



# **SAM II HR**

## **Employee Maintenance**

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# **TOPIC 1: INTRODUCTION TO EMPLOYEE MAINTENANCE**

SAM II HR Employee Maintenance processes support the establishment and maintenance of employee information. This includes basic employee information; employee attribute information such as addresses, emergency contacts, and licenses or certificates; and agency specific and accounting data. Personnel actions such as promotions and separations are also part of the employee maintenance process. The various employee maintenance inquiries will also be briefly discussed.

## EMPLOYEE MAINTENANCE PROCESS

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- Employment Status Maintenance Log Detail (QESD)
- County by Name (QCTY)

# EMPLOYEE MAINTENANCE PROCESS

The Employee Maintenance process allows for the establishment and maintenance of employee information and the completion of personnel actions. Remember, each employee must be tied to an approved and open position. One benefit of this link is that information that was already entered during the position control process can be inferred when you are establishing the employee. While the designation of the labor distribution profile was completed on position, you also have the opportunity to change this when you establish the employee. It is important to remember that any changes you make to the labor distribution only effect the employee and will not affect the position.

The first step in the process to establish an employee is the completion of the Employment Status Maintenance (ESMT) transaction. Additional information is added using various employee attribute transactions. Personnel actions such as promoting or separating an employee are also handled using the ESMT.

## Establishing an Employee

The Employment Status Maintenance (ESMT) transaction is used to enter an employee in SAM II HR. The ESMT must be completed, approved and accepted by the system before any other transactions relating to a new employee can be processed. The ESMT window is comprised of five separate panels: Job Assignment, Dates, Assignment Attributes, Pay Parameters, and Certificate/Remark.

The ESMT requires five levels of approval. For UCP agencies, the first three approvals are applied by the agency and the last two approvals are applied by the Office of Administration, Division of Personnel (OA). Non-UCP agencies will determine how the five levels will be set in their agency, multiple levels of approval can be assigned to one person if the agency desires.

## Establish and Maintain Employee Attributes

There are various transactions that record additional attribute information for an employee. These transactions are:

- **Employee Address Maintenance (ADDR)** – records employee home and mailing address information.
- **Employee Attribute Maintenance (ATTR)** – records basic employee information such as EEO information, date of birth, and veteran information.
- **Agency Specific and Accounting Data (AGYS)** – records agency-specific information and accounting attributes for an employee. Some agencies will break this down into the Agency Specific Data (AGYD) and Employee Accounting Data (AGYA) transactions. These agencies implement their human resources processes so that one person would not be able to enter all of this information on the AGYS.

- **Licenses and Certifications (LCNS)** – records information about an employee’s licenses or certifications.
- **Emergency Contact (EMER)** – records employee’s emergency contact information.
- **Pass (PASS)** – records information about passes issued to employees to access certain facilities.
- **Employee ID Change (EIDC)** – records any changes to an employee ID number.
- **Employee Name Change (ENCH)** – records any changes to an employee name.
- **User Defined Window 1 (USR1)** – records special date information such as employee’s total state service, service within a specific agency, and other agency defined dates of importance that are not captured elsewhere in SAM II.
- **User Defined Window 2 (USR2)** – records tickler dates and reasons for personnel/payroll actions that is not captured elsewhere in SAM II.
- **User Defined Windows 3-9 (USR3 – USR9)** – records agency specific information. These windows are designed to meet specific agency needs.

### **Perform Personnel Actions**

The Employment Status Maintenance (ESMT) transaction is used for adding an employee to the system. It is also the transaction used to perform in-service personnel actions (promotions, reclassifications, salary changes, leaves of absence, etc.) and separations.

### **Employee Maintenance Inquiries**

Employee maintenance inquiries allow you to view online information about employees or information you may need to complete the establishment of an employee. Inquiries are automatically updated once a transaction has received the final level of approval and is accepted by the system. The employee maintenance inquiries are:

- **Employee Roster by Name (QXRF)** – lists all employees and basic information sorted in alphabetical order by employee name.
- **Employee Roster by Employee ID (QXR2)** – lists all employees and basic information sorted by employee ID.

- **Employee Roster by Social Security Number (QXR4)** – lists all employees and basic information sorted by social security number.
- **Employee Roster by Pay Location (QXR5)** – lists all employees and basic information sorted by Pay Location codes, and then alphabetically by employee name.
- **Employee Roster by Agency and Organization (QXR6)** – lists all employees and basic information sorted first by agency, organization and then alphabetically by employee's last name.
- **Employee Pay Rate History (QRTE)** – displays detailed pay rate information for an employee.
- **Employee Pay Summary Inquiry (QPSM)** – displays an employee's earnings for a calendar year as well as the breakdown of earnings by quarter.
- **Employment Verification (QVER)** – displays consolidated employee information from the ESMT, ADDR, and ATTR transactions.
- **Historical Name Change Cross-Reference (QNCX)** – permits the tracking of name changes for applicants and employees by displaying a cross-reference of an applicant's or employee's historical and current names.
- **Employment Status Maintenance Log Detail (QESD)** – provides a quick way to scan a broad range of basic employee information that has been entered through the ESMT.
- **County by Name (QCTY)** – lists detailed county information that is sorted alphabetically by county name.
- **Employee Service History (QEHS)**- displays the SAM II personnel action information and Missouri Employment Service History (MESH) data in a summary format
- **Employee Service History Detail (QEHD)**- This window enables access to employee historical records in the Data Warehouse without having to log into the Data Warehouse front end

## TOPIC 2: ADDING AN EMPLOYEE

The objectives of this topic are to learn how to add an employee into SAM II HR, familiarize users with the role of the Employment Status Maintenance (ESMT) window, explain the distinctions between appointments and assignments, and provide a basic understanding of effective dating.

# EMPLOYEE STATUS MAINTENANCE (ESMT)

The screenshot shows the 'Employment Status Maintenance' window in the ADVANTAGE Desktop application. The window title is 'ADVANTAGE Desktop - OET800'. The menu bar includes 'File', 'Edit', 'Display', 'Process', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main form area is divided into several sections:

- Employee Information:** Fields for Employee ID, Appointment ID, Alternate ID, Prefix, First, Middle, Last, and Suffix.
- Dates:** Fields for Effective Date, Expiration Date (highlighted in cyan), and Original Appt Date.
- Navigation:** Tabs for Job Assignment, Dates, Assignment Attributes, and Pay Parameters.
- Personnel Action / Reason:** Fields for Personnel Action / Reason, Job Status, and Employment Status.
- Assignment Information:** Fields for Agency, Organization, Position Number, % Full-time, Step, and Union Affiliation. Includes radio buttons for 'EEO Full-time' (Yes, No, N/A) and 'Union Member' (Yes, No, N/A).
- Table Driven Pay:** Radio buttons for 'Use Table', 'Do Not Use Table', and 'Selection Required'.
- Application Information:** Fields for Applicant ID and Job Notice ID.

# ADDING AN EMPLOYEE

To add an employee in SAM II HR, the Employment Status Maintenance (ESMT) window must be completed and approved. The ESMT establishes an employee in SAM II HR. It also sets up basic information and pay parameters for an employee. There are numerous transactions that record comprehensive employee attributes such as address, attributes, emergency contact, etc. The ESMT must be completed, approved, and accepted by the system before any other transactions related to a new employee may be processed.

Any new employee entered into the employee database must be tied to a position. To tie an employee with a position, the “Position Number” field must be populated.

The ESMT window is comprised of a header and five separate panels: Job Assignment, Dates, Assignment Attributes, Pay Parameters and Certificate/Remark. Some of the fields on each panel require completion in order to process the transaction. Other fields are optional for processing, but may be completed in order to track certain information. All fields will be discussed in this course.

The **Header** fields are always present no matter which panel is selected. It consists of basic information regarding the employee: Employee ID, Appointment ID, Alternate ID, Name, Effective Date, Expiration Date and Original Appointment Date.

The **Job Assignment** panel is made up of two parts. The first part captures information on the type of personnel action being performed (i.e., New Hire). The second part is Assignment Information, which associates the employee with the appropriate agency, organization and specifies assignment attributes. This is accomplished through populating the “Position Number” field on the ESMT.

The **Dates** panel allows the user to enter probation start and end dates. In addition, pay, benefits and leave progression dates can be specified if applicable.

The **Assignment Attributes** panel consists of the Position Attributes and Overrides. The Position Attributes specify various traits associated with a position such as Payroll Number, Title, Subtitle and Pay Class. When data inferred from the position information is used, most of these fields will be filled in with data from the Position Status Maintenance (PSMT) window. Depending on the policies of individual agencies, the user may be allowed to enter grade, pay policy, leave policy, benefits policy and FLSA status. Populating these fields will override employee specific data on the Title (TITL) and Subtitle (STTL) window.

The **Pay Parameters** panel allows the user to establish pay information that is specific to the employee. Population of fields in this panel is required depending upon the value entered for table-driven pay on the PSMT. If base pay is employee-specific, the pay parameters must be entered. When an employee is table-driven, base pay will not be used in this parameter. This panel includes pay type, amount percent indicator, effective date and expiration date.

Merit system agencies will use the Certificate/Remark panel which captures certification information and additional comments. This panel includes certificate number, certificate date and remarks. The Remarks section can be used by all agencies.

When the user enters the position number and updates the ESMT, position-related data will be brought forward from the PSMT to the ESMT. Understanding how overriding position-related information work on the ESMT plays an important role in completing the ESMT transaction. The position attributes inferred from the PSMT include Payroll Number, Title/Subtitle, Pay Class and Civil Service Status. In addition, if fields for Override Profile and Pay were populated on the PSMT, they will be brought into fields in the ESMT Overrides. These override fields consist of Grade, Pay Policy, Leave Policy, Benefits Policy, FLSA Exempt classification and FLSA Profile. All overrides for UCP agencies must be done at the position level on the PSMT. Likewise, the Table Driven Pay flag on the PSMT is referenced to verify if an employee's pay rate is established on a table or at the employee level. These inferences take place when the user updates the ESMT entry by selecting Process: Update. The position attributes fields (Payroll Number, Title/Subtitle, and Pay Class) can be overridden on the ESMT. The only exception is that overriding "Title" must be in the same "Title Category" in which the position "Title" resides.

If the Table Driven Pay flag on the PSMT has a value of either "Use Table" or "Do Not Use Table," the same values must be consistently selected on the ESMT. Otherwise, an error will be issued. If the PSMT option is "Determined by Employee," then either a value of "Use Table" or "Do Not Use Table" can be selected. Rates for table-driven paid employees are set up on tables that are accessed using attributes such as grade and step. These tables are established for groups of employees who share the same pay rate structures. Choosing the option "Do Not Use Table" will require you to assign specific pay parameters to the employee.

The ESMT requires agency and/or Office of Administration, Division of Personnel approval before it is finally accepted by the system and updates the database. Uniform Classification and Pay agencies have three levels of approval on the ESMT, with the OA/Division of Personnel applying the fourth and fifth levels of approval. Non-UCP agencies apply approvals through the fifth level.

# SCENARIO 1

A decision has been made by the Department of Insurance, Financial Institutions and Professional Registration (DIFP), to hire Jenny Sue Grant to fill the position of Personnel Analyst I effective today. This is Jenny's first job with the State of Missouri. The first thing that needs to be done is to establish Jenny as an employee in SAM II HR using the Employment Status Maintenance (ESMT) transaction, followed by completing other transactions. The information below, which has been derived from Jenny's application and resume, will be used.

SSN	<b>STUDENT CARD</b>
Birthdate	<b>OCTOBER 23, 1970</b>
Address	<b>2401 EAST MCCARTY JEFFERSON CITY, MO 65101</b>
Place of birth	<b>JEFFERSON CITY, MO</b>
Ethnicity	<b>WHITE</b>
Disability	<b>NONE</b>
Citizenship Status	<b>NATURAL CITIZEN</b>
Conviction	<b>NONE</b>
Marital Status	<b>SINGLE</b>
Country of Residence	<b>USA</b>
Education at Appointment	<b>BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION; MINOR IN COUNSELING</b>
Veteran Information	<b>NOT A VETERAN</b>
License/Certification Type	<b>CPR AND FIRST RESPONDER</b>
Issue Country	<b>USA</b>
Issue State MO License/Certificate Number	<b>99-01</b>
Effective Date	<b>FEBRUARY 1, 2013</b>
Expiration Date	<b>FEBRUARY 1, 2020</b>

Jenny resides with her sister, Jody, who is designated as her contact in case of emergency. Jody's office phone number is **659-1003**; their home number is **893-9891**. Jenny will receive an employee ID badge and an office key.

It is necessary that additional information be acquired to establish Jenny as an employee in the system – that is, agency information such as: **Position Number, Agency and Organization Codes, Personnel Action, Job/Employment Status information, salary information, and certificate information.** The means of communicating this information to you may vary from one agency to another (standard written form, verbal communication from the hiring supervisor, etc.).

Next, we will walk you through the necessary steps to complete the ESMT on Jenny by providing the definition of each field on the transaction and the specific information to be entered.

# EMPLOYMENT STATUS MAINTENANCE (ESMT)

**Employment Status Maintenance**

Employee ID: 040 - 21 - 0001    Appointment ID:     Alternate ID:

Prefix: MS    First: JENNY    Middle: SUE    Last: GRANT    Suffix:

Effective Date: 04 / 25 / 00    Expiration Date: / /    Original Appt Date: / /

Job Assignment    Dates    Assignment Attributes    Pay Parameters    Certificate/Remark

Personnel Action / Reason:  /     Job Status:     Employment Status:

Assignment Information

Agency:     Organization:     EEO Full-time:  Yes    Union Member:  Yes

Position Number:     % Full-time:      No     No

Table Driven Pay:  Use Table    Step:      N/A     N/A

Do Not Use Table    Union Affiliation:

Selection Required

Application Information

Applicant ID:     Job Notice ID:

Messages    Tran ID:    2:43 PM    04/25/00

# EMPLOYMENT STATUS MAINTENANCE (ESMT)

Following are instructions for completing the fields located on the ESMT. Each field will be noted as Required (completion is necessary for processing), Optional (optional for processing but may, at agency discretion, be completed in order to track certain information), Conditional (may or may not be completed based on other related factors), or Display Only (data in this field is inferred and for display only).

To open ESMT from SAM II HR Desktop Navigator window, click on the Go To icon. Type ESMT in the "CODE". Click on the Open button.

EMPLOYEE ID – Required. Enter the employee's social security number.  
**SEE STUDENT CARD.**

APPOINTMENT ID – Conditional. This field requires input only if the employee is working in multiple positions concurrently. If processing a primary appointment, leave this field blank. If processing a secondary appointment, a character must be entered.

ALTERNATE ID – Not used by the State of Missouri.

PREFIX –Leave blank

FIRST – Required. Enter the employee's first name. Type **JENNY**.

MIDDLE – Optional. Leave blank, or enter the employee's middle name or initial. Type **SUE**.

LAST – Required. Enter the employee's last name. Type **GRANT**.

SUFFIX – Optional. Leave blank, or enter the employee's name suffix (valid values: II, III, IV, JD, JR, MD, PHD, SR). Valid values are located on the Name Suffix (SUFY) window.

EFFECTIVE DATE – Required. Enter the date (mm/dd/yy) the employee information is effective. Type **TODAY'S DATE**.

EXPIRATION DATE – Inferred. Displays the last date (mm/dd/yy) the employee information is in effect.

# EMPLOYMENT STATUS MAINTENANCE (ESMT)

ORIGINAL APPT DATE – Required. Enter the date (mm/dd/yy) of the employee’s initial employment with the state for this appointment. This is not a calculated date, as breaks in service are not considered. Type **TODAY’S DATE**.

## JOB ASSIGNMENT

The Job Assignment panel captures information on the type of personnel action being performed (i.e., New Hire) and associates the employee with the appropriate agency, organization and position.

PERSONNEL ACTION – Required. Enter the appropriate personnel action code. Personnel action values for entering an employee include “NHIRE” (new hire) and “RHIRE” (rehire). All valid values are located on the Personnel Action Code (PACT) window. Enter “NHIRE” if the employee’s information does not exist on the database. Enter “RHIRE” if the employee’s information already exists on the database (i.e., the employee held an appointment in the past). Type **NHIRE**.

REASON – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. The valid values associated with entering an employee in the system begin with the letter “A”. Type **A05**.

JOB STATUS – Required. Enter the job status code to indicate the status of the employee’s appointment (i.e., temporary, probationary, etc.). Valid values are located on the Job Status (JOBS) window. Type **P**.

EMPLOYMENT STATUS – Required. Enter the employee’s employment status code. A code of “1” indicates an Active Employee. All valid values are located on the Employment Status (EMPS) window. Type **1**.

AGENCY – Required. Enter the code for the agency to which the employee reports. Valid values are located on the Agency Index (AGCY) window. Type **375**.

ORGANIZATION – Required. Enter the code for the organization to which the employee reports. Valid values are located on the Organization Index (ORGN) window. Type **1375**.

POSITION NUMBER – Required. Enter the appropriate position number. The Position by Title Inquiry (QPTL) and the Position Status Inquiry (QPST) windows are available for reference. **SEE STUDENT CARD**.

**% FULL-TIME** – Required. Enter the percent of full-time the employee works in this position. For example, enter 1.0 if the employee works full-time or 0.5 if the employee works 50% time. Default is 1.0. Type **1.0**.

**TABLE DRIVEN PAY** – Required. If “Use Table” or “Do Not Use Table” was selected on the Position Status Maintenance (PSMT) window, the information will infer from the PSMT. The “Use Table” option indicates that the employee’s base pay is table-driven (tied to a pay grid), such as UCP grid A, Highway Patrol grid D, Conservation grid, etc. If “Determine by Employee” was selected on the PSMT, the “Selection Required” field will infer on the ESMT, prompting the user to choose either “Use Table” or “Do Not Use Table,” whichever is applicable. Select **USE TABLE**.

**STEP** – Conditional. Enter the employee’s pay step code if “Use Table” is selected under “Table Driven Pay”; otherwise this field is optional. Valid values are located on the Step (STEP) window. Type **D**.

**EEO FULL-TIME** – Required. For primary appointments, select Yes if the employee is considered full-time for EEO classification purposes. Select No if the employee is not considered full-time for EEO classification purposes. Select N/A if there is a secondary appointment ID in the “Appointment ID” field, as EEO information is reported only on the primary appointment. Default is N/A. Select **YES**.

## **DATES**

The Dates panel allows the user to enter probation start and end dates. Also, pay, benefits, and leave progression dates can be specified if applicable.

**PROBATION START** – Conditional. Required if Probation Required Flag on the Personnel Action (PACT) window for the specified Personnel Action is Yes; otherwise, this field is optional. Enter the start date of the employee's probation period, if applicable. Type **TODAY'S DATE**.

**PROBATION END** – Conditional. Required if Probation Start Date is entered; otherwise, leave blank. Enter the end date of the employee's probation period, if applicable. Type the date that is **6 MONTHS FROM TODAY**.

Note: Completion of the Probation Start and Probation End date fields is required when processing personnel actions/reasons that have probationary periods associated with them, such as new hires in classified positions in merit UCP agencies. Some actions will not require completion of these two fields. The Probation End Date will be specific to the Agency/Title.

**PAY PROGRESSION START** -This field is not used by the State of Missouri.

**TIME LIMIT CONTROL** – Optional. To track employees with limited assignment (i.e. probationary, temporary) enter the date the employee should no longer be paid for this assignment. This date could be the day the probationary period ends or the last day of a temporary assignment.

**BENEFITS PROGRESSION START** – Required. This field will be used to determine employee eligibility for the MO State Employee Deferred Compensation (with match). SAM II will subtract the Benefits Progression Start date from the Benefits Progression date to determine if an employee qualifies for a match. (Pending 1 year of continuous state service). This process will enroll the employee into this benefit match program. For employees with a break in service, agencies will need to calculate and enter the appropriate benefit progression start date. Type **TODAY'S DATE**.

**LEAVE PROGRESSION START** – Required. Enter the date (mm/dd/yy) that begins the counting period for an employee's leave tenure. If an employee has never worked for a state agency, this would be their initial start date. If an employee has previously worked for the state, this date must be a calculated date that includes prior state tenure. For prior continuous service, enter the initial employment start date; for prior service, which included break(s), this date is calculated by subtracting the break period(s) from the total service. Type **TODAY'S DATE**.

### **ASSIGNMENT ATTRIBUTES**

The Assignment Attributes panel consists of the Position Attributes and Overrides. The Position Attributes specify various traits associated with a position such as Payroll Number, Title, Subtitle, and Pay Class. Depending upon the agency's policies, the user may be allowed to enter grade, pay policy, leave policy, benefits policy, and FLSA status to override employee specific data on the Title (TITL) and Subtitle (STTL) window.

In this scenario, information in the Position Attributes fields will be inferred from the Position Status Maintenance (PSMT) transaction that has already been established. When you select Process: Update, information already established on the SAM II HR database will automatically populate the appropriate fields.

#### **Position Attributes**

**PAYROLL NUMBER** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's payroll number code to override the Payroll Number inferred from the PSMT. Valid values are located on the Payroll Number (PYNO) window. Type **375**

**TITLE** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's title code (i.e., class code/index number) to override the title inferred from the Position Status Maintenance (PSMT). The title input must be either identical to the title on the PSMT or in the same "Title Category" in which the title from the PSMT resides. Valid values are

located on the Title (TITL) window. Note that all UCP title valid values begin with the number "0". Title valid values for non-UCP agencies begin with a character that corresponds with the agency's identifiers. Type **000627**.

**SUB-TITLE** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's sub-title code to override the sub-title inferred from the PSMT. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window. Type **L1**

**PAY CLASS** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's pay class code (i.e., hourly/positive pay, salaried/exception pay, etc.) to override the pay class inferred from the PSMT. Valid values are located on the Pay Class (PYCL) window. Note: The PAY CLASS field should not be used to change an employee's work schedule unless changing the number of days off in the work schedule. Changing an employee's pay class on an ESMT impacts the employee's pay, not just the work schedule. Work schedule changes that include the same number of days off should be done using the WORK CYCLE field on the AGYS transaction. Type **HRLY**

**TIME CLASS** – Not used by the State of Missouri.

**CIVIL SERVICE STATUS** – Inferred. This field is inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.

**ASSIGNMENT TYPE** – Optional. If a value is not selected, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Defaults to None. Select a value to indicate the employee's assignment type. Valid values are Permanent, Temporary and None.

### Overrides

If an override for Grade, Pay Policy, Leave Policy, Benefits Policy, and FLSA Profile exists on the Position Status Maintenance (PSMT) window for the position, it will be inferred when the transaction is processed. If no overrides exist, the following fields in the Overrides portion of the ESMT will remain blank

**GRADE** – Optional. Override capability is determined by Civil Service Status. To override the grade, enter the grade that is appropriate for the employee. Valid values are located on the Grade (GRDE) window.

**PAY POLICY** – Optional. Override capability is determined by Civil Service Status. To override the pay policy associated with employee's title/sub-title, enter the pay policy which should govern the employee's pay. Valid values are located on the Pay Policy (PPOL) window.

LEAVE POLICY – Optional. Override capability is determined by Civil Service Status. To override the leave policy associated with the employee’s title/sub-title, enter the leave policy which should govern the employee’s leave accrual and usage. Valid values are located on the Leave Policy (LPOL) window.

BENEFITS POLICY – Optional. Override capability is determined by Civil Service Status. To override the benefits policy associated with the employee’s title/sub-title, enter the benefits policy which should govern the employee’s deductions. Valid values are located on the Deduction Policy (DPOL) window.

FLSA – Conditional. Override capability is determined by Civil Service Status. This field must be left blank for secondary appointment. Otherwise, this field is optional. Select a value to override the FLSA status associated with the employee’s title. Valid values are Exempt, Non-exempt and No Override.

FLSA PROFILE – Conditional. Override capability is determined by Civil Service Status. Must be left blank for secondary appointments. Otherwise, this field is optional. To override the FLSA profile associated with the employee’s sub-title, enter the FLSA profile code which should govern the way FLSA is calculated for the employee. Valid values are located on the FLSA profile (FLPR) window.

## **PAY PARAMETERS**

The Pay Parameters panel is used to enter regular pay for employees whose pay is not table-driven.

PAY TYPE – Conditional. Enter the type of pay (i.e., emergency squad, shift differential, etc.). Valid values are located on the Event (EVNT) window. If “Use Table” was not selected on the Job Assignment panel of the ESMT, at least one pay type must be entered to represent the employee’s base pay. If “Use Table” was selected, pay type represents additional types of pay above base pay.

A/P IND – Conditional. Specify whether the rate of pay is expressed as an amount or percent. Valid values are “A” for amount and “P” for percent. An entry is required if the “Use Table” was not selected on the Job Assignment panel of the ESMT and “Pay Type” represents base pay.

AMOUNT/PERCENT – Conditional. An entry in this field is required if “A/P Ind” is specified; otherwise, leave blank.

Enter a dollar amount only if the “A/P Ind” is “A” and the pay type amount does not appear on the Pay Event Type (PPET) window (i.e., the amount represents base pay for an unclassified employee).

Note: The amount that is entered is the amount that will be paid. For example, an employee with a monthly base pay rate of \$2,000 (semi-monthly, \$1,000) works 50% time. The amount entered is \$500 (50% of the semi-monthly \$1,000 rate).

Enter a percentage if the “A/P Ind” is “P”, whether or not the percentage appears on the Pay Event Type (PPET) window. The percentage must be entered using a decimal point (i.e., 9% would be entered .09).

EFFECTIVE DATE – Conditional. Enter the date (mm/dd/yy) that pay type information is effective. Entry is required if “Pay Type” is entered; otherwise, leave blank.

