

## 6. Requesting an Employee Change

6.1. E-TRAC Employee Change Request .....	6-1
6.2. When to Use Employee Change versus Employee Hire .....	6-3
6.3. Exploring the Employee Change Page.....	6-3
6.4. Employee Change Request Page .....	6-4
6.5. After the E-TRAC is Submitted.....	6-9
6.6. Position Number Changes for an Employee.....	6-10

### 6.1. E-TRAC Employee Change Request

The **Employee Change** module of E-TRAC is used to process a variety of staff and MPP employee changes. These employee changes can range from simple data changes to promotions, leaves of absence and transfers. Due to 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.

E-TRAC is the transaction of a current employee's appointment, there may still be procedures to follow and documentation to complete outside of the E-TRAC process, depending on the type of Employee Change. Please consult the *Action-Reason Reference Guide* for more information on the steps outside of E-TRAC required for any given transaction.

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.

#### 6.1.1. Action and Reason

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

There are fourteen **actions** in the E-TRAC **Employee Change** module. Some actions do not have an associated reason. These actions and reasons may be a shift from the way that you think about these transactions currently. In the beginning it will be important to make sure that you are using the correct action-reason combination. For this purpose, the *Action Reason Reference Guide* is available to provide a 'translation' between employee transactions in E-TRAC and additional documentation requirements.

The actions in the E-TRAC **Employee Change** module include:

- **Data Change:** 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, partial leaves
- **Pay Rate Change:** Time base changes, salary changes, partial leaves (partial leaves are only effective prior to March 22, 2007)
- **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
- **Suspension:** Employee is suspended
- **Termination:** Resignation or End of Appointment
- **Transfer:** Movement from one department unit to another and requested by receiving department; temporary reassignments

For a complete list of the action-reason combinations, please refer to the *Action-Reason Reference Guide*.

### 6.1.2. Employee Change Request Overview

- 1 The requester determines whether to request an **Employee Change** or **Employee Hire** using the employee search.
- 2 If the **Employee Change** involves the selection of a new position, the requester verifies that a position is available and vacant or pooled by using the vacant position search.
- 3 The requester completes and submits the employee change request using the appropriate action-reason combination.
- 4 Department approvers review and approve the employee change request.
- 5 Budget approvers evaluate, approve and add to the request.
- 6 HR Services reviews, approves and loads the request to the HR system.

- 7 The requester receives an e-mail notification when the transaction is complete (loaded into the HR system).

## 6.2. When to Use Employee Change versus Employee Hire

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, as we learned in Chapter Four 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. These situations will vary, and will become more obvious to you as you gain more experience working within E-TRAC. Please remember that whenever you are in doubt, make sure that you contact the HR Support Center at 5-HELP (ext. 54357) or your HR Services Representative for assistance.

## 6.3. 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
<b>Effective Date</b>	The date for which the employee change will take effect.
<b>E-TRAC Department</b>	Corresponds to the department in which the employee resides.
<b>Empl ID</b>	9-digit identification number.
<b>Empl Rcd Nbr</b>	Corresponds to the number of positions and employee has at SFSU. Number defaults to zero if employee only holds one position.
<b>Pay Status</b>	Possible status' are Active or Terminated.
<b>Action</b>	The action defines the transaction.
<b>Reason</b>	The reason further specifies the action.

### 6.3.1. 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 determine that the position is not yet established in the system, than you should proceed to the **New Position Request**.

## 6.4. Employee Change Request Page

Initially, the Employee Change Request page contains only two sections: Employee Change Information and Notes. More sections appear depending on the action-reason combination that you choose.

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

Figure 6-1 Employee Change Requests

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

Figure 6-2 Employee Change Request Page

- 3 Enter the **Effective Date** for the Employee Change which is the first business day that the change becomes effective. 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 an Employee page will appear.

