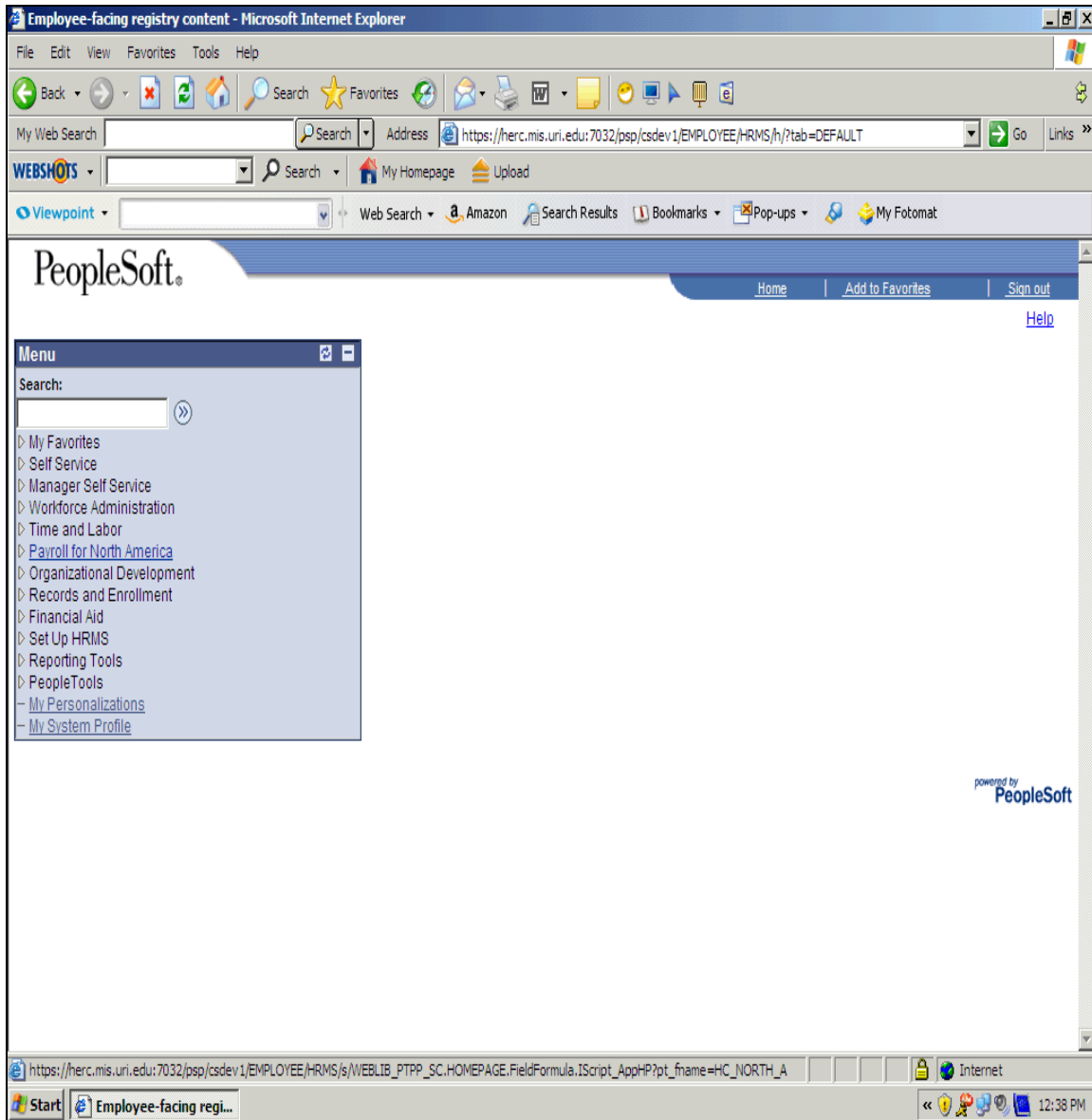


UNIVERSITY OF RHODE ISLAND
e-Campus HR User Documentation

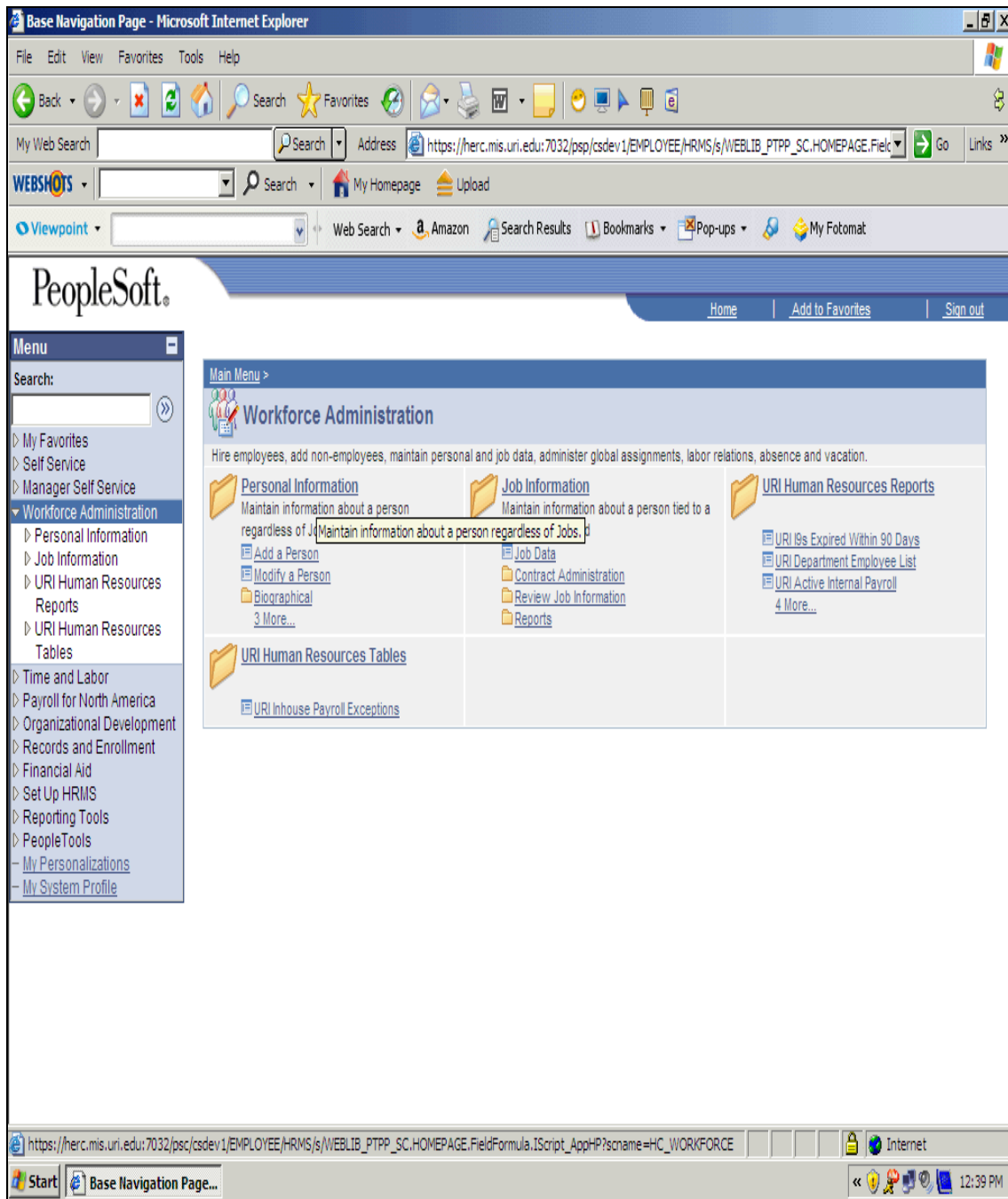
Hiring an Hourly Internal Employee

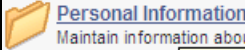
Additional Information