EXPIRATION DATE – Optional. This field defaults to “99/99/99”; however, an entry can be made if an expiration date is relevant.

### CERTIFICATE/REMARK

Certificate information is available to merit Uniform Classification and Pay (UCP) agencies through the Management and Applicant Information Resource System (MAIRS).

The Certificate portion of the Certificate/Remarks panel provides merit UCP agencies the ability to associate a certificate number and certificate date with an appointment. The Remarks portion provides space for remarks/comments regarding the action taken.

CERTIFICATE NUMBER – Conditional. For Merit Agencies, enter the Certificate Number from which the employee was selected. For non-merit agencies, leave blank. Type: **00500**.

CERTIFICATE DATE – Conditional. For Merit Agencies, enter the Effective Date of the Certificate. For non-merit agencies, leave blank. Type: **09/01/13**.

REMARKS -Optional. Enter remarks to record additional information pertaining to a personnel action.

# PROCESS AND UPDATE EMPLOYMENT STATUS MAINTENANCE (ESMT)

You have completed entering the field information for the ESMT. Remember that the Process: Update step checks the transaction for errors. After a transaction is free of errors, the necessary levels of approvals must be applied. Remember that the type of transaction and, in some cases, whether or not you are a UCP or Non-UCP agency, determine levels of approval needed for a transaction. Your ability to apply approvals is determined by the security profile that you have been assigned.

Workflow also plays a role in the approval process. Items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Remember, in training you have an Approval Level 2 security profile and the instructor has an Approval Level 5 security profile. When you get back to your offices, how many approvals you are able to apply and how things move within your worklists will be determined by your security profile and your agency's workflow rules.

Now, let's complete the approval processing of the ESMT:

## **Step 1 Select Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

In some instances, error messages pertaining to appointments will appear. These errors must be resolved by individuals having the appropriate security/ approval authority.

An employee can hold more than one appointment in the system. Examples might include an employee transferring from one agency to another without a break in service and an employee actually occupying two appointments in the same or different agencies.

If the message "DUPS Existing Appointment" appears, information on that particular employee already exists on the database. This problem will be resolved in a later topic.

# PROCESS AND UPDATE EMPLOYMENT STATUS MAINTENANCE (ESMT)

You have completed entering the field information for the ESMT and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The type of transaction and whether or not you are a UCP or Non-UCP agency, determine Approval levels for each transaction. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agencies workflow rules.

Now, let's complete the approval processing of the ESMT:

**Step 2 Close the transaction. Workflow will now route the transaction as needed.**

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

## Applying Additional but Not Final Approvals

**Step 3** Select Process: Approve.

**Step 4** Close the transaction. Workflow will now route the transaction as needed.

OR

## Applying Final Approval

**Step 3** Select Process: Approve-Update.

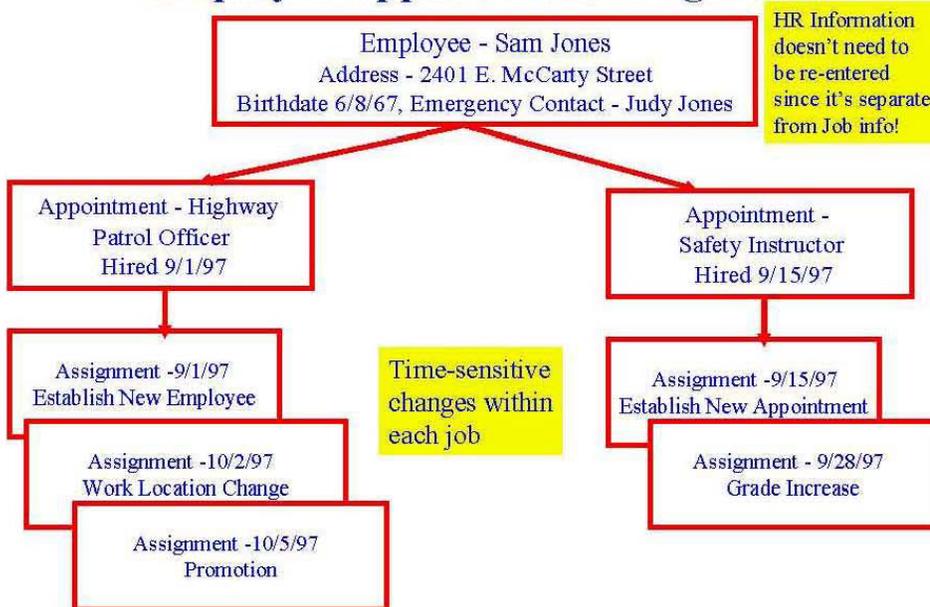
**Step 4** Close the transaction.

# APPOINTMENTS AND ASSIGNMENTS

## Employee/Appointment/Assignment



## Employee/Appointment/Assignment



# APPOINTMENTS AND ASSIGNMENTS

You have been introduced to the primary transaction used to initially enter an employee into the system, the ESMT. Now, let's discuss "appointments" and "assignments."

**Appointment** – The particular job (or jobs) that an employee holds.

**Appointment Record** – If an employee holds more than one job with the State of Missouri, that employee may have an Appointment Record for each job for the discrete period of time the job is held.

**Primary Appointment** - If an employee holds only one job with the State of Missouri that is their primary appointment. If an employee holds more than one job, the job representing the largest FTE will be their primary appointment. This will impact EEO and FLSA processing and reporting.

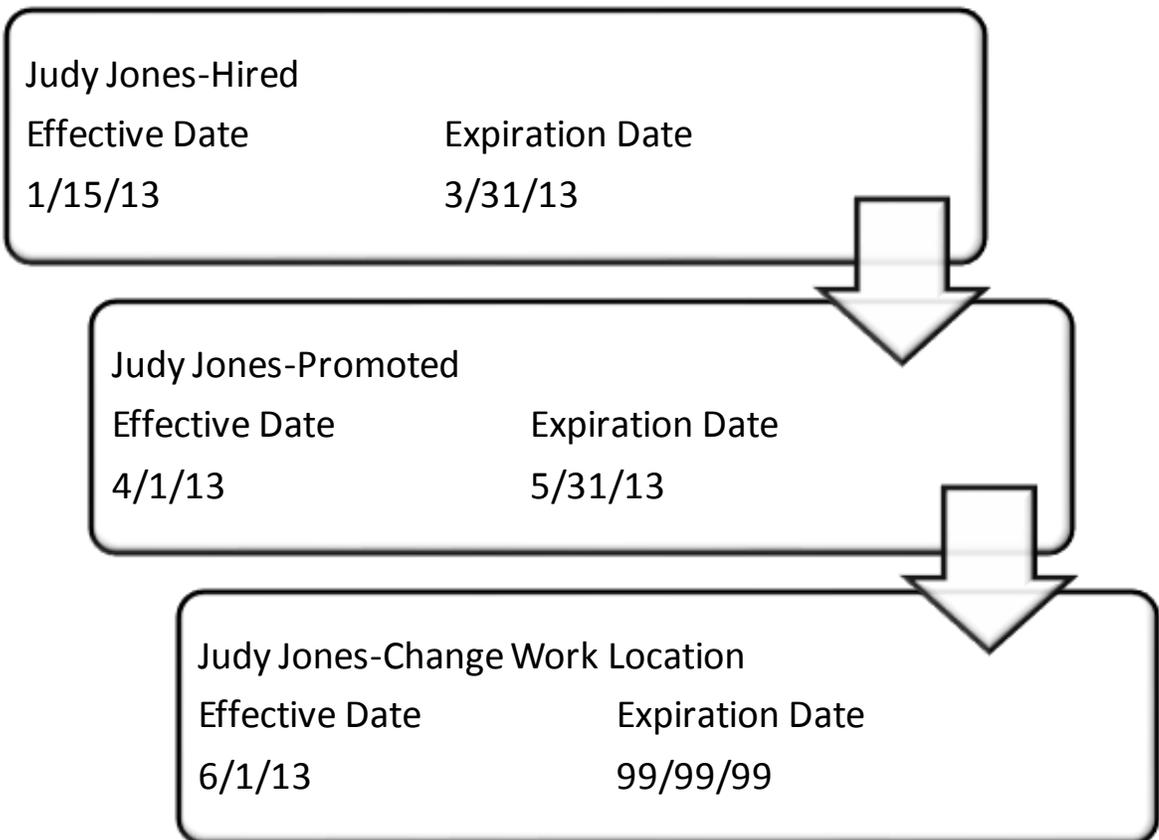
**Secondary Appointment** – Represents additional job(s) an employee may hold.

**Assignment** – Provides activity information about the job an employee holds for a specific period of time. For example, a new hire is an assignment; a promotion is a different assignment with the same “job”. Any personnel action on an ESMT or AGYS is an “assignment”.

**Assignment Record** - An Assignment record is created every time something unique about an employee's appointment changes. For example, if an employee gets a new position or title, or is promoted or demoted, a new Assignment Record is created by the system. This provides a complete electronic personnel file about each discrete appointment or condition under which the employee works. One assignment record must be effective at all times, and there cannot be any gaps between Assignment Records.

It is important to know that personnel information is stored in the system at the employee level. The first illustration on the left indicates an example of appointment/assignments of an employee. The appointment is the employee's job - Highway Patrol Officer; the assignments (or activities within the job) include establishing a new employee, changing the work location and receiving a promotion. These represent time-sensitive changes to the employee. The second illustration reflects a second appointment and related assignments for the same employee. As noted in this illustration, HR (or personnel) information does not need to be re-entered since it is separate from Job information.

# Assignments and Effective-Dating



# EFFECTIVE-DATING

Effective dating is the beginning of a period of time for which an action is valid. Almost all tables in SAM II HR are effective-dated. Each effective-dated table entry has two dates associated with it - an effective date and expiration date. These two dates describe a time period during which the data on the table entry is valid. When a particular table entry is no longer valid, it is not deleted from the table. Rather, an expiration date is entered, describing the last date on which the table entry is valid. All history for employees and associated reference tables is maintained in SAM II HR using effective-dating.

You have just reviewed the completion of effective and expiration date fields on the ESMT. The definition above and the illustration on the left explain how the system stores records, and how each record “lays over” the previous record. Notice the appointment of Judy Jones.

The effective date of hire was 1/15/13; at that time the expiration date automatically generated was 99/99/99.

The effective date of the promotion of Judy Jones was 4/1/13; at the time of this promotion, the system automatically assigned an expiration date of 3/31/13 to the previous record stored on her hire (the appointment record).

Later, the work location change effective on 6/1/13 caused an expiration date of 05/31/13 to be assigned to the previous record (promotion).

Understanding these features of the system will be beneficial as you continue to learn functional and technical processing tasks related to employee maintenance in SAM II HR.

## Scenario 2

Now that you have an understanding of how to enter an employee in SAM II HR, let's complete an ESMT based on the scenario below. Information such as Employee ID and Position Number will be given to you on your student card.

Your Department has hired Ms. Carla J. Benson to fill a part-time position of Personnel Analyst effective today. Below you will see information required to complete this exercise.

Employee ID:	<b>SEE STUDENT CARD</b>
Appointment ID	<b>Blank</b>
Effective Date:	<b>TODAY'S DATE</b>
Original Appointment Date:	<b>TODAY'S DATE</b>
Date Personnel Action/Reason:	<b>NHIRE/A05</b>
Job Status:	<b>P</b>
Employment Status:	<b>1</b>
Agency:	<b>375</b>
Organization:	<b>1375</b>
Position Number:	<b>SEE STUDENT CARD</b>
% Full Time:	<b>1.0</b>
Table Driven Pay:	<b>USE TABLE</b>
Step:	<b>E</b>
EEO	<b>FULL TIME</b>
Probation Start:	<b>TODAY'S DATE</b>
Probation End:	<b>6 MONTHS FROM TODAY'S DATE</b>
Benefits Progression Start:	<b>TODAY'S DATE</b>
Leave Progression Start:	<b>TODAY'S DATE</b>
Payroll:	<b>375</b>
Title:	<b>000627</b>
Subtitle:	<b>L1</b>
Certificate Number:	<b>00700</b>
Pay Class:	<b>HRLY</b>
Certificate Date:	<b>02/01/00</b>

## **TOPIC 3: ESTABLISHING EMPLOYEE ATTRIBUTES**

The purpose of this topic is to present the procedures related to entering basic employee information in SAM II HR. Once the ESMT has been completed, approved and accepted, there are several other transactions that are used to enter employee information. This topic will look at the three additional required transactions - Employee Address Maintenance (ADDR), Employee Attributes Maintenance (ATTR), and Agency Specific and Accounting Data (AGYS) transactions. Several optional transactions will also be covered, including the Licenses and Certifications (LCNS), Emergency Contact Information (EMER), and Pass Information (PASS).

# EMPLOYEE MAINTENANCE PROCESS CHART

## Step 1: ESTABLISHING AN EMPLOYEE

Employment Status Maintenance (ESMT)

## Step 2: ESTABLISHING & MAINTAINING EMPLOYEE ATTRIBUTES

Employee Address Maintenance (ADDR)

Licenses and Certifications (LCNS)

Employee Attributes Maintenance (ATTR)

Employee Contact Information (EMER)

Agency Specific & Accounting Data (AGYS, AGYA, AGYD)

Pass Information (PASS)

Employee ID Change (EIDC)

Employee Name Change (ENCH)

## Step 3: PERFORMING PERSONNEL ACTIONS

Employment Status Maintenance (ESMT)

## Step 4: EMPLOYEE MAINTENANCE INQUIRIES

- Employee Roster by Name (QXRF)
- Employee Roster by Employee ID (QXR2)
- Employee Roster by Social Security Number (QXR4)
- Employee Roster by Pay Location (QXR5)
- Employee Roster by Agency and Org (QXR6)
- Employee Folder (QXRSF)
- Employee Pay Rate History (QRTE)
- Employee Pay Summary Inquiry (QPSM)
- Employment Verification (QVER)
- Employee Education Summary (QEDS)
- Historical Name Change Cross Ref (QNCX)
- Employment Status Maintenance Log (QESD)
- County by Name (QCTY)

# EMPLOYEE INFORMATION

Once the ESMT has been completed, approved and accepted, there are additional transactions the user must enter to capture basic employee information into the system. These transactions relate to basic personal information and specific accounting information. Processing of the ESMT and other necessary transactions is required before any employee can be paid by SAM II HR.

Transactions required to enter basic employee information are the Employee Address Maintenance (ADDR), the Employee Attributes Maintenance (ATTR) and the Agency Specific and Accounting Data (AGYS). The ADDR records the employee's home address and mailing address. The ATTR records basic employee personal attributes such as EEO information, date of birth and veteran information. The AGYS records agency specific information and accounting attributes relating to the employee.

There are other transactions used by SAM II HR to enter additional employee information. These transactions are optional to complete and may or may not be used by your agency. This topic will include the steps necessary to fill out the Licenses and Certifications (LCNS), the Emergency Contact Information (EMER) and the Pass Information (PASS) transactions.

# EMPLOYEE ADDRESS MAINTENANCE (ADDR)

**Employee Address Maintenance**

Name: \_\_\_\_\_

Employee ID: 040 - 31 - 0001

Effective Date: 04 / 25 / 00      Expiration Date: / /

Release Home Address:  Yes  No       Mailing Address Same as Home Address

Residency:

**Home Address**

2401 EAST MCCARTY

City: JEFFERSON CITY      State: MO

Zip: -      County: \_\_\_\_\_

Phone: ( ) -      Ext:      Country: \_\_\_\_\_

**Mailing Address**

City:      State: \_\_\_\_\_

Zip: -      Country: \_\_\_\_\_

Messages      Tran ID:      4:09 PM      10/03/00

# EMPLOYEE ADDRESS MAINTENANCE (ADDR)

Let's take a look at the Employee Address Maintenance (ADDR) transaction. As mentioned earlier, the ADDR transaction is used to view or record an employee's address and phone number. It is also used to record any changes to the address or phone. Now we will enter Jenny Grant's address information. Her address is as follows: **2401 East McCarty, Jefferson City, Mo., 65101.**

**Step 1** To open ADDR from the SAM II Desktop Navigator window, click on the Go To icon. Type ADDR in the "CODE". Click on the Open button.

**Step 2** Populate the following fields on the ADDR.

**NAME** - Inferred. The name of the employee is displayed.

**EMPLOYEE ID** - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

**EFFECTIVE DATE** - Required. Enter the date the home or mailing address is effective. Type **TODAY'S\_DATE.**

**EXPIRATION DATE** - Inferred. This field defaults to "99/99/99".

**RELEASE HOME ADDRESS** - Required. Select "Yes" if the employee has authorized the state to release the address to non-State of Missouri parties. Select **NO.**

**MAILING ADDRESS SAME AS HOME ADDRESS** - Required. The employee's home address will serve as their mailing address if the "Mailing Address Same as Home Address" checkbox is selected. If the employee's mailing address is different from the home address, do not select. **CHECK BOX.**

**RESIDENCY**-Not used by the State of Missouri.

## Home Address

**HOME ADDRESS** - Required. Enter the employee's home address (street number, street, and apartment number, if applicable). Use the second line to continue the home address if additional space is needed. Type **2401 EAST MCCARTY.**

**CITY** - Required. Enter the city name of the employee's home address. Type **JEFFERSON CITY.**

**STATE** - Required. Enter the state code of the employee's home address. Valid values are located on the State (ST) window. Type **MO.**

# EMPLOYEE ADDRESS MAINTENANCE (ADDR)

**ZIP** - Required. Enter the zip code of the employee's home address. Type **65101**.

**COUNTY** – Required. Enter the code indicating the county in which the employee resides. Valid values are located on the County (CNTY) window. Type **051**.

**PHONE** – Optional. Leave blank, or enter the telephone number (area code and number) of the employee's home address. Type **573-893-9891**.

**EXT** – Optional. Leave blank, or enter the extension to the employee's home address telephone number.

**COUNTRY** – Conditional. Enter the country code of the employee's home address. Valid values are located on the Country (CTRY) window.

## Mailing Address

**MAILING ADDRESS** - Conditional. Required if the "Mailing Address Same as Home Address" checkbox is not selected. Enter the employee's mailing address (street number, street, and apartment number, if applicable).

**CITY** - Conditional. Required if the "Mailing Address Same as Home Address" checkbox is not selected. Enter the city name of the employee's mailing address.

**STATE** - Conditional. Required if the "Mailing Address Same as Home Address" checkbox is not selected. Enter the state code of the employee's mailing address. Valid values are located on the State (ST) window.

**ZIP** -Conditional. Required if the "Mailing Address Same as Home Address" checkbox is not selected. Enter the zip code of the employee's mailing address.

**COUNTRY** – Conditional. Required if the "Mailing Address Same as Home Address" checkbox is not selected. Default is USA. If different, enter the country code of the employee's mailing address. Valid values are located on the Country (CTRY) window.

Let's complete the approval processing of the ADDR:

### **Step 1 Select Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors, and select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

# CHANGING EMPLOYEE INFORMATION ON THE (ADDR)

**Employee Address Maintenance**

Name: GRANT, JENNY S  
Employee ID: 040 - 31 - 0001  
Effective Date: 04 / 26 / 00  
Expiration Date: 99 / 99 / 99

Release Home Address:  Yes  No  
 Mailing Address Same as Home Address

Residency:

**Home Address:**  
2104 EAST MCCARTY  
City: JEFFERSON CITY State: MO  
Zip: 65101 - County: 051  
Phone: ( ) - Ext: Country: USA

**Mailing Address:**  
City: State:  
Zip: - Country:

END OF SCAN Messages Tran ID: 4:24 PM 10/03/00

# CHANGING EMPLOYEE INFORMATION ON THE (ADDR)

Jenny's mailing address has changed. In order to change the mailing address on the ADDR, the information must be entered on the ADDR.

**Step 1** Open the ADDR.

**Step 2** Enter the required information in the following field. **EMPLOYEE ID** (social security number) **SEE STUDENT CARD**. Select **DISPLAY: BROWSE DATA** to view the existing address information.

**Step 3** Enter the information you are changing on the ADDR window.  
**EFFECTIVE DATE** – Type **TODAY'S DATE**

**HOME ADDRESS** – Type **2104 EAST MCCARTY**.

**NOTE:** In SAM II HR, the Effective Date and Expiration Date fields are very important. When a new effective date is entered, an expiration date will be entered on the previous transaction, which is one day before the new effective date. This enables the State of Missouri to maintain historical data.

You have completed entering the field information for the ADDR and it is time to update the transaction.

Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and, select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

# EMPLOYEE ATTRIBUTE MAINTENANCE (ATTR)

**Employee Attribute Maintenance**

Employee ID: 040 - 31 - 0001      Name: [REDACTED]

**Personal Information**

Birthdate: 10 / 23 / 1970      Social Security Number: [REDACTED]

Place of Birth: JEFFERSON CITY, MD      Ethnicity: W      Disability: [REDACTED]

Citizenship Status:  Natural Citizen      Gender:  Male      Conviction:  No

Naturalized Citizen       Female       Yes

Alien       N/A      Date of Death: [REDACTED]

Marital Status: [REDACTED]

Country of Residence: [REDACTED]

**Education at Appointment**

Verify Degree      Degree: [REDACTED]      Major: [REDACTED]      School: [REDACTED]      Year Completed: [REDACTED]

**Veteran Information**

Veteran Status: [REDACTED]      Pref Credit Used Date: [REDACTED]      Service Branch: [REDACTED]

Reserve Branch: [REDACTED]      Retro Seniority Date: [REDACTED]      Highest Rank: [REDACTED]

Discharge: [REDACTED]      Discharge Date: [REDACTED]

**User Fields**

1. [REDACTED]      2. [REDACTED]      3. [REDACTED]      4. [REDACTED]      5. [REDACTED]

Message      Tran ID:      3:40 PM      04/25/00

# EMPLOYEE ATTRIBUTE MAINTENANCE (ATTR)

The Employee Attribute Maintenance (ATTR) transaction is used to record and view basic employee personal attributes such as date of birth, education at appointment and veteran information. Let's enter Jenny Grant's information. **She was born on October 23, 1970 in Jefferson City, MO. Jenny is a single white woman with a Bachelor's degree in Business Administration. She graduated in 1993 from Missouri University.**

**Step 1** To open ATTR from the SAM II Desktop Navigator window, click on the Go To icon. Type ATTR in the "CODE". Click on the Open button.

**Step 2** Populate the following fields on the ATTR.

**EMPLOYEE ID** - Required. **SEE STUDENT CARD.**

**NAME** - Inferred. The name of the employee is displayed.

## Personal Information

**BIRTHDATE** – Required. Enter the employee's birthdate (mm/dd/ccyy). Type **10/23/1970.**

**SOCIAL SECURITY NUMBER** - Inferred. If this field is left blank, it will default to employee ID. The employee's SSN will automatically be displayed based on the fact that the State of Missouri is using the SSN as the employee ID.

**PLACE OF BIRTH** - Optional. Enter the place the employee was born. Type **JEFFERSON CITY, MO.**

**ETHNICITY** – Required. Enter the employee's ethnicity code. Valid values are located on the Ethnicity (ETHN) window. Type **W.**

**DISABILITY** - Optional. Enter the code for the employee's self-declared disability. Valid values are on the Disability Type (DSBL) window.

**CITIZENSHIP STATUS** – Required. Select the radio button to indicate the employee's citizenship status. Select **NATURAL CITIZEN.**

**GENDER** – Required. Select the employee's gender. Select **FEMALE.**

**CONVICTION** - Optional. Defaults to N/A. Refer to agency policy. Select **NO.**

**DATE OF DEATH** - Optional. Enter the date of the employee's death.

# EMPLOYEE ATTRIBUTE MAINTENANCE (ATTR)

**Step 2** Continue to populate the fields on the ATTR.

**MARITAL STATUS** - Optional. Enter the code for marital status. Valid values are located on the Marital Status (MSTS) window. Type **S**.

**COUNTRY OF RESIDENCE** - Optional. Enter the country where the employee has residency status. Valid values are located on the Country (CTRY) table. Type **USA**.

**Note:** Notice that both the **Education at Appointment** and the **Veteran Information** are optional sections. It will be up to your agency as to whether or not you will fill out these sections. If you fill out the Veteran Information section, you must fill out the entire section, including discharge, dates and service branch. You may choose not to fill out this section because you do not have all of the required information available for a specific employee.

## Education at Appointment

**VERIFY DEGREE** -Optional. Check this box to verify if employee has a degree at the time of employment. Leave blank if the employee does not have a degree. **CHECK BOX**.

**DEGREE** - Conditional. Required if Verify Degree is checked (Yes). Enter the degree code for the degree obtained. Valid values are located on the Degree (DEGR) window. Type **B**.

**MAJOR** - Conditional. Required if Verify Degree is checked (Yes). Enter the code for the educational major. Valid values are located on the Formal Education Major (MAJR) window. Type **BA**.

**SCHOOL** - Conditional. Optional if Verify Degree is checked (Yes). Enter the code for the school attended. Valid values are located on the School (SCHL) window. Type **UMC**.

**YEAR COMPLETED** - Conditional. Required if Verify Degree is checked (Yes). Enter the year the employee finished the degree in cyy format. Type **1993**.

## Veteran Information

**VETERAN STATUS** – Optional. Default is "Unknown". Enter the code that indicates whether the employee is a veteran. Valid values are located on the Veteran Status (VETS) window.

# EMPLOYEE ATTRIBUTE MAINTENANCE (ATTR)

**PREF CREDIT USED DATE** – Optional. Leave blank, or enter the date (mm/dd/yy) that the employee used veteran's credits.

