

Reviewing Employee's Attachment to Position Budget
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Reviewing Employee's Attachment to Position Budget

Reviewing Employee's Attachment to Position Budget Overview

After you define and approve your position budgets, you can attach employee records to them. You attach an employee record to a position budget to control budget expenditures and to ensure data integrity. To attach an employee record to a position budget, you enter a position ID in the employee's record when you are entering employee information during employee setup or as part of one of the transfer employee processes.

To help you stay within your position budgets when you are entering employee information, the system sends you either an error or a warning message when you exceed the approved salary, hours, FTE, or head count for the position.

When you attach an employee record to a position budget, the system performs the following functions:

- Adds the salary, hours, FTEs, and headcount amounts for the employee to the projected position budget amounts through the fiscal year end.
- Adds to the employee's record any job information that is associated with the position.
- Updates the Position Budget Detail table (F08111) with the effective date of the employee's assignment, the employee's salary, FTE, and hours. The system then uses this information to project the effect of these values on the budget through the end of the fiscal year.

This work instruction shows how to review an employee's attachment to a Position Budget.

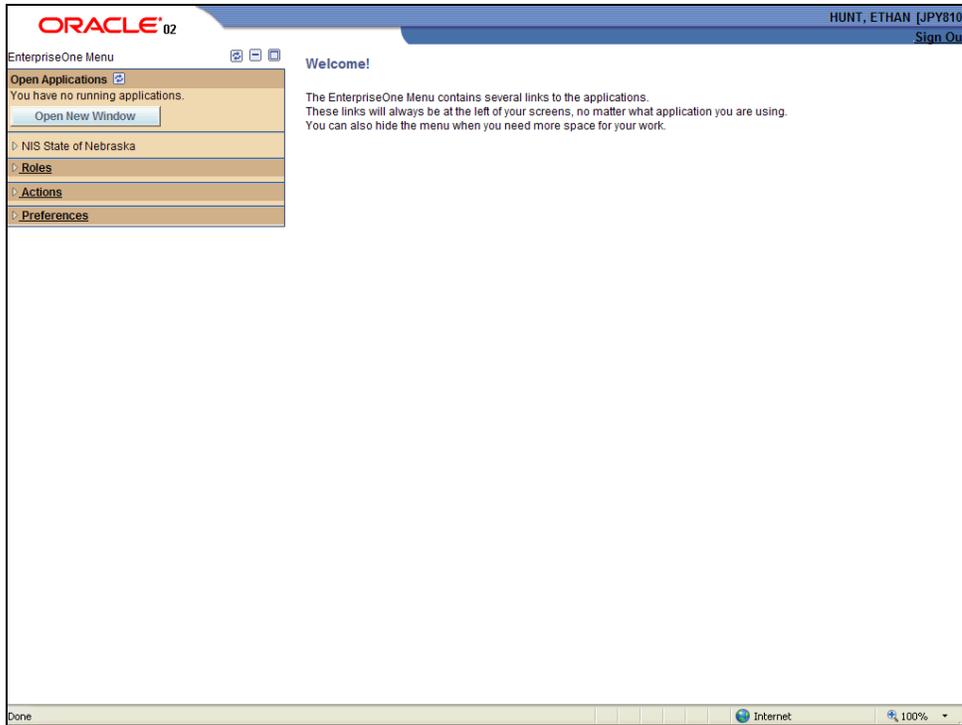
Attach Employee to Position Budget Lesson

