



CSUDH Custom: eFAST
HCM 9.0 Business Process Guide

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Introduction

The eFAST (electronic Faculty And Staff Transaction) Form Guide describes the pages and fields needed to properly complete an eFAST using PeopleSoft. The eFAST is replacing the previous SAT (Staff and Administrator Transaction) form.

The basic function of the eFAST form is identical to that of the SAT form. The differences between the eFAST and SAT form are

- The eFAST will be completed electronically
- The person completing the form will be able to look up live data
- New fields which are PeopleSoft specific (e.g. position number and employee ID) will be used in the eFAST

To use the eFAST form, the employee to which the transaction pertains to must already exist and be active employees in the PeopleSoft system. This only includes all current employees

This guide describes the process for completing an eFAST form. This guide should be used whenever a Human Resource and/or Payroll transaction needs to occur and the department is responsible for the communication of the transaction information.

Processing Steps

Complete a eFAST Form



Navigation: CSUDH Custom > eFAST/eHIRE Form > eFAST Form

- Select Add a New Value. You must create at least one “Run Control ID”. A Run Control ID is used to track the reports and forms that you generate and is required in order to generate an eFAST.

- Type “eFAST” (or any other name you prefer) in the Run Control ID. You may name it anything you like but “eFAST” is recommended
- This Run Control ID will save all of the settings you input so that you do not have to reset them each time you run an eFAST form
- You can have more than one Run Control ID
- Click “Add”

Run Control ID: 1
 Language: English

Employee Current Information


*Empl ID  Empl Rcd# 

| | |
|------------|--------------|
| DeptID | Salary Grade |
| Position | Salary |
| Job Code | FTE |
| Empl Class | |

Enter EE Action and Reason

*Action  *Reason 

[Go To Report Parameters](#)

- Select the EmplID (Employee ID) of the employee who the transaction pertains to. Each employee has a PeopleSoft Emplid that represents them in the system.
- Use the look up function (by clicking on the magnifying glass icon ) to help you select the emplID.
- You are restricted to seeing only those employees in departments for which you are an eFAST creator.

Look Up

Look Up Empl ID

Search by: begins with

Empl ID


[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

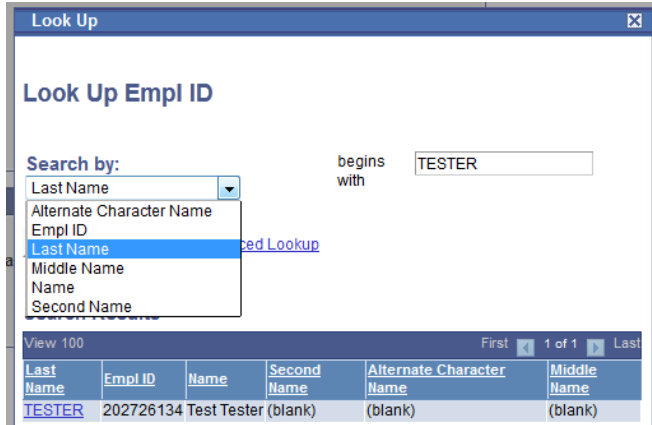
Only the first 300 results of a possible 7800 can be displayed.

View 100 First 1-300 of 300

| Empl ID | Name | Last Name | Second Name | Alternate Character Name | Mid Name |
|---------|------|-----------|-------------|--------------------------|----------|
|---------|------|-----------|-------------|--------------------------|----------|

- Clicking on the look up  will bring you to a look up function (see screen to right).
- You can select from the list of employees listed by clicking on the EmplID

Or you can narrow your search by other options, such as Last Name



- Use the pull down on the “Search by:” to change the search criteria. For example if you know the last name of the employee, select “Last Name’ in the pull down. Type in the last name of the employee then click “Look Up”
 - After clicking on “Look Up’ the name should appear.
 - If more than one name appears (multiple people with the same last name) be sure to select the correct employee!
- Click on the “Last Name” highlighted in blue to select the employee.**
- After clicking on “Look Up’ the name should appear.
 - If more than one name appears (multiple people with the same last name) be sure to select the correct employee!


