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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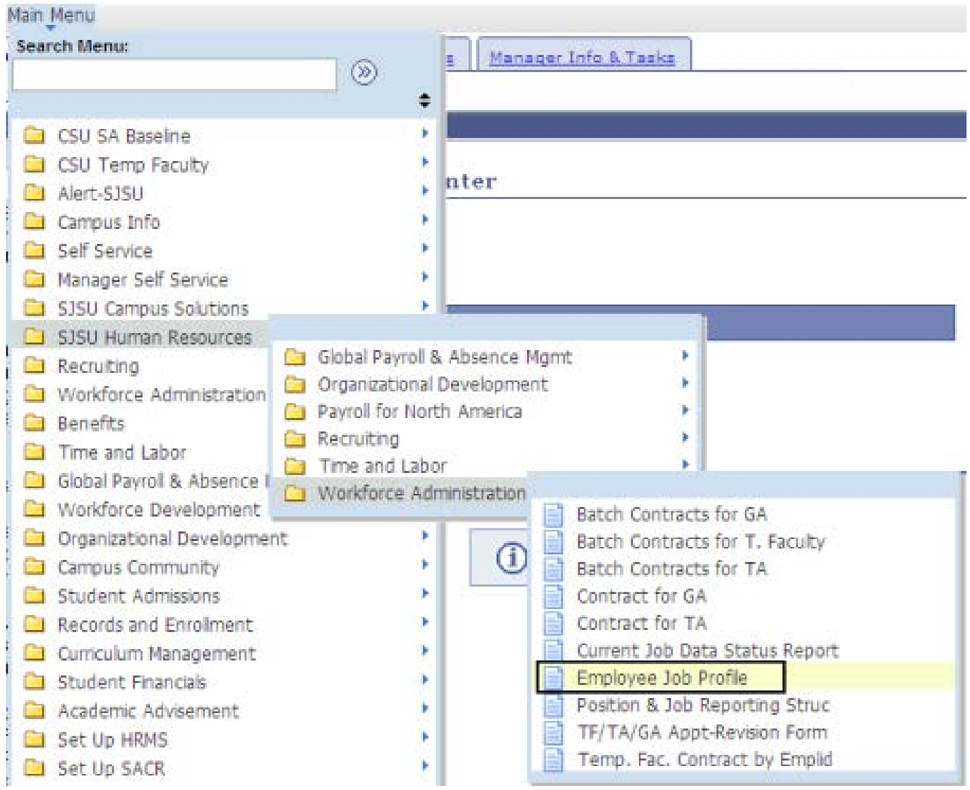
Run the Employee Profile from PeopleSoft

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.

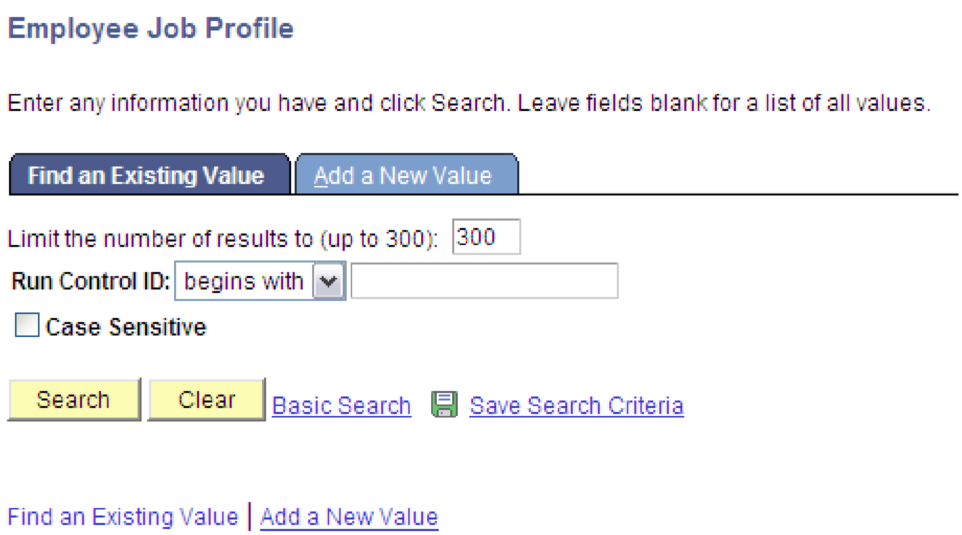
To run the employee profile from PeopleSoft:

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



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.



