

## 9.2 Understanding FWL Job Data

**Purpose:** Use this document as a reference for understanding how Job Data in Human Capital Management (HCM) is viewed and used in Faculty Workload.

**Audience:** HR\Payroll Staff.

 You must have at least one of these local college managed security roles:

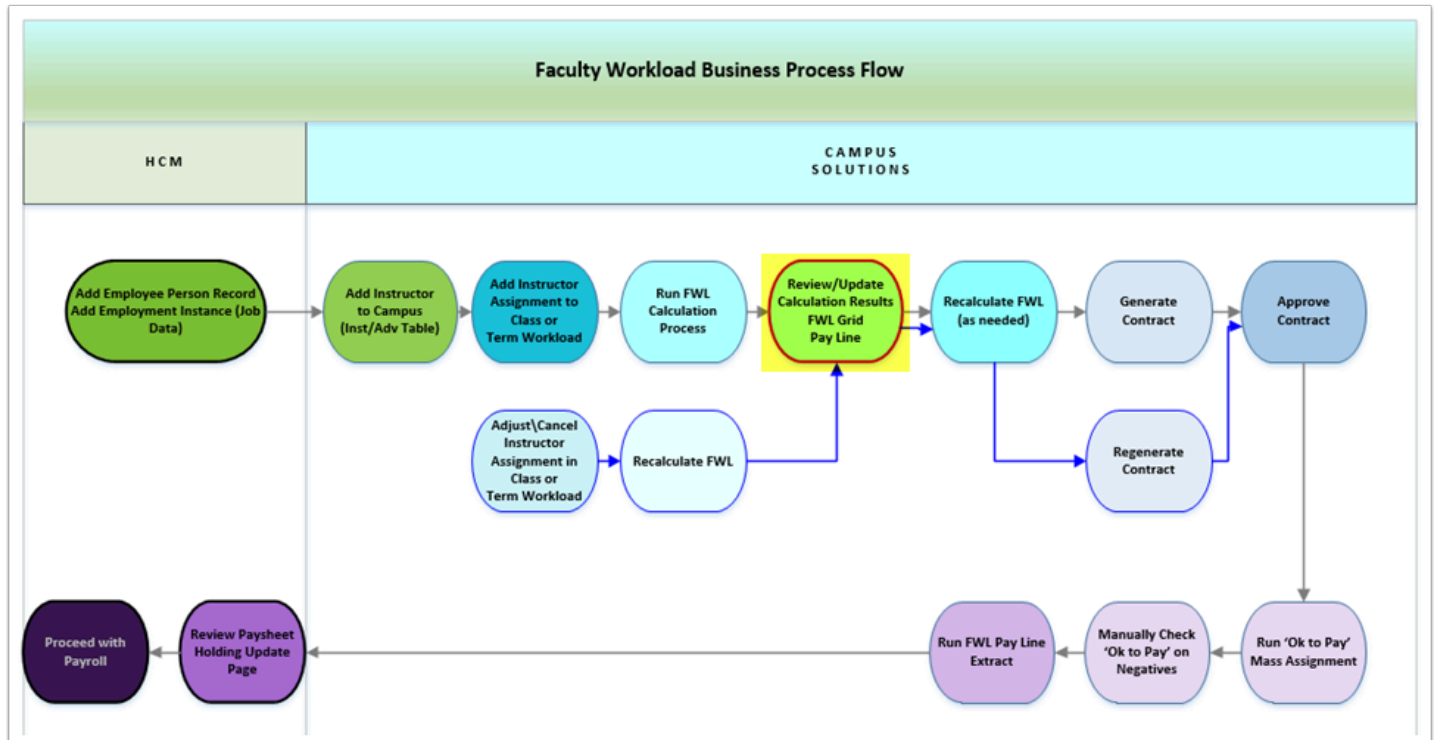
- ZD FWL View Cnt Calc
- ZZ FWL Contract Approve
- ZZ FWL Contract Calc
- ZZ FWL Contract Gen
- ZZ FWL Contract Submit
- ZZ FWL Pay Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Job Data in FWL appears in the **Position/Job Summary** section of the **HCM Data** page, which is part of the **Maintain Faculty Workload** component. The **Maintain Faculty Workload** component is the heart of the Faculty Workload process in that it serves as a "workspace" to store pertinent data. This page, sits half way through the business flow of processing Faculty pay, between adding the instructor assignments in class and generating an online contract to send pay to payroll.

# Understand FWL Job Data

## Overview of Job Data (HCM Data - Position/Job Summary)



**Navigation: NavBar > Navigator > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload**

1. The **Maintain Faculty Workload** search page displays.
2. Enter the applicable **Search Criteria**.
3. Select the **Search** button.

### Maintain Faculty Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID

Academic Institution

Term

Last Name

First Name

☐ Include History ☐ Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- The **Maintain Faculty Workload** page displays.
- The **HCM Position Job Summary** section, located in the **HCM Data Page** tab, allows staff to view summary information on active job records in **HCM** for:
  - Part-Time (**PTF**)
  - Full-Time Faculty (**FAC**)
- Selecting the **View Job Data** link will provide a 'view only' access into the actual **Job Data** component in **HCM**.
- Select the **View Job Data** link.
- NOTE: Selecting this link opens a new page in HCM to 'display' the job information - only if the user has the role to view this information.

