8. Requesting Faculty Employee Changes

This chapter contains the following sections:

8.1. E-TRAC Employee Change Request

The Employee Change module of E-TRAC is used to process a variety of faculty, as well as staff and MPP, employee changes that previously were handled by the 107 form. Due the extensive variety of transactions covered by the E-TRAC Employee Change module, it would not be feasible to present detailed instructions on how to process each action-reason combination.

Furthermore, if the Employee Change transaction involves the appointment into a new temporary appointment, transfer, promotion or any other change that places an employee into a different position, please verify that the correct position exists and is vacant or a pooled position prior to beginning the E-TRAC Employee Change Request. This will either be accomplished through the Position Change or New Position Request modules of E-TRAC.

Note: Refer to *Action-Reason/HRF Reference Guide* to determine the type of Employee Change.

8.2. Action and Reason

The most central concept of the Employee Change is the action-reason combination. In E-TRAC the action is a broad category of Employee Changes, the reason further defines the action.

There are several actions in the E-TRAC Employee Change module, some of which do not have an associated reason. It is important to make sure that you are using the correct action-reason combination. For this purpose, the *Action-Reason/HRF*

Reference Guide is available to provide a translation between employee transactions in HRF and employee transactions in E-TRAC.

- **Pay Rate Change:** Time base changes, salary changes, partial leaves
- **Data Change:** The broadest category which includes appointment extensions, reappointments, on-going immediate pays, new temporary appointments (for active employees in the system), changes from temporary to probationary/permanent position.
- **Demotion:** Movement to a lower job code
- **Earnings Distribution Change:** Funding changes
- **Leave of Absence:** Various leaves
- **Promotion:** Movement to a higher job code from a posted/recruitment process.
- **Retirement:** Disability or service retirement.
- **Return from Disability:** Employee returns from Disability.
- **Return from Work Break:** Employee returns from IDL/NDI.
- **Short Work Break:** Used for situations where an employee is pending NDI or IDL.
- **Return from Leave**
- **Short Term disability with Pay**
- **Short Work Break:** FERP Non-teaching semester
- **Suspension:** Employee is suspended.
- **Termination:** Resignation or End of Appointment.
- **Transfer:** Movement from one department unit to another. Transfers will be requested by the receiving department.

For a complete list of the action-reason combinations and how they relate to transactions in HRF please refer to the *Action-Reason/HRF Reference Guide*.

