

Human Resources

Guide to Personnel Actions

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Introduction

Overview

In this guide we will discuss the Enter Personnel Actions function located within Infinium Human Resources.

This function provides the facility to create unlimited detailed employment history for each employee held on the system. This history is held by transaction type and effective date .

The following Personnel Actions are available:

- RE – Performance review
- SC – Salary change
- ST – Status change
- NE – New employee
- EE – End of employment
- PC – Personal change
- PS – Position change
- TR – Inter-company transfer
- WA – Work action
- RM – Re-employment

RE - Performance Review

Performance Reviews are usually formally organised meetings held between an employee and their Manager to discuss the individual's job performance. Details of the Review, including the facility to enter an overall rating and the date of the next scheduled Review can be recorded.

SC - Salary Change

Changes to an employee's salary, together with the reason for the alteration and the new amount, should be recorded using Salary Change.

ST - Status Change	Changes to an employee's employment status, and/or details of a Leave of Absence, including the commencement date, the expected date of return, and whether the employee has been laid off, can be recorded using Status Change.
NE - New Employee	<p>The New Employee option contains the key hiring information relevant to the employee upon joining the organisation. This is normally system generated. This option should be used to amend the information created at the employee's commencement, if it was entered incorrectly during the <i>Enter New Employee</i> process.</p> <p>This option cannot be used to enter a New Employee onto the system, which must be done by using the <i>Enter New Employee</i> function, within Employee Recordkeeping.</p>
EE - End of Employment	Details of an employee's date and reason for leaving should be recorded using End of Employment.
PC - Personal Change	Changes to an employee's personal details, such as surname, home address, marital status, title, and spouse's name should be entered using Personal Change. If personal details were entered incorrectly for a new employee during the <i>Enter New Employee</i> function, amendments should be made to the record, which is automatically generated by the system upon their commencement.
PS - Position Change	Changes to an employee's position within the organisation, together with the reason for the alteration, should be recorded using Position Change. You may also use this option to record that an employee has Reserved Rights Status within a position.
TR - Inter-Company Transfer	Inter-Company Transfer should be used to transfer employees to other Employers held on the system. The system will automatically transfer details of the employee to the new Employer, as well as retaining a record of the employee within the old Employer.
WA - Work Action	Details of discussions held between an employee and their Manager, which are relevant to the employee's employment, can be recorded using Work Action. These can include details of verbal warnings, disciplinary meetings, Appeal meetings, Special awards and Commendations.
RM - Re-Employment	Former employees can be employed back into the organisation by using the Re-Employment option. The employee's records held by the system will be used for their new employment and can be amended accordingly if necessary. This function is not relevant for employees re-employed in the same Tax Year (if using Infinium PY).

This guide will review the above actions in greater detail.

Impact of Controls

Each Personnel Action is input onto the system using an *Effective Date* or *Date of Change*. If an action is input with a date that is equal to or less than the current date, the change will automatically update the Employee Basic Data File (PRPMS), common to both the Personnel and Payroll applications.

In order for the files to be updated automatically the field *Position Control Used* contained within the Employer Controls in Infinium HR must be set to **1**.

Personnel Actions input with a date greater than the current date will be treated as a Future Transaction.

If a Future Transaction is input, a warning will be displayed on the screen: **Future Transaction - employee basic data will not be updated**. The record will appear highlighted in the list of Actions.

A Future Transaction will not update the relevant file until the *Mass Update Personnel Actions* function is generated for the appropriate date. The Mass Update function should, therefore, be performed on a regular basis in order to maintain current records within Personnel and Payroll. A Trial Mass Update can be performed before the Mass Update function.

Users must coordinate the execution of the Mass Update function, with their Payroll function. When the *Begin Payroll Cycle Operations* option is selected, the reporting levels and pay rates of all employees attached to that cycle are locked as they currently exist. It is important, therefore, that all Future Transactions for salary changes, promotions and transfers, which are relevant for the pay period, have been effected before the Begin Payroll Cycle commences.

In order for the Payroll records to be updated automatically the field *PE Users to Update Pay Rates* contained within the Employer Controls in Infinium PY must be set to **1**. This field answered positively will update pay rates held on the Employee Payroll record when a transaction is carried out using the Enter Personnel Actions function.

User Authority

A User must be granted with the authority to create Personnel Actions within their User Controls. A User's authority can be set to a different level of access for selective Personnel Actions.

The levels of access are: create, change and display; display-only; or no access. Should Display-only Access be selected, the User will be able to display a transaction, but not be able to create new actions, or change and delete existing ones.

A User's authority can be set to create Personnel Actions that will all be treated as Future Transactions when entered, regardless of the effective date. The *Mass Update Personnel Actions* function would need to be performed in order for these to update the relevant personnel and payroll files.

Date Sensitivity

When creating a Personnel Action, the system will check to ascertain whether there are any Future Transactions that are unprocessed, that might contain different field values than those that are held in the employee's current Basic Date file. If this is the case, a window will be displayed, prior to the creation of the new record. This window will request an effective date of the new transaction. The system uses this date to check what will be current on that effective date in order for the correct default information for the new transaction to be loaded. This ensures the integrity of the data.

Employer Codes

There are many Employer Codes used within Personnel Actions. These are listed below, together with an indication as to whether they are a Required Field. The code values can be established using the *Update Employer Codes* function.

Description	Code	Required/Optional
Review Type Code	RTP	Required
Rating Code	RAT	Required

Description	Code	Required/Optional
Salary Change Reason Code	SAL	Required
Currency Code	CUR	Required
Status Code	STS	Required
Leave of Absence Code	LVC	Optional
Leaving Reason Code	TRM	Required
Work Action Code	GRV	Required
Resolution Code	RES	Optional
Category of the Work Action Code	GTV	Optional
County Code	CTY	Optional
Country Code	CTR	Required
Position Change Reason Code	PRR	Required
Transfer Reason Code	TRR	Required
Re-Employment Reason Code	RHC	Required

If assistance is required on how to establish values for the above code types, please refer to the *Infinium HR Guide to Controls*.

Function Keys

There are a number of function keys that are available from all the screens within Enter Personnel Actions. By using **F23** a window will be displayed listing all the function keys active on that particular screen. The function keys can be activated from this window.

Saving/Cancelling a Record

A new or changed record can be saved by using **F3**. A confirmation window will be displayed. The change will automatically update the Employee Basic Data file if the confirmation window is answered positively. The record will appear in the list of actions in date order on Work With Screen.

Should the transaction be a Future Dated Transaction, the relevant files will not be updated until the Mass Update Personnel Actions function has been performed. A warning message will be displayed when saving the record, **Future Transaction - employee basic data not updated**, and the transaction will appear on the list as a highlighted entry.

A new or changed transaction can be cancelled by using the **F12** key. A confirmation window will be displayed.

Once the new or changed transaction has been saved or cancelled, you will return to the Work With Screen, which gives a list of all transactions of the type selected in date order.

Entering Personnel Actions

Overview

The Enter Personnel Actions function will allow the creation of detailed employee history. This history will include details of all the key areas of an individual's employment, including salary and career progression.

Should you experience difficulty with accessing certain Personnel Actions, or data not flowing to the relevant master record files, please refer to the sections "Impact of Controls" and "User Authority" in this guide.

Accessing each of the available Personnel Actions takes place in the same way, so we will review selection of a Personnel Action before looking at the individual Actions.

Menu Selection

System: Infinium Human Resources

Menu Level 1: Employee Record Keeping

Menu Level 2: Employee History

Menu Level 3: Enter Personnel Actions

System message: **Creating PE Actions workspace.
Please wait.**

Screen 1 of 3

```
25/04/95 12:37:31          Enter Personnel Actions          PEGIRM20  PEDIRM20
Employer . . . . . 111 +      Software 2000 Limited
Employee . . . . .      873 + Ashlee
Position . . . . . :      CRC      Credit Controller
Job Code . . . . . :      ADML     Senior Administrator

Type options, or Enter Personnel Action Code, press Enter.
1=Select

Opt Action Description          Opt Action Description
RE Performance Review           PS Position Change
SC Salary Change               TR Inter Company Transfer
ST Status Change               RM Re-Employment
NE New Employee                WA Work Action
EE End of Employment
PC Personal Change

F3=Exit F4=Prompt F7=Print Updates F10=QuikAccess F24=More keys
```

Key Information

Type the appropriate Employer Code or use **[F4]** to view and select from a list of valid codes.

Type the appropriate Employee Number or use **[F4]** to view and select from the employee listing.

Once you have selected the employee, by using **[Enter]** the individual's current position and job code will be displayed.

You can select the appropriate Personnel Action by either typing the relevant code in the action field, or by moving the cursor to the *Opt* field next to the Personnel Action and selecting with **1**.

More than one Personnel Action can be selected by typing **1** next to all the options you require. The screens will then appear consecutively for each Action as you exit from the previous one.

To capture details of updates made to the Employee's Basic Data files, using **[F7]** from this screen, prior to exiting the Personnel Actions function, a list of all the changes made within this session will be printed.

Required Fields

Employer

Employee

Personnel Action Code

Press **[Enter]** to continue.

The selected Personnel Action screen will be displayed.

Performance Reviews

Overview

Performance Reviews are usually formally organised meetings held between an employee and their Manager to discuss the individual's job performance. This Personnel Action can be used to record details of the Review, including the facility to input an overall rating and the date of the next scheduled review. A report detailing which reviews are due and their due date can also be produced.

Performance Reviews can also be recorded using the *Update Performance Reviews* function within *Management Development*. Any Performance Reviews created using this method will automatically be displayed when using the Performance Review screen within Personnel Actions.

Select Option RE from the Selection Screen.

Press to continue.