Run Control ID: 1

Language: English

| Employee Current Information | |
|------------------------------|----------------|
| *Empl ID | 202726134 |
| Empl Rcd# | 99 Tester,Test |
| DeptID | Salary Grade |
| Position | Salary |
| Job Code | FTE |
| Empl Class | |

| Enter EE Action and Reason | |
|---|----------------------|
| *Action | <input type="text"/> |
| *Reason | <input type="text"/> |
| Go To Report Parameters | |

- Once you select the employee, you will be brought to a job information page.
- Next select the employee record number (Empl Rcd#) to select the current position of the employee.
- The default for Empl Rcd# will be 99. There is no such value of Empl Rcd# 99 for any employee, and thus YOU MUST CHANGE THIS VALUE.

Use the  to find the valid values for Empl Rcd number.

Look Up ✕

Look Up Empl Rcd#

Search by: Empl Rcd Nbr=

Look Up
Cancel
[Advanced Lookup](#)

Search Results

View 100 First 1 of 1

| Empl Rcd Nbr | Department | Description | Job Code | Descr | Position Number | Descr |
|--------------|------------|------------------------------|----------|--------------|-----------------|---------|
| 0 | 26450 | NEGOTIATION & CONFLICT RESOL | 2360 | Instr Fac AY | 00000123 | Instr F |

- Select the Empl Rcd number (e.g. 0) which corresponds to the current position the employee occupies.
- If the employee only has one job only one row will populate (select this option)
- If the employee has more than one job, select the appropriate job in which the HR transaction is occurring for.

Run Control ID: 1
Language: English

Employee Current Information

*Empl ID Empl Rcd# Tester,Test

| | | | | |
|------------|----------|------------------------------|--------------|-----------|
| DeptID | 26450 | NEGOTIATION & CONFLICT RESOL | Salary Grade | 1 |
| Position | 00000123 | Instr Fac AY | Salary | 50000.000 |
| Job Code | 2360 | Instr Fac AY | FTE | 1/5 |
| Empl Class | H | Temporary | | |


Enter EE Action and Reason

*Action *Reason

[Go To Report Parameters](#)

- Notice once you select the employee's Empl Rcd number, his or her job information will populate

Selecting an Action and Reason

- Select the Action for the transaction by clicking on the  icon next to Action. (See Appendix A for a list of all Actions, Reasons and a description of when to use them.)


| Action | Action Description |
|---------------------|-----------------------|
| DEM | Demotion |
| DTA | Data Change |
| JRC | Job Reclassification |
| LOA | Leave of Absence |
| PAY | Pay Rate Change |
| PLA | Paid Leave of Absence |
| POS | Position Change |
| PRO | Promotion |
| RET | Retirement |
| RFL | Return from Leave |
| SUS | Suspension |
| SWB | Short Work Break |
| TER | Termination |
| XFR | Transfer |

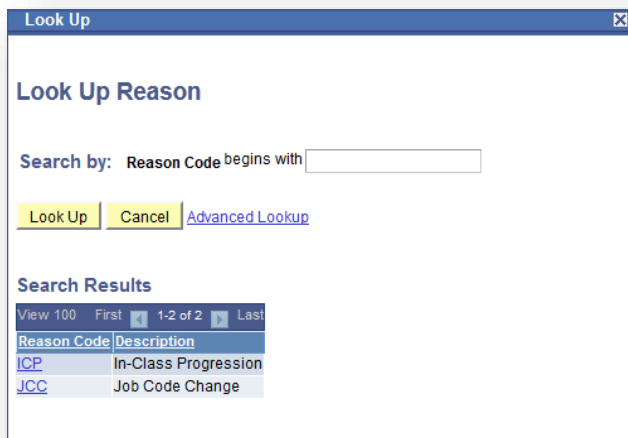
- Select the Action by clicking the Action abbreviation highlighted in blue
- The Action options are as follows:
 - Data Change
 - Demotion
 - Job Reclassification
 - Leave of Absence
 - Pay Rate Change
 - Paid Leave of Absence
 - Position Change
 - Promotion