The Add a New Value page displays.

4. Type in a Run Control ID.

   Note: Run Control ID names cannot have spaces.

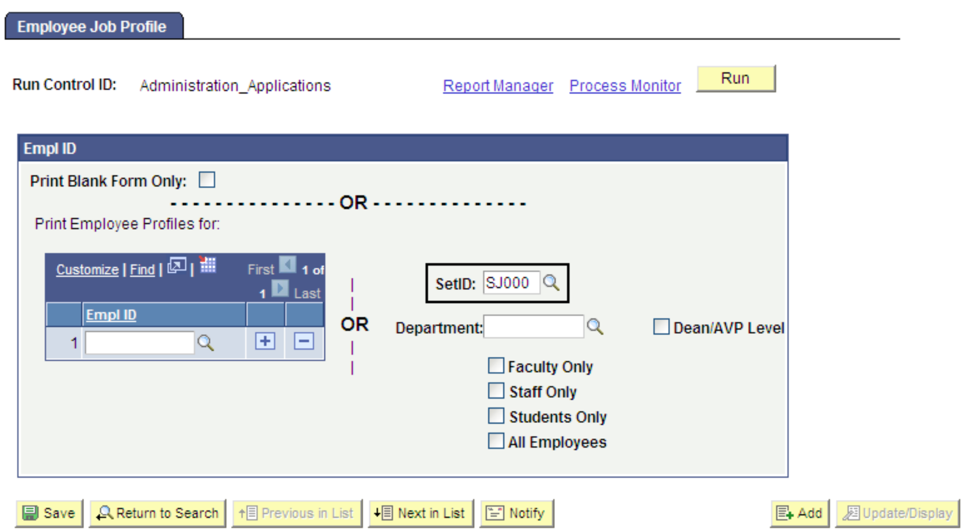
5. Click the **Add** button.

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**.

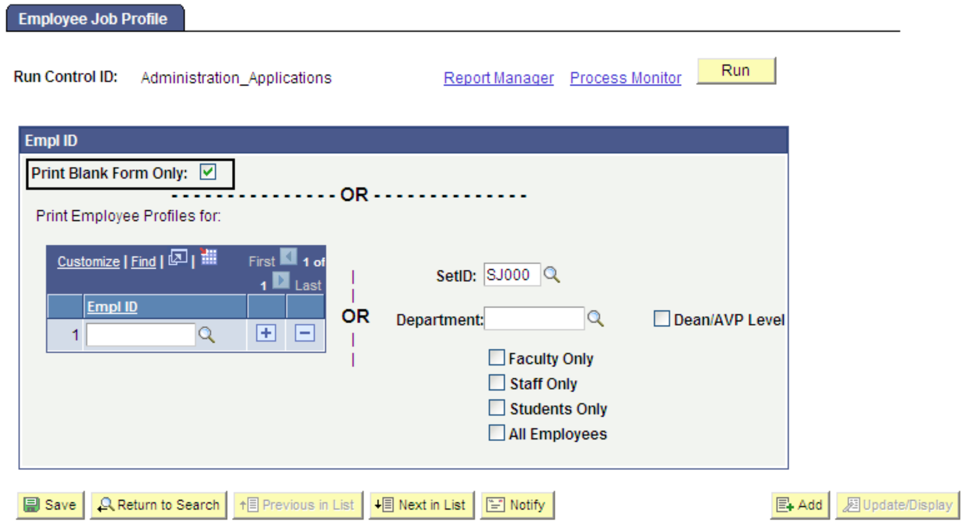
Note: You can generate employee profiles by specifying either the employee(s) or employee groups. You can also generate a blank employee profile.



