9.2 Add A New Employment Instance

Purpose: Use this document for adding a new additional job record to an employee who has an existing job record in ctcLink. This document can also be used for adding a job record to an employee who has an existing Personal Record (Bio Demo) but no job record.

Audience: Human Resources Staff.

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

- ZC HR Employee Maintenance
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

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

PeopleSoft Human Resources enables the user to keep complete job information about workers who hold more than one job at a time in an organization.

Add a New Employment Instance

Navigation: Menu > Workforce Administration > Job Information > Add Employment Instance

1. The **Add Employment Instance** search page displays.
2. Enter the **Empl ID** in the **Empl ID** field.
3. Select the **Add Relationship** button.

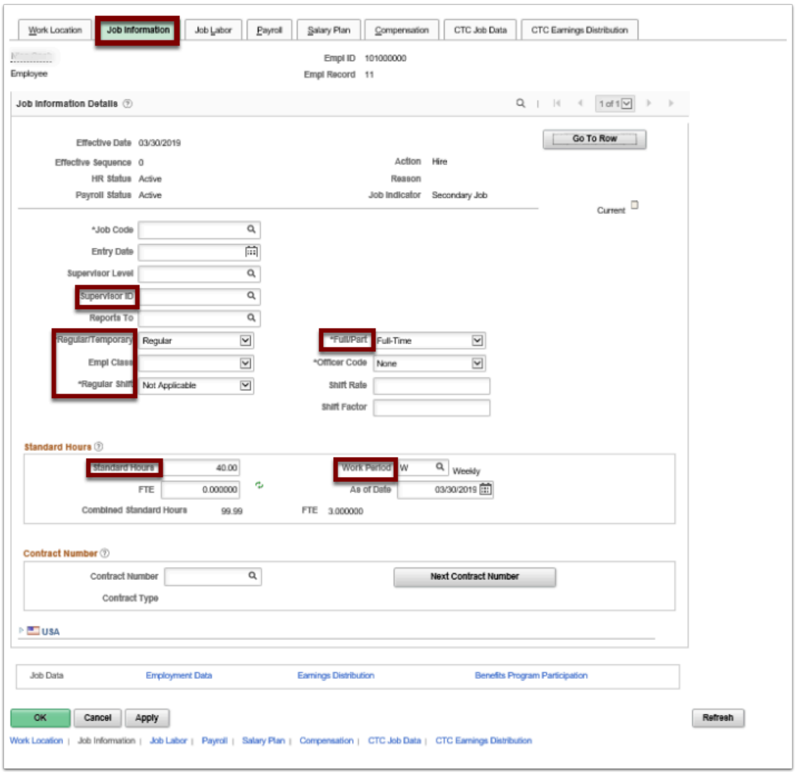
Work Location

4. The **Add Employment Instance** page displays.
5. From the **Work Location** tab, the **Empl Record** field will default the next value in numerical sequence.
6. Change the **Effective Date.**
7. The **Action** field is pre-filled with **Hire**.

8. Select the **Reason** from the drop-down menu.
9. Select the **Position Number** lookup icon and select the desired position.
10. Select the **Override Position Data** button.
11. Enter the desired date in the **Expected Job End Date** field, if applicable.

Job Information

12. Select the **Job Information** tab.
13. The **Job Information** page displays.
14. Change the **Regular/Temporary** field, if applicable.
15. Change the **Full/Part** field, if applicable.
16. Select the appropriate **Empl Class**.
17. Change the **Regular Shift** field, if applicable.
18. Enter the **Supervisor ID.**
19. Enter the desired information in the **Standard Hours** field, if different than the default value.
20. Select the **Work Period** lookup icon, to select the desired work period for the position; if different than the default value.
21. The **FTE field** changes based on hours entered in the **Standard Hours** field.



Job Labor

22. Select the **Job Labor** tab.
23. The **Job Labor** page displays.
24. Enter the **Union Code** on the **Job Labor** page, if applicable.

Payroll

25. Select the **Payroll** tab.
26. The **Payroll** page displays.
27. Select **Absence Management** in the **Absence System** field, if applicable.
28. Select the **Pay Group** lookup icon field to select the desired pay group.
29. The **Holiday Schedule** will default to the State Board Holiday schedule unless your college has a schedule outside of the standard Washington State holiday calendar. If so, you'll need to select the appropriate alternate schedule.

> **Note:** To view how many jobs an employee holds, navigate to: *Main Menu > Workforce Administration > Job Information > Review Job Information > Multiple Jobs Summary*

Salary Plan

30. Select the **Salary Plan** tab.
31. The **Salary Plan** page displays.
32. Enter the appropriate **Step.**

Compensation

33. Select the **Compensation** tab.
34. The **Compensation** page displays.
35. Select on the **Default Pay Components** button to execute rate code defaults.
36. Select the appropriate **Frequency.**

