

# HR Front End – Employee Group/Class Changes

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When an employee makes a job change that results in an Employee Group and/or Class Change (EGC), the HR Front End prompts the user entering the transaction to confirm the change, and then alters the routing of the transaction so that all affected workgroups are notified of the changes and their potential effects on the employee's status. Some examples of when an EGC **might** occur include:

- A new job is added to an active employee's record which triggers a change from the current Person Employee Group (E-Group) to a new Person E-Group
- The active employee's Person Employee Class (E-Class) changes
- The active employee's Total FTE changes from above .5 to below .5 or vice versa, which impacts benefits eligibility
- A job is ended (terminated) but the employee still has other active jobs remaining in E-Groups different from the terminated job



**WARNING:** You will not separate the employee from the University in order to change their employee group and/or class. Even if they have a job ending, the employee's status will remain Active (A) in the system.



**NOTE:** EGCs are **not** considered New Hires. While the employee might be new to your department, they are not new to the University, as they are still an active employee. Some EGCs might require updates to NESSIE forms – for example, due to a change in status or new education requirements for a job. Refer to the section on *Employee Updates* in this document for more information on these updates.

## EGC Determination

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The HR Front End checks the transaction at the final review stop (the last stop prior to the Campus HR Apply Stop) to see if it will be an EGC. If the conditions of the transaction meet the EGC requirements, a popup message appears.

To continue with the transaction as an EGC, click the **Continue with EGC/ECC** button.

**Employee Group/Class Change**

The transaction appears to be an Employee Group Change(EGC) or Employee Class Change(ECC).

To continue, click the "Continue with EGC/ECC" button. The Transaction Type will indicate "EGC/ECC" and the transaction will automatically route to the Employee's College/Major Admin Unit for further action. This also might result in a change in deductions, benefits eligibility, tuition waiver eligibility, etc.

If you do not want the transaction to become an EGC/ECC, click the "Continue without EGC/ECC" button. The transaction will continue on the current route, as is.

Once you return to the ERV screen, you can see the new route stops added to the Audit Trail of the transaction. The HR Front End automatically routes the EGC to the Home College. After the College reviews and routes the transaction, Campus HR receives it to apply the changes.

GENERAL INFO	INFO (ID, NO)	ISSUES	ATTACHMENTS	AUDIT TRAIL		
Action	Action Timestamp	Level/Role/Action EGrp Cam-COA-Coll-Dept-Org	Owner	Accordion Screen	Changes Notes	User System Change
SURGE STOP		System Created Stop: CAMPUS HR Apply E C C (136794)				
HIRE OWNERSHIP	2009-07-02 10:47:43	System Created Stop: COLLEGE Default Review E C C-3M (20794-141693)	Meayds, Victoria			
	2009-07-02 10:47:31		Meayds, Victoria			
DATA CHANGE: EGC/ECC (S4383)	2009-07-02 10:47:31		Meayds, Victoria	General Information	Changed BENEFIT CATEGORY from 'M' to 'TC'	System
DATA CHANGE: EGC/ECC (S4383)	2009-07-02 10:47:31		Meayds, Victoria	General Information	Changed T-CLASS from 'EH' to 'CA'	System
DATA CHANGE: EGC/ECC (S4384)	2009-07-02 10:47:31		Meayds, Victoria	PAYOUT	Changed checkbox from 'no' to 'checked'.	System
EGC/ECC Prompt	2009-07-02 10:47:30				Continue with EGC/ECC	

Once the Department knows the transaction is an EGC, they can notify the employee to update any needed NESSIE/HR forms.

When Campus HR receives the transaction, they determine if the changes proposed in the transaction will result in a change from eligible to ineligible for Compensable Leave and/or SURS.

- If **yes**, Campus HR will activate the Payout Data accordion by answering **Yes** to the activation question. The transaction will route back to the Department to process the payout.
- If **no**, Campus HR will answer **No** to the activation question and no payout will be generated.

