

## **HR/Pay Inquire Workshop**

### **Guide to Using the Job/Position Summary Panel**

Security/Sign On

Paygroups and other Basic Information

How do I find an employee on HRSA?

How do I know if they are active?

How do I find their HR department(s)?

How do I find their current salary?

How do I know if they are an exempt or non-exempt employee (FLSA Status)?

How do I find their standard hours?

How do I find their job code?

How do I find their paygroup?

How do I know if they are regular or temporary?

How do I know if they are funded by a Pool ID or Position?

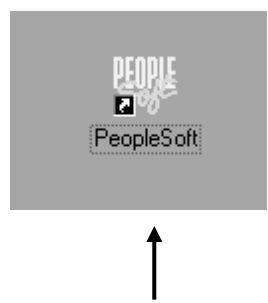
How do I find their account codes/funding?

How do I see if there is a funding split?

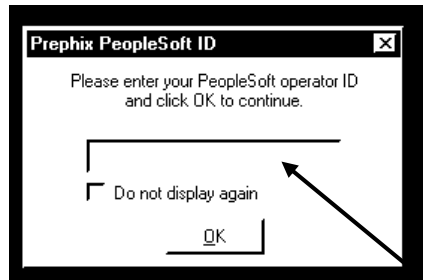
Plus more....

## Security/Sign On

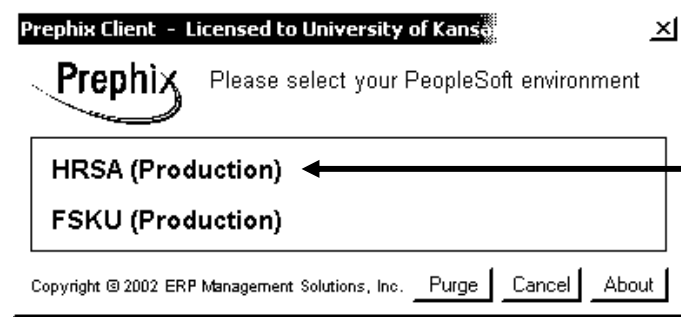
- **Compliance with confidentiality of data is essential.**
- Everyone will be required to fill out a HR/Pay security form before access is assigned.
- Sign-ons will only be allocated if the person attends all training appropriate to their system access and they have HR/Payroll job duties.
- For those with 2 signons you will only see your employees if using the departmental access or if using campus wide you will see all employees.
- The security form includes a statement that misuse or inappropriate release of information may result in disciplinary actions, including the possibility of termination.



Select this icon

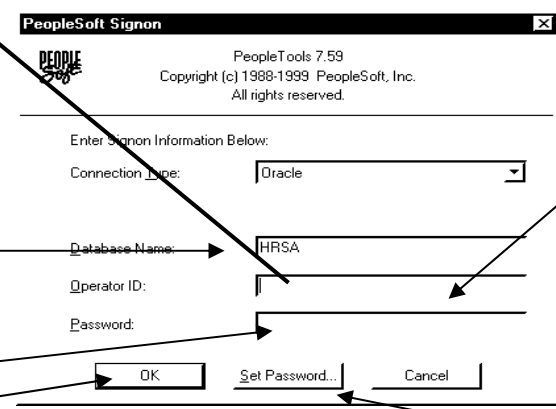


For those with access to FSKU and HRSA you are not able to have more than one system open and print reports. For viewing and entering you may have more than one open at the same time.



Click on this one

This should default HRSA if not, check to be sure you are selecting the correct programs.



Enter your Operator ID – remember you may have 2 of them if you are a “timekeeper”.

Your Password goes here.

Click OK with mouse or use enter key.

If you want to change your password click on this after you have filled out Operator ID and current password.

**Fields and Notes:**

**ID:** Known as the Employee ID, HRSA ID

**Empl Rcd#:** If this is in the 9XX series this is an *Affiliate* job all others are or were paid employee records.

**Affiliates** of the University of Kansas, Lawrence are (1) employees of the recognized University-affiliated corporations/organizations (KUAA, KUAC, KUEA, Kansas and Burge Unions, Hilltop, and ROTC); (2) individuals who are associated with and providing specific services to the University voluntarily and without compensation for these services; or (3) retired and emeritus members of the University of Kansas, Lawrence, faculty and staff and of the affiliate corporations/organizations. See the Human Resources/Equal Opportunity web site for more details at <http://www.hreo.ku.edu/affiliates.shtml>.

**FLSA:** Federal determination made by HR/EO based on the position duties and individual qualifications. Determines whether paid hourly or salaried or for affiliates not applicable.

**Class:** Known as Employee Class: University Support Staff (USS), Unclassified Professional Staff, Faculty, Academic Staff, Adjuncts, Courtesy etc..