- Retirement
- Return from Leave
- Suspension
- Short Work Break
- Termination
- Transfer

If you do not see the Action you intend to select please contact Human Resources at (310) 243-3771







- Next select the Reason for the transaction by clicking on the  icon next to the Reason field.



| Reason Code | Description |
|-------------|----------------------|
| JCP | In-Class Progression |
| JCC | Job Code Change |

- Depending on the Action you selected, you will be given a number of Reasons which correspond to the Action.
- Select the desired Reason by clicking on the three letter abbreviation of the reason highlighted in blue.

| Employee Current Information | | | | | |
|------------------------------|-----------|------------------------------|---------------|--------------------------|---|
| Empl ID | 202726134 | Empl Rcd# | 0 | Tester,Test | |
| DeptID | 26450 | NEGOTIATION & CONFLICT RESOL | | Salary Grade | 1 |
| Position | 00000123 | Instr Fac AY | Salary | 50000.000 | |
| Job Code | 2360 | Instr Fac AY | FTE | 1/5 | |
| Empl Class | H | Temporary | Reason | ICP In-Class Progression | |
| Action | JRC | Job Reclassification | | | |

| Required Fields to Process Job Reclass | |
|--|---|
| *Action Date | <input type="text"/>  |
| New Job Code | <input type="text"/>  Start Over |
| New Grade | <input type="text"/>  |
| New Base Salary | <input type="text"/> |
| *Comments | <input type="text"/>  |

- Note that the Action and Reason combination now appears on the page with the employee job information.

Completing Required Information

Required Fields to Process Job Reclasp

*Action Date

New Job Code Start Over

New Grade

New Base Salary

*Comments

- You will be given a number of blank spaces to complete depending on the Action and Reason combination selected.
- Type in the correct information and/or use the look-up function to help you select the information.
- icon is another look-up function to help you select a date.

The comments are required.

Required Fields to Process Job Reclasp

*Action Date Print E-Fast Form

New Job Code Administrator I Start Over

New Grade RANGE A


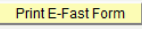

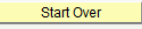


New Base Salary

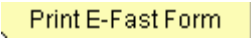
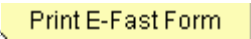

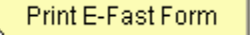
*Comments

Save Return to Search Add

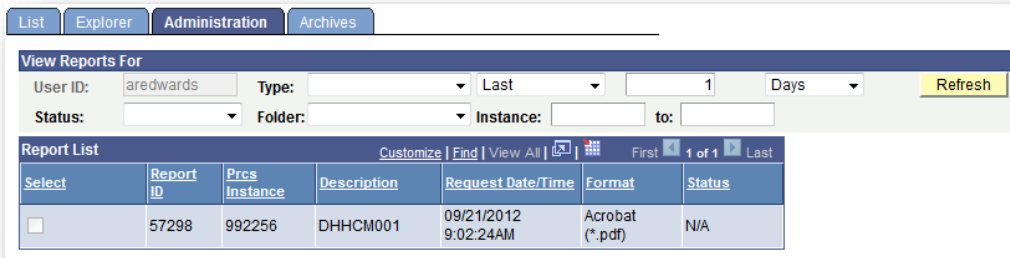
- Once all the necessary information has been added, click Save

| Employee Current Information | | | | | |
|------------------------------|-----------|------------------------------|---|--------------|--------------------------------|
| Empl ID | 202726134 | Empl Rcd# | 0 | Tester,Test | Report Manager |
| DeptID | 26450 | NEGOTIATION & CONFLICT RESOL | | Salary Grade | 1 |
| Position | 00000123 | Instr Fac AY | | Salary | 50000.000 |
| Job Code | 2360 | Instr Fac AY | | FTE | 1/5 |
| Empl Class | H | Temporary | | Reason | ICP In-Class Progression |
| Action | JRC | Job Reclassification | | | |