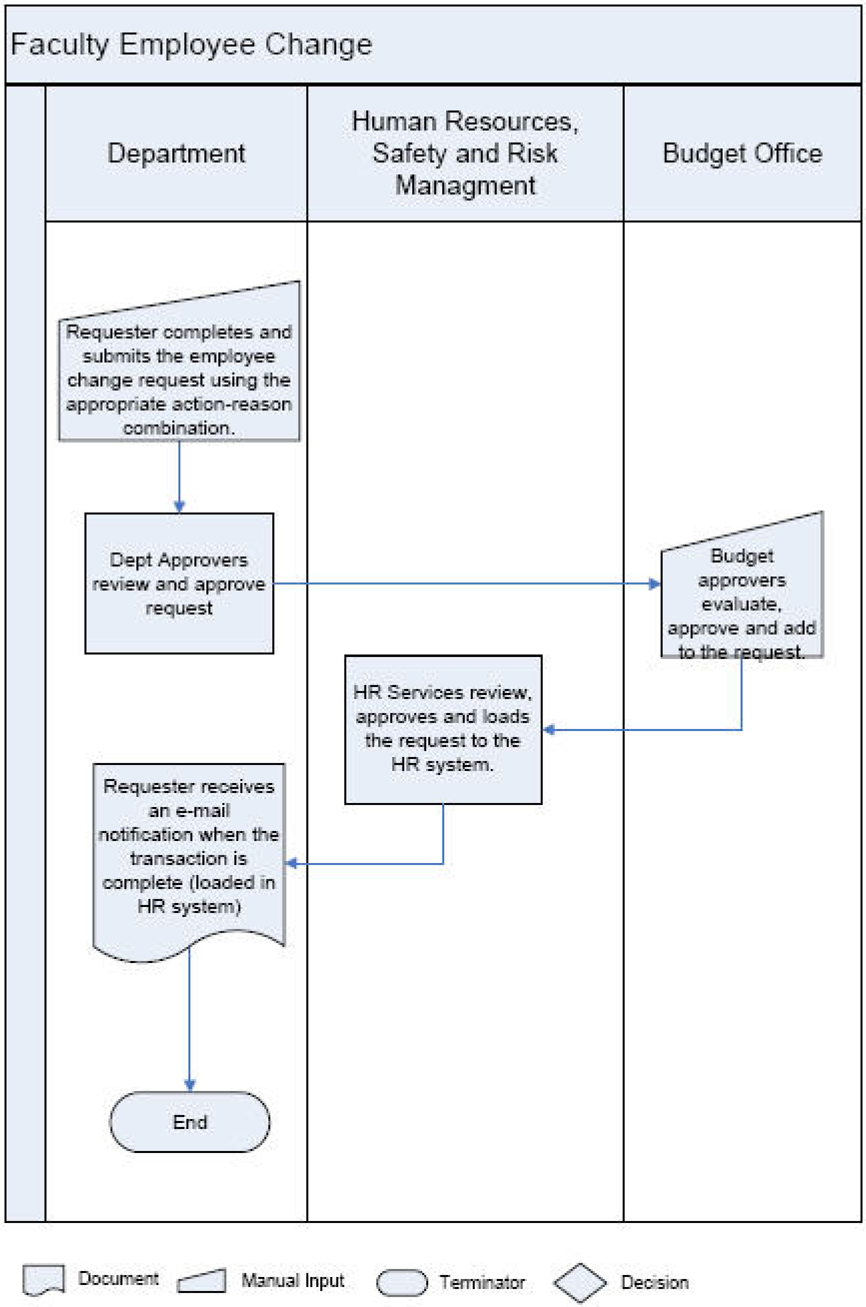
8.3. Employee Change Request Overview

1. The requester completes and submits the employee change request using the appropriate action-reason combination.
2. Department approvers review and approve the employee change request.

3 Budget approvers evaluate, approve and add to the request.

4 HR Services reviews, approves and loads the request to the HR system.

5 The requester receives an e-mail notification when the transaction is complete (loaded into HRMS).



8.4. Exploring the Employee Change Page

Before requesting the creation of a new position it is important to know what information you will need in terms of the information you will enter in the fields of the Employee Change Request page in E-TRAC. Please note that these refer only to the fields necessary for requesting an employee change. All required fields are marked with an asterisk (*).

The field definitions below refer the Employee Information page only. Because the Current and Proposed Values are dynamic based upon action-reason combination you must refer to the Action-Reason guide if you need clarification.

Field	Definition
Effective Date	The date for which the employee change will take effect.
E-TRAC Department	Corresponds to the department in which the employee resides.
Empl ID	9-digit identification number.
Empl Rcd Nbr	Corresponds to the number of positions and employee has at SFSU. Number defaults to zero if employee only holds one position.
Pay Status	Possible statuses are Active or Terminated.
Action	The action defines the transaction.
Reason	The reason further specifies the action.

8.5. Requesting an Employee Change

Many employee change transactions will involve changes to employees that you know are active in the system. In these cases you can simply proceed to the Employee Change Request. However, there are many situations that require research before determining whether to use the Employee Hire versus the Employee Change request, especially for new temporary appointments and immediate pay transactions.

8.5.1. Locating the Position

Many Employee Changes such as promotions or transfers require the establishment of a new position. Verify that a new position is available by using the Vacant Position Search. If you already know that your position exists, you may skip this step. If you determine that the position is not yet established in the system, than you should request a new position.

1 Navigate to the Employee Change Request Page: **SFO Self Service** > **E-TRAC** > **E-TRAC Transactions** > **Employee Change**.

Figure 8-1 Employee Change Request Page

2 Click the **Add a New Value** tab.

Figure 8-2 Employee Change Request Page

3 Enter the **Effective Date** for the Employee Change which is the first business day on which the change will take effect. Note that for an employee termination, the effective date is the day after the last day worked, or the first day that the individual is separated from SFSU.

