

**Reviewing Employee Management Overview**  
**Created on 1/20/2010 4:24:00 PM**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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When an employee is hired, an employee record is added to the Employee Master table. The Employee Master table contains personal, company, job, and pay information for the employee. The information in the employee record can be used to analyze and report on your employees.

When a new employee record is added to the database, a series of windows are completed. As each window is completed, the next window appears. The Back icon (Not the Back button on the browser!) is used to return to a previous window, where information can be reviewed or changed before saving the employee's record. The system will save the new record only after the entire series of windows is completed.

**Note:** When a new employee record is added to the database, the record is immediately available for reporting and payroll processing.

The Pay on Std Hours field on the Basic Compensation window is the standard number of hours that a non-exempt employee should be paid each payroll, regardless of whether the employee works more or less hours. If this field is left blank, time entry is required. The Pay on Std Hours field for monthly employees should be 173.33 and bi-weekly employees should be 80.

Compa Ratio is also a field on the Basic Compensation window. Compa Ratio is a calculation used to compare an employee's salary/wage against a midpoint amount set up within a pay grade or salary range.

Labor distribution instructions are entered for employees to automate the process of distributing work time to multiple business units. Enter labor distribution instructions for hourly and salaried employees. Labor distribution instructions will simplify time entry. The system uses the labor distribution instructions when it creates timecards for employees.

An example of using Labor Distribution is; an employee spends 5 hours per week performing administrative duties and 35 hours performing regular salaried duties, you allocate the hours to two different business units.

Labor Distribution Instructions are used to complete the following tasks:

- Distribute time to multiple business units
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Define job type information when the employee has more than one job
- Override Position ID and Automatic Accounting Instructions (AAIs) accounts for an employee

## Training Guide

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When an employee is transferred to another agency, the transferring agency must change the Security Business Unit to a generic Security Business Unit so that the new agency can access the employee's record to make the appropriate changes to complete the transfer. The supervisor, home business unit and position ID must be changed via the Employee Master by the Receiving Agency (see Transferring an Employee to a New Agency – Receiving Agency). If the job attached to the new position is different from the employee's previous job, the job must be changed. Typically the employee's salary or hourly rate also will be changed.

When an employee is transferred to another department within their agency, the supervisor, home business unit and position ID must be changed via the Employee Master. If the job code attached to the new position is different from the employee's previous job, the job code must be changed. Typically the employee's salary or hourly rate also will be changed.

The Agency enters termination information to allow the State to keep employee information current, report on terminated employees and prevent ex-employees from receiving payments.

**Warning:** Entering a termination date for an employee will automatically change the Search Type to an "X" in the Address Book. Changes made to the employee record are effective immediately. HR and Payroll reports and inquiries, based on active employees will not include employee records with a termination date. Address Book reports and inquiries, based on active search types will not include employee records, which have an inactive search type.

**Note:** When you rehire an employee through Employee Information, the record is immediately available for reporting and payroll processing.