The screenshot shows an HR system interface with the following sections:

- CHECK DISTRIBUTION CHART GRID:** COA: 2 - University of Illinois - Chicago; ORGANIZATION: 677000 - Physical Plant Administration.
- HIRE DATES:** ORIGINAL: 01/6/2004; ADJ SERVICED: 01/6/2004; AVANCE: 01/6/2004; LAST WRK DAY: 01/6/2004; TERM DATE: ; REASON: No Reason.
- E-CLASS:** CA - CS 75Hwyay N/E Ben Elig; BENEFIT CATEGORY: TC - Temporary Change; RETIREMENT CODE: ;
- CITIZENSHIP:** US - Citizen; TYPE: Blank; EXP DATE: ; LEAVES OF ABSENCE: BEGN DATE: ; END DATE: ; REASON: No Reason.
- EMPLOYEE GROUP-CLASS CHANGE PAYOUT DATA ACTIVATION:** HR ONLY: Will this transaction change the employee's eligibility from Eligible to Ineligible for Compensable Leave or SURS (potentially requiring a payout and/or notification to SURS)? Select One: Yes (selected), No, EGC/ECC.
- EMPLOYEE INFO:** 055279-00-ASST FACIL MOR (LJ); ECLS: CA; IS 082-2-577000; TYPE: P; FTE: 1.000; HRLY: 13.480000; BEGR: 7/2/2009; BGT PRO: RO; STATUS: A.

After answering this question, Campus HR clicks the **Apply** button to apply the transaction changes. You can view the Audit Trail of the transaction to see any future route stops generated on the EGC transaction, with or without a payout.

## Benefits Notification

After Campus HR applies the transaction, the HR Front End checks the transaction again for the following requirements:

- A change in benefits eligibility
- A change in Pay ID (BW to MN or vice versa)
- A change in Total FTE (from above .5 to below .5 or vice versa)

If the EGC meets any of the following requirements, the transaction routes to the Benefits Office next.

GENERAL INFO	REQ ID/REQ NO	STOP	REQUIS	ATTACHMENTS	ALIGHT TRAIL	
Action	Action Timestamp	Level:Role:Action EDrp Cam-COA-Coll-Dept-Org (TransID-StopID)	Owner	Accordion:Screen	Changes Notes	User System Change
ROUTED	2009-07-02 11:00:27	System Created Stop: CAMPUS BEN Apply C-2 (20794-141894)				
APPLIED: EGCJCECC-EGC (E4382)	2009-07-02 11:00:24		Victoria		Successfully applied BasePosition.	
APPLIED: EGCJCECC-EGC (E4382)	2009-07-02 11:00:24		Mezdylo, Victoria		Successfully applied BasePerson.	
APPLIED: EGCJCECC-EGC (E4382)	2009-07-02 11:00:24		Mezdylo, Victoria		Successfully applied JobAssignment.	
APPLIED: EGCJCECC-EGC (E4381)	2009-07-02 11:00:24		Mezdylo, Victoria		Successfully applied BaseEmployee.	
APPLIED: EGCJCECC-EGC (E4381)	2009-07-02 11:00:24		Mezdylo, Victoria		Successfully applied JobAssignment.	
DATA CHANGE: EGCJCECC-EGC (E4381)	2009-07-02 11:00:24		Mezdylo, Victoria	JobData	Changed 'EFFECTIVE DATE' from 1/7/01 2009 to 1/1/2009	System

When the EGC transaction is routed to the Benefits Office that is the notification Benefits needs to complete deduction maintenance in Banner, apply the new benefit category in the HR Front End, and activate the Benefit Enrollment Forms in NESSIE New Hire for the employee.

Once applied an email is system-generated to the employee with instructions on where and how to update the Benefit Enrollment forms in NESSIE.

## Employee Updates

The employee should be notified by the Department (prior to Campus HR applying the transaction) and Benefits (after the transaction is applied) of any forms they must verify and/or update. Because they are a current employee, they can use their existing NetID to access the forms.



