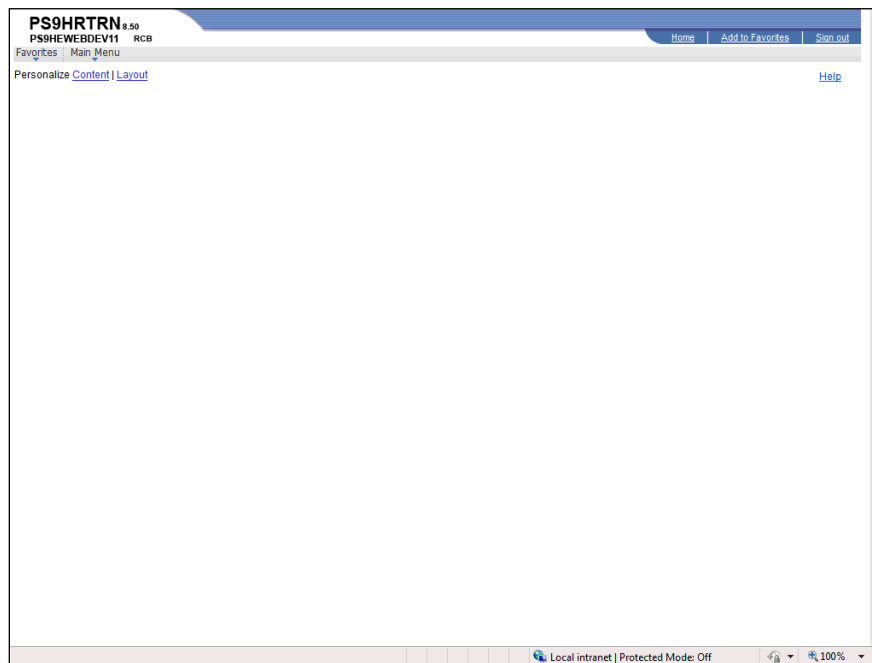
When employees are hired, they must be added into PeopleSoft Human Resources database (PS9HRPRP). Before other Human Resources tasks are initiated, essential employee data including personal, employment, job and benefit-related information must be entered. This is how we begin tracking a complete work history for each employee in our organization. This lesson describes how to navigate to and view pages that are accessible from the Workforce Administration menu.

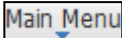
View Personal Data

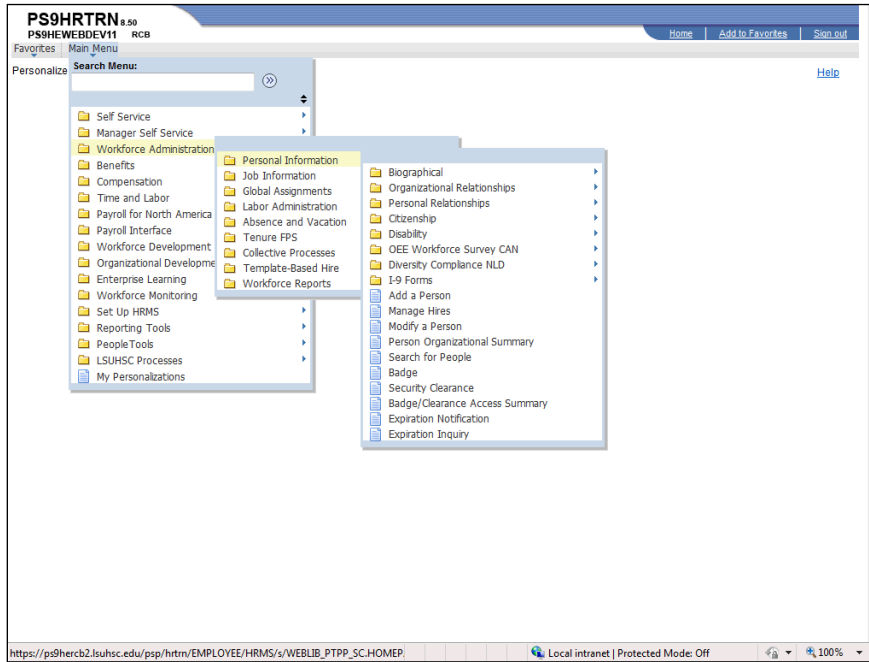
The **Personal Data** component contains an employee's personal information including Name, Address, Phone Number, Education, Birthplace, Military Status and Social Security Number (or National ID).

Procedure

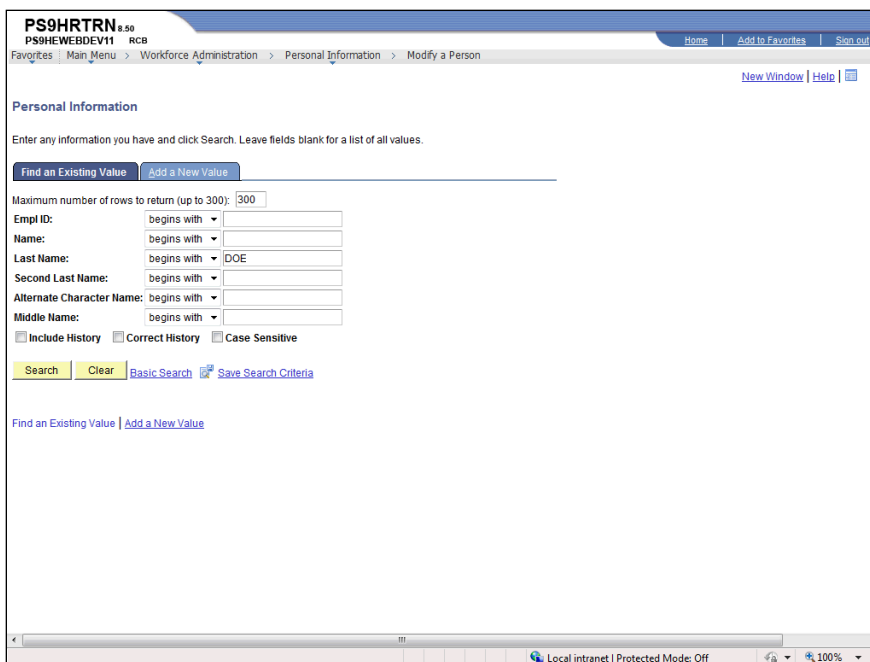
In this topic you will learn how to View Personal Data.



Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Workforce Administration menu > Personal Information menu, then click the Modify a Person menu.



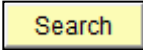
The screenshot shows a web application interface for 'PS9HRTRN'. The page title is 'PS9HEWEBDEV11 RCB'. The breadcrumb trail is 'Favorites | Main Menu > Workforce Administration > Personal Information > Modify a Person'. There are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the breadcrumb is a 'New Window | Help' link.

The main section is titled 'Personal Information'. Below the title is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'.

Below the buttons is a form with the following fields and options:

- Maximum number of rows to return (up to 300): [300]
- Empl ID: begins with []
- Name: begins with []
- Last Name: begins with [DOE]
- Second Last Name: begins with []
- Alternate Character Name: begins with []
- Middle Name: begins with []
- Include History Correct History Case Sensitive

At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the form is another set of 'Find an Existing Value' and 'Add a New Value' links.

Step	Action
3.	<p>You can search for an employee using either the Empl ID or the Last Name. Using the Last Name is demonstrated in this exercise.</p> <p><i>NOTE: The Employee ID number is designated as Empl ID. All Empl ID's contain seven (7) digits. Preceding zeros must be included when entering the Empl ID.</i></p> <p>To use the Empl ID option, enter the employee's seven (7) digit number into the Empl ID field and click the Search Button. It is not recommended to use any of the other search fields.</p>
4.	<p>Click the Search button.</p> 
5.	View the Biographical Details panel.



Biographical Details Fields

Person ID - This is the same as Empl ID.

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.

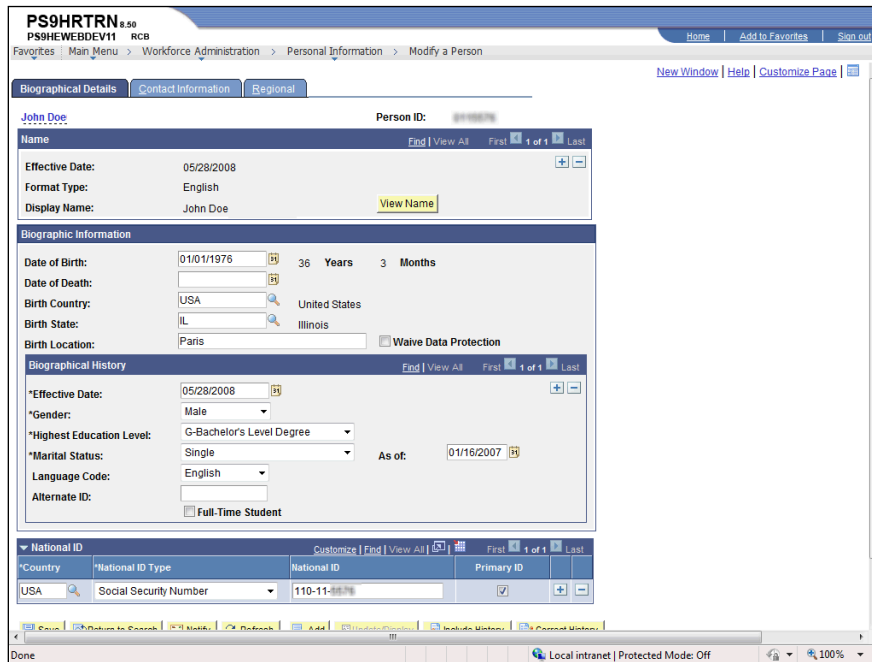
Alternate ID - Not in use at this time.

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.



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

John Doe Person ID: 8988376

Name End | View All First 1 of 1 Last

Effective Date: 05/28/2008 + -

Format Type: English

Display Name: John Doe **View Name**

Biographic Information

Date of Birth: 01/01/1976 36 Years 3 Months

Date of Death:

Birth Country: USA United States

Birth State: IL Illinois

Birth Location: Paris Waive Data Protection

Biographical History End | View All First 1 of 1 Last

*Effective Date: 05/28/2008 + -

*Gender: Male

*Highest Education Level: G-Bachelor's Level Degree

*Marital Status: Single As of: 01/16/2007

Language Code: English

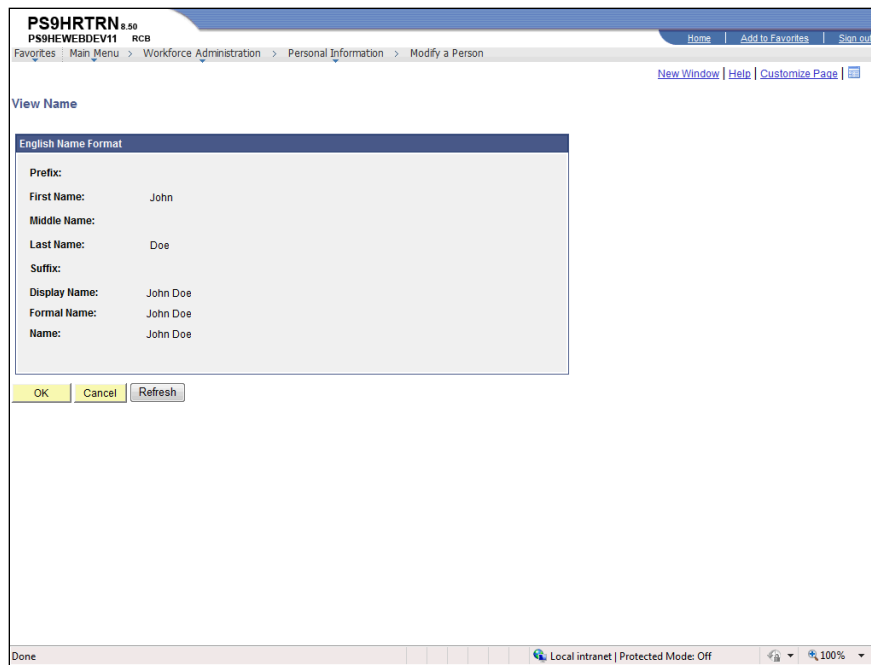
Alternate ID: Full-Time Student

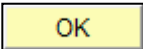
National ID Customize | Find | View All First 1 of 1 Last

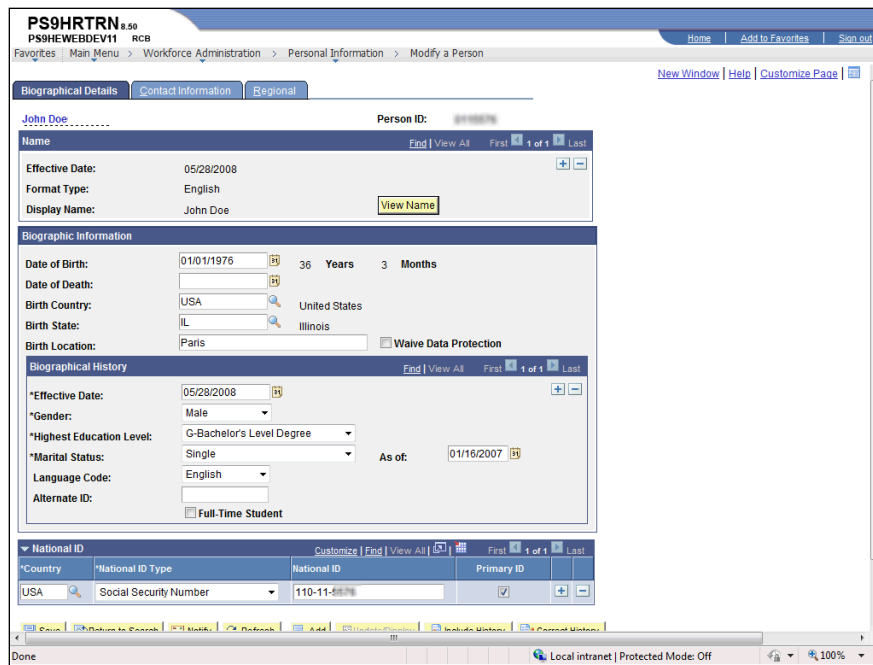
Country	National ID Type	National ID	Primary ID
USA	Social Security Number	110-11-1111	<input checked="" type="checkbox"/>

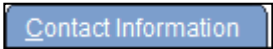
Done Local intranet | Protected Mode: Off 100%

Step	Action
6.	Click the View Name button. View Name



Step	Action
7.	Click the OK button. 



Step	Action
8.	Click the Contact Information tab. 
9.	View the Contract Information panel.



Contact Information Fields

Person ID - Is the same as Empl ID.

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.

PS9HRTRN v.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Biographical Details | **Contact Information** | Regional

John Doe Person ID: 898888

Current Addresses Customize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address	
Home	03/31/2010	A	0115576 Test Street New Orleans, LA 70112 Orleans	View Address Detail + -
Mailing	05/28/2008	A	0115576 Test Street New Orleans, LA 70112 Orleans	View Address Detail + -

Phone Information Customize | Find | View All | First 1-2 of 2 Last

*Phone Type	Telephone	Extension	Preferred	
Home	504/011-8876		<input checked="" type="checkbox"/>	+ -
Work	504/011-8876		<input type="checkbox"/>	+ -

Email Addresses Customize | Find | View All | First 4 of 1 Last

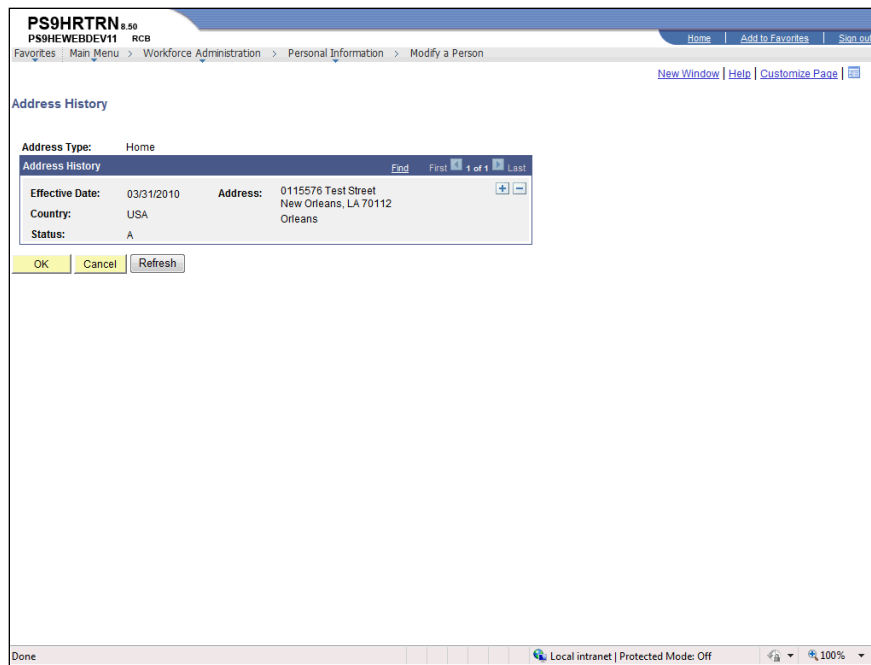
*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

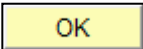
Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

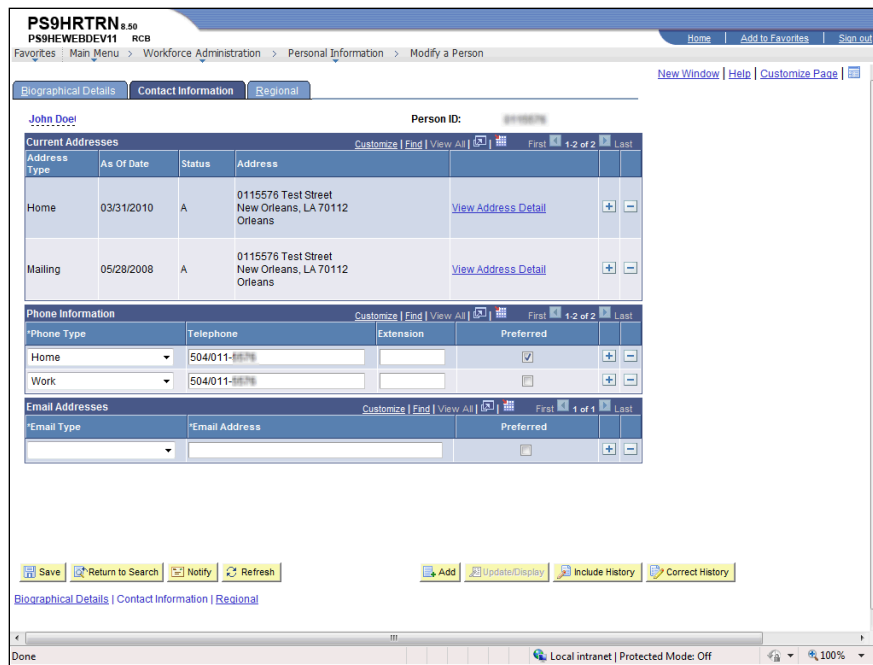
Biographical Details | Contact Information | [Regional](#)


Local intranet | Protected Mode: Off | 100%

Step	Action
10.	Click the View Address Detail link. View Address Detail



Step	Action
11.	Click the OK button. 



Step	Action
12.	Click the Regional tab. 
13.	View the Regional panel.



Regional Detail Fields

Person ID - This is the same as the Empl ID.

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

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

Primary - Indicates primary ethnicity of employee.

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

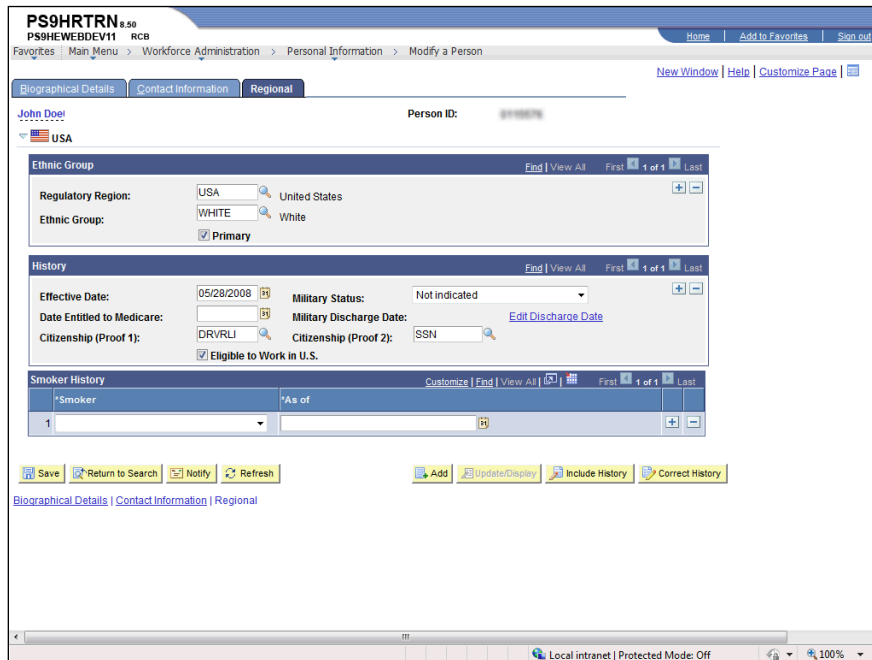
Military Status - Describes the employee's current Military Status.

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


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

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

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



The screenshot shows the 'Regional' tab of the 'Modify a Person' page. The user is 'John Doe' with Person ID '910000'. The 'Ethnic Group' section shows 'Regulatory Region' as USA (United States) and 'Ethnic Group' as WHITE (White), with a checked 'Primary' box. The 'History' section includes 'Effective Date' (05/28/2008), 'Military Status' (Not indicated), 'Date Entitled to Medicare' (empty), 'Military Discharge Date' (empty), 'Citizenship (Proof 1)' (DRVRLI), and 'Citizenship (Proof 2)' (SSN), with a checked 'Eligible to Work in U.S.' box. The 'Smoker History' section shows a table with one entry for 'Smoker' and 'As of'.

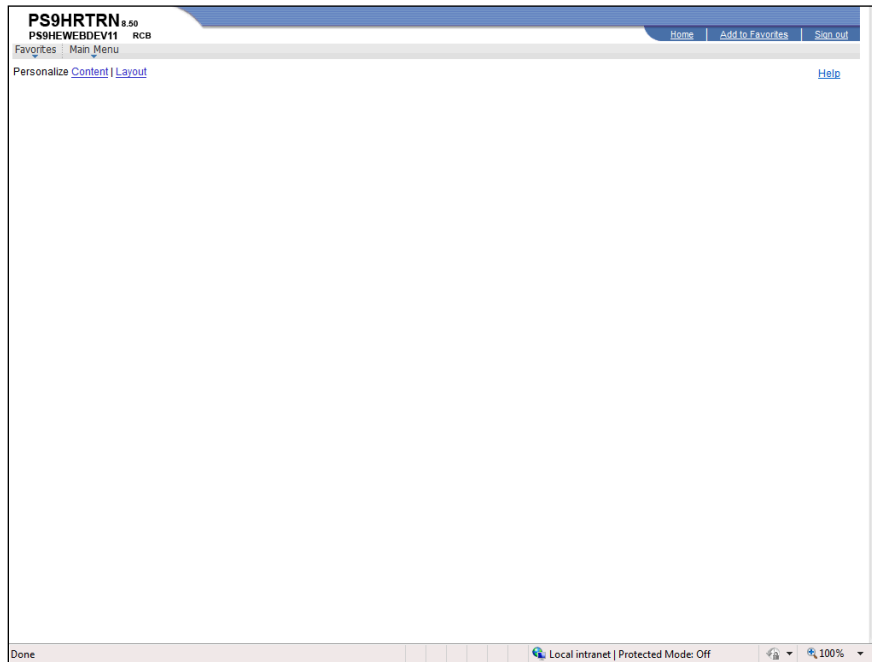
Step	Action
14.	Click the Home link to return to the main menu. 
15.	This completes the View Personal Data topic. End of Procedure.