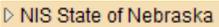
Procedure

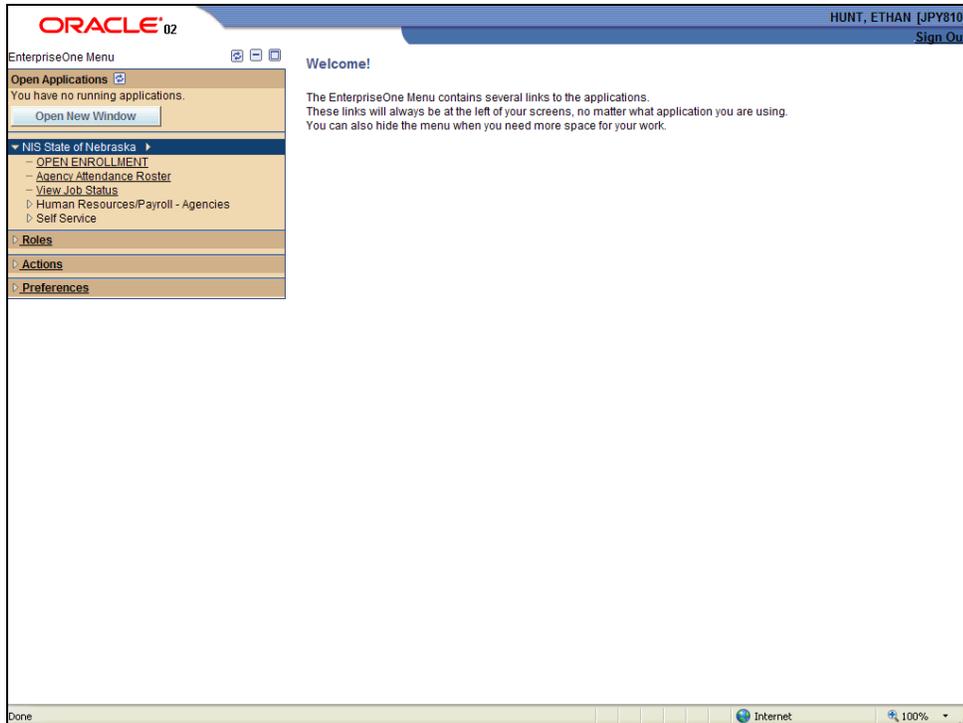
This activity will only be used when attaching a newly created position to a currently active employee.

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Reviewing Employee's Attachment to Position Budget



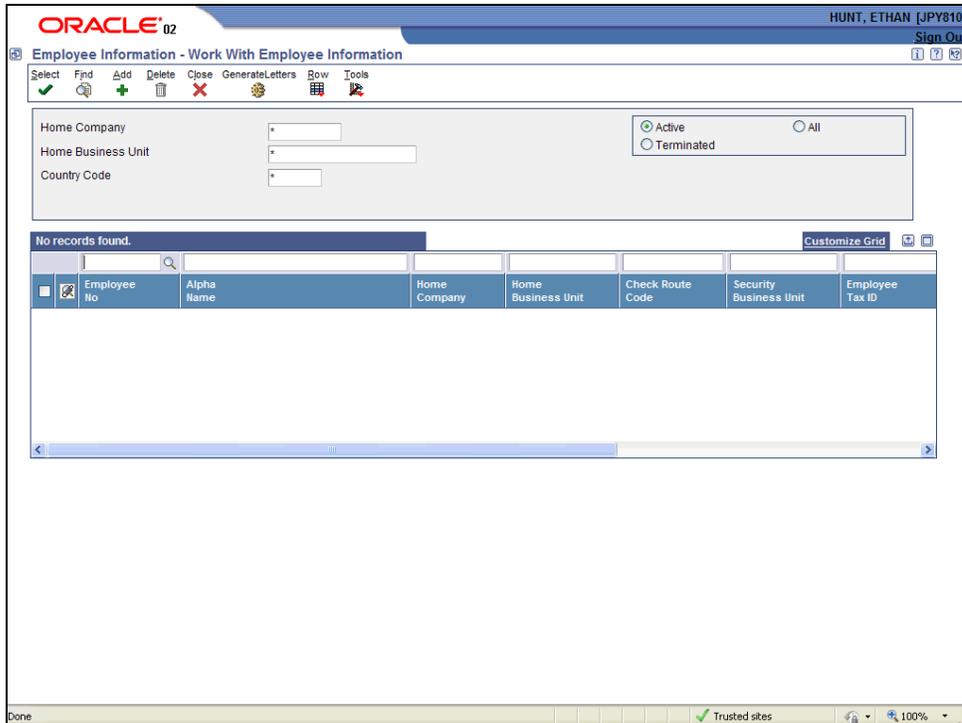
Step	Action
1.	Click NIS State of Nebraska . 