Work With Screen

```
25/04/95 12:44:37      Work with Performance Reviews      PEGIRRE      PEDIRRE
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      850 Jones,Emily Louise
Position . . . . . :      ACC      Accounts Clerk
Next Review Type . . . . . : 6MIH      Six Monthly Review

Type options, press Enter.
  2=Change  4=Delete  5=Display  8=Additional Information

Opt  Review Date Type Seq Rating -- Reviewer -- Next Review Date
   1/03/1995 TRIAL 0010 C   111      227      6MIH      1/10/1995

F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F24=More keys

Bottom
```

Key Information

The Employer Code, Employee Number, and the employee's current position will automatically default from the Employee Selection Screen. The Next Review Type code will default from the previously recorded Review.

A list of previously entered Performance Reviews will be shown in reverse date order, the most current at the top of the list.

Future Transactions that have not been updated using the Mass Update Personnel Actions function will be shown highlighted.

Change

Existing Reviews can be changed by typing **2** against the relevant record. By using you will produce Update Screen, which will display the details of the Review. You can move the cursor to the relevant fields and change any codes as necessary.

You are unable to change the *Date* field. If this is incorrect, you must delete the record and recreate using the correct date.

Delete

Existing Reviews can be deleted by typing **4** against the relevant record. By using , a confirmation message will appear, which will ask you to confirm deletion of the record.

Press to confirm your options for deletion, *or* use to return to change your options.

If is selected, the record will be deleted and the employee's Basic Data file will revert back to the details held on the system prior to this change.

If a *Date* is incorrect, you must delete the record and recreate using the correct date.

Display

Existing Reviews can be displayed by typing **5** against the relevant record. By using you will produce Display Screen. No amendments can be performed.

Additional Information

Additional Review information can be recorded for existing Reviews by typing **8** against the relevant record. By using , you will produce the Additional Review Details screen. New Reviews need to be saved before the Additional Review information can be recorded by the above method.

Create

Press to create a new record.

Update Screen

```
25/04/95 12:51:27      Work with Performance Reviews      PEGIRRE1  PEDIRRE1

Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :          850 Jones,Emily Louise
Position . . . . . :          ACC  Accounts Clerk
Scheduled Review Date . . . . . : 1/10/1995 Last Review Date . .

Enter Performance Review Data.

This Review Type . . . . . 6MTH + Six Monthly Review
Review Date . . . . .      10495 Sequence Number . . . 10
Rating Code . . . . .      A   +
Review Score . . . . .
Reviewer's Employer . . . . . 111 +
Reviewer's Employee Number . . 227 + Harris
Potential Code . . . . .      YES + Yes
Mobility Code . . . . .      STAT + Wishes to stay Stationary
Next Review Type . . . . .      ANNUA + Annual Review
Next Review Date . . . . .      011095
Description . . . . .
Comments . . . . .

F3=Exit  F4=Prompt  F11=Override entries  F24=More keys
```

Key Information

A blank screen will appear in order for you to input the new details. Type the relevant *Review Date* in the field available. If existing Reviews have already been recorded, the system will automatically generate the *Next Review Date* from the history created. You can change the date by moving the cursor to this field and typing the required date.

In order to provide control over the sequence in which updates should be performed, should there be more than one change for the same date, a *Sequence Number* needs to be entered. The system will automatically default this to **10** but this can be changed as required. The system validates to prevent duplicate sequence numbers.

Type the relevant code for *Review Type*, *Rating*, and *Next Review Type* by using **[F4]** to view and select from the list of code values previously established in Employer Codes.

A *Review Score* is available for a score to be recorded but this is optional.

The *Reviewer's Employer* and *Reviewer's Employee Code* is the Employer Employee Number of the Manager or Supervisor who performed the Review. Use **[F4]** to view and select from the employee listing. The *Reviewer's Employer* will automatically default to the selected employee's Employer. This can be amended by typing the required Employer code.

Type the *Next Review Date* in the field available.

The *Description* and *Comment* fields are available for additional information to be recorded.

Required Fields

Review Date

Sequence Number

Review Type

Rating

Reviewer's Employer

Reviewer's Employee

Potential Code

Next Review Type (same code values as Review Type)

Next Review Date

Press to confirm.

Press to exit and save.

Function Keys:

By using you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Review should you exit the Update Screen by this method.

The Training Requests screen can be accessed by using the key from the Work With Screen.

By using the key from Update Screen, a window detailing when the record was last updated will be given, including the time, date, User and workstation involved. Available only when changing or displaying.

Salary Change

Overview

This Personnel Action should be used to record changes to an employee's salary details. If the change to the employee's salary is the result of a change of position, the Position Change should be effected first. This will ensure that the salary record is created for the correct position details.

If using Pay Components, changes to employee's pay component details, should be effected using a Salary Change. This is discussed in greater detail in the *Infinium HR(I) Guide Controls*.

Salary changes can also be created using the *Mass Update Step-in-Grade* and *Mass Wage Change* functions.

Information held in an employee *Payroll Rate* field, within Infinium PY, is updated using the Salary Change facility. The *Payroll Rate* field will be updated if the *PE Users to Update Pay Rates* flag has been set to **1** on the Employer Control. Refer to the section "Impact of Controls" in this guide.

Select Option SC from the Selection Screen.

Press to continue.

Work With Screen

```
25/04/95 12:52:29          Work with Salary Changes          PEGIRSC  PEDIRSC
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :              850 Jones,Emily Louise
Position . . . . . : ACC          Accounts Clerk
Current Base Rate . . . . . : 15,500.0000 SIG
Current Frequency . . . . . : A

Type options, press Enter.
 2=Change  4=Delete  5=Display  8=Pay Components

Opt   Date   Seq  Rsn  Grade Step   Base Rate   Incr %   Increase Amt  PC
-----
 1/03/1995 0010 MERIT B    99   15500.0000  24.0000    3000.0000    1
 1/01/1995 0010 *NEW  B    99   12500.0000 100.0000   12500.0000    1

F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F24=More keys

Bottom
```

Key Information

The *Employer Code*, *Employee Number* and employee's position will automatically default from the Employee Selection Screen.

The employee's current base rate and current frequency will automatically default from their current details held on hold Basic Data.

A list of previously created Salary Changes will be shown in date order, the most current at the top of the list.

For each employee, the first line of their salary history will have an effective date as the date of their joining and a reason code of ***NEW**. This represents the employee's salary at commencement. This record is system generated as part of the *Enter New Employee* process.

Future Transactions that have not been updated using the *Mass Update Personnel Actions* function will be shown highlighted.

Changes to the employee's position or status should be implemented before a salary change is effected if they are relevant to the new salary details. This will ensure that the new salary details are based on the correct position or status information. The system will automatically check for future or unprocessed transactions of the same or different types that might contain different field values. Refer to "Date Sensitivity" already discussed earlier in this guide.

Change

Existing Salary Changes can be changed by typing **2** against the relevant record. By using **[Enter]** you will produce Update Screen, which will display the details of the salary change. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing Salary Changes can be deleted by typing **4** against the relevant record. By using **[Enter]**, a confirmation message will appear, which will ask you to confirm deletion of the record.

Press **[Enter]** to confirm your options for 4=Delete, or press **[F12]** to return to change your options.

If **[Enter]** is selected, the record will be deleted and the Employees Basic Data file and Payroll Rates will revert back to the details held on the system prior to this change.

If the *Date* is incorrect you must delete and re create using the correct date.

Display

Existing Salary Changes can be displayed by typing **5** against the relevant record. By using **[Enter]**, you will produce the Display Screen, which will display the details of the salary change. No amendments can be performed.

Pay Components

The Pay Components screen can be accessed by typing **8** against the relevant record.

Create

Press **[F6]** to Create a New Record.

