Overview
This business process guide demonstrates how to run the Employee Profile from MySJSU (PeopleSoft HSJPRD). The employee profile is used to submit various job transactions for new and current employees. After Human Resources receives the document, they will update Job Data with the information. Once an employee is in the system, you should always print the profile from PeopleSoft. A variety of data elements will populate automatically and you will only need to make your changes when you print it.

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Run the Employee Profile from PeopleSoft

This section demonstrates how to generate an employee profile. You can run an employee profile for one employee or for an entire department. When you generate by employee ID, you can get profiles for both active and terminated employees. When you generate your entire department, only active employees will display.

To run the employee profile from PeopleSoft:

1. From the **Main Menu**, navigate to **SJSU Human Resources > Workforce Administration > Employee Job Profile**.

   ![Main Menu Screen](image1.png)

   **The Employee Job Profile search page displays.**

2. Click the **Search** button to use an existing run control ID.

3. To add a new run control ID, click the **Add a New Value** tab or hyperlink.

   ![Add New Value](image2.png)

   **Employee Job Profile**

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

   ![Employee Job Profile Screen](image3.png)

   Limit the number of results to (up to 300): 300

   Run Control ID: begins with

   Case Sensitive

   Search Clear Basic Search Save Search Criteria

   Find an Existing Value Add a New Value
The Add a New Value page displays.

4. Type in a Run Control ID.  
   Note: Run Control ID names cannot have spaces.

5. Click the Add button.
   
   Note: From now on, you can use the same Run Control ID by clicking the Search button on the Find an Existing Value Page.

The Employee Job Profile page displays.

6. **SetID:** Enter **SJ000**.
   
   Note: You can generate employee profiles by specifying either the employee(s) or employee groups. You can also generate a blank employee profile.
Print blank profile:

7. To generate a blank employee profile, select the **Print Blank Form Only** checkbox.

   *Note: Selecting this checkbox will always generate a blank profile, even if you have entered data in other fields.*

Print profiles by employees:

8. Enter the **Employee IDs (EmplIDs)**.

9. To enter additional employees, click the **Add [+]** button.
Print the profiles by employee groups:

10. To delete employees, click the Minus [-] button.
   
   *Note: You must first delete the employee ID(s) in order to generate profiles by groups.*

11. **Department:** Enter the department number.

12. Choose the group you wish to print by selecting the appropriate checkbox. (See Field Descriptions listed below.)

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**Field Description List: Employee Job Profile Page (above)**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Only</td>
<td>Select this checkbox to generate all faculty employees in the specified department.</td>
</tr>
<tr>
<td>Staff Only</td>
<td>Select this checkbox to generate all staff employees in the specified department.</td>
</tr>
<tr>
<td>Students Only</td>
<td>Select this checkbox to generate student employees in the specified department.</td>
</tr>
<tr>
<td>All Employees</td>
<td>Select this checkbox to generate all faculty, staff and student employees in the specified department.</td>
</tr>
</tbody>
</table>
| Dean/AVP level   | Select this checkbox to generate profiles for an entire college, if you have entered a department at this level.  
   
   *Note: This will only provide all profiles if you have security access.*
13. When ready, click the Run button.

14. Select settings as follows:
   - **Server Name**: PSUNX
   - **Type**: Web
   - **Format**: PDF

15. Click the OK button.

The Process Scheduler Request page displays.

16. Click the Process Monitor hyperlink.

The Employee Job Profile page displays.
The Process List page displays.

17. Wait at least 15 seconds, and then click the Refresh button.

18. Continue waiting and then clicking the Refresh button until Run Status changes to Success and Distribution Status changes to Posted.

19. Click the Details link.

The Process Detail page displays.

20. Click the View Log/Trace hyperlink.
The View Log/Trace page displays.

21. Click the PDF hyperlink to open the report.

The Employee Profile displays.

Note: You can now view or print the profile(s).
Elements of the Form
This section explains the various elements of the form and how to update the information for submission to Human Resources. All elements must be manually updated. You will notice two sets of boxes: one with data and one underneath it, empty. Write your changes in the empty box directly under the data you wish to change.

Profile Print Date:
Use this Profile Print Date field to enter the date you are printing the form. Date must be entered in the appropriate date format:

MM/DD/YYYY

Submit Form to:
Depending on the type of employee you run the report for, this information will change. Submit the form to either HR Personnel Services or Faculty Affairs as indicated.

Effective Date/Action/Reason:
- Enter the Effective Date in the appropriate date format:
  MM/DD/YYYY
- Action: Enter the appropriate action code.
- Reason: Enter the matching reason code.

Notes: To view lists of the most common action/reason codes, visit MySJSU Human Resources Tutorials (http://my.sjsu.edu/employees/employee_tutorials/hr_tutorials/index.html).

If you are taking more than one action with the form, you may enter the subsequent actions in the second, third and fourth Effective Date/Action/Reason fields. For example, if an employee is going on a leave, you may already know their return date. You could do both actions on the same form.
**Employee ID:**
The 9-digit employee ID is the most unique piece of employee information. Use it as the identifier in PeopleSoft, not the social security number.

**Empl Rcd#:**
The profile report prints separately for each record the employee has in PeopleSoft.

**Employee Name:**
The name should be in the following format:

Last Name, Suffix, Prefix, First Name, Middle Name/Initial

**Employee Status:**
If the employee were on Leave or Terminated, this status would display Inactive.

**Original Hire Date:**
This is the day they were first hired at SJSU.
Position Number:
To update this information with a new position number, simply write the new number in the blank space.