**SERVICE BRANCH** - Conditional. Required if Veteran Status indicates the employee is a veteran. Enter the code that indicates the branch of the Armed Forces in which the employee has served. Valid values are located on the Military Branch (MILB) window.

**RESERVE BRANCH** - Conditional. Required if Veteran Status indicates the employee is a veteran. Enter the code that indicates whether the employee is in the reserves, and what kind of reserve the employee is in. Valid values are located on the Military Branch (MILB) window.

**RETRO SENIORITY DATE** – Optional. Leave blank or enter the employee's retroactive seniority date (mm/dd/yy).

**HIGHEST RANK** - Conditional. Required if Veteran Status indicates the employee is a veteran. Enter the code that indicates the highest military rank held by the employee while in active service. Valid values are located on the Military Rank (MILR) window.

**DISCHARGE** - Conditional. Required if Veteran Status indicates the employee is a veteran. Enter the discharge type code. Valid values are located on the Discharge Type (DSCG) window.

**DISCHARGE DATE** - Conditional. Required if Veteran Status indicates the employee is a veteran. Enter the date the employee was discharged from the military.

## User Fields

**USER FIELDS 1** - Optional. These fields are for agency specific use.

**USER FIELDS 2** - Optional. These fields are for agency specific use.

**USER FIELDS 3** - Optional. These fields are for agency specific use.

**USER FIELDS 4** - Optional. These fields are for agency specific use.

**USER FIELDS 5** - Optional. These fields are for agency specific use.

# PROCESS AND UPDATE EMPLOYEE ATTRIBUTE MAINTENANCE (ATTR)

You have completed entering the field information for the ATTR and it is time to update the transaction.

Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

The screenshot displays a software window titled "Agency Specific and Accounting Data". The window contains several sections of input fields:

- Name:** A text field with a light blue background.
- Employee ID:** A text field with a light blue background.
- Appointment ID:** A text field with a light blue background.
- Agency Information:** A group box containing:
  - Agency Action:** Text field
  - Reason:** Text field
  - Pay Location:** Text field
  - Effective Date:** Text field (format: / /)
  - Expiration Date:** Text field (format: / /)
  - Work Location:** Text field
  - Home Agency:** Text field
  - Home Organization:** Text field
- Work Location Phone 1:** Text field (format: ( ) - Ext )
- Work Location Phone 2:** Text field (format: ( ) - Ext )
- Agency Specific ID:** Text field
- Seniority Date:** Text field (format: / /)
- Seniority Number:** Text field
- Work Cycle:** Text field
- Labor Distribution Override Option:** Dropdown menu (current selection: Selection Required)
- Labor Distribution Profile:** Text field
- Override Accounting Distribution:** A group box containing:
  - Fund:** Text field
  - Agency:** Text field
  - Organization / Sub:** Text field (format: / )
  - Appr Unit:** Text field
  - Activity:** Text field
  - Function:** Text field
  - Object / Sub:** Text field (format: / )
  - Job:** Text field
  - Reporting Category:** Text field
- Check Distribution:** Radio buttons for **Home** and **Pay Location** (Pay Location is selected).

At the bottom of the window, there is a status bar with a "Messages" button, a "Tran ID:" field, and a timestamp "1:47 PM 04/21/00".

# AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

So far in this course you have added an employee to SAM II HR by completing the ESMT and other required transactions (ADDR and ATTR). The system also requires accounting and agency information to be established for the employee. Completion and processing of the Agency Specific and Accounting information transaction windows are discussed here. The associated transactions are the Employee Accounting Data (AGYA) window, the Agency Specific Data (AGYD) window, and the combined view of the two windows - the Agency Specific and Accounting Data (AGYS) window. These screens can be used to make either a permanent or a one-time change to an employee's accounting and agency information. The Employment Status Maintenance (ESMT) transaction, which records basic personnel and pay information on a new employee, must be completed, approved and accepted by the system before the Agency Specific and Accounting Data (AGYS) transaction can be completed.

The Agency Specific and Accounting Data (AGYS) window provides you the ability to modify parameters that apply to the employee's agency identification information (i.e., home organization, pay and work location and check distribution information) and employee accounting information (i.e., the employee's labor distribution). This can be used by anyone who has authority to view and change both location and labor distribution data.

The Employee Accounting Data (AGYA) window is used to record and view agency-specific accounting attributes for a particular employee. The employer is responsible for maintaining the accounting attributes for the employee's labor expense distribution.

The Agency Specific Data (AGYD) window is used to record and view information regarding an employee's home organization, pay and work locations, agency-specific identification, seniority, work cycle, and check distribution.

Agency and accounting information is needed by SAM II HR to correctly accumulate year-to-date information. It also describes where the money used to pay the employee comes from. This is part of the labor distribution for that employee, i.e., how the employee's labor is broken out and where (which account/"accounting bucket") each chunk of labor/work will be charged.

## **AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)**

Temporary accounting event changes can also be handled. For example, if an employee works on a temporary assignment for another organization, you can charge those hours to the organization where the employee is working without changing the employee's permanent assignment data. The way to change the accounting for an employee is by overriding the current labor distribution associated with that employee. These overrides are located on the AGYA and AGYS screens. For example if an employee's regular days off are Saturday and Sunday but they need to change that to Tuesday and Wednesday of this week. The Work cycle needs to be modified.

The transactions required to enter/change basic employee information include the Employee Accounting Data (AGYA) window, the Agency Specific Data (AGYD) window, and the Agency Specific and Accounting Data (AGYS) window. The AGYS contains all of the fields of both the AGYA and the AGYD windows. The AGYS window is used to view\add\modify\update both the agency-specific information and accounting attributes relating to an employee.

Users with access to Payroll can update/view the AGYA and AGYS both. Users with access to Personnel can update/view the AGYD only. Some users may have the ability to view additional windows dependent on their inquiry access.

# AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

We will continue to enter information for Jenny Grant, this is Jenny's first job with the State of Missouri.

**Step 1** To open AGYS from the SAM II Desktop Navigator window, click on the Go To icon. Type AGYS in the "CODE". Click on the Open button.

**Step 2** Populate the following fields on the AGYS.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

**APPOINTMENT ID** – Conditional. If the employee has only a primary appointment, leave this field blank. This field is populated only if the employee is working in multiple positions concurrently. If the employee has a secondary appointment, i.e., holds more than one position, enter a character in this field to indicate which position is affected.

Select **DISPLAY: BROWSE DATA.**

**Step 3** Populate the remaining fields on the AGYS window.

## Agency Information

**AGENCY ACTION** – Required. Enter the appropriate personnel action code for an employee, which is AGY\*. Type **AGY\_**.

**REASON** – Required. Enter the reason code for the action. Valid values are located on the Personnel Action Reason (PART) window. Type **C54.**

# AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

**EFFECTIVE DATE** – Required. Enter the date (mm/dd/yy) the employee information becomes effective. Type **TODAY'S DATE**.

**EXPIRATION DATE** – Inferred. Displays the last date (mm/dd/yy) the agency-specific information is in effect. Note: The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.

**HOME AGENCY** – Inferred. Displays the code for the agency to which the employee reports.

**HOME ORGANIZATION** – Required. Enter the code for the organization to which the employee reports. Valid values are located on the Organization (ORGN) window. Type **1375**.

**PAY LOCATION** – Required. Enter the code identifying the location to which an employee's paycheck will be routed. Valid values are located on the Location (LOC) window. Type **375**.

**WORK LOCATION** – Conditional. If the Pay Location and Work Location are the same, then the value for Work Location will be inferred from Pay Location. If Pay Location and Work Location are different, then a Work Location must be entered. Valid values are located on the Location (LOC) window.

**WORK LOCATION PHONE 1** – Optional. Leave this field blank or enter the employee's first work location telephone.

# AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

**EXT (1)** – Optional. Leave this field blank. Or enter the extension to the employee’s first work location telephone number.

**AGENCY SPECIFIC ID** – Optional. Leave this field blank or enter the employee’s agency specific identification number.

**WORK LOCATION PHONE 2** – Optional. Enter the employee’s second work location phone number.

**EXT (2)** – Optional. Leave this field blank or enter the extension to the employee’s second work location telephone number.

**SENIORITY DATE** – Optional. Leave this field blank or enter the employee’s seniority date.

**SENIORITY NUMBER** – Optional. Leave this field blank or enter the employee’s seniority number.

**WORK CYCLE** – Optional. Enter the code that defines the scheduled shifts, hours, and days that constitute the employee’s work cycle. Valid values are located on the Work Cycle (WKCY) window.

**Note:** The **WORK CYCLE** field on the AGYS should be used to change an employee’s work schedule if the number of days off is the same as the previous work schedule. The **Pay Class** will need to be changed if the number of days off has changed from the employee’s previous work schedule. Refer to Topic 5 – Performing Personnel Actions for more information on changing an employee’s Work Cycle and/or Pay Class. Refer to the Pay For Agencies course, Topic 3 – Pay Calculations for more information on changing an employee’s Pay Class when moving the employee from exception to positive paid or vice versa.

**LABOR DISTRIBUTION OVERRIDE OPTION** - Required. Enter the override option. This specifies the option used to manage labor cost accounting attributes. This field displays a message "Selection Required." This is not a valid entry; it only indicates that a valid option must be selected to complete this field. The valid options, found in the drop down box, are:

- Use Entered Accounting Values – This option requires entry of accounting distribution, which will be used as override information.
- Use Entered Profile - This option requires entry of a labor distribution profile, which will be used as override information.
- Use Position Assignment - This allows the accounting attributes assigned to the employee's position to be used.

Select **USE POSITION ASSIGNMENT**

The State of Missouri highly recommends that labor distribution profiles be established at the position level (on the PSMT), not at the employee level. In most cases, the labor distribution profile established at the position level will be used to pay a new employee. Should the profile change, it can be temporarily overridden, for a specified period of time, at the employee level on the AGYS.

If the profile established at the position level is being used, Use Position Assignment will be selected.

To override the profile established on the position and generate pay for the employee from another source, select Use Entered Profile or Use Entered Accounting Values.

Choosing Use Entered Accounting Values requires that the accounting attributes, such as Fund, Agency, Organization/Sub, be entered in the Override Accounting Distribution portion of the AGYS. This customizes the labor distribution profile and charges labor costs to one accounting distribution.

Choosing Use Entered Profile requires an entry in the Labor Distribution Profile field and signifies that a pre-determined profile is appropriate for the employee.

# AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

**LABOR DISTRIBUTION PROFILE** - Conditional. This is required if “Use Entered Profile” is selected as the Labor Distribution Override Option. Otherwise leave this field blank. If Use Entered Profile is selected, select the appropriate code listed on the Labor Distribution Profile (LDPR) window that matches the profile from which pay should be generated.

**Note:** The remaining fields on the AGYS window below this point are used only if the choice on the Labor Distribution Override Option is “Use Entered Accounting Values.” Some of them are required, while others are optional.

## Override Accounting Distribution

**FUND** - Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

**AGENCY** -Conditional. Required if the “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

**ORGANIZATION** -Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

**SUB-ORGANIZATION** - Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values” and “Organization” is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

**APPR UNIT (Appropriation Unit)** -Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.

# AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

**ACTIVITY** - Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

**FUNCTION** – Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

**OBJECT** – Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.

**SUB-OBJECT** -Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Attributes” and “Object” is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

**JOB** -Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

**REPORTING CATEGORY** - Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

**CHECK DISTRIBUTION** – Required. Select a value that denotes where the employee’s paycheck is to be delivered. Valid values are:

“Home” if the check is to be mailed to the employee’s home

“Pay Location” if the check is to be sent to a specified pay location

# **PROCESS AND UPDATE AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)**

You have entered the field information for the AGYS and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The type of transaction and, in some cases, whether or not you are a UCP or Non-UCP agency, determine Approval levels for each transaction. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AGYS.

## **Step 1 Select Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

## **Step 2 Close the AGYS window. Workflow will now route the transaction as needed.**

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

# **PROCESS AND UPDATE AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)**

Let's continue to complete the approval processing of the AGYS.

## **Applying Additional but Not Final Approvals**

**Step 3 Select Process: Approve.**

**Step 4** Close the transaction. Workflow will now route the transaction as needed.

OR

## **Applying Final Approval**

**Step 3 Select Process: Approve-Update.**

**Step 4** Close the transaction.

# LICENSES AND CERTIFICATIONS (LCNS)

The Employment Status Maintenance (ESMT) transaction must be completed, approved and accepted by the system before the Licenses and Certifications (LCNS) transaction can be completed. The LCNS is an optional transaction used to record any professional licenses or certificates that an employee might have. It is also used to track the expirations of these licenses and certifications. Looking into the profile of Jenny Sue Grant it is discovered that she has a CPR and First Responder certificate.

To open LCNS from the SAM II Desktop Navigator window, click on the Go To icon. Type LCNS in the "CODE". Click on the Open button.

**NAME** -Inferred. The name of the employee is displayed.

**EMPLOYEE ID** – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

**LICENSE/CERTIFICATION TYPE** -Required. Enter the code for the type of license/certificate being recognized. Valid values are located on the License Type (LTYP) window. Type **CPR1S**.

**ISSUE COUNTRY** - Optional. Enter the code for the country that issued the license. Valid values are located on the Country (CTRY) window. Type **USA**.

**ISSUE STATE** - Optional. Enter the state that issued the license. Valid values are located on the State (ST) window. Type **MO**.

**LICENSE/CERTIFICATE NUMBER** – Required. Enter the number of the license or certificate. Type **99-01**.

**EFFECTIVE DATE** – Required. Enter the date (mm/dd/yy) the information is effective. Type **02/01/13**.

**EXPIRATION DATE** – Optional. Default is 99/99/99. Enter the last date (mm/dd/yy) the license/certificate is in effect, if applicable. Type **02/01/15**

**COMMENTS** – Optional. Enter any additional comments.

You have completed entering the field information for the LCNS and it is time to update the transaction.

Select **Process: Update**. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

# EMERGENCY CONTACT INFORMATION (EMER)

The screenshot shows a web-based form titled "Emergency Contact Information". The form is divided into sections for "First Contact" and "Second Contact". The "First Contact" section is active and contains the following fields: Last Name (GRANT), First (JODY), MI (checkbox), Address (2104 EAST McCARTY), City (JEFFERSON CITY), State (MO), Zip, Country, Home Phone, Work Phone, and Relationship. A "Comments" field is located at the bottom of the form. The status bar at the bottom of the window displays "Message", "Tran ID:", "3:55 PM", and "04/25/00".

Name			
Employee ID	040 - 31 - 0001		
First Contact		Second Contact	
Last Name	GRANT	First	JODY
		MI	<input type="checkbox"/>
Address	2104 EAST McCARTY		
City	JEFFERSON CITY	State	MO
Zip		Country	
Home Phone	( ) -	Ext	
Work Phone	( ) -	Ext	Relationship
Comments			

Message Tran ID: 3:55 PM 04/25/00

# EMERGENCY CONTACT INFORMATION (EMER)

The Employment Status Maintenance (ESMT) transaction must be completed, approved and accepted by the system before the Emergency Contact Information (EMER) transaction can be completed.

The Emergency Contact Information transaction is an optional transaction used to record up to two contacts that can be informed in case an employee has an emergency while at work. This transaction consists of two identical panels, which identify up to two emergency contacts for each employee. Jenny resides with her sister, Jody, who is designated as her contact in case of emergency. Jody's office phone number is 659-1003; their home number is 893-9891.

**Step 1** To open EMER from the SAM II Desktop Navigator window, click on the Go To icon. Type EMER in the "CODE". Click on the Open button.

**Step 2** Populate the following fields on the EMER.

**NAME** -Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

## FIRST CONTACT

This Panel records emergency contact information for the employee's primary contact.

**LAST NAME** – Required. Enter the last name of the first emergency contact. Type **GRANT.**

**FIRST** – Required. Enter the first name of the first emergency contact. Type **JODY.**

**MI** (Middle Initial) - Optional. Enter the middle initial, if any, of first emergency contact.

**ADDRESS** – Required. Enter the address (street #, street, apartment #) of the first emergency contact. Use the second line, if necessary. Type **2104 EAST MCCARTY.**

**CITY** – Required. Enter the emergency contact's city of residence. Type **JEFFERSON CITY.**

# **EMERGENCY CONTACT INFORMATION (EMER)**

**STATE** – Required. Enter the emergency contact's state of residence. Type **MO**.

**ZIP** - Optional. Enter the emergency contact's zip code, if known. Type **65101**.

**COUNTRY** - Optional. This field will default to USA. Enter the country in which the emergency contact lives. Valid values are located on the Country (CTRY) window. Type **USA**.

**HOME PHONE** – Conditional. Entry in this field is required if the Work Phone field is left blank. Enter the home telephone number (area code and number) of the first emergency contact. Type **573-893-9891**.

**EXT** - Optional. Enter the four-digit phone number extension.

**WORK PHONE** – Conditional. Entry in this field is required if the Home Phone field is left blank. Enter the work telephone number (area and number) of the first emergency contact. Type **573-659-1003**.

**EXT** - Optional. Enter the four digit phone number extension.

**RELATIONSHIP** - Optional. Enter the appropriate code to indicate the relationship of the employee to the emergency contact. Valid values are located on the Relationship (RELT) window. Type **SISTR**.

**COMMENTS**- Optional. Enter any comments you may have.

## **SECOND CONTACT**

This Panel records emergency contact information for the employee's secondary contact.

**LAST NAME** – Required. Enter the last name of the first emergency contact.

**FIRST** – Required. Enter the first name of the first emergency contact.

**MI** (Middle Initial) - Optional. Enter the middle initial, if any, of first emergency contact.

# EMERGENCY CONTACT INFORMATION (EMER)

**ADDRESS** – Required. Enter the address (street #, street, apartment #) of the first emergency contact. Use the second line, if necessary.

**CITY** – Required. Enter the emergency contact's city of residence.

**STATE** – Required. Enter the emergency contact's state of residence.

**ZIP** - Optional. Enter the emergency contact's zip code, if known.

**COUNTRY** - Optional. This field will default to USA. Enter the country the emergency contact lives in. Valid values are located on the Country (CTRY) window.

**HOME PHONE** – Conditional. Entry in this field is required if the Work Phone field is left blank. Enter the home telephone number (area code and number) of the first emergency contact.

**EXT** - Optional. Enter the four digit phone number extension.

**WORK PHONE** – Conditional. Entry in this field is required if the Home Phone field is left blank. Enter the work telephone number (area and number) of the first emergency contact.

**EXT** - Optional. Enter the four digit phone number extension.

**RELATIONSHIP** - Optional. Enter the appropriate code to indicate the relationship of the employee to the emergency contact. Valid values are located on the Relationship (RELT) window.

**COMMENTS** - Optional. Enter any comments you may have.

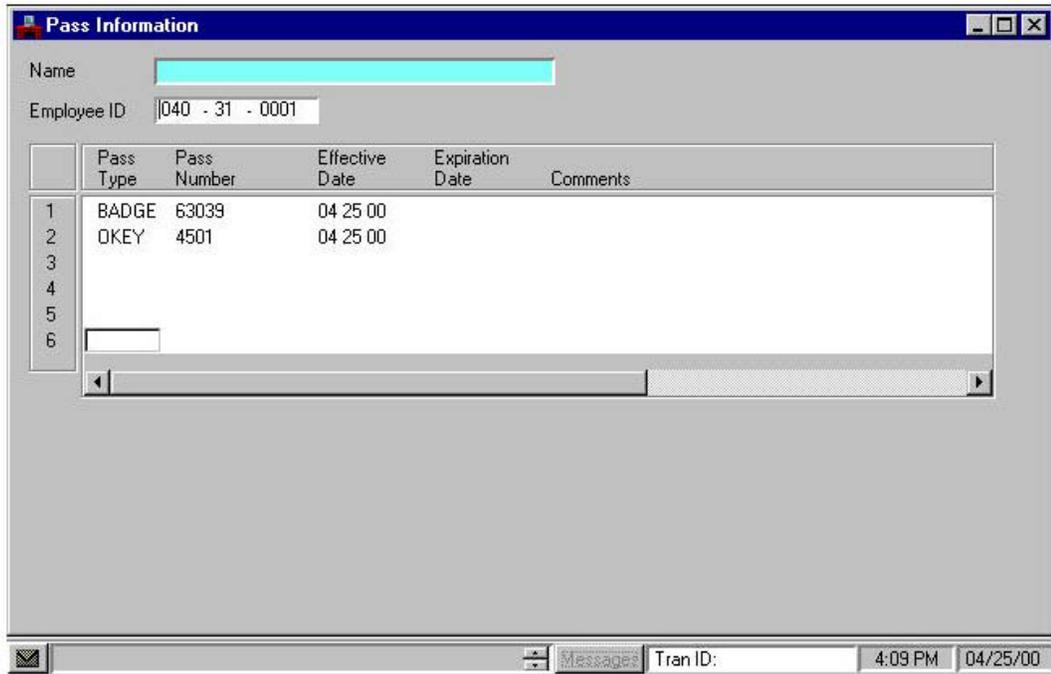
You have completed entering the field information for the EMER and it is time to update the transaction.

Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

# PROCESS AND UPDATE EMERGENCY CONTACT INFORMATION (EMER)

## PASS INFORMATION (PASS)



The screenshot shows a window titled "Pass Information" with a blue title bar. Below the title bar, there are two input fields: "Name" (with a redacted cyan box) and "Employee ID" (containing "040 - 31 - 0001"). Below these fields is a table with the following columns: "Pass Type", "Pass Number", "Effective Date", "Expiration Date", and "Comments". The table contains two rows of data:

	Pass Type	Pass Number	Effective Date	Expiration Date	Comments
1	BADGE	63039	04 25 00		
2	OKEY	4501	04 25 00		
3					
4					
5					
6					

At the bottom of the window, there is a status bar with a "Messages" button, a "Tran ID:" field, and a timestamp "4:09 PM 04/25/00".

# PASS INFORMATION (PASS)

The Employment Status Maintenance (ESMT) transaction must be completed, approved and accepted by the system before the PASS transaction can be completed.

The PASS is an optional transaction used to record information about passes issued to employees to access certain facilities. Sometimes Jenny needs to arrive early in the morning before the rest of her co-workers. Jenny will receive an employee ID badge and an office key.

**Step 1** To open PASS from the SAM II Desktop Navigator window, click on the Go To icon. Type PASS in the "CODE". Click on the Open button.

**Step 2** Populate the following fields on the PASS.

**NAME** -Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

**PASS TYPE** – Required. Enter the type of pass issued. Valid values are located on the Pass Type (PSTP) window. Type **BADGE** for line one. Type **OKEY** for line two.

**PASS NUMBER** – Required. Enter the pass number. **SEE STUDENT CARD.**

**EFFECTIVE DATE** – Required. Enter the date (mm/dd/yy) the pass is effective. Type **TODAY'S DATE.**

**EXPIRATION DATE** – Optional. The default is 99/99/99. Enter the last date the pass is in effect.

**COMMENTS** – Optional. Enter any comments concerning the pass.

You have completed entering the field information for the PASS and it is time to update the transaction.

Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and select **Process: Update.** If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

# EXERCISE

Now that you are familiar with additional transactions, you will complete the ADDR, ATTR, AGYS, LCNS, EMER and PASS to enter Carla J. Benson into the system, using information from the scenario below.

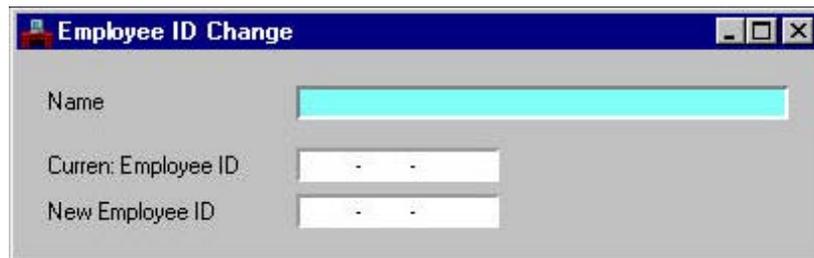
Employee ID	<b>SEE STUDENT CARD</b>
Effective Date	<b>TODAY'S DATE</b>
Birthdate	<b>AUGUST 6, 1969</b>
Home/Mailing	<b>ADDRESS 1800 KEENE STREET, COLUMBIA, MO 65203</b>
Ethnicity	<b>BLACK</b>
County	<b>052</b>
Employee's Phone Number	<b>573-562-9117</b>
Gender	<b>FEMALE</b>
Citizenship Status	<b>NATURAL CITIZEN</b>
Pay Location	<b>*051</b>
Education at Appointment:	<b>BACHELOR'S DEGREE IN NURSING (COMPLETED 1992, KENTUCKY STATE UNIVERSITY)</b>
Home Organization	<b>MI00</b>
License/Certification Type	<b>Line 1 - CPR AND FIRST RESPONDER (CPR1S) Line 2 - CERTIFIED REGISTERED NURSE (RN)</b>
License/Certificate Number	<b>Line 1 - 9800 Line 2 - MO-99-02</b>
LCNS Effective Date	<b>Line 1 - MARCH 1, 1997 Line 2 - FEBRUARY 1, 1999</b>

Carla has designated her mother, Gloria Benson, as her contact in case of emergency. Her mother's address is 1111 Quick Street; Jefferson City, MO 65101; work phone number is (573) 884-2077; her home number is (573) 8849402. Carla will receive an employee ID badge and a parking lot pass today (See Student Card).

## **TOPIC 4: EMPLOYEE IDENTIFICATION NUMBER AND EMPLOYEE NAME CHANGE**

At some point, it will become necessary to edit or change basic employee information. This topic will describe how to change the employee's ID and name. The transactions associated with these tasks are the Employee ID Change (EIDC) and the Employee Name Change (ENCH).

