

# Updating Permanent and Non-permanent Employees (Classified Hourly)

**Purpose:** Use this document when changing permanent or non-permanent part-time employees to Classified Hourly employees.

**Audience:** Human Resources Specialist

## Updating Permanent and Non-permanent Employees (Classified Hourly)

Updating a Job Instance of a part time non-permanent or permanent Employee Type to Classified

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

- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator
- ZZ FWL HCM Pay Process

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

**Navigation:** Workforce Administration > Job Information > Job Data

1. The Job Data search page displays.
2. Enter applicable **Search Criteria** to locate the employee's job data information.
3. Select the **Search** button.
4. The Job Data **Work Location** page displays.

Changes needed in the **Work Location** tab:

5. Insert a new effective dated row, click the + icon.
6. The **Effective Date** will default to the system date, change to the date this change is made.
7. Select **Data Change** from the **Action** drop-down menu.
8. Select **Employee Type Change** from the **Reason** drop-down menu.
9. Enter/update the **Position Number** this is required for Permanent (optional for non-permanent).

The screenshot shows the 'Job Data' form for employee Kendall Simmons (Empl ID: 101056231). The 'Work Location' tab is active. The 'Work Location Details' section includes the following fields and values:

- \*Effective Date:** 07/01/2023 (highlighted with a red box)
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- \*Action:** Data Change (highlighted with a red box)
- Reason:** Employee Type Change (highlighted with a red box)
- \*Job Indicator:** Primary Job
- Position Number:** (empty field, with a red arrow pointing to it from a note: "Required for Permanent employee, Optional for Non-permanent")
- Position Entry Date:** (empty field)
- \*Regulatory Region:** USA
- Company:** 030
- \*Business Unit:** HR030
- \*Department:** 99520
- Department Entry Date:** 10/06/2021
- \*Location:** MAINL
- Establishment ID:** 030
- Last Start Date:** 10/06/2021
- Expected Job End Date:** (empty field)

Other visible information includes 'Olympic College' and 'ATHLETICS' as organizational details, and 'Date Created: 07/31/2023'.

Changes needed in the **Job Information** page.

10. Select the **Job Information** tab, the Job Information page displays.
11. Enter/update the **Job Code**. This code needs to be a "**Classified**" job code (defined by Office of Financial Management - OFM; code begins with "00") .
12. Enter/update the **Regular/Temporary** field. If employee is non-permanent = **Temporary**; if permanent = **Regular**.
13. Enter/update the **Full/Part** field to **Part-Time**.
14. Click the **Empl Class** drop-down menu and select **Classified**.
15. Enter/update **Regular Shift**, if the employee is eligible for shift premiums: select **Evening**.
16. **Standard Hours** leave at **40**. The system pays hours reported in Time & Labor, not through Job Data.
17. Enter/update the **FTE** to **1.0**.
18. Enter/update **Work Period** to **W522**.

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

Kendall Simmons  
Employee

Empl ID 101056231  
Empl Record 0

Job Information Details

Effective Date 07/01/2023  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Data Change  
Reason Employee Type Change  
Job Indicator Primary Job

Go To Row

\*Job Code 000211  
Entry Date 07/01/2022  
Supervisor Level  
Supervisor ID 101015502  
Reports To  
\*Regular/Temporary Temporary  
Empl Class Classified  
\*Regular Shift Not Applicable

ACTIVITY ADV-ASST/COACH  
Harper Howard  
\*Full/Part Part-Time  
\*Officer Code None  
Shift Rate  
Shift Factor

Standard Hours 40.00  
FTE 1.000000  
Work Period W522  
Weekly 522

Contract Number  
Contract Number  
Contract Type

Next Contract Number

Changes needed on the **Job Labor** page:

19. Click the **Job Labor** tab; the **Job Labor** page displays.
20. Enter the **Union Code** for represented non-permanent and permanent employees.
21. Enter the **Union Seniority Date** as applicable.

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

Kendall Simmons  
Employee

Empl ID 101056231  
Empl Record 0

Labor Information

Effective Date 07/01/2023  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Data Change  
Reason Employee Type Change  
Job Indicator Primary Job

Go To Row

Bargaining Unit  
Labor Agreement  
Labor Agreement Entry Dt  
Employee Category  
Employee Subcategory  
Employee Subcategory 2

Position Management Record  
Union Code WP  
Union Seniority Date 07/01/2023  
Works Council ID  
Labor Facility ID  
Entry Date

WA Public Employee ASSOC

Stop Wage Progression  
Pay Union Fee  
Exempt from Layoff

Reason

Assigned Seniority Dates

1-1 of 1 | View All

Changes needed on the **Payroll** page:

22. Click the **Payroll** tab; the **Payroll** page displays.
23. If applicable, change the **Absence System** from Other to **Absence Management**.