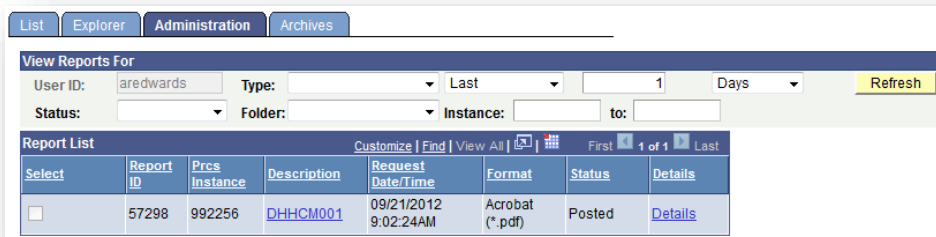
| Required Fields to Process Job Reclass | |
|--|---|
| *Action Date | <input type="text" value="07/01/2010"/>   |
| New Job Code | <input type="text" value="3318"/>  Administrator I  |
| New Grade | <input type="text" value="1"/>  RANGE A |
| New Base Salary | <input type="text" value="4,200.00"/> |
| *Comments | <input type="text" value="Job Reclassification"/>  |

- Once you have clicked Save, notice the  icon will appear.
 - Click on the  if all the information is correct.
 - You can select the  icon at any time if you want to clear what you have entered and start all over.
 - After clicking on the  icon, the system is working behind the scenes to create your form (this may take a minute or two).
 - You will notice the [Report Manager](#) appear near the top of the screen. This is where you will go to retrieve your document to print.
- Click on the [Report Manager](#) link.

Printing your Completed eFAST Form



- You are now in the Report Manager where you can retrieve your document
- If under status you do not see “Posted” click on the yellow refresh button until you see “Posted”



- Highlighted in blue under Description is the PeopleSoft name of your report.
- Click the description name in blue to view and print a pdf version of your eFAST report

If you have a pop-up blocker activated, you will need to deactivate the blocker by holding down the control key while clicking on the report name

Appendix A – Valid Action Reason Combinations

If this is a new or returning employee please use the eHire process.

Appointments

Use to re-appoint an employee that will be Permanent/Tenure Track, At Will (MPP), or Temporary.

**Do not use if the employee does not have an Employee ID (Empl ID) please see eHIRE procedure.

| Action | Code | Reason | Use for |
|---------------|-------------|-------------------------------|--|
| Data Change | APR | Temp to Prob/Perm Appt | Assign temporary employee to new prob/perm appointment |
| Data Change | APT | New Temp Appointment | Assign any employee to new temporary appointment or reappoint an active employee to a successive temporary appointment |
| **Hire | APT | Appointment | Hire for initial CSU appointment |
| **Hire | PRI | Appt Former Employee Prior PS | Rehire a former employee who was not converted into PeopleSoft |
| Rehire | REH | Rehire | Rehire separated employee |
| *Hire | CON | Concurrent Job | Hire into concurrent appointment(s) |
| Data Change | PRM | Temporary Assignment to Perm | Temp Assignment to Permanent Assignment |

Leave w/o Pay

Use to move an employee to a formally approved leave of absence without pay. If the employee/department is requesting a leave because of illness/injury please contact HR for additional information.