# EMPLOYEE IDENTIFICATION CHANGE (EIDC)



The screenshot shows a window titled "Employee ID Change" with a blue title bar and standard window controls (minimize, maximize, close). The window contains three input fields:

- Name:** A text input field with a light blue background.
- Curren: Employee ID:** A numeric input field with a white background and a hyphen separator.
- New Employee ID:** A numeric input field with a white background and a hyphen separator.

# EMPLOYEE IDENTIFICATION CHANGE (EIDC)

The Employment Status Maintenance (ESMT) transaction, which records basic personnel and pay information on a new employee, must be completed, approved and accepted by the system before the Employee ID can be changed.

The Employee ID is established initially on the ESMT. This suffices until an employee ID change becomes necessary. The transaction required to change the employee ID is the Employee ID Change (EIDC) window. This window has only two fields that must be completed. It is one of the most straightforward windows in SAM II HR. If you do not know the existing employee ID, you can look it up on the Employee Roster by Employee Name (QXRF) window.

## SCENARIO

Jenny Sue Grant's employee ID was previously entered in the system by mistake. It is necessary that this be corrected. As a result, we will need to complete and process the Employee ID Change (EIDC) window.

To open EIDC from the SAM II Desktop Navigator window, click on the Go To icon. Type EIDC in the "CODE". Click on the Open button.

Populate the following fields on the EIDC.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**CURRENT EMPLOYEE ID** – Required. Enter the employee's existing social security number. **SEE STUDENT CARD.**

**NEW EMPLOYEE ID** – Required. Enter the employee's new or changed social security number. **SEE STUDENT CARD.**

# PROCESS AND UPDATE EMPLOYEE ID CHANGE (EIDC)

You have completed entering the field information for the EIDC and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The EIDC requires Office of Administration, Division of Accounting approvals for all agencies. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklist based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency workflow rules.

Now, let's complete the approval processing of the EIDC.

Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

**Close the transaction. Workflow will now route the transaction as needed.**

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile. At this point you have changed the employee's ID number.

## Applying Additional but Not Final Approvals

Select **Process: Approve**.

**Close the transaction. Workflow will now route the transaction as needed.**

OR

## Applying Final Approval

Select **Process: Approve-Update**.

**Close the transaction.**

# EMPLOYEE NAME CHANGE (ENCH)

The screenshot shows a software window titled "Employee Name Change". The window contains several input fields for data entry:

- Current Name:** A text input field with a light blue background.
- Employee ID:** A text input field containing two dashes (- -).
- Effective Date:** A date input field with slashes (/ /).
- Expiration Date:** A date input field with slashes (/ /) and a light blue background.
- Name Change Reason:** A small text input field.
- New Name:** A section containing five sub-inputs:
  - Prefix:** A small text input field.
  - First:** A text input field.
  - Middle:** A text input field.
  - Last:** A long text input field.
  - Suffix:** A small text input field.

# EMPLOYEE NAME CHANGE (ENCH)

The employee name is established on the Employment Status Maintenance (ESMT) window. At some point, an employee's name may need to be changed on SAM II HR. The next change we will make is an employee name change, using the Employee Name Change (ENCH) window. In the system you are provided with windows that allow you to make changes to an employee's name and other identification data. When the data is changed in the applicable window, it is automatically updated in other places where it appears. If you do not know the existing employee ID, you can look it up on the Employee Roster by Employee Name (QXRF) window.

## SCENARIO

Jenny is getting married today to Josh Jacobsen! Her name will become Jenny Sue Jacobsen. We have the opportunity to now complete another transaction – the Employee Name Change (ENCH).

To open ENCH from the SAM II Desktop Navigator window, click on the Go To icon. Type ENCH in the "CODE". Click on the Open button.

Populate the following fields on the ENCH.

**CURRENT NAME** -Inferred. The employee's old full name (last name, first name, and middle initial) is displayed.

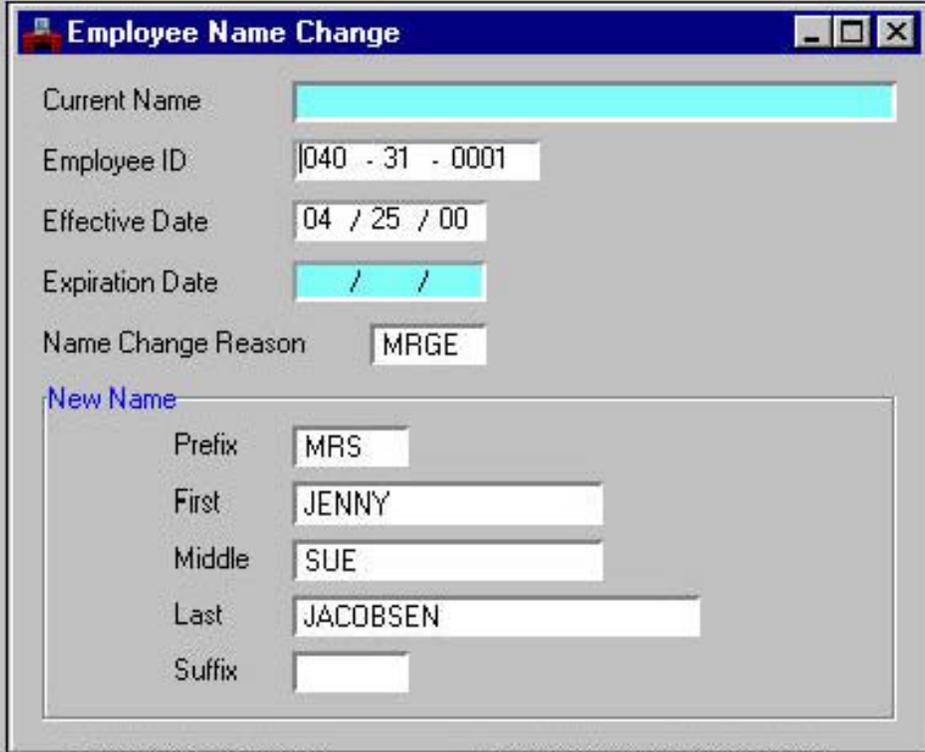
**EMPLOYEE ID** – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

**EFFECTIVE DATE** – Required. Enter the date that the new name becomes effective. You cannot immediately update the database by entering a future date for a name change. However, if you wish to do so, you can enter a future date and suspend it (update it to the suspense file) for processing at a later date. The other option is to wait until a later date to process this transaction. Type **TODAY'S DATE.**

**EXPIRATION DATE** – Inferred. Displays the last date the existing name is in effect.

**NAME CHANGE REASON** – Optional. Leave blank, or enter the name change reason code. Valid values are located on the Name Change Reason (NMCR) window. Type **MRGE.**

# EMPLOYEE NAME CHANGE (ENCH)



The screenshot shows a software window titled "Employee Name Change". The window contains several input fields and a section for the new name. The "Current Name" field is empty. The "Employee ID" field contains "040 - 31 - 0001". The "Effective Date" field contains "04 / 25 / 00". The "Expiration Date" field is empty. The "Name Change Reason" dropdown menu is set to "MRGE". The "New Name" section includes fields for "Prefix" (MRS), "First" (JENNY), "Middle" (SUE), "Last" (JACOBSEN), and "Suffix" (empty).

Current Name	
Employee ID	040 - 31 - 0001
Effective Date	04 / 25 / 00
Expiration Date	/ /
Name Change Reason	MRGE
<b>New Name</b>	
Prefix	MRS
First	JENNY
Middle	SUE
Last	JACOBSEN
Suffix	

# EMPLOYEE NAME CHANGE (ENCH)

## New Name

**PREFIX** – Optional. Leave blank, or enter the employee's new name prefix. Valid values are located on the Name Prefix (PREX) window. Type **MRS**.

**FIRST** – Required. Enter the employee's new first name. Type **JENNY**.

**MIDDLE** – Optional. Leave blank, or enter the employee's new middle name or initial. Type **SUE**.

**LAST**– Required. Enter employee's new last name. Type **JACOBSEN**.

**SUFFIX** – Optional. Leave blank, or enter the employee's new name suffix. Valid values are located on the Name Suffix (SUFY) window.

You have completed entering the field information for the ENCH and it is time to update the transaction. Remember that the Process: Update step checks the transactions for errors.

Now, let's complete the approval processing of the ENCH.

Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

# EXERCISE

Now that you are familiar with the EIDC and ENCH transactions, you will now make changes to Carla J. Benson's records, using the information below.

## EIDC

Using the employee we've established, Carla Benson, imagine that an entry error was discovered in her Employee ID. It is imperative that this be corrected. The current and new Employee ID numbers will be provided to you by the instructor for this exercise.

## ENCH

Carla is getting married today to Sam Jackson! She will then become Carla Jackson.

## **TOPIC 5: PERFORMING PERSONNEL ACTIONS**

The purpose of this topic is to present the procedures related to performing personnel actions, resulting in a change in status or function in SAM II HR. Three types of personnel actions will be examined.

Once the Employment Status Maintenance (ESMT) has been completed, approved and accepted, there are several actions that can be taken on the ESMT transaction that can be used to modify employee status. This topic will look at the actions necessary to effect the desired change(s) on the ESMT.

Additionally, this topic will cover the procedures necessary to remove or correct a personnel action that has already been processed.

# EMPLOYEE MAINTENANCE PROCESS CHART

## Step 1: ESTABLISHING AN EMPLOYEE

Employment Status Maintenance (ESMT)

## Step 2: ESTABLISHING & MAINTAINING EMPLOYEE ATTRIBUTES

Employee Address Maintenance (ADDR)

Licenses and Certifications (LCNS)

Employee Attributes Maintenance (ATTR)

Employee Contact Information (EMER)

Agency Specific & Accounting Data (AGYS, AGYA, AGYD)

Pass Information (PASS)

Employee ID Change (EIDC)

Employee Name Change (ENCH)

## Step 3: PERFORMING PERSONNEL ACTIONS

Employment Status Maintenance (ESMT)

## Step 4: EMPLOYEE MAINTENANCE INQUIRIES

- Employee Roster by Name (QXRF)
- Employee Roster by Employee ID (QXR2)
- Employee Roster by Social Security Number (QXR4)
- Employee Roster by Pay Location (QXR5)
- Employee Roster by Agency and Org (QXR6)
- Employee Folder (QXRSF)
- Employee Pay Rate History (QRTE)
- Employee Pay Summary Inquiry (QPSM)
- Employment Verification (QVER)
- Employee Education Summary (QEDS)
- Historical Name Change Cross Ref (QNCX)
- Employment Status Maintenance Log (QESD)
- County by Name (QCTY)

# PERFORMING PERSONNEL ACTIONS

There are three types of personnel actions that can occur in SAM II HR. They are Appointments, In-Service Changes and Separations.

The Appointment personnel actions include New Hire and Rehire. You have already utilized a New Hire action by processing an ESMT, which placed an employee in the job.

Once the ESMT has been completed, the employee exists on the database. When an in-service change that requires an entry into the database occurs to describe the new assignment of the employee, a personnel action must be entered on the ESMT. This is required for SAM II HR to accurately track and pay employees of the State of Missouri. These transactions relate to employee changes such as promotion, reclassification, salary change, leave of absences, etc.

Separation personnel actions, also recorded on an ESMT, include retirement, resignation, dismissals, and other terminations of employment. Procedures for terminating employees will be covered in Topic Seven of this manual.

So far in this course, you have added an employee to SAM II HR by completing the ESMT and other required transactions. At some point in the life of an employee, you will need to make changes to their personnel records.

Personnel actions and reasons affecting an employee will be entered on the ESMT and related windows as necessary. These windows will be completed whenever an employee has a change of assignment. Such assignment changes include Personnel Actions and Reasons. Examples would include new hire, class transfer, promotion, title change and many others.

# PERFORMING PERSONNEL ACTIONS

## Changing an employee’s Pay Class and/or Work Day Schedule

If an employee has changed work day schedules with the *same number of days off* then this change should be made on the Agency Specific and Accounting Data (AGYS) window. The new work day schedule can be recorded on the Work Cycle field. The employee’s Pay Class should not be changed unless the new work day schedule has a *different number of days off* from the previous work day schedule *or* the employee is moving from exception to positive paid (or vice versa).

If an employee’s Pay Class is being changed because the *number of days off* has changed then the agency needs to make the change on the first day of the FLSA cycle. If changing from a positive-paid to exception-paid Pay Class or vice-versa, then refer to the *Pay for Agencies* course, Topic 3: Pay Calculations, under the “Changing Pay Class During a Pay Period” heading. **All changes to an employee’s Work Day Schedule (work cycle) must be made on the first day of the FLSA cycle.**

For example, an employee normally works Sunday - Thursday (Pay Class code: PFS) and their FLSA cycle is Sunday - Saturday. The employee’s schedule has changed effective September 15<sup>th</sup> and the employee will start working Tuesday – Saturday (Work Cycle code: OUM). This Work Cycle code change should be done on the first day of the FLSA cycle; in this example it would be effective on Sunday the 17<sup>th</sup> of September. This change should be made to the Work Cycle field on the AGYS.

**Note: All changes to an employee’s work schedule should be effective on the first day of the employee’s FLSA cycle, regardless of whether this is done through the Pay Class (on ESMT) or Work Cycle (on AGYS). Changes from exception-paid to positive-paid (or vice-versa) should only be effective the first day of a pay period.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
←	Employee’s previous work schedule					→	
17	18	19	20	21	22	23	
		←			Employee’s new work schedule		→

# EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employee ID: 040 - 21 - 0001 Appointment ID:  Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

	Pay Type	A / P Ind	Amount / Percent	Effective Date	Expiration Date
1					
2					
3					
4					

Messages Tran ID: 3:01 PM 04/25/00

# PERFORMING PERSONNEL ACTIONS

## SCENARIO 7

Jenny has successfully completed a full year in her position as Personnel Analyst I. She will be reclassified to Personnel Analyst II accompanied by a salary increase.

This action will be accomplished using the ESMT. The following pages will define the fields and provide the necessary information to process this action. As discussed earlier, the Employee Status Maintenance (ESMT) must be completed, approved and accepted by the system before any changes can be made to an employee's record.

**Step 1** To open ESMT from SAM II HR Desktop Navigator window, click on the Go To icon. Type ESMT in the "CODE". Click on the Open button.

**Step 2** Populate the following field.

**EMPLOYEE ID -SEE STUDENT CARD**

Select **Display: Browse Data** to view the existing employee information.

**Step 3** Enter the following information on the Header and Job Assignment panel of the ESMT:

**EFFECTIVE DATE** – Use **TODAY'S DATE**

**PERSONNEL ACTION/REASON** – Type **CHCON/C12**

**JOB STATUS** – Type **R**

**STEP** – Type **K**

**Step 4** Enter the following information on the Assignment Attributes panel of the ESMT:  
**TITLE** – Type **000412\_**

# EMPLOYMENT STATUS MAINTENANCE (ESMT)

**Employment Status Maintenance**

Employee ID: 040 - 31 - 0001    Appointment ID:    Alternate ID:   

Prefix: MRS    First: JENNY    Middle: SUE    Last: JACOBSEN    Suffix:   

Effective Date: 04 / 25 / 00    Expiration Date: 09 / 30 / 01    Original Appt Date: 04 / 13 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Personnel Action / Reason: CHCON / C12    Job Status: R    Employment Status: K

Assignment Information

Agency: 300    Organization: 2350    EEO Full-time:  Yes    Union Member:  Yes

Position Number: EM31001    % Full-time: 1.0000     No     N/A     No     N/A

Table Driven Pay:  Use Table    Step: D    Union Affiliation:   

Do Not Use Table     Selection Required

Application Information

Applicant ID: - -    Job Notice ID:   

Messages    Tran ID:    4:50 PM    04/25/00

**Employment Status Maintenance**

Employee ID: 040 - 31 - 0001    Appointment ID:    Alternate ID:   

Prefix: MRS    First: JENNY    Middle: SUE    Last: JACOBSEN    Suffix:   

Effective Date: 04 / 25 / 00    Expiration Date: 09 / 30 / 01    Original Appt Date: 04 / 13 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Position Attributes

Payroll Number: 300    Title: 00412    Sub-title: J1    Assignment Type:  Permanent

Pay Class: PFS    Time Class:     Temporary     None

Civil Service Status: UCPY

Overrides

Grade:   

Pay Policy:    Leave Policy:    Benefits Policy:   

FLSA:  Exempt     Non-exempt     No Override    FLSA Profile:   

Messages    Tran ID:    4:50 PM    04/25/00

# PROCESS AND UPDATE EMPLOYEE STATUS MAINTENANCE (ESMT)

You have completed entering the field information for the ESMT and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The type of transaction and, in some cases, whether or not you are a UCP or Non-UCP agency, determine Approval levels for each transaction. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agencies workflow rules.

Now, let's complete the approval processing of the ESMT:

Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

**Close the transaction. Workflow will now route the transaction as needed.**

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

## Applying Additional but Not Final Approvals

Select **Process: Approve**.

**Close the transaction. Workflow will now route the transaction as needed.**

OR

## Applying Final Approval

Select **Process: Approve-Update**.

**Close the transaction.**

# REMOVING/CORRECTING PREVIOUSLY PROCESSED PERSONNEL ACTIONS

A personnel action that was erroneously entered on the ESMT can be removed if payroll has NOT been run against the information. In order to correct an ESMT, the fifth level of approval is necessary. A user with the third level of approval can initiate the removal/correction process that will create a pending transaction on the Employee Transaction Listing (SUSE). A user with less than the third level of approval can only initiate a removal/correction of an ESMT.

If the erroneous personnel action has been processed and updated to the database, and payroll HAS been run against this transaction, the user can no longer remove/correct an ESMT transaction. Another personnel action on an ESMT must be performed to correct the data.

**Employment Status Maintenance**

Employee ID [ ] Appointment ID [ ] Alternate ID [ ]

Prefix First Middle Last Suffix

Effective Date [ / / ] Expiration Date [ / / ] Original Appt Date [ / / ]

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Personnel Action / Reason [ / ] Job Status [ ] Employment Status [ ]

**Assignment Information**

Agency [ ] Organization [ ] EEO Full-time [ ] Union Member [ ]

Position Number [ ] % Full-time [ ]  Yes  Yes

Table Driven Pay  Use Table  No  N/A  No  N/A

Do Not Use Table  Selection Required Union Affiliation [ ]

**Application Information**

Applicant ID [ ] Job Notice ID [ ]

Messages Tran ID: 3:39 PM 04/27/00

# REMOVING/CORRECTING PREVIOUSLY PROCESSED PERSONNEL ACTIONS

If ESMT is in ACCPT status, another personnel action on an ESMT must be performed to correct the data.

To open ESMT from SAM II HR Desktop Navigator window, click on the Go To icon. Type ESMT in the "CODE". Click on the Open button.

Complete the appropriate fields on the Job Assignment panel of the ESMT.

**EMPLOYEE ID** – Required. Enter the employee's social security number.

**APPOINTMENT ID** - Conditional. This field requires input only if the employee is working in multiple positions concurrently. If correcting a personnel action on an employee's primary appointment, leave this field blank. If the personnel action affects a secondary appointment, a character must be entered here. By all means, ensure that you are changing the personnel action on the correct appointment for that individual.

**EFFECTIVE DATE** – Required. Enter the date of the Personnel Action you want to correct.

Execute **DISPLAY:BROWSE DATA**. Employee information already established on the database will automatically populate fields on the ESMT.

If applicable, make corrections to fields on the Job Assignment panel of the ESMT as follows:

**PERSONNEL ACTION/REASON** - Required. If the personnel action was previously entered in error, enter the code that corrects the action. Valid values are located on the Personnel Action (PACT) window. If correcting other information on the ESMT, select "CORR" (Corrections) as the personnel action.

**REASON** – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. If the personnel action chosen was "CORR", provide comments as to the reason for the change on the Certificate/Remark panel.

# REMOVING / CORRECTING PREVIOUSLY PROCESSED PERSONNEL ACTIONS

The screenshot shows a software window titled "Employment Status Maintenance". The interface includes several input fields and sections:

- Employee Information:** Employee ID, Appointment ID, Alternate ID, Prefix, First, Middle, Last, Suffix.
- Dates:** Effective Date, Expiration Date (highlighted in cyan), Original Appt Date.
- Navigation Tabs:** Job Assignment, Dates, Assignment Attributes, Pay Parameters, Certificate/Remark.
- Personnel Action / Reason:** A dropdown menu.
- Job Status:** A dropdown menu.
- Employment Status:** A dropdown menu.
- Assignment Information:**
  - Agency, Organization, EEO Full-time (radio buttons: Yes, No, N/A), Union Member (radio buttons: Yes, No, N/A).
  - Position Number, % Full-time, Step.
  - Table Driven Pay (radio buttons: Use Table, Do Not Use Table, Selection Required).
  - Union Affiliation.
- Application Information:** Applicant ID, Job Notice ID.

The status bar at the bottom shows "Messages", "Tran ID:", "3:39 PM", and "04/27/00".

# REMOVING/CORRECTING PREVIOUSLY PROCESSED PERSONNEL ACTIONS

- Make any necessary changes to fields on the Dates panels of the ESMT.
- Make any necessary changes to fields on the Assignment Attributes panels of the ESMT.
- Make any necessary changes to fields on the Pay Parameters panel of the ESMT.
- Make any necessary changes to fields on the Certificate/Remark panel of the ESMT. If the personnel action chosen on the Job Assignment was “CORR”, provide comments as to the reason for the change on the Certificate/Remark panel.

Now, let’s complete the approval processing of the ESMT:

Select **Process: Update**.

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

**Close the transaction. Workflow will now route the transaction as needed.**

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the “real world”, you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

## Applying Additional but Not Final Approvals

Select **Process: Approve**.

**Close the transaction. Workflow will now route the transaction as needed.**

OR

## Applying Final Approval

Select **Process: Approve-Update**.

**Close the transaction.**

OR

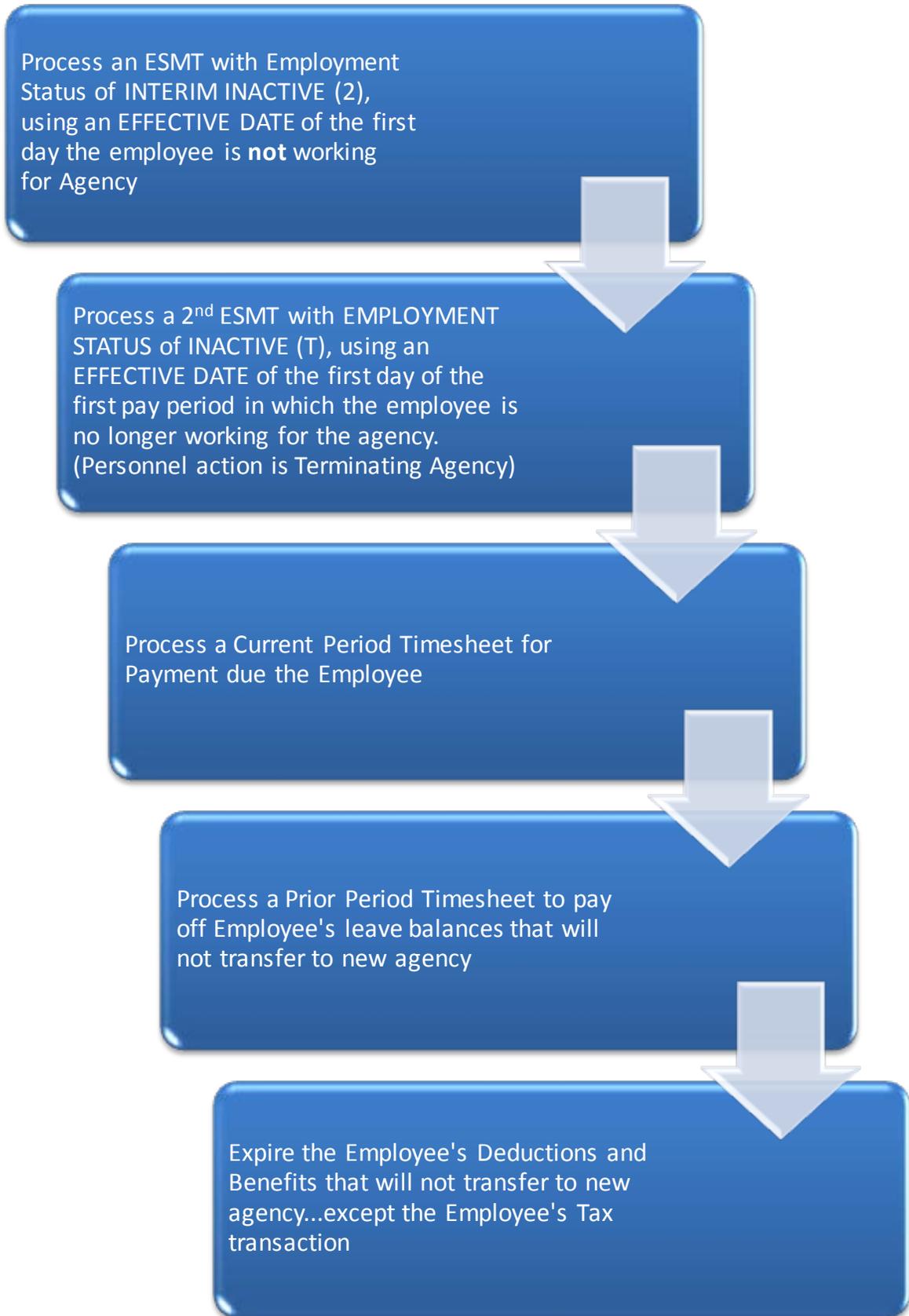
## Making Changes to a Transaction

Select **Process: Update**.