**! IMPORTANT:** For classified type employees accruing Holiday credit rather than receiving holiday pay, you **MUST** select the **Absence System** as **Absence Management** from the drop-down menu. This will cause the credit to be managed through absence requests.

In the **Payroll for North America** section:

24. The **Pay Group** should remain **HXX Hourly: Semi-Monthly** (where XX = first two digits of your Company code).
25. **Employee Type** should remain **Hourly**.
26. **Holiday Schedule** select to **NONE**.

In the **Absence Management System** section:

27. Enter the absence **Pay Group** the same as the payroll Pay Group with **AM** appended to the end.
28. Be sure to disable the **Use Pay Group Eligibility** check box from the **Setting** group box.
29. Enter or select the **Eligibility Group**.

**NOTE:** Use your Company Code followed by NPELIG. For example: **030NPELIG**.

This applies to both Non-permanent and Permanent.

For other types, use the default Eligibility Group.

The screenshot displays the 'CTC Earnings Distribution' page for 'Job Data' of employee 'Kendall Simmons' (Empl ID 101056231). The 'Payroll' tab is selected. The 'Payroll Information' section shows 'Effective Date' as 07/01/2023 and 'Payroll Status' as Active. The 'Payroll for North America' section shows 'Pay Group' as H03, 'Employee Type' as H, and 'Holiday Schedule' as NONE. The 'Absence Management System' section shows 'Pay Group' as H030AM and 'Eligibility Group' as 030NPELIG. The 'Setting' section shows the 'Use Pay Group Eligibility' checkbox unchecked.

Changes needed on the **Salary Plan** page:

30. Click the **Salary Plan** tab; the **Salary Plan** page displays.
31. Set the **Salary Admin Plan** to **CS** or **ST** for WFSE & WPEA colleges;  
Technical colleges to use their local based Salary Plan(s).
32. Enter or select the appropriate salary **Grade**.
33. Enter or select the appropriate salary **Step**.
34. Enter the Grade Entry Date and Step Entry Date to reflect the Effective Date these updates were made to the employee's job data record.

**NOTE:** These employees will get picked up as part of the Automated Step Increase Progression process.

The screenshot shows the 'Salary Plan' tab selected in a system interface. The employee's name is Kendall Simmons, with Empl ID 101056231 and Empl Record 0. The 'Salary Plan Details' section shows the following information:

Field	Value
Effective Date	07/01/2023
Effective Sequence	0
HR Status	Active
Payroll Status	Active
Salary Admin Plan	ST
Grade	1
Step	2
Grade Entry Date	07/01/2023
Step Entry Date	07/01/2023

The 'Salary Admin Plan', 'Grade', 'Step', 'Grade Entry Date', and 'Step Entry Date' fields are highlighted with red boxes. The 'Includes Wage Progression Rule' checkbox is unchecked. The 'Action' column shows 'Data Change' with the reason 'Employee Type Change' and 'Job Indicator' 'Primary Job'. The 'Current' status is indicated.

Changes needed on the **Compensation** page:

35. Click the **Compensation** tab; the **Compensation** page displays.
36. In the **Compensation Details** section, the **\*Frequency** field is set to **H** - Hourly.
37. In the **Pay Components** grid section, enter or select the **Rate Code** to **NAANNL**.
38. **Frequency** in the **Pay Components** area to be set to **A**.
39. Click the **Default Pay Components** button under the **Pay Rates** section.

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

Kendall Simmons  
Employee

Empl ID 101056231  
Empl Record 0

Compensation Details

Effective Date 07/01/2023  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Data Change  
Reason Employee Type Change  
Job Indicator Primary Job

Compensation Rate 29.160920  
\*Frequency H Hourly

Go To Row

Comparative Information

Pay Rates

Default Pay Components

Click after entering Rate Code and Frequency in the Pay Components grid.

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	60,888.000000	USD	A	

Calculate Compensation

Changes needed on the **CTC Job Data** page:

**NOTE:** For the **CTC Job Data** and the **CTC Earnings Distribution** pages, if there is a job **Effective Sequence** row involved, be sure the field values in both pages are reflected in both rows (for example, 0 & 1). Effective Sequence is important when there are multiple data rows inserted on the same effective date.

40. Click the **CTC Job Data** tab; the **CTC Job Data** page displays.
41. Enter or select the **Leave Accrual Date** to the same as the **Effective Date** for this *Data Change/Employee Type Change* transaction.
42. Enter the appropriate **Leave Maximum Month**.
43. Enter the appropriate **Job Emp Type**.  
Choices include: Non-Permanent, Non Perm Limited, Non Perm On Call, Permanent PT Scheduled
44. Click the **Union Member** check box.
45. Enter or select the **OFM Bargaining Unit**.

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

New Window | Help | Personalize Page

Kendall Simmons  
Employee

Empl ID 101056231  
Empl Record 0

Job Information ?