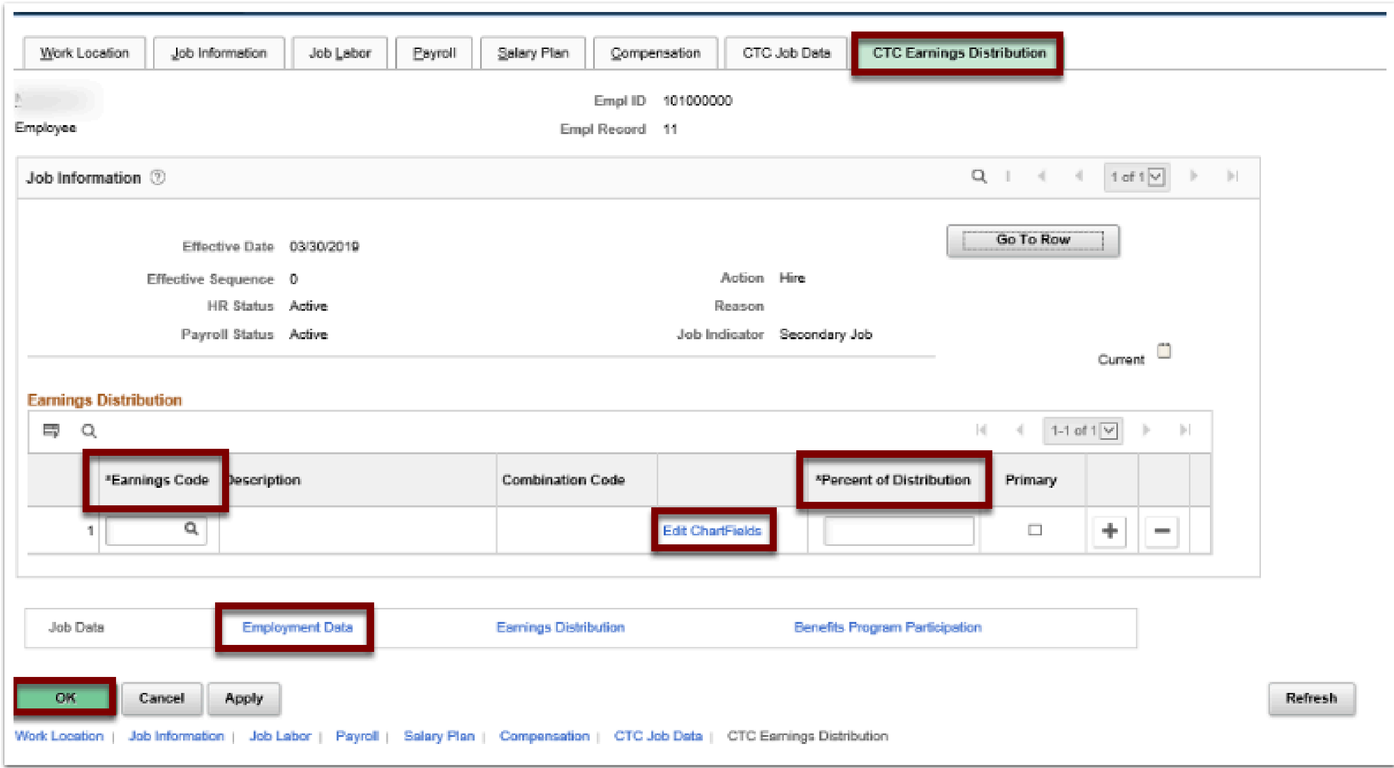
CTC Job Data

37. Select the **CTC Job Data** tab.
38. The **CTC Job Data** page displays.
39. Enter all necessary data (see QRG [Adding a New Employee and a Job Instance] steps).

CTC Earnings Distribution

40. Select the **CTC Earnings Distribution** tab.
41. The **CTC Earnings Distribution** page displays.
42. Enter the appropriate **Earnings Code**.
43. Select the **Edit Chartfields** link, to select a **Combination Code** .

44. Enter the **Percent of Distribution** assigned to the selected Combination Code.
45. **Warning:** If you are assigning multiple Earnings Codes and/or Combination Codes the system will require you to indicate which is the primary record.
46. Select the **Save** button.
47. Select the **Employment Data** link at the bottom of the page.



48. The **Employment Information** page displays.
49. Verify the defaulted values.
50. Select the **Time Reporter Data** link.
51. The **Time and Labor Data** page displays.
52. Enter the **Effective Date.**
53. Select the **Time Reporter Type** (Elapsed or Punch).
54. Enter the **Elapsed OR Punch Time Template** (should coincide with the Time Reporter Type you selected).
55. Select the appropriate **Workgroup** from the menu options.
56. Select the appropriate **Taskgroup** from the menu options.
57. Select the **OK** button.
58. From the **CTC Earnings Distribution** page, select the **Benefits Program Participation** link.
59. The Benefit Program Participation page displays.
60. Select the **Benefit Program** lookup icon.
61. Select the desired benefit program.
62. Select the **OK** button.

Assigning Work Schedule

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

- ZD TL Admin View Enrollment
- ZC Admin Enroll Time Reporters
- 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: Menu > Time and Labor > Enroll Time Reporters > Assign Work Schedule

1. The **Assign Work Schedule** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.
4. The Search Results display.
5. Select the **Empl ID** link.
6. The **Assign Work Schedule** page displays.
7. Select the **Show Schedule** link to view current schedule for the employee.
8. The **Schedule Calendar** pagelet displays.
9. View the employee's schedule.
10. Select the **OK** button when finished.
11. The **Assign Work Schedule** page displays.
12. To change the schedule, select the **Add a Row (+)** button to add an additional row.
13. Enter the **Effective Date**. **Note: Effective dates should be the FIRST WORK DAY of the week.**
14. Select the **Assignment Method**. **Note**: The **Create Personal Schedule** Assignment Method is not used.
15. The **Schedule Group** populates based on the selected assignment method.
16. Select the **Schedule ID**.
17. Select the **Save** button.

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to **Add a New Employment Instance**. This link will open in a new tab/window.