4 Click the **Select Employee** link. The **Find and Employee** page will appear.

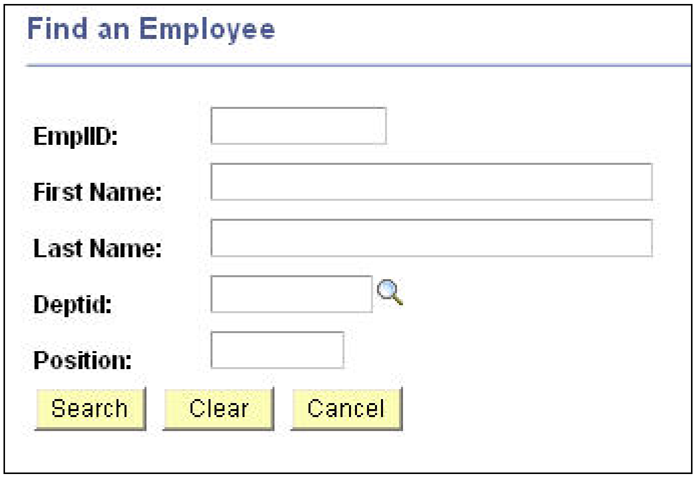


Figure 8-3 Search criteria

5 Once you enter criteria a short list of matches will appear as a list. Select the appropriate employee from the list by clicking the highlighted link.

Seach Results — Customize | Find | View All | First 1-5 of 5 Last

EmplID	Rcd#	Name	Status	Position	Job Code	Descr	DeptID	Dept Descr	Appt End
	0	Demetrius Kitses	Active		2360	Instr Fac AY	3310	CINEMA	03-JAN-07
	0	Anita Kitses	Active		2358	Lecturer AY	3500	ENGLISH LANGUAGE	01-JUN-07
	1	Anita Kitses	Terminated		2359	Lecturer 12 Mo	3080	ORSP/GRANTS AND CONTRACTS	25-MAR-05
	0	Jasmine Kitses	Terminated		1870	Student Assistant	3080	ORSP/GRANTS AND CONTRACTS	31-JAN-05
	1	Jasmine Kitses	Active		2358	Lecturer AY	3500	ENGLISH LANGUAGE	01-JUN-07

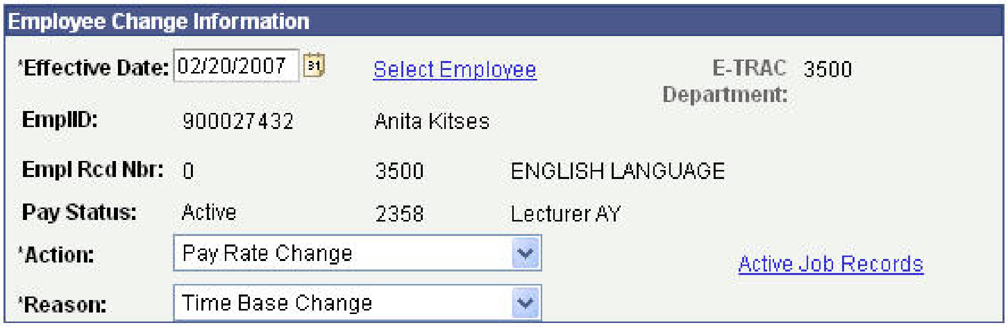
Figure 8-3 Search results based on search criteria

Note that the employee's current job status and department is brought into the Employee Change Information section of the screen. If you see two lines for the employee in the search results that means that they have multiple job assignments or concurrent jobs; each job will be differentiated by the Empl Rcd Nbr or Employee Record Number. Take special care to select the correct Empl Rcd Nbr.

6 Next note the **Action** field. Click the drop down list to view the various types of Employee Change Actions. In this example, the **Pay Rate Change** is used.

The E-TRAC Employee Change module is dynamic, meaning that depending on the action-reason combination selected, the fields displayed and referenced and required for entry will vary. This significantly reduces the amount of data entry required on the part of the user in order to request a particular transaction.

Depending on the Action you select, you may have to select a reason. Remember from above that a reason simply provides more detail about the action. In this example, we have selected **Time Base Change**. Notice the additional fields that display.