Procedure



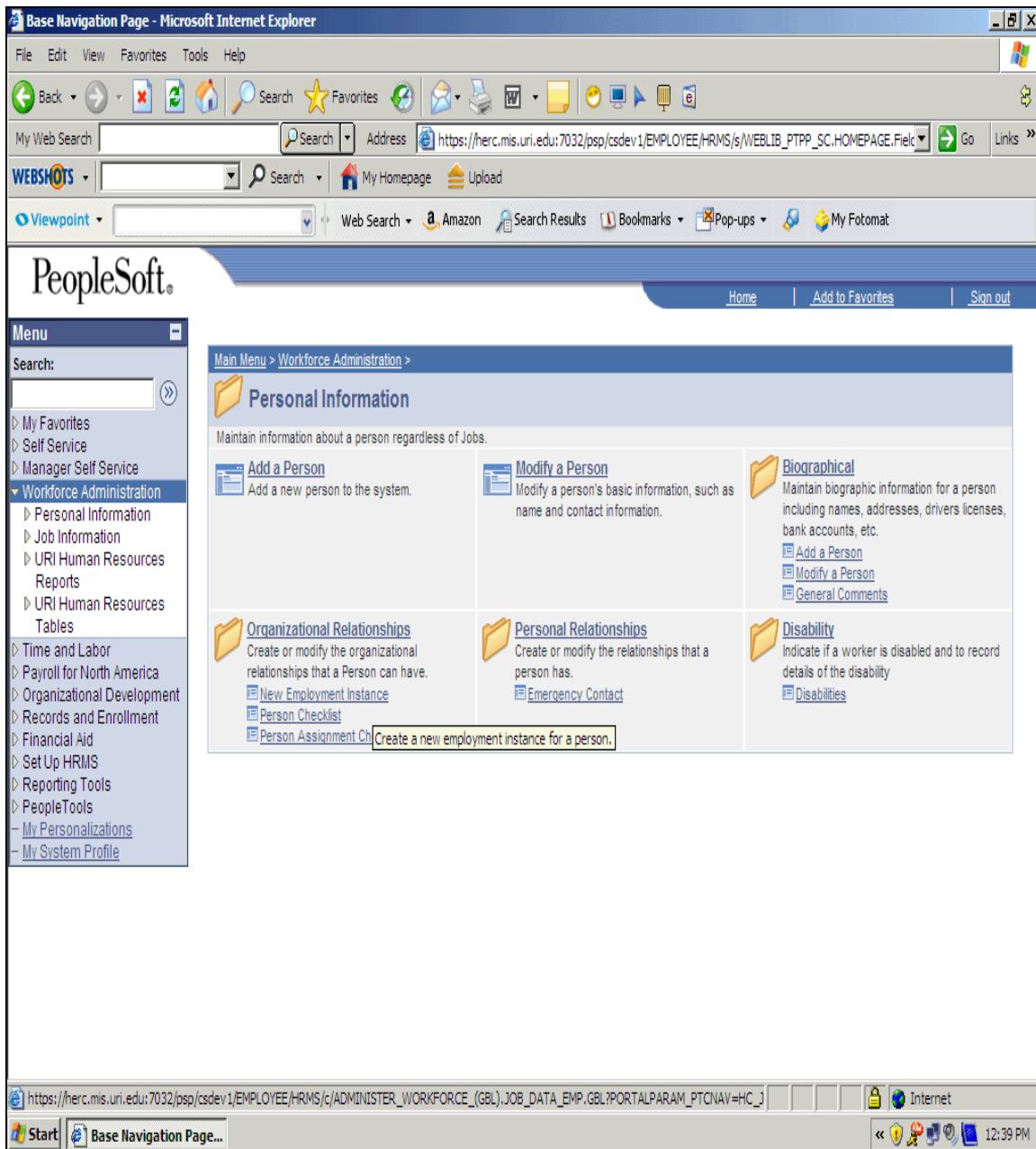
Step	Action
1.	On the Menu Bar , click the Workforce Administration link. ▶ Workforce Administration



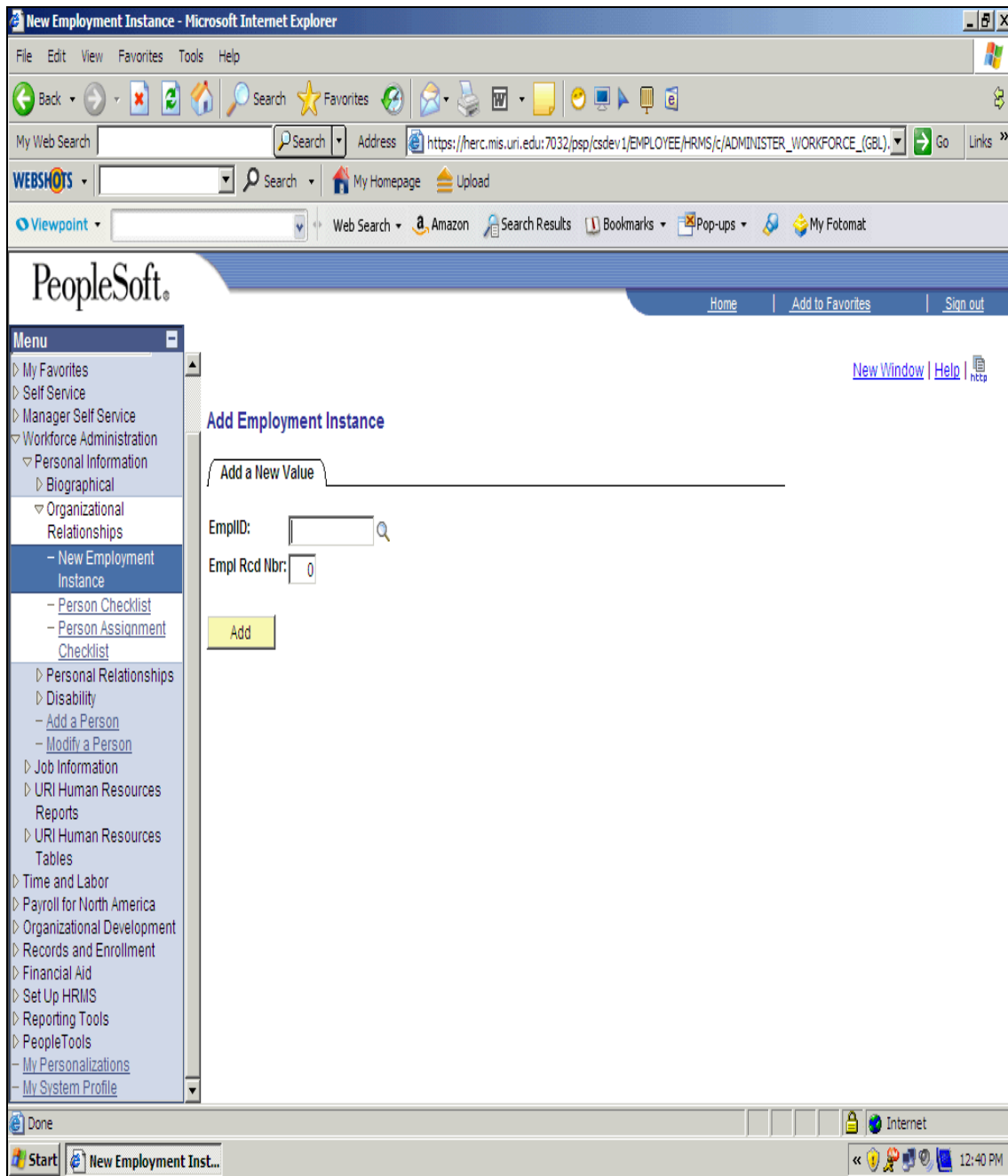
Step	Action
2.	Click the Personal Information Folder . 