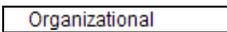


Step	Action
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Employee Maintenance link. Employee Maintenance
4.	Click the Employee Information link. Employee Information
5.	Use the QBE line to search for the employee. If you know their Employee Number you can enter that directly into the Employee No field. Otherwise you can use the Alpha Name field to search for their name.

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Step	Action
6.	Enter employee number into the Employee No field.
7.	After entering your search criteria click the Find button. 
8.	Click the check box of the employee. 
9.	Click the Row button. 
10.	Click the Organizational menu. 
11.	The Home Business Unit of the Position ID you are attaching must be the same as the Home Business Unit of the employee on the Organizational Assignment.

Step	Action
12.	<p>You will need to complete the following fields:</p> <p>Position ID</p> <p>Date in Current Position ID: This is the date the employee started in that particular position number.</p> <p>Date in Current Job: This is the date the employee obtained their current job title. If the employee took a lateral transfer, this date would not change, but the Date in Current Position would change.</p> <p>If the employee is reclassified this date should be changed to the date the reclassification was effective.</p>

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Organizational Assignment

Employee No. 4455871 HUNT, ETHAN

Last Start Date 09/04/2007

Supervisor 100546 UTLEY, MICHAEL

Home Business Unit 65025009 NIS

Mentor

Team DEFAULT

Position ID 06507606 IT BUSINESS SYS. ANALYST Date in Current Position ID 09/04/2007

Job Code K07082 IT Bus Sys Analyst/Coord Date in Current Job 09/04/2007

Working Title

Barg Unit K CONFIDENTIAL GROUP N/A

EEO Job Category B PROFESSIONALS Shift Code

Employment Status FULL-TIME REGULAR Full Time Equivalents 1.00

Date Pay Starts 09/04/2007 Date Pay Stops

Job Competency

Organizational Business Unit

% Competency Achieved .00 Last Competency Review Date

Performance Appraisal

N/A .000

Last Review Type Last Review Date

Next Review Type Next Review Date

Step	Action
13.	
14.	<p>After completing the required fields click the OK button.</p>
15.	<p>If a yellow warning appears click OK to continue to the Job Default window.</p>

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The screenshot shows the Oracle HR system interface for 'Employee Information - Job Default Window'. The window title is 'Employee Information - Job Default Window' and the user is 'HUNT, ETHAN [JPY810]'. The interface includes a menu bar with 'OK', 'Cancel', 'Form', and 'Tools'. Below the menu bar, there are two radio buttons for 'Associated Job Defaults': 'Always Use Default Information' (unselected) and 'Only Use Defaults to Overwrite Blank Values' (selected). There are two tabs: 'PROPOSED' and 'CURRENT'. The 'PROPOSED' tab is active, showing the following fields:

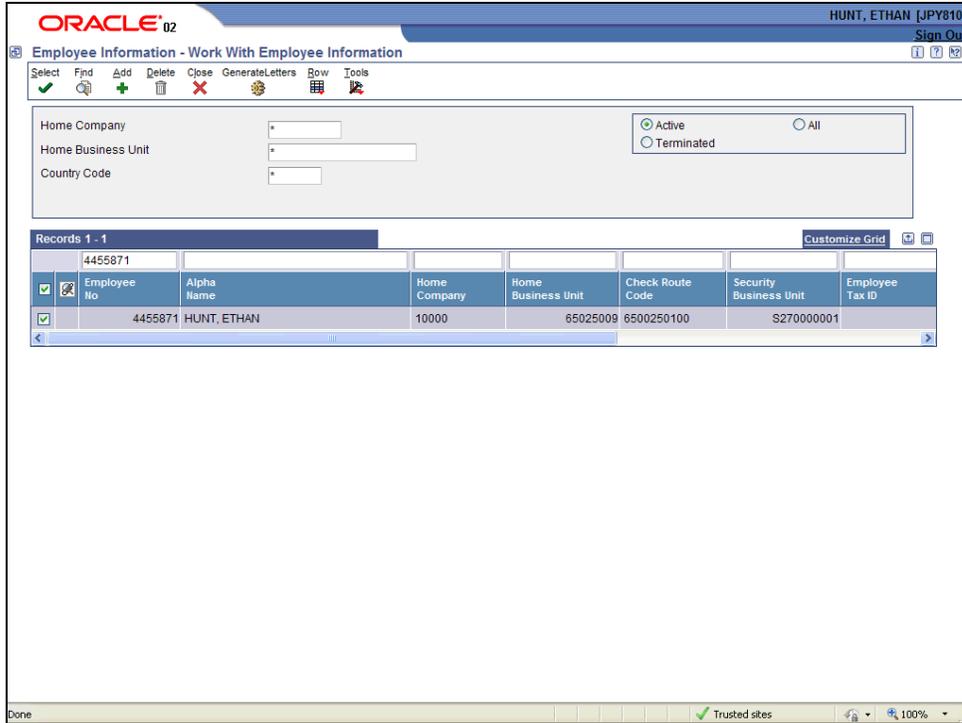
- Job Code:** K07082 (IT BUS SYS ANALYST/COORD)
- Employee Information:**
 - Pay Frequency: BI-WEEKLY
 - Benefit Group: RULE-B (RULE/DIRECTOR/DISCRETIONARY-BW)
- Organizational Assignment:**
 - Barg Unit: K (CONFIDENTIAL GROUP)
 - EEO Job Category: B (PROFESSIONALS)
- Basic Compensation:**
 - Pay Class: H (HOURLY)
 - Pay Grade/Step: 14 00
 - Overtime Exempt: N (NO)
 - N/A: [Empty]
 - Sub Class: [Empty]

Step	Action
16.	Click the Always Use Default Information option.
17.	Review the following fields making changes as needed. This information will populate the Employee Master: <ul style="list-style-type: none"> • Pay Frequency • Benefit Group • Group Code • EEO Job Category • Pay Class • Pay Grade/Step • Overtime Exempt
18.	When you are finished click the OK button.
19.	Enter the Effective On date. This will default to the current date. This date is only for history tracking.

Step	Action
20.	Enter the change reason code into the Change Reason field.
21.	Click the OK button. 

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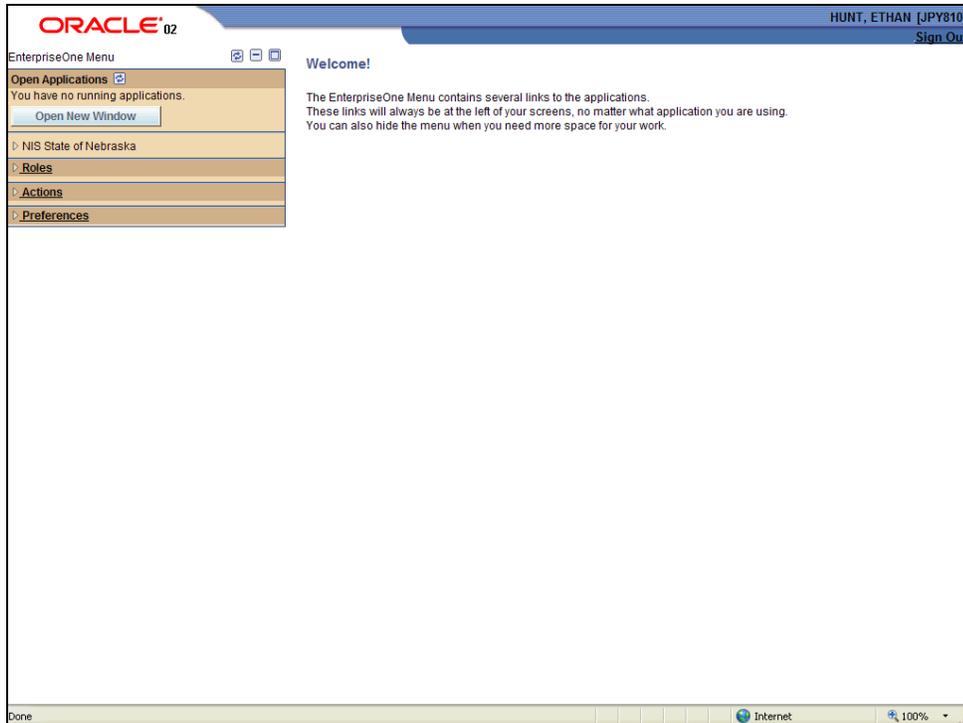