**Find an Employee**

EmpID:

First Name:

Last Name:

Deptid:  

Position:

Figure 6-3 Search criteria

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

**Find an Employee**

EmpID:

First Name: XAVI ER

Last Name: GOMEZ

Deptid:  

Position:

Search Results									
EmpID	Rcd#	Name	Status	Position	Job Code	Descr	DeptID	Dept Descr	Appt End
<a href="#">90001111</a>	0	Xavi er Gomez	Active	00004289	1032	Admin Support Assistant 12 Mo	6150	REGISTRAR'S OFFICE	

Figure 6-4 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. You may see two lines for the employee in the search results. This means that the employee has multiple job assignments or concurrent jobs; each job will be differentiated by the **Empl Rcd Nbr** (employee record number). Take special care to select the correct Empl Rcd Nbr.

Employee Change Information			
'Effective Date:	02/16/2007	<a href="#">Select Employee</a>	E-TRAC 6150
EmpID:	900011111	Xavier Gomez	Department:
Empl Rcd Nbr:	0	6150	REGISTRAR'S OFFICE
Pay Status:	Active	1032	Admin Support Assistant 12 Mo
'Action:			<a href="#">Active Job Records</a>

Figure 6-5 Employee Change Information section

- 6 Next note the **Action** field. Click the drop down list to view the various types of **Employee Change** actions. In this example, the **Action** of **Data 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 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 **Data Change/New Temp Appointment**. Notice the additional fields that display.

Employee Change Information			
'Effective Date:	02/16/2007	<a href="#">Select Employee</a>	E-TRAC 6150
EmpID:	900011111	Xavier Gomez	Department:
Empl Rcd Nbr:	0	6150	REGISTRAR'S OFFICE
Pay Status:	Active	1032	Admin Support Assistant 12 Mo
'Action:	Data Change		<a href="#">Active Job Records</a>
'Reason:	New Temp Appointment		

  

Reference Information	
Position Number:	00004289
Job Code:	1032
Regular/Temporary:	Regular
Full/Part Time:	Full-Time
SSI Counter:	

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

The **Reference Information** data displays to aid the user during the completion of a particular type of **Employee Change Request**.

The section **Current Values** also displays for reference next to the section **Proposed Values** which is available for you to update.

Current Values	Proposed Values
Position Number: 00004289	Position Number: <input type="text"/>
Department: 6150	Department: <input type="text"/>
Job Code: 1032	Job Code: <input type="text"/>
Empl Class: Regular	Empl Class: <input type="text"/>
Unit: 582	Unit: <input type="text"/>
FTE: 1.000000	FTE: <input type="text"/>
Probation Date:	'Appt End: <input type="text"/>
Appt End:	SSI Counter: <input type="text"/>
SSI Counter:	Salary Grade: <input type="text"/>
Salary Grade: 2	Rate Code: <input type="text"/>
Rate Code: CSUMTH	Comp Rate: <input type="text"/>
Comp Rate: 3026.000000	
FLSA Status: Nonexempt	

  

Notes
User ID: AVPPR35 Gomez, Xavier <input type="button" value="Insert"/>
Date/Time: 02/16/2007 10:43:50AM
Notes: <input type="text"/>
<input type="button" value="Save Work"/>

Figure 6-7 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. An \* asterisk next to the value indicates a required field.

- 7 Click **Save Work**. The E-TRAC will reappear with the fields still active. A **Submit** button will appear.

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**Note:** If the Submit button is not pressed after the Save Work button is pressed, the transaction will be saved without going to the approver and will appear in the "My E-TRAC Transactions" listing with a status of "New E-TRAC" available for editing or submitting at a later time. This is a helpful if you are uncertain about any piece of data in your request. However, you must complete all of the required fields in the request prior to clicking Save Work. You must enter something in the required fields as the system will not allow you to save an E-TRAC record unless it is complete.

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- 8 An E-TRAC Confirmation – Submit page appears. To continue, click **Submit**. The Save Confirmation page appears.
- 9 Click **OK**.

The following page appears. This page allows you to review the information that you have submitted and shows the status of your transaction.

### Employee Change Request Page

E-TRAC ID: 00043020      EmplID:900011111      [E-TRAC Home Page](#)

Please enter as much information about the employee change you are requesting. Fields with an asterisk (\*) next to them are required, all others are optional.

