

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:

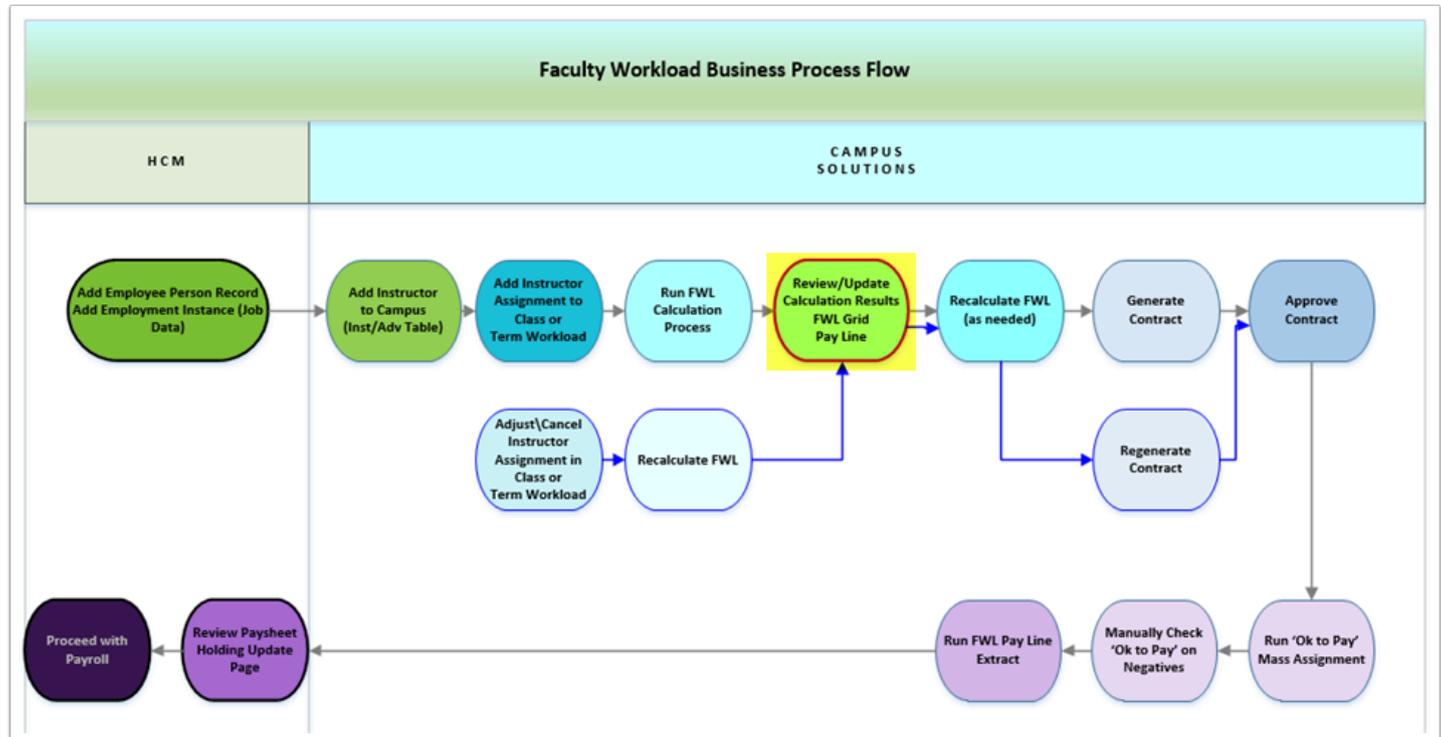
- ZD FWL View Cnt Calc
- ZZ FWL Contract Approve
- ZZ FWL Contract Calc
- ZZ FWL Contract Gen
- ZZ FWL Contract Submit
- ZZ FWL Pay Processing

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](#)

4. The **Maintain Faculty Workload** page displays.
5. 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**)
6. Selecting the **View Job Data** link will provide a 'view only' access into the actual **Job Data** component in **HCM**.
7. Select the **View Job Data** link.
8. 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](tel:3805551212)
 Email:

HCM Data Information

HCM Position Job Summary

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 FAC	7	Secondary	Active	Leave W/Py	950000	170	HR171	98716	SCC Physical Education		0	View Job Data

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 displays the 'Job Data' page for Employee 101002116. The page is divided into several sections:

- Work Location Details:** This section contains various fields for job information. Key fields include:
 - *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
 - Position Number: (empty)
 - Position Entry Date: (empty)
 - *Regulatory Region: USA
 - Company: 170
 - *Business Unit: HR171
 - *Department: 98716
 - Department Entry Date: 05/25/2016
 - *Location: SMAIN
 - Establishment ID: 171
 - Last Start Date: 05/25/2016
 - Expected Job End Date: (empty)
 - Expected Return Date: (empty)
 - Last Date Worked: 06/15/2019
- Navigation and Action Buttons:** At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.
- Page Navigation:** The top of the page shows a breadcrumb trail: 'Work Location > Job Information > Job Labor > Payroll > Salary Plan > Compensation > CTC Job Data > CTC Earnings Distribution'.

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**

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

Earnings Distribution 1-1 of 1

*Earnings Code	Description	Combination Code	*Percent of Distribution	Primary
1 MLC	Moonlight Contract	000199575 Edit ChartFields	100.000	<input 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: 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.

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

Earnings Account Mapping
Employee ID 101002116
Combination Code 000199575

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.