Personnel Actions & HR Enhancements

Outline

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Personnel actions

Personnel Reason Maintenance

Go to H/R>Personnel Actions>Personnel Reason Maintenance

Users may define their own personnel action reasons and select them from a picklist on Personnel Action Maintenance

Personnel Actions Form Enhancements

The following enhancements have been added to Personnel Action forms:
    Attachments carryover to Employee Maintenance
    Added view-only leave balances tab on Personnel Action Maintenance

Added Other Compensation tab to Personnel Action Maintenance

Added Longevity salary fields to Personnel Action Maintenance

How to Set up Approvals for Personal Action Forms
Go to system utilities > Personal Parameter Maintenance > HR tab > PAF

This is where you can choose the all of the different levels of approvals need such as HR Director as well as the choose of department head and/or Supervisor approval if needed

If department Head approval is needed then Department head field must be filled out in department maintenance. Click the edit button along the top and add the department heads ID to the field as seen below.
Go to Personal > Maintenance > Department Maintenance

For a supervisor approval you will need to assign it in the employee maintenance.

GO TO Personal >Employee > Employee Maintenance

HR Enhancements

Employee Maintenance - Deduction Start/End Dates
A deduction start date can now be specified on a deduction/earning code. A payroll deduction start date can also be specified on a benefit so that the corresponding payroll deduction is updated. A deduction end date may also be specified if the user wants the deduction to stop after a certain date.

Create Standard Time Entries

Time Entry Maintenance

Two major enhancements have been made to the Time Entry Maintenance:

1. Ability to recalculate an individual time entry

2. For HR users, the ability to edit and add attendance transactions in the Time Entry Maintenance

Recalculate

After making changes to a time entry, users may now recalculate the individual time entry to review the impact the changes have made on the employee's pay without having to recalculate the entire payroll. The recalculation will produce a payroll register and budget distribution report for the employee.

Attendance Tab

H/R Attendance users will now notice an Attendance tab on the Time Entry Maintenance. This tab will allow users to modify imported attendance or add new attendance transactions.

Click Edit on the main toolbar to enable the Attendance tab's toolbar.

Add - Click to add a new attendance transaction. Adding a new transaction will also create a transaction in the Attendance module.

Edit - Select a row and click Edit or double click on a row to change an attendance transaction's date, code, hours, rate charge account, description, or tracking id. Modifying a transaction will also update the Attendance module.

Delete - Select a row and click Delete to permanently delete an attendance transaction. This not only removes the transaction from the time entry, but also removes it from the Attendance module. Click Save on the main toolbar to save the changes.

Timesheets

Days Toolbar

Add - Click Add on a day's toolbar to add a new transaction. Type in or use the picklist to select an attendance code. Enter the number of hours. If you need to enter an entry description, change the rate, charge account or tracking id, click the Detail button on the toolbar. Click Save on the main toolbar when finished.

Edit - Select an existing row and click Edit on the day's toolbar to change the attendance code or hours for the row. If you need to enter an entry description, change the rate, charge account or tracking id, click the Detail button on the toolbar. Click Save on the main toolbar when finished.

Detail- With a row selected in add/edit mode, click this button to enter additional information for the transaction. Only users with proper security may change rates. Click Ok to continue.
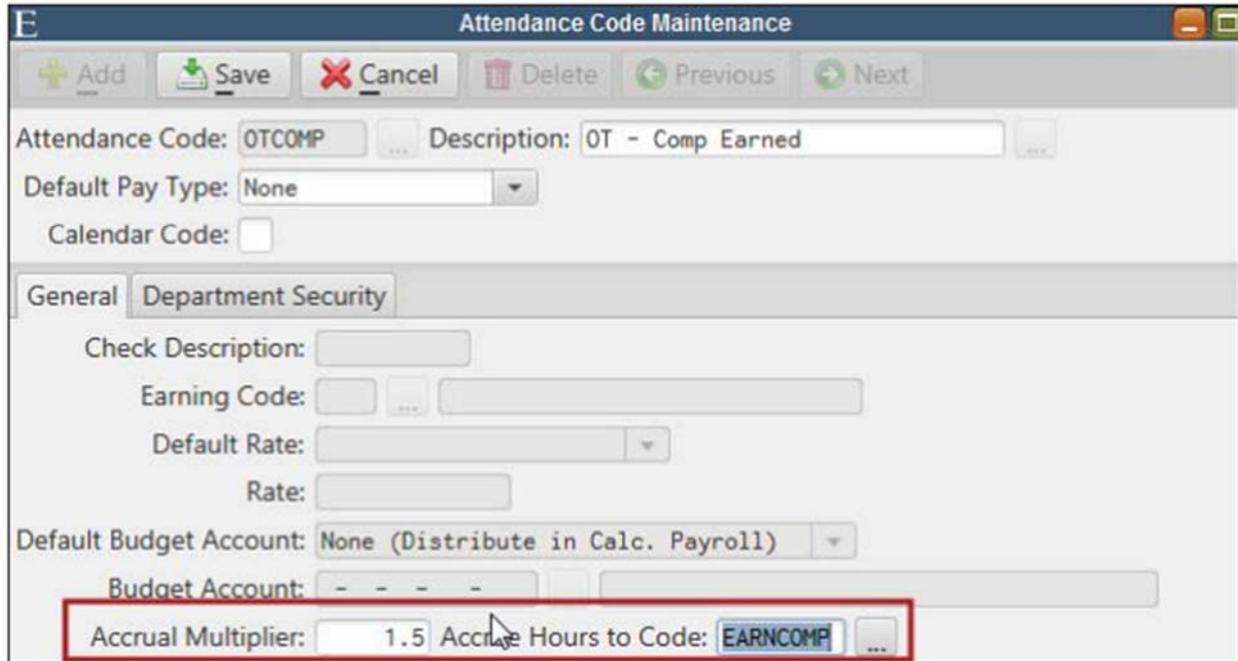
Delete - Select an existing row and click Delete to remove the transaction. Click Save on the main toolbar when finished.

Attendance Codes
Accrual Multipliers
Codes may be configured to accrue time at a specified rate for time worked. For example, a code for OT worked may be created that will automatically accrue comp time at a time and a half rate

In the above example, the user would enter the OTCOMP attendance code (None pay type) and the number of hours worked. The system will then insert the EARNCOMP (Accrued Comp pay type) code with the correct number of comp hours earned (hours worked x 1.5).