Update Screen

```
25/04/95 12:54:06          Work with Salary Changes          PEGIRSC1  PEDIRSC1
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :              850 Jones,Emily Louise
Position . . . . . :              ACC  Accounts Clerk
Previous Base Rate . . . . . :              15,500.0000  SIG
Previous Frequency . . . . . :              A

Enter Salary Change Information.

Salary Change Reason . . . MERIT +          Quartile . . . . . : 5
Salary Change Date . . . . 1041995          Compa Ratio . . . . : 142.8500
Pay Grade / Step Number . : B 99 +          Sequence Number . . . 10
New Base Rate Frequency . . A              Standard Hours . . . . 162.50
New Base Rate . . . . . : 16500.0000          Scheduled Pay Periods . 12.0000
Currency . . . . . : SIG +              OR Increase % . . . . 6.4516
Payroll Rate . . . . . : 1375.0000          Bonus? . . . . . : 0 (0/1)
Pay Frequency . . . . . : M +              Update PY Rate No . . . 1 (0-5)
Position . . . . . : ACC              Job Code . . . . . : ADM2
Description . . . . .
Comments . . . . .

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Key Information

In order to provide control over the sequence in which updates should be performed, should there be more than one change for the same date, a sequence number needs to be entered. The system will automatically default to **10**, but this can be changed as required. The system validates to prevent duplicate sequence numbers.

The current information held on the system for the employee will automatically default into the screen, and will appear in the fields current position and previous base rate frequency. The employee's current salary will be shown in the *Previous Base Rate* field.

Enter the relevant code for the *Salary Change Reason* by using **F4** to view and select from the list of code values previously established in Employer Codes.

The effective date of the salary change should be entered in the field *Salary Change Date*.

The *Pay Grade* field will display the employee's current Pay Grade and default to the employee's next step number for scaled salaries. Step numbers can be selected by using **F4** to view and select from the list of code values. For non-scaled salaries a default step number of **99** should be input, as this is a compulsory field.

The *Standard Hours* field will default to the employee's current standard hours, which are attached to their Job Control, but can be changed if required.

The *New Base Rate Frequency* should be input, the valid options are: **H** for Hourly, **W** for Weekly, **M** for Monthly, **13** for 4 Weekly or **A** for Annual.

The *Scheduled Pay Periods* should be input for the employee. These should indicate how many times a year the employee will be paid.

Either the *New Base Rate* amount or the *Increase %* should be input in the appropriate field. Only one of these fields can be used to enter the increase.

The *Currency Code* of the base rate must be input. This will default from the employee's current Pay Grade, or can be selected by using **F4** to view from the list previously established in Employer Codes.

If the calculated *New Base Rate* is outside the employee's salary range, a warning message will be displayed. The Salary Range applicable to the employee can be reviewed by using **F21**. You can still process the salary change by using the **F18** override key.

The *Bonus* field may show the figure **1** or **0**. The figure **1** indicates the Salary Change is a bonus amount. It will not update the Employee Basic Data file or *Payroll Rate* fields with the salary change information. The figure **0** indicates the salary change is not a bonus amount, and will

update the Employee Basic Data file and *Payroll Rate* fields accordingly.

The *Payroll Rate* will generate this amount when it saves the new record.

The *Pay Frequency* should be entered and must be a valid Pay Frequency as defined on the Pay Frequency file.

The *Update Payroll Rate Number* will indicate to the system which payroll rate this particular increase should update. The system will default to **1**, but this can be changed by keying the correct number in this field.

The *Position code* and *Job code* are displayed and cannot be amended or keyed using this function. Should they need to be changed the Position Change option within Personnel Actions should be used.

The *Description* and *Comments* fields are available for additional information to be recorded but are optional.

The system will calculate the correct *Compa Ratio* and *Quartile* values, once the salary increase has been keyed.

Compa Ratio - the employee's salary is divided by the amount held in the mid-point salary range field specified for the employee's current position or job code. A comparison ratio will be **100** if the base rate is at the mid-point of the salary range.

Quartile - the system will display the quartile for the transaction. The Quartile can be **1-4** to show which Quartile of the salary range the base rate is in. The quartile is set to **5** if the base rate is out of the range.

Required Fields

Salary Change Reason

Salary Change Date

Sequence Number

Step Number

New Base Rate or Increase %

Currency

Function Keys

By using **F15** you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Salary Change should you exit this method.

The Scheduled Hours for the employee can be displayed by using the **F19** key.

The Salary Range applicable to the employee can be reviewed by using the **F15** key from the Update Screen.

By using the **F16** key from the Update Screen, a window detailing when the record was last updated will be given, including the time, date. User and workstation involved. Available only when changing or displaying.

Status Change

Overview

This Personnel Action should be used to record changes to an employee's employment status, for example, full-time, part-time, permanent, temporary, student, and so on.

This function can also be used to record details of a Leave of Absence, including the commencement date, the expected date of return, and whether the employee has been laid off. Any employee on a current Leave of Absence will be highlighted as On Leave when reviewing the *Employee Locate* function.

Select Option ST from the Selection Screen.

Press to continue.

Work With Screen

```
25/04/95 13:47:16          Work with Status Changes          PEGIRST  PEDIRST
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :          850 Jones, Emily Louise
Current Position . . . . . : ACC      Accounts Clerk
Current Status . . . . . : PERM      Permanent Staff
Current Leave of Absence . . . : *NONE

Type options, press Enter.
  2=Change  4=Delete  5=Display
Opt   Date   Seq  Status Description      Hours L.O.A. & Date      Returns
  1/03/1995 0010  CON   Contract Staff          162.50

Bottom
F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F15=First  F23=Function Keys
```

Key Information

The *Employer Code*, *Employee Number*, *Employee's Current Position*, *Current Status* and *Current Leave of Absence* will automatically default from the Employee Selection Screen.

A list of previous Status Changes will be shown in reverse date order, the most current at the top.

Future Transactions that have not been updated using the *Mass Update Personnel Actions* function will be shown highlighted.

Change

Existing Status Changes can be changed by typing **2** against the relevant record. **[Enter]** will produce Update Screen, which will display the details of the status change. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing Status Changes can be deleted by typing **4** against the relevant record. By using **[Enter]**, a confirmation message will appear, which will ask you to confirm deletion of the change.

Press **[Enter]** to confirm your options for 4=Delete, or press **[F12]** to return to change your options.

If **[Enter]** is selected, the record will be deleted and the Employee's Basic Data file will revert back to the details held on the system prior to this change date.

Display

Existing Status Changes can be displayed by typing **5** against the relevant record. By using **[Enter]**, you will produce the Display Screen, no amendments can be performed.

Create

Press **[F6]** to create a new record.

Update Screen

```
25/04/95 13:51:47          Work with Status Changes          PEGIRST1
PEDIRST1
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :          850 Jones,Emily Louise
Current Position . . . . . : ACC      Accounts Clerk
Current Status . . . . . : PERM     Permanent Staff
Current Leave of Absence . . . : *NONE

Enter Status Change Information.

New Status . . . . .          +
Effective Date . . . . .    10041995
Sequence Number . . . . .      10
Standard Hours . . . . .    162.50  Schd Pay Periods . . . : 12.0000
Leave of Absence Code . . . . .  STUDY + Study Leave
Leave of Absence Date . . . . . 10041995
Expected Return Date . . . . . 10051995 Length of Break . . . .
Return from L.O.A. . . . .      0
Laid Off? . . . . .           0
Description . . . . .
Comments . . . . .

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys
```


Key Information

The *New Status Code* can be selected by using **F4** to review the list of codes previously established via Employer Codes.

The employee's current standard hours will default into the *Standard Hours* field. These can be amended if necessary; however, if no entry is made here the employee's hours will not change when this transaction is complete.

The *Effective Date* of the change of Status must be keyed.

The system will automatically default the *Sequence Number* to **10** but this can be changed as required. The purpose of this number is to provide control over the sequence in which updates should be performed when there is more than one change for the same date. The system validates to prevent duplicate sequence numbers.

The employees current *Scheduled Pay Periods* will be displayed for information.

Only input *Leave of Absence Code* if applicable. Select the relevant code using **F4** to review from the list previously established via Employer Codes.

The *Leave of Absence Date* should reflect the date of commencement. The *Expected Return Date* and the *Length of Break* can be keyed using the appropriate fields.

If the employee has been on a Leave of Absence but has returned, the flag on the *Return from Leave of Absence* field should be set to **1**. The system will mark the employee as returned.

If the employee has been laid off, then **1** should be keyed in the *Laid off?* Field. Otherwise set to **0**. If the *Laid Off* flag is set to **1**, with a completed Leave of Absence record, the employee will be excluded from their Payroll Cycle. The employee will also be displayed as *On Leave* on the *Employee Locate* function.

Required Fields

New Status Code

Effective Date

Sequence Number

Function Keys

By using **F15** you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Status Change should you exit Update Screen via this method.

By using **F16** from Update Screen, a window detailing when the record was last updated will be given, including the time, date, User and workstation involved. Available only when Changing or Displaying.

New Employee

Overview

The New Employee transaction contains the key hiring information that was applicable for the employee upon joining the organisation. Consequently, only one record for each employee should exist. If an employee's position, date of joining, salary or status details were keyed incorrectly using when using the *Enter New Employee* function, the data should be amended using this transaction.

If Personal details were keyed incorrectly using the *Enter New Employee* function, such as name, address, or title, these should be amended using the Personal Change transaction.

The New Employee facility should not be used to re-employ an employee that has previously left the organisation. The Re-Employment facility within Personnel Actions should be used to achieve this.

Work with Screen

```
25/04/95 13:52:55          Work with New Employments          PEGIRNE  PEDIRNE
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :              850 Jones,Emily Louise
Position . . . . . :              ACC  Accounts Clerk

Type options, press Enter.
2=Change  4=Delete  5=Display

Opt   Date      Seq  Positn  Type  Grade  Range      Base Rate  Step  Status
Job   Locn      Union ----- Levels ----- Description
1/01/1995 0010   ACC  S    B    RADM2    12500.0000 99  PERM
ADM2  CROSB                    FINN  GACT  GACT  3110

F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F15=First  F23=Function Keys
```

Key Information

The *Employer, Number* and Employee's current *Position* will automatically default from the Employee Selection Screen.

Each employee will have only one transaction recorded. It contains the key hiring data that was applicable at the time of joining the organisation.

If the employee's position, date of employment, salary or status were keyed incorrectly when using the *Enter New Employee* function, the data should be changed using this facility.

Change

The existing New Employee record can be changed by typing **2** in the Opt field. By using you will produce Update Screen, which will display the details of the record.

Update Screen

```

25/04/95 13:54:07      Work with New Employments      PEGIRNE1  PEDIRNE1
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      850 Jones,Emily Louise

Enter New Employment Information.

Position . . . . .      ACC +      Job Code . . . : ADM2
Date of Employment . . . . . 1011995      Sequence . . . . 10
Adjusted Date of Employment . . 1011995      Function . . . : FINN
Pay Grade / Step Number . . . : B 99 +      Department . . . : GACT
Starting Base Rate . . . . . 12500.0000      Section . . . : GACT
Currency . . . . .      STG +      Cost Cntr . . . : 3110
Base Rate Freq . . . . .      A      Quartile . . . . 4
Standard Hours . . . . . 162.50      Compa Ratio . . : 108.2200
Pay Frequency . . . . .      M +      Salary Range . . : RADM2
Scheduled Pay Periods . . . . . 12.0000      Location . . . . : CROSB
Shift . . . . .
Status Code . . . . .      PERM +
Description . . . . .
Comments . . . . .