Employee Change Information	
<b>Effective Date:</b> 02/16/2007	E-TRAC Department: 6150
<b>EmplID:</b> 900011111      Xavier Gomez	
<b>Empl Rcd Nbr:</b> 0      6150      REGISTRAR'S OFFICE	
<b>Pay Status:</b> Active      1032      Admin Support Assistant 12 Mo	
<b>Action:</b> Data Change	Active Job Records
<b>Reason:</b> New Temp Appointment	

Reference Information	
<b>Position Number:</b> 00004289	
<b>Job Code:</b> 1032	
<b>Regular/Temporary:</b> Regular	
<b>Full/Part Time:</b> Full-Time	
<b>SSI Counter:</b>	

Current Values	Proposed Values
<b>Position Number:</b> 00004289	<b>Position Number:</b>
<b>Department:</b> 6150	<b>Department:</b>
<b>Job Code:</b> 1032	<b>Job Code:</b>
<b>Empl Class:</b> Regular	<b>Empl Class:</b>
<b>Unit:</b> 582	<b>Unit:</b> 582
<b>FTE:</b> 1.000000	<b>FTE:</b>
<b>Probation Date:</b>	<b>Appt End:</b> 02/16/2008
<b>Appt End:</b>	<b>SSI Counter:</b>
<b>SSI Counter:</b>	<b>Salary Grade:</b>
<b>Salary Grade:</b> 2	<b>Rate Code:</b>
<b>Rate Code:</b> CSUMTH	<b>Comp Rate:</b>
<b>Comp Rate:</b> 3026.000000	
<b>FLSA Status:</b> Nonexempt	

**Related Information**  
[HR Information](#)

**Notes**      Find      First 1 of 1 Last     

**User ID:** AVPPR35      Jackson, Jessie

**Date/Time:** 02/16/2007 11:32:21AM

**Notes:**

Approval History			
User ID	Name	Approval Status	Status Date & Time
AVPPR35	Jackson, Jessie	Submitted by Creator	02/16/2007 11:53:09AM
AVPPR35	Jackson, Jessie	New E-Trac	02/16/2007 11:50:09AM

**Next Approver:** Department.Approver(s)

[E-TRAC Home Page](#)

E-TRAC ID Number

Figure 6-8 Display only view of E-TRAC transaction

Make note of the E-TRAC ID in order to track the status of your request.

### 6.4.1. The E-TRAC ID Number

Near the top of the E-TRAC page, the system has generated a unique **E-TRAC ID** for the transaction. You may want to note this number in order to easily locate your request once it is submitted.

From this point, your request goes to the first level approver designated for your department.

Notice that in the **Approval History** section, under the **Approval Status** column the text reads, **Submitted by Creator**. This section also indicates where this transaction will go next. In the event that one of your transaction approvers makes any changes to your request, you will receive an e-mail notification.

### 6.5. 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.

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**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.

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#### 6.5.1. After Human Resources, Safety and Risk Management Approves

You will receive an email notification once HR, S&RM approves/completes loading the transaction. The transaction history shows that the transaction is completed. You may review the E-TRAC. The current value will show the previous data values and the proposed loaded values will show the final changes and what is in the HRMS database.

## 6.6. Position Number Changes for an Employee

The function of the 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 by 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.

### 6.6.1. Requesting a Position Change / Position Data Update

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

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.

- 1 Click the **Select Employee** link.
- 2 Search for and select employee. You may use criteria such as name, Empl ID, etc.

- 3 Select **Position Change** from the Action drop down list.
- 4 Select **Position Data Update** from the Reason drop down list.

Employee Change Information			
'Effective Date:	02/16/2007 	<a href="#">Select Employee</a>	E-TRAC 6150 Department:
EmplID:	900011111	Xavier Gomez	
Empl Rcd Nbr:	0	6150	REGISTRAR'S OFFICE
Pay Status:	Active	1032	Admin Support Assistant 12 Mo
'Action:	Position Change 		<a href="#">Active Job Records</a>
'Reason:	Position Data Update 		

Figure 6-9 Appropriate action-reason combinations

- 5 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.
- 6 To search for a position number, use the look up search by DeptID, Description and Job Code.

Current Values	Proposed Values
Position Number: 00004289	'Position Number: <input type="text"/> 
FLSA Status Nonexempt	

Figure 6-10 Example of updated values

- 7 Enter notes in the Notes box (optional).
- 8 Click the **Save Work** button and click **Submit** for approval, as appropriate.