Employee Change Information

*Effective Date:	02/20/2007	Select Employee	E-TRAC Department: 3500
EmplID:	900027432	Anita Kitses	
Empl Rcd Nbr:	0	3500	ENGLISH LANGUAGE
Pay Status:	Active	2358	Lecturer AY
*Action:	Pay Rate Change		Active Job Records
*Reason:	Time Base Change		

Figure 8-6 Data Change-Extend Appointment action-reason combination

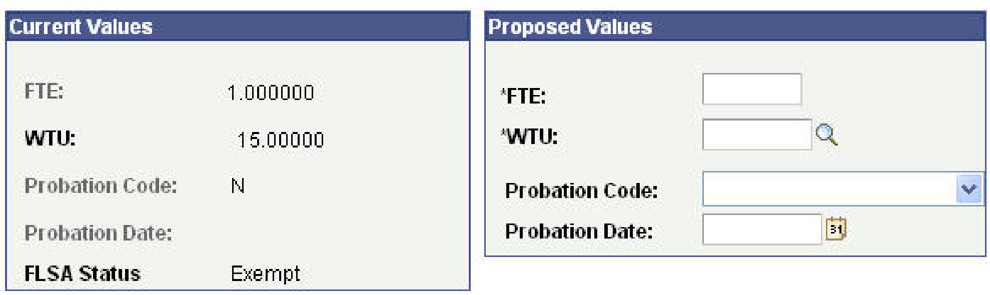
The Reference Information is data that is displayed to aid the user during the completion of a particular type of Employee Change Request.

Reference Information

Position Number:	00008414
Department:	3500
Job Code:	2358
Regular/Temporary:	Regular
Appointment End Date:	06/01/2007

Figure 8-7 Reference Information section

The list of Current Values also display for reference next to the Proposed Values which are available for you to update.



Current Values

FTE:	1.000000
WTU:	15.00000
Probation Code:	N
Probation Date:	
FLSA Status	Exempt

Proposed Values

*FTE:	
*WTU:	
Probation Code:	
Probation Date:	

Figure 8-8 Current Values and Proposed Values section

It is important to note that with an Employee Change you only need to enter the values in the Proposed Values section that actually need to be changed. All other values will carry forward.

7 For the action-reason combination of **Pay Rate Change/Time Base Change**, type a new WTU (weighted teaching unit). The FTE (full-time equivalency) will automatically populate based on the WTU value typed.

Note: Typing a new FTE in turn will determine the WTU.

Type any notes in the notes box. These notes will be forwarded to the first level approver, and will be viewable by all recipients of this E-TRAC transaction.

8 Click **Save Work**. If you are ready to submit your transaction click **OK** on the confirmation page, then click **Submit** to submit your transaction.

8.6. Position Number Changes for an Employee

The function of the new Employee Change transaction is to change the position number for an active temporary employee. Changing the position number for an active temporary employee means that an employee moves from their current position number to a different position number in the same department. The different position number is set up with different funding attributes than the previous position number. Accordingly, this transaction can only be used and successfully saved and submitted when:

- The four-digit department IDs for the old and new positions are the same
- The job codes for the old and new positions are the same
- The unit numbers for the old and new positions are the same
- The new position to which the employee is being moved is established and active (as vacant or pooled) and/or set up prior to processing

You **may not** use this action-reason combination to:

- Move an employee from one job code to a different job code
- Move an employee from one department to a different department
- Change the grade or salary
- Change the time base
- Split the funding of an appointment
- Hire or re-appoint an employee

Also note that the position change will apply to 100% of the employee's appointment. Split or multiple-funding source changes for a single appointment are processed using the Labor Cost Distribution Change Request form found at `http://www.sfsu.edu/~budget/forms.html`. The approval routing will function the same as other employee change transactions, but will end and receive final approval at the Budget Office.

8.7. Requesting a Position Change / Position Data Update

1 Navigate to the E-TRAC home page and select **Employee Change**.

2 Enter the effective date and TAB to the next field. The effective date should be the first day of a pay period or, for academic-year appointments (AY lecturers, coaches, GTAs), the first academic work day of a semester.

