

HR Front End Transactions

Transaction Type	Description
New Hire	New Hire is used to create a record for someone that is completely new to the University (New Hire) or someone that has been completely separated and is returning to the University (Rehire).
Add A Job	Add a Job is used in the HR Front End any time a new job is added to an employee with an active status. Adding a secondary job, a lump sum job, or a stipend job to an employee are all examples of when the Add a Job transaction is used.
Employee Job Record Change	Job Changes are changes made to Job or Position Data in the HR Front End Application. Examples of these type(s) of changes are: <ul style="list-style-type: none"> • Salary Changes • FTE Changes • Labor Distribution Changes • Work Schedule Changes
Employee Data Change	Employee Data Changes are changes made to the Employee General Information in the HR Front End Application. Examples of these type(s) of changes are: <ul style="list-style-type: none"> • Name Changes • Social Security Number Corrections • Chart of Accounts Changes • Employee Class Changes • Visa Changes
Labor Distribution	Labor Distribution transactions are used only when the Labor Distribution or Budgeted Profile Code need to be changed. Labor Distribution transactions should be used any time that position or job labor distribution information needs to be edited, or if a new labor distribution needs to be added. Labor Distribution can also be changed in the Employee Job Record Change Transaction.
Job End Date	Job End Date is used to change the end date of existing jobs in one of three ways: <ul style="list-style-type: none"> • Add a Job End Date • Edit an existing Job End Date • Remove an existing Job End Date
Reappointment	Reappointment is used for one of two purposes: <ul style="list-style-type: none"> • Extend a Job • Reactivate a Job
Employee Group/Class Change	An Employee Group / Class Change is a condition of another transaction when a change to the Employee Group and/or Class cause a potential change to the employee's benefits and/or pay. When a transaction meets the criteria for an Employee Group / Class Change, the routing of the transaction is altered so that all effected workgroups will be notified of the changes and their potential effects on the employee's status.
Separation	A Separation is used when an employee is leaving the University. Only the home department of the separating employee can initiate the separation transaction.
Historical Job Change	Historical Job Change is used to correct the Personnel Date on job records. Two conditions must both be met to use a Historical Job Change on a record: <ul style="list-style-type: none"> • The job record is dated on or before the Last Paid Date. • All information on the job record is correct except for the date.
Position Creation and Maintenance	A Position Creation and Maintenance gives you the ability to create a new position or maintain an existing position.
Work Schedule	Work Schedules are tied to jobs for which hours are reported via Time Entry. Only jobs that have CA, CB, CG, and CH e-classes may have an active Work Schedule.