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee



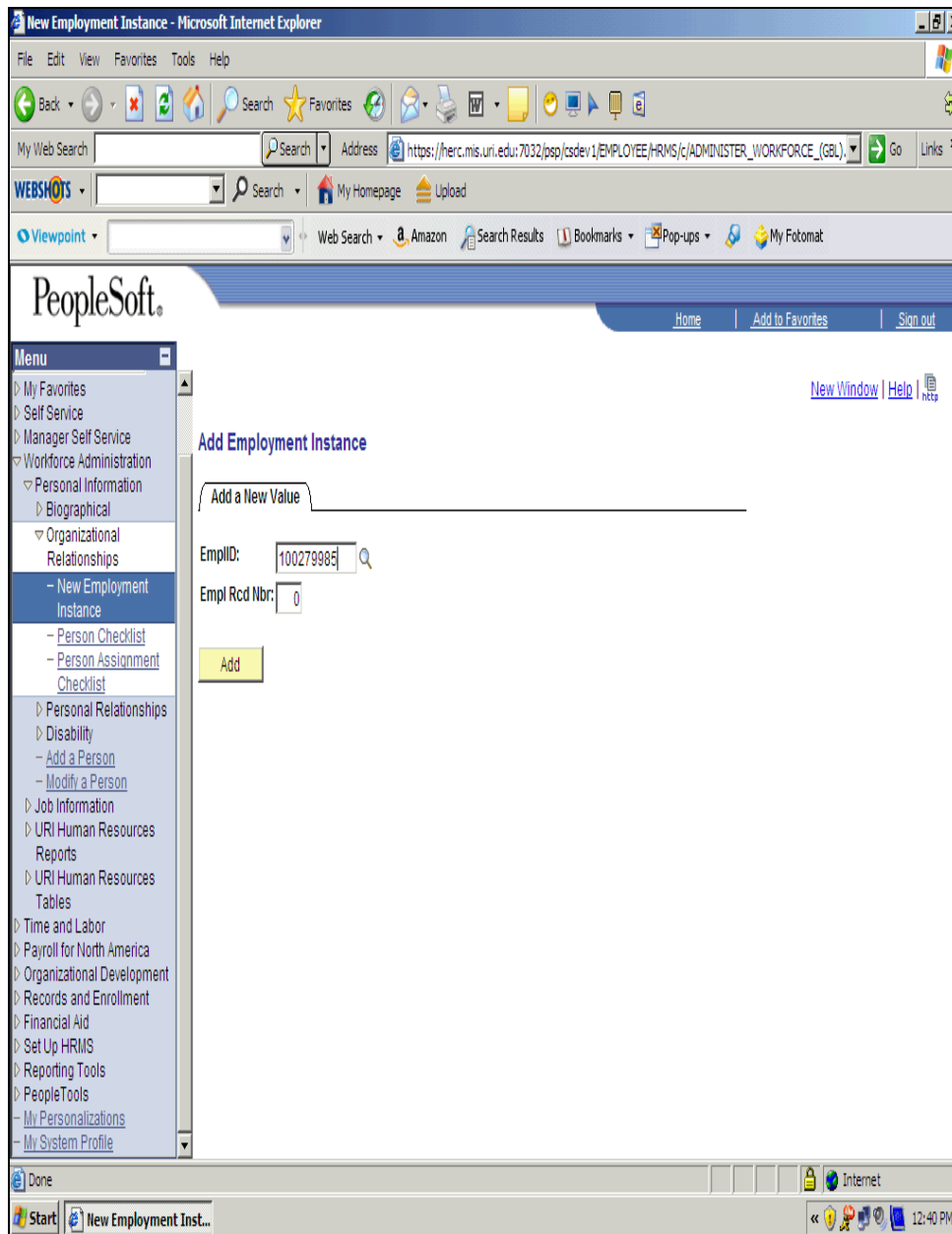
Step	Action
3.	<p>Under the Organizational Relationships folder, Click on New Employment Instance.</p> <p>New Employment Instance</p>



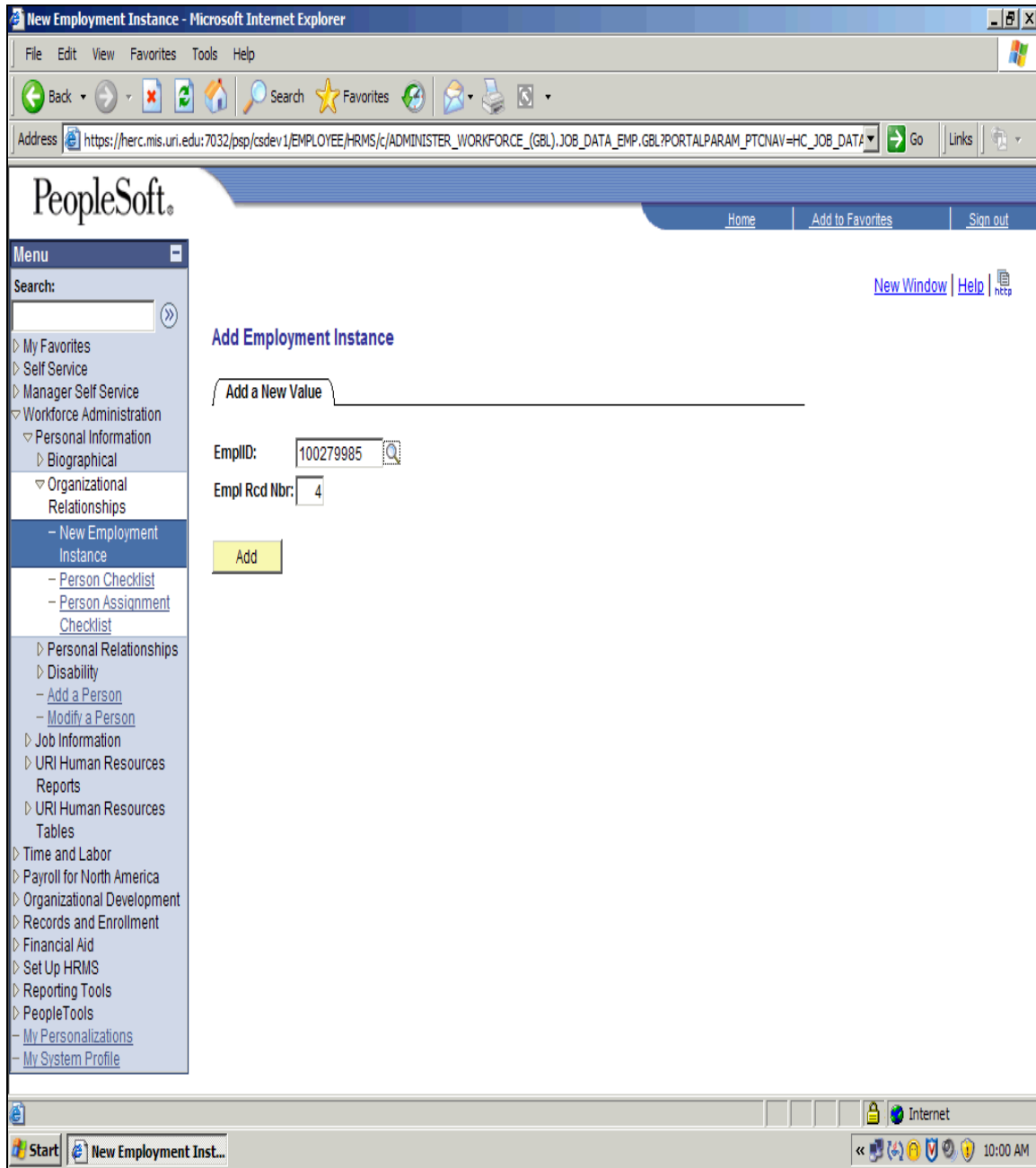
Step	Action
4.	Enter in the employee's EmplID number .


Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee



Step	Action
5.	TAB out. The system will assign the next available record number for this employee.



Step	Action
6.	Click Add . 

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee

The screenshot shows the PeopleSoft HR system interface. The main content area displays the 'Work Location' form for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The form is titled 'Work Location' and includes a search bar and navigation tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The form fields are as follows:

- HR Status: Active
- Payroll Status: Active
- Effective Date: 05/03/2007 (highlighted with a yellow box)
- Sequence: 0
- Job Indicator: Secondary Job
- Action / Reason: Hire
- Last Start Date: 05/03/2007
- Termination Date: (empty)
- Expected Job End Date: (empty)
- Position Number: (empty)
- Position Entry Date: (empty)
- Regulatory Region: USA (United States)
- Company: (empty)
- Business Unit: URIPS (University of Rhode Island)
- Department: (empty)
- Location: (empty)
- Establishment ID: (empty)
- ID: (empty)
- Action Date: 05/03/2007

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Add'. Below the buttons are navigation links: 'Work Location | Job Information | Payroll | Salary Plan | Compensation'.

Step	Action
7.	Enter in the date of hire in the Effective Date Field.

The screenshot displays the PeopleSoft HR system interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. A search bar is present on the right. The left sidebar contains a 'Menu' with various options like 'My Favorites', 'Self Service', and 'Workforce Administration'. The main content area shows the 'Work Location' form for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The form includes tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active, showing fields for HR Status (Active), Payroll Status (Active), Effective Date (04/29/07), Sequence (0), and Job Indicator (Secondary Job). Other fields include Last Start Date (05/03/2007), Termination Date, Position Number, and Regulatory Region (USA). At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Add'.

Step	Action
8.	The Action/Reason should always be Hire on a new record number.

The screenshot displays the PeopleSoft HR system interface. The main content area is titled 'Work Location' and shows details for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The form includes the following fields and values:

- HR Status: Active
- Payroll Status: Active
- *Effective Date: 04/29/2007
- Sequence: 0
- *Job Indicator: Secondary Job
- Action / Reason: Hire
- Last Start Date: 05/03/2007
- Termination Date: (empty)
- Expected Job End Date: (empty)
- Position Number: (empty)
- Position Entry Date: (empty)
- *Regulatory Region: USA (United States)
- *Company: (empty)
- *Business Unit: URIPS (University of Rhode Island)
- *Department: 4010
- Department Entry Date: 04/29/2007
- Location: (empty)
- Establishment ID: (empty)
- ID: (empty)
- Action Date: 05/03/2007

Navigation buttons at the bottom include Save, Notify, Previous tab, Next tab, Refresh, and Add. The breadcrumb trail at the bottom reads: Work Location | Job Information | Payroll | Salary Plan | Compensation.

Step	Action
9.	Enter in the Department number where the job is located and TAB out . All departmental information will default in.

The screenshot displays the PeopleSoft HR system interface. At the top, the Oracle logo and 'User Productivity Kit' are visible. The main header shows 'PeopleSoft' and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. A search bar and utility links ('New Window', 'Help', 'Customize Page') are also present.