| Action | Code | Reason | Use for |
|------------------|-------------|------------------------------|--|
| Leave of Absence | PER | Personal | Place employee on unpaid personal leave |
| Leave of Absence | PRO | Professional | Place employee on unpaid leave for professional purposes |
| Pay Rate Change | PLF | Partial Leave - Professional | Place employee on partial leave for professional reasons |

| | | | |
|------------------|-----|--------------------------------|--|
| Pay Rate Change | PLM | Partial Leave - Family Medical | Place employee on partial leave for medical reasons |
| Pay Rate Change | PLP | Partial Leave - Personal | Place employee on partial leave for personal reasons |
| Leave of Absence | MIL | Military Service | Place employee on unpaid military leave |
| Leave of Absence | FML | FMLA/CFRA | Place employee on unpaid leave under CFRA/FMLA eligibility |
| Short Work Break | PDS | Pending NDI/IDL/TD/Disb Ret | Place employee on short work break with pending medical action |

Demotions

Use to move an employee from one classification to another having a lower level of duties, responsibilities and salary range. For an academic year employee, movement to a lower academic rank. It may be voluntary, disciplinary or in lieu of layoff.

| Action | Code | Reason | Use for |
|----------|------|--------------------------------|---|
| Demotion | DIS | Disciplinary Action | Demotion action, disciplinary reasons |
| Demotion | LIU | In Lieu of Layoff - EE Request | Demotion action in lieu of layoff, including employee elected |
| Demotion | VOL | Voluntary | Demotion action, voluntary reasons |

Reclassifications

Use to change an employee's classification or position skill level within a given class. A reclassified position may involve a level of duties and/or salary that are higher, lower or equivalent and normally involves a formal job review, desk audit or may be the result of the implementation or new class standards. An in-class progression is distinguished from a reclass in that it provides for movement between position skill levels in the same classification. The distinction between a reclass/in-class progression and a promotion is there is no recruitment activity for a reclass/in-class progression.

| Action | Code | Reason | Use for |
|----------------------|------|----------------------|---|
| Job Reclassification | ICP | In-Class Progression | In-class progression |
| Job Reclassification | JCC | Job Code Change | Process employee-level job reclassification or update job code data |

| | | | |
|-----------------|-----|-----------------------------------|---|
| Position Change | ICP | In Class Progression | Position level in-class progression (change salary grade within job code) |
| Position Change | JRC | Job Reclassification | Position level job reclassifications (update position and incumbents?) |
| Position Change | TJR | Temporary Job Reclassification | Position level temporary job reclassification |

Position Number Updates

Used to update position numbers for Reorganizations, change in reporting relationships, change in Working Titles. Also the ability to update Combo Codes when needed.

| Action | Code | Reason | Use for |
|--------|------|----------------------|--|
| Pos | TTL | Title Change/Update | Changing or Updating a Working Title |
| POS | UPD | Position Data Update | Updating data contained in the Position number (Position Management) |

Promotions

Use to move a nonacademic employee from one class to another having a higher a higher level of duties, responsibilities and salary range. For an academic year employee, movement to a higher rank following the standard campus review process. The distinction between a reclassification/in-classification progression and a promotion is there is no recruitment activity for a reclass/inclass progression.

| Action | Code | Reason | Use for |
|-----------|------|-----------|----------------------------|
| Promotion | PRO | Promotion | Denote a promoted employee |

Returning from a Leave

Use to reinstate a current employee to active status following a leave of absence, suspension, disability, Military leave, FMLA, or action by the court, Chancellor or State Personnel Board Arbitrator...OR to reinstate a prior employee following a separation for disability retirement, dismissal for cause or disability, layoff, AWOL or action by the court, Chancellor or State Personnel Board Arbitrator. Also used to reinstate an employee from a paid or unpaid leave of absence .

| Action | Code | Reason | Use for |
|--------|------|--------|---------|
|--------|------|--------|---------|

| | | | |
|-------------------------|-----|--------------------------------------|---|
| Recall from Susp/Layoff | SUS | Reinstate from Suspension | Reinstate employee subsequent to suspension |
| Rehire | MAN | Mandatory Reinstatement | Mandatory reinstatement by order of appropriate authority |
| Rehire | RDR | Reinstate from disability retirement | Reinstate from disability retirement |
| Rehire | REL | Reemployment from Layoff | Reemployment of employee subsequent to layoff |
| Return from Leave | LOA | Return from Unpaid LOA | Return employee from an unpaid leave of absence |
| Pay Rate Change | RPL | Return from Partial Leave | Return employee from partial leave |
| Return from Leave | PDL | Return from Paid LOA | Return employee from a paid leave of absence |

Reassignments

Indicates either a permanent or temporary change in the individual's classification, work assignment, and/or work location.