Print blank profile:

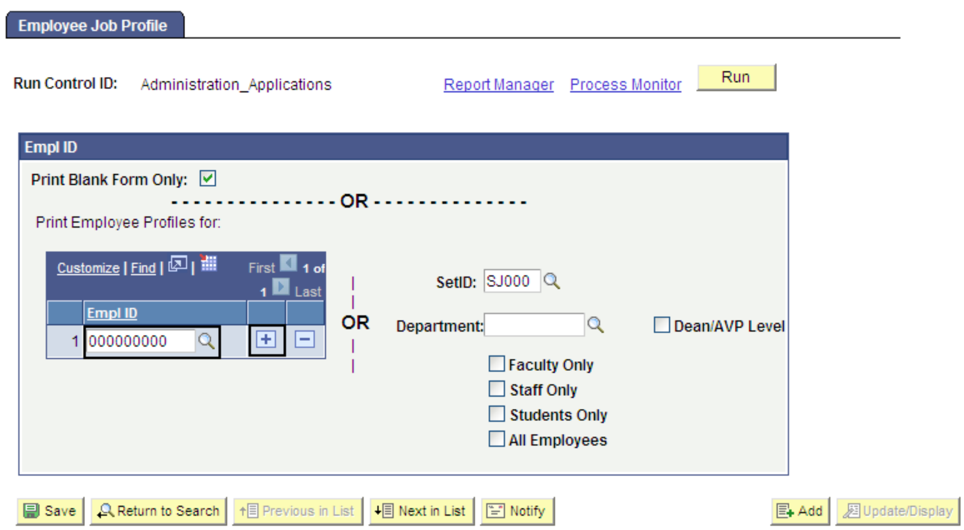
7. To generate a blank employee profile, select the **Print Blank Form Only** checkbox.

   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.



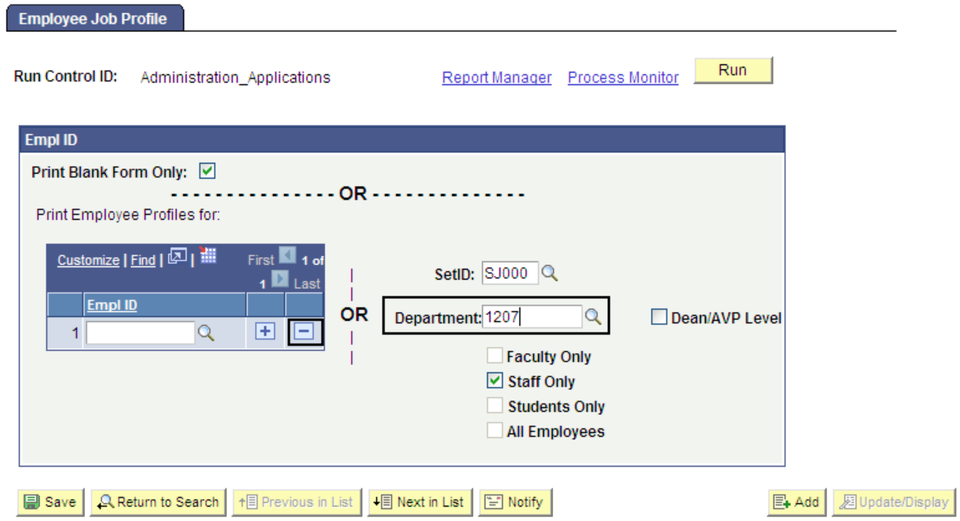
Print the profiles by employee groups:

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.