Department ID/Name:
This information is based on the position number. If the position now resides in a different department, contact the Class/Comp unit in Human Resources for how to proceed. You can write in the new department ID if you like, but Class/Comp must make the change at the position level before it can be at the job level.

Location:
This information is based on the position number. If the position now resides in a different location, write the new Location Code in the blank space. If you are moving the employee to a new position number, you do not have to complete this information. It will default automatically when the new position number is entered in PeopleSoft.
Job Code/Job Code Title:
This information is based on the position number. If you are moving the employee to a new position number, you do not have to complete this information. It will default automatically when the new position number is entered in PeopleSoft. There should be no reason to change this independent of the position change.

MPP Job:
If the position is in the Management Personnel Plan, this field displays an MPP Job Code. This information can only be changed by Human Resources.

Date in Job:
This is the date the employee entered the position. This information should not be updated.

Reg/Temp and Full/Part:
These fields display information on the position and/or the employee. They are usually in sync, but there are times when a position could be regular, but the person is temporary. You may change this data as appropriate.
**FTE:**
You can change this information by entering the new value in the blank space. For hourly employees, the FTE should stay at 1.00 since they are paid based on hours turned in, not on FTE. For other employees, such as Temporary Faculty Lecturers or Tenure Faculty you may see a percentage amount less than 1.00. This may fluctuate from semester to semester based on their workload.

**TF-WTU:**
This field displays the amount of Weighted Teaching Units a Temporary Faculty Lecturer is working for the semester or the academic year, depending on their assignment. For employees other than Temporary Faculty Lecturers, this will be zero.

**TF-Fraction:**
The TF-Fraction is the equivalent of the WTUs a Temporary Faculty Lecturer is working for the semester or the academic year, depending on their assignment. For employees other than Temporary Faculty Lecturers, this will be blank.
**Empl Class:**
This field indicates whether the employee is **Regular** or **Temporary**. This should only be changed by Human Resources.

**FLSA Status:**
This information can only be changed by Human Resources.

**Empl Type:**
This field indicates whether the employee is Salaried or Hourly. It defaults based on the position the employee is in. It can only be changed by Human Resources.

**Comp Rate:**
You can update the Compensation Rate (old Base Rate) by entering the new amount in the blank space. All CSU and campus policies regarding pay increases and decrease are still in effect. Supporting documentation must accompany a profile giving an employee a change in pay.
**Probation Code:**
Either Faculty Affairs or Human Resources typically update this information.

**Prob End Date:**
Either Faculty Affairs or Human Resources typically update this information.

**Annv Code (Anniversary Code):**
This information can only be updated by Faculty Affairs or Human Resources.

**Annv Date (Anniversary Date):**
This information can only be updated by Faculty Affairs or Human Resources.

**Appt End Date:**
If the employee is temporary, the Appt End Date will display. If you are extending their appointment (or cutting it short), update the end date in the blank space.
**Expected Rtn Dt:**
If the employee is on leave, the Expected Return Date will display. If you are extending that date or putting an employee on leave, enter the new date in the blank space.

**Grade/Entry Date:**
If you are moving an employee to a position with grades, enter the appropriate Grade in this field. The Entry Date will default once the data is entered into PeopleSoft. Some positions with grades are Instructional Faculty and Admin Support.

**Step/Entry Date:**
If you are moving an employee to a position with steps, or if you are giving an employee an increase to the next step, enter the appropriate Step in this field. The Entry Date will default once the data is entered in PeopleSoft.

**Comp Frequency:**
If you are changing the person from monthly to hourly, update the information in the blank space.
**Actual Comp:**
The Actual Compensation is calculated based on the Compensation Rate and FTE entered for the employee. It should not be updated.

![Actual Comp](image)

**Annual Rate:**
This is calculated based on FTE, type of assignment (12 month, 10/12, etc.) and the Base Rate. It should not be changed.

![Annual Rate](image)

**SSI Counter:**
The SSI Counter is for faculty employees. This may be updated if appropriate.

![SSI Counter](image)

**Union Code:**
The Union Code is known as CBID in the CSU, and is based on the position the employee is in. This information cannot be changed.

![Union Code](image)
Job History:

The Job History box displays the most recent actions that have happened to an employee. This box can hold up to six rows of data showing you a number of actions. This data is for informational purposes only and cannot be changed.

The following fields display in the Job History box:

- Effective Date
- Position
- Action/Reason
- Working Title
- Dept Name
- Time Base & Comp Rate
- Chg Amt & Pct
- Compensation Rate
**Comments:**
The Comments field is intended to be a communication mechanism between the end-user and Faculty Affairs and/or Human Resources. It is important to reiterate what you are doing with this employee profile by writing brief comments in this field.

**Current Funding:**
The Current Funding box displays how the position is currently funded. If it is split, it will show the percentages of the split. To update the information, complete the fields in the Change To section of the box:
- Dept
- Fund
- Prog (if applicable)
- Class (if applicable)
- Pct
- EffDt (must be included)
- End Date (must be included)
- DeptName (this will default based on the Account Code entered)

**Signature:**
The person initiating the change and their appointing official must sign this form. In some situations, this may be the same person.
Approval:

- **Dept Contact:** This field is intended for the name of the person who filled out the form.

- **FA Signoff/Date:** If the position is Faculty, Faculty Affairs must review and approve.

- **HR Signoff/Date:** Human Resources must sign off on all forms. This will take place once the form arrives in the Human Resources office.