The left sidebar contains a 'Menu' with various navigation options, including 'My Favorites', 'Self Service', 'Manager Self Service', 'Workforce Administration', 'Personal Information', 'Organizational Relationships', 'Personal Relationships', 'Disability', 'Job Information', 'URI Human Resources Reports', 'URI Human Resources Tables', 'Time and Labor', 'Payroll for North America', 'Organizational Development', 'Records and Enrollment', 'Financial Aid', 'Set Up HRMS', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My System Profile'.

The main content area shows the 'Work Location' tab selected for employee 'Winkey Murray' (EMP ID: 100279985, Empl Rcd #: 4). The 'Job Information' sub-tab is active, displaying the following details:

- HR Status:** Active
- Payroll Status:** Active
- *Effective Date:** 04/29/2007
- Sequence:** 0
- *Job Indicator:** Secondary Job
- Action / Reason:** Hire
- Last Start Date:** 05/03/2007
- Termination Date:** (empty)
- Expected Job End Date:** (empty)
- Position Number:** (empty)
- Position Entry Date:** (empty)
- *Regulatory Region:** USA (United States)
- Company:** URI (University of Rhode Island)
- *Business Unit:** URIPS (University of Rhode Island)
- *Department:** 4010 (Human Resource Administration)
- Department Entry Date:** 04/29/2007
- Location:** KC23B (Human Resource Admin Bldg)
- Establishment ID:** URI (University of Rhode Island)
- ID:** (empty)
- Action Date:** 05/03/2007

At the bottom of the main content area, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', and 'Refresh', along with an 'Add' button. Below these buttons are navigation links: 'Work Location | Job Information | Payroll | Salary Plan | Compensation'.

Step	Action
10.	Click the Job Information tab. Job Information

The screenshot shows the PeopleSoft HR system interface. The main content area is titled 'Job Information' and displays details for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The 'Job Information' section includes the following fields and values:

- Effective Date: 04/29/2007
- Effective Sequence: 0
- Job Indicator: Secondary Job
- Action / Reason: Hire
- Current
- *Job Code: [Empty field]
- Entry Date: 04/29/2007
- Supervisor Level: [Empty field]
- Supervisor ID: 100000671 (Anne Marie Coleman)
- Reports To: [Empty field]
- *Regular/Temporary: Regular
- *Full/Part: Part-Time
- Empl Class: [Empty field]
- *Officer Code: None
- *Regular Shift: N/A
- Shift Rate: [Empty field] / [Empty field]
- *Classified Indc: N/A

Below the 'Job Information' section, there are sections for 'Standard Hours' and 'Contract #':

- Standard Hours:** Standard Hours: 35.00, Combined Std Hours / FTE: 70.00 / 4.000000
- Work Period:** W Weekly
- FTE:** 0.000000
- Options: Adds to FTE Actual Count? Encumbrance Override

The 'Contract #' section includes:

- Contract Number: [Empty field]
- Contract Type: [Empty field]
- Next Contract Number button

The interface also shows a 'Menu' on the left side with various navigation options like 'My Favorites', 'Workforce Administration', and 'Personal Information'. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'.

Step	Action
11.	<p>Enter the Job Code in the Job Code Field.</p> <p>Please consult the Internal Salary Plans document for the appropriate Job Code to use.</p>

The screenshot displays the PeopleSoft HR system interface. The 'Job Information' tab is active, showing details for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The 'Standard Hours' section is highlighted, with the 'Standard Hours' field set to 35.00. Other visible fields include 'Effective Date' (04/29/2007), 'Job Code' (ID5238), 'Supervisor ID' (10000671), and 'Work Period' (Weekly). The 'Contract #' section is also visible, with a 'Next Contract Number' button.


Step	Action
12.	Adjust the Standard Hours to what the employee will be working.

Business Process Document


URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee

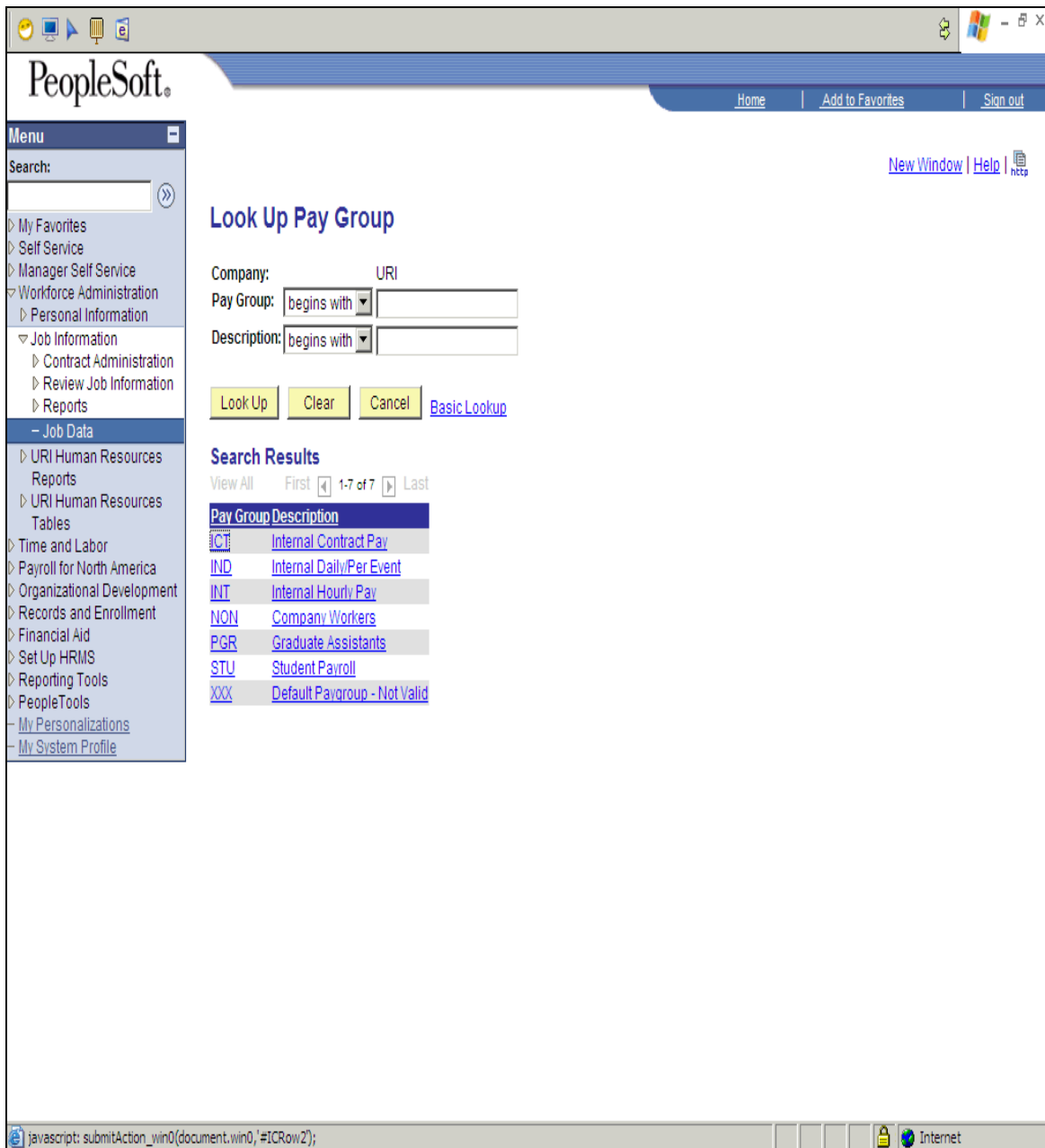
Oracle User
Productivity Kit

The screenshot shows the PeopleSoft HR system interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A 'Menu' sidebar on the left lists various HR functions, with 'Job Information' expanded. The main content area displays the 'Job Information' tab for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The 'Job Information' section includes fields for Effective Date (04/29/2007), Effective Sequence (1), Job Indicator (Secondary Job), and Action / Reason (Hire). Below this, there are fields for Job Code (ID5238, Personal Trainer), Supervisor Level, Supervisor ID (100000671, Anne Marie Coleman), and various employment status options like *Regular/Temporary (Temporary), *Full/Part (Part-Time), *Officer Code (None), *Regular Shift (N/A), and *Classified Indc (N/A). The 'Standard Hours' section shows Standard Hours (35.00), Work Period (W, Weekly), and FTE (1.000000). The 'Contract #' section includes Contract Number and Contract Type fields. The interface also shows a 'USA' flag and an 'Internet' browser icon at the bottom.

Step	Action
13.	Click the Payroll tab. 



Step	Action
14.	Click the Look up Pay Group button. 