Use when an employee moves from one position, pay calendar or department or another, or when management reassigns an employee within a classification or sub-range based on the requirements of the position and an assessment of the employee's qualification and skills. The reassignment may or may not affect a salary change.

An employee may be reassigned for medical, voluntary, or involuntary reasons due to the reorganization; in lieu of layoff; pay plan changes (e.g. 12/12 to 10/11/12 or AY) with or without a change in department or class; administrative employee pursuant to Ed Code 66609; upon expiration of a temporary reassignment or promotion; upon rejection during probation with reinstatement to former class.

With respect to retreat rights and seniority points, a reassignment may also be used to move employees who have accepted another (recruited) permanent /probationary position on the same campus without a break in service.

| Action | Code | Reason | Use for |
|----------|------|---------------------------------|---|
| Transfer | INV | Involuntary Reassignment | Reassign employee involuntarily |
| Transfer | VOL | Voluntary Reassignment | Voluntary reassignment |
| Transfer | MED | Medical Reasons | Reassign employee for medical reasons |
| Transfer | PPO | Pay Plan Chg w/o Fin Settlement | Reassign 12/12 to / from AY, 10/12 or 11/12 (no settlement pay) |

| | | | |
|-------------|-----|--------------------------------|---|
| Transfer | PPW | Pay Plan Chg w/ Fin Settlemnt | Reassign AY to / from 12/12, 10/12 or 11/12 (with final settlement) |
| Transfer | RPR | Reinstatement - Prob Rejected | Reassignment, rejection during probation, reinstate to former class |
| Transfer | RTA | Reinstatement - Temp Reassign | Return to prior appointment upon expiration of temporary reassignment |
| Transfer | RWV | In Lieu - Recall Rights Waived | Reassign employee to avoid layoff with recall rights waived |
| Data Change | EXT | Extend Temporary Assignment | Extend temporary promotion/reassignment/reclassification |

Sabbaticals/Difference In Pay leaves

Use to place a Unit 3 employee on a full Leave with pay for one semester or Academic Year. Also, use to place a Unit 3 employee on a difference in pay for one semester or Academic year...Refer to the Collective Bargaining Unit contract for qualifications.

| Action | Code | Reason | Use for |
|-----------------------|------|--------------------------------|--|
| Paid Leave of Absence | SBA | Sabbatical - AY - 1/2 Pay | Place faculty on sabbatical leave for academic year at half pay |
| Paid Leave of Absence | SBS | Sabbatical - 1 Qtr/Sem - Full | Place faculty on sabbatical leave for one quarter/semester at full pay |
| Paid Leave of Absence | DFS | Diff in Pay - 1 Qtr/Sem | Place faculty on DIP leave for one quarter/semester |
| Paid Leave of Absence | DFA | Difference in Pay - AY | Place faculty on DIP leave for academic year |
| Paid Leave of Absence | DFM | Difference in Pay - 12 Mo/Less | Place faculty on DIP leave for 12 months or less |

Miscellaneous Changes

Use to update specific data in an employees record. If more than one item needs to be updated please complete one eFAST form for each.

| Action | Code | Reason | Use for |
|-----------------|------|------------------|--|
| Position Change | REO | Reorganization | Position level reorganization (moving employee check & budgeting only) |
| Pay Rate Change | TBC | Time Base Change | Update time base (FTE and/or Standard Hours) |

| | | | |
|-------------|-----|-------------------------------|--|
| Data Change | EPD | Probation Adjustment | Used to adjust probationary codes and probation end date |
| Data Change | STY | Faculty Serving Terminal Year | Faculty member serving terminal year |
| Data Change | LIC | License/Certification Update | Indicate an update to License/Certification data |
| Data Change | COR | Correction | Correct erroneous data on a previous eFAST/eHIRE |
| Data Change | LOA | Extend Leave of Absence | Extend leave of absence |
| Data Change | EDU | Education/Degree Update | Indicate an update to Education/Degree data |

Separations

Permanent separation of employees by reason of Resignation, Absent without Official Leave, Layoff, Early End of Temporary Appointment, Dismissal due to disciplinary/performance reasons, Service Retirement, Rejection of nonacademic employee, or Death.