View Job Data

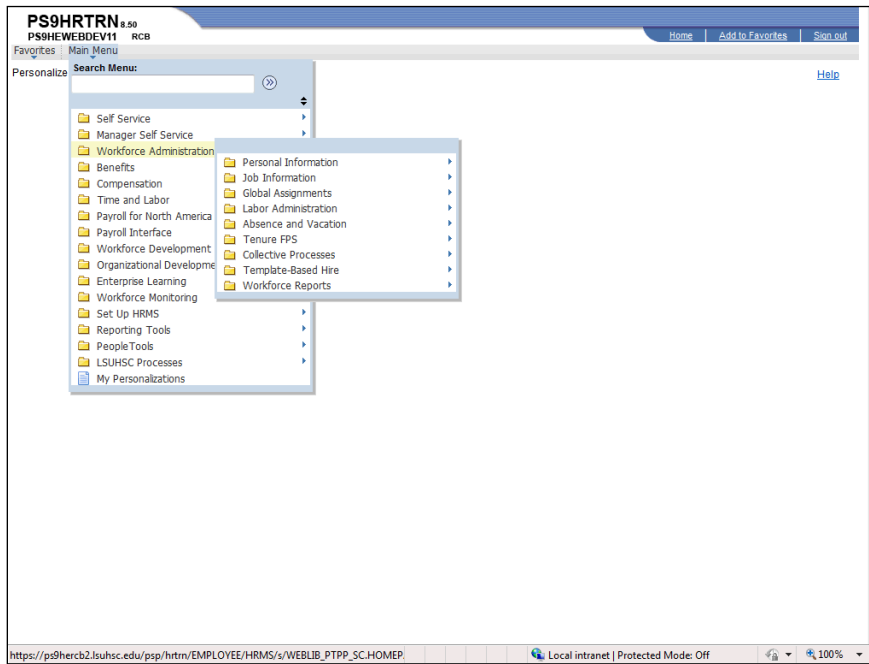
The **Job Data** component includes all information about an employee's job history such as promotions, reallocations, pay rate changes, and termination.

Procedure

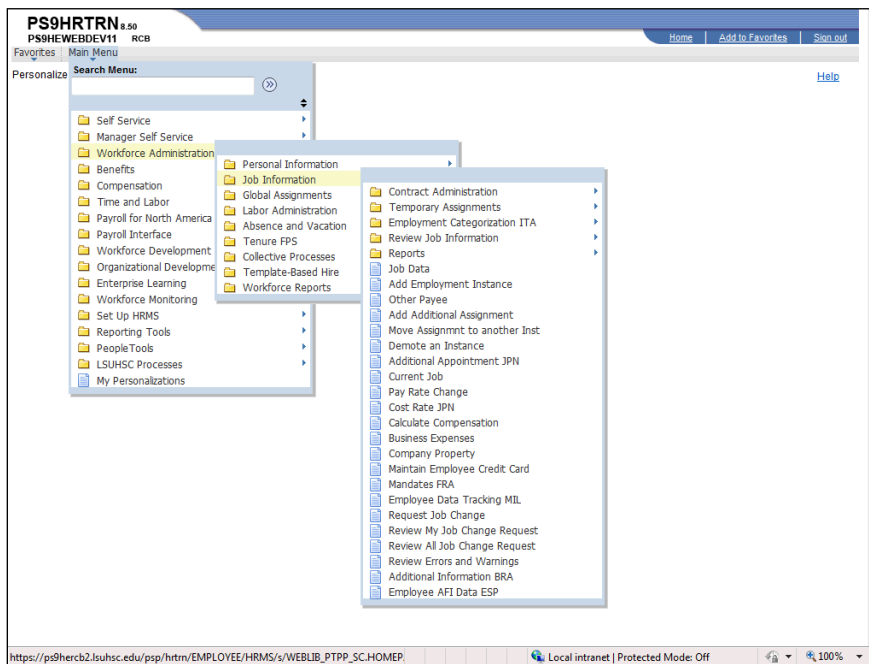
In this topic you will learn how to View Job Data.



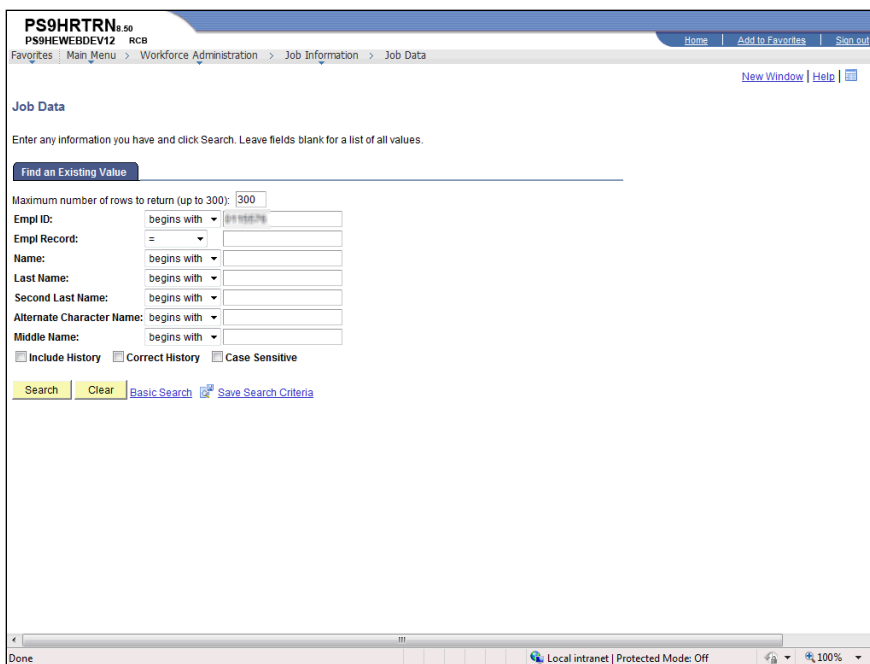
Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Workforce Administration menu > Job Information menu.



Step	Action
3.	Click the Job Data page.



Step	Action
4.	<p>You can search for an employee using either the EmplID or the Last Name. To use the EmplID option, simply enter the employee's seven (7) digit number into the EmplID field and click the Search button. It is not recommended to use any of the other search fields.</p> <p><i>NOTE: The Employee ID number is designated as EmplID in PSHR9. All EmplID's contain seven (7) digits. You must include the preceding zeros when entering the EmplID.</i></p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Search</div>
5.	View the Work Location panel.



Work Location Tab Fields

ID - 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 is 1; etc.

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.

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.



Work Location Tab Fields (continued)

Position Number - Is the number assigned to the specific position the employee is filling. 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 at this time.

Regulatory Region - Will always be USA.

Company - **001** LSUHSC New Orleans

002 LSUHSC Shreveport

003 LSUHSC Hospitals

Business Unit - **EACMC** E. A. Conway Medical Center

EKLMC Earl K. Long Medical Center

HCSDA HCSD Administration

HPLMC Huey P. Long Medical Center

LAKMC Lallie A. Kemp Medical Center

LJCMC Leonard J. Chabert Medical Center

LSUNO LSUMC Medical Center

MCLNO Medical Center of LA New Orleans

UMCLA University Medical Center

WOMMC W. O. Moss Medical Center

WSTMC Washington-St. Tammany Medical Center

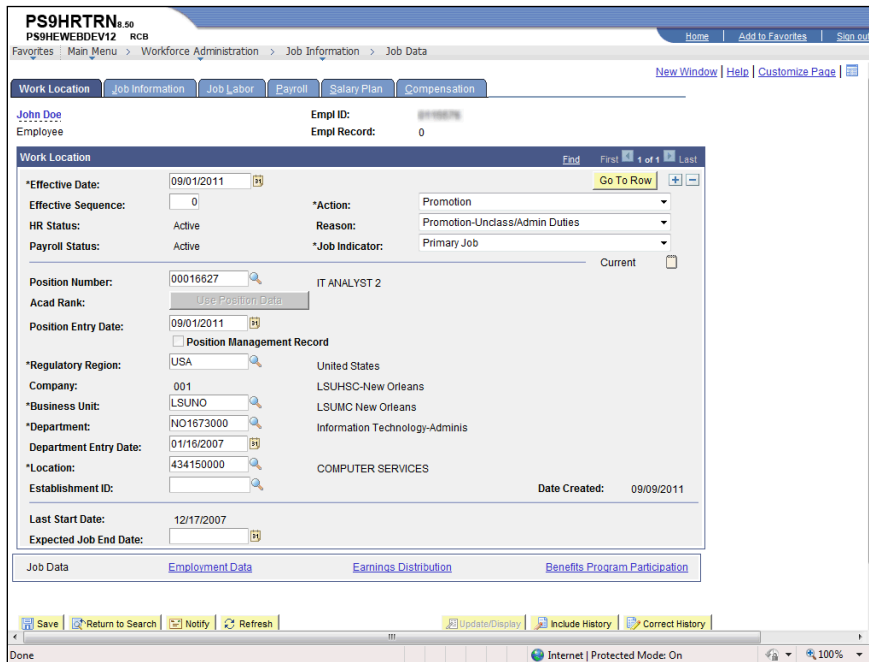
Department - The Department ID.

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

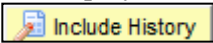
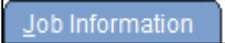
Location - The department location.

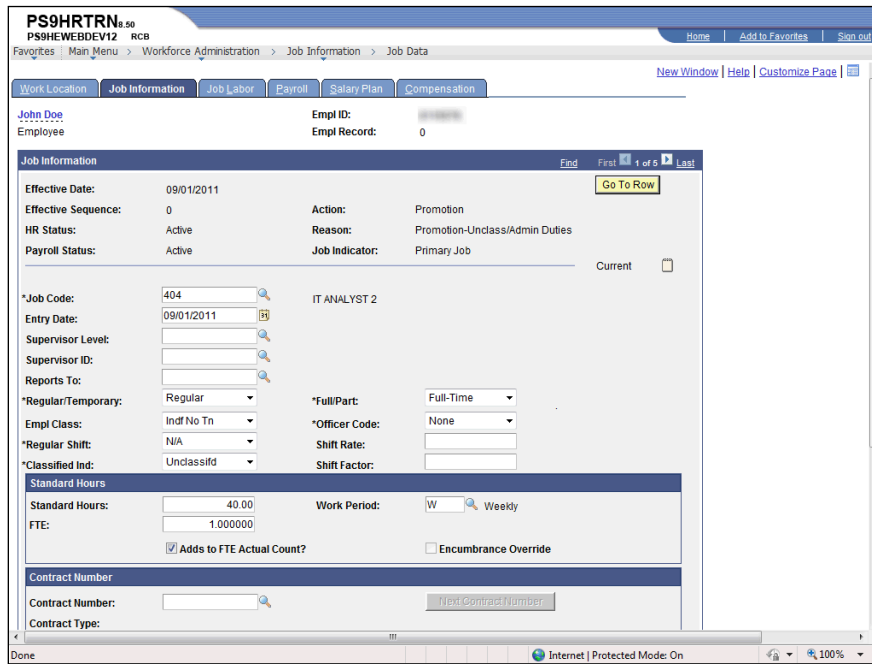
Establishment ID - Is not used at this time.

Date Created - The date the record was entered.



The screenshot shows the 'Job Data' tab in the HR system. The employee's name is John Doe. The job title is IT ANALYST 2. The effective date is 09/01/2011. The position number is 00016627. The location is COMPUTER SERVICES. The date created is 09/09/2011. The interface includes various navigation and action buttons at the bottom.

Step	Action
6.	Click the Include History button to view past Job Data information associated with this employee. 
7.	Click the Arrow buttons to navigate to additional rows of data, or click the Last and First links to move to the first and last row of data.
8.	Click the Job Information tab. 



The screenshot displays the 'Job Information' tab for an employee named John Doe. The interface includes a navigation menu at the top with options like 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area is divided into several sections:

- Employee Info:** John Doe, Employee, Empl ID: [redacted], Empl Record: 0.
- Job Information Table:**

Effective Date:	09/01/2011	Action:	Promotion
Effective Sequence:	0	Reason:	Promotion-Unclass/Admin Duties
HR Status:	Active	Job Indicator:	Primary Job
Payroll Status:	Active		Current <input type="checkbox"/>
- Job Details:**
 - *Job Code: 404 (with search icon)
 - Entry Date: 09/01/2011 (with calendar icon)
 - Supervisor Level: [empty]
 - Supervisor ID: [empty]
 - Reports To: [empty]
 - *Regular/Temporary: Regular (dropdown)
 - Empl Class: Indf No Tn (dropdown)
 - *Regular Shift: N/A (dropdown)
 - *Classified Ind: Unclassifd (dropdown)
 - IT ANALYST 2
 - *Full/Part: Full-Time (dropdown)
 - *Officer Code: None (dropdown)
 - Shift Rate: [empty]
 - Shift Factor: [empty]
- Standard Hours:**
 - Standard Hours: 40.00
 - FTE: 1.000000
 - Work Period: W Weekly (with search icon)
 - Adds to FTE Actual Count?
 - Encumbrance Override
- Contract Number:**
 - Contract Number: [empty]
 - Contract Type: [empty]
 - Next Contract Number: [button]

Step	Action
9.	Scroll to the bottom of the screen to view additional information.



Job Information Fields

Effective Date - Date the action begins.

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

Job Indicator - Defaults over from the Work Location panel.

Action/Reason - Defaults from the Work Location panel.

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

Entry Date - Defaults in from the Job Code entry.

Supervisor Level - Field is not used by HCSD 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.



Job Information Fields (continued)

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

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

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**
- Faculty**
- Graduate Assistant**
- House Officer**
- Fellow**
- Gratis Employee**
- Student**
- Temporary**
- Unclassified**

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 by HCSD at this time.

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

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PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

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

John Doe
Employee

Empl ID: [redacted]
Empl Record: 0

Job Information

Effective Date: 09/01/2011
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Promotion
Reason: Promotion-Unclass/Admin Duties
Job Indicator: Primary Job

Current

*Job Code: 404
Entry Date: 09/01/2011
Supervisor Level:
Supervisor ID:
Reports To:

IT ANALYST 2

*Regular/Temporary: Regular
Empl Class: Indl No Tn
*Regular Shift: N/A
*Classified Ind: Unclassifd

*Full/Part: Full-Time
*Officer Code: None
Shift Rate:
Shift Factor:

Standard Hours

Standard Hours: 40.00
FTE: 1.000000
Work Period: W Weekly

Adds to FTE Actual Count? Encumbrance Override

Contract Number

Contract Number:
Contract Type:

Internet | Protected Mode: On

Step	Action
10.	Click the Payroll tab.
11.	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:

LSUNO:

- GR1** - Gratis New Orleans
- NBD** - To Be Determined
- NBE** - New Orleans Biweekly Exempt
- NBN** - Biweekly Non-Exempt
- NBR** - Residents (New Orleans)
- NBS** - New Orleans Students
- NBT** - Transients/Restricted
- NMF** - Full-time Faculty Staff (New Orleans)
- NMG** - Graduate Assistants (New Orleans)
- NML** - Fellows (New Orleans)
- NMP** - Part-time Faculty/Staff (New Orleans)
- NMS** - New Orleans Stipends
- NRT** - New Orleans Retirees



Payroll Fields (continued)

Holiday Schedule - Indicates the holiday schedule that an employee is on. A list is provided below:

HCS - Health Care Svcs Div

NOC (New Orleans) - Classified, Civil Service Employee

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

However, for HCSD Transients or Pool employees, Students and Restricted Appointments are not eligible for any benefits.

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

Tax Location Code - Is always Louisiana.

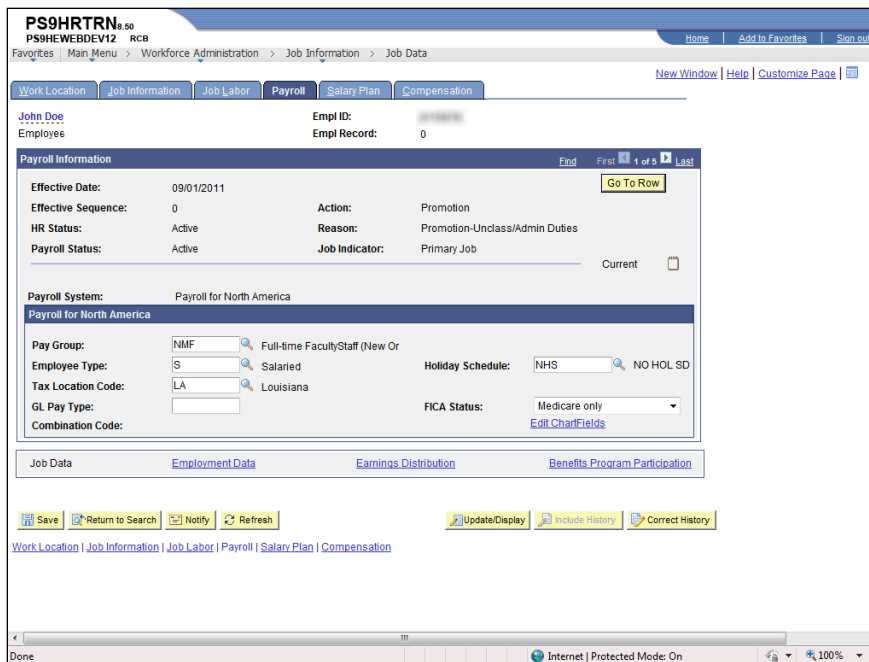
FICA Status - Indicates whether an employee is subject to:

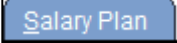
1. Medicare and Social Security
2. Medicare only
3. Exempt from paying Medicare or Social Security.


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

Combination Code - Is the same as the Account Code. Is not used at this time.

Edit ChartFields - Link is not used at this time.



Step	Action
12.	Click the Salary Plan tab. 
13.	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.

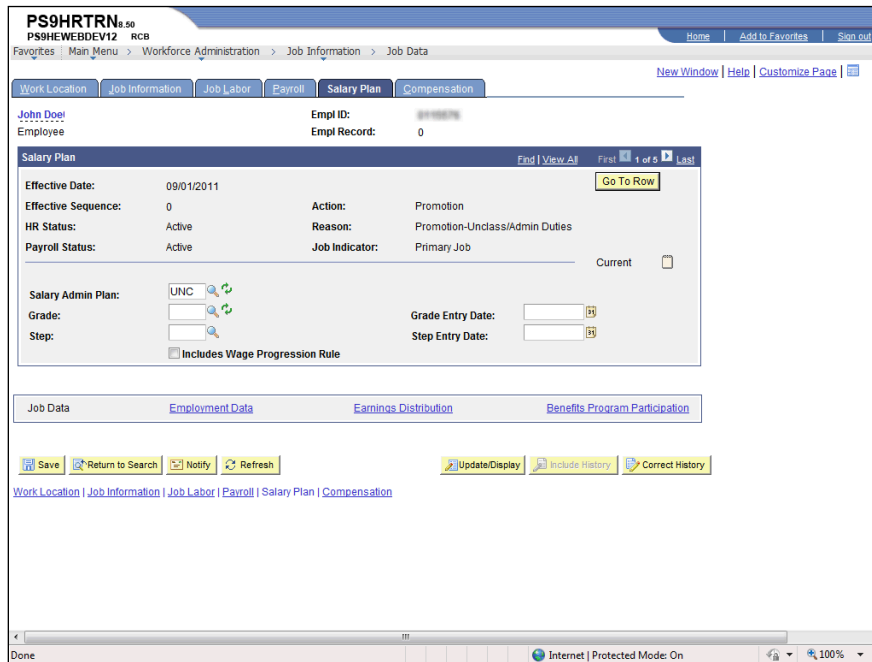
Grade - This is the pay grade according to Civil Service's pay plan for the jobcode.

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

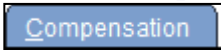
Includes Wage Progression Rule - Field is not used at this time.

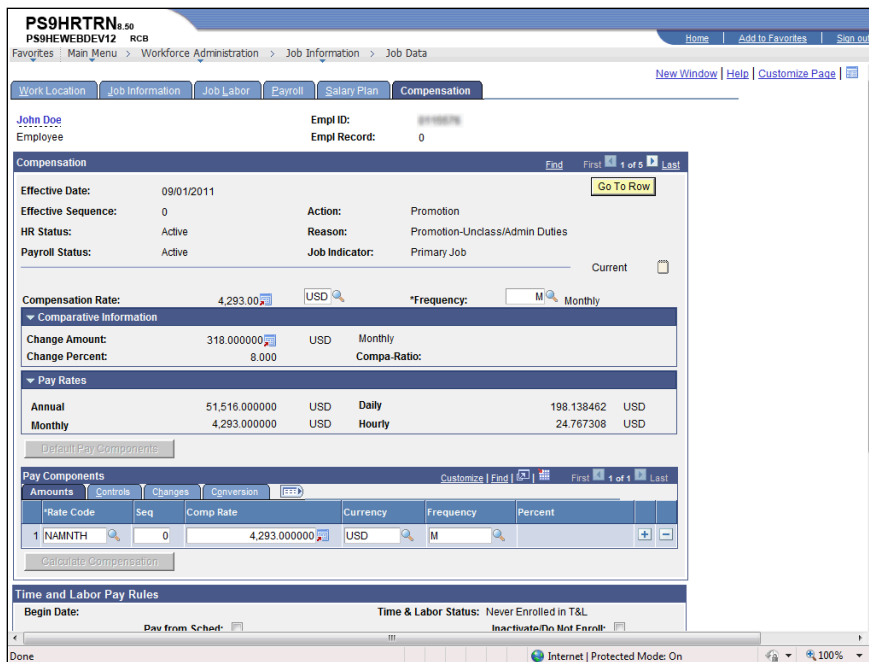
Step - Not used at this time


Step Entry Date - Not used at this time.




The screenshot shows the PS9HRTRN8.50 HR system interface. The user is logged in as PS9HEWBEDEV12 RCB. The breadcrumb trail is: Favorites | Main Menu > Workforce Administration > Job Information > Job Data. The 'Compensation' tab is selected, showing details for employee John Doe (Emp ID: 09100121, Emp Record: 0). The 'Salary Plan' section includes: Effective Date: 09/01/2011, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Action: Promotion, Reason: Promotion-Unclass/Admin Duties, Job Indicator: Primary Job, and a 'Current' status. The 'Salary Admin Plan' is set to 'UNC'. There are input fields for Grade, Step, Grade Entry Date, and Step Entry Date, along with a checkbox for 'Includes Wage Progression Rule'. Below this, there are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. The browser status bar at the bottom shows 'Internet | Protected Mode: On' and a zoom level of 100%.

Step	Action
14.	Click the Compensation tab. 



Step	Action
15.	Click the scrollbar to view additional data at the bottom of the screen. 
16.	View the Pay components Time and Labor Pay Rules at the bottom of the Compensation panel.

 **Compensation Fields**

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

Frequency - How often the employee is paid.

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

Step	Action
17.	Click the Employment Data link. Employment Data
18.	View the Employment Information



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.

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

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

Last Verification Date - Field is not used 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 PPR process (Civil Service).

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).



Employment Information Fields (continued)

Appointment End Date - Date assignment will end.

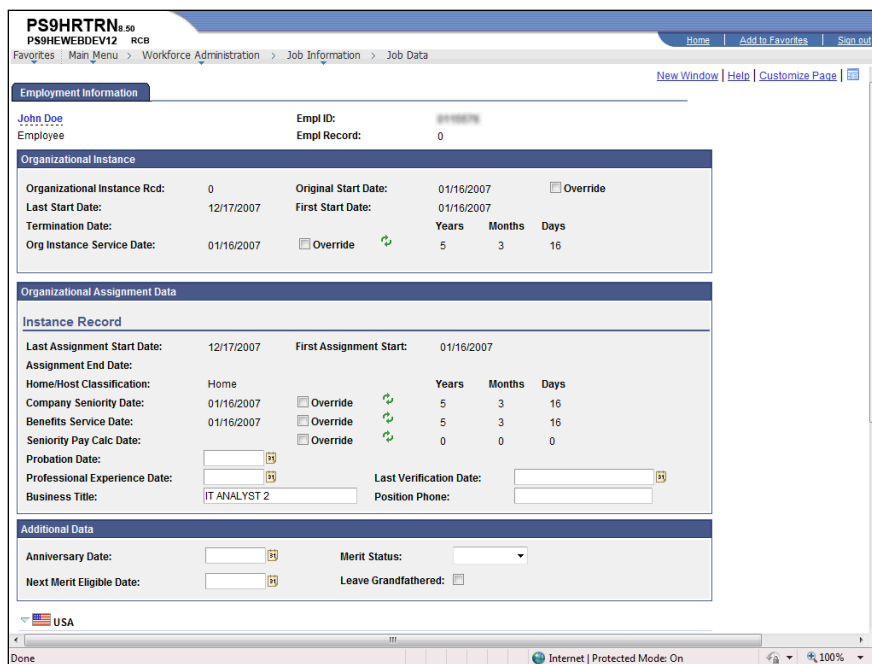
Contract Length - Field is not used at this.