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys

```

Key Information

The system will automatically default the *Sequence Number* to **10** this should not be changed.

The *Position Code* is the position employee has been employed into. If you change the position, press to validate and default new key information. The position's levels, job code, pay grade and location will be displayed.

The system will check the authorised workforce level for the new position on the effective date. A warning message will be displayed informing you that the Authorised Workforce Levels have been exceeded. If this is the case and can be overridden by using .

However, the Authorised Workforce Levels should be reviewed for the Position Control.

The *Date of Employment* can be amended, if necessary.

The *Step Number* will default to the employee's current step number. This can be amended by keying the correct step number within the

employee's new Pay Grade. If non-scaled salaries are being used a step grade of **99** should be keyed.

The employee's *Starting Base Rate* can be amended. If a *Step Number* is keyed, the *Base Rate* must match the rate for the new step. The system will automatically default the *Base Rate* to the Step amount if no entry is made into the *Base Rate* field. A warning message will be displayed if the new salary keyed is outside the salary range. This can be overridden by using **[F14]** key.

The correct *Currency Code* should be keyed for the new Base Rate by using **[F14]** to view and select from the list previously established in Employer Codes. The default is **GBP** for Great British Pounds.

The amended *Standard Hours*, *Adjusted Date of Employment*, *Pay Frequency*, and *Scheduled Pay Periods* should be keyed in the appropriate fields.

The *Status Code* can be changed by using **[F4]** to view and select from the list previously established in Employer Codes.

Should the change of position incorporate an amendment to the employee's Pay Authorisation Group, the Update Employee Income and Update Employee Deduction screens will follow. The system will automatically update the employee's incomes and deductions according to their new Authorisation Group. New Incomes and Deductions will be included with a system generated commencement date that relates to the date of employment.

The system will automatically re-calculate the correct *Compa Ratio* and *Quartile* relevant to the new *Position* and *Base Rate*.

Required Fields:

Position

Date of Employment

Sequence Number

Step Number

Starting Base Rate/Currency

Standard Hours

Pay Frequency

Scheduled Pay Periods

Status Code

Delete

The existing New Employee record can be deleted by typing **4** in the *Opt* field. By using **[Enter]**, a confirmation message will appear, which will ask you to confirm deletion of the record.

Press **[Enter]** to confirm your options for 4=Delete, or press **[F12]** to return to change your options.

If **[Enter]** is selected, the record will be deleted. A new record will need to be created by using **[F6]**.

Display

The existing New Employee record can be displayed by typing **5** in the *Opt* field. By using **[Enter]** you will produce the Display Screen, which will display the details of the record. No amendments can be performed.

Create

A record can be created if no New Employee transaction exists for the employee. At any one time there should be no more than one New Employee transaction per employee.

The new record can be keyed by using.

Press **[F6]** to Create a New Record.

This will produce the Update Screen. A blank screen will appear in order for you to key the new details. To complete the screen follow the instructions given above under Change.

Function Keys

By using the **[F15]** key you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed New Employee record should you exit via this method.

By using the **[F16]** key from *Update Screen*, a window detailing when the record was last updated will be given, including the time, date, User and workstation involved. Available only when changing or displaying.

End of Employment

Overview

This Personnel Action should be used to record details of employees who have left or are leaving the organisation, such as their reason for leaving and whether or not the employee is eligible for re-employment.

The employee Basic Data file will be updated with the date of leaving and reason code. The employee will become Inactive and will not be shown in the *Employee Locate* function unless the *Display Inactive Employees* flag is set to **1**. The employee will then be displayed highlighted to indicate that they have left the organisation.

In establishing the Employer Controls for a given organisation through the *Update Employer Controls* option, the field *Pay Employees After Leaving* requires a response. If your organisation does pay employees after leaving, then the employee's records will be included in the Begin Payroll Cycle. The system will check the Employee Basic Data file (personnel and payroll) and include all employees within the cycle who have not left. It will include leavers who are due to leave during the cycle and pro-rata any amounts due to the employee.

This transaction will also delete any Training Requests held within Infinium TR and cancel any Benefit Enrollments held for the employee.

Work Screen

```
25/04/95 14:01:32      Work with End Employments      PEGIREE      PEDIREE

Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      850 Jones,Emily Louise
Current Position . . . . . :      ACC      Accounts Clerk

Type options, press Enter.
2=Change  4=Delete  5=Display
Opt      Date      Seq Reason Re-Employ Status Description
      25/04/1995 0010  COMP      NO      PERM

Bottom
F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F15=First  F23=Function Keys
```

Key Information

A list of previous End of Employment transactions will be shown in reverse date order. An employee may accumulate more than one record, if for instance, they are re-employed.

Future Transactions that have not been updated using the *Mass Update Personnel Actions* function will be shown highlighted.

Change

Existing End of Employment records can be changed by selecting with **2** against the relevant record. By using , you will produce the Update, which will display the details of the record. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing End of Employment records can be deleted by selecting with **4** against the relevant record. By using , a confirmation message will appear, which will ask you to confirm deletion of the record.

Press to confirm your options for 4=Delete, or press to return to change your options.

If is selected, the record will be deleted and the Employee's Basic Data file will revert back to the details held on the system prior to this change. If no other End of Employment transaction is held on the system, the employee will revert back to being an Active employee, and will be included in their Payroll cycle.

Display

Existing End of Employment records can be displayed by selecting with **5** against it. By using , you will produce the Display Screen, which will display the details of the record. No amendments can be performed.

Create

Press create a new record.

Update Screen

```
25/04/95 13:59:47          Work with End Employments          PEGIREE1  PEDTREE1
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :              850 Jones,Emily Louise
Current Position . . . . . : ACC    Accounts Clerk

Enter End Employment Information.

Effective Date . . . . . 25041995
Sequence Number . . . . . 10
Leaving Reason Code . . . . . COMP + Joined Competitor
Status Code . . . . . PERM + Permanent Staff
Eligible for Re-Employ . . . . . NO + Ineligible For Re-Employment
Keep permanently . . . . . 0 (0=No, 1=Yes)
Date last Worked . . . . . 20041995
Description . . . . .
Comments . . . . .

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys
```

Key Information

The system will automatically default the *Sequence Number* to **10** but this can be changed as required. The purpose of this number is to provide control over the sequence in which updates should be performed when there is more than one change for the same date. The system validates to prevent duplicate sequence numbers.

The *Effective Date* must be completed and should represent the last day for which the employee will be paid.

The *Leaving Reason*, *Status* and *Eligible for Re-employ* codes can be selected by using **F4** to review and select from the lists previously defined within Employer Codes.

The *Keep Permanently* field can be input positively with **1** or negatively with **0**. This field will be checked by the system when the *Purge Non-Active Employees* function is carried out. If this field is answered positively with **1**, the system will not purge the employee records.

Press **Enter** to confirm.

Press **F3** to exit and save.

Required Fields:

Effective Date

Sequence Number

Leaving Reason Code

Status Code

Eligible for Re-Employ

Keep Permanently

Function Keys

By using **F15**, you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed End of Employment record should you exit via this method.

By using **F16** from Update Screen, a window detailing when the record was last updated will be given, including the time, date, User and workstation involved. Available only when Changing or Displaying.

Personal Change

Overview

This Personnel Action is used to record changes to an employee's personal details, such as surname, home address, marital status, title, and spouse's name.

All amendments to personal details should be made by using this facility to ensure a history of such updates is maintained.

Changes made to personal details using Personnel Actions will automatically update the Employee Basic Data record when the change is saved or activated in the *Mass Update Personnel Actions* function, should the Effective Date be in the future.

The system will automatically generate a record for a new employee upon their commencement within Personal Change. If personal details were keyed incorrectly for the new employee during the *Enter New Employee* function, amendments should be made using this facility.

Work With Screen

```
25/04/95 14:17:51      Work with Personal Changes      PEGIRPC      PEDIRPC
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      850 Jones,Emily Louise
Current Position . . . . . : ACC      Accounts Clerk

Type options, press Enter.
2=Change 4=Delete 5=Display

Opt   Date   Seq  Description
1/01/1995 0010 New Employment

F3=Exit F6=Create F10=QuikAccess F12=Cancel F15=First F23=Function Keys
```

Key Information

The *Employer*, *Employee* and *Employee's Current Position* fields will automatically default from the Employee Selection Screen.

A list of previously keyed Personal Changes will be shown in reverse date order, the most current at the top of the list, including a description of what was amended.

For each employee the first line of their personal change history will have an effective date, which is equal to their Date Of Joining. This is a system generated record, created as part of the *Enter New Employee* process. If an employee's personal details were keyed incorrectly using the *Enter New Employee* function, the data should be amended using the Personal Change facility.

Future Transactions that have not been updated using the *Mass Update Personnel Actions* function will be shown highlighted.

Change

Existing Personal Changes can be changed by typing **2** against the relevant record. By using , you will produce the Update Screen, which will display the details of the change. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing Personal Changes can be deleted by typing **4** against the relevant record. By using , a confirmation message will appear, which will ask you to confirm deletion of the change.

Press to confirm your options for 4=Delete, or press to return to change your options.

If is selected, the record will be deleted and the Employee Basic Data file will revert back to the details held on the system prior to this change.

Display

Existing Personal Changes can be displayed by typing **5** against the relevant record. By using you will produce the Display Screen, which will display the details of the change. No amendments can be performed.

Create

Press to Create a New Record.

Update Screen

```
25/04/95 14:37:24          Work with Personal Changes          PEGIRPC1  PEDIRPC1
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :           850 Jones,Emily Louise

Enter Personal Change Information.

Date of Change . . . . . 10041995 Sequence . . . 10
Address . . . . . 25 High Street
(Line 2) . . . . .
(Line 3) . . . . .
Town/City . . . . . Bourne End
Country . . . . . BUCK + Post Code . . SL5 R54
Country . . . . . UK + Home Tel . . . 0628 852632
Surname . . . . . Jones Title Miss
First / Middle Name . . . . . Emily Louise
Initials . . . . . E.L. Known As . . . Emily
Marital Status . . . . . Marriage Date.
Spouse Name . . . . .
Description . . . . . Address & Name
Comments . . . . .