Do not use to separate temporary employees who receive consecutive appointments.

| Action | Code | Reason | Use for |
|-------------|------|-----------------------------------|--|
| Termination | RSA | Resign - Professional Advncmnt | Voluntary separation due to professional advancement opportunity |
| Termination | RSD | Resignation - Dissatisfied | Voluntary separation due to dissatisfaction with CSU Policies |
| Termination | RSJ | Resignation - Better Job | Voluntary separation due to better job opportunity |
| Termination | RSN | Resignation | Voluntary separation |
| Termination | RSO | Resign - Dissatisf w/Promo Opp | Voluntary separation due to dissatisfaction with promotion opportunities |
| Termination | RSP | Resignation - Personal Reasons | Voluntary separation due to personal reasons |
| Termination | RSY | Resignation - Better Pay | Voluntary separation due to better pay opportunity |
| Termination | AWL | Auto Resignation/AWOL | Automatic resignation due to non-reported / unauthorized absence |
| Termination | END | End Temporary Appointment | Early End Temporary Appointment |
| Termination | ALS | Separation by Agency/MPP Employee | Separation by agency with administrative leave termination pay |
| Termination | DIS | Dismissal | Terminate employee for disciplinary/performance reasons |

| | | | |
|-----------------------|-----|----------------------------------|---|
| Paid Leave of Absence | RES | Fac Research/Creative Activity | Place faculty on paid leave for research or creative activities |
| Retirement | SRT | Service Retirement | Service Retirement |
| Termination | REJ | Rejctd During Prob/Non-Retention | Reject non-academic employee prior to end of probation period |
| Termination | DEA | Death | Death of employee |
| Termination | CNL | Cancelled Appointment | Cancelled appointment. Used only if no other historical actions are entered subsequent to Hire action |
| Termination | FNR | Faculty-Contract Not Renewed | Used when a Faculty Members contract is not renewed |

Appendix B - Definitions

| Field | Definition |
|----------------------------------|--|
| Action/Reason | This is a required field. See Appendix A for Action/Reason combinations. Every Action/Reason combination corresponds to a PIMS transaction code. |
| Agency Code | If the F.I.C.E. code is required (Faculty) then a prompt will ask you for this code which includes a look-up. |
| Anniversary Code, Month and Year | Required for system-wide reporting. Valid values: None (default), Eligible (requires Date), Max, SSI Max. |
| AY Dur of Appt. | This field is used to fulfill the requirement to track the duration of temporary, academic year appointees. |
| DIP Eligibility Date | This field is used to track difference in pay eligibility for faculty. When hiring a full-time faculty employee, the difference in pay eligibility date must be entered. Required filed if job code/job function code = LEC, LIB, SSP, or TEN and FTE = '1.' The Date is the month and year during which a Unit 3 or Unit 4 employee has or will attain eligibility for a DIP Leave. |
| Effective Date | The date transaction will take place. |
| Employee Class | Describes the type of employee (e.g. regular, temporary) THIS IS NOT PIMS CLASS CODE |
| Employee ID | A unique identifier for each employee. Every active and previous employee has an employee ID which does not change regardless of employee transactions (promotion, transfer to another department, etc.) |
| Employee Type | 'S' Salaried or 'H' Hourly. |
| Expected Job End Date | This field is required if the Employee Class is Temporary, FERP, Rehired Annuitant, Intermittent, Emergency Hire or Acting Appointment. Additionally, if the Action/Reason combination is PRC/PRT (pre-retirement time base change), this field is also required. |
| Expected Return Date | The date in which the employee is expected to return to work (usually from a leave). This may or may not be the actual return date. |
| Faculty Fraction | This field is used to populate Multiple Components of Pay on the Compensation page when the employee does not have a contract. These values would default from the Contract, and could be overwritten. If the fields were blank, Standards Hours/FTE would be used to calculate pay. |