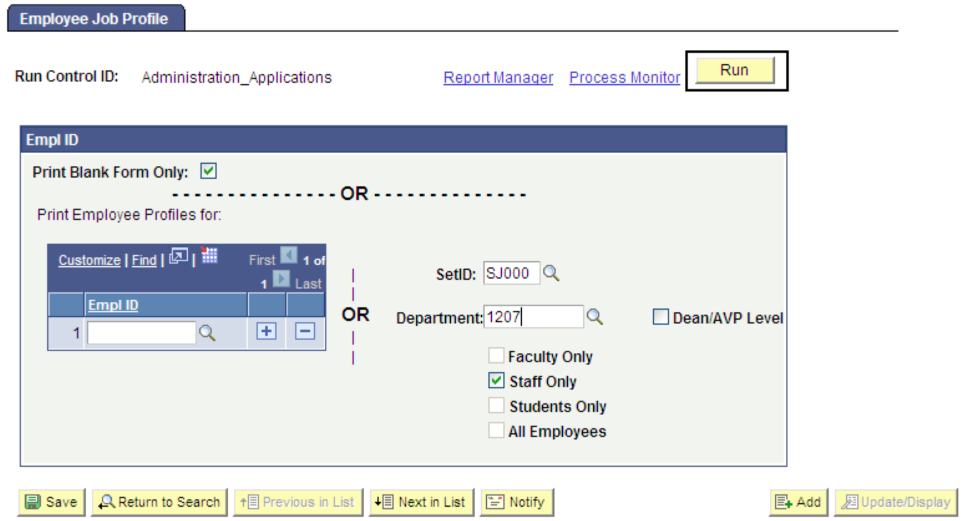
12. Choose the group you wish to print by selecting the appropriate checkbox. (See Field Descriptions listed below.)



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. *Note: This will only provide all profiles if you have security access.*

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

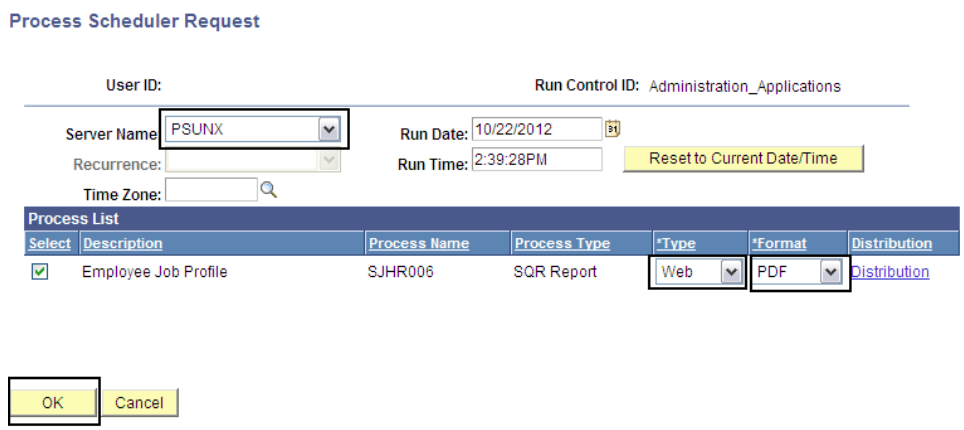


The Process Scheduler Request page displays.

