

Overview

This business process guide demonstrates how to run the Employee Profile from SJSU@Work (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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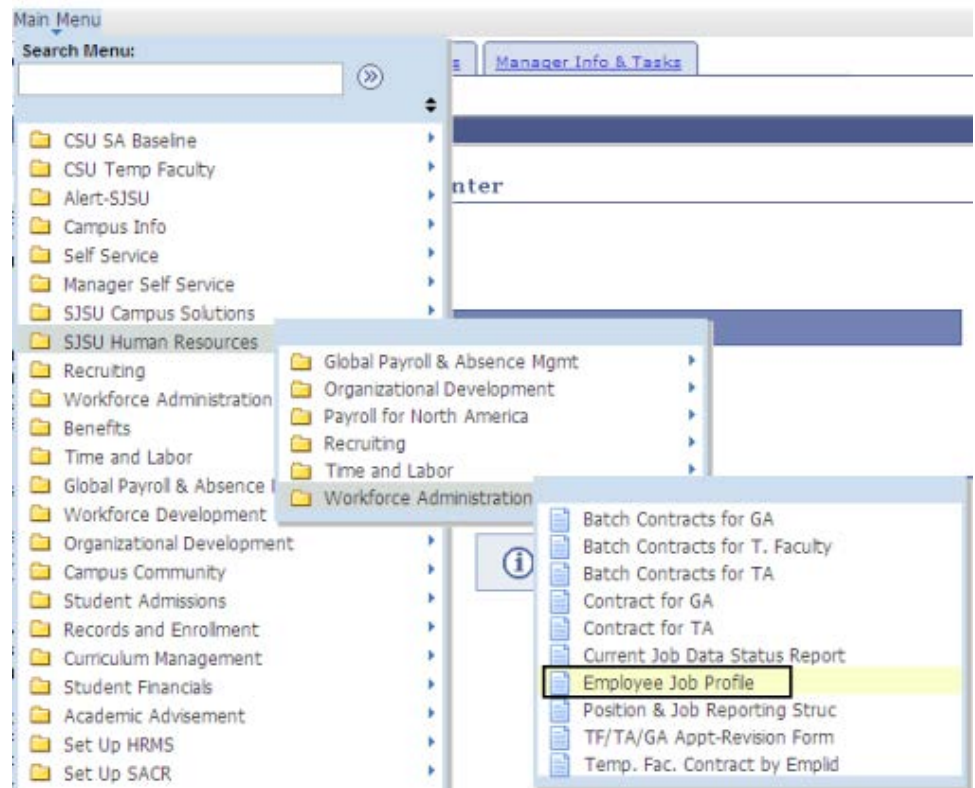
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Run the Employee Profile from PeopleSoft

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**.



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.

Employee Job Profile

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**

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

Run Control ID:

Case Sensitive

[Basic Search](#)

[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.

Employee Job Profile

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID:

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

Employee Job Profile

Run Control ID: Administration_Applications

[Report Manager](#)

[Process Monitor](#)

Empl ID

Print Blank Form Only:

----- OR -----

Print Employee Profiles for:

Empl ID	First	Last
1		

SetID:

Department:

Dean/AVP Level

Faculty Only

Staff Only

Students Only

All Employees

Print blank profile:

- 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.

Employee Job Profile

Run Control ID: Administration_Applications [Report Manager](#) [Process Monitor](#) [Run](#)

Empl ID

Print Blank Form Only:

----- OR -----

Print Employee Profiles for:

Empl ID
1

SetID: SJ000

Department:

Dean/AVP Level

Faculty Only

Staff Only

Students Only

All Employees

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

Print profiles by employees:

- Enter the **Employee IDs (EmplIDs)**.
- To enter additional employees, click the **Add [+]** button.

Employee Job Profile

Run Control ID: Administration_Applications [Report Manager](#) [Process Monitor](#) [Run](#)

Empl ID

Print Blank Form Only:

----- OR -----

Print Employee Profiles for:

Empl ID
1 000000000

SetID: SJ000

Department:

Dean/AVP Level

Faculty Only

Staff Only

Students Only

All Employees

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

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.)

Field Description List: Employee Job Profile Page (above)

Field Name	Description
Faculty Only	Select this checkbox to generate all faculty employees in the specified department.
Staff Only	Select this checkbox to generate all staff employees in the specified department.
Students Only	Select this checkbox to generate student employees in the specified department.
All Employees	Select this checkbox to generate all faculty, staff and student employees in the specified department.
Dean/AVP level	Select this checkbox to generate profiles for an entire college, if you have entered a department at this level. <i>Note: This will only provide all profiles if you have security access.</i>

13. When ready, click the **Run** button.

Employee Job Profile

Run Control ID: Administration_Applications [Report Manager](#) [Process Monitor](#) **Run**

Empl ID

Print Blank Form Only: ----- OR -----

Print Employee Profiles for:

Customize | Find | First 1 of 1 Last

Empl ID		
1		

SetID: SJ000

Department: 1207 Dean/AVP Level

Faculty Only
 Staff Only
 Students Only
 All Employees

The Process Scheduler Request page displays.

14. Select settings as follows:

- **Server Name:** PSUNX
- **Type:** Web
- **Format:** PDF

15. Click the **OK** button.

Process Scheduler Request

User ID: _____ Run Control ID: Administration_Applications

Server Name: PSUNX Run Date: 10/22/2012

Recurrence: _____ Run Time: 2:39:28PM

Time Zone: _____

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Employee Job Profile	SJHR006	SQR Report	Web	PDF	Distribution

The Employee Job Profile page displays.