**Close the transaction. Workflow will now route the transactions as needed.**

## **TOPIC 6: TERMINATING EMPLOYEES**

The purpose of this topic is to present the procedures for terminating an employee in SAM II HR. Terminations happen when an employee leaves their current position. Reasons for terminations include resignation, retirement, dismissal, or the death of an employee. The terminating agency may need to complete two Employment Status Maintenance (ESMT) transactions to complete the termination process. In addition, other steps will be necessary to complete the recording of time and leave during the last active pay period, to pay off leave, and to terminate benefits and deductions.



# TERMINATING EMPLOYEES

Several steps are necessary when terminating an employee in SAM II HR to ensure consistent and accurate reporting. Those steps will vary, depending on whether or not the employee is being rehired by the state and, if so, the date of the rehire. Terminations include resignation, retirement, dismissal, deceased, and other terminations. Agencies are highly encouraged to process terminations as soon as they are aware of them, especially when the employee is being rehired. The following situations determine which process is used to terminate employees:

- To terminate an employee who is leaving state service entirely;
- To terminate an employee who is being rehired in a later pay period;
- To terminate an employee who is being rehired by another state agency within the same pay period; and
- To terminate an employee who is being rehired by another state agency without a break in service.

Let's look at the steps involved in the first two situations.

## **Terminating an Employee who is Rehired in a Later Pay Period**

The agency must process an Employment Status Maintenance (ESMT) transaction to place the employee in an Employment Status of Interim Inactive (2). This status continues to associate the employee with their old position for the remainder of the pay period, and ensures that the employee's deductions and benefits will be processed accurately.

The agency must process another ESMT to place the employee in an Employment Status of Inactive (T) effective the first day of the first pay period in which the employee is no longer working for the agency. This status ensures that the employee cannot have any pay event codes accepted and that the employee is no longer associated with the position. A specific Personnel Action (Terminating Agency) is to be used on this transaction.

**NOTE:** The PAYROLL NUMBER field on the Assignment Attributes panel should be left alone at this point. In most cases, the Payroll Number Code will be equal to the Agency Code and should always remain as such (i.e. Payroll number should be the same on the employee's final ESMT as it was the entire time the employee was with your agency). If changes are made, the employee's final pay and/or leave payoffs could be affected.

# TERMINATING EMPLOYEES (Continued)

## Terminating an Employee who is Rehired in a Later Pay Period

The agency must process a current period timesheet to generate any pay due the employee for their work hours. Depending upon the particular document(s) used by the agency, this would be one of the following: a Current Period Timesheet (CPER); Current Period Individual Timesheet (CITS); or Current Period Crew Timesheet (CREW). The purpose of these documents and how they are used are explained in the Time and Leave Course.

The agency must process a Prior Period Timesheet (PPER) to liquidate or pay off the employee's unused leave balance (annual leave and compensatory time), if any. Such payment will be received by the employee in a separate paycheck that is generated after the employee's last regular paycheck. This process is explained in the Time and Leave Course, Leave Liquidation.

The agency should expire any of the terminating employee's deductions (except the employee's TAX transaction) that have been entered on the following transactions: Miscellaneous Deductions (MISC), and the Savings Bond Deductions (SAVB). The procedures for expiring deductions and benefits is covered in the Deductions and Benefits Course.

A similar process is necessary to terminate an employee who is leaving an agency/organization and being rehired without a break in service and to terminate an employee who is leaving an agency/organization and being rehired in the same pay period. That process will be described later in this topic.

Let's look at an example of how you would effective date the two ESMT's that need to be processed.

# TERMINATING EMPLOYEES

## Employee terminates during a pay period

ESMT #1
Effective Date: December 9, 2013
Employment Status: Interim Inactive

ESMT #2
Effective Date: December 16, 2013
Employment Status: Inactive

## Employee terminates the first day of a pay period

NOTE: Employment Status on ESMT # 2 becomes Inactive-Payroll Number **does not** change

ESMT #1
Effective Date: December 16, 2013
Employment Status: Interim Inactive

ESMT #2
Effective Date: December 16, 2013
Employment Status: Inactive

# TERMINATING EMPLOYEES

## Terminating an Employee who is Rehired in a Later Pay Period

When processing the ESMT transactions for the terminating employee who will be rehired in a later pay period, the effective dates to be used will vary depending on whether the employee terminates on the first day of a pay period (the 1<sup>st</sup> or 16<sup>th</sup>) or on any other date during the pay period. The following describes each situation:

### Example - Employee terminates state service during a pay period

An employee resigns from an agency effective December 9, 2013. This means that the last day the employee worked was December 8, 2013.

#### **First ESMT:**

This transaction would be effective dated December 9, 2013, and contain an Employment Status of Interim Inactive.

#### **Second ESMT:**

This transaction would be effective dated December 16, 2013 with an Employment Status of Inactive and a Personnel Action of Terminating Agency.

**NOTE:** The PAYROLL NUMBER field on the Assignment Attributes panel should be left alone at this point. In most cases, the Payroll Number Code will be equal to the Agency Code and should always remain as such (i.e. Payroll number should be the same on the employee's final ESMT as it was the entire time the employee was with your agency). If changes are made, the employee's final pay and/or leave payoffs could be affected.

### Example - Employee terminates state service the first day of a pay period

An employee resigns from an agency effective December 16, 2013. This means that the last day the employee worked was December 15, 2013.

#### **First ESMT:**

This transaction would be effective dated December 16, 2013, and contain an Employment Status of Interim Inactive.

#### **Second ESMT:**

This transaction would be effective dated December 16, 2013 with an Employment Status of Inactive and a Personnel Action of Terminating Agency.

PROCESS CHART FOR TERMINATING EMPLOYEES WHO LEAVE STATE SERVICE AND ARE REHIRED WITHOUT A BREAK IN SERVICE AND EMPLOYEES WHO LEAVE STATE SERVICE AND ARE REHIRED IN THE SAME PAY PERIOD

Process an ESMT with EMPLOYMENT STATUS of INTERIM INACTIVE(2), using an EFFECTIVE DATE of the first day the employee is **not** working for agency

Process a CURRENT PERIOD TIMESHEET for PAYMENT due the employee

Process a PRIOR PERIOD TIMESHEET to Pay off Employees' Leave Balances

Process a PRIOR PERIOD TIMSHEET to Pay off Employee's Leave Balances that will not transfer to the new agency

EXPIRE the EMPLOYEE'S DEDUCTIONS and BENEFITS that will **not** transfer to the new agency except the Employee's TAX transaction

# TERMINATING EMPLOYEES

The following termination process is used in these two situations:

- to terminate an employee who is being rehired by another state agency within the same pay period; and
- to terminate an employee who is being rehired by another state agency without a break in service.

**Step 1** The agency must process an Employment Status Maintenance (ESMT) transaction to place the employee in an Employment Status of Interim Inactive (2). This status continues to associate the employee with their old position for the remainder of the pay period, and ensures that the employee's deductions and benefits will be processed accurately.

**Step 2** The agency must process a current period timesheet to generate any pay due the employee for their work hours. Depending upon the particular document(s) used by the agency, this would be one of the following: a Current Period Timesheet (CPER); Current Period Individual Timesheet (CITS); or Current Period Crew Timesheet (CREW). The purpose of these documents and how they are used are explained in the Time and Leave Course.

**Step 3** The agency must process a Prior Period Timesheet (PPER) document to liquidate or pay off the employee's unused leave balances (annual leave and compensatory time), if any. Such payment will be received by the employee in a separate paycheck that is generated after the employee's last regular paycheck. This process is explained in the Time and Leave Course, Leave Liquidation.

**Step 4** The agency should expire any of the terminating employee's deductions (except the employee's TAX transaction) that have been entered on the following transactions: Miscellaneous Deductions (MISC), and the Savings Bond Deductions (SAVB). The procedures for expiring deductions and benefits are covered in the Deductions and Benefits Course.

# **TERMINATING EMPLOYEES SCENARIO:**

## **TERMINATING AN EMPLOYEE WHO IS REHIRED IN A LATER PAY PERIOD.**

Carla J. Benson is resigning her Registered Nurse Senior position with the Department of Mental Health effective December 9, 2013. She will be rehired by the Department of Health as a Registered Nurse Senior effective December 20, 2013.

This termination process will require the completion and approval of two Employment Status Maintenance (ESMT) transactions.

Our scenario describes the situation of an employee resigning and being rehired in a later pay period.

**Please note that only one ESMT is required and that a different effective date is used if the employee terminates and is rehired without a break in service or is rehired in the same pay period.**

# TERMINATING EMPLOYEES

**ADVANTAGE Desktop - DA110 - [Employment Status Maintenance]**

File Edit Display Process Window Help

Employee ID  Appointment ID  Alternate ID

Prefix First Middle Last Suffix

Effective Date  Expiration Date  Original Appt Date

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason  /  Job Status  Employment Status

Assignment Information

Agency  Organization  EEO Full-time Union Member  
 Yes  Yes  
 No  No  
 N/A  N/A

Position Number  % Full-time  Union Affiliation

Table Driven Pay Step

Use Table  
 Do Not Use Table  
 Selection Required

Application Information

Applicant ID  Job Notice ID

1 of 6: APPROVAL 1 APPLIED Messages Tran ID:001003031376 12:39 PM 10/03/00

# TERMINATING EMPLOYEES

## Terminating an Employee who is Rehired in a Later Pay Period

Let's begin our process by completing the first Employment Status Maintenance (ESMT) transaction to place the employee in an Employment Status of Interim Inactive.

To open the ESMT from SAM II HR Desktop Navigator window, click on the Go To icon. Type **ESMT** in the "CODE". Click on the Open button.

Populate the following field.

**EMPLOYEE ID** – Enter the **EMPLOYEE ID NUMBER**.

Select **Display: Browse Data** to view existing employee information.

Enter the following information on the Header portion of the ESMT:

**EFFECTIVE DATE** –The effective date needs to be the first day the employee no longer works for the agency. Using an effective date of December 9, 2000 means that the last day the employee worked for the agency was December 8, 2000. (The effective date for a deceased employee would be the day after the employee's death.)

## JOB ASSIGNMENT

Enter the following information on the Job Assignment panel of the ESMT:

**PERSONNEL ACTION** – Change the Personnel Action to the appropriate personnel action code. Do not use Terminating Agency (TRMAG). (For a deceased employee, the personnel action is **OTERM**.)

**PERSONNEL REASON** – Choose the appropriate personnel reason for the personnel action taken. (For a deceased employee, the personnel reason is **O10**.)

**EMPLOYMENT STATUS** – Change the employment status to Interim Inactive. Type **2**. This status continues to associate the employee with their old position for the remainder of the pay period, and ensures that deductions and benefits will be processed accurately.

## PAY PARAMETERS

Check the Pay Parameters panel of the ESMT. If pay events have been entered on this panel, change the effective date(s) to equal the effective date of the Interim Inactive status (same effective date used in header). If pay events have not been entered on the Pay Parameters panel, no action is necessary. Complete the approval process as you normally would.

**ADVANTAGE Desktop - OA110 - [Employment Status Maintenance]**

File Edit Display Process Window Help

Employee ID: 040 - 22 - 0001 Appointment ID: [ ] Alternate ID: [ ]

Prefix: MS First: CARLA Middle: J. Last: BENSON Suffix: [ ]

Effective Date: 12 / 16 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 21 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Personnel Action / Reason: TRMAG / [ ] Job Status: P Employment Status: T

Assignment Information

Agency: 650 Organization: MI00 EEO Full-time:  Yes  No  N/A Union Member:  Yes  No  N/A

Position Number: [ ] % Full-time: 0.6000

Table Driven Pay:  Use Table  Do Not Use Table  Selection Required Step: E Union Affiliation: [ ]

Application Information

Applicant ID: [ ] Job Notice ID: [ ]

1 of 7: SEE QESD FOR OTHER TXNS Messages Tran ID:001003031377 12:40 PM 10/03/00

# TERMINATING EMPLOYEES

You have completed the ESMT to place the employee in an Interim Inactive status. Now it is necessary to complete the second ESMT to actually terminate the employee from the agency by placing him/her in an Inactive status. This status ensures that the employee cannot have any pay event codes accepted and that the employee is longer associated with the position. **Agencies are encouraged to complete this ESMT immediately after the first ESMT.**

To open the ESMT from SAM II HR Desktop Navigator window, click on the Go To icon. Type ESMT in the "CODE". Click on the Open button.

Populate the following field.

**EMPLOYEE ID** – Enter **EMPLOYEE'S ID NUMBER**.

Select **Display: Browse Data** to view existing employee information.

Enter the following information on the Header portion of the ESMT:

**EFFECTIVE DATE** – The effective date is the first day of the first pay period in which the employee is longer working for the agency.

## JOB ASSIGNMENT

Enter the following information on the Job Assignment panel of the ESMT:

**PERSONNEL ACTION** – Type **TRMAG**. This is the Terminate Agency Personnel Action code.

**PERSONNEL REASON** – Leave blank.

**EMPLOYMENT STATUS** – Change the employment status to Inactive. Type **T**. This status ensures that pay events are no longer accepted for the employee.

**NOTE:** The PAYROLL NUMBER field on the Assignment Attributes panel should be left alone at this point. In most cases, the Payroll Number Code will be equal to the Agency Code and should always remain as such (i.e. Payroll number should be the same on the employee's final ESMT as it was the entire time the employee was with your agency). If changes are made, the employee's final pay and/or leave payoffs could be affected.

**POSITION NUMBER** – Delete the position number entry, so that the employee is no longer associated with the position. The position is now vacant, and available to be re-filled.

### **PAY PARAMETERS**

Check the Pay Parameters panel of the ESMT. If pay events have been entered on this panel, change the effective date(s) to equal the effective date of the Inactive status (same effective date used in header). If pay events have not been entered on the Pay Parameters panel, no action is necessary.

Complete the approval process as you normally would.

### **NOTE:**

At this point, three final steps are necessary in completing the entire termination process:

- processing a current timesheet (CPER, CITS, or CREW) to generate any pay due the employee for their work hours (covered in various topics of the Time and Leave Course);
- liquidating any compensable leave the employee has (covered in Leave Liquidation in the Time and Leave Course);
- expiring the employee's deduction and benefit information (except the employee's TAX transaction) from the system (covered in the Deduction and Benefits Course).

**REMEMBER: If you are terminating an employee who is being rehired without a break in service or who is being rehired within the same pay period, you would only process the first ESMT placing them in an Employment Status of Interim Inactive (2).**

## **TOPIC 7: REHIRING AN EMPLOYEE**

The objective of this topic is to present the steps necessary to rehire an employee who has previously worked for the State of Missouri.

### **REHIRING A PREVIOUS EMPLOYEE**

When an Agency tries to hire an employee who has already been established in the SAM II database, this is considered a rehire. When the ESMT is processed to establish the employee, you may receive an error message that reads “ACTION NOT AUTHORIZED” or “DUPS EXISTING APPT”. This error means that the employee is currently associated with another Agency or with another Organization within your Agency. If the rehired employee’s ESMT processes without either of these errors, then their last active assignment was within your Organization.

If the current employment status is T (Inactive) or 2 (Interim Inactive), then the employee can be considered a rehire. If the current employment status is anything other than these, then the appointment is not a rehire but a secondary appointment. In this situation, refer to the Multiple Appointment Policy and Procedure.

#### **The Rehire Process**

You will note that the rehire process is different than the new hire process. This is due to the fact that when an employee “belongs” to an Agency and/or Organization other than yours, the security in the system (set up by Agency/Organization) might not allow you to view, much less modify, their information. Therefore the steps you must complete to re-establish an employee may vary.

We will look at scenarios involving rehiring an employee:

1. The last assignment was within the same organization,
2. The last assignment was with another organization within the same agency, or
3. The last assignment was with a different agency.

# REHIRING WITHIN YOUR ORGANIZATION

Open an ESMT. Enter an individual's SSN in the Employee ID field and Display Browse Data.

Information will populate the fields.

Leave the Appointment ID field blank.

Enter RHIRE in the Personnel Action field.

Confirm and modify the remaining fields as necessary.

Complete Approval Process.

# REHIRING A PREVIOUS EMPLOYEE

**Employment Status Maintenance**

Employee ID: 040 - 37 - 0036    Appointment ID: |    Alternate ID: |

Prefix: MS    First: CARLA    Middle: J.    Last: BENSON    Suffix: |

Effective Date: 10 / 09 / 00    Expiration Date: 04 / 25 / 97    Original Appt Date: 04 / 24 / 91

Job Assignment    Dates    Assignment Attributes    Pay Parameters    Certificate/Remark

Personnel Action / Reason: RHIRE / A10    Job Status: P    Employment Status: 1

Assignment Information

Agency: 650    Organization: MI00    EEO Full-time:  Yes    Union Member:  Yes

Position Number: EM37036    % Full-time: 0.6000     No     No

Table Driven Pay:  Use Table    Step: E     N/A     N/A

Do Not Use Table    Union Affiliation: |

Selection Required

Application Information

Applicant ID: |    Job Notice ID: |

# REHIRING A PREVIOUS EMPLOYEE FROM YOUR OWN ORGANIZATION REHIRING A PREVIOUS EMPLOYEE

## SCENARIO 1: REHIRING WITHIN THE SAME AGENCY AND ORGANIZATION

Carla Benson comes to work for your Organization. You determine through the interview process that she is not currently working for the state and Carla previously worked for your organization.

Since Carla's last active assignment was within your Organization, you will have access to her information and can process an ESMT to establish her new assignment information. Remember, she would have the Personnel Action Reason of RHIRE (Rehire).

Access an Employment Status Maintenance (ESMT) transaction.

**EMPLOYEE ID** – Enter the employee's social security number.

Select **Display: Browse Data**.

Modify the following fields.

**APPOINTMENT ID** – Ensure this field is blank.

**EFFECTIVE DATE** – Enter the date the appointment would be effective.

### Job Assignment Panel

**PERSONNEL ACTION** – Enter **RHIRE**. This Personnel Action code is for a Rehire only.

**PERSONNEL REASON** – Enter an appropriate personnel action reason.

**EMPLOYMENT STATUS** - Enter a **1**. This is the active employee status code.

**POSITION NUMBER** – Enter the position number for this assignment.

Continue to complete the additional required fields on the Job Assignment Panel for this new assignment.

# REHIRING A PREVIOUS EMPLOYEE

**Employment Status Maintenance**

Employee ID: 040 - 37 - 0036    Appointment ID:     Alternate ID:

Prefix: MS    First: CARLA    Middle: J.    Last: BENSON    Suffix:

Effective Date: 10 / 09 / 00    Expiration Date: 04 / 25 / 97    Original Appt Date: 04 / 24 / 91

Job Assignment    **Dates**    Assignment Attributes    Pay Parameters    Certificate/Remark

**Dates**

Probation Start	10 / 09 / 00	Probation End	04 / 09 / 01
Pay Progression Start	/ /	Time Limit Control	/ /
Benefits Progression Start	10 / 09 / 00	Leave Progression Start	10 / 09 / 94

**Employment Status Maintenance**

Employee ID: 040 - 37 - 0036    Appointment ID:     Alternate ID:

Prefix: MS    First: CARLA    Middle: J.    Last: BENSON    Suffix:

Effective Date: 10 / 09 / 00    Expiration Date: 04 / 25 / 97    Original Appt Date: 04 / 24 / 91

Job Assignment    Dates    Assignment Attributes    Pay Parameters    **Certificate/Remark**

Certificate Number:     Certificate Date: / /

Remarks:

RESIGNED FROM 650 MI00 04-24-97

# REHIRING A PREVIOUS EMPLOYEE

## Dates Panel

**PROBATION START.** Enter the start date of the employee's probation period, if applicable.

**PROBATION END** –Enter the end date of the employee's probation period, if applicable.

**Note:** Completion of the Probation Start and Probation End date fields is required when processing personnel actions/reasons that have probationary periods associated with them, such as new hires in classified positions in merit UCP agencies. Some actions will not require completion of these two fields.

**BENEFITS PROGRESSION START** –This field will be used to determine employee eligibility for the MO State Employee Deferred Compensation (with match). SAM II will subtract the Benefits Progression Start date from the active pay period end date to determine if an employee qualifies for a match. (Pending 1 year of continuous state service). **For employees with a break in service, agencies will need to calculate and enter the appropriate benefit progression start date. If the break is over 30 days, the employee's new benefit progression start date will be the new effective date for this rehire assignment.**

**LEAVE PROGRESSION START** – Enter the date (mm/dd/yy) that begins the counting period for an employee's leave tenure. If an employee has previously worked for the state, this date must be a calculated date that includes prior state tenure. For prior continuous service, enter the initial employment start date; for prior service, which included break(s), this date is calculated by subtracting the break period(s) from the total service.

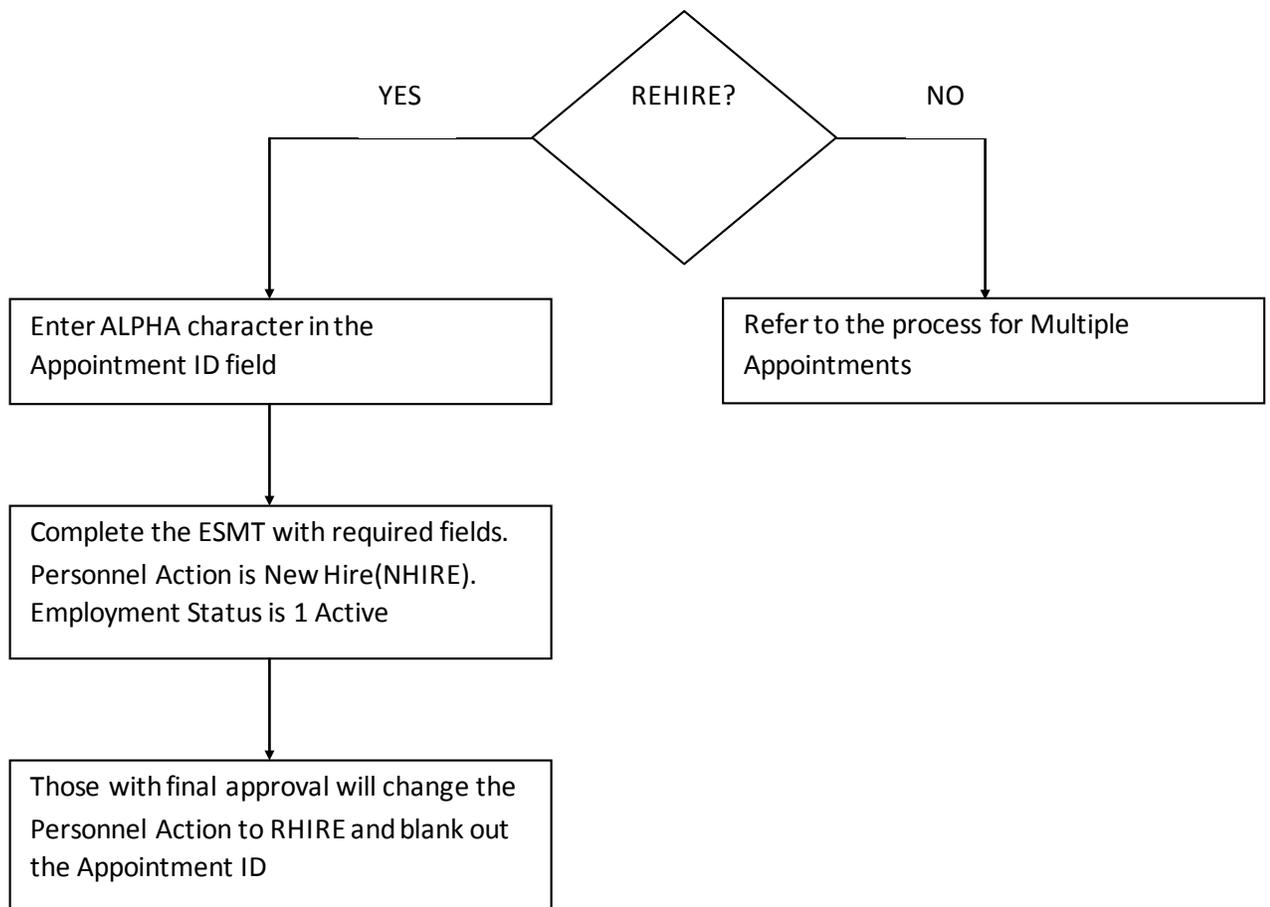
Confirm and/or modify any remaining fields as necessary. Be sure to check all panels for any changes that need to be made.

Complete the regular approval process.

# REHIRING WITHIN YOUR AGENCY—DIFFERENT ORGANIZATION

Open an ESMT and enter an individual's SSN in the Employee ID field and Display Browse Data

Message "ACTION NOT AUTHORIZED" will appear



# REHIRING A PREVIOUS EMPLOYEE

## SCENARIO 2: REHIRING WITHIN THE SAME AGENCY FROM A DIFFERENT ORGANIZATION

A person comes to work for your Organization. You determine through the interview process they are not currently employed by the state and their last job with the State of Missouri was with your agency but in a different organization. You will rehire this individual by doing the following steps.

Access an Employment Status Maintenance (ESMT).

### EMPLOYEE ID – STUDENT CARD.

Select **Display: Browse Data**.

You should receive the message "ACTION NOT AUTHORIZED". Since you know this is a rehire, complete all applicable fields on the ESMT for this individual.

Complete the following in these fields.

**APPOINTMENT ID** – Enter an **ALPHA Character** in this field. This indicates that this is a rehire position. DO NOT enter a numeric value in this field.