← Department Term Summary **Maintain Faculty Workload**

[HCM Data Page](#) [FWL Grid](#) [Calculation Results](#) [FWL Notes/Comments](#)

[Instructions](#)

**Header Data**

Empl ID: 101002116 Institution: WA171 Spokane CC Term: 2167 FALL 2016  
 First Name: Last Name: Phone: 380/555-1212  
 Email:

**HCM Data Information**

**HCM Position Job Summary**

1-1 of 1

	Empl Class	Empl Rod #	Empl Rod # Descr	HR Status	Payroll Status	Job Code	Company	Business Unit	Department	Description	Salary Grade	Step	View Job Data
1	<b>FAC</b>		7 Secondary	<b>Active</b>	Leave W/Py	950000	170	HR171	98716	SCC Physical Education		0	<a href="#">View Job Data</a>

**Warning:** While a job record is visible in FWL if the **HR Status** is 'Active', if the **Payroll Status** is not also set to 'Active', pay cannot be sent to payroll for that job.

9. The **Job Data** page displays in a new window.

The screenshot shows the 'HCM Data Page' with a 'Job Data' tab selected. The page displays employee information for Empl ID 101002116 and Empl Record 7. The 'Work Location Details' section includes fields for Effective Date (07/01/2019), Effective Sequence (1), HR Status (Active), Payroll Status (Leave With Pay), Position Number, Position Entry Date, Regulatory Region (USA), Company (170), Business Unit (HR171), Department (98716), Department Entry Date (05/25/2016), Location (SMAJN), Establishment ID (171), Last Start Date (05/25/2016), Expected Job End Date, Expected Return Date, Last Date Worked (06/15/2019), and Date Created (07/24/2019). The page also includes tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation, and buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

10. Select the **CTC Earnings Distribution** tab.

11. On the HCM **Job Data** record, the **CTC Earnings Distribution** page will store all of the 'budget' codes that payroll can be expensed against for that job. The HCM system stores the **Earnings Code** and **Combination Code** (referred to as *Combo Code* or *Account Code*).

12. The **CTC Earnings Distribution** page will store all the available **Earnings Codes** that an employee could be paid with, but not all of these codes are used in FWL. Typically only MLC (Moonlight/Overtime) and PTF (Part-Time Faculty - Adjunct) are applicable in FWL; however, at this time any of the **Earnings Codes** on the job record are visible on the **FWL Pay Line**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | **CTC Earnings Distribution**

Employee: \_\_\_\_\_ Empl ID: 101002116  
Empl Record: 7

**Job Information** ① 1 of 2

Effective Date: 07/01/2019 Go To Row

Effective Sequence: 1 Action: Data Change

HR Status: Active Reason: Supervisor Change

Payroll Status: Leave With Pay Job Indicator: Secondary Job

Current

**Earnings Distribution** 1-1 of 1

	*Earnings Code	Description	Combination Code		*Percent of Distribution	Primary		
1	MLC	Moonlight Contract	000199575	<a href="#">Edit ChartFields</a>	100.000	<input checked="" type="checkbox"/>	+	-

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

13. On the **CTC Earnings Distribution** page, the **Earnings Codes** are stored with their associated **Combination Code(s)**. If the job is paid from multiple budgets, then the **Earnings Code** will be added more than once and each budget (Combo Code) will be added on a separate line. The **Percent of Distribution** will be split equally to total 100%. Faculty Workload does not use the distribution percentage from this page, as the actual payments come through the **Pay Sheet Upload** process and are not put through a distribution process. The page itself though does require that each **Earnings Code** total 100% distribution. Typically the first Earnings Code entered on the CTC Earnings Distribution page is picked up and posted to the **FWL Pay Line** upon calculation, however the value can be changed on the **Pay Line**.
14. The Combo Code in HCM is a representation of the full finance chartfield string, represented by a 12 digit number. The Combo Code is seen in FWL, not the chartfields behind it, so staff will want to become familiar with the Combo Code that represents budgets for their particular department. A Query can be run in Campus Solutions to view the chartfield descriptions behind the code, or HR staff can use the **Edit Chartfields** link to view the accounting string behind the code.
15. Select the **Edit Chartfields** link.
16. The ChartField Common Component pagelet displays.
17. Select the **Return** button to close the ChartField Common Component pagelet.

Work Location Job Information Job Labor Payroll Salary Plan Compensation CTC Job Data **CTC Earnings Distribution**

Employee Empl ID 101002116  
Empl Record 7

Job Information ①

Effective Date 07/01/2019  
Effective Sequence 1  
HR Status Active  
Payroll Status Leave With Pay

Action Data Change  
Reason Supervisor Change  
Job Indicator Secondary Job

Go To Row

Current

Earnings Distribution

*Earnings Code	Description	Combination Code	*Percent of Distribution	Primary
1 MLC	Moonlight Contract	000199575	100.000	<input type="checkbox"/>

Edit ChartFields

ChartField Common Component

Earnings Account Mapping

Employee ID 101002116  
Combination Code 000199575

Search Options

☒ Combination Codes  
☐ Speed Types

Search

ChartField Detail

Operating Unit	Account	Fund Code	Appropriation Index	Class Field	Department	Program Code	PC Business Unit	Project
7171	5000090	149		011	35000	35003		

Return

**Alert:** The **HCM Position Job Summary** page operates in 'real time' meaning if a job is terminated, it will immediately disappear from the FWL **HCM Data page**. Make sure ALL payroll processing for FWL is complete for the instructor BEFORE terminating the job in HCM.

18. The process to understand the FWL Job Data pages is now complete.
19. End of procedure.