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys
```

Key Information

Type the *Date of Change*. If this date is in the future, the updates to the employee information will not take place until the *Mass Update Personnel Actions* function has been run for the appropriate date.

By using **F13** the system will default the existing address information into the record. This can then be amended by moving the cursor to the appropriate fields.

By using **F14** the system will default the existing name information into the record. This can then be amended by moving the cursor to the appropriate fields.

Any other changes or new information such as *Marital Status*, *Title* and *Spouse Name* can be typed in the appropriate fields.

Required Fields

Date of Change

Sequence Number

Name fields

Address fields

Function Keys

By using **F15** you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Personal Change should you exit the Update Screen.

By using the **F16** from Update Screen, a window detailing when the record was last updated will be given, including the Time, Date, User

and Workstation involved. Available only when Changing or Displaying.

.

Position Change

Overview

This Personnel Action should be used to record any changes to an employee's Position within the organisation, such as a promotion, transfer (not inter-company), or relocation, together with the reason for the change. This action is also used to record that an employee has Reserved Rights status within a Position.

If the change incorporates a new pay grade, the system will automatically access the *Salary Change* screen in order for you to complete the new salary details should this be necessary.

Work With Screen

```
25/04/95 15:00:30          Work with Position Changes          PEGIRPS  PEDIRPS
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :           850 Jones,Emily Louise
Current Position . . . . . : ACC Accounts Clerk

Type options, press Enter.
  2=Change  4=Delete  5=Display

Opt   Date   Seq  Posit. Job  Locn  Grade Range  ----- Levels -----
      1/04/1995 0010   BUY BUY  TEL   E    RBUY  MANU BUYG  BUYG  5210

F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F24=More keys          Bottom
```

Key Information

The *Employer*, *Employee* and Employee's *Current Position* will automatically default from the Employee Selection Screen.

A list of previously keyed Position Changes will be shown in reverse date order, the most current at the top of the list.

Future Transactions that have not been updated using the *Mass Update Personnel Actions* function will be shown highlighted.

Change

Existing Position Changes can be changed by typing **2** against the relevant record. By using **[Enter]**, you will produce Update Screen, which will display the details of the record. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing Position Changes can be deleted by typing **4** against the relevant record. By using **[Enter]**, a confirmation message will appear, which will ask you to confirm deletion of the change.

Press **[Enter]** to confirm your options for 4=Delete, or press **[F12]** to return to change your options.

If **[Enter]** is selected, the record will be deleted and the Employee Basic Data file will revert back to the details held on the system prior to this change.

Display

Existing Position Changes can be displayed by typing a **5** against the relevant record. By using **[Enter]**, you will produce the Display Screen, which will display the details of the record. No amendments can be performed.

Create

Press **[F6]** to Create a New Record.

Update Screen

```
25/04/95 15:03:44      Work with Position Changes      PEGIRPS1  PEDIRPS1
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      850 Jones,Emily Louise
Current Position . . . . . : ACC  Accounts Clerk
Current Job . . . . . : ADM2 S  Administrator

Enter Position Change Information.

New Position . . . . .      BUY +  Buyer
Position Change Reason . . . . .  PROMO +  Function . . . . . : MANU
Position Change Date . . . . . 1041995  Department . . . . . : BUYG
Sequence Number . . . . . 10      Section . . . . . : BUYG
Standard / Resv.Rights . . . . . S (S/R)  Cost Cntr . . . . . : 5210
Standard Hours . . . . . 172.50  Job Code . . . . . : BUY
Schedule Code . . . . . 5DAY +  Pay Grade . . . . . : E
Adjust Leave? . . . . . 0 (0/1)  Salary Range . . . . . : REBUY
Shift . . . . .
Calendar Code . . . . .      +
Description . . . . .
Comments . . . . .

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Key Information

Type the *New Position* and the *Position Change Reason* codes, which can be reviewed by using **[F4]** to view and select from the list of available codes.

Type the *Position Change Date* in the field available. This should represent the date on which the employee moved into the new Position.

Type either **S** for Standard Rights or **R** for Reserved Rights in the field *Standard/Reserv Rights*. If an employee is to remain employed within the same position but is moving to Reserved Rights status. The *New Position* code will be the same as their current position.

The *Standard Hours* will default from the Job Control and Position. If the Employee hours are different, these can be amended by typing the correct hours in this field.

The employee's *Scheduled Code* will be displayed for information only, it cannot be amended using this function.

If using PTO Accrual Processing for annual leave, the *Adjust Leave* flag can be set to **1** in order for the system to pro-rata additional holiday entitlement, if applicable.

Specify the correct *Shift Code*, if applicable.

The *Calendar Code*, can be typed if appropriate, use **F4** to view and select from the list of available codes. This is used with Absence Processing.

By using **Enter**, the system will automatically display the new position information, displayed on the right of the screen: *Levels, Job Code* and *Pay Grade*.

The system will check to see if the Authorised Workforce Level for the position on the transaction effective date will not be exceeded. If this is the case a warning message will be displayed, which will indicate **Authorised Workforce Levels Have Been Exceeded**. This can be overridden by using **F14** in order for you to continue with the position change. However, the Authorised Workforce Levels within the Position Control should be reviewed.

Should the change of position incorporate an amendment to the employee's Pay Authorisation Group, the Update Employee Income and Update Employee Deduction screens will follow. Incomes and Deductions which are no longer applicable to the new position will have system generated end dates produced. New Incomes and Deductions will be included with a system generated start date that relates to the date of the Position Change. These screens can be amended as applicable.

The Salary Change screen will follow should a change of *Pay Grade* be incorporated in the Position Change. See the section on Salary Change.

Required Fields

Position Change Date

Sequence Number

New Position

Position Change Reason

Standard/Reserv. Rights

Function Keys

By using the **F15** key you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Position Change should you exit the *Update Screen* by this method.

By using the **F16** key from the Update Screen, a window detailing when the record was last updated will be given, including the Time, Date, User and Workstation involved. Available only when Changing or Displaying.

Inter-Company Transfer

Overview

This Personnel Action should be used to transfer an employee from one Employer held on the system to another. The system will automatically transfer details of the employee to the new Employer, as well as retaining a record of the employee within the old Employer. Due to the fact that the system retains details of the employee within their old Employer, the facility to transfer the employee back to their old Employer using the original Employee Number is not possible.

When effecting an Inter-Company Transfer, additional information will need to be completed using the *Update Payroll Data* option in order for the employee to be included in their new Employer's Payroll Cycle and with the appropriate Auto Pay Group.

Work With Screen

```
25/04/95 15:34:28 Work with Inter-Company Transfers PEGIRTR PEDIRTR
Employer . . . . . : 111 Software 2000 Limited
Employee . . . . . : 850 Jones,Emily Louise
Position . . . . . : ACC Accounts Clerk
Date of Employment . . . . . : 1/01/1995

Type options, press Enter.
2=Change 4=Delete 5=Display
Opt Transfer Date Seq Employer Employee Position Transfer Reason Leaving

F3=Exit F6=Create F10=QuikAccess F12=Cancel F15=First F23=Function Keys
```

Key Information

The *Employer*, *Employee*, Employee's Current *Position* and their *Date of Employment* will automatically default from the Employee Selection Screen.

Details of any Inter-company Transfer existing will be shown.

Future Transactions that have not been updated using the Mass Update Personnel Actions function will be shown highlighted.

Change

An existing Inter-Company Transfer can be changed by typing **2** against the relevant record. By using **[Enter]**, you will produce the Update Screen which will display the details of the transfer. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

An existing Inter-Company Transfer can be deleted by typing **4** against the relevant record. By using **[Enter]**, a confirmation message will appear, which will ask you to confirm deletion of the transfer.

Press **[Enter]** to confirm your options for 4=Delete, press **[F12]** to return to change your options.

If **[Enter]** is selected, the record will be deleted and the Employee Basic Data file will revert back to the details held on the system prior to this transfer date.

Display

An existing Inter-Company Transfer can be displayed by typing **5** against the relevant record. By using **[Enter]**, you will produce the Display Screen, which will display the details of the transfer. No amendments can be performed.

Create

Press **[F6]** to Create a New Record.

Update Screen

```
25/04/95 15:41:02 Work with Inter-Company Transfers PEGIRIR1 PEDIRIR1
Employer . . . . . : 111 Software 2000 Limited
Employee . . . . . : 850 Jones,Emily Louise
Position . . . . . : ACC Accounts Clerk
Date of Employment . . . . . : 1/01/1995
Enter Inter-Company Transfer Information.

Transfer Employer . . . . . 222 + Chelsea & Westminster NHS Trust
Transfer Employee . . . . . 850 Upd DOE? . . . . 0 (0=Adj,
Transfer to Position . . . . . PAYSUP + Payroll Supervisor 1=Std)
Transfer Reason Code . . . . . PROMO + Promotion
Date of Transfer . . . . . 25041995 Sequence . . . . 10
Leaving Code . . . . . *INIR + Inter Company Transfer
New Base Rate . . . . . 16700.0000 Currency . . . . . STG +
New Status Code . . . . . PERM + Base Rate Freq . . . . A
Pay Frequency . . . . . M + Schd Pay Periods 12.0000
New Pay Grade / Step Number . : H 99 + SC PC NE EE
Update Payroll Rate . . . . . (1-5) Create Trans . . 1 1 1 1
Description . . . . . (0=No,1=Yes)
Comments . . . . .

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys
```

Key Information

The *Employer Code* must represent the Employer where the Employee is being transferred to. Use **[F4]** to view and select from the list of valid *Employer Codes*.