Effective Date 07/01/2023

Effective Sequence 0

HR Status Active

Payroll Status Active

Leave Accrual Date 07/01/2023

Job Term

Probation End Date

Contract Units

Contract Begin Date

Union Member: ☒

Faculty Status

Quarterly Leave Accrual Hrs

Max Leave Override: ☐

Action Data Change

Reason Employee Type Change

Job Indicator Primary Job

Leave Maximum Month 9

Job Emp Type Non-Permanent

Trial Service Date

DRS Calendar

Contract End Date

OFM Bargaining Unit 002P

Balloon Payment ID

Leave Type

Go To Row

Changes needed on the **CTC Earnings Distribution** page:

**NOTE:** For the **CTC Job Data** and the **CTC Earnings Distribution** pages, if there is a job **Effective Sequence** row involved, be sure the field values in both pages are reflected in both rows (for example, 0 & 1). Effective Sequence is important when there are multiple data rows inserted on the same effective date.

46. Click the **CTC Earnings Distribution** tab; the **CTC Earnings Distribution** page displays.

47. Enter the appropriate **Earnings Distribution** details as appropriate.

**Earnings Code = HRY**

Click the **Edit Chartfields** link to select/update a **Combination Code**.

Enter the **Percent of Distribution** assigned to the selected Combination Code.

- **Warning:** If you are assigning multiple Earnings Codes and/or Combination Codes, the system will require you to indicate which is the primary record.

48. Select the **Employment Data** link at the bottom of the screen.

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

Kendall Simmons Employee Empl ID 101056231 Empl Record 0

**Job Information** ?

Effective Date 07/01/2023 Effective Sequence 0 Action Data Change  
 HR Status Active Reason Employee Type Change  
 Payroll Status Active Job Indicator Primary Job

Go To Row

**Earnings Distribution**

	*Earnings Code	Description	Combination Code	*Percent of Distribution	Primary
1	HRV	Hourly	000202604	100.000	<input checked="" type="checkbox"/>

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

The **Employment Information** page displays.

49. Click the **Time Reporter Data** link in the center area of the page.

Employment Information

Kendall Simmons Employee Empl ID 101056231 Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0 Original Start Date 10/06/2021 ☐ Override  
 Last Start Date 10/06/2021 First Start Date 10/06/2021  
 Termination Date Org Instance Service Date 10/06/2021 ☐ Override

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date 10/06/2021 First Assignment Start 10/06/2021

Assignment End Date Home/Host Classification Home

Company Seniority Date 10/06/2021 ☐ Override  
 Benefits Service Date 10/06/2021 ☐ Override  
 Seniority Pay Calc Date 10/06/2021 ☐ Override

Probation Date Professional Experience Date Business Title ACTIVITY ADV-ASST/COACH

Years Months Days 1 9 25

Last Verification Date Position Phone

**Time Reporter Data**

The **Time and Labor Data** page displays.



50. Add new effective dated row.
51. Enter or select the **Effective Date**.
52. Enter or select the **Time Reporter Type** for this employee.
53. Enter or select the appropriate **Elapsed Time Template** or **Punch Time Template** based on the **Time Reporter Type** selected.
54. The **Workgroup** is changed to **XXXCLAHRY** for scheduled employees or **XXXCLAHRY** for non-scheduled employees.  
Where XXX to be company code.
55. Enter or select the appropriate **Taskgroup**.
56. Click the **OK** button.
57. Return to the **Employment Information** page.
58. Click the **Benefits Program Participation** link located on the bottom right-side of the **Employment Information** component.

The screenshot shows the 'Time and Labor Data' window for employee Kendall Simmons (Empl ID: 101056231). The window contains a table for 'Time Reporter Data'. The first row is highlighted, showing fields for Effective Date (07/01/2023), Time Reporter Type (Elapsed Time Reporter), Elapsed Time Template (CTC\_ELAPSE), Punch Time Template, Time Period ID, Workgroup (030CLAHRY), Taskgroup (CTCTSKGRPN), Task Profile ID, TCD Group, Restriction Profile ID, Rule Element 1-5, and Time Zone (PST). The 'Add a New Row' button is located above the table, and the 'OK' button is at the bottom left. A red arrow points from the 'Add a New Row' button to the '+' icon in the top right corner of the table.

The **Benefits Program Participation** page displays.

59. Under the **Benefit Status** section, enter the appropriate **Benefit Record Number**.
60. In the **Benefit Program Participation Details** section:
  - > Add a new **Effective Date** row.
  - > Enter or select the **Effective Date**.
  - > Enter or select the **Benefit Program**.
61. Click the **Save** button.