| Field | Definition |
|-----------------------------|---|
| Faculty SSI Remaining | This Field is used to track the number of SSI increases a faculty employee has remaining. It is a required field. This field is set initially during the Hire process and reset when the faculty employee receives a promotion. When the SSI counter is equal to '0', no further SSI increases are allowed. If a job record is [manually] inserted with action = PRC (pay rate change) and reason = SSI (salary schedule increase) when the previous job record's SSI counter was = '0', the system should produce an error and not allow the record to be saved. This error will only trigger if the employee is in union code R03. The counter can range from 0 to 8. |
| FERP Eligibility Date | This field is used to track the Faculty Early Retirement Program Eligibility expiration. When entering or updating an employee with an EMPL_CLASS of "FERP," FERP Eligibility End Date is required. |
| Frequency | The compensation frequency for the pay component (e.g. Monthly). |
| FTE | Fraction and decimal representation derived from Time Base for use in mathematical calculations. (e.g. full time is 1.0 or 1/1) |
| Grade | Grade level associated with grade/range in CSU salary schedule. |
| Job Code | Corresponds to PIMS Class Code from the PIMS salary schedule |
| Last Day on Payroll Status | The last day in which the employee is on payroll regardless if they are physically working, on vacation, on sick leave, etc. that day. |
| Last Day Physically Worked | The day in which the employee was physically present on the job (not on vacation or on sick leave). |
| Months Off | The field primarily pertains to faculty. If the faculty member s working 10/12 or 11/12 specify the actual calendar months he/she has off (e.g. June and July). |
| Pay End Date | Is used as a reporting field for most of the temporary employees. |
| Pay Group | MST – Master Payroll (most employees fall in this category) FSC – Faculty Semester Campus POS – Positive Attendance STU – Student ACD – Academic Pay Plan |
| Pay Plan | The field primarily pertains to faculty. The options include: 10/12 for faculty working 10 out of 12 months; 11/12 for faculty working 11 out of 12 months and 12/12 for faculty working 12 out of 12 months. |
| Position Number | This field identifies the position the employee occupies. Positions are used in budgeting, building organizational structures, and for hiring employees. Position Numbers are not smart code as are PIMS position numbers (as in PIMS position numbers consist of Agency Unit and Class). |
| Probation End Date | The date the probationary period ends for an employee. |
| Red Circle Date | This date would signify the end of the 5-year period in which they have been above the salary maximum for the classification. |
| Retirement Code | The field is used by the PPT to produce a report for data entry into PIMS. See codes and their description on page 10. |
| Sabbatical Eligibility Date | This field is used to track sabbatical eligibility for faculty. When hiring a full-time faculty employee, the sabbatical eligibility date must be entered. Required filed if job code/job function code = LEC, LIB, SSP, or TEN and FTE = '1'. The Date is the month and year during which a Unit 3 or Unit 4 employee has or will attain eligibility for a Sabbatical Leave. |
| Salary | Equivalent to Basepay or FTE Monthly pay. |
| School Code | Use the look up feature to search on schools by Country, School Code, Description, or State. |
| Timebase | Fraction and decimal representation derived from FTE (Full Time Equivalent) for use in mathematical calculations. (e.g. full time is 1.0 or 1/1 and 50% time is .50 or ½) |
| Unit | Is part of the overall SCO position number used in the PIMS system. It is a required field. The unit will default at the employee level based on the position definition. Unit represents who will pick up the pay-warrant for this position. |