**Frequency:** Hourly or Biweekly (if paid salaried)

**Standard Hours:** Hours employee works in a week. 40 is full time and equals 1.00 FTE (full time equivalency)

**Position Pool ID:** Identifier for positions not funded on an individual position basis – all temporaries and some lecturers and instructors

**Pay Group:** Field is pay critical and must be in synchronization with employee type and FLSA override. (See chart below.)

<u>Pay Group</u>	<u>Override FLSA Status</u>	<u>Employee Type</u>	<u>Prorated Days Payroll Period</u>
AFL - Affiliates (non paid)	X = No FLSA	<u>H</u> ourly	N/A
CUN – University Support/Unclassified Professional Staff	N = Non Exempt	<u>H</u> ourly or <u>E</u> xception Hourly	10
CUX – Univ. Suprt /Unclas. Professional, Fiscal Year Faculty	E,A,P= Exempt	<u>S</u> alaried	10
LFC – Academic Year Faculty	P (E) = Exempt	<u>S</u> alaried	14
STN - Student	N = Non Exempt	<u>H</u> ourly or <u>E</u> xception <u>H</u> ourly	10
STX - Student	P (E) = Exempt	<u>S</u> alaried	14
SRX – Student	P (E) = Exempt	<u>S</u> alaried	10

Fiscal Year is generally 26 payroll periods (the dates change each year) 2080 fulltime hours in a calendar year (52 weeks X 40). CY 2004 had 27 payroll periods, FY2006 has 27 payroll periods, based on pay date.

Academic Year is 272 days, 136 days for the fall semester 8/18 – 12/31 and 136 days for the spring semester 1/1-5/16 \*leap year 5/15

If you forget your password and need it reset – Contact 4-0439 or [acctappl@ku.edu](mailto:acctappl@ku.edu)

If you are having system availability or printing questions – Contact 4-8080 or [itcsc@ku.edu](mailto:itcsc@ku.edu)

## Job/Position Summary Panel

Go, Administer Workforce, Administer Workforce (US),  
Inquire, Job/Position Summary

If you use the Name you may enter:

•Burkhead or Burkhead,M or Burkhead,Mad, etc.

If you use the Last Name you may only enter (last name and  
suffix if applicable: ex. Burkhead

If you know they have a suffix it is a space after the entry of  
last name then the suffix then the comma. (Smith Jr,)

You may also use the EmplID (Employee ID).

ID	Empl Rcd#	Name

A list box appears with the results based on your entry.

You may double click with your mouse or highlight and  
select OK.

This panel answers the question:

How do I find an employee on HRSA.

ID	Empl Rcd#	Name
1310143	0	Burkhead, Madeline A
1310143	999	Burkhead, Madeline A

**Administer Workforce (US) - Inquire - Job/Position Summary**

File Edit View Go Favorites Use Setup Process Inquire Report Reports Help

Job/Position Summary

Burkhead,Madeline A	ID: 1310143	Empl Rcd#: 0
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**JOB**

Eff Date: 03/18/2001 Seq#: Action: HIR Position: 00654321 Grade: 001 Step:  
 Dept ID: 1520000 Human Resources FLSA: N Cls: U Active  
 Job Code: 000100 Public Information Officer Freq: H Std Hrs: 40.00  
 Hourly Rate: 10.000000 Comp Rate: 10.000000 FTE: 1.00

**POSITION**

Number: 00654321 Eff Date: 02/25/2001 Active Position Pool ID:  
 DeptID: 1520000 FLSA: N Pay Group: CUN Std Hrs: 40.00 Hourly  
 JobCode: 000100 Public Information Officer Full-Time Regular

**FUNDING**

Fund Type	Pool ID	Position	Eff Date	Acct Code	Distrb %
<input checked="" type="radio"/> Earnings					
<input type="radio"/> Deds					
<input type="radio"/> Taxes					

TR05 Job/Position Summary Update/Displ

This is the employee record 0.

To get to the next employee record you may use the toolbar for the "Next in List" option or you may use F9.

There are options on the toolbar for the List and Previous in List and keys Ctrl+F9 for List or Shift+F9 for Previous in List.

**Administer Workforce (US) - Inquire - Job/Position Summary**

File Edit View Go Favorites Use Setup Process Inquire Report Reports Help

Job/Position Summary

Burkhead,Madeline A	ID: 1310143	Empl Rcd#: 999
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**JOB**

Eff Date: 03/18/2001 Seq#: Action: HIR Position: 00987654 Grade: 001 Step:  
 Dept ID: 2350000 Journalism FLSA: X Cls: J Active  
 Job Code: 0C3811 Courtesy Instructor Freq: H Std Hrs: 40.00  
 Hourly Rate: Comp Rate: FTE: 1.00

**POSITION**

Number: 00987654 Eff Date: 01/01/2001 Active Position Pool ID:  
 DeptID: 2350000 FLSA: X Pay Group: AFL Std Hrs: 40.00 Hourly  
 JobCode: 0C3811 Courtesy Instructor Full-Time Regular

**FUNDING**

Fund Type	Pool ID	Position	Eff Date	Acct Code	Distrb %
<input checked="" type="radio"/> Earnings					
<input type="radio"/> Deds					
<input type="radio"/> Taxes					

TR05 Job/Position Summary Update/Displ

This is a 9XX employee record which is used for Affiliates.