**Benefit Status**

Benefit Record Number: B0  
 Effective Date: 07/01/2023  
 Effective Sequence: 0  
 HR Status: Active  
 Payroll Status: Active  
 Action: Data Change  
 Reason: Contract  
 Job Indicator: Primary Job  
 \*Benefits System: Base Benefits  
 Annual Benefits Base Rate: USD  
 Current Benefits Employee Status: Active

**Benefits Administration Eligibility**

BAS Group ID: [Search]  
 Elig Fld 1: [Field] Elig Fld 2: [Field] Elig Fld 3: [Field]  
 Elig Fld 4: [Field] Elig Fld 5: [Field] Elig Fld 6: [Field]  
 Elig Fld 7: [Field] Elig Fld 8: [Field] Elig Fld 9: [Field]

**Benefit Program Participation Details**

\*Effective Date: 07/01/2023  
 Currency Code: USD  
 \*Benefit Program: SB0  
 403b/457 retire/tax dfer cont

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

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

The procedure to update the Job Data component of a part-time, hourly, non-permanent or permanent Employee Type to Classified is complete.

Continue to Assigning Work Schedules to see the work schedule recommendations for these employees.

## Assigning Work Schedules

**Purpose:** It is recommended that the part-time, hourly employees updated using the procedure above use the *Assignment Method* of **Select Predefined Schedule** and the **Schedule ID** should be **8X7MTWTHFSSU** or **10X7MTWTHFSSU**, or as applicable.

**Audience:** Human Resources Specialist

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

- ZC Admin Enroll Time Reporters
- ZD TL Admin View Enrollment
- ZZ HCM Manager

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

## Navigation: Time and Labor > Enroll Time Reporters > Assign Work Schedule

The **Assign Work Schedule** search page displays.

1. Enter the **Empl ID**.
2. Click the **Search** button.
3. The **Search Results** display.
4. Click the **Empl ID** link from the Search Results.

The **Assign Work Schedule** page displays.

5. To change the schedule, enter a new effective-dated row by clicking the **Add a Row** **[+]** button.
6. Enter the **Effective Date**.  
**NOTE:** Effective dates should be the FIRST WORK DAY of the week for this **Data Change/Employee Type Change** transaction.
7. Enter the **Assignment Method** - click the drop-down and choose the **Select Predefined Schedule** from the list.
8. The **Schedule Group** populates based on the selected assignment method.
9. Select the most appropriate **Schedule ID** from the lookup for this part-time hourly employee:  
8-hour daily schedule = **8X7MTWTHFSSU**; 10-hour daily = **10X7MTWTHFSSU**
10. Click the **Save** button.

**Assign Work Schedule**

Kendall Simmons  
ACTIVITY ADV-ASST/COACH  
Employee ID 101056231  
Employment Record 0

**Assign Schedules**

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
07/01/2023	Select Predefined Schedule	170_CLEX	8X7 MTWTHFSSU	8 hrs M, T, W, TH, F, Sat, Sun	Show Schedule
07/01/2022	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule

View history of Schedule Assignments, including default changes

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

The procedure to assign a work schedule is now complete.


# Enroll Employee in a Compensatory Time Off Plan

**Purpose:** It is recommended that the part-time, hourly employees updated using the procedures above enroll these employees in a Comp Plan if they need to accrue comp time as applicable.

For colleges that are:

- Nonunion Represented = **WACOMP1**
- WFSE College = **WFSECMP**
- WPEA College = **WPEACMP**

**Audience:** Human Resources Specialist

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

- **ZC Admin Enroll Time Reporters**

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

## Navigation: Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

1. Enter the **EMPL ID**.
2. Select the **Search** button.
3. Select the appropriate **EMPL RCD** from the **Search Results** if employee has more than one job.
4. The **Compensatory Plan Enrollment** page displays.
5. The **Effective Date** defaults to the current date. Change to the Effective .
6. Select the **Compensatory Time Off Plan** lookup icon and select the appropriate option.

### Options:

WACOMP1	WA SBCTC Compensatory Plan
WFSECMP	WFSE Compensatory Plan
WPEACMP	WPEA Compensatory Plan

6. **Status** defaults to **Active**.
7. If applicable, select the **[+] Add a Row** button to add additional plans.
8. Select the **Save** button.

Employee Self Service

Compensatory Plan Enrollment

Home

Search

Notifications

More

Refresh

New Window | Help | Personalize Page

Compensatory Plan Enrollment

Kendall Simmons

Empl ID 101056231

Empl Record 0

Comp Plan Enrollment

Q

| << < 1 of 1 > >> | View All

\*Effective Date 07/01/2023

+

-

Valid Comp Time Off Plans for Time Reporter

Filter

Q

<< < 1-1 of 1 > >> | View All

*Compensatory Time Off Plan	Description	*Status		
WPEACMP	WPEA Compensatory Plan	Active	<div><div>+</div><div>-</div></div>	

Save

Return to Search

Notify

Refresh

Include History

Correct History