14. Select settings as follows:

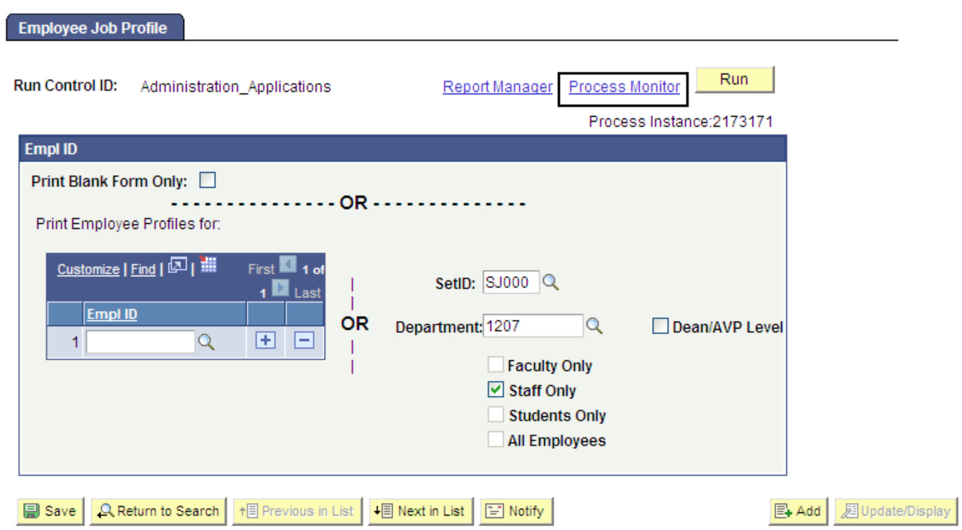
- **Server Name:** PSUNX
- **Type:** Web
- **Format:** PDF

15. Click the **OK** button.



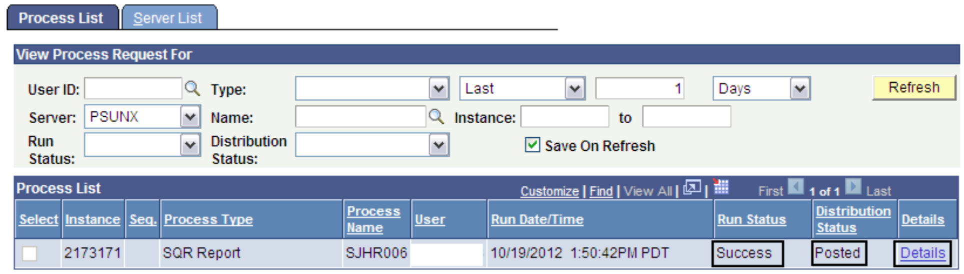
The Employee Job Profile page displays.

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



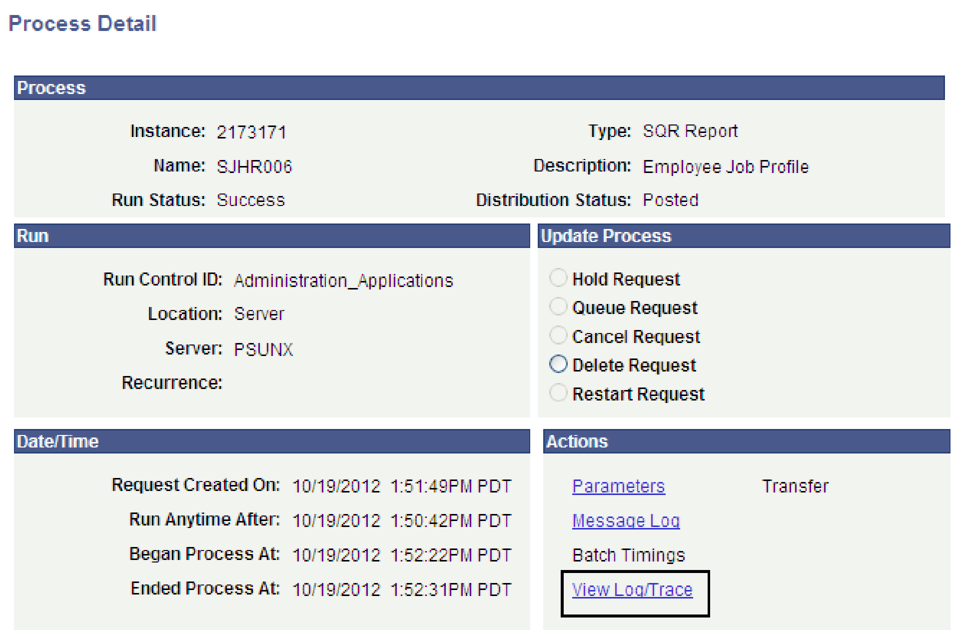
The Process List page displays.