**EFFECTIVE DATE** – Enter the date the appointment would be effective.

**ORIGINAL APPT DATE** – Enter the initial date of the employee's employment with the state for this appointment. Note that if using a Personnel Action of "NHIRE", the **ORIGINAL APPT DATE** must match the **EFFECTIVE DATE**.

### Job Assignment Panel

**PERSONNEL ACTION** – Enter **NHIRE**. This will be changed to rehire before the final approval has been applied.

**PERSONNEL REASON** – Enter the appropriate personnel action reason.

**EMPLOYMENT STATUS** - Enter a **1**. This is the active employee status code.

**POSITION NUMBER** – Enter the position number for this assignment.

Continue with the editing and approval process.

For UCP Agencies, the third level of approval within your Agency will modify the following fields:

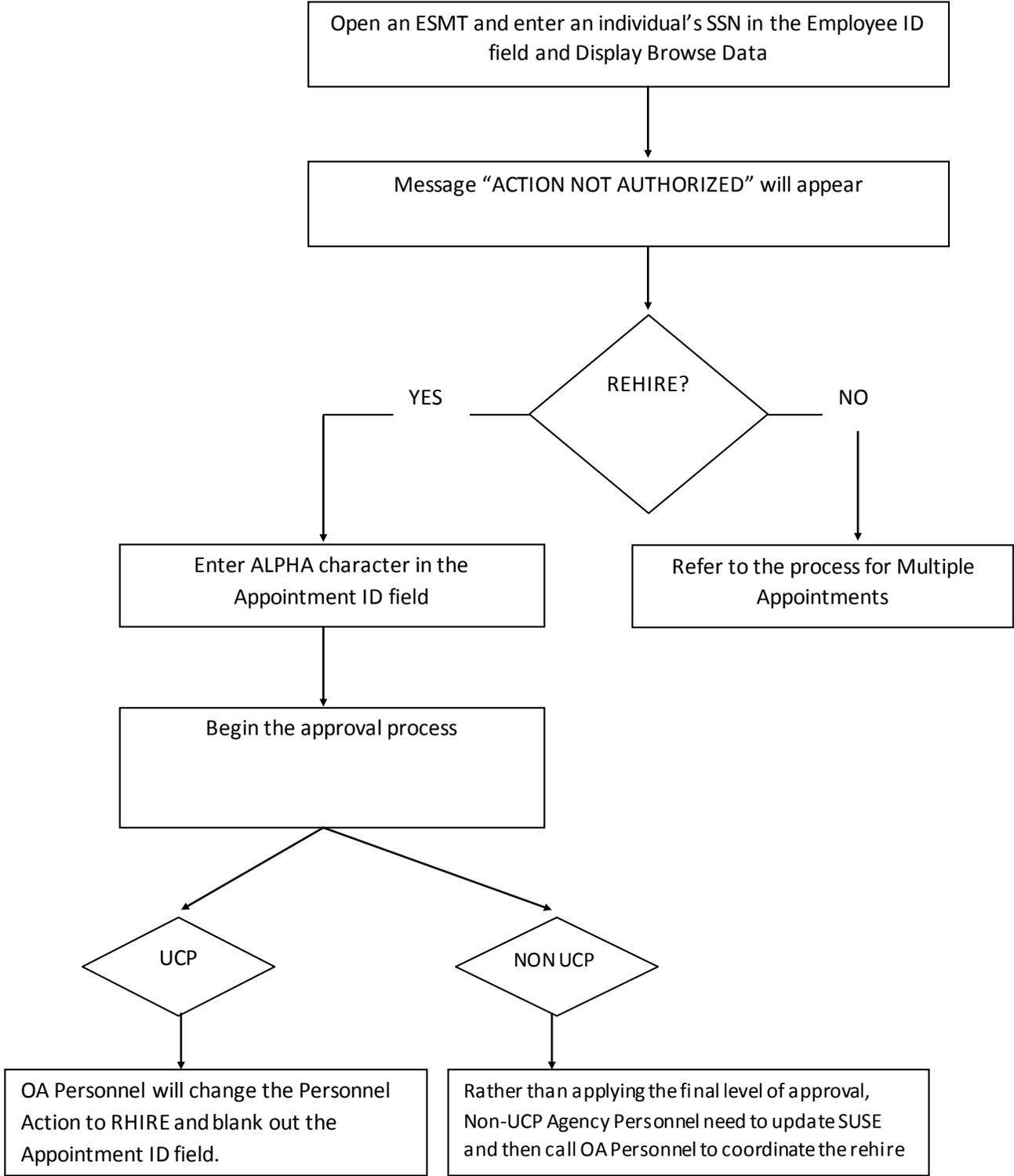
**APPOINTMENT ID** – Blank out this field. It is **CRITICAL** to blank out this field. Otherwise, the employee's assignment will be seen as a multiple appointment. All additional transactions to establish tax, health care, etc. would need to be modified later.

**PERSONNEL ACTION** – Change to **RHIRE** (Rehire).

The third level of approval will then be applied. It will continue through the regular processing cycle.

For Non-UCP Agencies, the final level of approval within your Agency would complete the above process.

# REHIRING FROM A DIFFERENT AGENCY



# **REHIRING A PREVIOUS EMPLOYEE**

## **SCENARIO 3, PART 1: REHIRING FROM ANOTHER AGENCY**

If you rehire a person whose last active appointment was with another Agency, you would complete the same steps listed in Scenario 2 except for the final approval process.

### **UCP Agencies**

For rehires from another Agency, OA Personnel will blank out the Appointment ID field and change the Personnel Action to Rehire. They will also apply the final approvals.

### **Non-UCP Agencies**

The agency will update the SUSE window and contact OA Personnel. OA Personnel will need to blank out the Appointment ID field and change the Personnel Action to Rehire and apply the final approval.

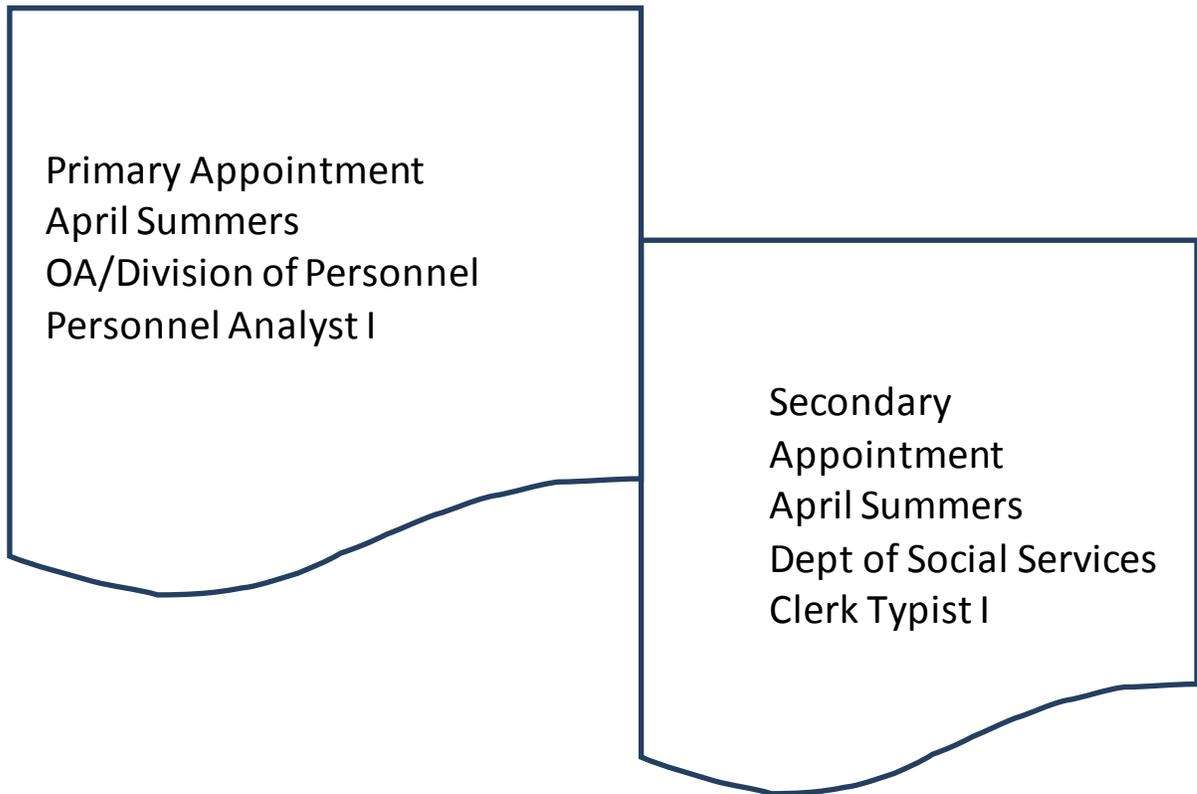
**NOTE: Do not apply the final level of approval before contacting OA Personnel**

## **TOPIC 8 - MULTIPLE APPOINTMENTS**

The purpose of this topic is to explain how to establish an employee who holds other appointments within the State of Missouri. Some employees may hold more than one position with the State of Missouri. The first, original appointment (position) with the State of Missouri is considered to be the employee's primary appointment. If the employee is hired with another agency while still holding their primary appointment, then the second position is considered to be the employee's secondary appointment.

In some cases, an employee may terminate their primary appointment with the State of Missouri. If the employee still holds their secondary appointment then this appointment needs to be moved to the employee's primary appointment. We will cover this scenario as well.

# MULTIPLE APPOINTMENTS



NOTE: The subtitle of an employee that has or has previously had more than one appointment with the State of Missouri must be 1M. The employee will still have to have FLSA and State compensatory time calculated manually.

# ESTABLISHING MULTIPLE APPOINTMENTS

When an employee is hired within the State of Missouri, an Employment Status Maintenance (ESMT) transaction is completed. If the employee did not let the hiring Agency know that he/she holds another appointment with the State of Missouri, then when updating the ESMT the hiring Agency will receive an error message that reads “ACTION NOT AUTHORIZED” or “DUPS EXISTING APPT”. This error means that the employee is currently associated with another Agency. The hiring Agency will need to verify if the employee is currently working for the State or has previously worked for the State. If the employee notifies the hiring Agency that he/she holds another appointment with the State of Missouri, then the hiring Agency will need to establish this position as a secondary appointment.

When an employee holds multiple appointments, all automatic compensatory time (FLSA and state) accruals must be turned off. Any compensatory time accrued in either position would need to be entered on a timesheet using the appropriate accrual event codes. This process is discussed in the Timekeeping for Multiple Appointment topic in the Time and Leave manual.

If the employee does hold another appointment with the State of Missouri, then after completing the ESMT to establish the appointment, Non-UCP Agencies need to notify OA/Division of Personnel that they have established a multiple appointment. OA Personnel will then work with the Agency holding the primary position so that all automatic compensatory time accruals have been turned off. Since OA applies the final approvals on ESMT’s for UCP Agencies, they will coordinate notifying the primary appointment Agency automatically. If both appointments are within the same Agency, then ESMT’s updating both appointments can be completed by the Agency and routed through their normal approval process.

**NOTE: If the hiring Agency does not contact OA/Division of Personnel to set up the employee’s FLSA and Client profiles then the employee WILL NOT receive a paycheck or will receive an inaccurate paycheck.**

The following scenario describes how to set up an employee who holds another position with the State of Missouri.

# EMPLOYMENT STATUS MAINTENANCE (ESMT)

**ADVANTAGE Desktop - OA110 - [Employment Status Maintenance]**

File Edit Display Process Window Help

Employee ID: 010 - 51 - 0001    Appointment ID: 2    Alternate ID: [ ]

Prefix: [ ]    First: APRIL    Middle: [ ]    Last: SUMMERS    Suffix: [ ]

Effective Date: 12 / 30 / 00    Expiration Date: 99 / 99 / 99    Original Appt Date: 12 / 30 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Personnel Action / Reason: NHIRE / A05    Job Status: P    Employment Status: 1

Assignment Information:

Agency: 010    Organization: 2025    EEO Full-time:  Yes    Union Member:  Yes

Position Number: IN5W001    % Full-time: 1.0000     No     No

Table Driven Pay:  Use Table    Step: [ ]     N/A     N/A

Do Not Use Table    Union Affiliation: [ ]

Selection Required

Application Information:

Applicant ID: [ ]    Job Notice ID: [ ]

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# ESTABLISHING A MULTIPLE APPOINTMENT

Your Agency has hired April Summers for a part-time position. April has let you know that she is currently working for OA/Division of Personnel. You will need to complete an ESMT for this employee and confirm all of the employee's attributes and set up any deductions and benefits for this new position.

In order to establish a multiple appointment for an employee, we must first establish the employee in the system.

To open the ESMT from SAM II HR Desktop Navigator window, click on the Go To icon. Type **ESMT** in the "CODE". Click on the Open button.

Complete the following required fields in the Header portion of the ESMT.

**EMPLOYEE ID** – Required. **STUDENT CARD**.

Select **Display: Browse Data**.

If you receive the error message "INVALID EMPLOYEE ID", this tells you that the employee is not in SAM II HR.

If you receive the error message "ACTION NOT AUTHORIZED", this tells you that the employee is currently in SAM II HR. The employee may not be currently employed by the State of Missouri but has previously worked for the State of Missouri.

**APPOINTMENT ID** – Required. When processing a secondary appointment, a **NUMERIC** character must be entered to differentiate the two appointments that the employee holds.

**FIRST** – Required. **ENTER THE EMPLOYEE'S FIRST NAME**.

**LAST** – Required. **ENTER THE EMPLOYEE'S LAST NAME**.

**EFFECTIVE DATE** – Required. Enter the date (mm/dd/yy) the employee information is effective.

**ORIGINAL APPOINTMENT DATE** – Required. Enter the date (mm/dd/yy) of the employee's initial employment with the state. This is not a calculated date, as breaks in service are not considered.

Complete the following fields on the Job Assignment panel.

**PERSONNEL ACTION** – Required. Enter the appropriate personnel action code.

**PERSONNEL REASON** – Required. Enter the appropriate personnel reason code.

**JOB STATUS** – Required. Enter the job status code to indicate the status of the employee’s appointment (i.e., temporary, probationary, etc.).

**EMPLOYMENT STATUS** – Required. Enter the employee’s employment status code. A code of “1” indicates an Active Employee.

**AGENCY** – Required. Enter the code for the agency to which the employee reports.

**ORGANIZATION** – Required. Enter the code for the organization to which the employee reports.

**POSITION NUMBER** – Required. Enter the appropriate position number.

**% FULL-TIME** – Required. Enter the percent of full-time the employee works in this position.

**TABLE DRIVEN PAY** – Required. If “Use Table” or “Do Not Use Table” was selected on the Position Status Maintenance (PSMT) window, the information will infer from the PSMT. The “Use Table” option indicates that the employee’s base pay is table-driven (tied to a pay grid), such as UCP grid A, Highway Patrol grid D, Conservation grid, etc. If “Determine by Employee” was selected on the PSMT, the “Selection Required” field will infer on the ESMT, prompting the user to choose either “Use Table” or “Do Not Use Table,” whichever is applicable.

**STEP** – Conditional. Enter the employee’s pay step code if “Use Table” is selected under “Table Driven Pay”; otherwise this field is optional.

**EEO FULL-TIME** – Required. Select N/A if there is a secondary appointment ID in the “Appointment ID” field, as EEO information is reported only on the primary appointment. Default is N/A.

Complete the following fields on the Dates panel.

**PROBATION START** – Conditional. Required if Probation Required Flag on the Personnel Action (PACT) window for the specified Personnel Action is Yes; otherwise, this field is optional. Enter the start date of the employee's probation period, if applicable.

**PROBATION END** – Conditional. Required if Probation Start Date is entered; otherwise, leave blank. Enter the end date of the employee's probation period, if applicable.

**BENEFITS PROGRESSION START** – Required. This field will be used to determine employee eligibility for the MO State Employee Deferred Compensation (with match). SAM II will subtract the Benefits Progression Start date from the active pay period end date to determine if an employee qualifies for a match.

(Pending 1 year of continuous state service). This process will enroll the employee into this benefit match program. For employees with a break in service, agencies will need to calculate and enter the appropriate benefit progression start date.

**LEAVE PROGRESSION START** – Required. Enter the date (mm/dd/yy) that begins the counting period for an employee’s leave tenure. If an employee has never worked for a state agency, this would be their initial start date. If an employee has previously worked for the state, this date must be a calculated date that includes prior state tenure. For prior continuous service, enter the initial employment start date; for prior service, which included break(s), this date is calculated by subtracting the break period(s) from the total service.

Update and verify the fields on the Assignment Attributes panel.

**PAYROLL NUMBER** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's payroll number code to override the Payroll Number inferred from the PSMT.

**TITLE** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's title code. The title input must be either identical to the title on the PSMT or in the same “Title Category” in which the title from the PSMT resides. Valid values are located on the Title (TITL) window.

**SUB-TITLE:** Required. Replace the current sub-title with **1M**. **ALWAYS** use this sub-title. This is the sub-title that has been created for multiple appointments.

The 1M sub-title has been established with a Pay Policy, Leave Policy, and Deduction (Benefits) Policy of STAND. If the employee is eligible for a Pay, Leave, or Deduction (Benefits) Policy other than STAND, this would need to be changed in the appropriate field in the Overrides area.

**PAY CLASS** – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's pay class code (i.e., hourly/positive pay, salaried/exception pay, etc.) to override the pay class inferred from the PSMT. Valid values are located on the Pay Class (PYCL) window.

**Overrides View**

**PAY POLICY:** Enter a value in this field if the employee is eligible for a Pay Policy that is **not** the STAND pay policy.

**LEAVE POLICY:** Enter a value in this field if the employee is eligible for a Leave Policy that is **not** the STAND leave policy.

# ESTABLISHING A MULTIPLE APPOINTMENT

Continue to Update and verify the fields on the Assignment Attributes panel.

**BENEFITS POLICY:** Enter a value in this field if the employee is eligible for a Deduction Policy that is **not** the STAND deduction policy.

**FLSA:** Select the **EXEMPT** option. **ALWAYS** select the **EXEMPT** option.

Remember that when you update the ESMT, all of the applicable position information is inferred from the PSMT.

Enter any pay events associated with this position on the Pay Parameters panel.

Populate the following field on the Certificate/Remark panel.

**REMARKS** –Required. Enter remarks to record the position that the employee currently holds.

Complete the normal editing and approval process.

Non-UCP Agencies Only—Notify OA Division of Personnel that you have established this multiple appointment. They will coordinate changing the primary appointment information with the Agency that holds that primary appointment.

## **Primary Appointment Agency**

The primary appointment Agency would update an ESMT for that employee changing the information on the ASSIGNMENT ATTRIBUTES panel in the same manner as the secondary appointment.

If the same Agency holds both the primary and secondary (or all multiple) appointments, they can complete an ESMT for each appointment to establish and update the appropriate information.

**NOTE: If the federal and state compensatory processes are set in both positions so that accruals are automatic, the employee WOULD NOT receive a paycheck after payroll is run.**

# MOVING A SECONDARY APPOINTMENT TO A PRIMARY APPOINTMENT

When an employee who holds multiple appointments terminates employment from their primary appointment, the secondary appointment needs to be changed to become their new primary appointment. Also, if a secondary appointment's FTE percentage is greater than the primary appointments FTE, the primary appointment and secondary appointment need to be switched. For example, Jenny Grant resigns her primary appointment with OA/Division of Personnel, but keeps her secondary appointment with Social Services. This makes Social Services her primary appointment. Social Services will need to change Jenny's information in SAM II HR.

**Step 1** Social Services would need to complete an ESMT as outlined in the Rehiring an employee that terminated from another agency or Rehiring an employee that terminated within the same agency Policy and Procedure. This process would move Jenny's secondary appointment to her primary appointment.

As a result of this change, Jenny only has one appointment with the State of Missouri. The sub-title on her Social Services position would be modified so that FLSA and State compensatory accruals would be "turned on" again. Timekeepers would no longer manually calculate and accrue compensatory time. They would enter time for Jenny the same as any other non-multiple appointment employee. The system would automatically calculate and accrue compensatory time.

**Step 2** Once the ESMT has been processed and approved, the Leave Balances that need to be brought over from Jenny's secondary position would be processed through Leave Accrual (LEAV) documents. Social Services will need to process a LEAV document with negative accruals to subtract the hours from the secondary Appointment ID and another LEAV document will need to be processed to accrue the employee's time to the new primary appointment. Since Jenny will not lose Sick Leave, the Sick Leave balance from Jenny's secondary appointment will add to her Sick Leave balance in her new primary appointment. Listed below are the appropriate leave event codes to transfer leave balances:

SLXFR	TRANSFER OF SICK LEAVE
SCXFR	XFR STATE COMP TO PRIMARY JOB
HCXFR	XFR HOL COMP TO PRIMARY JOB
FCXFR	XFR FED COMP TO PRIMARY JOB
ALXFR	TRANSFER OF ANNUAL LEAVE

# MOVING A SECONDARY APPOINTMENT TO A PRIMARY APPOINTMENT

**Step 3:** You will need to do the following for the employee's deductions and benefits.

- Confirm that all the employee's personal information, deductions, and benefits that were valid for the employee's original primary appointment apply to the "new" primary appointment.
- Establish any new deductions and benefits that the employee wants.
- Expire all of the deductions and benefits from the secondary appointment.

How to establish deductions and benefits for an employee will be covered in the Deductions and Benefits course. Refer to the Policies and Procedures for enrolling employees into benefits and establishing their deductions.

## **TOPIC 9: USER DEFINED WINDOWS**

The purpose of this topic is to provide an overview of the nine User Defined windows that can track additional employee information. These windows allow agencies to record additional information that is not captured elsewhere in SAM II HR. Each of the User Defined Windows 1-7 (USR1-7) contains fields that are used to record special conditions and specific information associated with an employee, such as tickler dates for certain personnel/payroll actions or dates needed to calculate service tenure.

# USER DEFINED WINDOW 1 (USR1)

**User Defined Window 1**

AGENCY SERVICE DATES

Name: WILLIS, MIKE

Employee ID: 010 - 51 - 0150      Appointment ID:

Effective Date: 08 / 24 / 00      Expiration Date: / /

TOTAL STATE SERVICE (MMDDCCYY)	04252000
AGENCY SERVICE (MMDDCCYY)	04252000
USR1 FIELD 3 (MMDDCCYY)	
USR1 FIELD 4 (MMDDCCYY)	
USR1 FIELD 5 (MMDDCCYY)	
USR1 FIELD 6 (MMDDCCYY)	
USR1 FIELD 7 (MMDDCCYY)	
USR1 FIELD 8 (MMDDCCYY)	
USR1 FIELD 9 (MMDDCCYY)	
USR1 FIELD 10 (MMDDCCYY)	
USR1 FIELD 11 (MMDDCCYY)	
USR1 FIELD 12 (MMDDCCYY)	

## **USING A USER DEFINED WINDOW?**

On occasion you might not find a field anywhere in any of the transactions we've talked about to track something your agency wants to track. In these situations you can use one of the nine user defined windows to track that important employee information.

Each of the User Defined Windows 1-7 (USR1-7) contains fields in which to record special conditions and specific information associated with an employee.

User Defined Windows 1 and 2 (USR1 and USR2) have fields that have been predefined by SAM II HR System. Even though these two windows look exactly like the other five, SAM II HR System has determined what type of information should be entered into the fields on these windows. This allows for similar types of information to be entered statewide on these two windows.

User Defined Windows 3 through 7 (USR3 – USR7) can be designed at the discretion of your agency to capture desired information.

Let's take a look at USR1 and USR2.

# USER DEFINED WINDOW 1 (USR1)

The User Defined Window 1 (USR1) contains twelve fields, and is specifically designed to record dates. The first field is established to track the employee's total state service; the second field is to track service within the agency. Agencies are encouraged to utilize the first and second fields of this window by entering information as instructed below.

Let's look at the User Defined Window 1 (USR1).

To open USR1 from the SAM II Desktop Navigator window, click on the Go To icon. Type USR1 in the "CODE". Click on the Open button.

Let's look at the fields to gain an understanding of each.

**NAME** – Inferred. Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Required. Enter the employee's social security number. Type 010-51-0150.

Select **Display: Browse Data**.

Populate the remaining fields on the USR1.

**APPOINTMENT ID** – Conditional. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.

**EFFECTIVE DATE** – Required. Enter the date the employee information is effective.

**EXPIRATION DATE** – Required. If you leave this field blank, it will default to 99/99/99. If an employee is inactivated on the ESMT, this date must be changed to reflect the employee inactivation date.

**TOTAL STATE SERVICE** – Optional. Enter employee's initial state service date (mm/dd/yyyy) in the first of the twelve available fields. If the employee has not previously worked for another state agency, this would be their initial start date. If the employee has prior state service, this date is calculated to include such service. For prior continuous state service, enter the initial employment start date; for prior service that included break(s), this date would be calculated by subtracting the break period(s) from the total service.

**AGENCY SERVICE** – Optional. Enter employee's agency hire date (mm/dd/yyyy) in the second of the twelve available fields. If the employee has prior agency service, this date is calculated to include such service.

## USER DEFINED WINDOW 1 (USR1)

The ten remaining fields on the USR1 are also designed to record dates and are optional for agency use. These fields may be used at an agency's discretion to track dates specific to particular events or actions associated with an employee, such as eligibility dates for particular advancements, reclassifications, time in class, etc. If an agency chooses to use the discretionary fields, they must specifically and consistently use the same fields to capture the same type of information. For instance, if the third field is intended to record salary advancement eligibility, that field must be used for that purpose for all employees in the agency.

After completing the USR1 window you need to select **Process: Update** to successfully add the transaction.