3 Click the **Select Employee** link.

4 Search for and select employee. You may use criteria such as name, Empl ID, etc.

5 Select **Position Change** from the Action drop down list.

6 Select **Position Data Update** from the Reason drop down list.

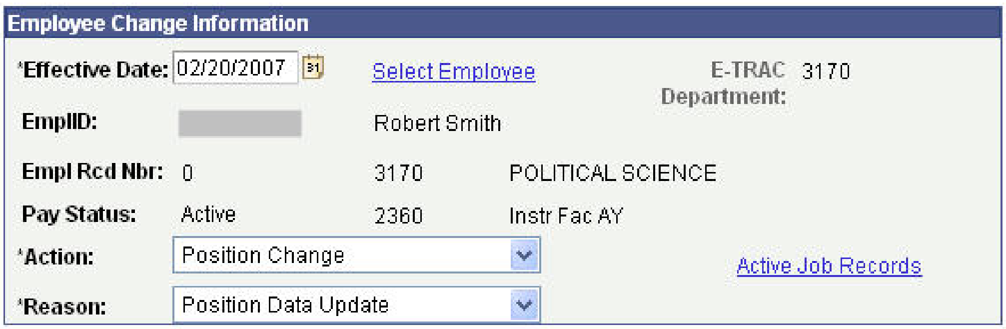


Figure 8-9 Appropriate action-reason combinations

7 In the proposed values box, enter the new position number or use the magnifying glass icon to search for and select the new position number.

8 To search for a position number, use the look up search by DeptID, Description and Job Code.

Figure 8-10 Example of updated values

9 Enter notes in the Notes box (optional)

10 Click the **Save Work** button and click **Submit** for approval, as appropriate.

8.8. After the E-TRAC is Submitted

After your E-TRAC request is submitted it is no longer available for you to update. You will receive an e-mail notification that your E-TRAC was successfully submitted.

The E-TRAC request will be routed automatically to the first department approver for your area. They will also receive an e-mail notification, which will let them know that a transaction is waiting in their worklist for approval.

Each approver will have the ability to review and make changes to the E-TRAC request. Therefore, if you determine after you submitted the E-TRAC that you made a mistake, you can always ask one of your approvers to make the necessary change. You will receive an e-mail in the event that any changes were made to your E-TRAC request. Approvers are asked to either approve or reject each transaction. If a transaction is rejected, it is closed to any further updates, and cannot be reused.

After your department approvers have approved the transaction, it will be routed to the Budget Office and Human Resources, Safety and Risk Management. The transaction is finalized only after Human Resources, Safety and Risk Management has approved the transaction and loaded the record to the database. You will receive an e-mail message to let you know when this has happened and any new position or employee IDs that were created as a result of the process.

Note: The E-TRAC transaction that you have submitted will be viewable in the My E-TRAC Transactions section for 30 days. After 30 days you will have to select the Include Completed, then specify the number of days in the advanced mode of Sort/Filter My E-TRAC Transactions. For more information on viewing your E-TRAC Transactions see Chapter 3 Approving a Vacant Position Change.

8.9. Employee Change Field Definitions

The following field definitions are provided for your reference. Depending on the E-TRAC Action and Reason combination you select, any number of the following fields may display and/or be available for update.

Effective Date	
Display Only	No
Required	Yes
Default	None
SFSU Use	This field contains the date when the employee change becomes or became effective. This can be a historical, current or future date. The employee change will not be active or 'effective' until the beginning of this business day.
Values	Note that in the case of a termination the effective date is the first day that the employee is terminated; i.e. the day after the last day worked.

Employee ID	
Display Only	No
Required	Yes
Default	None
SFSU Use	The employee ID is a number assigned by the system to an employee record. Unlike the employee ID previously used by SFSU, this number does not have any special meaning or relationship with social security number.
Values	Reference table for values.

Empl Record Number	
Display Only	No
Required	Yes
Default	Defaults based on Empl ID
SFSU Use	Employees in the system can have multiple job assignments. The Empl Record Number denotes each of these records. The employee's first Empl Record Number is 0 and the second would be 1.
Values	Reference table for values.

Status	
Display Only	Yes
Required	Yes
Default	Defaults based on the latest job action.
SFSU Use	The status of the employee is determined by the system based on the latest job action. For example, a new hire has an Active status and an employee currently on LOA has a Leave of Absence status.
Values	Reference table for values.

Action	
Display Only	No

Required	Yes
Default	None
SFSU Use	The action classifies the type of employee change. These represent general categories of personnel actions, the broadest of which is the Data Change
Values	Reference table for values.

Reason	
Display Only	No
Required	Yes
Default	None
SFSU Use	The reason field provides further details about the action.
Values	Reference table for values.

Appointment End Date	
Display Only	No
Required	Yes
Default	None
SFSU Use	The date that a temporary appointment expires and is reflected as of the Close of Business. For temporary employees appointed academic year assignments, Appointment End Date must denote the last date of the appointed quarter, semester or academic year, in accordance with the campus' academic calendar. Appointment end Date is used to determine benefits eligibility and must not be used to indicate the ending date of pay.
Values	Reference table for values.