Step	Action
15.	Click on INT Internal Hourly Pay



Step	Action
16.	Click the Salary Plan tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Salary Plan</div>

Step	Action
17.	Click on the Look up Step button to adjust the step amount.



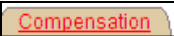
Step	Action
18.	Click on the appropriate step amount.

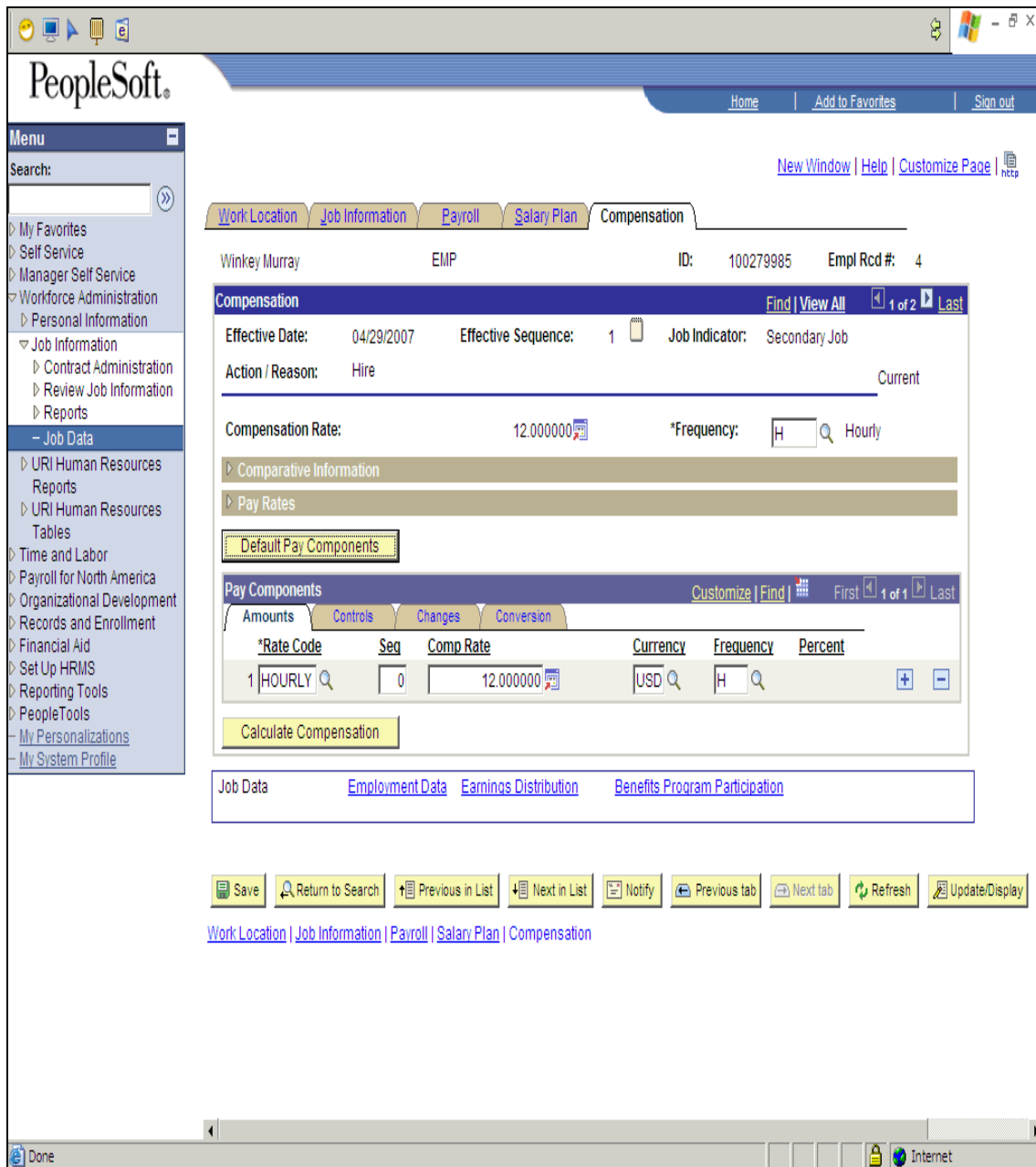
Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee

Oracle User
Productivity Kit

The screenshot shows the PeopleSoft HR system interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A search bar is present with links for 'New Window', 'Help', and 'Customize Page'. The main menu on the left lists various HR functions, with 'Job Information' expanded to show 'Contract Administration', 'Review Job Information', and 'Reports'. The 'Compensation' tab is selected, displaying details for employee Winkey Murray (EMP, ID: 100279985, Empl Rcd #: 4). The 'Salary Plan' section shows 'Effective Date: 04/29/2007', 'Effective Sequence: 1', and 'Job Indicator: Secondary Job'. The 'Action / Reason' is 'Hire'. Below this, 'Salary Administration' is set to 'REC', 'Grade' is '3', and 'Grade Entry Date' is '04/29/2007'. 'Step' is '4' and 'Step Entry Date' is '04/29/2007'. A toolbar at the bottom contains buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Update/Display'. The browser status bar at the bottom shows the URL 'javascript: submitAction_win0(document.win0, '#ICPanel5');' and the Internet Explorer logo.

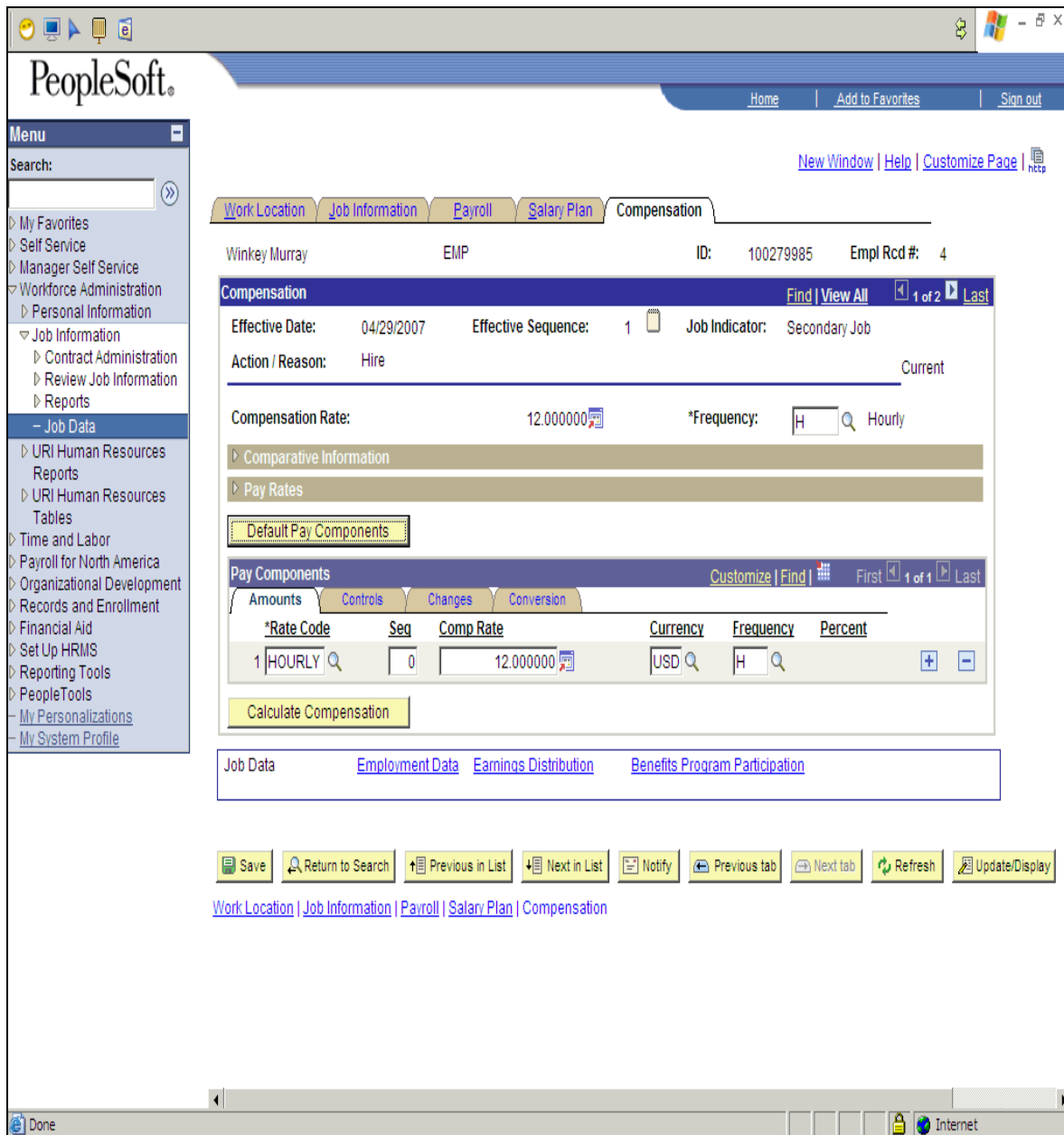
Step	Action
19.	Click on the Compensation Tab 