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

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

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

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



PS9HRTRN v.50
PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Employment Information

John Doe
Employee

Empl ID: 01162007
Empl Record: 0

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: 01/16/2007 Override
Last Start Date: 12/17/2007 First Start Date: 01/16/2007
Termination Date:
Org Instance Service Date: 01/16/2007 Override 5 3 16

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 12/17/2007 First Assignment Start: 01/16/2007
Assignment End Date:
Home/Host Classification: Home Years Months Days
Company Seniority Date: 01/16/2007 Override 5 3 16
Benefits Service Date: 01/16/2007 Override 5 3 16
Seniority Pay Calc Date: Override 0 0 0
Probation Date:
Professional Experience Date: Last Verification Date:
Business Title: IT ANALYST 2 Position Phone:

Additional Data

Anniversary Date: Merit Status:
Next Merit Eligible Date: Leave Grandfathered:

USA

Done Internet | Protected Mode: On 100%

Step	Action
19.	Click the scrollbar to view additional data at the bottom of the screen.
20.	Click the Benefits Program Participation link. Benefits Program Participation
21.	If the Benefit Program is equal to: FTP - the employee is eligible for benefits. FRP - the fellows and residents who are eligible for certain benefits NEL, or HCP - the employee is not eligible for benefits
22.	This completes the View Job Data topic. End of Procedure.

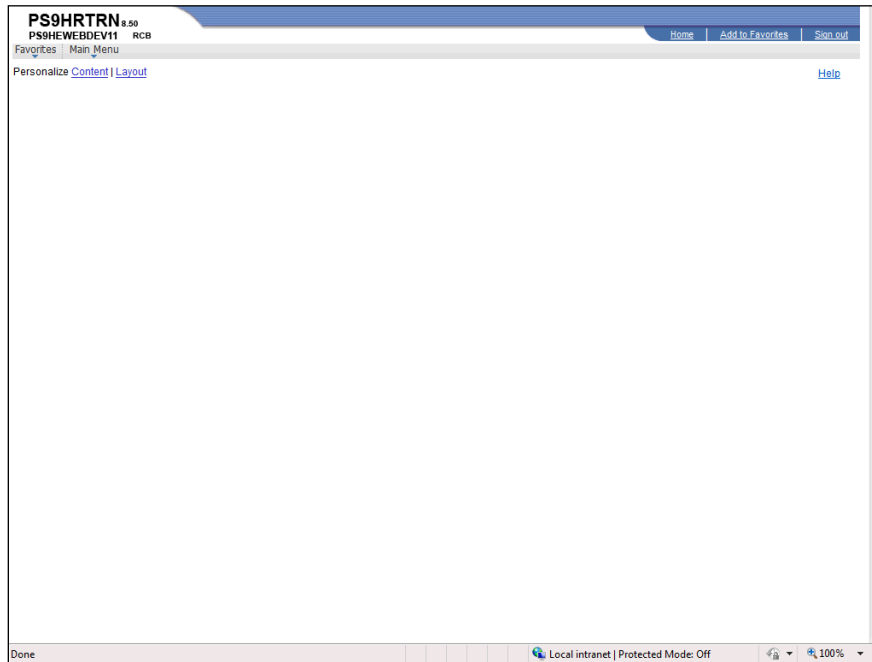


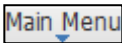
View a Job Summary

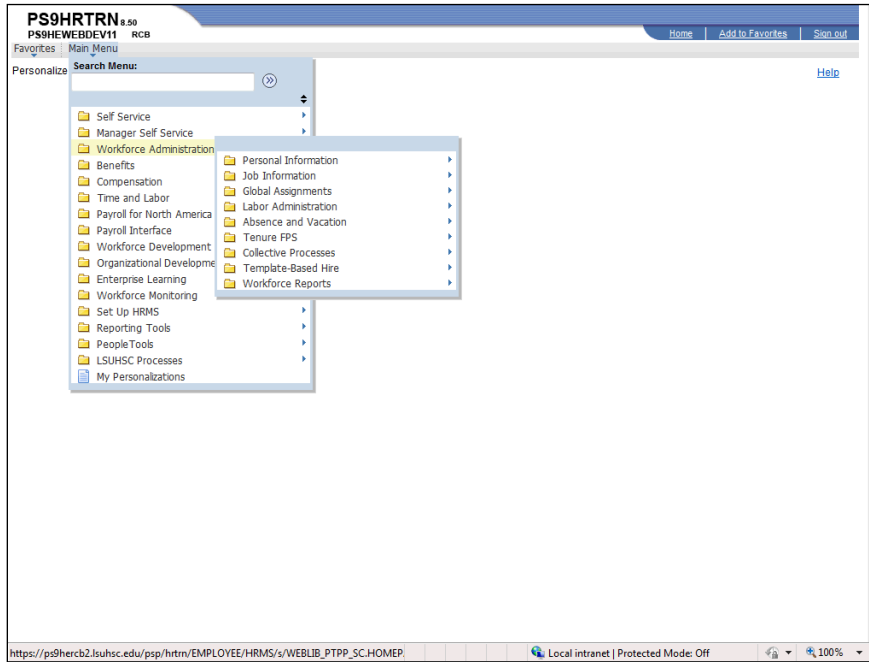
The **Job Summary** pages are a snapshot of an employee's LSU Health employment history. The pages consolidate information including pay rate changes, leaves of absence, promotions, transfers, and more.

Procedure

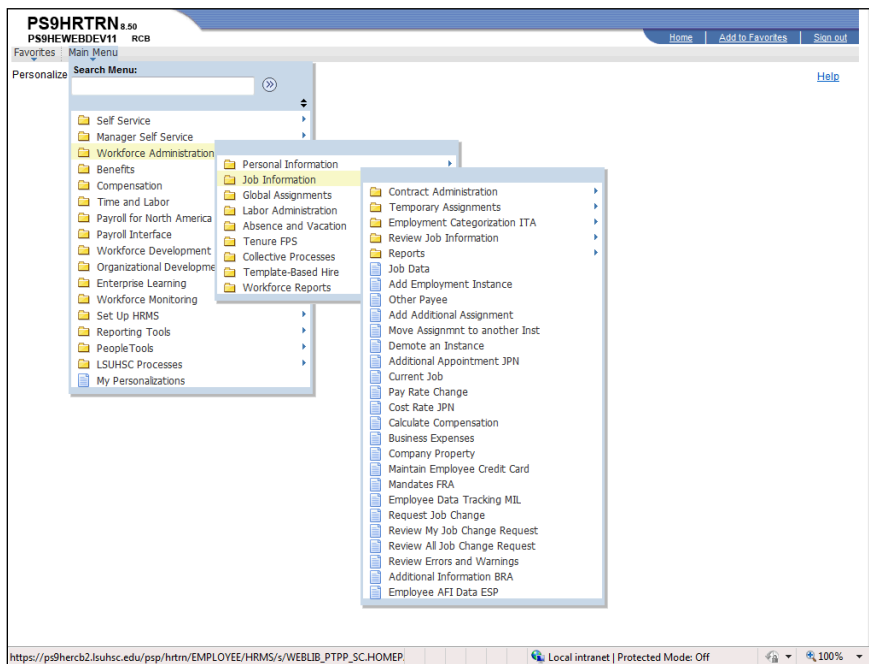
In this topic you will learn how to View a Job Summary.



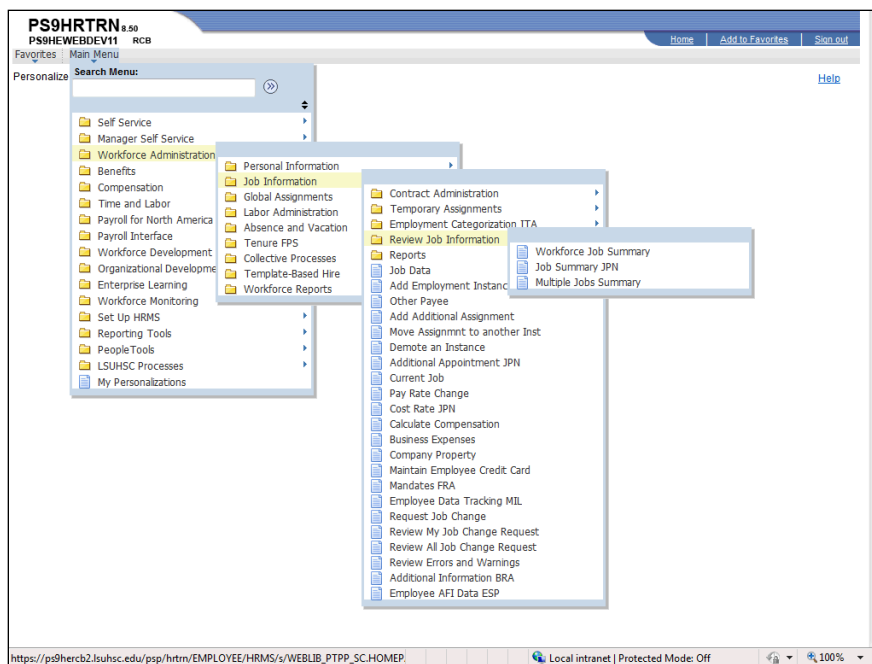
Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Workforce Administration menu > Job Information menu.



Step	Action
3.	Click the Review Job Information menu.



Step	Action
4.	Click the Workforce Job Summary menu.
5.	<p>You can search for an employee using either the EmplID or the Last Name.</p> <p>To use the EmplID option, simply enter the employee's seven (7) digit number into the EmplID field and click the Search button. It is not recommended to use any of the other search fields.</p> <p>The Employee ID number is designated as EmplID in PSHR9. All EmplID's contain seven (7) digits. You must include the preceding zeros when entering the EmplID.</p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Workforce Job Summary

John Doe EMP Empl ID: 01162007

Job Information

General | Job Information | Work Location | Salary Plan | Compensation

Org Relation	Empl Record	Effective Date	Seq	Action	Action Reason	Key Person	Go To Job
EMP	0	09/01/2011	0	Promotion	Promotion	<input type="checkbox"/>	Job Data
EMP	0	12/01/2008	0	Pay Rt Chg	09-953	<input type="checkbox"/>	Job Data
EMP	0	12/17/2007	0	Rehire	01-150	<input type="checkbox"/>	Job Data
EMP	0	12/15/2007	0	Terminatn	Stu Grad	<input type="checkbox"/>	Job Data
EMP	0	01/16/2007	0	Hire	Stu Appt	<input type="checkbox"/>	Job Data

Return to Search | Notify

Done

Local intranet | Protected Mode: Off

Step	Action
6.	View the General panel. Click the Job Information link. 

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PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Workforce Job Summary

John Doe EMP Empl ID: 00000000


Job Information

General | Job Information | **Work Location** | Salary Plan | Compensation | (ESS)

Org Relation	Empl Record	Effective Date	Seq	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
EMP	0	09/01/2011	0	404	Salaried	Active	Full-Time	Regular	40.00	Weekly
EMP	0	12/01/2008	0	405	Salaried	Active	Full-Time	Regular	40.00	Weekly
EMP	0	12/17/2007	0	405	Salaried	Active	Full-Time	Regular	40.00	Weekly
EMP	0	12/15/2007	0	981	Hourly	Terminated	Part-Time	Temporary	20.00	Weekly
EMP	0	01/16/2007	0	981	Hourly	Active	Part-Time	Temporary	20.00	Weekly

Return to Search | Notify

Local intranet | Protected Mode: Off | 100%

Step	Action
7.	<p>View the Job Information panel.</p> <p>Click the Work Location link.</p> 

PS9HRTRN 8.50
 PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Workforce Job Summary


John Doe | EMP | Empl ID: 00000000

Job Information | General | Job Information | Work Location | Salary Plan | Compensation

Org Relation	Empl Record	Effective Date	Seq	Position	Company	Department	Location	Reports To
EMP	0	09/01/2011	0	INFORMATIO	001	Informatio		
EMP	0	12/01/2008	0	IT ANALYST	001	Informatio		
EMP	0	12/17/2007	0	IT ANALYST	001	Informatio		
EMP	0	12/15/2007	0	STUDENT -	001	Informatio		
EMP	0	01/16/2007	0	STUDENT -	001	Informatio		

Return to Search | Notify

Local intranet | Protected Mode: Off | 100%

Step	Action
8.	View the Work Location panel. Click the Salary Plan link. 

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PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Workforce Job Summary

John Doe EMP Empl ID: 01182007

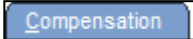
Job Information

General | Job Information | Work Location | Salary Plan | Compensation

Org Relation	Empl Record	Effective Date	Seq	Sal Plan	Grade	Step	Pay Group	Frequency
EMP	0	09/01/2011	0	UNC			0 NMF	Monthly
EMP	0	12/01/2008	0	UNC			0 NMF	Monthly
EMP	0	12/17/2007	0	UNC			0 NMF	Monthly
EMP	0	12/15/2007	0	UNC			0 NBS	Hourly
EMP	0	01/18/2007	0	UNC			0 NBS	Hourly

Return to Search | Notify

Local intranet | Protected Mode: Off | 100%

Step	Action
9.	<p>View the Salary Plan panel.</p> <p>Click the Compensation link.</p> 

PS9HRTRN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Workforce Job Summary

John Doe EMP Empl ID: 0110000

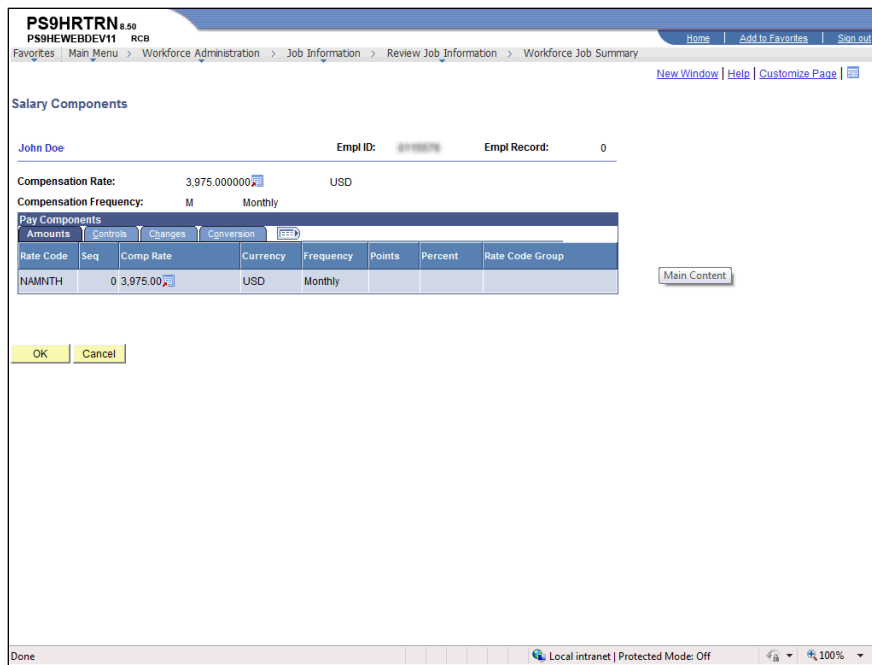
Job Information


Org Relation	Empl Record	Effective Date	Seq	Annual Rate	Monthly Rate	Daily Rate	Hourly Rate	Currency	Change Percent	Components
EMP	0	09/01/2011	0	51516.000	4293.000	141.527	24.767308	USD	8.000	Components
EMP	0	12/01/2008	0	47700.000	3975.000	131.044	22.932692	USD	6.000	Components
EMP	0	12/17/2007	0	45000.000	3750.000	123.626	21.634615	USD	332.692	Components
EMP	0	12/15/2007	0	10400.000	866.667	40.000	10.000000	USD		Components
EMP	0	01/16/2007	0	10400.000	866.667	40.000	10.000000	USD		Components

[Return to Search](#) [Notify](#)

Local intranet | Protected Mode: Off

Step	Action
10.	View the Compensation panel. Click the Components link. Components



Step	Action
11.	Click the Display In Other Currency button. 

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PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Display In Other Currency

From Amount: \$3,975.00 USD

Rate Type: OFFICIAL Official Rate

Effective Date: 04/30/2012

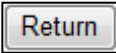
To Currency Code: USD US Dollar

Conversion Rate: 1.00000000 [Exchange Rate Detail](#)

Converted Amount: \$3,975.00 USD [Recalculate](#)

[Return](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
12.	Click the Return button. 

PS9HRTN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Salary Components

John Doe Empl ID: 01100075 Empl Record: 0

Compensation Rate: 3,975.000000 USD


Compensation Frequency: M Monthly

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
NAMNTH	0	3,975.00	USD	Monthly			

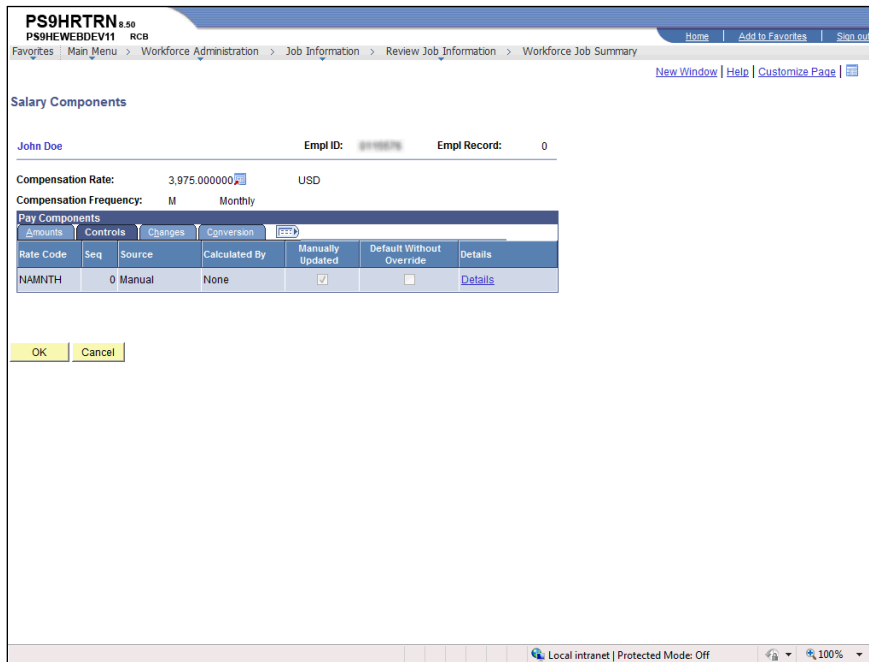
OK Cancel

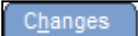
Done Local intranet | Protected Mode: Off 100%

Step	Action
13.	<p>View the Amounts panel.</p> <p>Click the Controls link.</p> 

Training Guide

Human Resources Inquiry - LSUNO 9.1



Step	Action
14.	View the Controls panel. Click the Changes link. 

PS9HRTN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Salary Components

John Doe Empl ID: 01100076 Empl Record: 0

Compensation Rate: 3,975.000000 USD


Compensation Frequency: M Monthly

Pay Components

Rate Code	Seq	Change Amount	Currency Code	Frequency	Change Points	Change Percent
NAMNTH	0	225.000000	USD	Monthly		6.000

OK Cancel

Local intranet | Protected Mode: Off 100%

Step	Action
15.	<p>View the Changes panel.</p> <p>Click the Conversion link.</p> 

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Salary Components

John Doel Empl ID: 9116276 Empl Record: 0

Compensation Rate: 3,975.000000 USD

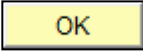

Compensation Frequency: M Monthly

Pay Components

Rate Code	Seq	Converted Comp Rate	Currency Code	Frequency	Apply FTE
NAMNTH	0	3,975.000000	USD	Monthly	<input type="checkbox"/>

OK Cancel

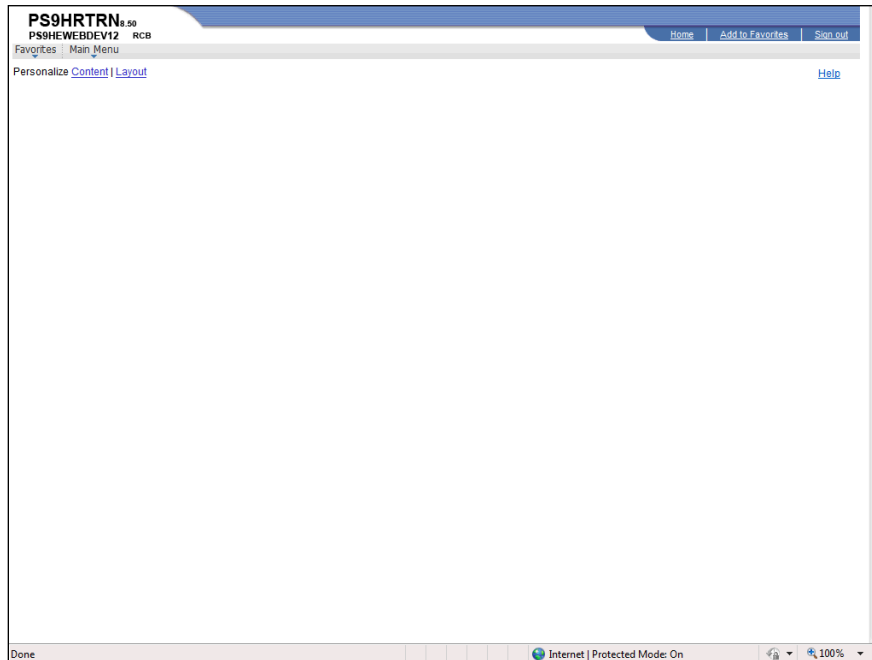
Local intranet | Protected Mode: Off 100%


Step	Action
16.	View the Conversion panel. Click the OK button. 
17.	Click the Home link. 
18.	This completes the View a Job Summary topic. End of Procedure.

Monitor Absence

Procedure

In this topic you will learn how to Monitor Absence.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Workforce Administration menu > Absence and Vacation menu > Track Absence lick the Summary by Employee menu.
3.	You can search for an employee using either the EmplID or the Last Name. The Employee ID number is designated as EmplID in PSHR9. All EmplID's contain seven (7) digits. You must include the preceding zeros when entering the EmplID. To use the EmplID option, simply enter the employee's seven (7) digit number into the EmplID field and click the Search button. It is not recommended to use any of the other search fields.

Training Guide

Human Resources Inquiry - LSUNO 9.1



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Absence and Vacation > Track Absence History > Summary by Employee

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

Summary by Employee

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

Find an Existing Value

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

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Second Last Name: begins with

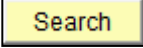
Alternate Character Name: begins with

Middle Name: begins with

Case Sensitive

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

Done Local intranet | Protected Mode: Off 100%

Step	Action
4.	Click the Search button. 

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Absence and Vacation > Track Absence History > Summary by Employee

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

Summary by Employee

[John Doe](#) EMP ID: 0115576 Empl Record: 0

Absence Summary								Customize Find View All	First 17 of 47 Last
Description	Reg Region	Begin Date	Begin Time	End Date	End Time	Duration (Days)	Duration (Hours)	Absence Details	
1 MONTHLY-ANNUAL LEAVE	USA	11/21/2011		11/23/2011			24.00	Absence Details	
2 MONTHLY-SICK LEAVE	USA	10/21/2011		10/21/2011			8.00	Absence Details	
3 MONTHLY-ANNUAL LEAVE	USA	09/19/2011		09/23/2011			40.00	Absence Details	
4 MONTHLY-SICK LEAVE	USA	08/18/2011		08/18/2011			8.00	Absence Details	
5 MONTHLY-SICK LEAVE	USA	07/28/2011		07/28/2011			8.00	Absence Details	
6 MONTHLY-ANNUAL LEAVE	USA	07/05/2011		07/08/2011			32.00	Absence Details	
7 MONTHLY-ANNUAL LEAVE	USA	06/01/2011		06/03/2011			24.00	Absence Details	

[Save](#) [Return to Search](#) [Notify](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
5.	View the Absence Summary by Employee panel. The Absence Details link is not functional at this time.
6.	This completes the Monitor Absence topic. End of Procedure.