# USER DEFINED WINDOW 2 (USR2)

**User Defined Window 2**

AGENCY TICKLER

Name: GRANT, JENNY S

Employee ID: 040 - 31 - 0001      Appointment ID:

Effective Date: 08 / 24 / 00      Expiration Date: / /

TICKLER DATE #1 (MMDDCCYY)	08242000
TICKLER DATE REASON #1	PAY PROGRESSION
TICKLER DATE #2 (MMDDCCYY)	02012001
TICKLER DATE REASON #2	WITHIN GRADE INCREASE
TICKLER DATE #3 (MMDDCCYY)	08242001
TICKLER DATE REASON #3	RECLASSIFICATION
TICKLER DATE #4 (MMDDCCYY)	
TICKLER DATE REASON #4	
TICKLER DATE #5 (MMDDCCYY)	
TICKLER DATE REASON #5	
TICKLER DATE #6 (MMDDCCYY)	
TICKLER DATE REASON #6	

## USER DEFINED WINDOW 2 (USR2)

The User Defined Window 2 (USR2) contains twelve fields, and is specifically designed for tickler dates and reasons. The fields will be identified as “Tickler #1” and “Tickler Date Reason #1”, through “Tickler #6” and “Tickler Date Reason #6”. Agencies that choose to utilize this window must internally define their uses for each of the fields on this window, and consistently use the fields for the specified purpose for all employees in the agency. Let’s look at the User Defined Window 2 (USR2).

To open USR2 from the SAM II Desktop Navigator window, click on the Go To icon. Type USR2 in the “CODE”. Click on the Open button.

Let’s look at the fields to gain an understanding of each.

**NAME** – Inferred. Displays the employee’s full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Required. Enter the employee’s social security number. Type SEE STUDENT DATA CARD.

Select **Display: Browse Data**.

**APPOINTMENT ID** – Conditional. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee’s primary appointment.

**EFFECTIVE DATE** – Required. Enter the date the employee information is effective.

**EXPIRATION DATE** – Required. If you leave this field blank, it will default to 99/99/99. If an employee is inactivated on the ESMT, this date must be changed to reflect the employee inactivation date.

**TICKLER #1** – Optional. Leave blank or enter the date (mm/dd/ccyy) to indicate when further action regarding an employee is required.

**TICKLER DATE REASON #1** – Optional. Enter the reason of the action.

**TICKLER #2** – Optional. Leave blank or enter the date (mm/dd/ccyy) to indicate when further action regarding an employee is required.

**TICKLER DATE REASON #2** – Optional. Enter the reason of the action.

**TICKLER #3** – Optional. Leave blank or enter the date (mm/dd/ccyy) to indicate when further action regarding an employee is required.

**TICKLER DATE REASON #3** – Optional. Enter the reason of the action. After completing the USR2 window you need to select **Process: Update** to successfully add the transaction.

## USER DEFINED WINDOW 3 (USR3)

The screenshot displays a window titled "User Defined Window 3" with a cyan header bar containing the text "AGENCY INFORMATION 3". Below the header, the form contains the following fields:

Name	JACOBSEN, JENNY S		
Employee ID	040 - 31 - 0001	Appointment ID	<input type="checkbox"/>
Effective Date	04 / 25 / 00	Expiration Date	/ /
	USR3 FIELD 1 (30AN)	<input type="text"/>	
	USR3 FIELD 2 (30AN)	<input type="text"/>	
	USR3 FIELD 3 (30AN)	<input type="text"/>	
	USR3 FIELD 4 (30AN)	<input type="text"/>	
	USR3 FIELD 5 (30AN)	<input type="text"/>	
	USR3 FIELD 6 (30AN)	<input type="text"/>	
	USR3 FIELD 7 (30AN)	<input type="text"/>	
	USR3 FIELD 8 (30AN)	<input type="text"/>	
	USR3 FIELD 9 (30AN)	<input type="text"/>	
	USR3 FIELD 10 (30AN)	<input type="text"/>	
	USR3 FIELD 11 (30AN)	<input type="text"/>	
	USR3 FIELD 12 (30AN)	<input type="text"/>	

The User Defined Windows 3 through 7 (USR3 – USR7) can be individually designed at the discretion of each agency to capture desired information. Agencies that choose to utilize these windows must internally define their uses for each field on the windows, and consistently use the fields for the specified purpose for all employees in the agency. If the fields are used, enter your assigned agency identification code as the first character of information put in any field.

**NOTE:** Information entered on USR1-USR7 windows are tied to the Employee ID and Appointment ID, if applicable. For this reason, agencies may choose to expire the information on these windows at the time of an employee's separation to another agency. To expire the information, enter the appropriate date in the Expiration Date field. The receiving agency will populate the fields according to their specified purposes.

## **TOPIC 10: EMPLOYEE MAINTENANCE INQUIRIES AND REPORTS**

The final topic in the Employee Maintenance course is material on Inquiry windows. Inquiries provide the user with the ability to look up information about a particular employee and to verify entered information. The purpose of this course is to learn the processes necessary to obtain summary/detailed information regarding employees.

# Employee Maintenance Inquiries and Reports

Inquiries provide management reports for easy viewing of pertinent information. Some inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows. Inquiry windows are used to view information only. They cannot be used to update the database. Another important aspect of inquiry windows is that it utilizes an idea called “Real Time”. Real Time is the idea that when an action is taken that impacts an Inquiry, its effects are immediately activated in SAM II HR as long as the information has been accepted and updated the database.

- Employee Roster by Employee Name (QXRF)
- Employee Roster by Employee ID (QXR2)
- Employee Roster by Employee Social Security Number (QXR4)
- Employee Roster by Pay Location (QXR5)
- Employee Roster by Agency and Organization (QXR6)
- Issued Check/Advices (QISS)
- Payroll Check Status Inquiry (QCHK)
- Employee Pay Rate History Inquiry (QRTE)
- Employee Pay Summary Inquiry (QPSM)
- Employment Verification Inquiry (QVER)
- Leave Usage and Accrual by Month Inquiry (QLAU)
- Employee Leave Activity Inquiry (QLDT)
- Employee Leave Balance Inquiry (QLBL)
- Employee Monthly Service Hours Inquiry (QSVM)
- Historical Name Change Cross-Reference Inquiry (QNCX)
- Employment Status Maintenance Log Detail Inquiry (QESD)
- County by Name (QCTY)
- Employee Service History (QEHS)
- Employee Service History Detail (QEHD)

# EMPLOYEE ROSTER BY EMPLOYEE NAME (QXRF)

Employee Roster by Employee Name										
	Employee Name	Employee ID	Alternate ID	Appointmen ID	Status	Title	Agency	Organization	Pay Location	work Location
1	BAVARO, JOLYN K	000 12 0000			1	000312	375	1375	8C19E2	8C19E2
2	BLANFORD, JIM K	000 00 0017			1	000413	375	1375	8C19E2	8C19E2
3	CHAPPEL, GLORIA H	000 23 0000			1	009700	375	1375	8C19E2	8C19E2
4	COMPTON, MARILYN N	000 22 0000			1	009707	375	1375	8C19E2	8C19E2
5	COUCHMAN, DALA E	000 18 0000			1	000413	375	1375	8C19E2	8C19E2
6	DELAHANTY, LUCIEN M	000 00 0003			1	000023	375	1375	8C19E2	8C19E2
7	DISCHER, FUMIKO G	000 17 0000			1	000413	375	1375	8C19E2	8C19E2
8	DRAY, MURRAY N	000 00 0007			1	000412	375	1375	8C19E2	8C19E2
9	DULIN, GARY H	000 00 0008			1	000412	375	1375	8C19E2	8C19E2
10	EATON, GILBERTO H	000 00 0004			1	000023	375	1375	8C19E2	8C19E2
11	EHRlich, ERASMO F	000 00 0005			1	000004	375	1375	8C19E2	8C19E2
12	EMBERTON, STACY T	000 00 0010			1	000502	375	1375	8C19E2	8C19E2
13	FAHEY, DEAN E	000 00 0006			1	000004	375	1375	8C19E2	8C19E2
14	ELAVIN, MANDIN	000 04 0000			1	000023	375	1375	8C19E2	8C19E2

## **EMPLOYEE ROSTER BY NAME (QXRF)**

The QXRF is an on-line window that displays a list of all employees and basic information sorted in alphabetical order by employee name. The employee's name is the main character that allows you to access information on this window.

To open the QXRF from the SAM II Desktop Navigator window, click on the GO TO icon. Type QXRF in the "CODE". Select OPEN.

Select **DISPLAY: BROWSE DATA** to display employee records.

Let's look at the fields to gain an understanding of each.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – The employee's ID is displayed.

**ALTERNATE ID** – The employee's alternate ID, if any, is displayed.

**APPOINTMENT ID** – If the employee holds more than one position, an appointment ID is assigned to identify the secondary appointment. If this field is blank, the employee data pertains to the employee's primary appointment.

**STATUS** – The employee's employment status is displayed.

**TITLE** – The employee's title is displayed.

**AGENCY** – The agency (i.e., operating entity) the employee reports to is displayed.

**ORGANIZATION** – The organization the employee reports to is displayed.

**PAY LOCATION** – The location where the employee's paycheck is delivered is displayed.

**WORK LOCATION** – The location where the employee works is displayed.

# EMPLOYEE ROSTER BY EMPLOYEE ID (QXR2)

Employee Roster by Employee ID										
	Employee ID	Employee Name	Alternate ID	Appointmen ID	Employment Status	Title	Agency	Organization	Pay Location	work Location
1	000040000	FLAVIN, MANDIN			1	000023	375	1375	8C19E2	8C19E2
2	000050000	SUTTON, SHAKIA T			1	000004	375	1375	8C19E2	8C19E2
3	000060000	RIPPEL, ALAINA B			1	000004	375	1375	8C19E2	8C19E2
4	000070000	MONDRAGON, NATALIE O			1	000412	375	1375	8C19E2	8C19E2
5	000080000	NAIL, JAQUELYN K			1	000412	375	1375	8C19E2	8C19E2
6	000090000	PECK, FELICA G			1	000502	375	1375	8C19E2	8C19E2
7	000100000	MARCHETTI, SALLY T			1	000502	375	1375	8C19E2	8C19E2
8	000110000	SHER, GIDGET H			1	000312	375	1375	8C19E2	8C19E2
9	000120000	BAVARO, JOLYN K			1	000312	375	1375	8C19E2	8C19E2
10	000130000	SAUNDERS, PAULETTA Q			1	008037	375	1375	8C19E2	8C19E2
11	000140000	THIEME, CHANDRA D			1	008037	375	1375	8C19E2	8C19E2
12	000150000	WARR, GUDRUN H			1	000402	375	1375	8C19E2	8C19E2
13	000160000	GASTON, FRIDA G			1	000402	375	1375	8C19E2	8C19E2
14	000170000	DISCHER, FUMIKO G			1	000413	375	1375	8C19E2	8C19E2

# EMPLOYEE ROSTER BY ID (QXR2)

The QXR2 is an on-line window that displays a list of all employees and basic information for each employee sorted by employee ID. The Employee's ID is the main character that allows you to access information on this screen.

To open the QXR2 from the SAM II Desktop Navigator window, click the GO TO icon. Type QXR2 in the "CODE". Select OPEN.

Select **DISPLAY: BROWSE DATA** to display employee records.

Let's look at the fields to gain an understanding of each.

**EMPLOYEE ID** -Displays the employee's social security number. The social security number can be entered to access information specific to a particular employee.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**TITLE** – Displays the employee's title.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGANIZATION** – Displays the organization to which the employee reports.

**PAY LOCATION** – Displays the location where the employee's paycheck is delivered.

**WORK LOCATION** – Displays the location where the employee works.

# EMPLOYEE ROSTER BY SOCIAL SECURITY NUMBER (QXR4)

Employee Roster by Social Security Number										
	SSN	Employee Name	Employee ID	Appointment ID	Employment Status	Title	Agency	Organization	Pay Location	work Location
1	000000001	GRAGG, ABRAM B	000 00 0001		1	000627	375	1375	8C19E2	8C19E2
2	000000002	SESTER, LAUREN M	000 00 0002		1	000627	375	1375	8C19E2	8C19E2
3	000000003	DELAHANTY, LUCIEN M	000 00 0003		1	000023	375	1375	8C19E2	8C19E2
4	000000004	EATON, GILBERTO H	000 00 0004		1	000023	375	1375	8C19E2	8C19E2
5	000000005	EHRlich, ERASMO F	000 00 0005		1	000004	375	1375	8C19E2	8C19E2
6	000000006	FAHEY, DEAN E	000 00 0006		1	000004	375	1375	8C19E2	8C19E2
7	000000007	DRAY, MURRAY N	000 00 0007		1	000412	375	1375	8C19E2	8C19E2
8	000000008	DULIN, GARY H	000 00 0008		1	000412	375	1375	8C19E2	8C19E2
9	000000009	TENORIO, TEDDY U	000 00 0009		1	000502	375	1375	8C19E2	8C19E2
10	000000010	EMBERTON, STACY T	000 00 0010		1	000502	375	1375	8C19E2	8C19E2
11	000000011	SPENGLER, NELSON O	000 00 0011		1	000312	375	1375	8C19E2	8C19E2
12	000000012	SAAR, JEROME K	000 00 0012		1	000312	375	1375	8C19E2	8C19E2
13	000000015	WITHERSPOON, GAVIN H	000 00 0015		1	000402	375	1375	8C19E2	8C19E2
14	000000016	SIMONDE, FELIPE G	000 00 0016		1	000402	375	1375	8C19E2	8C19E2

# **EMPLOYEE ROSTER BY EMPLOYEE SOCIAL SECURITY NUMBER (QXR4)**

The QXR4 is an on-line window that displays a list of all employees and basic information sorted by employee's social security number. The employee's social security number is the main character that allows you to access information on this window.

To access the QXR4, click the Go To icon. Type QXR4 in the text box below the *Code* column. Select OPEN.

Select **DISPLAY: BROWSE DATA** to display employee records.

Let's look at the fields to gain an understanding of each.

**SSN** -An employee's social security number can be entered to access a specific employee's information. Displays the employee's social security number.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Displays the employee's ID (social security number).

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**TITLE** – Displays the employee's title.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGANIZATION** – Displays the organization to which the employee reports.

**PAY LOCATION** – Displays the location where the employee's paycheck is delivered.

**WORK LOCATION** – Displays the location where the employee works.

# EMPLOYEE ROSTER BY PAY LOCATION (QXR5)

Employee Roster by Pay Location										
	Pay			Alternate Appointmen						work
	Locator	Employee Name	Employee ID	ID	ID	Status	Title	Agency	Orgn	Locator
1	8C19E2	GRAGG, ABRAM B	000 00 0001			1	000627	375	1375	8C19E2
2	8C19E2	MARCHETTI, SALLY T	000 10 0000			1	000502	375	1375	8C19E2
3	8C19E2	MATSUO, BARBERA C	000 01 0000			1	000627	375	1375	8C19E2
4	8C19E2	MCCRUM, LEESA M	000 20 0000			1	009811	375	1375	8C19E2
5	8C19E2	MINK, JENI K	000 19 0000			1	009811	375	1375	8C19E2
6	8C19E2	MONDRAGON, NATALIE O	000 07 0000			1	000412	375	1375	8C19E2
7	8C19E2	NAIL, JAQUELYN K	000 08 0000			1	000412	375	1375	8C19E2
8	8C19E2	PANEILA, AILEEN B	000 02 0000			1	000627	375	1375	8C19E2
9	8C19E2	PECK, FELICA G	000 09 0000			1	000502	375	1375	8C19E2
10	8C19E2	PIRO, FRANCISCA G	000 03 0000			1	000023	375	1375	8C19E2
11	8C19E2	RIPPEL, ALAINA B	000 06 0000			1	000004	375	1375	8C19E2
12	8C19E2	SAAR, JEROME K	000 00 0012			1	000312	375	1375	8C19E2
13	8C19E2	SAUNDERS, PAULETTA Q	000 13 0000			1	008037	375	1375	8C19E2
14	8C19E2	SCOGGINS, BEAU C	000 00 0018			1	000413	375	1375	8C19E2

# EMPLOYEE ROSTER BY PAY LOCATION (QXR5)

The QXR5 is an on-line window that displays a list of all employees and basic information sorted by employee's pay location codes, then alphabetically by employee's name. The pay location code is the main character that allows you to access information on this window.

To access the QXR5, click the Go To icon. Type QXR5 in the text box below the Code column header. Select Open.

Select **DISPLAY: BROWSE DATA** to display employee records.

Let's look at the fields to gain an understanding of each.

**PAY LOCATION** -Displays all pay locations. A pay location can be entered to access information specific to that location.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Displays the employee's ID.

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**STATUS** – Displays the employee's employment status.

**TITLE** – Displays the employee's title.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGN** – Displays the organization to which the employee reports.

**WORK LOCATION** – Displays the location where the employee works.

# EMPLOYEE ROSTER BY AGENCY AND ORGANIZATION (QXR6)

Employee Roster by Agency and Organization										
	Agency	Orgn	Employee Name	Employee ID	Alternate Appointmen		Status	Title	Pay	work
					ID	ID			Locator	Locator
1	375	1375	GRAGG, ABRAM B	000 00 0001			1	000627	8C19E2	8C19E2
2	375	1375	MARCHETTI, SALLY T	000 10 0000			1	000502	8C19E2	8C19E2
3	375	1375	MATSUO, BARBERA C	000 01 0000			1	000627	8C19E2	8C19E2
4	375	1375	MCCRUM, LEESA M	000 20 0000			1	009811	8C19E2	8C19E2
5	375	1375	MINK, JENI K	000 19 0000			1	009811	8C19E2	8C19E2
6	375	1375	MONDRAGON, NATALIE O	000 07 0000			1	000412	8C19E2	8C19E2
7	375	1375	NAIL, JAQUELYN K	000 08 0000			1	000412	8C19E2	8C19E2
8	375	1375	PANEILA, AILEEN B	000 02 0000			1	000627	8C19E2	8C19E2
9	375	1375	PECK, FELICA G	000 09 0000			1	000502	8C19E2	8C19E2
10	375	1375	PIRO, FRANCISCA G	000 03 0000			1	000023	8C19E2	8C19E2
11	375	1375	RIPPEL, ALAINA B	000 06 0000			1	000004	8C19E2	8C19E2
12	375	1375	SAAR, JEROME K	000 00 0012			1	000312	8C19E2	8C19E2
13	375	1375	SAUNDERS, PAULETTA Q	000 13 0000			1	008037	8C19E2	8C19E2
14	375	1375	SCOGGINS, BEAU C	000 00 0018			1	000413	8C19E2	8C19E2

# EMPLOYEE ROSTER BY AGENCY AND ORGANIZATION (QXR6)

The QXR6 is an on-line window that displays a list of all employees and basic information sorted by Agency/Organization order, then alphabetically by employee name. The Agency/Organization is the main character that allows you to access information on this window

To access the QXR6, use the GO TO icon. Type QXR6 in the text box below the Code column header. Select Open.

Enter an agency number in the **AGENCY** field to begin the list at a specific pay location. Select **DISPLAY: BROWSE DATA** to display employee records.

Let's look at the fields to gain an understanding of each.

**AGENCY** -Displays the agency; however, based on the security levels established, an agency can be entered to access information for employees in that specific agency.

**ORGN** – Displays the organization; however, based on the security levels established, an organization can be entered to access information for employees in that specific organization.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Displays the employee's social security number.

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**STATUS** – Displays the employee's employment status.

**TITLE** --Displays the employee's title.

**PAY LOCATION** – Displays the employee's pay location.

**WORK LOCATION** – Displays the employee's work location.

# EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

Employee Pay Rate History Inquiry													
Name		BAVARO, JOLYN K											
Employee ID		000 -12 - 0000		Appointment ID									
Selection Date		05 / 01 / 14		Pay Type									
	Effective Date	Expiration Date	Personnel Action	Employment Status	Title / Sub-title	Table Driver Pay	Grade	Step	Agency	Organization	Amount Basis	Pay Rate	Component Pay Type
1	08 01 13	05 01 14	NHIRE	1	000312 L2	N	A23		375	1375	H	16.9900	
2													
3													
4													
5													
6													
7													
8													
9													
10													

# EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

The Employee Pay Rate History Inquiry (QRTE) window displays detailed pay rate information for an employee. This window can also be used to scan an employee's pay progression.

To access the QRTE, use the GO TO icon. Type QRTE in the text box below the Code column header. Select Open.

Populate the following field to narrow your search on the QRTE window.

**NAME** – Inferred. Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Required. Enter the employee's social security number. Type SEE STUDENT DATA CARD

**APPOINTMENT ID** – Optional. If the employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.

**SELECTION DATE** – Optional. The current date is displayed; however, you may enter a date to retrieve information for a specific day.

**PAY TYPE** – Optional. You can enter a specific pay type to see the information for the current year or a specified year. Valid values are located on the Event Type (EVNT) window. The type of pay the employee received on the given date is displayed. If blank, only rates for base pay type are displayed.

Select **DISPLAY: BROWSE DATA** to display employee information.

**EFFECTIVE DATE** – The date data became effective is displayed.

**EXPIRATION DATE** – Displays the date data expires.

**PERSONNEL ACTION** – Displays the personnel action performed on the employee.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**TITLE/SUB-TITLE** – Displays the employee's title and sub-title, if applicable.

**TABLE-DRIVEN PAY** – Indicates if the employee's base pay is table driven.

**GRADE** – Displays the employee's pay grade.

**STEP** – Displays the employee's step.

**AGENCY** – Displays the agency the employee reports to.

**ORGANIZATION** – Displays the organization the employee reports to.

**AMOUNT BASIS** – Displays the amount basis the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

**PAY RATE** – Displays the pay rate for this event. If no pay rate can be found for the employee, asterisks are displayed for base pay.

**COMPONENT PAY TYPE** – Displays the component pay type associated with this pay event.

# EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

**Employee Pay Summary Inquiry**

Name:

Employee ID:  Selection Years: From  To

Pay Type:  Pay Category:

Total:

Year	Pay Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
1	00	PMEDI	MEDI FRNGPY	29.96	0.00	29.96	0.00	0.00
2	00	PCASI	QASDI FRNGPY	128.09	0.00	128.09	0.00	0.00
3	00	REGLR	REGULAR PAY	2,065.95	0.00	2,065.95	0.00	0.00
4								
5								
6								
7								
8								
9								
10								

# EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

The QPSM is an on-line window used to look up an employee's wages during a specified time period. This inquiry displays an employee's earnings for a calendar year as well as the breakdown of earnings by quarter. It is available for one or all of an employee's pay categories for multiple years, with the most recent year displayed first.

To access the QPSM, use the GO TO icon. Type QPSM in the text box below the Code column header. Select Open.

Populate the following field to narrow your search on the QPSM window.

**NAME** – Displays the employee's full name (last name, first name and middle initial).

**EMPLOYEE ID** -Required. Enter the employee's social security number. **SEE STUDENT DATA CARD**

**SELECTION YEARS: From** – Optional. Default is the current year. You can enter a year (yy) to start the display at a specific year. **To** – Optional. Default is the From year entry. You can enter a year (yy) to end the display at a specific year. You can only enter a value in this field if a value was entered in the From field.

**PAY TYPE** – Conditional. If Pay Category is entered, this field must be Not Applicable; otherwise, this field defaults to All Pay. You can enter a specific pay category type to view pay summaries for that type. Valid values are All Pay, Reimbursable Pay, Fringe Pay, Non-fringe Pay and Not Applicable.

**PAY CATEGORY** -Conditional. If Pay Type is entered, this field must be blank; optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the pay category of the employee's pay is displayed. If blank, all pay categories are displayed.

Select **DISPLAY: BROWSE DATA** to display employee information.

Let's look at the fields to gain an understanding of each.

**TOTAL** – The total amount of pay the employee earned over the selected years is displayed. This total is broken down into five amounts: total annual amount, total amount for the first quarter, total amount for the second quarter, total amount for the third quarter, and total amount for the fourth quarter. These totals represent the grand totals of all of the selected pay summary records, even if the pay summaries displayed are from multiple years. Therefore, each quarterly total represents the total amount the employee earned in that quarter over the selected years. The total annual amount is a sum of all four quarterly totals.

**YEAR** – Displays the year the following pay category was paid.

**PAY CATEGORY** – If Pay Type is entered, this field must be blank. Optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's pay is displayed. If blank, all pay categories are displayed.

**SHORT DESCRIPTION** – Displays the pay category code.

**ANNUAL AMOUNT** – Displays the total annual amount of the pay category for the year. If the current year is displayed the total is the pay total-to-date.

**FIRST QUARTER** – Displays the total accrued pay in the first quarter (the first three months) of the year.

**SECOND QUARTER** – Displays the total accrued pay in the second quarter of the year.

**THIRD QUARTER** – Displays the total accrued pay in the third quarter of the year.

**FOURTH QUARTER** – Displays the total accrued pay in the fourth quarter (the last three months) of the year.

# EMPLOYMENT VERIFICATION INQUIRY (QVER)

The screenshot shows the 'Employment verification inquiry' window. At the top, the title bar reads 'Employment verification inquiry'. Below the title bar, the following fields are populated:

- Name: BAVARO, JOLYN K
- Employee ID: 000 -12 - 0000
- Appointment ID: [Empty]
- Selection Date: 05 / 01 / 14
- Last Personnel Action: NHIRE NEW HIRE
- Last Personnel Reason: A13
- Effective Date: 08 / 01 / 13
- Expiration Date: 99 / 99 / 99

Below these fields are three tabs: 'Pay Rate', 'Employee Attributes', and 'Appointment Information'. The 'Employee Attributes' tab is selected. The data displayed in this tab is as follows:

Annual Hours	2080.0	Annual Rate	35,330
Hours Per Day	8.00000	Percent FTE	0.5
Base Rate	16,990.0	Amount Basis	H
Pay Policy	STAND	Grade	A23
Step	[Empty]		

At the bottom of the window, there are two summary sections:

Current Selection Year		Previous Selection Year	
Base	14	Base	13
Base Total	0.00	Base Total	0.00
Gross	14	Gross	13
Gross Total	0.00	Gross Total	0.00

The Employment Verification Inquiry (QVER) window is used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address and Employee Attribute windows.