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.



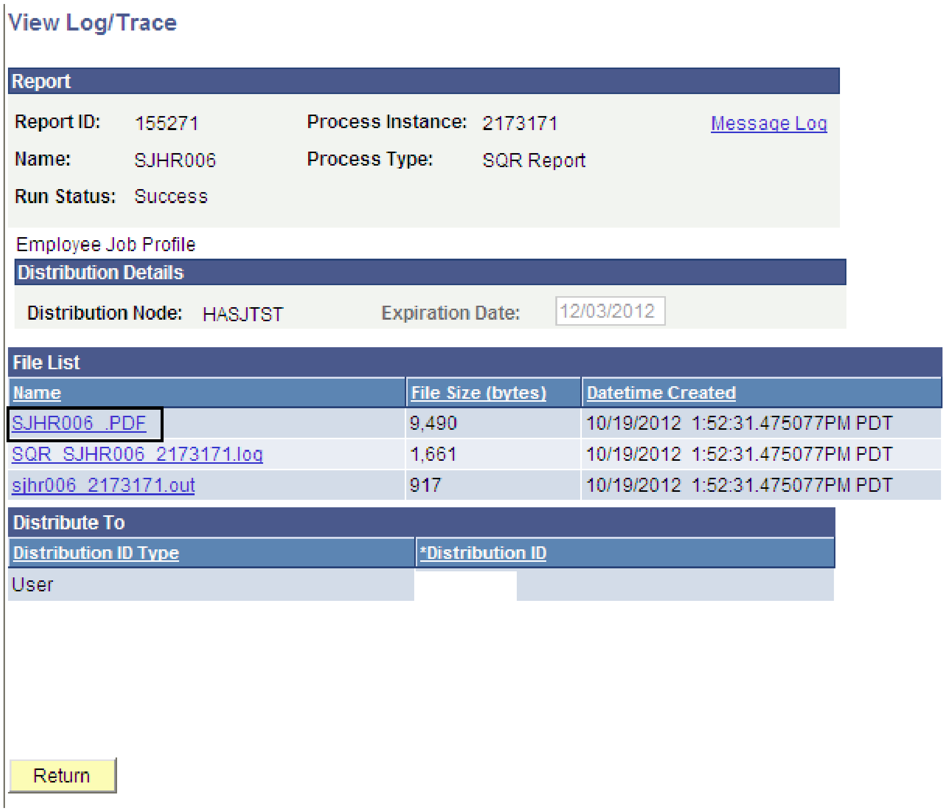
The Process Detail page displays.

20. Click the **View Log/Trace** hyperlink.



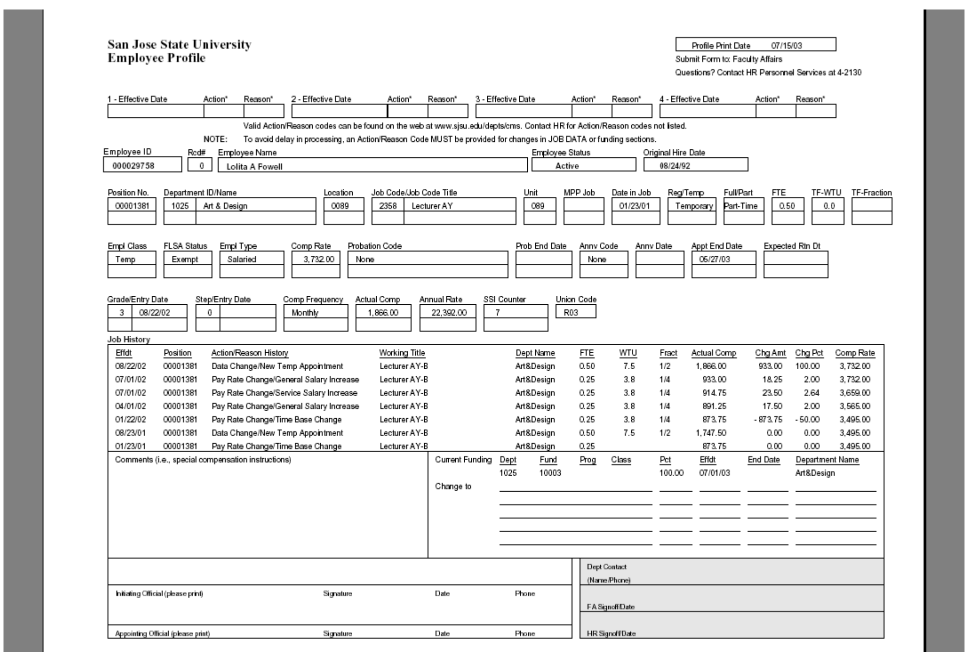
The View Log/Trace page displays.