Comp Rate	
Display Only	No
Required	Yes
Default	None
SFSU Use	The Comp Rate reflects the actual salary that the employee will be paid based on the compensation rate noted above.
Values	Reference table for values.

Comp Rate Code	
Display Only	No
Required	Yes
Default	This value defaults to CSUMTH.
SFSU Use	The rate code field signifies whether the new hire is compensated as a salaried, hourly or immediate pay employee.
Values	Reference table for values.

Days/Units	
Display Only	No

Required	Yes
Default	None
SFSU Use	Immediate pay employee salaries are entered as days and units of pay.
Values	Reference table for values.

Department	
Display Only	No
Required	Yes
Default	The Department ID will default to the department of the E-TRAC user.
SFSU Use	The Department ID is the basic component of the organization structure and security hierarchy. Users will only be able to create E-TRAC transactions for their own departments.
Values	Reference table for values.

Expected Return Date	
Display Only	No
Required	Yes
Default	None
SFSU Use	This is the date an employee is expected to return when place on a full Leave of Absence, Layoff, Short Work Break, Short Term Disability with Pay, Paid Leave of Absence, or Suspension.
Values	Reference table for values.

FTE	
Display Only	No
Required	Yes
Default	Defaults to 1.00
SFSU Use	This value is currently known to San Francisco State as time base. This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.0 (100% of the full-time equivalency) equals a full-time time base. FTE on the Employee Hire request does relate to an employee holding the position.
Values	Reference table for values.

Full-Time/Part-Time	
Display Only	No
Required	Yes
Default	Defaults to Full-Time.
SFSU Use	This field indicates whether the position is full-time or part-time based on a standard 40 hour work week. The default is Full-Time; override if necessary. Therefore, if the position is less than 40 hours a week it should be identified as Part-Time position.
Values	Reference table for values.

Last Date Worked

Display Only	No
Required	Yes
Default	None
SFSU Use	This is the date that the employee last worked, regardless of whether payroll was generated beyond that date.
Values	Reference table for values.

Min

Display Only	Yes
Required	Yes
Default	Defaults to the minimum salary amount for the Job Code/Range selected.
SFSU Use	Defaults to the minimum salary amount for the Job Code/Range selected.
Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Max

Display Only	Yes
Required	Yes
Default	Defaults to the maximum salary amount for the Job Code/Range selected.
SFSU Use	Defaults to the maximum salary amount for the Job Code/Range selected.
Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Notes

Display Only	No
Required	No
Default	None
SFSU Use	To be used in cases where the E-TRAC user needs to add supplementary information, or pose a question or comment to the subsequent users. The Action Reason/107 Reference Guide will identify certain processes or business conditions that require the use of notes.
Values	Reference table for values.

Position Number

Display Only	No
Required	Yes
Default	None

SFSU Use	The position number is a system generated code that identifies the position the employee will be filling. Unlike the current position number used at SFSU there is no meaning built into the E-TRAC position number. Instead, there are many data elements that are associated with the position record that can be searched or reported on such as Agency and Unit.
Values	Reference table for values.

Probation Code

Display Only	No
Required	No
Default	None
SFSU Use	This field is used in conjunction with the Probation End Date to identify the employee's probationary or tenure status.
Values	Reference table for values.

Probation Date

Display Only	No
Required	Yes
Default	None
SFSU Use	If the probation code selected indicates that the employee is probationary, the user will be required to enter a Probation End Date. This is the date that the employee's probationary period ends.
Values	Reference table for values.

Regular / Temporary

Display Only	No
Required	Yes
Default	Defaults to Regular
SFSU Use	This field identifies the position as Regular or Temporary. The default of this field is Regular; override if necessary. Positions are defined as permanently or temporarily funded, not whether the employee assigned to the position is regular or temporary
Values	There are two values for this field, Regular and Temporary.

Salary Grade

Display Only	No
Required	Yes
Default	Defaults to the lowest grade for the Job Code selected.
SFSU Use	The Salary Grade is known to SFSU as the range for the classification code. This value will default to the lowest range for the job code selected.
Values	The values in this field are determined by the Job Code (classification) selected.