Administer Workforce (US) - Inquire - Job/Position Summary

File Edit View Go Favorites Use Setup Process Inquire Report Reports Help

Job/Position Summary

Burkhead, Madeline A	ID: 1310143	Empl Rcd#: 0
<b>JOB</b>		
Eff Date: 03/18/2001	Seq#: Action: HIR	Position: 00654321 Grade: 001 Step: 1
Dept ID: 1520000	Human Resources 2	FLSA: N Cls: U Active 1
Job Code: 000100	Public Information Officer	Freq: H Std Hrs: 40.00
Hourly Rate: 10.000000	Comp Rate: 10.000000	FTE: 1.00
<b>POSITION</b>		
Number: 00654321	Eff Date: 02/25/2001	Active Position Pool 9
Dept ID: 1520000	FLSA: N Pay Group: CUN	Std Hrs: 40.00 Hourly
Job Code: 000100	Public Information Officer 7	Full-Time 5 Regular 8
<b>FUNDING</b>		
Pool ID	Position	Eff Date Acct Code
Fund Type		
<input type="radio"/> Earns		
<input type="radio"/> Deds		
<input type="radio"/> Taxes		

TR05 Job/Position Summary Update/Displ

## How do I read this panel?

### Job and Position

This top section displays all job information.

The middle section displays all position information.

The highest dated record is displayed.

Position is by numeric order.

You need to watch for future dated rows and make sure that the position number on job matches the position number that is being displayed for comparisons as they are not in the same order.

These sections can get out of sync so match “like fields”.

You use the scroll bar on the right hand side to view the additional rows.

This panel answers the following questions:

How do I know if they are active? **1**

How do I find their HR department(s)? **2**

How do I find their current salary? **3**

How do I know if they are an exempt (salaried) or non-exempt (hourly) employee (FLSA Status)? **4**

How do I find their standard hours? **5**

How do I find their job code? **6**

How do I find their paygroup? **7**

How do I know if they are regular or temporary? **8**

How do I know if they are funded by a Pool ID or Position? **9**  
(If blank then position funded.)

### Very Important Note:

**The three sections (Job, Position, Funding) operate independently of each other.**

**The Job will only display the actual job records for the employee and it is in effective date order.**

**The Position and Funding will display all the data for each Position/Position Pool that the employee has ever held. It will contain Position and Funding information during the periods when the employee was not on the Position/Pool ID. They are displayed in numeric order by Position/Pool ID number. It is very important that you match up the key fields.**

Administer Workforce (US) - Inquire - Job/Position Summary

File Edit View Go Favorites Use Setup Process Inquire Report Reports Help

Job/Position Summary

Burkhead,Madeline A ID: 1310143 Empl Rcd#: 0

**JOB**

Eff Date: 03/18/2001 Seq#: Action: HIR Position: 00654321 Grade: 001 Step:  
 Dept ID: 1520000 Human Resources FLSA: N Cls: U Active  
 Job Code: 000100 Public Information Officer Freq: H Std Hrs: 40.00  
 Hourly Rate: 10.000000 Comp Rate: 10.000000 FTE: 1.00

**POSITION**

Number: 00654321 Eff Date: 02/25/2001 Active Position Pool ID:  
 DeptID: 1520000 FLSA: N Pay Group: CUN Std Hrs: 40.00 Hourly  
 JobCode: 000100 Public Information Officer Full-Time Regular

**FUNDING**

Fund Type	Pool ID	Position	Eff Date	Acct Code	Emcd	Distrb %
<input checked="" type="radio"/> Earnings	9	00654321	06/10/2001	1520600-003		100.000
<input type="radio"/> Deds		00654321	03/18/2001	1520600-003		100.000
<input type="radio"/> Taxes						

TR05 Job/Position Summary Update/Displ

## Funding

The bottom section displays the funding information.

To display the values click on one of the radio buttons: Earnings (gross pay), Deds (employer benefits), Taxes (employer taxes).

This example is only displaying the option of Earnings.

Please watch the Position or Pool ID so you know you are looking at the correct funding and the effective dates.

This portion answers the questions:

How do I know if they are funded by a Pool ID or Position? **9**

How do I find their account codes/funding? **10**

How do I see if there is a funding split? **11**

### Very Important Note:

**The three sections (Job, Position, Funding) operate independently of each other.**

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