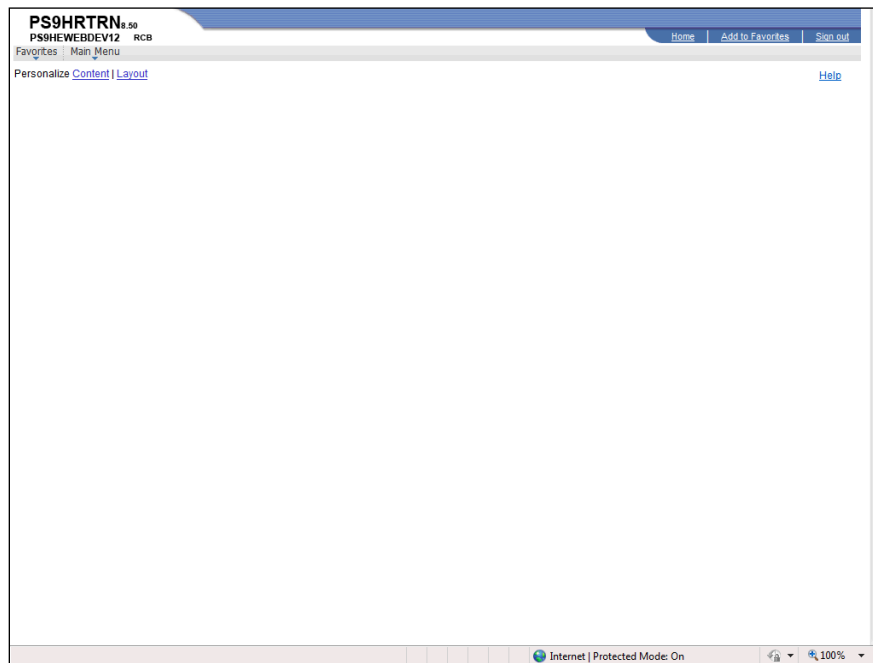
Benefits



Review Accrual Balances

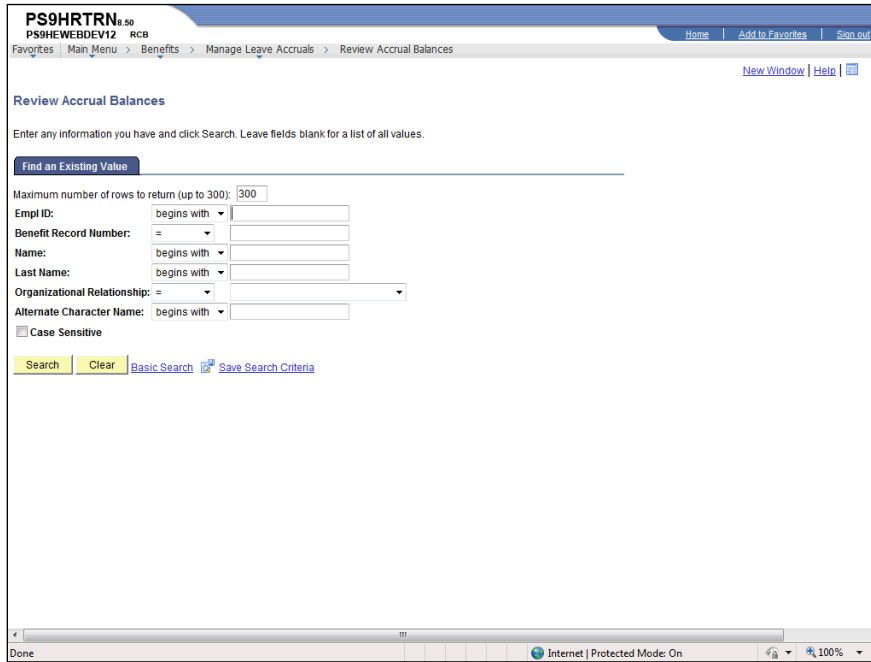
The **Review Accrual Balances** page allows you to view information on an employee's sick and annual leave accrual.

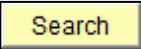
Procedure

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



Step	Action
1.	Click the Main Menu button. 
2.	Click the Benefits menu > Manage Leave Accruals menu.
3.	Click the Review Accrual Balances menu. 



Step	Action
4.	<p>You can search for an employee using either the Empl ID or the Last Name.</p> <p>All Empl ID's contain (7) digits. You must include the preceding zeros when entering the Empl ID.</p> <p>Enter the desired information into the Empl ID field. Enter "000000".</p>
5.	<p>Click the Search button.</p> 

PS9HRTRN^{8.50}
PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Benefits > Manage Leave Accruals > Review Accrual Balances

New Window | Help | Customize Page

Review Accrual Balances

John Doe Employee ID: [REDACTED] Benefit Record: 0

Leave Accruals Find | View All First 1 of 96 Last

Company:	001 LSUHSC-New Orleans	Benefit Program:	FTP Full/Temp/Part-time
Plan Type:	Sick	Currency:	USD
Accrual Date:	11/30/2011		

Accrual Balances - Hours		Service Data	
Carried over from previous year:	224.000000	Service Date:	01/16/2007
Earned Year-to-Date:	110.000000	Service Hours:	8,433.750
Taken Year-to-Date:	32.0000		
Adjusted Year-to-Date:			
Bought Year-to-Date:			
Sold Year-to-Date:			

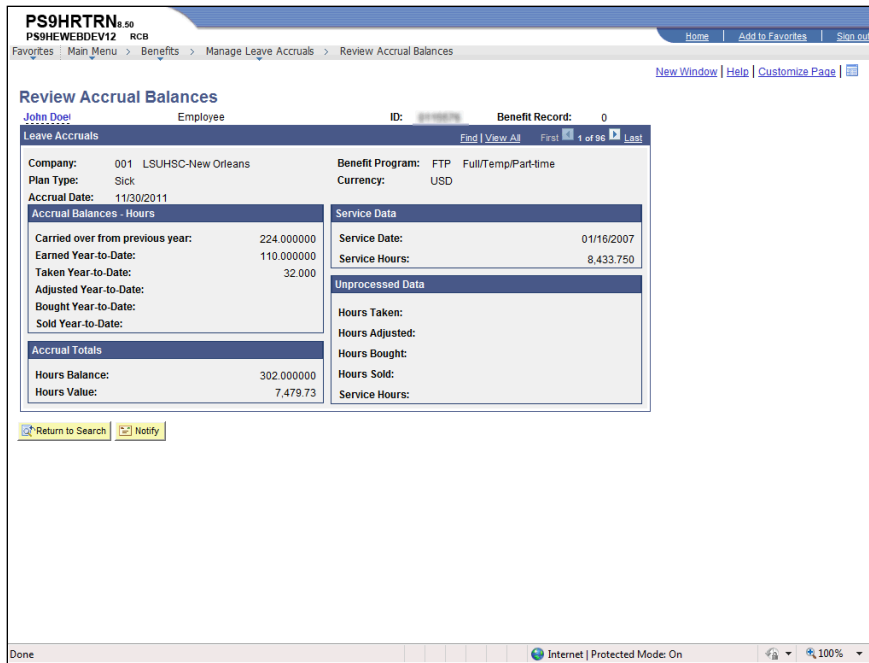
Unprocessed Data	
Hours Taken:	
Hours Adjusted:	
Hours Bought:	
Hours Sold:	
Service Hours:	

Accrual Totals	
Hours Balance:	302.000000
Hours Value:	7,479.73

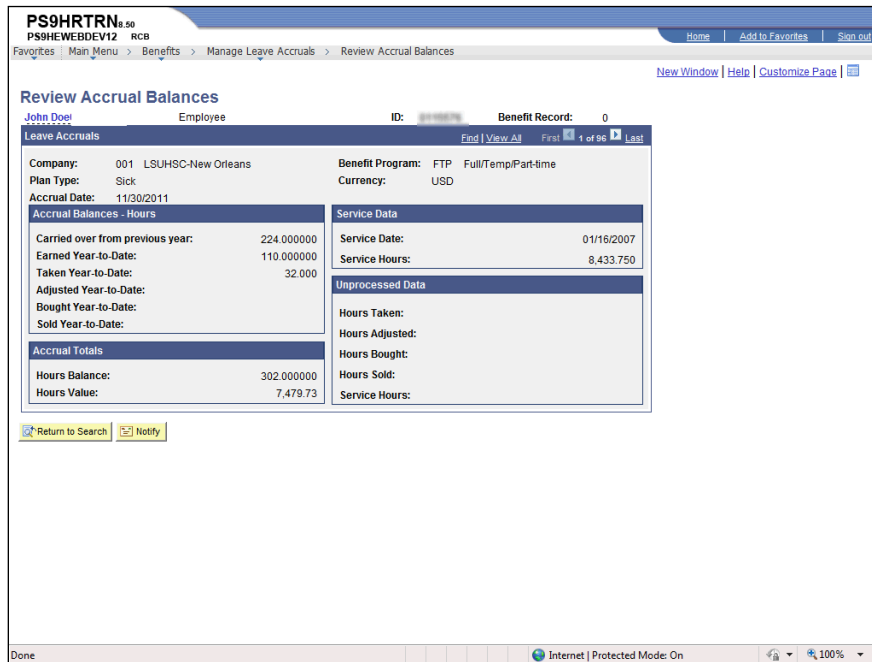
Return to Search | Notify

Done Internet | Protected Mode: On 100%

Step	Action
6.	View the Leave Accrual Balances panel. <i>NOTE: When you access the Leave Accrual Balances panel, the panel defaults to the current row of Sick Leave accrual.</i>



Step	Action
7.	<p>Vacation accrual rows may be viewed by selecting one of the following methods:</p> <ol style="list-style-type: none"> 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.



PS9HRTRN8.50
 PS9HEWBEDEV12 RCB
 Home | Add to Favorites | Sign out

Favorites | Main Menu > Benefits > Manage Leave Accruals > Review Accrual Balances

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

Review Accrual Balances

John Doe Employee ID: [REDACTED] Benefit Record: 0

Leave Accruals [Find](#) | [View All](#) | First 1 of 96 | Last

Company:	001 LSUHSC-New Orleans	Benefit Program:	FTP Full/Temp/Part-time
Plan Type:	Sick	Currency:	USD
Accrual Date:	11/30/2011		

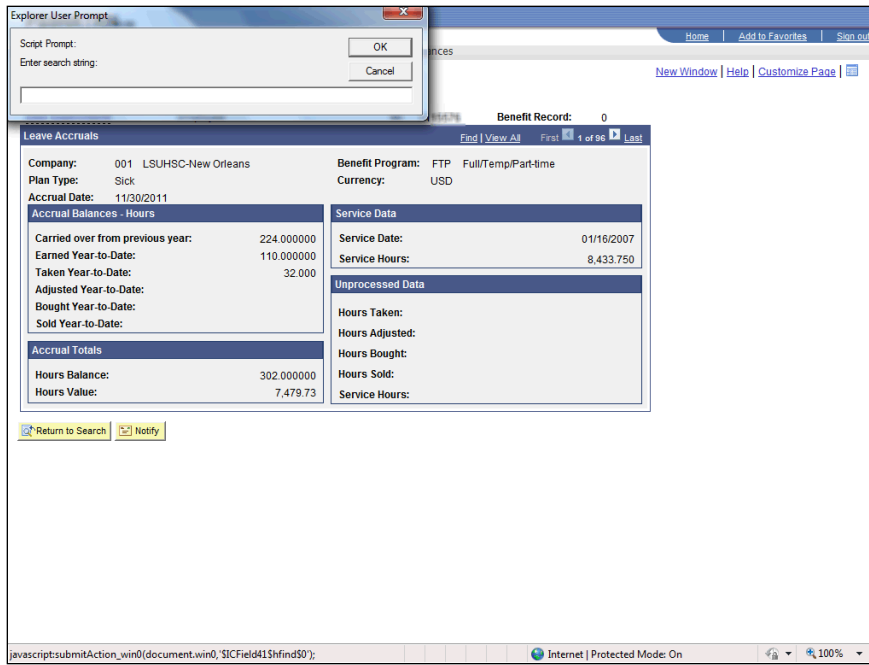
Accrual Balances - Hours		Service Data	
Carried over from previous year:	224.000000	Service Date:	01/16/2007
Earned Year-to-Date:	110.000000	Service Hours:	8,433.750
Taken Year-to-Date:	32.000		
Adjusted Year-to-Date:			
Bought Year-to-Date:			
Sold Year-to-Date:			

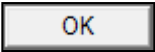
Accrual Totals		Unprocessed Data	
Hours Balance:	302.000000	Hours Taken:	
Hours Value:	7,479.73	Hours Adjusted:	
		Hours Bought:	
		Hours Sold:	
		Service Hours:	

[Return to Search](#) [Notify](#)

Done Internet | Protected Mode: On 100%

Step	Action
8.	Click the Find link. Find



Step	Action
9.	Enter the desired information into the field. Enter " Vacation ".
10.	Click the OK button. 

PS9HRTRN^{8.50}
PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Benefits > Manage Leave Accruals > Review Accrual Balances

New Window | Help | Customize Page

Review Accrual Balances

John Doe Employee ID: [REDACTED] Benefit Record: 0


Leave Accruals Find | View All First 49 of 96 Last

Company:	001 LSUHSC-New Orleans	Benefit Program:	FTP Full/Temp/Part-time
Plan Type:	Vacation	Currency:	USD
Accrual Date:	11/30/2011		

Accrual Balances - Hours		Service Data	
Carried over from previous year:	99.000000	Service Date:	01/16/2007
Earned Year-to-Date:	154.000000	Service Hours:	8,433.750
Taken Year-to-Date:	152.000		
Adjusted Year-to-Date:			
Bought Year-to-Date:			
Sold Year-to-Date:			

Accrual Totals		Unprocessed Data	
Hours Balance:	101.000000	Hours Taken:	
Hours Value:	2,501.50	Hours Adjusted:	
		Hours Bought:	
		Hours Sold:	
		Service Hours:	

Return to Search | Notify

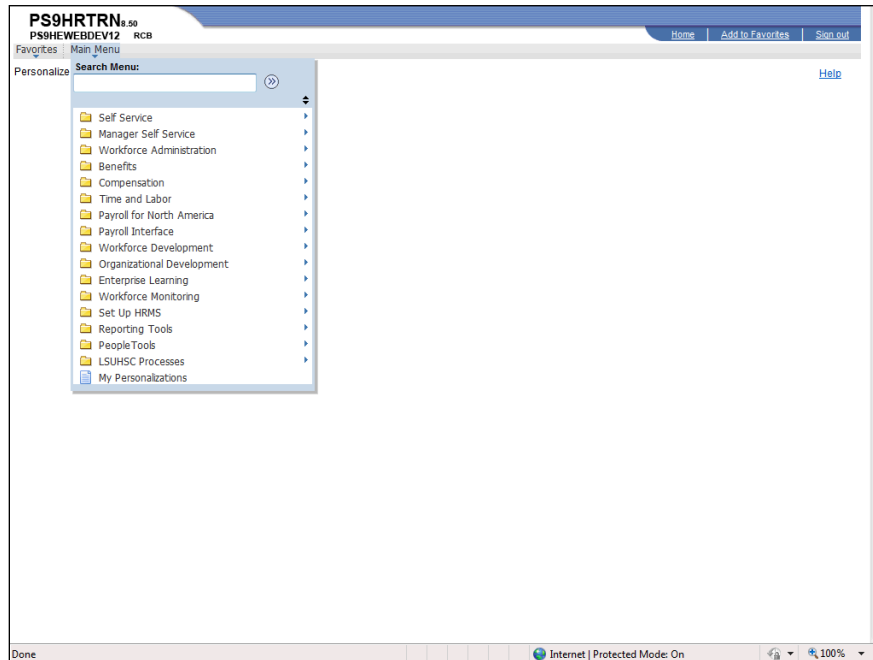
Step	Action
11.	<p>The current Vacation row displays. You may use the scroll areas to view additional rows of Vacation accruals.</p> <p>Click the Home link.</p> 
12.	<p>This completes the Review Accrual Balances topic.</p> <p>End of Procedure.</p>



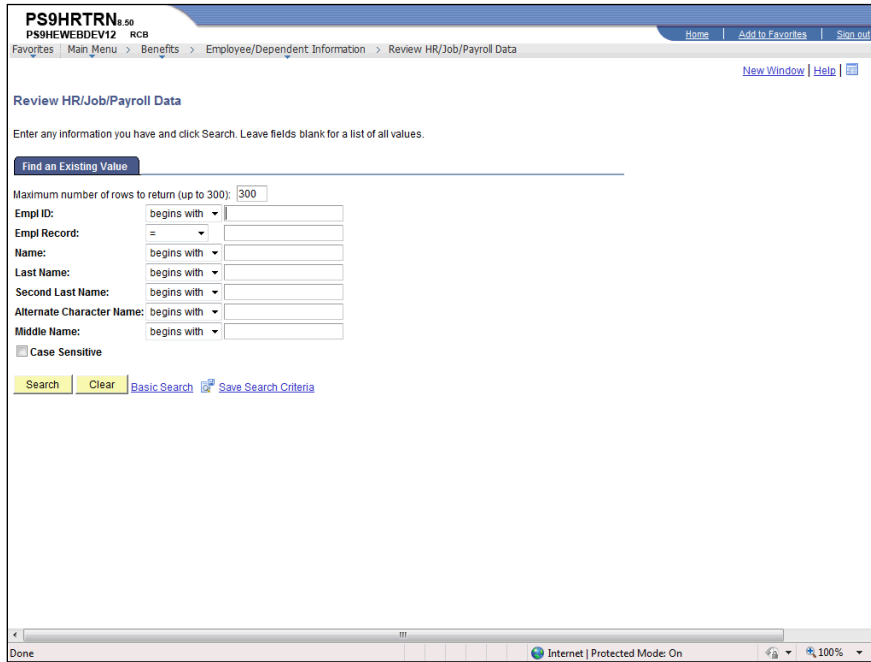
Review Employee Data Summary

Procedure

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




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



PS9HRTRN8.50
 PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

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

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

Review HR/Job/Payroll Data

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

Find an Existing Value

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

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Second Last Name: begins with

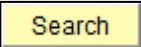
Alternate Character Name: begins with

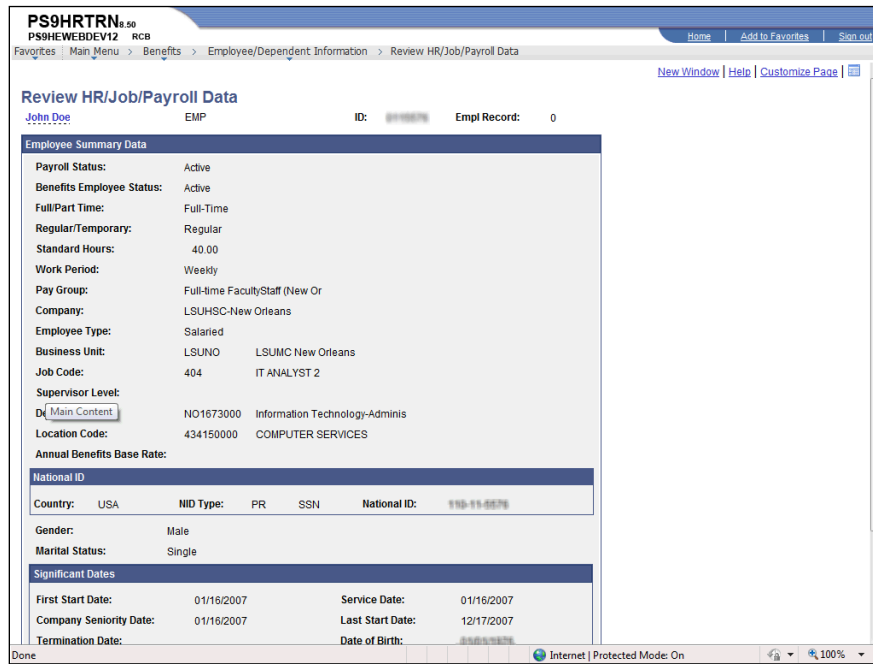
Middle Name: begins with

Case Sensitive

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

Done Internet | Protected Mode: On 100%

Step	Action
4.	<p>You can search for an employee using either the Empl ID or the Last Name.</p> <p>All Empl ID's contain (7) digits. You must include the preceding zeros when entering the Empl ID.</p> <p>Enter the desired information into the Empl ID field. Enter "0000000".</p>
5.	<p>Click the Search button.</p> 



PS9HRTRN8.50
PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

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

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

Review HR/Job/Payroll Data

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

Employee Summary Data

Payroll Status: Active
 Benefits Employee Status: Active
 Full/Part Time: Full-Time
 Regular/Temporary: Regular
 Standard Hours: 40.00
 Work Period: Weekly
 Pay Group: Full-time Faculty/Staff (New Or
 Company: LSUHSC-New Orleans
 Employee Type: Salaried
 Business Unit: LSUNO LSUMC New Orleans
 Job Code: 404 IT ANALYST 2
 Supervisor Level:
 D | Main Content NO1673000 Information Technology-Adminis
 Location Code: 434150000 COMPUTER SERVICES
 Annual Benefits Base Rate:

National ID

Country: USA NID Type: PR SSN National ID: 110-11-0070

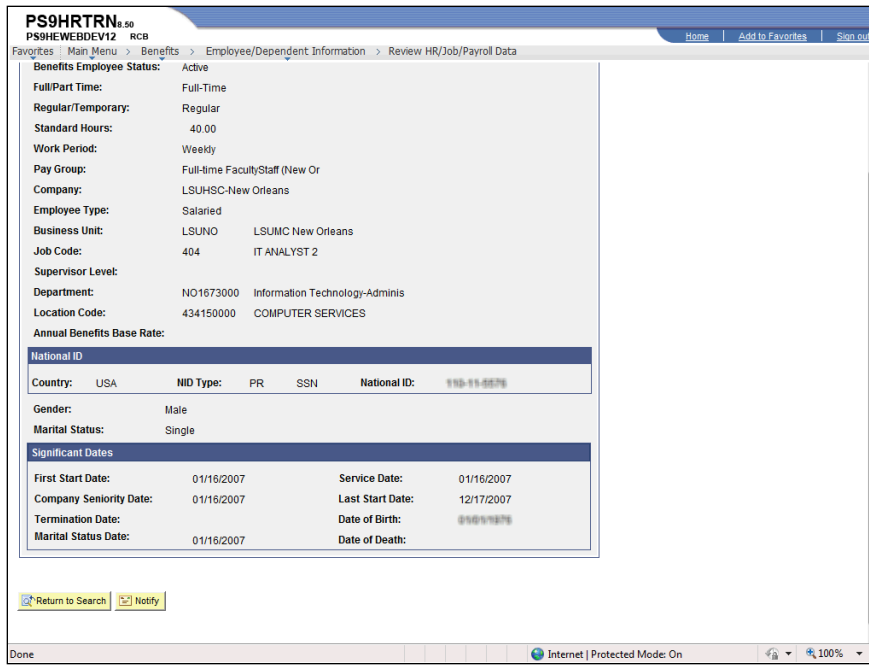
Gender: Male
 Marital Status: Single

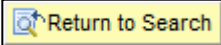
Significant Dates

First Start Date: 01/16/2007 Service Date: 01/16/2007
 Company Seniority Date: 01/16/2007 Last Start Date: 12/17/2007
 Termination Date: Date of Birth: [REDACTED]

Done Internet | Protected Mode: On 100%

Step	Action
6.	View the Employee Data Summary page. Click the scrollbar.



Step	Action
7.	Click the Return to Search button. 
8.	This completes the Review Employee Data Summary topic. End of Procedure.

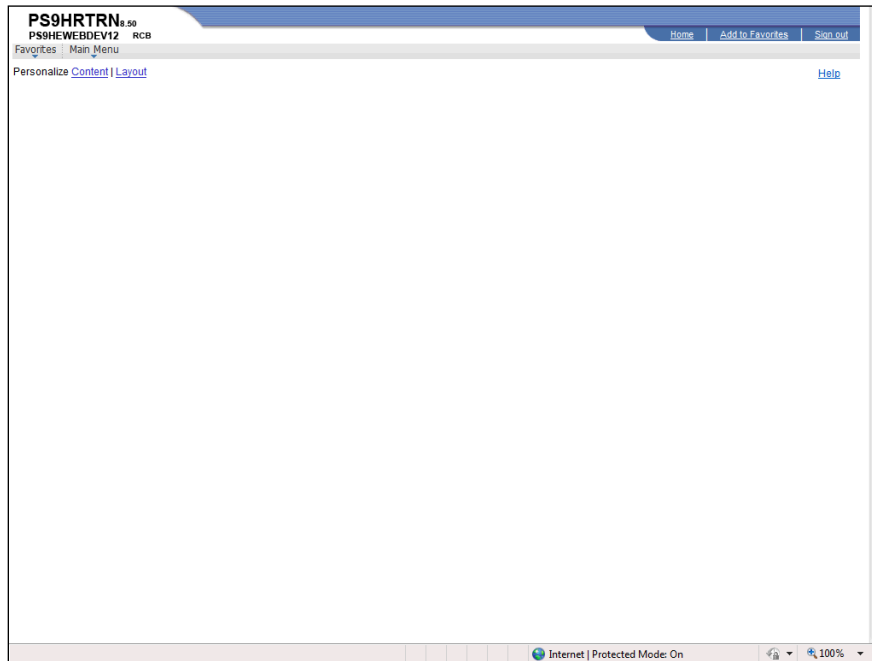
Payroll for North America


Review Paycheck Summary

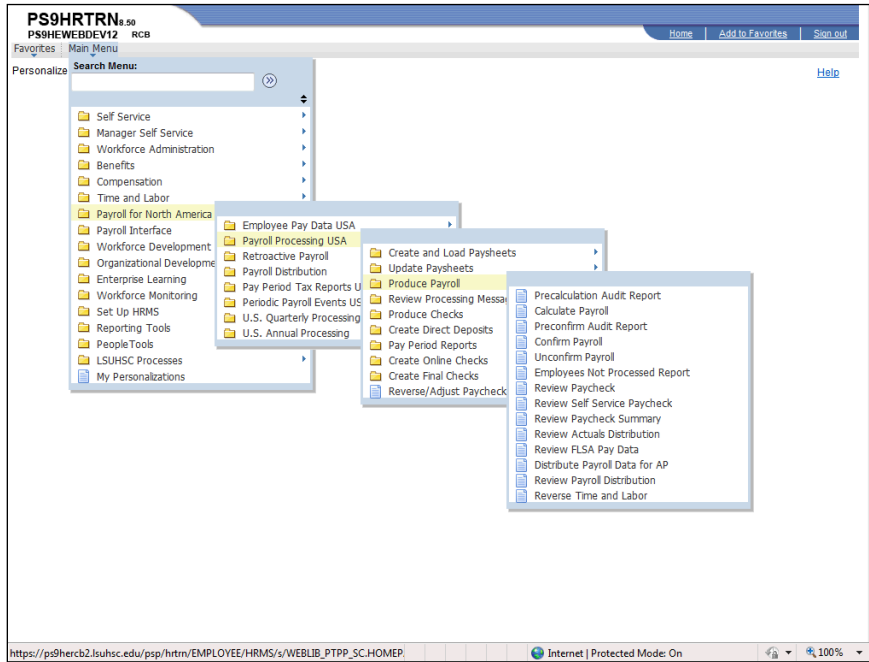
The **Paycheck Summary** page for an employee displays information such as earnings, taxes and deductions for a single paycheck.


