Part-Time/Full-Time Temp/Casual JOB INFORMATION STANDARDS

Problem:

Part-Time/Full-Time Temp/Casual positions have generic job descriptions and it is difficult for employees to determine which position is contributing to their paycheck if the employee has more than one active Part-Time/Full-Time Temp/Casual job at a time. While the position number can be helpful in determining the campus, there is no coding in the position number that will provide the level of detail that employees have asked be available on their pay stub.

Solution:

The Part-Time/Full-Time Temp/Casual EPAF's have be modified to allow users to enter job specific information that will default to the NBAJOBS record. A modification is being made so that this defaulted information will appear on the WISE application. The new field is called **Complemen Pos Info** and the use is **optional**. Filling in this information will provide more information to the employee and, it is hoped, decrease the number of phone calls employees place asking for this payroll information. All Part-Time/Full-Time Temp/Casual hourly and salary account types will contain this new field – specifically, *HAPHS, *HAHSM, *HCPHY, *HCHSM, *HSTHY, *HWKSY, UHWKSY, UHWKSM, UHJCHG, *HAPSS, *HAPSU, *HASSM, *HAJFY, *HAFSM, *HCPEX, *HCESM, *HGRAD and *HGRDS.

Business Practice:

Data entry standards for all campuses are as follows:

- Job Description will be entered using upper and lower case script
- Descriptions should contain no special characters other than the following two:
      Dash symbol or "-"
      Parentheses or "("and")"
- The length limit of the field is 30 characters
- For jobs that will have a course identification number, type in the following:
    o For all campuses except KSC –
        - All Job Descriptions should begin with the 3 or 4 character campus followed by the course identification and then the course description (whatever will fit). If there is no Course Identification then use the CRN and if that does not exist use the Description. The Course Identification should follow the layout found in the course schedules for each campus. The "-" character should be used to separate the various parts.
            For example: CLL-ENVR-552-NEW-Environ.Hert.
            Campus-Course Dept-Course #-Location-Description
    o For KSC –
        - Enter "KSC" as the indicator followed by the actual Contract Number (the contract number represents a combination of semester and course)
- For all non-teaching jobs, type in the following:
    o For all campuses except KSC –
        - All Job Descriptions should begin with the 3 character campus followed by the Time Sheet Org and then the Subclass Title description. The "-" character should be used to separate the various parts. For example: CLL-CADMHR-Custodial/Grounds
    o For KSC –
        - Enter "KSC-timesheet orgn-description"

Effective Date:

This change is effective immediately.