The *Transfer Employee* field will automatically default to the employee's current Employee Number. This can be amended if required, however the Employee Number should not already exist on the Employer where the employee is being transferred to.

The *Upd DOE?* (Update Date of Employment) field must be completed. If you do not wish to Update the Date of Employment in the new Employer, **0** is required, this will cause the Adjusted Date of Employment to be loaded with the Transfer date. If **1** is used the standard Date of Employment will be updated with the Transfer Date in the new Employer. No amendments or changes will be made to the employee within their old Employer.

The *Transfer to Position Code*, should represent the position that the employee will be transferring to within the new Employer. The system will check that the Authorised Workforce Level for the position on the transfer effective date will not be exceeded. If this is the case a warning message will be displayed, which will indicate **Authorised Workforce Levels Have Been Exceeded**. This can be overridden by using **F14** in order to continue with the transfer. However, the Authorised Workforce Levels within the Position Control should be reviewed.

The *Transfer Reason code* must be completed. Use **F4** to view and select from the list of available codes.

The *Date of Transfer* must be completed. The system will use this date as the New Date of Employment in the new Employer if the Update Date of Employment field has been set to **1**. It will also use this date as the Date of Leaving within the old Employer.

The *Transfer Reason Code* code must be completed. Use **F4** to view and select from the list of available codes.

The *New Base Rate* should match the Step Rate if this is applicable. The new Base Rate should be within the Salary Range. A warning message will be displayed should this not be the case.

The currency code of the base rate should be keyed. This will default from the employee's *New Pay Grade*, or can be keyed. Use **F4** to view and select from the list of available codes.

The *New Status Code* of the employee. Use **F4** to view and select from the list of available codes.

The *New Step Number* should be keyed. This must exist on the employee's Pay Grade, or use the default value of **99** for non-scaled salaries.

The *Update Payroll Rate* which is to be updated, rate **1-5**, the default value is **1**. This will update the Basic Rate which is used for Basic pay calculations, if using Infinium PY.

Required Fields:

Transfer Employer

Transfer Employee

Date of Employment

Position

Transfer Reason Code

Date of Transfer

Sequence

Transfer Reason Code

New Base Rate

Currency

New Status Code

Press to confirm.

Press to exit and save.

Function Keys

By using you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed transfer should you exit the Update Screen by this method.

By using from Update Screen, a window detailing when the record was last updated will be given, including the *Time, Date, User* and Workstation involved. Available only when Changing or Displaying.

Work Action

Overview

The Work Action facility can be used to record details of discussions held between an Employee and their Manager, which are relevant to the employee's employment. These can include details of verbal warnings, disciplinary meetings, appeal meetings, or special awards and commendations.

Through this function you are able to build and maintain a history of an employee's record of employment within the organisation. There is no facility to enter future dated work actions.

Work Screen

```
25/04/95 16:32:06          Work with Work Actions          PEGIRWA  PEDIRWA
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :          850 Jones, Emily Louise
Current Position . . . . . : ACC  Accounts Clerk

Type options, press Enter.
2=Change  4=Delete  5=Display
Opt      Date      Seq  Log No.  Work Action          Resolution  Follow Up
-----
1/03/1995 0010    0000046 WRIT1 First Written Reprim  PEND      1/04/1995

Bottom
F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F15=First  F23=Function Keys
```

Key Information

The *Employer*, *Employee* and Employee's *Current Position* will automatically default from the Employee Selection Screen.

A list of previously completed Work Actions will be shown in reverse date order, the most current at the top of the list.

Change

Existing Work Actions can be changed by typing **2** against the relevant record. By using you will produce the *Update Screen*, which will

display the details of the Action. You can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing Work Actions can be deleted by typing **4** against the relevant record. By using **[Enter]**, a confirmation message will appear, which will ask you to confirm deletion of the Action.

Press **[Enter]** to confirm your options for 4=Delete, or press **[F12]** to return to change your options.

If **[Enter]** is selected, the record will be deleted and the Employee Basic Data file will revert back to the details held on the system prior to this change.

Display

Existing Work Actions can be displayed by typing **5** against the relevant record. By using **[Enter]**, you will produce the Update Screen, which will display the details of the Action. No amendments can be performed.

Create

Press **[F6]** to Create a New Record.

Update Screen

```
25/04/95 16:39:50          Work with Work Actions          PEGIRWA1  PEDIRWA1
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :              850 Jones,Emily Louise
Current Position . . . . . : ACC    Accounts Clerk

Enter Work Action Information.

Effective Date . . . . .      10495
Sequence Number . . . . .    10
Work Action Code . . . . .   WARN2 + Second Informal Warning
Follow Up Date . . . . .     10595
Resolution Code . . . . .    +
Log Number . . . . .         46
Supervisor . . . . .         546 + Browne
Contract . . . . .
Section . . . . .
Category . . . . .          DISC + Discipline
Regulatory Agency . . . . .
Description . . . . .
Comments . . . . .

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Key Information

Type the *Effective Date* of the Work Action.

Type the *Work Action Code*. Use **[F4]** to view and select from the list of available codes.

You must complete the *Follow Up Date* field. This date must be after the *Effective Date* of the Work Action.

If required, a *Resolution Code* can be typed. Use **[F4]** to view and select from the list of available codes.

The *Log Number* for the Action will default from the next Log Number held on the Entity Control. If this Work Action is related to an existing Work Action, key the appropriate Log Number of the existing transaction, this will then provide a link to all actions related to the same incident.

The employee number of the *Supervisor* who is handling the Work Action can be keyed. Use **F4** to review and select from the list of Employees.

Additional information, which is free format, can be keyed if required: *Contract, Section and Regulatory Agency*.

A *Category Code* can also be keyed. Use **F4** to view and select from the list of available codes, used to group actions together by date for reporting purposes.

Required Fields

Effective Date

Sequence Number

Work Action Code

Follow Up Date

Press **Enter** to confirm.

Press **F3** to exit and save.

Function Keys

By using **F15** you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Action should you exit the Update Screen by this method.

By using **F16** from the Update Screen, a window detailing when the record was last updated will be given, including the *Time, Date, User* and Workstation involved. Available only when Changing or Displaying.

Re-Employment

Overview

This Personnel Action should be used to re-employ an individual who has previously left the organisation. An End of Employment record must exist for the individual. The system will not allow you to select an employee who is currently employed by the organisation.

If when the employee's former employment came to an end the *Keep Records Permanently* field was answered positively, then all the previous data will have been preserved. However, if the field was answered negatively, and the *Purge Non Active Employees* function has been performed, the employee's records will not exist, and the employee will have to be input using the *Enter New Employee* function within Employee Recordkeeping.

The system will re-activate the employee's details as at their date of leaving. Therefore, should an employee be re-employed in a different position, salary or status, than that from which they left the organisation, this must be changed using the appropriate Personnel Action function after the re-employment procedure has taken place.

This function does not support the Re-employment of employees who leave and rejoin within the same Tax Year. In this case the employee should be reinput with a different Employee Number via the *Enter New Employee* function.

Work With Screen

```
25/04/95 17:02:15          Work with Re-Employments          PEGIRRM          PEDIRRM
Employer . . . . . : 111          Software 2000 Limited
Employee . . . . . :           850 Jones,Emily Louise
Original Employment Date . . : 1/01/1995
                                     INACTIVE: 20/04/1995
Type options, press Enter.
  2=Change  4=Delete  5=Display

Opt  Date      Seq  Re-Employment Reason
 25/04/1995 0010  GOOD  Prev. Employment Record Good

                                     Bottom
F23=Function Keys  F3=Exit  F6=Create  F10=QuikAccess  F12=Cancel  F15=First
```

Key Information

The *Employer*, *Employee* and their *Original Employment Date* will automatically default from the Employee Selection Screen.

A list of existing Re-employment transactions will be shown in reverse date order, the most current at the top of the list. An employee may accumulate more than one record.

Future Transactions that have not been updated using the *Mass Update Personnel Actions* function will be shown highlighted.

Change

Existing Re-Employment records can be changed by typing **2** against the relevant record. By using , you will produce the Update Screen, which will display the details of the record. you can move the cursor to the relevant fields and make any amendments necessary.

Delete

Existing Re-Employment records can be deleted by typing **4** against the relevant record. By using , a confirmation message will appear, which will ask you to confirm deletion of the record.

Press to confirm your options for 4=Delete, or press to return to change your options.

If is selected, the record will be deleted and the Employee Basic Data file will revert back to the details held on the system prior to this change. If the latest record held on the system is an End of Employment transaction, the employee will become Inactive, and therefore, excluded from their Payroll cycle.

Display

Existing Re-Employment records can be displayed by typing **5** against the relevant record. By using , you will produce the Display

Screen, which will display the details of the record. No amendments can be performed.

Create

Press **F6** to Create a New Record.

Update Screen

```
25/04/95 17:00:46      Work with Re-Employments      PEGIRRM1  PEDIRRM1
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :          850 Jones, Emily Louise
Current Position . . . . . : ACC      Accounts Clerk
Current Status . . . . . : CCON      Contract Staff
                                     INACTIVE: 20/04/1995

Enter Re-Employment Information.

Date of Re-Employment . . . . . 250495
Sequence Number . . . . .      10
Re-Employment Reason . . . . . GOOD + Prev. Employment Record Good
Update Date of Employment . . . . 0 (0=No, 1=Yes)
Description . . . . .
Comments . . . . .      Very Good Product Knowledge

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Key Information

Complete *Date of Re-employment*.

Complete the Re-Employment Reason or, Use **F4** to view and select from the list of available codes.

Complete *Re-Employment Reason*, or use **F4** to view and select from the list of available codes.

The *Description* and *Comments* fields are available to input more details for the re-employment if necessary.