Procedure

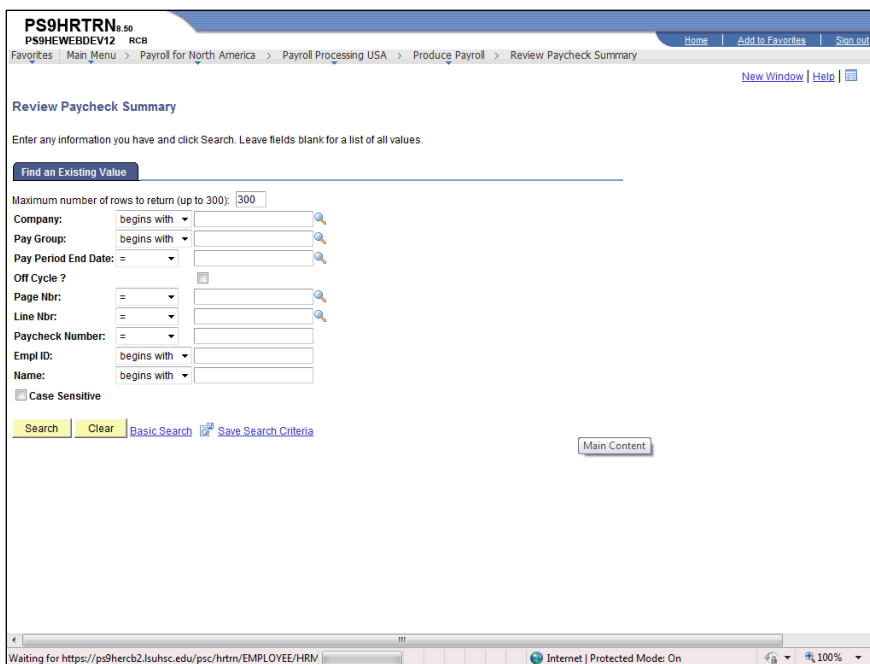
In this topic you will learn how to Review Paycheck Summary.



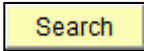
Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Payroll for North America menu > Payroll Processing USA menu > Produce Payroll menu, and the Review Paycheck Summary menu.  Review Paycheck Summary



The screenshot shows a web browser window with the URL `https://ps9hercb2.lsuhs.edu/psc/hrtrn/EMPLOYEE/HRM`. The page title is "PS9HRTN" and the user is logged in as "PS9HEWEBDEV12 RCB". The breadcrumb trail is: Home > Add to Favorites > Sign out > Favorites > Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary. The page content includes a "Review Paycheck Summary" heading and a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" section with a search input field. A "Maximum number of rows to return (up to 300):" field is set to "300". The search criteria include: Company (begins with), Pay Group (begins with), Pay Period End Date (operator and date), Off Cycle? (checkbox), Page Nbr. (operator and number), Line Nbr. (operator and number), Paycheck Number (operator and number), Empl ID (begins with), and Name (begins with). There is a "Case Sensitive" checkbox. At the bottom of the search section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A "Main Content" button is located to the right of the search section.

Step	Action
3.	<p>You can search for an employee using either the Empl ID or the Last Name. All Empl ID's contain seven (7) digits. You must include the preceding zeros when entering the Empl ID.</p> <p>Enter the desired information into the Empl ID field. Enter "0000000".</p>
4.	<p>Click the Search button.</p> 

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Home | Add to Favorites | Sign out

Favorites | Main Menu | Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary

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

Review Paycheck Summary

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

Find an Existing Value

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

Company: begins with []

Pay Group: begins with []

Pay Period End Date: []

Off Cycle?

Page Nbr: []

Line Nbr: []

Paycheck Number: []

Empl ID: begins with []

Name: begins with []

Case Sensitive

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

Search Results

View All First 1-77 of 77 Last

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
001	NBS	0209/2007	Y	7	3	0	NCHECK	2006249	01155578	Cowell, J
001	NBS	0211/2007	N	52	3	0	NCHECK	2006734	01155578	Cowell, J
001	NBS	0225/2007	N	61	3	0	NADVIC	2006735	01155578	Cowell, J
001	NBS	0311/2007	N	60	3	0	NADVIC	2006732	01155578	Cowell, J
001	NBS	0325/2007	N	61	3	0	NADVIC	2006733	01155578	Cowell, J
001	NBS	0408/2007	N	60	3	0	NADVIC	2006743	01155578	Cowell, J
001	NBS	0422/2007	N	60	3	0	NADVIC	2006745	01155578	Cowell, J
001	NBS	0506/2007	N	61	4	0	NADVIC	2006808	01155578	Cowell, J

Internet | Protected Mode: On | 100%

Step	Action
5.	<p>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.</p> <p>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; double-click the Pay Period End Date column title.</p> <p>Pay Period End Date</p>

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PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary

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

Review Paycheck Summary

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

Find an Existing Value

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

Company: begins with

Pay Group: begins with

Pay Period End Date:

Off Cycle?

Page Nbr:

Line Nbr:

Paycheck Number:

Empl ID: begins with

Name: begins with

Case Sensitive

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

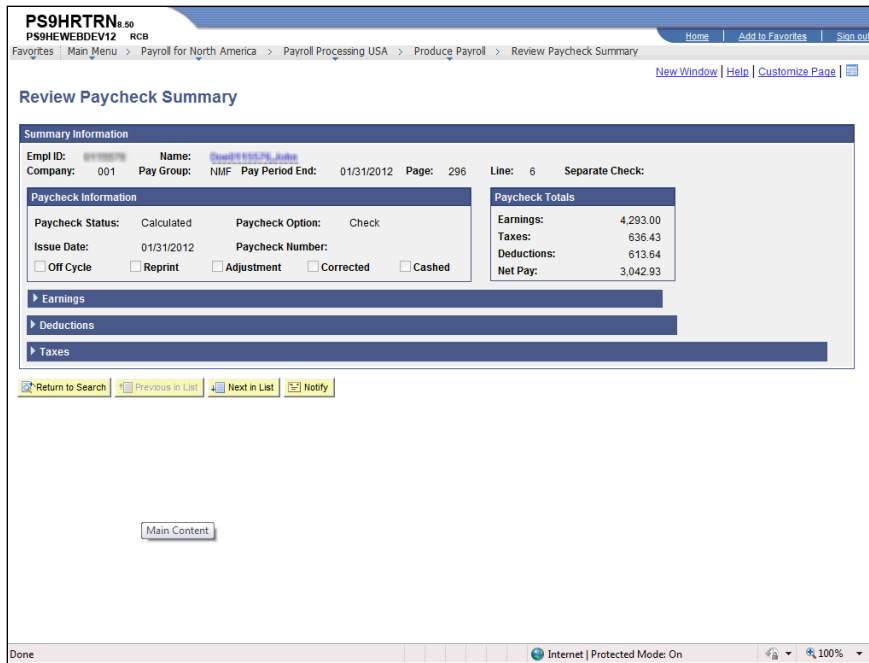
Search Results


View All First 1-77 of 77 Less

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
001	NMF	01/31/2012	N	296	8	0	(blank)	0	01100070	Cowell, J
001	NMF	12/31/2011	N	316	8	0	NADVIC	34286790	01100070	Cowell, J
001	NMF	11/30/2011	N	313	1	0	NADVIC	34286790	01100070	Cowell, J
001	NMF	10/31/2011	N	306	7	0	NADVIC	34286790	01100070	Cowell, J
001	NMF	09/30/2011	N	312	7	0	NADVIC	34286790	01100070	Cowell, J
001	NMF	08/31/2011	N	315	7	0	NADVIC	34286790	01100070	Cowell, J
001	NMF	07/31/2011	N	312	7	0	NADVIC	34286790	01100070	Cowell, J
001	NMF	06/30/2011	N	318	7	0	NADVIC	34286790	01100070	Cowell, J

Internet | Protected Mode: On 100%

Step	Action
6.	<p>The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first.</p> <p>Click the 01/31/2012 option in the Pay Period End Date column.</p> <p>01/31/2012</p>



Step	Action
7.	<p>The Paycheck Summary page summarizes the information found on the paycheck or the pay advice (direct deposit) statement.</p> <p>Check # is the actual Check Number or the Advice Number (i.e. employees who have direct deposit will have an Advice Number).</p> <p>Click the Expand section button.</p> 

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 PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary

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

Review Paycheck Summary

Summary Information

Empl ID: [REDACTED] Name: [View Employee Info](#)
 Company: 001 Pay Group: NMF Pay Period End: 01/31/2012 Page: 296 Line: 6 Separate Check:

Paycheck Information		Paycheck Totals	
Paycheck Status:	Calculated	Paycheck Option:	Check
Issue Date:	01/31/2012	Paycheck Number:	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	
Earnings:	4,293.00	Taxes:	636.43
Deductions:	613.64	Net Pay:	3,042.93

Earnings Find | View All First 1 of 1 Last

Begin Date: 01/01/2012 End Date: 01/31/2012 Add Line Nbr: Reason: Not Specified
 Empl Record: 0 Benefit Record: 0 [Additional Data](#)

Salaried	Hourly	Overtime
Hours: 177.13	Hours: 0.00	Hours: 0.00
Rate: 24.767308	Rate: 0.000000	Rate: 0.000000
Earnings: 4,293.00	Earnings: 0.00	Earnings: 0.00
Rate Code:	Rate Code:	Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 State: LA Locality:



Other Earnings Customize | Find | First 1 of 1 Last

Code	Description	Rate Code	Rate Used	Hours	Rate	Amount	Source

Deductions

Taxes

Internet | Protected Mode: On 100%

Step	Action
8.	View the Earnings section. Click the Collapse section button. 
9.	Click the Expand section button. 

PS9HRTRN^{8.50}
PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary

New Window | Help | Customize Page

Review Paycheck Summary

Summary Information

Empl ID: 001 Name: [David J. Hulse](#)
Company: 001 Pay Group: NMF Pay Period End: 01/31/2012 Page: 296 Line: 6 Separate Check:

Paycheck Information		Paycheck Totals	
Paycheck Status:	Calculated	Paycheck Option:	Check
Issue Date:	01/31/2012	Paycheck Number:	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	
Earnings:	4,293.00	Taxes:	636.43
Deductions:	613.64	Net Pay:	3,042.93

► Earnings



▼ Deductions

Benefit Record	Code	Description	Class	Amount	Calculated Base
0	HLP83	LSU First OPTION1 B-TAX	Before-Tax	146.04	
0	HLP83	LSU First OPTION1 B-TAX	Nontaxable	438.12	
0	ANN021	TIAA-CREF ANNUITY	Before-Tax	100.00	
0	RET002	TEACHERS	Before-Tax	343.44	4,293.00
0	RET002	TEACHERS	Nontaxable	1,017.44	4,293.00
999	GEN023	LSUNO-PARKING BTAX	Before-Tax	24.16	

► Taxes

Return to Search | Previous in List | Next in List | Notify

Internet | Protected Mode: On | 100%

Step	Action
10.	View the Deductions section. Click the Collapse section button. 
11.	Click the Expand section button. 

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PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck Summary

New Window | Help | Customize Page

Review Paycheck Summary

Summary Information

Empl ID: [REDACTED] Name: [REDACTED]
Company: 001 Pay Group: NMF Pay Period End: 01/31/2012 Page: 296 Line: 6 Separate Check:

Paycheck Information				Paycheck Totals	
Paycheck Status:	Calculated	Paycheck Option:	Check	Earnings:	4,293.00
Issue Date:	01/31/2012	Paycheck Number:		Taxes:	636.43
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions:	613.64
			<input type="checkbox"/> Cashed	Net Pay:	3,042.93

► Earnings

► Deductions

▼ Taxes

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount	PA EIT Work PSD Code	PA EIT Residence PSD Code
US Federal					MED/EE	4,122.80	59.78		
US Federal					Withholding	3,679.36	465.05		
US Federal					Med/ER	4,122.80	59.78		
State	LA	Y			Withholding	3,679.36	111.60		
State	LA				Unempl ER	3,577.20			

Return to Search | Previous in List | Next in List | Notify

Internet | Protected Mode: On | 100%

Step	Action
12.	View the Taxes section. Click the Home link. Home
13.	This completes the Review Paycheck Summary topic. End of Procedure.

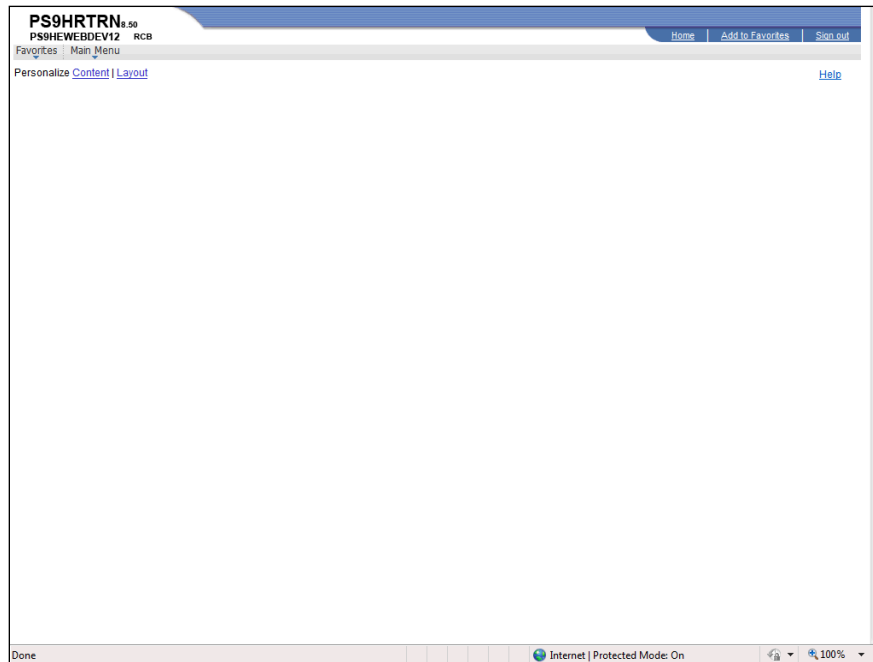



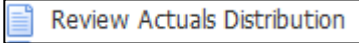
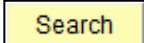
Review Actuals Distribution

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. 
2.	Click the Payroll Processing USA menu.
3.	Click the Payroll Processing USA menu, and the Produce Payroll menu.
4.	Click the Payroll Processing USA menu > Payroll Processing USA menu > Produce Payroll menu, then click the Review Actuals Distribution menu. 
5.	You can search for an employee using either the Empl ID or the Last Name. All Empl ID's contain seven (7) digits. You must include the preceding zeros when entering the Empl ID. Click the Search button. 

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Home | Add to Favorites | Sign out

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

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

Review Actuals Distribution

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

Find an Existing Value

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

Company: begins with []
 Pay Group: begins with []
 Pay Period End Date: = []
 Off Cycle?
 Page Nbr: = []
 Line Nbr: = []
 Separate Check Nbr: = []
 Paycheck Number: = []
 Empl ID: begins with []
 Name: begins with []

Case Sensitive

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

Search Results

View All | First | 1-59 of 59 | Last

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
002	SMG	06/30/2007	N	10	Z	0	SCHECK	2497001	0110070	John Crowl
002	SMG	07/31/2007	N	10	S	0	SCHECK	2497111	0110070	John Crowl
002	SMG	08/31/2007	N	11	Z	0	SADVIC	2497004	0110070	John Crowl
002	SMG	09/30/2007	N	11	Z	0	SADVIC	2497002	0110070	John Crowl
002	SMG	10/31/2007	N	11	Z	0	SADVIC	2497001	0110070	John Crowl
002	SMG	11/30/2007	N	10	S	0	SADVIC	2497005	0110070	John Crowl
002	SMG	12/31/2007	N	10	S	0	SADVIC	2497003	0110070	John Crowl

Done | Internet | Protected Mode: On | 100%

Step	Action
6.	<p>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.</p> <p>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; double-click the Pay Period End Date title column title.</p> <p>Pay Period End Date</p>

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PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

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

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

Review Actuals Distribution

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

Find an Existing Value

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

Company: begins with []

Pay Group: begins with []

Pay Period End Date: []

Off Cycle?

Page Nbr: []

Line Nbr: []

Separate Check Nbr: []

Paycheck Number: []

Empl ID: begins with []

Name: begins with []

Case Sensitive

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

Search Results

View All | First | 1-59 of 59 | Last

Company	Pay Group	Pay Period End Date	Off Cycle?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
002	SMG	12/31/2011	N	10	Z	0	SADVIC	21050724	01155679	John Cheadle
002	SMG	11/30/2011	N	10	Z	0	SADVIC	21050723	01155679	John Cheadle
002	SMG	10/31/2011	N	10	Z	0	SADVIC	21050722	01155679	John Cheadle
002	SMG	09/30/2011	N	10	Z	0	SADVIC	21050721	01155679	John Cheadle
002	SMG	08/31/2011	N	11	1	0	SADVIC	21044388	01155679	John Cheadle
002	SMG	07/31/2011	N	9	Z	0	SADVIC	21050720	01155679	John Cheadle
002	SMG	06/30/2011	N	9	7	0	SADVIC	21050719	01155679	John Cheadle

Internet | Protected Mode: On | 100%

Step	Action
7.	<p>The Pay Period End Date now lists paychecks in descending order, with the most current paycheck distributed listed first.</p> <p>Click 12/31/2011 option in the Pay Period End Date column.</p> <p>12/31/2011</p>
8.	<p>The account(s) to which the employee's pay is being charged are found on the Earnings panel.</p>

Training Guide

Human Resources Inquiry - LSUNO 9.1



PS9HRTRN 8.50
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Home | Add to Favorites | Sign out

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

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

Earnings | **Deductions** | **Taxes**

Company: 002 Pay Group: SMG Pay End Date: 12/31/2011
 Off Cycle Page: 10 Line: 7
 Empl ID: Name: @saw115876_John

Earnings

Separate Check: 0 Empl Record: 1
 Earnings Code: REG-GRAD Amount: 2,000.00

Distribution

Fiscal Year: 2012 Period: 6 Amount: 1,833.34

ChartFields

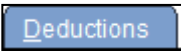
Combination Code	Account	Department	Project/Grant	Product	Fund Code	Program Code
0103000000-504000	504000	1103000			111	00001

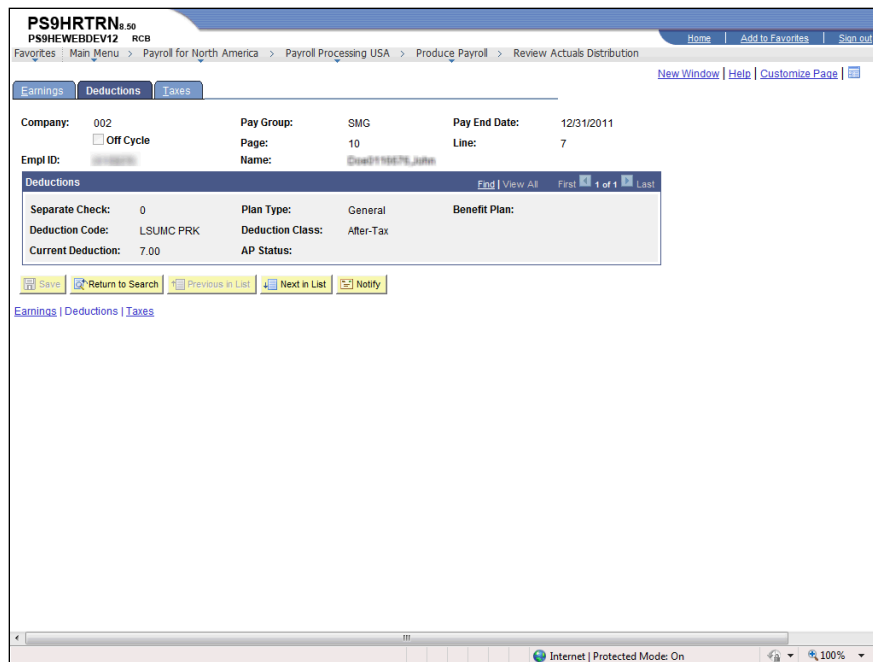
Department: SH1103000 Currency: USD
 Job Code: 966 Position: 00024470 Position Pool ID:

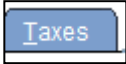
[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

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

Internet | Protected Mode: On 100%

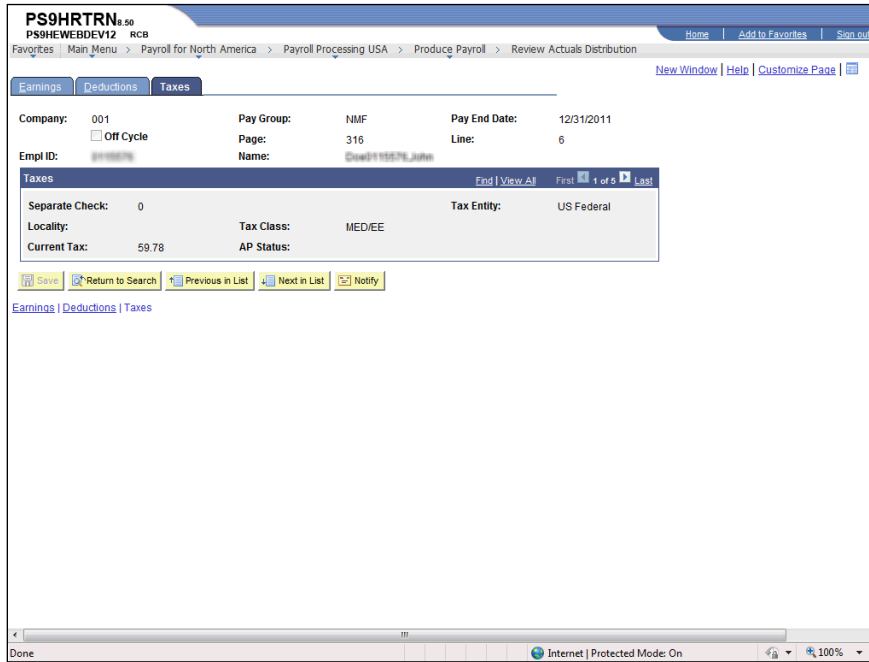
Step	Action
9.	Click the Deductions tab. 



Step	Action
10.	<p>View the Deductions panel.</p> <p>Click the Taxes tab,</p> 

Training Guide

Human Resources Inquiry - LSUNO 9.1



Step	Action
11.	View the Taxes Tab Click the Home link. Home
12.	This completes the Review Actuals Distribution topic. End of Procedure.