Step	Action
20.	Click on the Default Pay Components button. <div style="border: 1px dashed yellow; padding: 2px; display: inline-block;">Default Pay Components</div>

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee



Step	Action
21.	<p>Verify the Comp Rate is correct.</p> <p>Click Save.</p> 



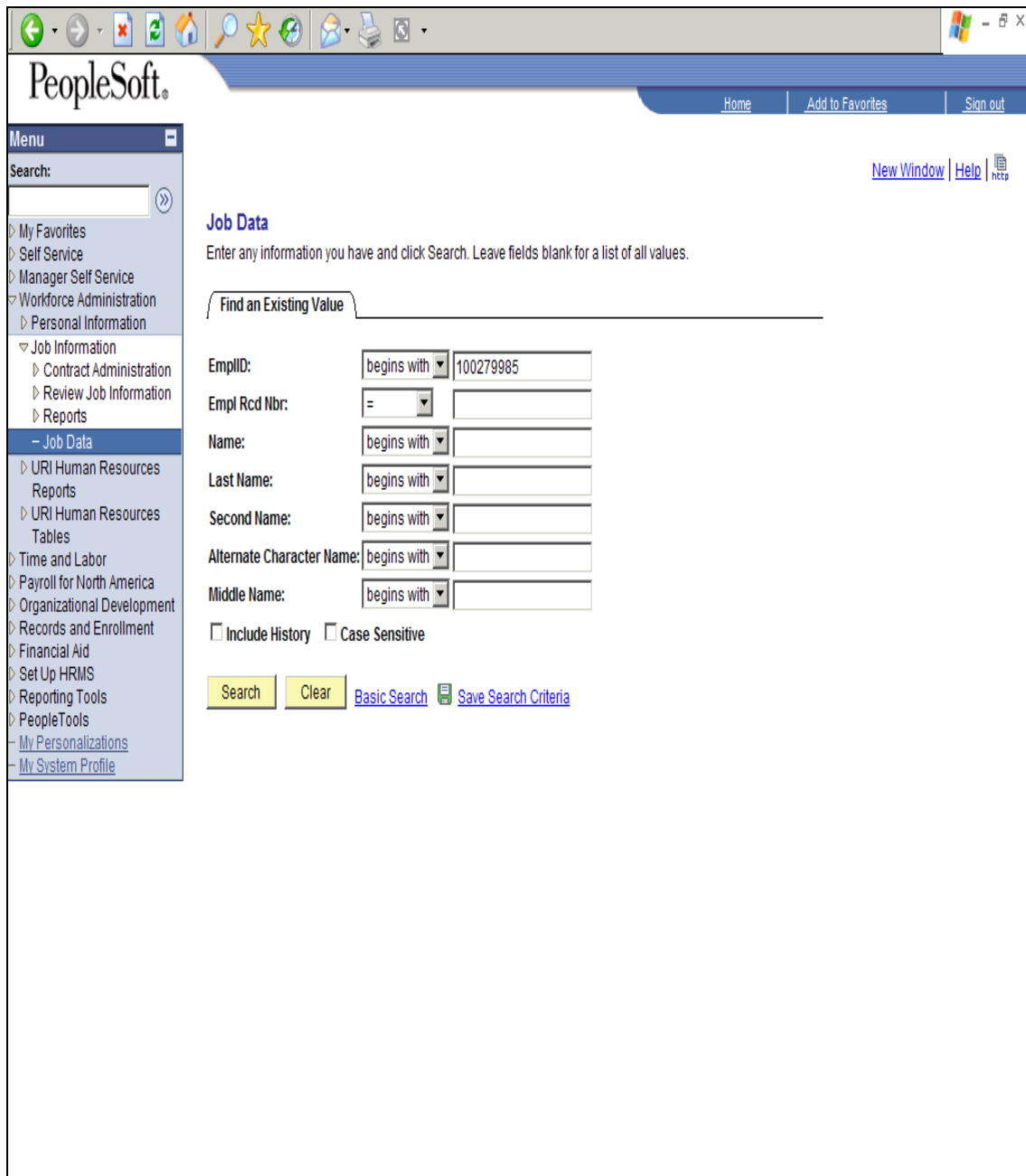
Step	Action
22.	<p>***NEW STEP***</p> <p>Under the Menu Bar, click the Job Information link to add in the Termination row.</p> <p>▶ Job Information</p>

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee

The screenshot shows the PeopleSoft web application interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. The left-hand 'Menu' is expanded to show 'Workforce Administration' > 'Job Information'. A tooltip is visible over the 'Reporting To' menu item, containing the text: 'Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.' The main content area displays the 'Job Information' folder, which contains sub-sections for 'Job Data', 'Contract Administration', 'Review Job Information', and 'Reports'. Each sub-section includes a brief description and links to related functions.

Step	Action
23.	Click on the Job Data Folder



Step	Action
24.	Enter in the EmplID number (if not there) and click Search .

PeopleSoft Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Job Data**
 - URI Human Resources Reports
 - URI Human Resources Tables
 - Time and Labor
 - Payroll for North America
 - Organizational Development
 - Records and Enrollment
 - Financial Aid
 - Set Up HRMS
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

Job Data

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

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History Case Sensitive

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


Search Results

View All First 1-7 of 7 Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
100279985 0		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 1		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 2		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 3		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 4		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 5		Winkey Murray	MURRAY	(blank)	(blank)	(blank)
100279985 6		Winkey Murray	MURRAY	(blank)	(blank)	(blank)

Step	Action
25.	Click on the Record Number you are currently working on.

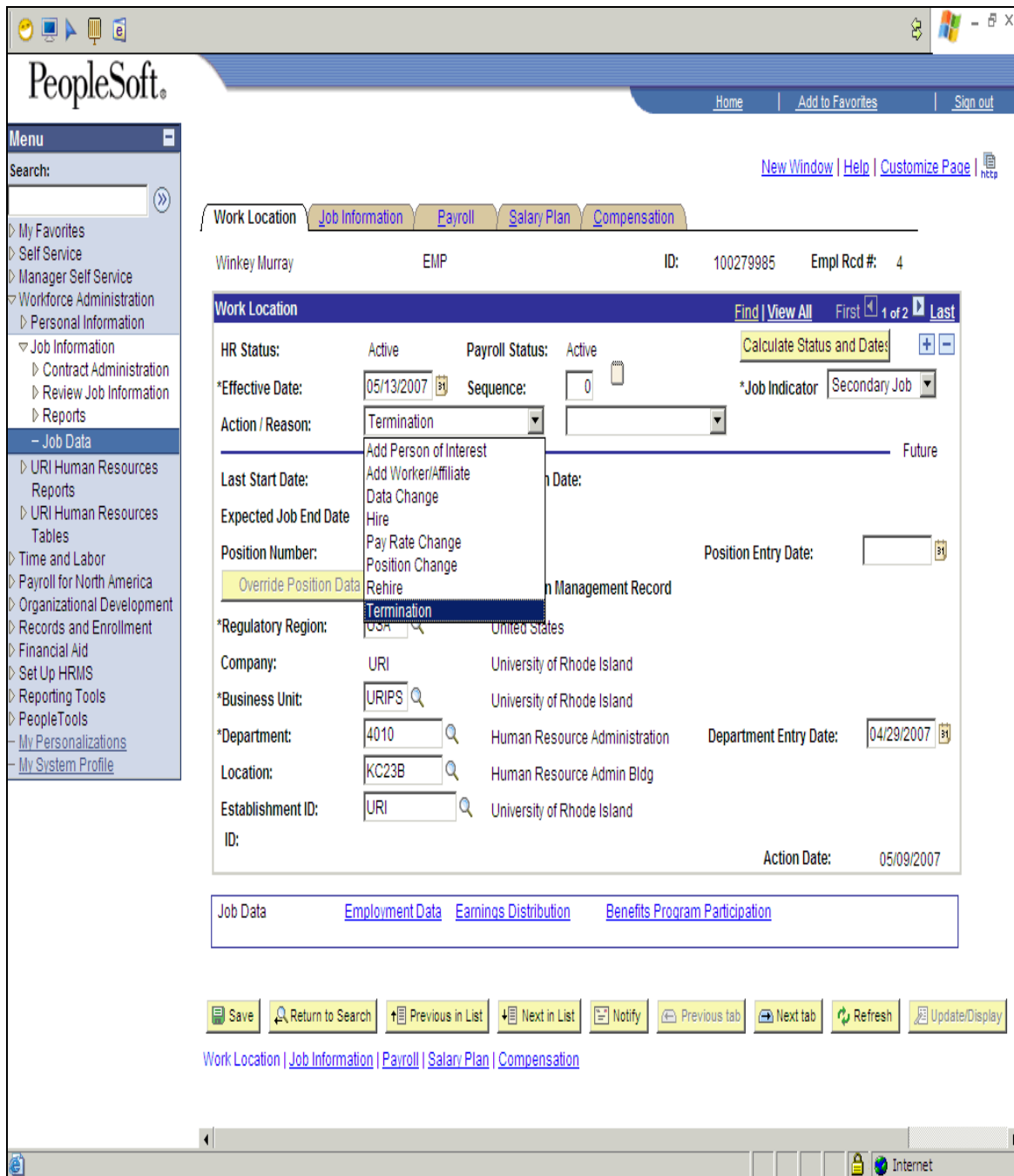
The screenshot shows the PeopleSoft HR system interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a 'New Window | Help | Customize Page' link. The main content area is titled 'Work Location' and displays information for employee Winkey Murray (EMP ID: 100279985, Empl Rcd #: 4). The 'Work Location' tab is active, showing details such as HR Status (Active), Payroll Status (Active), Effective Date (04/29/2007), and Action/Reason (Hire). A plus sign (+) is visible next to the 'Termination Date' field, which is currently empty. Other fields include Position Number, Position Entry Date, Regulatory Region (USA), Company (URI), Business Unit (URIPS), Department (4010), Location (KC23B), and Establishment ID (URI). The Action Date is 05/03/2007. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'. A breadcrumb trail at the bottom reads: 'Work Location | Job Information | Payroll | Salary Plan | Compensation'.