Step	Action
22.	Click the Close button. 
23.	You have completed this lesson. End of Procedure.

Review Employee's Attachment to Position Budget Lesson

Procedure

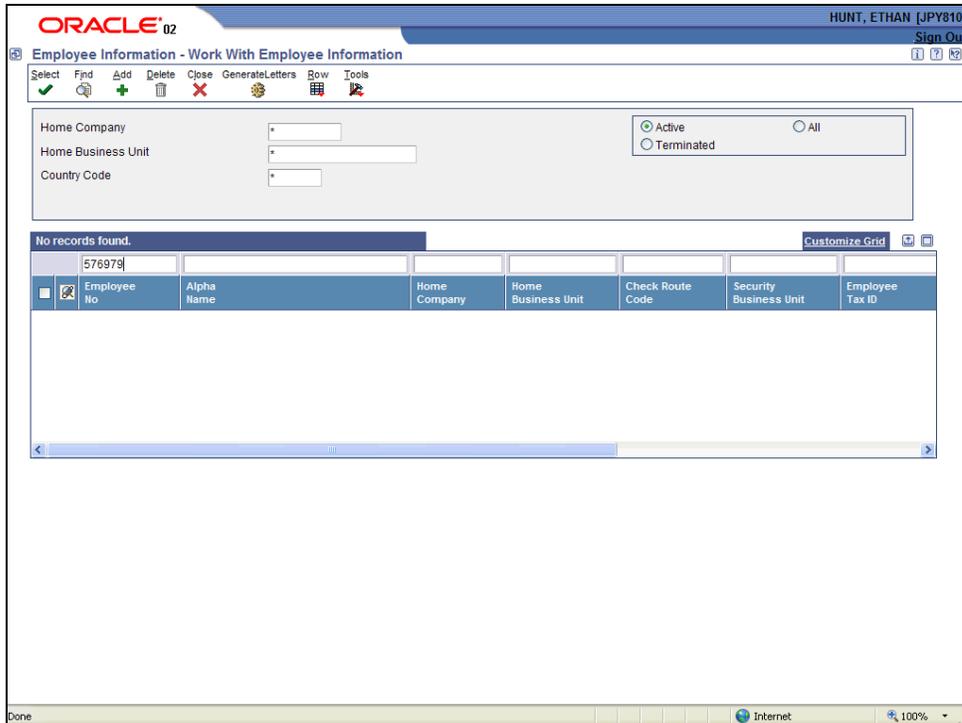
In this lesson you will learn how to review an employee's attachment to a position budget.

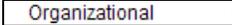


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Employee Maintenance link. Employee Maintenance
4.	Click the Employee Information link. Employee Information
5.	Use the QBE line to search for the employee. If you know their Employee Number you can enter that directly into the Employee No field. Otherwise you can use the Alpha Name field to search for their name.