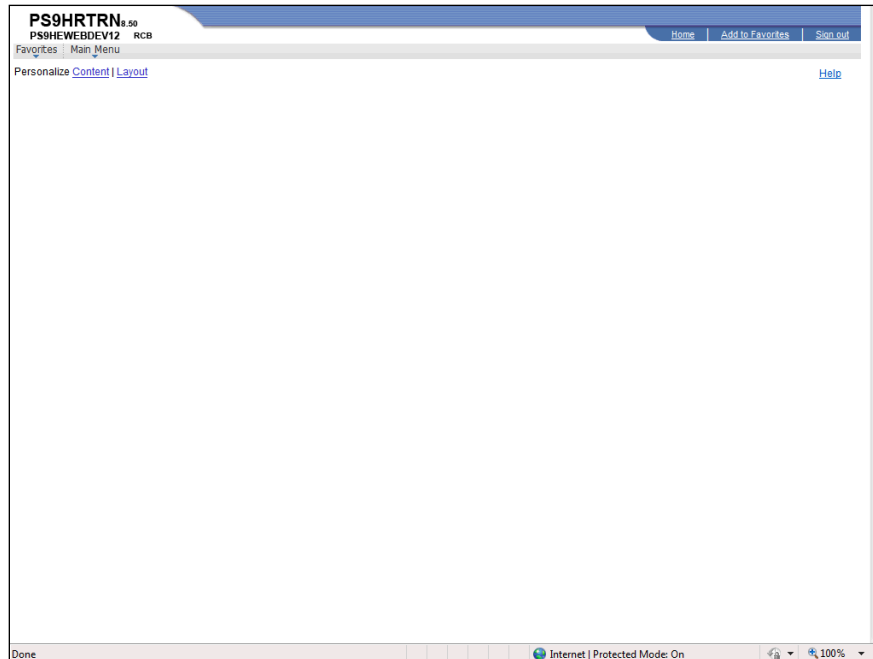
Workforce Development

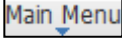

View Professional Education & Training

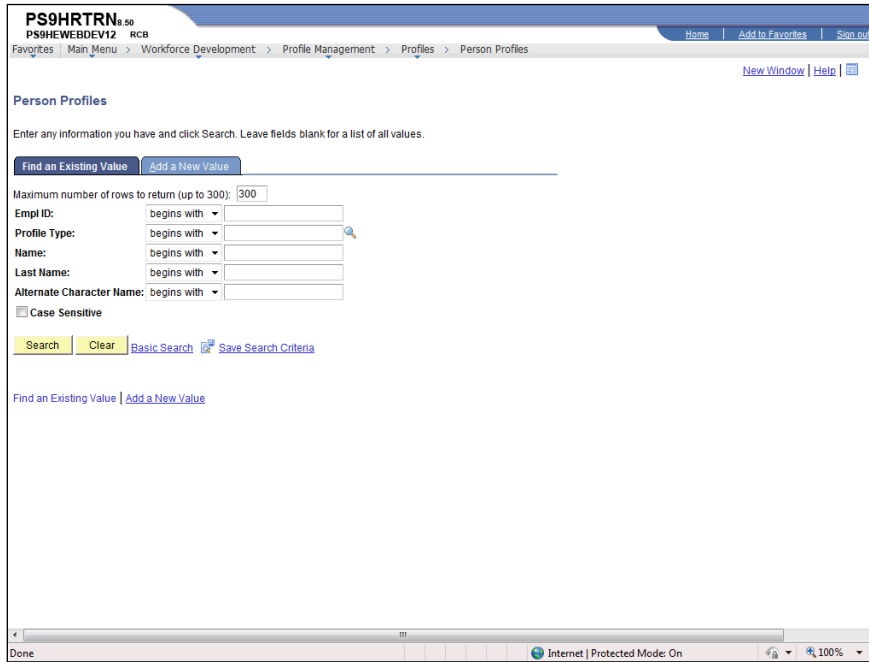
The **Person Profile/Education** page shows all of an employee's educational degrees.

Procedure

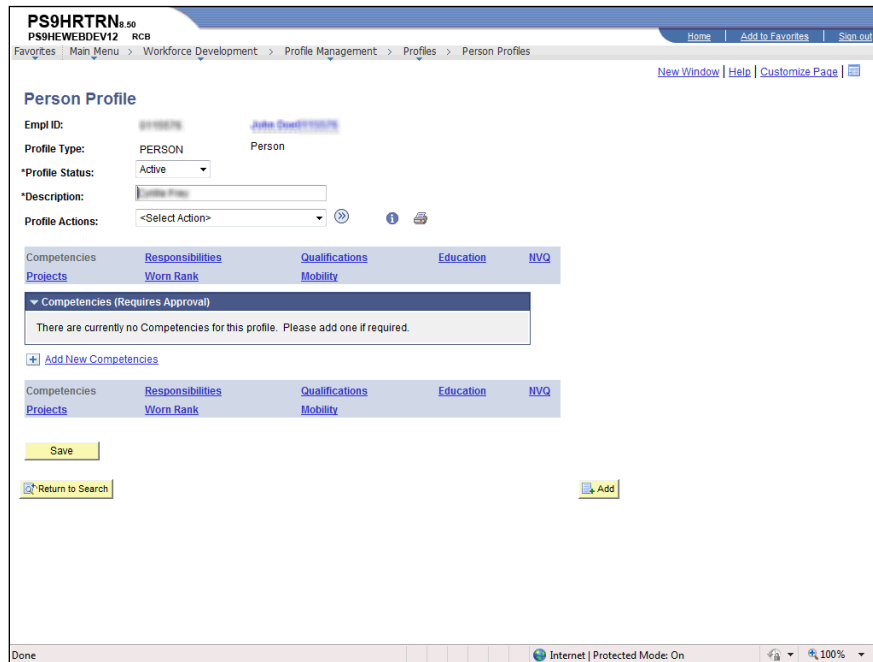
In this topic you will learn how to View Professional Education & Training.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Workforce Development menu > Profile Management menu > Profiles menu, and the Person Profiles menu. 



Step	Action
3.	<p>You can search for an employee using either the Empl ID or the Last Name. All Empl ID's contain seven (7) digits. You must include the preceding zeros when entering the Empl ID.</p> <p>Enter the desired information into the Empl ID field. Enter "0000000".</p>
4.	<p>Click the Search button.</p> <div data-bbox="347 1209 488 1255" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Search</div>



Step	Action
5.	Click the Education link. Education

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

New Window | Help | Customize Page

Person Profile

Empl ID: 8118876 [John Dowd 8118876](#)

Profile Type: PERSON Person

*Profile Status: Active

*Description:

Profile Actions: <Select Action>

Competencies | Responsibilities | Qualifications | Education | NVQ

Projects | Worn Rank | Mobility

▼ School Education (Approval Not Required) [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

ID	Education Level	
UNK	Unknown	

[Add New School Education](#)

▼ Degrees (Approval Not Required) [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

ID	Degree	Major Code	
20	Bachelor's Degree	Computer and Information Scien	

[Add New Degrees](#)

▼ Areas of Study (Approval Not Required)

There are currently no Areas of Study for this profile. Please add one if required.

[Add New Areas of Study](#)

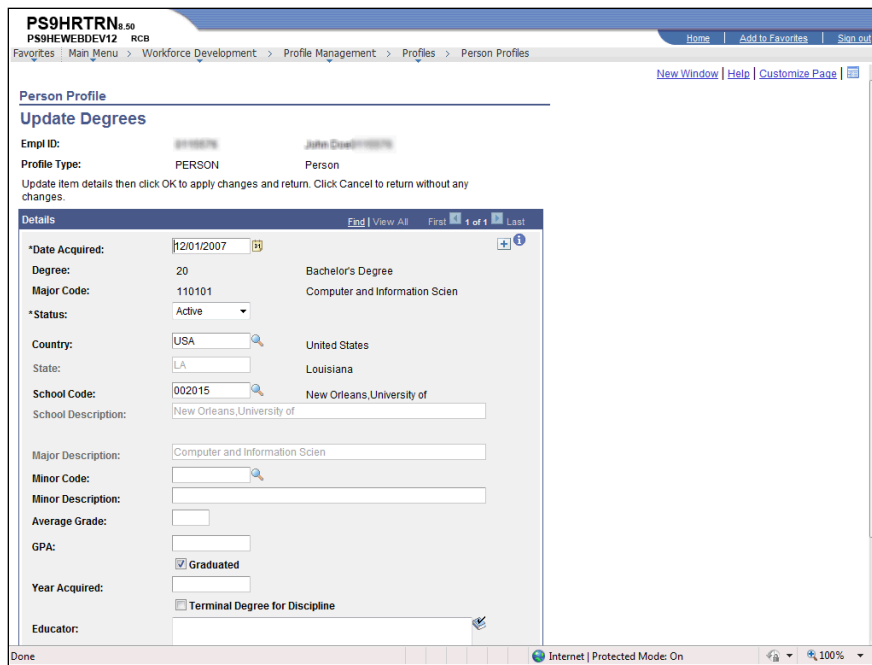
Competencies | Responsibilities | Qualifications | Education | NVQ


Projects | Worn Rank | Mobility

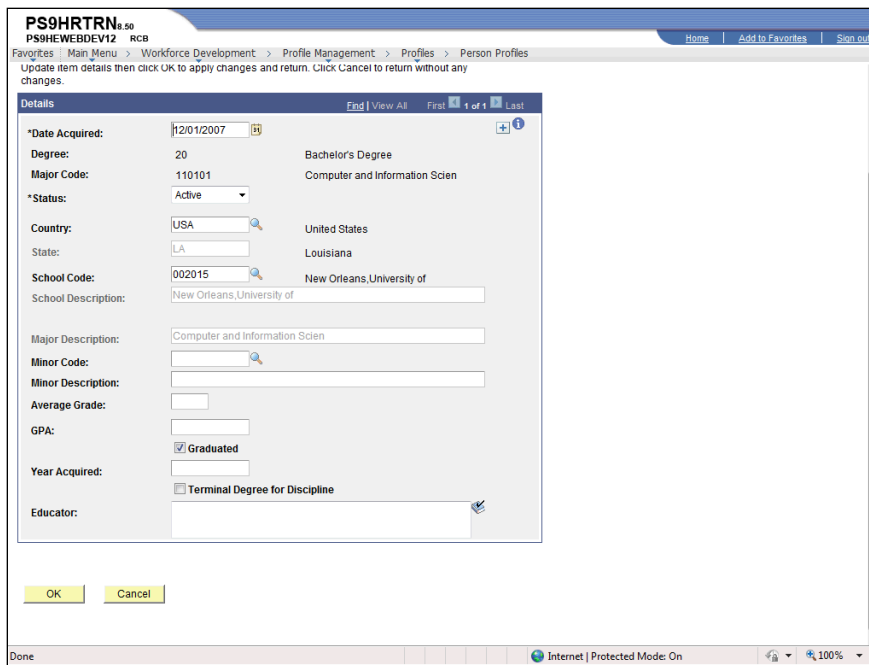
Save

Done Internet | Protected Mode: On 100%

Step	Action
6.	Click the Bachelor's Degree link. Bachelor's Degree



Step	Action
7.	Click the scrollbar to scroll to the bottom of the screen. 



PS9HRTRN 8.50
PS9HEWBEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

End | View All | First 1 of 1 | Last

***Date Acquired:** 12/01/2007

Degree: 20 Bachelor's Degree

Major Code: 110101 Computer and Information Scien

***Status:** Active

Country: USA United States

State: LA Louisiana

School Code: 002015 New Orleans,University of

School Description: New Orleans,University of

Major Description: Computer and Information Scien

Minor Code:

Minor Description:

Average Grade:

GPA:

Graduated

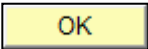
Year Acquired:

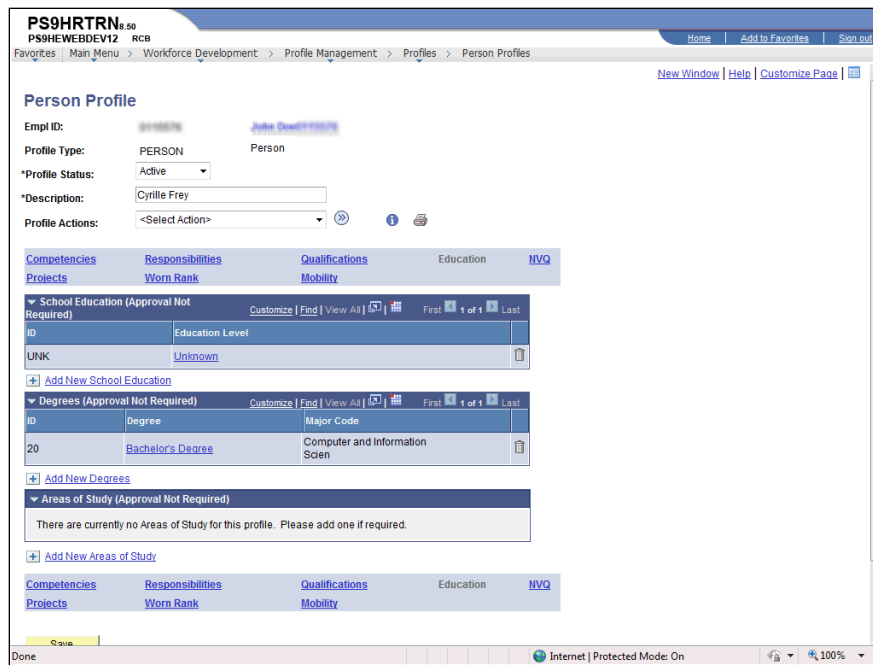
Terminal Degree for Discipline


Educator:

OK Cancel

Done Internet | Protected Mode: On 100%

Step	Action
8.	Click the OK button. 



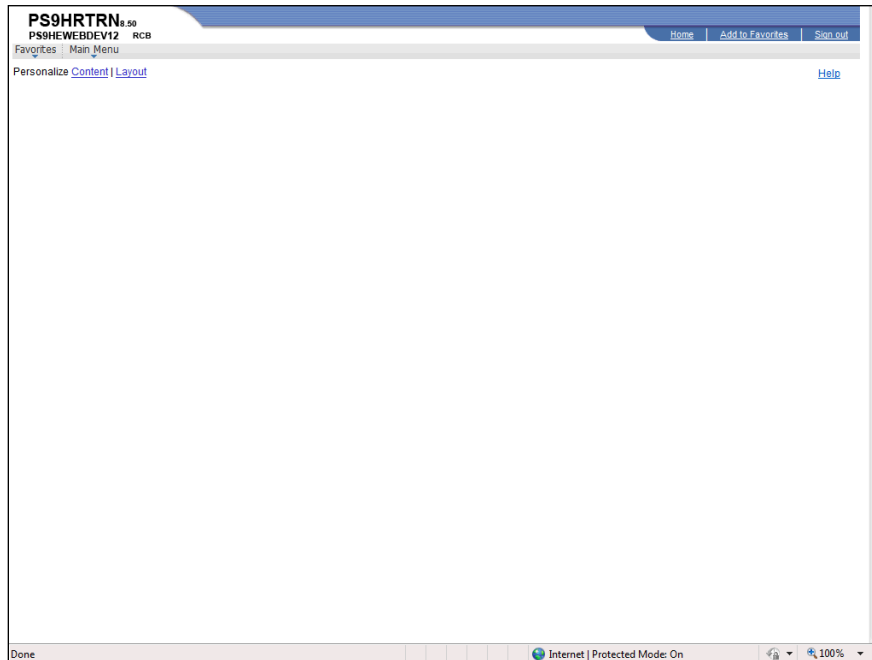
Step	Action
9.	Click the Home link. 
10.	This completes the View Professional Education & Training topic. End of Procedure.


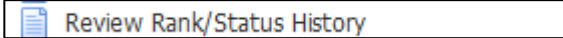


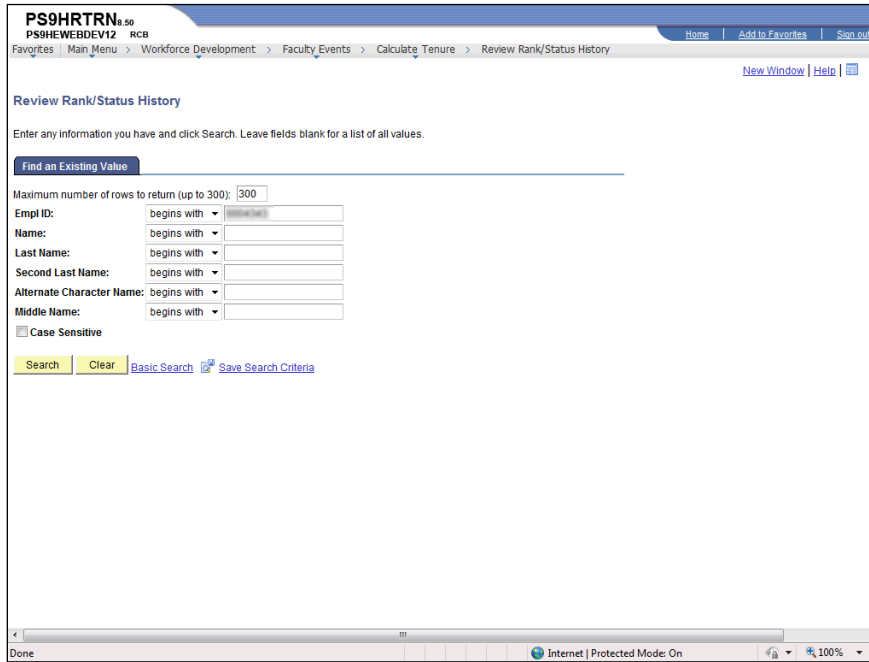
View Faculty Tenure

Procedure

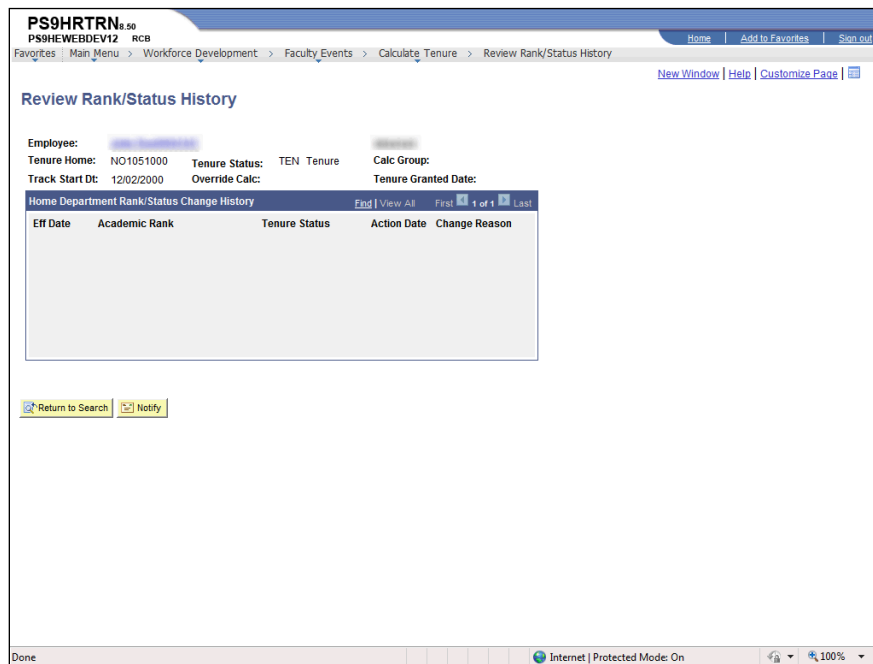
In this topic you will learn how to View Faculty Tenure.




Step	Action
1.	Click the Main Menu button. 
2.	Click the Workforce Development menu > Faculty Events menu > Calculate Tenure menu, and the Review Rank/Status History menu. 



Step	Action
3.	<p>You can search for an employee using either the Empl ID or the Last Name. All Empl ID's contain seven (7). You must include the preceding zeros when entering the Empl ID.</p> <p>Enter the desired information into the Empl ID field. Enter "0000000".</p>
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <p style="background-color: #ffff00; padding: 2px 10px;">Search</p> </div>



Step	Action
5.	<p>View the Change History page for the employee's Academic Rank and Tenure Status.</p> <p>Click the Home link.</p> 
6.	<p>This completes the View Faculty Tenure topic.</p> <p>End of Procedure.</p>

Organizational Development

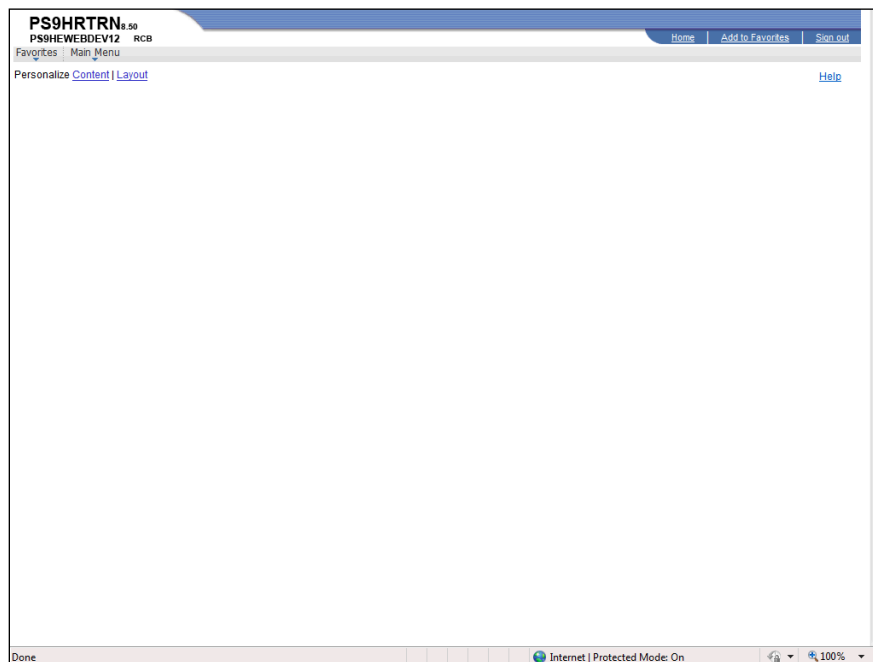
Position Data consists of information (such as job code, Department ID, location code, and pay group) directly associated with a position. Every employee in the institution has a position in PeopleSoft. When an employee fills a position or transfers to another position, he or she inherits all of the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

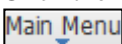
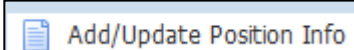
Many of the fields found on the pages of the **Manage Positions** components are contained in the Job Data pages. After a position is approved, it is input into the system by Human Resources. Once someone is hired, the data from the **Manage Positions** pages automatically populate to the Job Data pages.

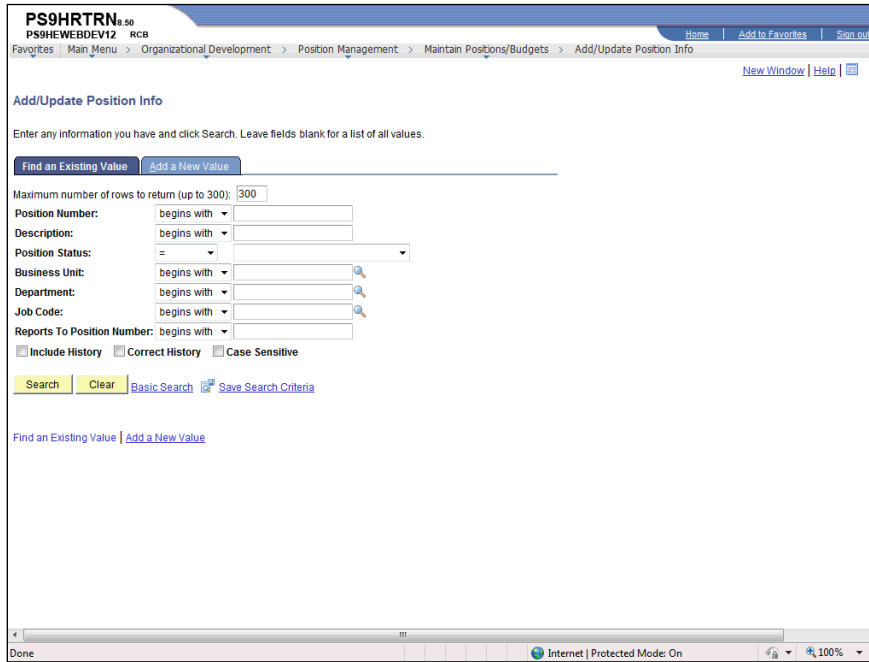
Manage Positions

Procedure

In this topic you will learn how to Manage Positions.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Organizational Development menu > Position Management menu > Maintain Positions/Budgets menu, and the Add/Update Position Info menu 



Step	Action
3.	<p>The Position Number is an 8-digit number. You must include the preceding zeros when entering the position number. The Position Number can be found on the Work Location panel of the Job Data section.</p> <p>Enter the desired information into the Position Number field. Enter "00034097".</p>
4.	<p>Click the Search button.</p> <div data-bbox="347 1209 488 1255" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Search</div>

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Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

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

Position Information Find | View All First 1 of 1 Last

Position Number: 00034097
Headcount Status: Filled Current Head Count: 1 out of 1

*Effective Date: 06/16/2002 *Status: Active
Reason: UPD Position Data Update Action Date: 06/14/2002
*Position Status: Approved Status Date: 08/01/2001 Key Position

Job Information

*Business Unit: LSUNO LSUMC New Orleans
*Job Code: 264 PROJECT COORDINATOR
*Reg/Temp: Regular *Full/Part Time: Full-Time
*Regular Shift: N/A Union Code:
*Title: PROJECT COORDINATOR Short Title: PROJECT CO [Detailed Position Description](#)

Work Location

*Reg Region: USA United States
*Department: NO1673200 PEOPLESOFT ADMIN SUPPORT ORG Company: 001 LSUHSC-New Orleans
*Location: 488150001 PEOPLESOFT/MATT GEDGE/HOME COD
Reports To: Dot-Line:
Supervisor Lvt: Security Clearance:

Salary Plan Information

Salary Admin Plan: UNC Grade: Step:

Done Internet | Protected Mode: On 100%

Step	Action
5.	View the Description page.