Step	Action
26.	Click the Plus (+) to add in the termination row. 

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee


Step	Action
27.	Enter the Effective Date of the termination.



Step	Action
28.	Click on the Action/Reason drop down menu and choose Termination .

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee

Step	Action
29.	Click the Save button. 

Step	Action
30.	Click the Employment Data link.

Business Process Document

URI-e-Campus-HR Documentation: Hiring an Hourly Internal Employee

The screenshot shows a web browser window displaying the PeopleSoft HR system. The address bar shows the URL: [https://herc.mis.uri.edu:7032/psp/csdev1/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).JOB_DATA.GBL?PORTALPARAM_PTCNAV=HC_JOB_DATA_GBL](https://herc.mis.uri.edu:7032/psp/csdev1/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?PORTALPARAM_PTCNAV=HC_JOB_DATA_GBL). The page title is "Job Data".

The main content area displays the following information:

- Org Instance Service Date: 04/29/2007 Override 0 0 4
- Organizational Assignment Data
- Instance Record**
- Last Assignment Start Date: 04/29/2007 First Assignment Start: 04/29/2007
- Assignment End Date:
- Home/Host Classification: Home Years Months Days [Time Reporter Data](#)
- Company Seniority Date: 04/29/2007 Override 0 0 4
- Benefits Service Date: 04/29/2007 Override 0 0 4
- Seniority Pay Calc Date: 04/29/2007 Override 0 0 4
- Probation Date:
- Professional Experience Date: Last Verification Date:
- Business Title: Position Phone:

At the bottom of the page, there are several navigation and action buttons:

- [Job Data](#) Employment Data [Earnings Distribution](#) [Benefits Program Participation](#)
- Save Return to Search Notify Refresh Update/Display Include History

Step	Action
31.	Click the Time Reporter Data link. Time Reporter Data

The screenshot shows the PeopleSoft interface for 'Time and Labor Data'. The user is Winkey Murray (ID: 100279985, Empl Rcd #: 4). The 'Payable Time Start Date' field is highlighted with a calendar icon. Below it is the 'Time Reporter Data' window, which contains the following fields and options:

- *Effective Date: 05/03/2007 (with a calendar icon)
- *Time Reporter Status: Active (dropdown menu)
- Send Time to Payroll
- Commitment Accounting Flags:
 - For Taskgroup
 - For Department
- Time Reporter Type: Elapsed, Punch
- Time Reporting Template: [empty]
- Time Period ID: [empty]
- *Workgroup: [empty]
- *Taskgroup: [empty]
- Task Profile ID: [empty]
- TCD Group: [empty]
- Restriction Profile ID: [empty]
- Rule Element 1: [empty]
- Rule Element 2: [empty]
- Rule Element 3: [empty]
- Rule Element 4: [empty]
- Rule Element 5: [empty]
- Time Zone: EST (Eastern Time)

Buttons at the bottom include OK, Cancel, and Refresh.

Step	Action
32.	Click on the Payable Time Start Date field and enter the effective date of job. This date is equal to the job hire date.

Time and Labor Data

Winkey Murray ID: 100279985 Empl Rcd #: 4

Payable Time Start Date: 04/29/07

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date: 05/03/2007 *Time Reporter Status: Active Send Time to Payroll

Time Reporter Type: Elapsed Punch

Commitment Accounting Flags: For Taskgroup For Department

Time Period ID:

*Workgroup:

*Taskgroup:

Task Profile ID:

TCD Group:

Restriction Profile ID:

Rule Element 1:

Rule Element 2:

Rule Element 3:

Rule Element 4:

Rule Element 5:

Time Zone: EST Eastern Time

OK Cancel Refresh

Step	Action
33.	Enter the Effective Date of the job. (This date will be the same as the Payable Time Start Date.)

The screenshot shows the PeopleSoft interface for 'Time and Labor Data'. The user is Winkey Murray (ID: 100279985, Empl Rcd #: 4). The 'Payable Time Start Date' is 04/29/2007. The 'Time Reporter Data' section is active, showing an 'Effective Date' of 04/29/07 and a 'Time Reporter Status' of 'Active'. The 'Send Time to Payroll' checkbox is checked. Under 'Commitment Accounting Flags', 'For Department' is checked. The 'Time Reporter Type' is set to 'Elapsed'. The 'Time Zone' is set to 'EST' (Eastern Time). Buttons for 'OK', 'Cancel', and 'Refresh' are visible at the bottom.

Step	Action
34.	The Time Reporter Status is Active .

PeopleSoft Home Add to Favorites Sign out

Menu Search: []

My Favorites
 Self Service
 Manager Self Service
 Workforce Administration
 Personal Information
 Job Information
 Contract Administration
 Review Job Information
 Reports
Job Data
 URI Human Resources Reports
 URI Human Resources Tables
 Time and Labor
 Payroll for North America
 Organizational Development
 Records and Enrollment
 Financial Aid
 Set Up HRMS
 Reporting Tools
 PeopleTools
 My Personalizations
 My System Profile

Time and Labor Data

Winkey Murray ID: 100279985 Empl Rcd #: 4

Payable Time Start Date: 04/29/2007

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date: 04/29/2007 *Time Reporter Status: Active Send Time to Payroll

Time Reporter Type Time Reporting Template

Elapsed [] []
 Punch [] []

Commitment Accounting Flags

For Taskgroup
 For Department

Time Period ID: []
 *Workgroup: []
 *Taskgroup: []
 Task Profile ID: []
 TCD Group: []
 Restriction Profile ID: []
 Rule Element 1: []
 Rule Element 2: []
 Rule Element 3: []
 Rule Element 4: []
 Rule Element 5: []
 Time Zone: EST Eastern Time

OK Cancel Refresh

Step	Action
35.	Click the Look up Workgroup button.