To maintain consistency of data in other transaction functions, should you need to amend the employee's position, salary or status, this should be created using the correct Personnel Action transaction, for example, Position Change, Salary Change or Status Change.

Required Fields

Date of Re-Employment

Sequence Number

Re-Employment Reason

Press **Enter** to confirm.

Press **F3** to exit and save.

Function Keys

By using **F15** you will return to the Employee Selection Screen, where you can select another employee or Personnel Action. The system will not save the new or changed Re-Employment record should you exit the Update Screen by this method.

By using **F16** from the Update Screen, a window detailing when the record was last updated will be given, including the Time, Date, User and Workstation involved. Available only when Changing or Displaying.

Trial/Mass Update Personnel Actions

Overview

This function is used to activate those Personnel Actions that have been keyed in advance of their effective date and are held as a Future Transaction by the system. This function should be performed on a regular basis to ensure that the current data is activated in a timely manner and should be co-ordinated with payroll to ensure all relevant data required for the Pay Period is available at *Begin Payroll Cycle Operations*, if using Infinium PY.

The *Mass Update Personnel Actions* function once generated will automatically update the Employee's Basic Data Files. It is recommended that the *Trial Mass Update Personnel Actions* function be run before the Mass Update, in order for the changes to be reviewed before the Employee's Basic Data Files are updated.

Menu Selection

System:	Infinium Human Resources
Menu Level 1:	Employee Record Keeping
Menu Level 2:	Employee History
Menu Level 3:	Trial Mass Update Personnel Actions

Selection Screen

```

25/04/95 17:19:41      Trial Mass Update PE Actions      PEGJC50      PEDJC50
Type selections, press Enter.
Employer . . . . . 111 +
Level 1 . . . . .      +
Level 2 . . . . .      +
Level 3 . . . . .      +
Level 4 . . . . .      +
As of Date . . . . . 25041995
Cycle Group . . . . .      + (blank for all)
New Employments . . . 1 (0/1)      Position Changes . . . . . 1 (0/1)
Salary Changes . . . 1 (0/1)      Personal Changes . . . . . 1 (0/1)
End of Employment . . 1 (0/1)      Re employments . . . . . 1 (0/1)
Status Changes . . . 1 (0/1)      Performance Reviews . . . 1 (0/1)
Inter Company Transfer 1 (0/1)

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel

```

Key Information

Complete the *Employer* field. Use **[F4]** to view and select from the list of valid Employer Codes.

All records will be included in the report which have an Effective Date of up to and including the *As at Date* specified.

By selecting the organisation *Levels* you can execute this function for a portion of the organisation. Use **[F4]** to view and select from the list of valid codes.

The *Cycle Group* allows for Personnel Actions to be effected for all Employees within a particular cycle group. The *Cycle Group* codes can be selected by using **[F4]**. Leaving this field blank will include all Cycle Groups within the report.

You can select which Personnel Actions you wish to be included within the Report by selecting the relevant transactions with **1** in the *Opt* field and a **0** next to those which are to be excluded.

Press **[Enter]** to Build Submission Request.

Note: A report will be generated which lists, by transaction type, those Personnel Actions which will update the relevant Employee Basic Data Files, as per the *As Of Date* specified. This function will not perform the actual maintenance of the employee records; it will provide an indication of the Personnel Actions which will occur when the *Mass Update Personnel Actions* function is generated.

The report will include the employee’s name, employee number, the date on which the Personnel Action was keyed, together with the date on which the change will be effective and the User’s ID.

If the report reveals amendments needed to be made before the *Mass Update* can be run, these must be accomplished through the relevant Personnel Action code, using the instructions given above in this guide. It is suggested that the *Trial Mass Update Personnel Actions* report is re-run to ensure that all the updates will be correct.

When the Trial Mass Update Personnel Actions report is correct, the *Mass Update Personnel Actions* function can be performed.

Menu Selection

System: Infinium Human Resources
 Menu Level 1: Employee Record Keeping
 Menu Level 2: Employee History
 Menu Level 3: Mass Update Personnel Actions

Selection Screen

```

26/04/95 10:22:05      Mass Update Personnel Actions      PEGJCS0      PEDJCS0
Type selections, press Enter.
Employer . . . . . 111 +
Level 1 . . . . .      +
Level 2 . . . . .      +
Level 3 . . . . .      +
Level 4 . . . . .      +
As of Date . . . . . 26041995
Cycle Group . . . . .      + (blank for all)
New Employments . . . 1 (0/1)      Position Changes . . . . . 1 (0/1)
Salary Changes . . . 1 (0/1)      Personal Changes . . . . . 1 (0/1)
End of Employment . . 1 (0/1)      Re employments . . . . . 1 (0/1)
Status Changes . . . 1 (0/1)      Performance Reviews . . . 1 (0/1)
Inter Company Transfer 1 (0/1)      Age Recalculations . . . . 1 (0/1)
                                          Length of Service Recalc . 1 (0/1/2)

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
  
```

Key Information

The Mass Update Personnel Actions report is produced using the same selection criteria as the Trial Mass Update Personnel Actions report.

Two additional selection criteria are included; *Age Recalculations* and *Length of Service Recalc*. When running the *Mass Update* function you should elect to include the Age and Length of Service fields in order to update these fields, which can be accessed using the *Display Employee Basic Data* function. These are calculated with effect from the *As of Date* keyed.

Press to Build Submission Request and Update Employee Basic Data files.

Note: A report will be generated which lists, by transaction type, those Personnel Actions which have updated the relevant files.

The report will include the Employee's Name, Employee Number, the date on which the Personnel Action was input, as well as the date on which the Personnel Action became Effective, and the User's ID of the person responsibility for inputting the transactions.

Display Employee History

Overview

This enquiry function provides a powerful tool to review all Personnel Transactions which have been recorded, for an individual employee and/or a group of employee by effective date and transaction type.

Menu Selection

- System: Infinium Human Resources
- Menu Level 1: Employee Record Keeping
- Menu Level 2: Employee History
- Menu Level 3: Display Employee History

Selection Screen

```
26/04/95 10:35:46      Display Employee History      PEGD93      PEDD93
Employer . . . : 111      Software 2000 Limited
Employee . . . :
Enter organisational levels below or leave blank for all
Function . . .      +
Department . . .    +
Section . . .       +
Cost Cntr . . .     +

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

Type the appropriate *Employer* or use **F4** to view and select from the list of valid Employers.

Type the appropriate *Employee* Number or use **F4** to view and select from the list of employees.

If no employee is selected and **[Enter]** is pressed, the Level fields will be displayed in order to select by levels. Key the appropriate *Level Code* or use **[F4]** to view and select from a list of available codes.

Both *Employee* and *Levels* fields can be left blank to include all Employees within an Employer.

By using **[F13]** the report will also display Cross-Employer history for your particular employee or selected levels.

Once you have selected the employee, or your required levels.

Press **[Enter]** to continue.

Required Fields

Employer

Employee or Levels

Selection Screen 2

```
26/04/95 10:41:13      Display Employee History      PEGD93      PEDD93
Employer . . . . : 111      Software 2000 Limited
Function . . . . :
Department . . . . :
Section . . . . :
Cost Cntr . . . . :
Beginning date . . . 010195
Ending date . . . . 310195

Select transactions to be included in the display from the list below

Opt Transaction Type      Opt Transaction Type
RE  Performance Review    NE  New Employment
SC  Salary Change         RM  Re-Employment
PS  Position Change       EE  End of Employment
TR  Inter Company Transfer WA  Work Actions
ST  Status Change         PC  Personal Changes
BD  Blood Donation        AP  Adcl Positions

F3=Exit  F10=QuikAccess  F12=Cancel  F13=Select all transactions
```

Key Information

The display can be generated for a specific time period by keying the relevant dates in the *Beginning Date* and *Ending Date* fields.

You can select the appropriate Personnel Action or Actions you would like to appear in the display by typing **1** in the *Opt* field next to each of the appropriate actions.

By using **[F13]** you will select to display transactions recorded for the selections made; that is, *Employer*, *Employee* and/or *Levels*

Press **[Enter]** to continue.

Display Screen

```
26/04/95 10:49:57      Display Employee History      PEGD93      PEDD93

Employer . . . : 111  Software 2000 Limited
Function . . . : FINN  Finance Function
Department . . . :
Section . . . :
Cost Cntr . . . :

Type options, press Enter.
5=Display transactions  8=Display employee basic data
Opt Employee           Date   Action           Additional Info
101010 Smith,Bill      15/03/1995 Salary Change    Accounts Super.
848 Latouche,Mimi     6/03/1995 Salary Change    Computer Suppor
873 Ashlee,Caroline   1/03/1995 Salary Change    Credit Controll
850 Jones,Emily Lou   1/03/1995 Salary Change    Accounts Clerk