16. Click the **Process Monitor** hyperlink.

Employee Job Profile

Run Control ID: Administration_Applications [Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 2173171

Empl ID

Print Blank Form Only: ----- OR -----

Print Employee Profiles for:

Customize | Find | First 1 of 1 Last

Empl ID		
1		

SetID: SJ000

Department: 1207 Dean/AVP Level

Faculty Only
 Staff Only
 Students Only
 All Employees

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.

Process List Server List

View Process Request For

User ID: Type: Last 1 Days

Server: PSUNX Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2173171		SQR Report	SJHR006		10/19/2012 1:50:42PM PDT	Success	Posted	Details

Process Detail

Process

Instance: 2173171 Type: SQR Report
 Name: SJHR006 Description: Employee Job Profile
 Run Status: Success Distribution Status: Posted

Run	Update Process
Run Control ID: Administration_Applications Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/19/2012 1:51:49PM PDT	Parameters Transfer
Run Anytime After: 10/19/2012 1:50:42PM PDT	Message Log
Began Process At: 10/19/2012 1:52:22PM PDT	Batch Timings
Ended Process At: 10/19/2012 1:52:31PM PDT	View Log/Trace

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

Profile Print Date	08/09/01
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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.

Submit Form to: HR Personnel Services

Questions? Contact HR Personnel Services at 4-2250

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.

1 - Effective Date	Action*	Reason*

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) (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.

Employee ID

000008931

Empl Rcd#:

The profile report prints separately for each record the employee has in PeopleSoft.

Empl

Rcd#

0

Employee Name:

The name should be in the following format:

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

Employee Name

Derek Fisher

Employee Status:

If the employee were on Leave or Terminated, this status would display Inactive.

Employee Status

Active

Original Hire Date:

This is the day they were first hired at SJSU.

Original Hire Date

06/01/01

Position Number:

To update this information with a new position number, simply write the new number in the blank space.

Position

Number

00004921

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.

Department ID/Name

1207	CMS Project Management

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.

Location

0042

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.

Job Code/Job Code Title

1038	Admin Analyst/Spclst 12 M

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.

MPP Job

A041

Date in Job:

This is the date the employee entered the position. This information should not be updated.

Date in Job

06/01/01

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.

Reg/Temp	Full/Part
Regular	Full-Time

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.

FTE	FTE
0.94	1.00

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-WTU	TF-WTU
13.80000	0.00000

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.

TF-Fraction	TF-Fraction
68/75	

Empl Class:

This field indicates whether the employee is **Regular** or **Temporary**. This should only be changed by Human Resources.

Empl Class

Regular

FLSA Status:

This information can only be changed by Human Resources.

FLSA Status

Exempt

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.

Empl Type

Salaried

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.

Comp Rate

5,458.00

Probation Code:

Either Faculty Affairs or Human Resources typically update this information.

Probation Code

On Prob No Status Other Class

Prob End Date:

Either Faculty Affairs or Human Resources typically update this information.

Prob End Date

05/31/02

Annv Code (Anniversary Code):

This information can only be updated by Faculty Affairs or Human Resources.

Annv Code

None

Annv Date (Anniversary Date):

This information can only be updated by Faculty Affairs or Human Resources.

Annv Date

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.

Appt End Date

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.

Expected Rtn Dt

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.

Grade/Entry Date

3	06/01/01

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.

Step/Entry Date

0	

Comp Frequency:

If you are changing the person from monthly to hourly, update the information in the blank space.

Comp Frequency

Monthly

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

5,128.64

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

60,000.00

SSI Counter:

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

SSI Counter

0

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

R09

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.

Job History

<u>EFFDT</u>	<u>Position</u>	<u>Action/Reason History</u>	<u>Working Title</u>	<u>Dept Name</u>	<u>Time Base</u>	<u>Comp Rate</u>	<u>Chg Amt</u>	<u>Chg Pct</u>	<u>Base Rate</u>
04/03/01	00009501	Pay Rate Change/Service Salary Increase	Mgr, Process Design	CMS	1.00	7,500.00	1,300.00	20.97	7,500.00
03/08/01	00009501	Leave of Absence/Military Service	Mgr, Process Design	CMS	1.00	6,200.00	0.00	0.00	6,200.00
02/20/01	00009501	Paid Leave of Absence/Military Service	Mgr, Process Design	CMS	1.00	6,200.00	0.00	0.00	6,200.00
02/01/01	00009501	Position Change/Temporary Job Reclassification	Mgr, Process Design	CMS	1.00	6,200.00	700.00	12.73	6,200.00
01/19/01	00009500	Pay Rate Change/Market Adjustment	Admin Analyst/Spolst ExII	CMS	1.00	5,500.00	530.00	10.86	5,500.00
12/11/00	00009500	Hire/Appointment	Admin Analyst/Spolst ExII	CMS	1.00	4,970.00	0.00	0.00	4,970.00

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.

Comments (i.e., special compensation instructions)
+

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:

Current Funding	<u>Dept</u> <u>Fund</u> <u>Prog</u> <u>Class</u>	<u>Pct</u>	<u>EFFDT</u>	<u>End Date</u>	<u>DeptName</u>
	1207 10001	100.00	07/01/01		CMS
Change to	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

- 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.

Initiating Official (please print)	Signature	Date	Phone
Appointing Official (please print)	Signature	Date	Phone

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.

Dept Contact (Name/Phone)
FA Signoff/Date
HR Signoff/Date