21. Click the **PDF** hyperlink to open the report.



The Employee Profile displays.

Note: You can now view or print the profile(s).



San Jose State University
Employee Profile

Profile Print Date 07/15/03
Submit Form to: Faculty Affairs
Questions? Contact HR Personnel Services at 4-2130

1 - Effective Date	Action*	Reason*	2 - Effective Date	Action*	Reason*	3 - Effective Date	Action*	Reason*	4 - Effective Date	Action*	Reason*

Valid Action/Reason codes can be found on the web at www.sjsu.edu/depts/cms. Contact HR for Action/Reason codes not listed.

NOTE: To avoid delay in processing, an Action/Reason Code MUST be provided for changes in JOB DATA or funding sections.

Employee ID	Rcd#	Employee Name	Employee Status	Original Hire Date
000029758	0	Lolita A Fowell	Active	08/24/92

Position No.	Department ID/Name	Location	Job Code/Job Code Title	Unit	MPP Job	Date in Job	Reg/Temp	Full/Part	FTE	TF-WTU	TF-Fraction
00001381	1025 Art & Design	0089	2358 Lecturer AY	089		01/23/01	Temporary	Part-Time	0.50	0.0	

Empl Class	FLSA Status	Empl Type	Comp Rate	Probation Code	Prob End Date	Annv Code	Annv Date	Appt End Date	Expected Rtn Dt
Temp	Exempt	Salaried	3,732.00	None		None		05/27/03	

Grade/Entry Date	Step/Entry Date	Comp Frequency	Actual Comp	Annual Rate	SSI Counter	Union Code
3 08/22/02	0	Monthly	1,866.00	22,392.00	7	R03

Job History

Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	WTU	Fract	Actual Comp	Chg Amt	Chg Pct	Comp Rate
08/22/02	00001381	Data Change/New Temp Appointment	Lecturer AY-B	Art&Design	0.50	7.5	1/2	1,866.00	933.00	100.00	3,732.00
07/01/02	00001381	Pay Rate Change/General Salary Increase	Lecturer AY-B	Art&Design	0.25	3.8	1/4	933.00	18.25	2.00	3,732.00
07/01/02	00001381	Pay Rate Change/Service Salary Increase	Lecturer AY-B	Art&Design	0.25	3.8	1/4	914.75	23.50	2.64	3,659.00
04/01/02	00001381	Pay Rate Change/General Salary Increase	Lecturer AY-B	Art&Design	0.25	3.8	1/4	891.25	17.50	2.00	3,565.00
01/22/02	00001381	Pay Rate Change/Time Base Change	Lecturer AY-B	Art&Design	0.25	3.8	1/4	873.75	- 873.75	- 50.00	3,495.00
08/23/01	00001381	Data Change/New Temp Appointment	Lecturer AY-B	Art&Design	0.50	7.5	1/2	1,747.50	0.00	0.00	3,495.00
01/23/01	00001381	Pay Rate Change/Time Base Change	Lecturer AY-B	Art&Design	0.25			873.75	0.00	0.00	3,495.00