Description Fields

Position Number - An auto-assigned number. Every employee is given a Position Number.

Headcount Status - Indicates whether or not an employee holds the position (Filled).

Current Head Count - The number of people currently in the position.

Effective Date - Shows the date an action/reason begins. An effective date of 1901 indicates this information was brought over during the conversion to PeopleSoft.

Status - Refers to the position **not** the employee.

Reason - What occurred to the position (e.g. to track history).

Action Date - The date of input of the action.

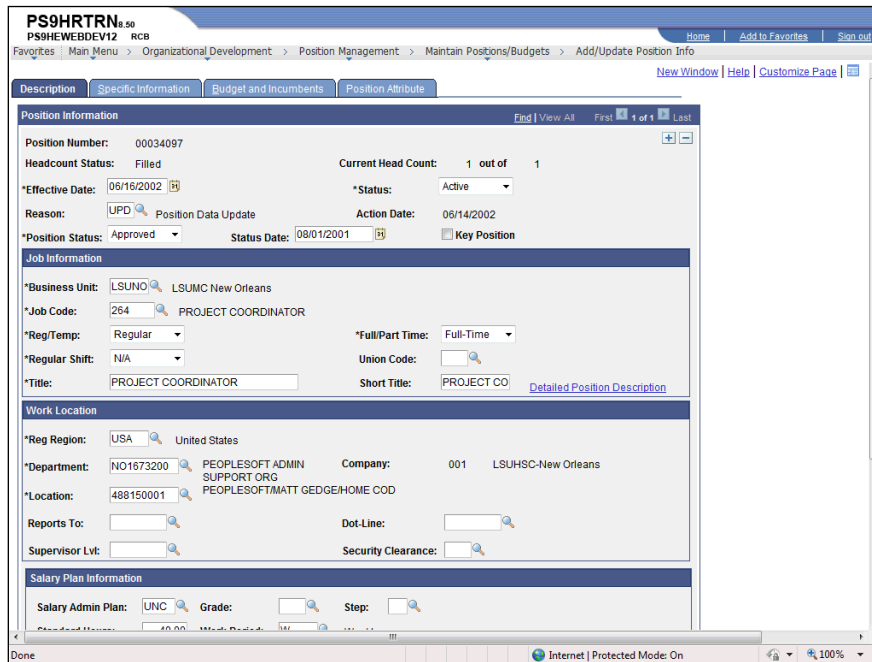
Position Status -

Status Date - Date the action began.

Key Position -

Dot-Line - Is not used at this time.

Security Clearance - Is not used at this time.



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PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

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

Position Information Find | View All First 1 of 1 Last

Position Number: 00034097
Headcount Status: Filled Current Head Count: 1 out of 1
*Effective Date: 06/16/2002 *Status: Active
Reason: UPD Position Data Update Action Date: 06/14/2002
*Position Status: Approved Status Date: 08/01/2001 Key Position

Job Information


*Business Unit: LSUNO LSUMC New Orleans
*Job Code: 264 PROJECT COORDINATOR
*Reg/Temp: Regular *Full/Part Time: Full-Time
*Regular Shift: N/A Union Code:
*Title: PROJECT COORDINATOR Short Title: PROJECT CO [Detailed Position Description](#)

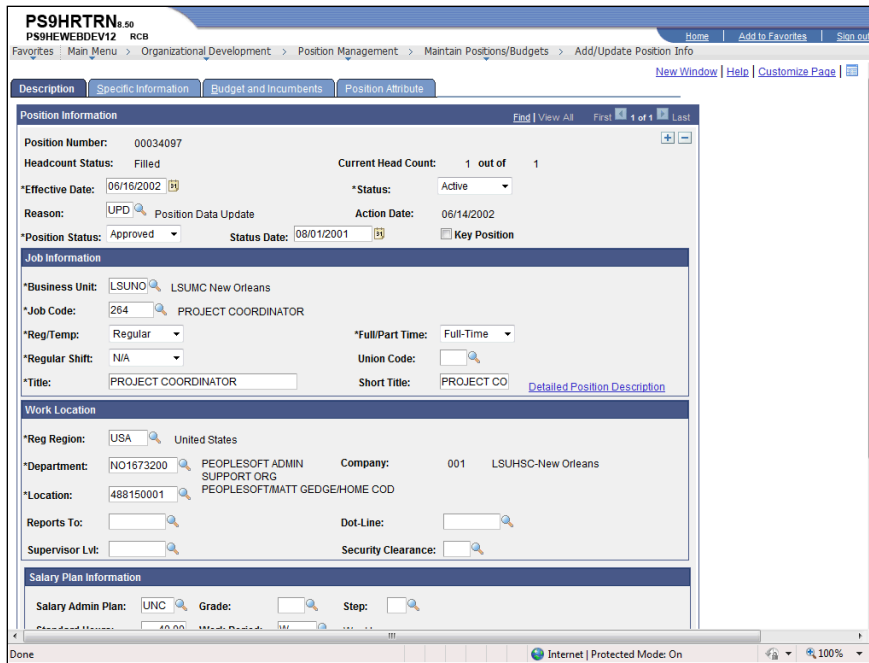
Work Location

*Reg Region: USA United States
*Department: NO1673200 PEOPLESOFT ADMIN SUPPORT ORG Company: 001 LSUHSC-New Orleans
*Location: 488150001 PEOPLESOFT/MATT GEDGE/HOME COD
Reports To: Dot-Line:
Supervisor Lvt: Security Clearance:

Salary Plan Information

Salary Admin Plan: UNC Grade: Step:

Step	Action
6.	Click the Down button of the scrollbar to view additional information on the Description page. 



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PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Description | Specific Information | Budget and Incumbents | Position Attribute

Position Information Find | View All First 1 of 1 Last

Position Number: 00034097
Headcount Status: Filled Current Head Count: 1 out of 1
*Effective Date: 06/16/2002 *Status: Active
Reason: UPD Position Data Update Action Date: 06/14/2002
*Position Status: Approved Status Date: 08/01/2001 Key Position

Job Information

*Business Unit: LSUNO LSUMC New Orleans
*Job Code: 264 PROJECT COORDINATOR
*Reg/Temp: Regular *Full/Part Time: Full-Time
*Regular Shift: NIA Union Code:
*Title: PROJECT COORDINATOR Short Title: PROJECT CO [Detailed Position Description](#)

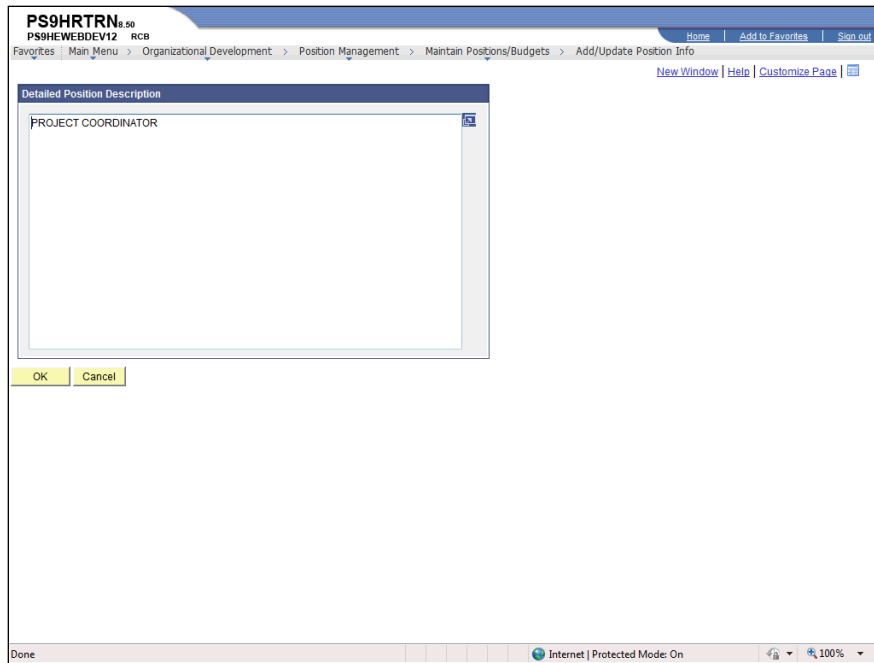
Work Location

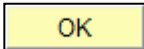
*Reg Region: USA United States
*Department: NO1673200 PEOPLESOFT ADMIN SUPPORT ORG Company: 001 LSUHSC-New Orleans
*Location: 488150001 PEOPLESOFT/MATT GEDGE/HOME COD
Reports To: Dot-Line:
Supervisor Lvl: Security Clearance:

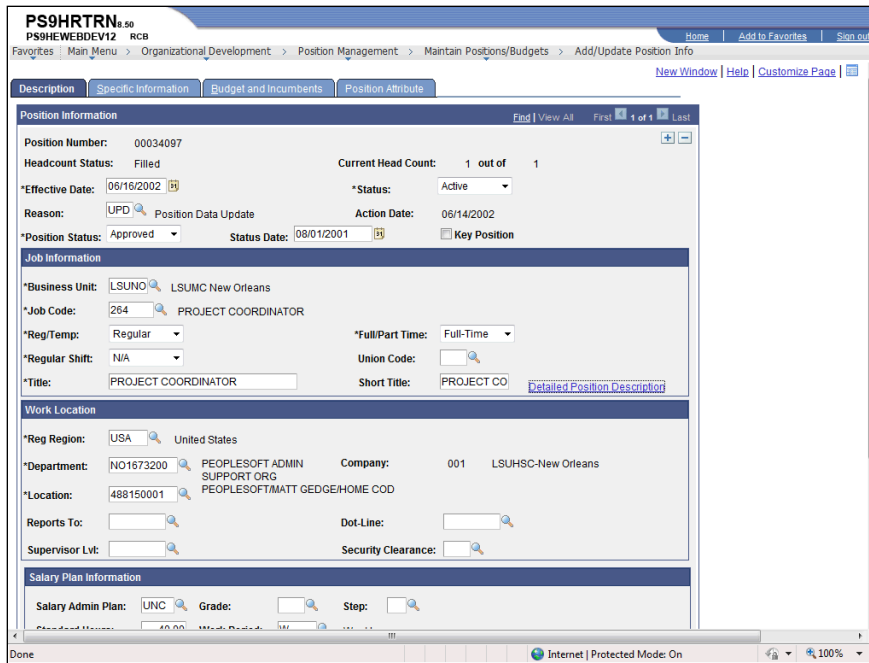
Salary Plan Information

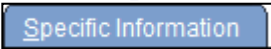
Salary Admin Plan: UNC Grade: Step:

Step	Action
7.	Click the Detailed Position Description link. Detailed Position Description



Step	Action
8.	Click the OK button. 



Step	Action
9.	Click the Specific Information tab. 
10.	View the Specific Information panel.



Specific Information Fields

Position Number - Numerical code assigned to a job.

Headcount Status -

Current Headcount - Current number of employee's within the position.

Effective Date - Date the action began.

Status -

Max Head Count - The maximum number of employees who may hold that position at one time.

Update Incumbents - List of employees currently in position.

Include Salary Plan/Grade -

Mail Drop ID - May consist of the Civil Service position number, if applicable. The Civil Service position number is commonly known as the CSO2# or the SAP number. This may not appear on the page. It was used during the transaction from the old legacy system to PeopleSoft.

Budgeted Position - Job for which monies have been allocated.

Health Certificate - Document verifying employee is physically and mentally capable of performing job functions.

Confidential Position -

Signature Authority - Person given approval responsibility.

Job Sharing Permitted -

Training Guide

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Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

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

Position Number: 00034097
Headcount Status: Filled
Current Head Count: 1 out of 1

Effective Date: 06/16/2002
Status: Active

Max Head Count: 1
Mail Drop ID: PCN# 0248816003
Work Phone:
Health Certificate:
Signature Authority:

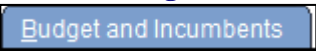
Incumbents
 Update Incumbents
 Include Salary Plan/Grade
 Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

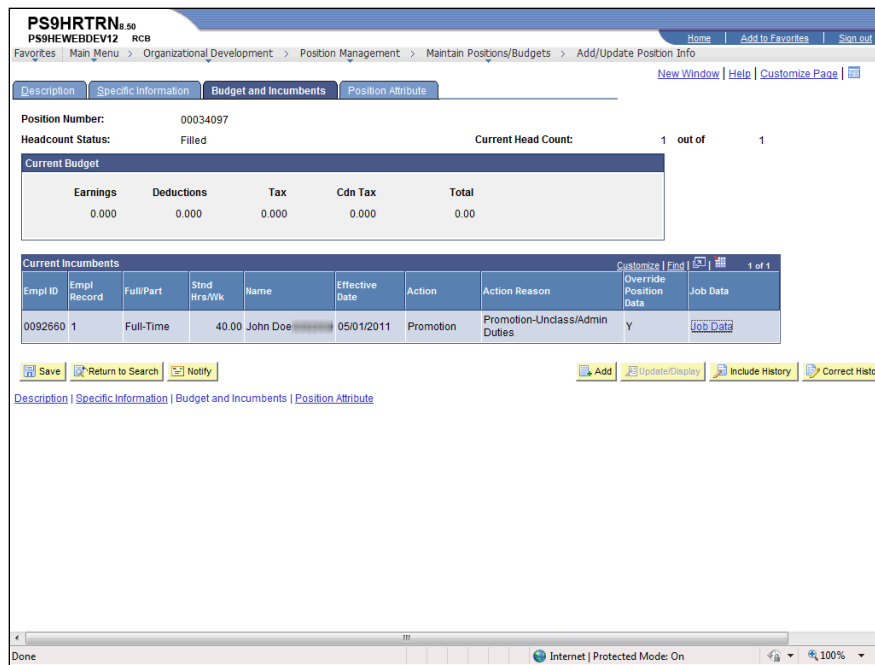
Education and Government
 Position Pool ID:
 *Pre-Encumbrance Indicator: Immediate
 Calc Group (Flex Service):
 *Encumber Salary Option: Salary Step
 Academic Rank:
 *Classified Indicator: Unclassifd
 FTE: 1.000000 Adds to FTE Actual Count

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

Description | Specific Information | Budget and Incumbents | Position Attribute

Done Internet | Protected Mode: On 100%

Step	Action
11.	Click the Budget and Incumbents tab. 



The screenshot shows the 'PS9HRTRN' application interface. The 'Budget and Incumbents' tab is active. The 'Current Budget' table shows zero values for Earnings, Deductions, Tax, Cdn Tax, and Total. The 'Current Incumbents' table lists one employee, John Doe, with an effective date of 05/01/2011 and a promotion action.

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

Current Incumbents									
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
0092860	1	Full-Time	40.00	John Doe	05/01/2011	Promotion	Promotion-Unclass/Admin Duties	Y	Job Data

Step	Action
12.	View the Budget and Incumbents panel.



Budget and Incumbents Fields

Earnings - The monetary compensation paid to an employee.

Deductions - Monies subtracted from the employee's earnings for health insurance, life insurance, savings bonds, etc.

Tax - Levy on employee's net income.

Cdn Tax -

Total -

EmplID - Lists the employee who is currently in the position. If this information is blank, then there is currently not an active employee in the position.

Training Guide

Human Resources Inquiry - LSUNO 9.1



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Home | Add to Favorites | Sign out

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

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

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

Position Number: 00034097
Headcount Status: Filled Current Head Count: 1 out of 1


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

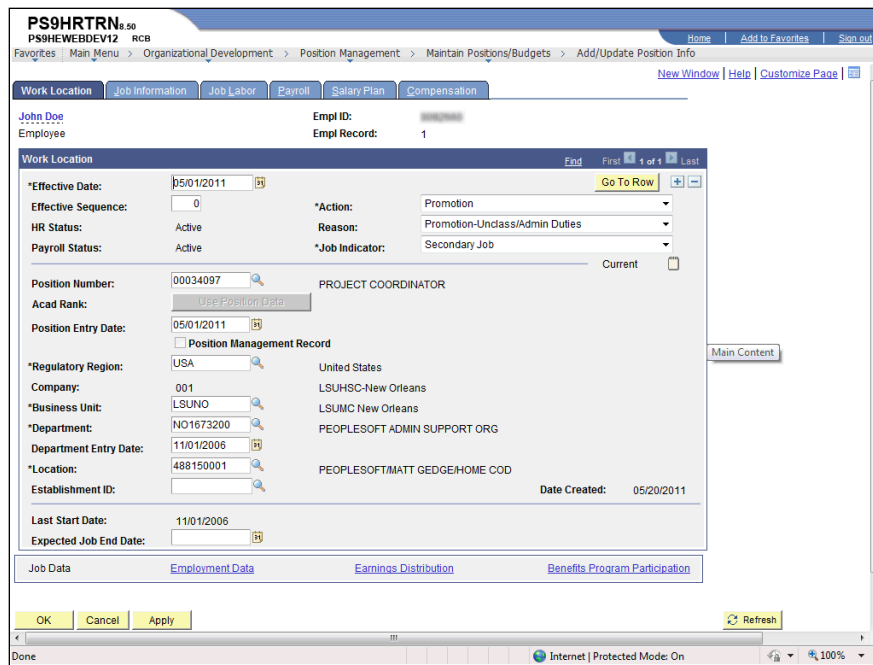
Current Incumbents									
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
0092660	1	Full-Time	40.00	John Doe	05/01/2011	Promotion	Promotion-Unclass/Admin Duties	Y	Job Data

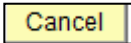
[Save](#) | [Return to Search](#) | [Notify](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

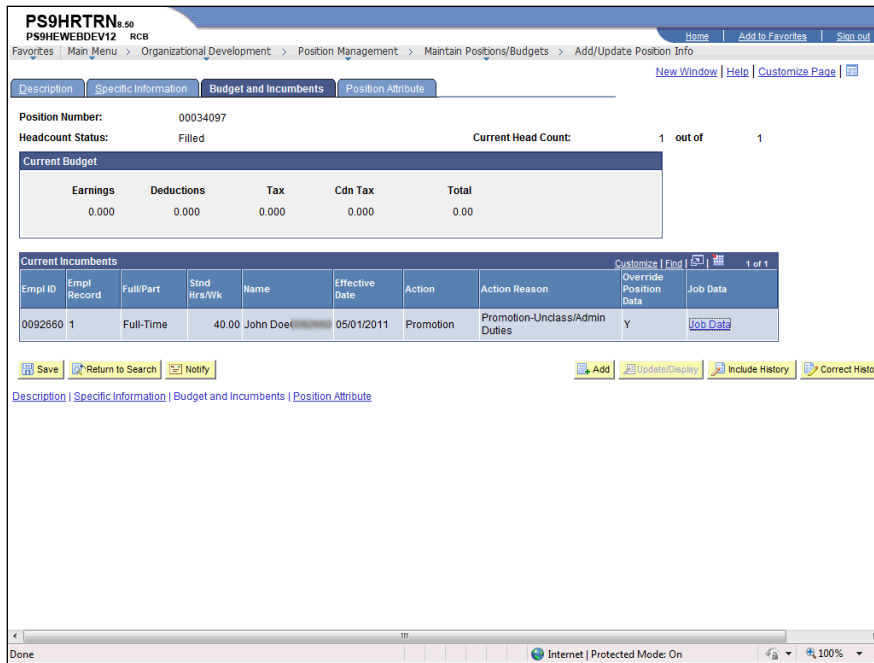
[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Position Attribute](#)

Done Internet | Protected Mode: On 100%

Step	Action
13.	Click the Job Data link. 



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



PS9HRTN 8.50
PS9HEWBEDEV12 RCB

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

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

Position Number: 00034097
Headcount Status: Filled Current Head Count: 1 out of 1

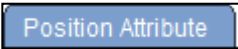
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

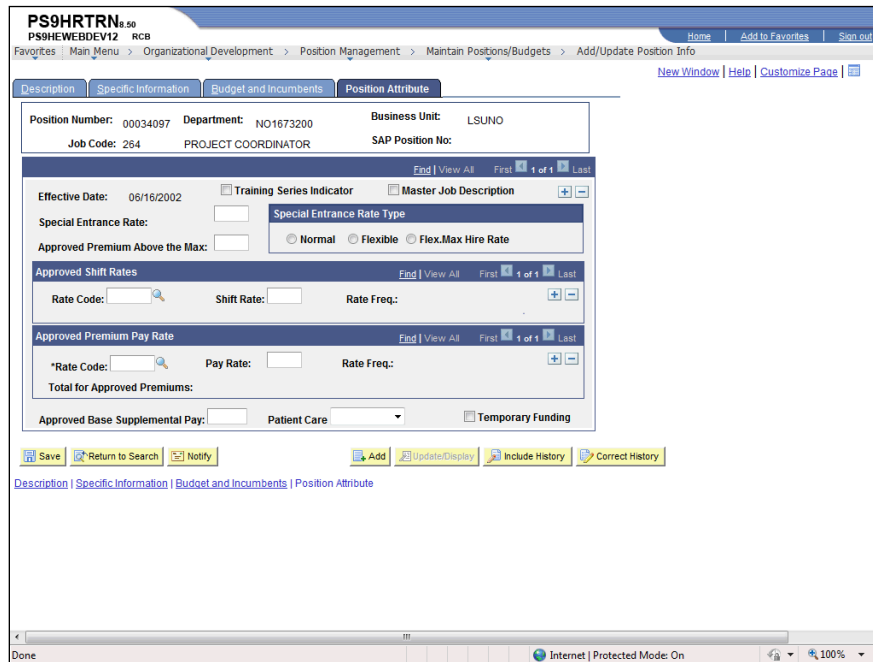
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
0092660	1	Full-Time	40.00	John Doe	05/01/2011	Promotion	Promotion-Unclass/Admin Duties	Y	Job Data

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

Description | Specific Information | Budget and Incumbents | Position Attribute

Internet | Protected Mode: On | 100%

Step	Action
15.	Click the Position Attribute tab. 
16.	View the Position Attribute panel.



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Home | Add to Favorites | Sign out

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

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

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

Position Number: 00034097 Department: NO1673200 Business Unit: LSUNO
 Job Code: 264 PROJECT COORDINATOR SAP Position No:

Effective Date: 06/16/2002 Training Series Indicator Master Job Description

Special Entrance Rate: Special Entrance Rate Type: Normal Flexible Flex.Max Hire Rate

Approved Premium Above the Max:

Approved Shift Rates: Shift Rate: Rate Freq.:

Approved Premium Pay Rate: Pay Rate: Rate Freq.:

*Rate Code: Pay Rate: Rate Freq.:


Total for Approved Premiums:

Approved Base Supplemental Pay: Patient Care Temporary Funding

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

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

Done Internet | Protected Mode: On 100%

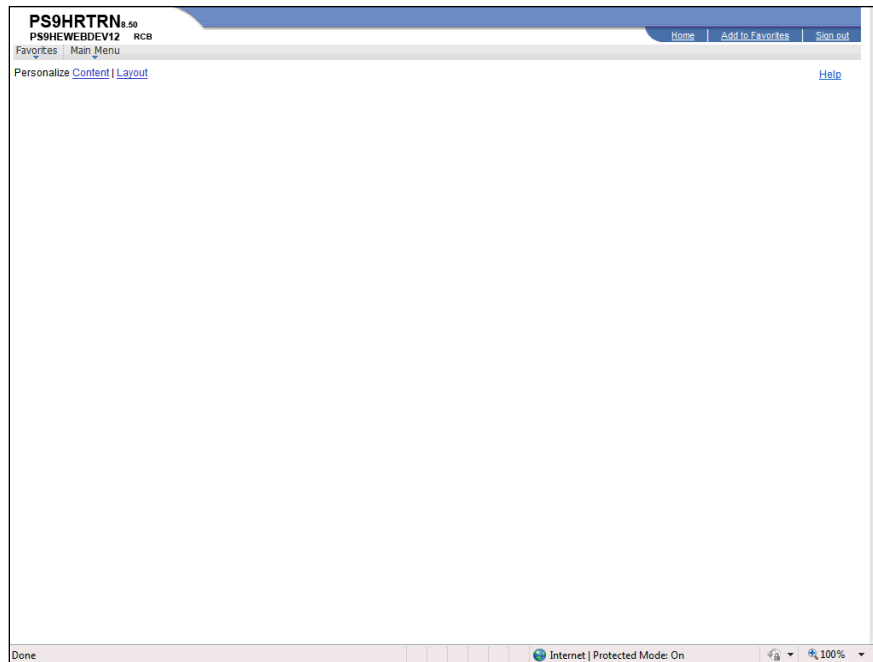
Step	Action
17.	Click the Home link. 
18.	This completes the Manage Positions topic. End of Procedure.