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Step	Action
6.	After entering your search criteria click the Find button. 
7.	Click the check box of the employee. 
8.	Click the Row button. 
9.	Click the Organizational menu. 
10.	On the Employee Information – Organizational Assignment window, review the following fields: <ul style="list-style-type: none"> • Home Business Unit • Position ID <p>Note: Position ID's are tied directly to the Home Business Unit.</p>

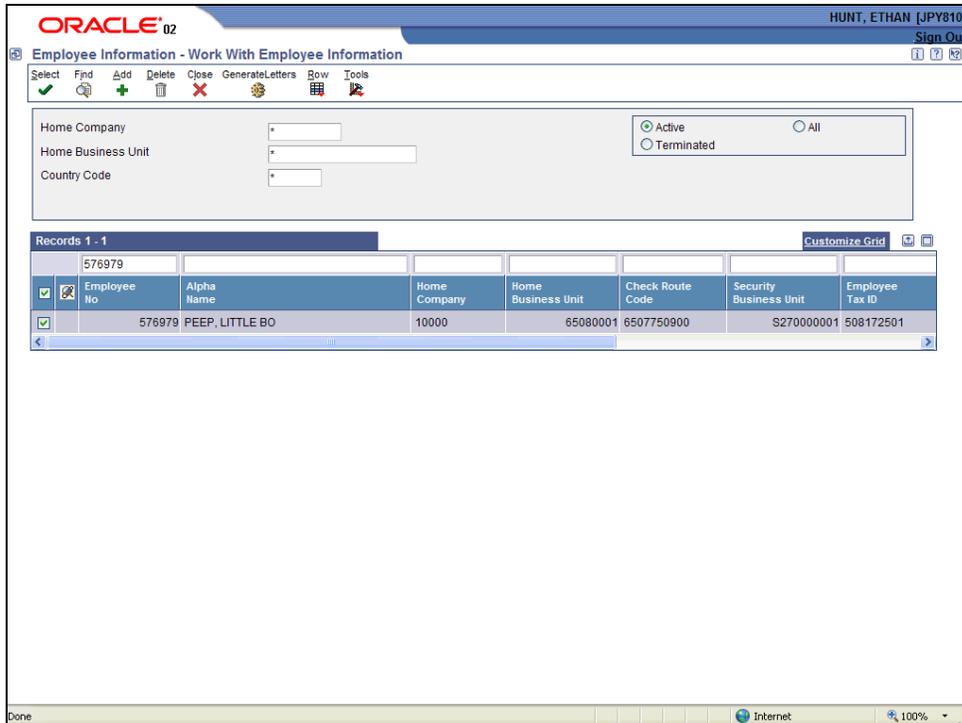
The screenshot shows the Oracle HR system interface for reviewing an employee's attachment to a position budget. The form is titled "Employee Information - Organizational Assignment" and is for employee PEEP, LITTLE BO (Employee No. 576979). The supervisor is listed as UTLEY, MICHAEL (100546). The position is PERSONNEL ASSISTANT (Job Code K17112). The form includes fields for dates, organizational units, and performance appraisal information.

Employee No.	576979	PEEP, LITTLE BO
Last Start Date	02/28/2004	
Supervisor	100546	UTLEY, MICHAEL
Home Business Unit	65080001	SOS
Mentor		
Team		DEFAULT
Position ID	06580604	PERSONNEL ASSISTANT
Job Code	K17112	PERSONNEL ASSISTANT
Working Title		
Barg Unit	K	CONFIDENTIAL GROUP
EEO Job Category	E	PARAPROFESSIONALS
Employment Status	<input type="checkbox"/>	Full Time Equivalents 1.00
Date Pay Starts	02/28/2004	Date Pay Stops
Organizational Business Unit		
% Competency Achieved	.00	Last Competency Review Date
N/A	.000	
Last Review Type	<input type="checkbox"/>	Last Review Date
Next Review Type	<input type="checkbox"/>	Next Review Date

Step	Action
11.	When you are finished click the Cancel button. 

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Step	Action
12.	Click the Close button. 
13.	End of Procedure.