**NOTE:** The forms the employee must verify/update vary by the employee group the person is changing from/to.

NESSIE Forms: <a href="https://nessie.uhr.uillinois.edu/cf/index.cfm">https://nessie.uhr.uillinois.edu/cf/index.cfm</a>	
Form Name	NESSIE Location
• Code of Conduct (By Submitting EIF employee states they have read the Code of Conduct)	Policies/Labor Tab, University Ethics link
• Employee Information Form	Personal Info Tab
• Loan Default	Personal Info Tab
• Direct Deposit	Compensation Tab
• W-4 form	Compensation Tab

**UIC HR Forms:** <http://www.uic.edu/depts/hr/quicklinks/hrforms/index.shtml>

**Form Name**

**UIC HR Location**

- Statement of a Drug-Free Workplace

[PDF Form](#)

Employee must print and sign this form for their department. This is not an electronic form for EGC.

**Benefits Forms:**

**Form Name**

**NESSIE New Hire Location**

- Benefits Enrollment Forms

Employee notified by a system-generated email

If the employee has problems accessing the NESSIE New Hire benefits forms, please contact the Benefits Office at:

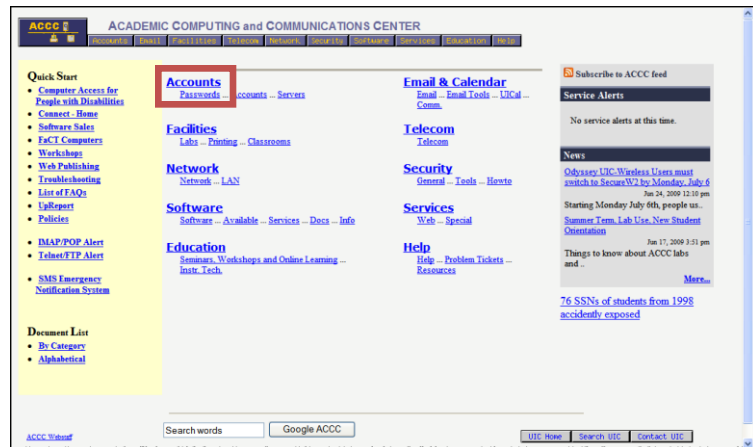
Phone: (312) 996-6471

## ***Employees without a NetID***

For employees without a NetID, the Phonebook Contact Person of the employee's home department must add the employee to the phone book as soon as possible. Once added, the employee can activate the NetID via the ACCC website:

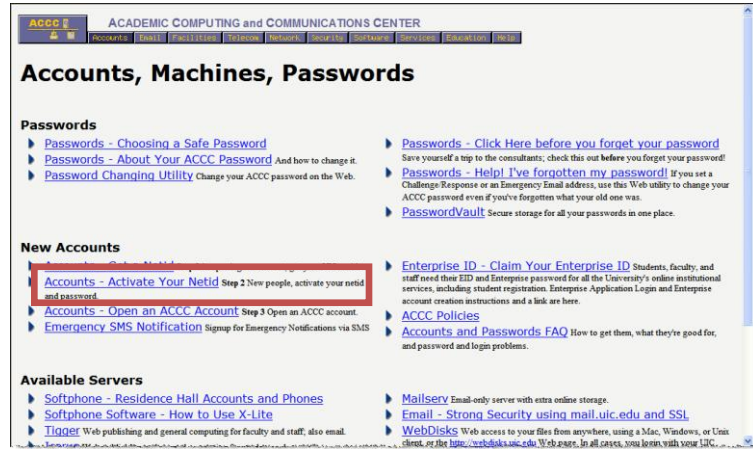
<http://www.accc.uic.edu>

Click the **Accounts – Passwords** link



Click the **Accounts – Activate your NetID** link.

Follow the instructions on the subsequent pages to activate your NetID and set up your password.



After the NetID setup is complete, the employee can log into NESSIE to complete their forms.

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If you have additional questions, please contact the AITS Service Desk:

(312) 996-4806

[servicedesk@uillinois.edu](mailto:servicedesk@uillinois.edu)