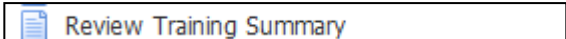
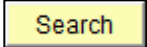
Enterprise Learning

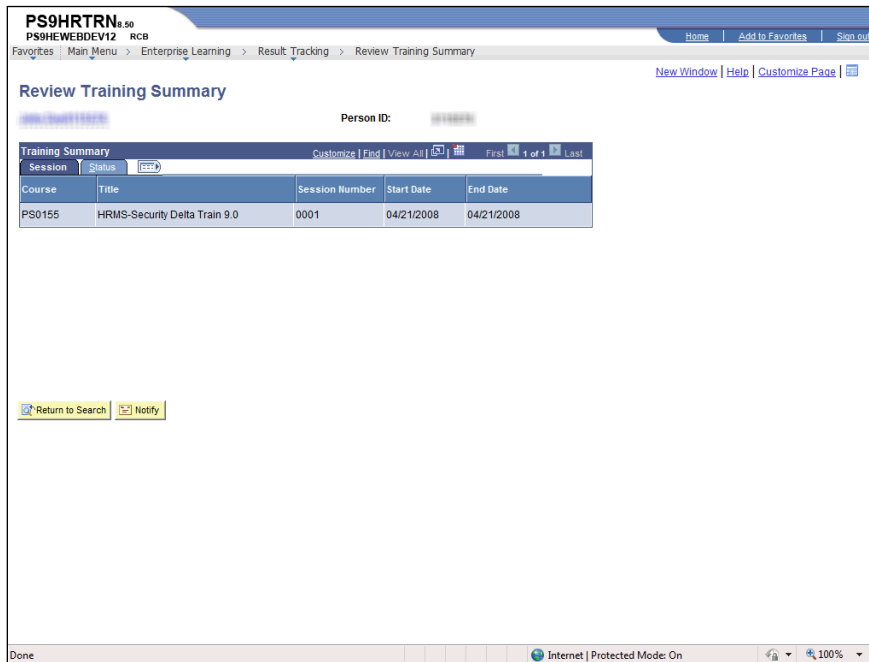
Review Training Summary

Procedure

In this topic you will learn how to Review Training Summary.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Enterprise Learning menu > Result Tracking menu, and the Review Training Summary menu. 
3.	You can search for an employee using either the Empl ID or the Last Name. All Empl ID's contain seven (7) digits. You must include the preceding zeros when entering the Empl ID. Click the Search button. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Enterprise Learning > Result Tracking > Review Training Summary

New Window | Help | Customize Page


Review Training Summary

Person ID: [REDACTED]

Course	Title	Session Number	Start Date	End Date
PS0155	HRMS-Security Delta Train 9.0	0001	04/21/2008	04/21/2008

Return to Search | Notify

Done Internet | Protected Mode: On 100%

Step	Action
4.	Click the Status object. 
5.	View the Status panel.
6.	This completes the Review Training Summary topic. End of Procedure.

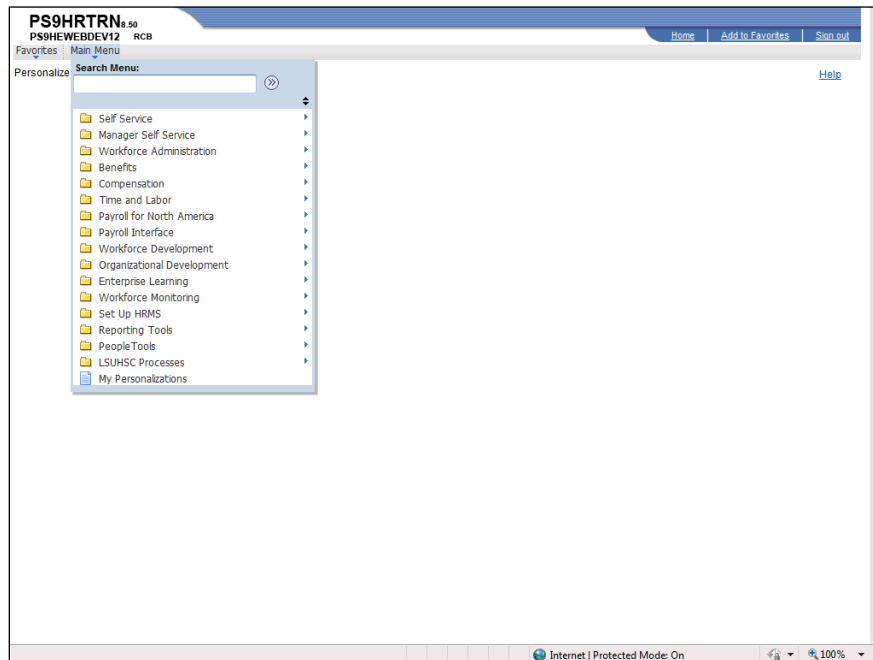
Budget Information

The budget encumbrance functionality in PeopleSoft assists in keeping track of funding sources for earnings. The funding source for budget purposes is at the position level.

View Department Budget Table

Procedure

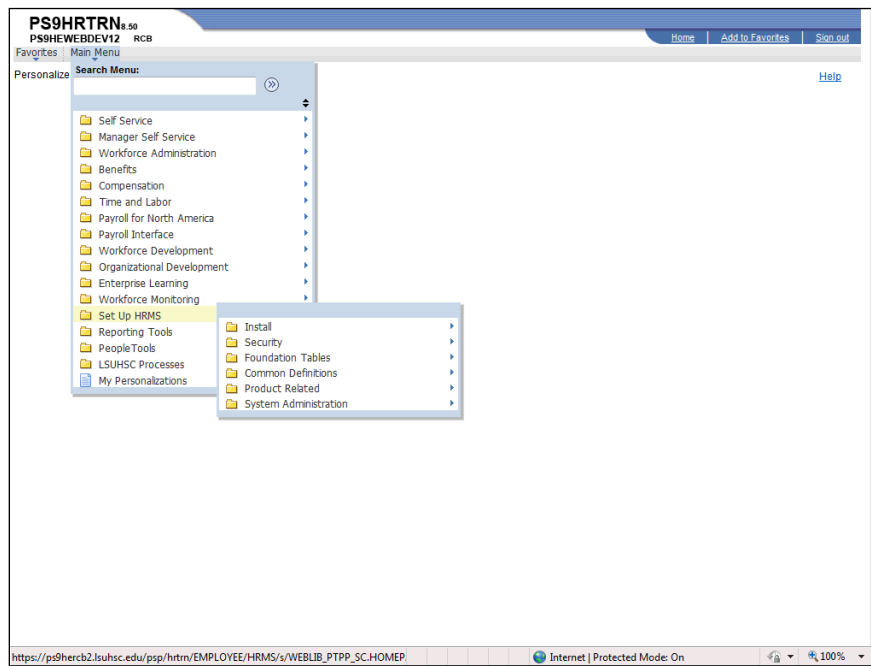
In this topic you will learn how to View Department Budget Table.



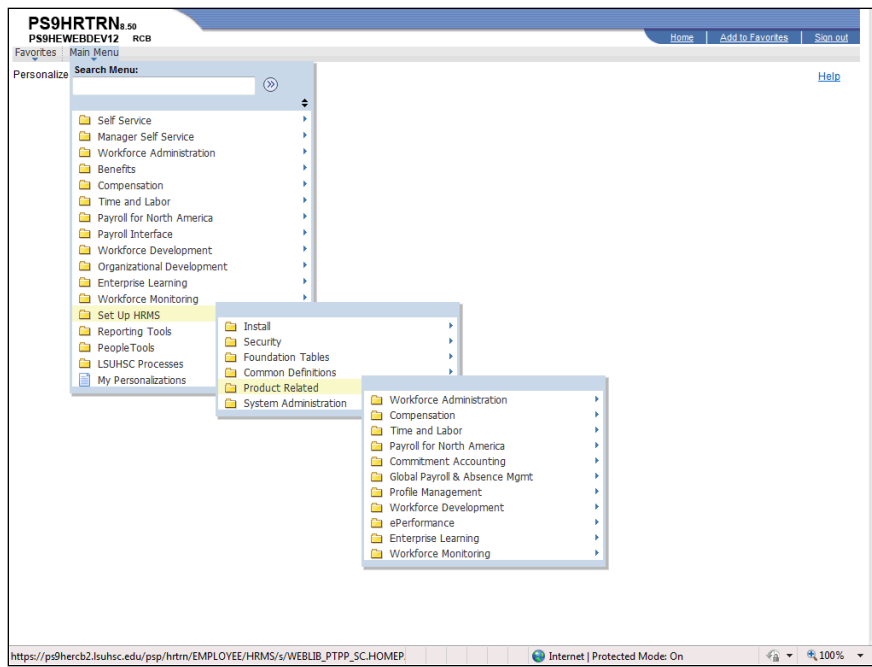
Step	Action
1.	Click the Main Menu , and click the Set Up HRMS menu.

Training Guide

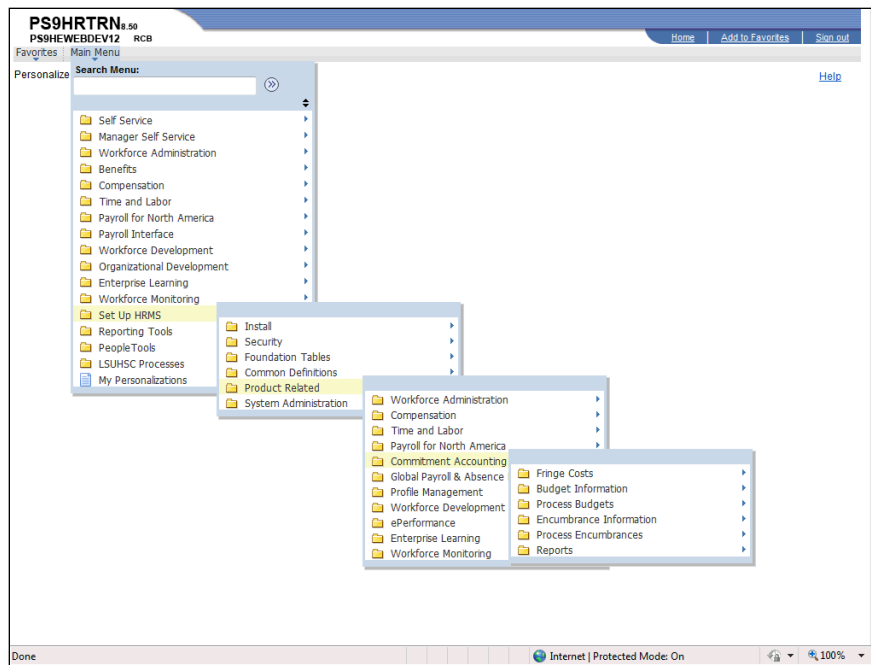
Human Resources Inquiry - LSUNO 9.1



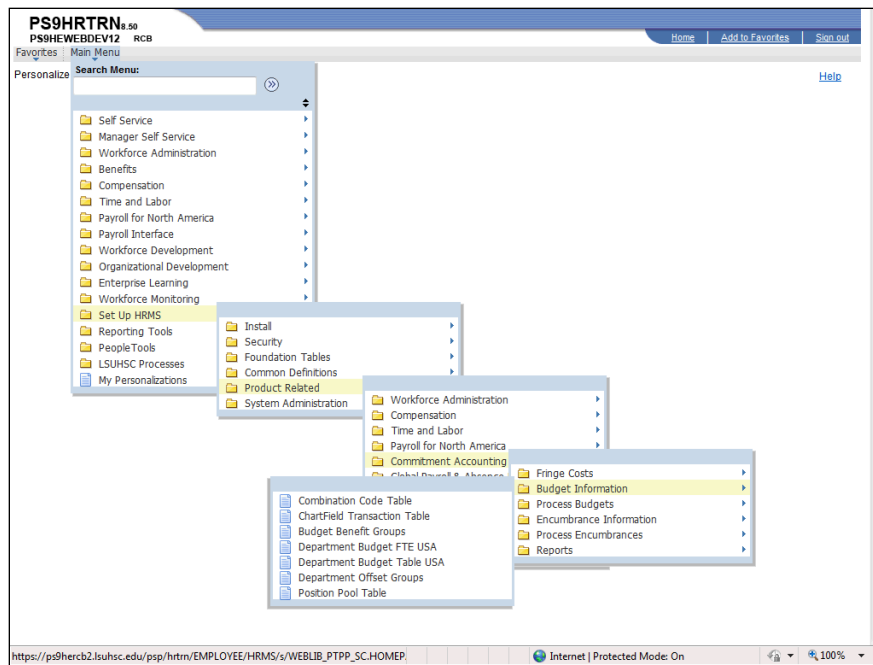
Step	Action
2.	Click the Product Related menu.



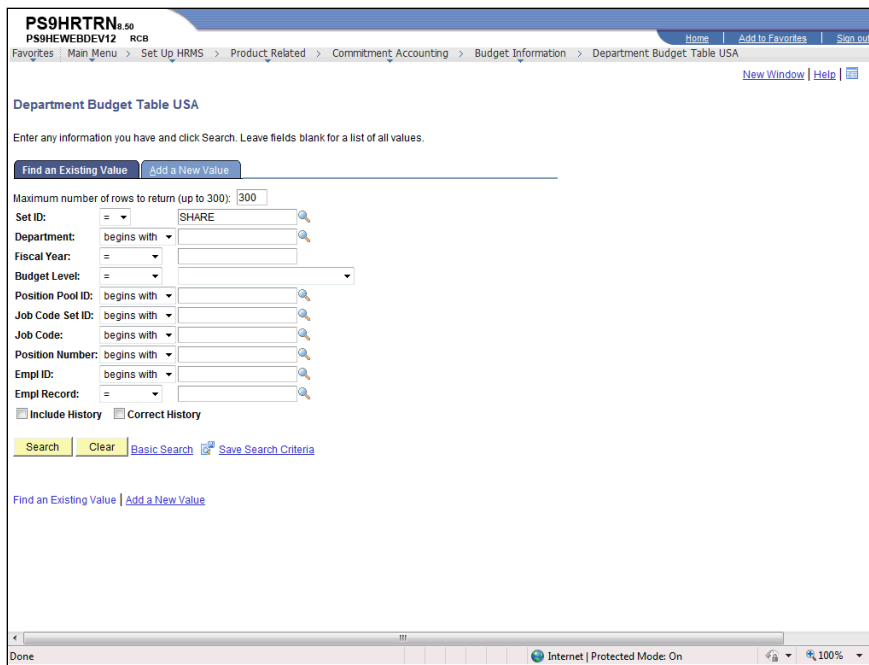
Step	Action
3.	Click the Commitment Accounting menu.



Step	Action
4.	Click the Budget Information menu.



Step	Action
5.	Click the Department Budget Table USA menu. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Department Budget Table USA

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

Find an Existing Value | Add a New Value

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

Set ID: [dropdown] [SHARE] [magnifying glass]

Department: begins with [dropdown] [magnifying glass]

Fiscal Year: [dropdown]

Budget Level: [dropdown]

Position Pool ID: begins with [dropdown] [magnifying glass]

Job Code Set ID: begins with [dropdown] [magnifying glass]

Job Code: begins with [dropdown] [magnifying glass]

Position Number: begins with [dropdown] [magnifying glass]

Empl ID: begins with [dropdown] [magnifying glass]

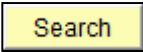
Empl Record: [dropdown]

Include History Correct History

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Done | Internet | Protected Mode: On | 100%

Step	Action
6.	Enter the desired information into the Position Number field. Enter " 00034097 ".
7.	Click the Search button. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

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

Department Budget Table USA

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

[Find an Existing Value](#) | [Add a New Value](#)

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

Set ID:

Department: begins with

Fiscal Year:

Budget Level:

Position Pool ID: begins with

Job Code Set ID: begins with

Job Code: begins with

Position Number: begins with

Empl ID: begins with

Empl Record:

Include History Correct History

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

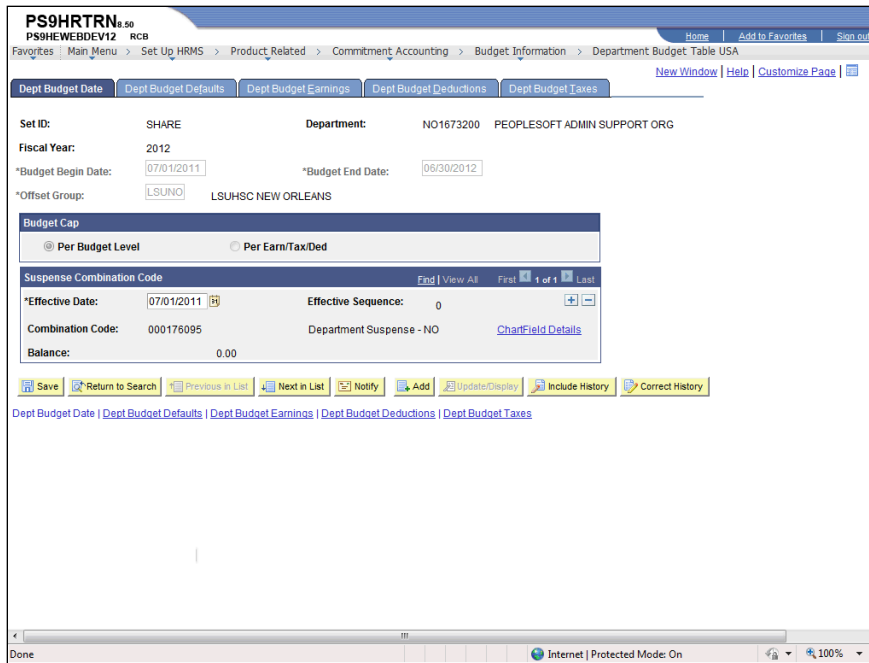
Search Results

View All First 1-11 of 11 Last

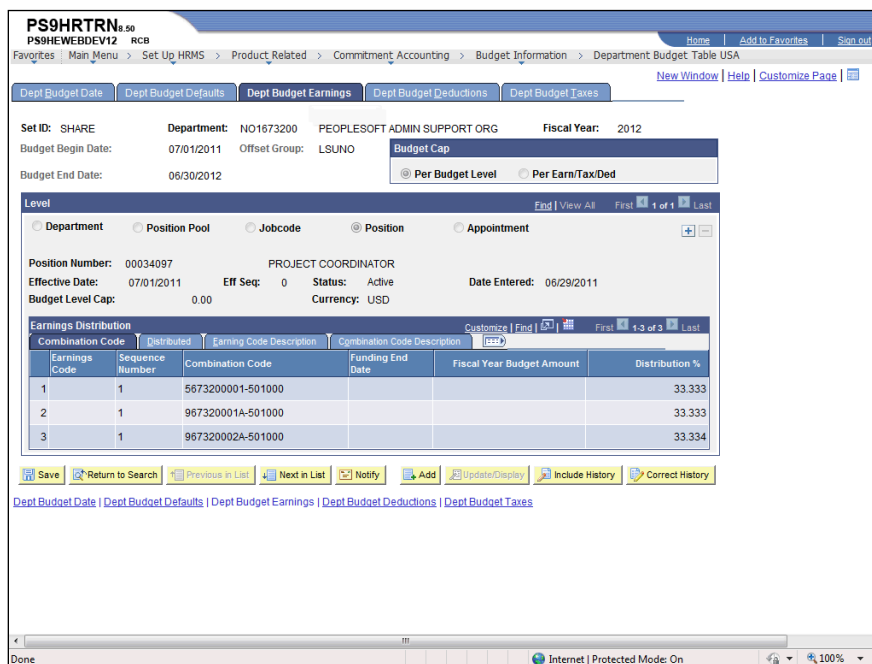
Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code Set ID	Job Code	Position Number	Empl ID	Empl Record
SHARE	NO1873200	2012	Position	(blank)	(blank)	(blank)	00034097	(blank)	0
SHARE	NO1873200	2011	Position	(blank)	(blank)	(blank)	00034097	(blank)	0
SHARE	NO1873200	2010	Position	(blank)	(blank)	(blank)	00034097	(blank)	0
SHARE	NO1873200	2009	Position	(blank)	(blank)	(blank)	00034097	(blank)	0
SHARE	NO1873200	2008	Position	(blank)	(blank)	(blank)	00034097	(blank)	0
SHARE	NO1873200	2007	Position	(blank)	(blank)	(blank)	00034097	(blank)	0
SHARE	NO1873200	2006	Position	(blank)	(blank)	(blank)	00034097	(blank)	0

Internet | Protected Mode: On 100%

Step	Action
8.	Click the Fiscal Year link. 2012



Step	Action
9.	<p>The Dept Budget Date panel is a suspense account and does not contain information that is useful to the end user.</p> <p>Click the Dept Budget Earnings tab.</p> <div data-bbox="347 1194 643 1241" style="border: 1px solid black; padding: 2px; display: inline-block;"> Dept Budget Earnings </div>



Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	5673200001-501000			33.333
2	1	967320001A-501000			33.333
3	1	987320002A-501000			33.334

Step	Action
10.	View the Dept Budget Earnings panel.



Dept Budget Earnings Fields

Effective Date - The date the action begins.

Status - Indicates whether the Account Code is currently an active or inactive funding source for the position.

Combination Code - Formerly the **Account Code**. A valid combination of General Ledger ChartFields. The ChartFields combination is established in the general Ledger to accurately identify specific funding sources for financial transactions. **Combination Codes** are used to identify funding sources for budget purposes.

Distribution % - the percent of funding allocated to the specified account for the assigned position which the employee holds. The specified accounts may be viewed by clicking on the **Earnings Distribution "Scroll Area"**. These accounts will be debited each time payroll runs. The **Distribution %** of all accounts totals 100%. The end-user may click on the **Level "Scroll Area"** to view the dates that the accounts were debited.

NOTE: All of the remaining tabs contained in this component function in the same way.

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Human Resources Inquiry - LSUNO 9.1



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

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

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID: SHARE Department: NO1673200 PEOPLESOFT ADMIN SUPPORT ORG Fiscal Year: 2012

Budget Begin Date: 07/01/2011 Offset Group: LSUNO Budget Cap

Budget End Date: 06/30/2012 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

Position Number: 00034097 PROJECT COORDINATOR

Effective Date: 07/01/2011 Eff Seq: 0 Status: Active Date Entered: 06/29/2011

Budget Level Cap: 0.00 Currency: USD

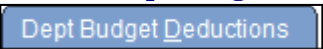
Earnings Distribution Customize | Find | [Print](#) First 1 of 3 Last

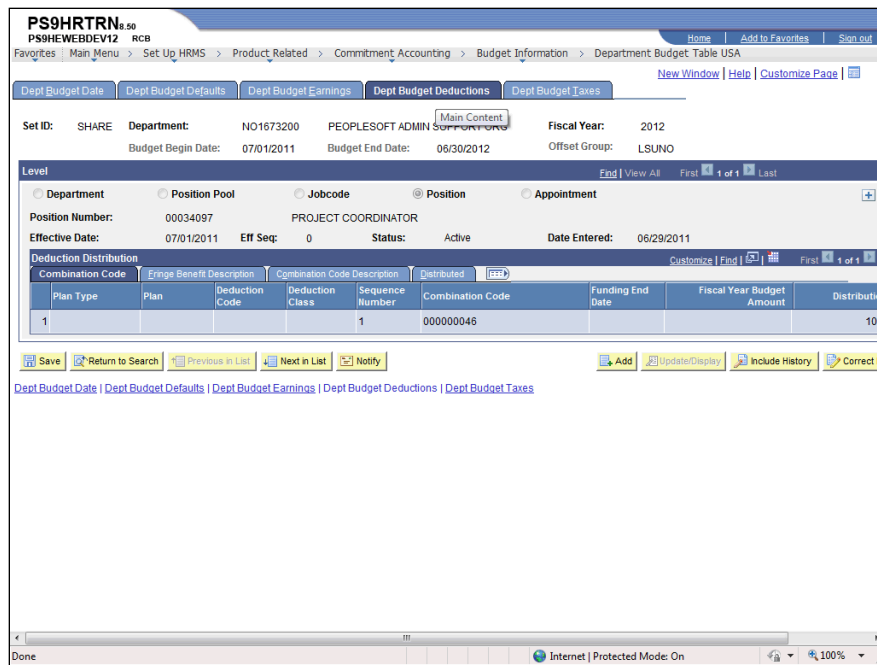
Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	5673200001-501000			33.333
2	1	967320001A-501000			33.333
3	1	967320002A-501000			33.334

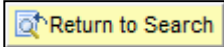
[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Done Internet | Protected Mode: On 100%

Step	Action
11.	Click the Dept Budget Deductions link. 



Step	Action
12.	<p>View the Dept Budget Deductions panel.</p> <p>Click the Return to Search button.</p> 
13.	<p>This completes the View Department Budget Table topic.</p> <p>End of Procedure.</p>