F3=Exit  F10=QuikAccess  F12=Cancel
```

Key Information

A list of the Personnel Action transactions that match the selection criteria specified will be displayed in reverse date order, the most current at the top of the list. The Reason for the change, along with its description, will be displayed in the *Additional Information* field.

The individual records can be displayed by typing a **5** against the relevant record. By using you will produce the *Display Screen* for the relevant transaction. No amendments can be performed.

By typing an **8** against the relevant record, the Employee's Current Basic Data information will be displayed.

Exiting the Display

You can exit the display by using which will return you to the previous screen, or by using which will return you to the main menu.

Required Fields

None

Appendix A

PEPTR - Employee Transaction History File

Field	Field Description	From	To	Len	Dec
TRER	Employer Number	1	3	3	
TREN	Employee Number	4	12	9	
TRTSEQ	Transaction Seq #	13	16	4	0
TRTRDH	Transaction Date - HYF	17	22	6	0
TRTRDE	Transaction Date - Edited	23	32	10	
TRTRD8	Transaction Date - 8 Digit	33	37	8	0
TRCMT	Comments	38	112	75	
TRDESC	Description	113	130	18	
TRPROC	Update Flag	131	131	1	
TRUN1	1 = Unipay	132	132	1	
TRTRCD	Transaction Code	133	137	5	
TRAMT	Amount	138	145	14	4
TRCUR	Currency Code	146	148	3	
TRPAY	Pay Type - H/S/N/O-O Is I Time	149	149	1	
TRCOMP	Comp Ratio	150	153	7	4
TRBRTF	Base Rate Freq.	154	155	2	
TRWSC#	Sched. Pay Periods Per	156	159	7	4

Field	Field Description	From	To	Len	Dec
	Year				
TRQRTL	Quartile Number	160	160	1	0
TRHRS	Regular Hours	161	165	5	2
TRL01	Level 01	166	170	5	
TRL02	Level 02	171	175	5	
TRL03	Level 03	176	180	5	
TRL04	Level 04	181	185	5	
TRJOB	Job Code	186	190	5	
TREEO	Job Category	191	195	5	
TRLOC	Location Code	196	200	5	
TRLAC	Labor Category	201	205	5	
TRUCD	Union Code	206	210	5	
TRWCC	Workman Compensation Code	211	215	5	
TROLV	Org. Level	216	217	2	0
TRPOS	Position	218	223	6	
TRL01P	Prev Level 01	224	228	5	
TRL02P	Prev Level 02	229	233	5	
TRL03P	Prev Level 03	234	238	5	
TRL04P	Prev Level 04	239	243	5	
TRJOBP	Prev Job Code	244	248	5	
TREEOP	Prev Job Category	249	253	5	
TRLOCP	Prev Location Code	254	258	5	
TRLACP	Prev Labor Category	259	263	5	
TRUCDP	Prev Union Code	264	268	5	
TROLVP	Prev Org. Level	269	270	2	0

Field	Field Description	From	To	Len	Dec
TRPOSP	Prev Position	271	276	6	
TRSRG	Salary Range	277	281	5	
TRPGR	Pay Grade Code	282	286	5	
TRSFT	Shift Code	287	287	1	0
TRFUNC	EEO - 4 Function	288	289	2	0
TRRER	Reviewers Employer Number	290	292	3	
TRREN	Reviewer	293	301	9	
TRPRAT	Performance Rating	302	306	5	
TRNRTP	Next Review Type	307	311	5	
TRNRVH	Next Review Date - HYF	312	317	6	0
TRNRVE	Next Review Date - Edited	318	327	10	
TRNRV8	Next Review Date - 8 Digit	328	332	8	0
TREFFH	Date Entered - HYF	333	338	6	0
TREFFE	Date Entered - Edited	339	348	10	
TREFF8	Date Entered - 8 Digit	349	353	8	0
TRRHC	Re-employ Code	354	358	5	
TRSCC	Increase Type	359	363	5	
TRPERC	Increase Percentage	364	367	7	4
TRBON	Bonus ? 0/1	368	368	1	
TRAMTP	Payroll Amount	369	376	14	4
TRPYNO	Payroll Rate Number	377	377	1	
TRINF	Pay Frequency	378	379	2	
TRSCTP	Amount Or Percent Increase	380	380	1	

Field	Field Description	From	To	Len	Dec
TRBRTP	Previous Base Rate	381	388	14	4
TRRTFP	Prev Base Rate Freq.	389	390	2	
TRLAMT	Increase Amount	391	398	14	4
TRSTC	Status Code	399	403	5	
TRSTCP	Previous Status	404	408	5	
TRLVC	Leave of Absence Code	409	413	5	
TRLVDH	Leave of Absence Date - HYF	414	419	6	0
TRLVDE	Leave of Absence Date - Edited	420	429	10	
TRLVD8	Leave of Absence Date - 8 Digit	430	434	8	0
TRRLVH	Expected Return From Leave Date - HYF	435	440	6	0
TRRLVE	Expected Return From Leave Date -Edited	441	450	10	
TRRLV8	Expected Return From Leave Date - 8 Digit	451	455	8	0
TRLBRK	Length Of Service Break	456	458	3	
TRCLRL	Clear Leave Fields ? 0/1	459	459	1	
TRLAYO	Layoff Flag	460	460	1	
TRTEC	End Of Employ Code	461	465	5	
TRTERH	Eligible For Re-employ Code	466	470	5	
TRPURG	Keep On File 0/1	471	471	1	
TRTRC	Transfer Reason	472	476	5	
TRLOG#	Log Number	477	480	7	0
TRGRV	Work Action Code	481	485	5	
TRGRVT	Work Action Category	486	490	5	

Field	Field Description	From	To	Len	Dec
TRRESO	Resolution Code	491	495	5	
TRCONT	Contract Number	496	501	6	
TRSECT	Section Number	502	503	2	
TRREG	Regulatory Agency	504	505	2	
TRSUPR	Supervisor Employee #	506	514	9	
TRNXTH	Follow-up Date - HYF	515	520	6	0
TRNXTE	Follow-up Date - Edited	521	530	10	
TRNXT8	Follow-up Date - 8 Digit	531	535	8	0
TRLNM	Name - Last	536	553	18	
TRFNM	Name - First	554	571	18	
TRMNM	Name - Middle	572	589	18	
TRINIT	Initials	590	597	8	
TRNTIT	Title	598	601	4	
TRSTR	Address - Street	602	631	30	
TRSTR2	Street Add. 2	632	661	30	
TRSTR3	Street Add. 3	662	691	30	
TRCTY	Address - City	692	721	30	
TRSTA	Address - State	722	724	3	
TRZIP	Address - Post Code	725	734	10	
TRCNTY	County	735	739	5	
TRTL	Telephone	740	758	19	
TRMRT	Marital Status	759	759	1	
TRSPS	Spouse Name	760	798	39	
TRNMP	Previous Last Name	799	816	18	
TRFNMP	Previous First Name	817	834	18	

Field	Field Description	From	To	Len	Dec
TRMNMP	Previous Middle Name	835	852	18	
TRINTP	Previous Initials	853	860	8	
TRNTIP	Previous Title	861	864	4	
TRSTRP	Prev Street Address	865	894	30	
TRSTP2	Prev. Street Add .2	895	924	30	
TRSTP3	Prev Street Add .3	925	954	30	
TRCTYP	Prev City	955	984	30	
TRSAP	Prev State	985	987	3	
TRZIPP	Prev Postal Code	988	997	10	
TRMRTP	Prev Marital Status	998	998	1	
TRSPSP	Prev Spouse Name	999	1037	39	
TRFER	Functional Employer	1038	1040	3	
TRFL01	Func. Level 1	1041	1045	5	
TRFL02	Func. Level 2	1046	1050	5	
TRFL03	Func. Level 3	1051	1055	5	
TRFL04	Func. Level 4	1056	1060	5	
TRFPOS	Func. Reports To Position	1061	1066	6	
TRSTP	Step Number	1067	1068	2	0
TRPROM	Potential Code	1069	1073	5	
TRENTL	Apply Leave Entitlement	1074	1074	1	
TRNSP	Next Step Number	1075	1076	2	0
TRINFP	Prior Pay Frequency	1077	1078	2	
TRAGT	Authorisation Group Type	1079	1079	1	
TRSCOR	Review Score	1080	1082	5	2

Field	Field Description	From	To	Len	Dec
TRCURP	Prev Base Rate Currency	1083	1085	3	
TRTITL	Position Title	1086	1115	30	
TRCOMN	Nickname	1116	1135	20	
TRCMNP	Previous Nickname	1136	1155	20	
TRCAL	Calendar Code	1156	1160	5	
TRMOBL	Mobility Code	1161	1165	5	
TRCSC	Create SC	1166	1166	1	
TRCPC	Create PC	1167	1167	1	
TRCEE	Create EE	1168	1168	1	
TRCNE	Create NE	1169	1169	1	
TRSUS1	Spare User Flag 1	1170	1170	1	
TRSUS2	Spare User Flag 2	1171	1171	1	
TRSUS3	Spare User Flag 3	1172	1172	1	
TRADJ8	Adjusted Date - 8	1173	1177	8	0
TRADJE	Adjusted Date - Edit	1178	1187	10	
TRADJH	Adjusted Date - HYF	1188	1193	6	0
TRLWK8	Last Worked - 8	1194	1198	8	0
TRLWKE	Last Worked Edit	1199	1208	10	
TRLWKH	Last Worked - HYF	1209	1214	6	0
TRMAR8	Marriage Date - 8	1215	1219	8	0
TRMARE	Marriage Date - Edit	1220	1229	10	
TRMARH	Marriage Date - HYF	1230	1235	6	0
TRMRP8	Prev Marriage Date - 8 Digit	1236	1240	8	0
TRMRPE	Prev Marriage Date - Edited	1241	1250	10	

Field	Field Description	From	To	Len	Dec
TRMRPH	Prev Marriage Date - HYF	1251	1256	6	0
TRSCHD	Schedule Code	1257	1261	5	
TRSCHP	Prev Schedule Code	1262	1266	5	
TRUPYR	Update Pay Rate	1267	1267	1	
TRLST8	Last Update Date	1268	1272	8	0
TRLSTE	Last Update Date	1273	1282	10	
TRLSTH	Last Update Date	1283	1288	6	0
TRLTIM	Last Update Time	1289	1292	6	0
TRLUSR	Last User Update	1293	1302	10	
TRLWRK	Last W/Station Update	1303	1312	10	
TRHEDC	Include In Head Count	1313	1313	1	
TRS2K1	S2K Spare Flag 1	1314	1314	1	
TRS2K2	S2K Spare Flag 2	1315	1315	1	
TRTRVT	This Review Type	1316	1320	5	