To access the QVER, use the GO TO icon. Type QVER in the text box below the Code column header. Select Open.

Populate the following field to narrow your search on the QVER window.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** -Required. Enter the employee's identification number. SEE STUDENT DATA CARD

**APPOINTMENT ID** -Optional. If the employee holds more than one position, an Appointment ID is assigned to an employee to identify secondary appointments. If you leave this field is blank, the displayed employee data pertains to the employee's primary appointment. If you enter an ID in this field, the employee data pertains to the identified secondary appointment.

**SELECTION DATE** -Optional. Enter the date for which you want to view employee data. This field defaults to the system date.

Select **DISPLAY: BROWSE DATA** to display employee information.

**LAST PERSONNEL ACTION** – The last personnel action taken on the employee is displayed. Both the code and description are displayed.

**LAST PERSONNEL REASON** – The reason for the last personnel action taken on the employee is displayed.

**EFFECTIVE DATE** – The date the assignment became effective is displayed.

**EXPIRATION DATE** – The date the assignment expires is displayed.

## **PAY RATE**

The Pay Rate panel displays pay information for the employee.

**ANNUAL HOURS** – Displays the average number of hours the employee has been slated to work in the selection year.

**ANNUAL RATE** – Displays the employee's annual salary.

**HOURS PER DAY** – Displays the average number of hours the employee works per day for the given assignment.

**PERCENT FTE** – Displays the percentage of full time the employee works.

**BASE RATE** – Displays the employee's base rate of pay.

**AMOUNT BASIS** – Displays the amount basis for the base rate (i.e., annual, hourly, weekly, and daily).

**PAY POLICY** – Displays the employee's pay policy.

**GRADE** – Displays the employee's grade.

**STEP** – Displays the employee's step.

## **Current Selection Year:**

**BASE** – Displays the year of the selection date.

**BASE TOTAL** – Displays the employee's total base pay for the selection year.

**GROSS** – Displays the year of the selection date.

**GROSS TOTAL** – Displays the employee's total gross pay for the selection year.

**Previous Selection Year:**

**BASE** – Displays the year previous to the selection year.

**BASE TOTAL** – Displays total base pay for the year previous to the selection year.

**GROSS** – Displays the year previous to the selection year.

**GROSS TOTAL** – Displays the total gross pay for the year previous to the selection year.

**EMPLOYEE ATTRIBUTES**

The Employee Attributes panel displays basic employee information.

**TITLE** – Displays the employee's title.

**SUB-TITLE** – Displays the employee's subtitle.

**AGENCY** – Displays the employee's agency.

**ORGANIZATION** – Displays the employee's organization.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**PAY CLASS** – Displays the employee's pay class

**DEDUCTION POLICY** – Displays the employee's deduction policy.

**WORK LOCATION** – Displays the employee's work location.

**LEAVE POLICY** – Displays the employee's leave policy.

**FLSA PROFILE** – Displays the employee's FLSA profile code.

**UNION MEMBER** – If the employee is a member of a union, this field is selected; otherwise, the field is not selected.

**UNION** – If the employee belongs to a union, the union description is displayed.

**CIVIL SERVICE DESCRIPTION** – Displays the employee's civil service status description.

## **APPOINTMENT INFORMATION**

The Appointment Information panel displays detailed information regarding the employee's appointment.

**ORIGINAL APPOINTMENT DATE** – Displays the employee's original appointment date.

**ELAPSED TIME** – Displays the number of years and months between the selection date and the original appointment date.

**SERVICE HOURS** – Displays the actual number of hours the employee has worked in the year selected, if applicable.

**LEAVE PROGRESSION START DATE** – Displays the date the employee's leave progression began.

**ELAPSED TIME** – Displays the number of years and months between the selection date and the leave progression start date.

**PAY PROGRESSION START DATE** – Displays the date the employee's pay progression began.

**ELAPSED TIME** – Displays the number of years and months between the selection date and the leave progression start date.

**EMPLOYMENT STATUS** -Displays the employment status for the appointment selected.

**APPOINTMENT ID** -Displays the employee's appointment ID for the appointment selected.

**TITLE** – Displays the employee's title for the appointment selected.

**SUB-TITLE** – Displays the employee's sub-title for the appointment selected.

**SUB-TITLE DESCRIPTION** – Displays the long description of the employee's sub-title.

**EFFECTIVE DATE** -Displays the date the assignment for the appointment selected became effective.

**EXPIRATION DATE** – Displays the date the assignment for the appointment selected expires.

**BASE PAY RATE** – Displays the base pay rate for the employee.

**AMOUNT BASIS** – Indicates the employee's time-based pay rate.

### **PERSONAL INFORMATION**

The Personal Information panel displays the employee's personal information such as date of birth and address.

**DATE OF BIRTH** – Displays the employee's birthdate.

**AGE** – Displays the employee's age.

**ADDRESS (1-3)** – If the employee's mailing address and home address differ, the mailing address is displayed. Otherwise, the employee's home address is displayed.

**CITY** – Displays the employee's city.

**STATE** – Displays the employee's state.

**ZIP** – Displays the employee's zip code.

**COUNTRY** – Displays the employee's country.

**PHONE** – Displays the employee's phone number.

**EXT.** – Displays the employee's phone extension.

# HISTORY NAME CHANGE CROSS REFERENCE INQUIRY (QNCX)

Historical Name Change Cross Reference Inquiry						
	Historical Name	Applicant / Employee ID	Applicant / Employee Indicato	Current Name	Effective Date	Expiration Date
1	AMBROSE, DANIELLE	Q030420022	A	AMBROSE, DANIELLE	04 27 00	99 99 99
2	ARBISI, TRACY	R030410005	A	ARBISI, TRACY	04 27 00	99 99 99
3	AUGUSTINE, ALISA	R030410046	A	AUGUSTINE, ALISA	04 27 00	99 99 99
4	BALTHASER, DIANA	R030410029	A	BALTHASER, DIANA	04 27 00	99 99 99
5	BARNETT, LISA	R030410012	A	BARNETT, LISA	04 27 00	99 99 99
6	BAVARO, JOLYN K	000120000	E	BAVARO, JOLYN K	08 01 13	99 99 99
7	BENDER, CRYSTAL	R030410033	A	BENDER, CRYSTAL	04 27 00	99 99 99
8	BENNARDO, KRISTEN	R030410050	A	BENNARDO, KRISTEN	04 27 00	99 99 99
9	BERECEK, BECKY	Q030420009	A	BERECEK, BECKY	04 27 00	99 99 99
10	BLACKBURN, BROOKE	R030410030	A	BLACKBURN, BROOKE	04 27 00	99 99 99
11	BLANFORD, JIM K	000000017	E	BLANFORD, JIM K	08 01 13	99 99 99
12	BOWEN, CHRIS	Q030420031	A	BOWEN, CHRIS	04 27 00	99 99 99
13	BREHM, COURTNEY	R030410013	A	BREHM, COURTNEY	04 27 00	99 99 99
14	BREHM, STARLA	R030410010	A	BREHM, STARLA	04 27 00	99 99 99

# HISTORY NAME CHANGE CROSS REFERENCE INQUIRY (QNCX)

The Historical Name Change Cross Reference Inquiry (QNCX) window enables you to track name changes for applicants and employees across the entire system by displaying a cross-reference of an applicant's or employee's historical and current names. This window lists the applicant's or employees historical name, applicant or employee ID, current name, and the effective and expiration dates of the name.

To access the QNCX, use the GO TO icon. Type QNCX in the text box below the Code column header. Select Open.

Select **DISPLAY: BROWSE DATA** to display employee information.

Let's look at the fields to gain an understanding of each.

**HISTORICAL NAME** – Enter the historical name or a partial name to access information about a specific employee or applicant. The full name (last name, first name, and middle initial) is displayed.

**APPLICANT/EMPLOYEE ID** – The number assigned to identify the applicant or employee is displayed.

**APPLICANT/EMPLOYEE INDICATOR** – Indicates if this ID is an applicant ID (A) or an Employee ID (E).

**CURRENT NAME** – The current name of the applicant or employee is displayed.

**EFFECTIVE DATE** – The date the name became effective is displayed.

**EXPIRATION DATE** – The date the name expired is displayed. The expiration for the current name is 99/99/99.

# EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Employment Status Maintenance Log Detail Inquiry					
Employee ID	040 - 71 - 0001		Appointment ID		
Prefix	First	Middle	Last	Suffix	
MS	LITZ		DEFFENBAUGH		
Effective Date	05 / 18 / 00		Expiration Date	99 / 99 / 99	
Update Date	05 / 17 / 00		Update Time	11:55:00	
			Original Appt Date	05 / 17 / 00	
			MTI Trans Number	000517019333	
Job Assignment		Dates	Assignment Attributes	Pay Parameters	Certificate/Remarks
Personnel Action / Reason		CHCON / C02		Job Status	R
				Employment Status	1
<u>Assignment Information</u>					
Agency	300		Organization	2350	
Position Number	EM71001		% Full-time	1.0000	
<input checked="" type="checkbox"/> Table Driven Pay	Step	F		EEO Full-time	Union Member
				<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
				<input type="radio"/> No	<input type="radio"/> No
				<input type="radio"/> N / A	<input checked="" type="radio"/> N / A
<u>Applicant Information</u>					
Applicant ID			Job Notice ID		

# EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the ESMT are logged on this window.

To access the QESD, use the GO TO icon. Type QESD in the text box below the Code column header. Select Open.

Populate the following field to narrow your search on the QEDS window.

**EMPLOYEE ID** -Required. Enter the employee's identification number. **SEE STUDENT DATA CARD**

**APPOINTMENT ID** -Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.

Select **DISPLAY: BROWSE DATA** to display employee information.

Let's look at the fields to gain an understanding of each.

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**PREFIX** – Displays the prefix, if any, to the employee's name (i.e., Mr., Ms., or Mrs.).

**FIRST** – Displays the employee's first name.

**MIDDLE** – Displays the employee's middle name, if any.

**LAST** – Displays the employee's last name.

**SUFFIX** – Displays the employee's name suffix (i.e., Jr., Sr., etc.), if any.

**EFFECTIVE DATE** – Displays the date the employee information became effective.

**EXPIRATION DATE** – Displays the date the employee information expired.

**ORIGINAL APPT DATE** – Displays the date of the employee's original appointment.

**UPDATE DATE** -Displays the date the information was updated.

**UPDATE TIME** – Displays the time the information was updated.

**MTI TRANS NUMBER** – Displays the Master Table Interface (MTI) transaction number that was assigned to the change made to the employee window.

**JOB ASSIGNMENT** The Job Assignment panel displays information on the type of personnel action being performed and associates the employee with the appropriate agency, organization and position.

**PERSONNEL ACTION/REASON** – Displays the type of personnel action being effected. If a reason for the personnel action was entered, it is also displayed.

**JOB STATUS** – Displays the employee's job status.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGANIZATION** – Displays the organization to which the employee reports.

**UNION AFFILIATION** – Displays the employee's union affiliation, if any.

**POSITION NUMBER** – The position number is used to verify authorizations and infer position attributes for the appointment process.

**% FULL-TIME** – Displays the percentage of time that the employee works full-time in this position (title).

**TABLE-DRIVEN PAY** – Indicates if a table drives the employee's base pay.

**STEP** – Displays the employee's step.

**EEO FULL-TIME** – If the employee is considered full-time for EEO classification purposes. Yes is indicated. Otherwise, No or Not Applicable is indicated.

**UNION MEMBER** – If the employee is a union member, Yes is indicated. Otherwise, No or Not Applicable is indicated.

**APPLICANT ID** – If the Applicant Tracking Subsystem (ATS) is utilized, displays the Applicant ID, if any.

**JOB NOTICE ID** – If the Applicant Tracking Subsystem (ATS) is utilized, displays the Job Notice ID, if any.

## **DATES**

The Dates panel displays probation start and end dates. Also, pay, benefits and leave progression dates can be viewed.

**PROBATION START** – Displays the first date of an employee's probation, if applicable.

**PROBATION END** – Displays the last date of an employee's probation, if applicable.

**PAY PROGRESSION** – Displays the progression start date used in calculating table driven pay.

**TIME LIMIT CONTROL** – Displays the employee's time limit control date, if applicable.

**BENEFITS PROGRESSION** – Displays the date used to calculate a rate for certain benefits, if applicable.

**LEAVE PROGRESSION** – Displays the date used to calculate the rate used for automated leave accrual.

### **ASSIGNMENT ATTRIBUTES**

The Assignment Attributes panel displays the position attributes and overrides.

**PAYROLL NUMBER** – Displays the employee's payroll number.

**TITLE** – Displays the employee's title.

**SUB-TITLE** – Displays the employee's sub-title, if any.

**PAY CLASS** – Displays the employee's pay class.

**TIME CLASS** – Displays the employee's time class.

**CIVIL SERVICE STATUS** – Displays the employee's civil service status.

**ASSIGNMENT TYPE** – The employee's type of assignment is either indicated as Permanent, Temporary, or None.

**GRADE** – Displays the employee's grade override, if any.

**PAY POLICY** – Displays the employee's pay policy override code, if any.

**LEAVE POLICY** – Displays the employee's leave policy override code, if any.

**BENEFITS POLICY** – Displays the employee's benefits policy override code, if any.

**FLSA** – Displays whether the employee's FLSA eligibility has been overridden.

**FLSA PROFILE** – Displays the employee's FLSA profile override code, if any.

### **PAY PARAMETERS**

The Pay Parameters panel displays regular pay information for employees whose pay is not table-driven. **PAY TYPE** – Displays the employee's pay type. **AMT AND %** -Selects Amt if the pay rate is based on a specific amount. Selects % if the pay rate is based on a percentage.

**INCOME** – The amount of income is displayed if amount was selected. The percentage of base pay is displayed if percent was selected.

**EFFECTIVE DATE**– Displays the date pay data became effective.

**EXPIRATION DATE**– Displays the date pay data expires.

## **CERTIFICATE/REMARK**

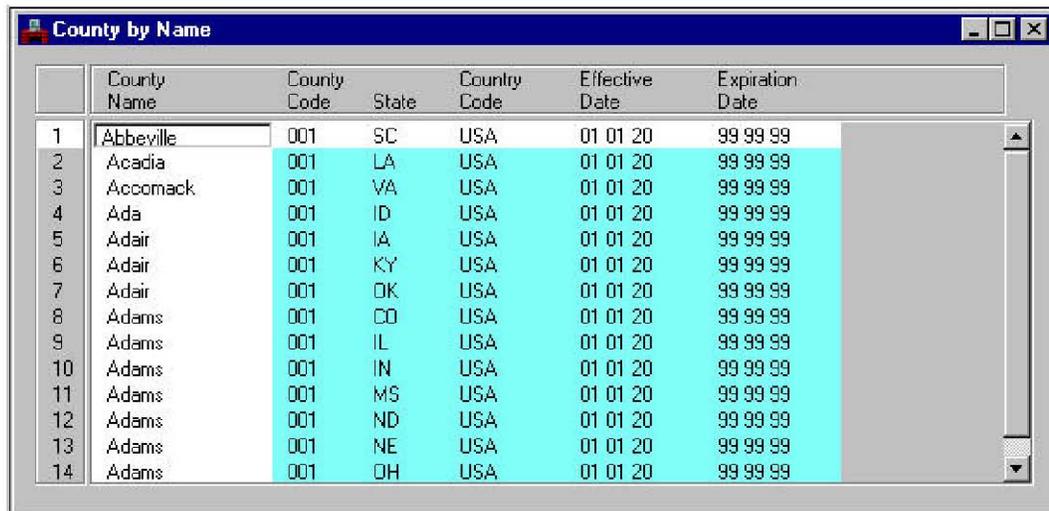
The Certificate/Remark panel displays certificate information.

**CERTIFICATE NUMBER** – Displays the number of the certificate that an employee is on when hired or promoted in a merit agency.

**CERTIFICATE DATE** – Displays the date (*mm/dd/yy*) of the certificate that an employee is on when hired or promoted in a merit agency.

**REMARKS** – Displays any additional comments.

# COUNTY BY NAME (QCTY)



The screenshot shows a software window titled "County by Name" with a table containing 14 rows of county data. The table has columns for County Name, County Code, State, Country Code, Effective Date, and Expiration Date. The data is as follows:

	County Name	County Code	State	Country Code	Effective Date	Expiration Date
1	Abbeville	001	SC	USA	01 01 20	99 99 99
2	Acadia	001	LA	USA	01 01 20	99 99 99
3	Accomack	001	VA	USA	01 01 20	99 99 99
4	Ada	001	ID	USA	01 01 20	99 99 99
5	Adair	001	IA	USA	01 01 20	99 99 99
6	Adair	001	KY	USA	01 01 20	99 99 99
7	Adair	001	OK	USA	01 01 20	99 99 99
8	Adams	001	CO	USA	01 01 20	99 99 99
9	Adams	001	IL	USA	01 01 20	99 99 99
10	Adams	001	IN	USA	01 01 20	99 99 99
11	Adams	001	MS	USA	01 01 20	99 99 99
12	Adams	001	ND	USA	01 01 20	99 99 99
13	Adams	001	NE	USA	01 01 20	99 99 99
14	Adams	001	OH	USA	01 01 20	99 99 99

## COUNTY BY NAME (QCTY)

The County by Name Inquiry (QCTY) window enables you to obtain the county code and name used by the SAM II system. This window lists the county name, county code, state, the effective and expiration date of the county entry, and the short and long descriptions that identifies the county.

To access the QCTY, use the GO TO icon. Type QCTY in the text box below the Code column header. Select Open.

Select **DISPLAY: BROWSE DATA** to display county information.

**COUNTY NAME** - The name of the county is displayed

**COUNTY CODE** - The three-digit numerical code associated with the county is displayed.

**STATE** - The state associated with the county is displayed.

**COUNTRY CODE** - The country associated with the state is displayed.

**EFFECTIVE DATE** - The date that the code for that county becomes valid is displayed.

**EXPIRATION DATE** - The date for which the code is no longer valid is displayed.

# EMPLOYEE SERVICE HISTORY (QEHS)

Employee Service History

Employee ID:  Appointment:

Employee Name:

	Effective Date	Home Agency	Home Org	Personnel Action	Personnel Reason	Title	Sub-Title	Description	Amount Basis	Pay Rate	Grade	Step	Dept	Div	Sec	Status	Time Limit Date
1																	
2																	
3																	
4																	
5																	
6																	

# EMPLOYEE SERVICE HISTORY (QEHS)

The Employee Service History Inquiry will provide a summary listing of all of an employee's records associated with changes in their employment status since their original appointment date with the state. Access to this window will be determined by security and will be very limited. This window will list a history of Personnel Transaction Records (PTR) prior to the use of SAM II HR as well as Employment Status Maintenance Transaction records (ESMT).

To access the QEHS, use the GO TO icon. Type QEHS in the text box below the Code column header. Select Open.

Populate the following field to narrow your search on the QEHS window.

**EMPLOYEE ID** -Required. Enter the employee's identification number.

**APPOINTMENT ID** – Optional. Enter the employee's Appointment ID, if applicable. Enter *M* for MESH data (pre-SAM II).

Select **DISPLAY: BROWSE DATA** to display employee information.

**EMPLOYEE NAME** – Displays the employee's name.

**EFFECTIVE DATE** – Displays the date in which the information became effective.

**HOME AGENCY** – Displays the employee's home agency, for each transaction record (post SAM II use).

**HOME ORG** – Displays the employee's home Organization, for each transaction record (post SAM II use).

**PERSONNEL ACTION** – Displays the code for the personnel action associated with each transaction record.

**PERSONNEL REASON** – Displays the code for the personnel reason associated with each transaction record.

**TITLE** – Displays the code indicating the employee's Title, for each transaction record.

**SUB-TITLE** – Displays the code indicating the employee's Sub-title, for each transaction record.

**DESCRIPTION** – Displays a short description of the employee's title, for each transaction record.

**AMOUNT BASIS** – Displays the amount basis the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

**PAY RATE** – Displays the employee's pay rate, for each transaction record.

**GRADE** – Displays the employee’s pay grade record (grid and range), for each transaction record.

**STEP** – Displays the employee’s pay step, for each transaction record.

**DEPT** – Displays the employee’s Department, for each transaction record (prior SAM II use).

**DIV** – Displays the employee’s Division, for each transaction record (prior SAM II use).

**SEC** – Displays the employee’s section, for each transaction record (prior SAM II use).

**STATUS** – Displays the employee’s employment status, for each transaction record.

**TIME LIMIT DATE** – Displays the time limit control date for each transaction record, if applicable.

# EMPLOYEE SERVICE HISTORY DETAIL (QEHD)

**Employee Service History Detail Inquiry**

Employee ID: [ ] Appointment ID: [ ]

Employee Name: [ ]

Effective Date: [ / / ] Time Limit Date: [ / / ]

Certificate Number: [ ] Certificate Date: [ / / ] Time Stamp: [ ]

Home - Mesh Information | Employment Information | Remarks

Home Agency	[ ]	Home Agency Description	[ ]
Home Organization	[ ]	Home Organization Description	[ ]
Mesh Department	[ ]	Mesh Department Description	[ ]
Mesh Division	[ ]	Mesh Division Description	[ ]
Mesh Section	[ ]	Mesh Section Description	[ ]
Personnel Action	[ ]	Personnel Action Description	[ ]
Personnel Reason	[ ]	Personnel Reason Description	[ ]
Position Number	[ ]		

# EMPLOYEE SERVICE HISTORY DETAIL (QEHD)

The Employee Service History Detail Inquiry will provide a detailed listing for each record of an employee's service history.

To access the QEHD, use the GO TO icon. Type QEHD in the text box below the Code column header. Select Open.

Populate the following field to narrow your search on the QEHD window.

**EMPLOYEE ID** -Required. Enter the employee's identification number.

**APPOINTMENT ID** -Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment. Enter *M* for MESH data (Pre-SAM II).

Select **DISPLAY: BROWSE DATA** to display employee information.

Let's look at the fields to gain an understanding of each.

**EMPLOYEE NAME** – Displays the employee's name.

**EFFECTIVE DATE** – Displays the date that the information became effective.

**TIME LIMIT DATE** -Displays the employee's time limit control date for the transaction record, if applicable.

**CERTIFICATE NUMBER** – Displays the number of the certificate that an employee is on when hired or promoted in a merit agency.

**CERTIFICATE DATE** – Displays the date (*mm/dd/yy*) of the certificate that an employee is on when hired or promoted in a merit agency.

**TIME STAMP** – Displays the time the information was entered into the system.

## HOME – MESH INFORMATION

**HOME AGENCY/DESCRIPTION** – Displays the employee's home Agency code as well as a short description (post SAM II use).

**HOME ORGANIZATION/DESCRIPTION** – Displays the employee's home Organization code as well as a short description (post SAM II use).

**MESH DEPARTMENT/DESCRIPTION** – Displays the employee's Mesh department as well as a short description (pre-SAM II use).

**MESH DIVISION/DESCRIPTION** – Displays the employee's Mesh division as well as a short description (pre-SAM II use).

**MESH SECTION/DESCRIPTION** – Displays the employee's Mesh section as well as a short description (pre-SAM II use).

**PERSONNEL ACTION/DESCRIPTION** – Displays the code and short description for the personnel action associated with the transaction record.

**PERSONNEL REASON/DESCRIPTION** – Displays the code and short description for the personnel reason associated with the transaction record.

**POSITION NUMBER** – Displays the employee's position number.

### **EMPLOYMENT INFORMATION**

**TITLE/DESCRIPTION** – Displays the code indicating the employee's Title as well as a Title description.

**SUB-TITLE** – Displays the code indicating the employee's Sub-Title.

**WORK COUNTY/DESCRIPTION** – Displays the code indicating the employee's work county as well as the county description.

**EMPLOYMENT STATUS/DESCRIPTION** – Displays the code and short description indicating the employee's employment status.

**CIVIL SERVICE STATUS/DESCRIPTION** – Displays the code and short description indicating the employee's civil service status.

**PART/FULL TIME** – Indicates whether or not this is a full or part-time employee.

**PERCENT FULLTIME** – Displays the percentage of full-time that the employee works.

**AMOUNT BASIS ID/DESCRIPTION** – Displays the amount basis code and description the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

**STEP** – Displays the employee's pay step (post SAM II use).

**GRADE** – Displays the employee's pay grade (grid and step) (post SAMII use).

**MESH RATE** – Displays the employee's Mesh rate of pay (prior SAM II use).

**MESH STEP** -Displays the employee's Mesh pay step (prior SAM II use).

**MESH RANGE** -Displays the employee's Mesh pay range (prior SAM II use).

**MESH GRID** -Displays the employee's Mesh pay grid (prior SAM II use).

**BASE PAY** – Displays the employee's base pay rate.

**DIFF PAY** – Displays the employee's differential pay, if any.

**TOTAL PAY** – Displays the total of the employee's base pay and differential pay.

**OTHER PAY** – Displays any pay amounts received outside of base pay and normal shift differentials (per diem expenses, for example).

**REMARKS** – Displays any remarks associated with the employee for the dates specified.



### Reporting Organization Example