Comments (i.e., special compensation instructions)

Current Funding	Dept	Fund	Prog	Class	Pct	Effdt	End Date	Department Name
	1025	10003			100.00	07/01/03		Art&Design
Change to								

Dept Contact (Name/Phone)

Initiating Official (please print) Signature Date Phone

FA Signoff/Date

Appointing Official (please print) Signature Date Phone

HR Signoff/Date

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 06/09/01

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

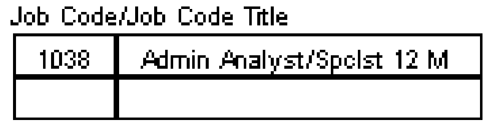
Location:

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.



MPP Job:

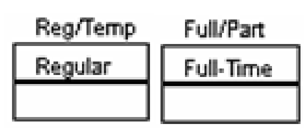
If the position is in the Management Personnel Plan, this field displays an MPP Job Code. This information can only be changed by Human Resources.

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.

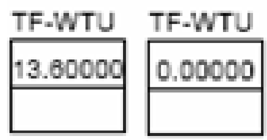


FTE:

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.

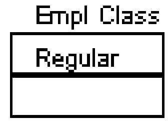


TF-Fraction:

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.

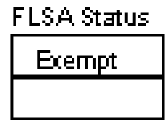
Empl Class:

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



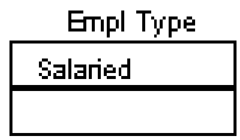
FLSA Status:

This information can only be changed by Human Resources.



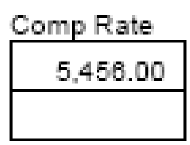
Empl Type:

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.



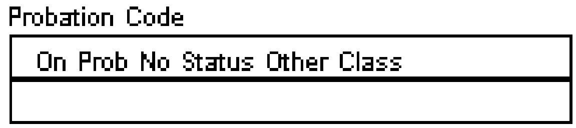
Comp Rate:

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.



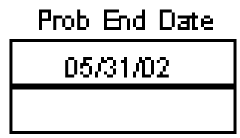
Probation Code:

Either Faculty Affairs or Human Resources typically update this information.



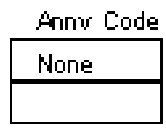
Prob End Date:

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:

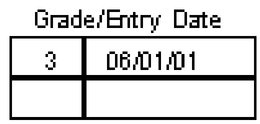
If the employee is temporary, the Appt End Date will display. If you are extending their appointment (or cutting it short), update the end date in the blank space.

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.

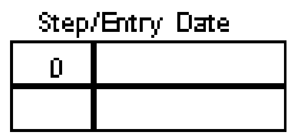
Grade/Entry Date:

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.



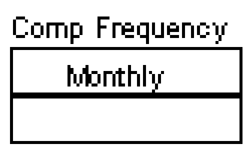
Step/Entry Date:

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.



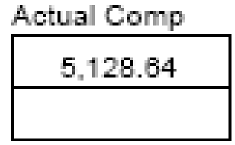
Comp Frequency:

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



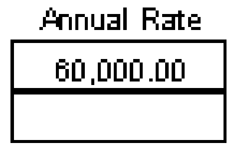
Actual Comp:

The Actual Compensation is calculated based on the Compensation Rate and FTE entered for the employee. It should not be updated.



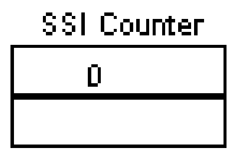
Annual Rate:

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



SSI Counter:

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



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.

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

EFFDT	Position	Action/Reason History	Working Title	Dept Name	Time Base	Comp Rate	Chg Amt	Chg Pct	Base Rate
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/Spclst ExII	CMS	1.00	5,500.00	530.00	10.66	5,500.00
12/11/00	00009500	Hire/Appointment	Admin Analyst/Spclst 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:

- 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)

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

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