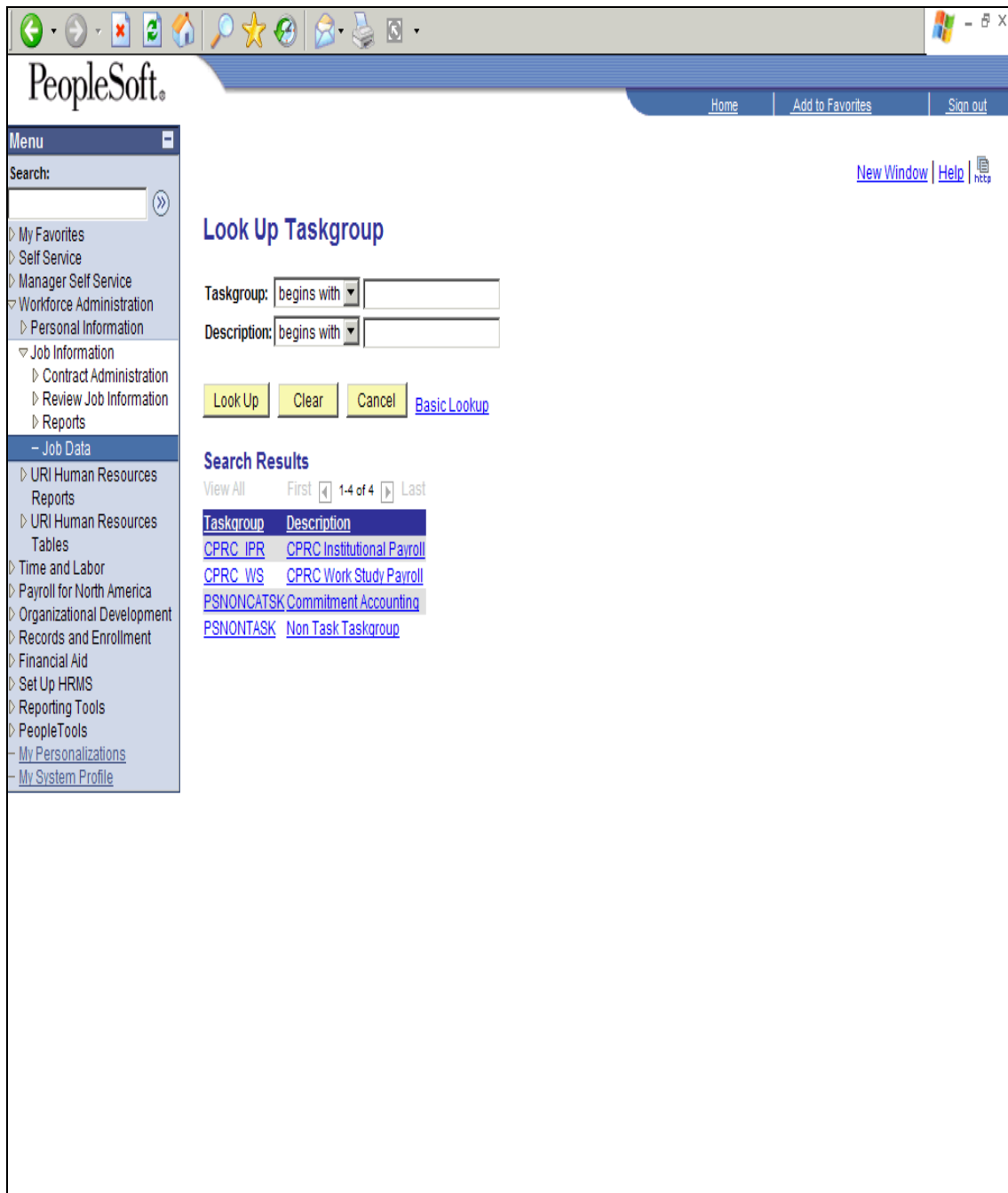
Step	Action
36.	<p>What you choose here will depend on the type of job you hired the person for.</p> <p>In this instance it is INT Hourly - Internal Hourly Positive Pay.</p>

The screenshot displays the 'Time Reporter Data' form in the PeopleSoft application. The form is for user Winkey Murray (ID: 100279985, Empl Rcd #: 4). The 'Payable Time Start Date' is 04/29/2007. The 'Time Reporter Data' window shows the following details:

- Effective Date:** 04/29/2007
- Time Reporter Status:** Active
- Send Time to Payroll:** Checked
- Time Reporter Type:** Elapsed (selected), Punch
- Commitment Accounting Flags:** For Taskgroup, For Department
- Time Period ID:** [Empty]
- *Workgroup:** INT HOURLY (Internal Hourly Positive Pay)
- *Taskgroup:** [Empty]
- Task Profile ID:** [Empty]
- TCD Group:** [Empty]
- Restriction Profile ID:** [Empty]
- Rule Element 1-5:** [Empty]
- Time Zone:** EST (Eastern Time)

Buttons at the bottom include OK, Cancel, and Refresh.

Step	Action
37.	Click the Look up Task group button.



Step	Action
38.	The Task group will always be PSNONCATSK - Commitment Accounting .

The screenshot displays the 'Time Reporter Data' form in PeopleSoft. At the top, it identifies the user as 'Winkey Murray' with ID '100279985' and 'Empl Rcd #' '4'. The 'Payable Time Start Date' is set to '04/29/2007'. The 'Time Reporter Status' is 'Active'. The 'Send Time to Payroll' checkbox is checked. The 'Time Reporter Type' is 'Elapsed'. The 'Time Reporting Template' is 'INT HOURLY' (Internal Hourly Positive Pay). The 'Taskgroup' is 'PSNONCATS' (Commitment Accounting). The 'Commitment Accounting Flags' are checked for 'For Taskgroup' and 'For Department'. There are five 'Rule Element' fields, all currently empty. The 'Time Zone' is 'EST' (Eastern Time). Navigation buttons 'OK', 'Cancel', and 'Refresh' are located at the bottom of the form.

Step	Action
39.	Click the Plus (+) button to add in the inactive row.

The screenshot displays the 'Time Reporter Data' window in PeopleSoft. The window title is 'Time Reporter Data' with navigation options 'Find | View All', 'First 1 of 2', and 'Last'. The main content area includes:

- *Effective Date: 05/03/2007
- *Time Reporter Status: Active
- Send Time to Payroll
- Time Reporter Type: Elapsed (selected) and Punch
- Time Reporting Template: [Empty]
- Commitment Accounting Flags:
 - For Taskgroup
 - For Department
- Time Period ID: [Empty]
- *Workgroup: INT HOURLY (Internal Hourly Positive Pay)
- *Taskgroup: PSNONCATS (Commitment Accounting)
- Task Profile ID: [Empty]
- TCD Group: [Empty]
- Restriction Profile ID: [Empty]
- Rule Element 1: [Empty]
- Rule Element 2: [Empty]
- Rule Element 3: [Empty]
- Rule Element 4: [Empty]
- Rule Element 5: [Empty]
- Time Zone: EST (Eastern Time)

Buttons at the bottom: OK, Cancel, Refresh.

Step	Action
40.	Enter the Effective Date of the Inactive row. This will be the same date as the job termination.

The screenshot shows the PeopleSoft HR system interface. The main window is titled "Time Reporter Data" and is for user "Winkey Murray" (ID: 100279985, Empl Rcd #: 4). The "Payable Time Start Date" is 04/29/2007. The "Time Reporter Data" window is open, showing the following details:

- *Effective Date:** 05/13/07
- *Time Reporter Status:** Inactive
- Send Time to Payroll:** Checked
- Time Reporter Type:** Elapsed (selected), Punch
- Time Reporting Template:** (Empty)
- Commitment Accounting Flags:**
 - For Taskgroup: Checked
 - For Department: Checked
- Time Period ID:** (Empty)
- *Workgroup:** INT HOURLY (Internal Hourly Positive Pay)
- *Taskgroup:** PSNONCATS (Commitment Accounting)
- Task Profile ID:** (Empty)
- TCD Group:** (Empty)
- Restriction Profile ID:** (Empty)
- Rule Element 1-5:** (Empty)
- Time Zone:** EST (Eastern Time)

Buttons at the bottom: OK, Cancel, Refresh.

Step	Action
41.	Select Inactive from the list

Time and Labor Data

Winkey Murray ID: 100279985 Empl Rcd #: 4

Payable Time Start Date: 04/29/2007

Time Reporter Data

*Effective Date: 05/13/2007 *Time Reporter Status: Inactive Send Time to Payroll

Time Reporter Type	Time Reporting Template
<input checked="" type="radio"/> Elapsed	
<input type="radio"/> Punch	

Commitment Accounting Flags

For Taskgroup

For Department

Time Period ID: []

*Workgroup: INT HOURLY Internal Hourly Positive Pay

*Taskgroup: PSNONCATS Commitment Accounting

Task Profile ID: []

TCD Group: []

Restriction Profile ID: []

Rule Element 1: []

Rule Element 2: []

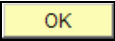
Rule Element 3: []

Rule Element 4: []


Rule Element 5: []

Time Zone: EST Eastern Time

OK Cancel Refresh

Step	Action
42.	Click the OK button.
	

The screenshot shows the PeopleSoft HR system interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A search bar is present in the top right. The left sidebar contains a 'Menu' with various options, including 'Job Information' and 'Job Data'. The main content area displays 'Employment Information' for 'Winkey Murray' (EMP, ID: 100279985, Empl Rcd #: 4). It includes sections for 'Organizational Instance' and 'Organizational Assignment Data'. The 'Organizational Instance' section shows details like 'Organizational Instance Rcd: 4', 'Original Start Date: 04/29/2007', and 'Last Start Date: 04/29/2007'. The 'Organizational Assignment Data' section includes an 'Instance Record' with 'Last Assignment Start Date: 04/29/2007' and 'First Assignment Start: 04/29/2007'. Below this, there are fields for 'Home/Host Classification: Home', 'Company Seniority Date: 04/29/2007', 'Benefits Service Date: 04/29/2007', and 'Seniority Pay Calc Date: 04/29/2007'. At the bottom of the main content area, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. The bottom of the page features a toolbar with buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

Step	Action
43.	Click the Save button. 

The screenshot displays the PeopleSoft HR system interface. On the left is a navigation menu with categories like 'My Favorites', 'Manager Self Service', 'Workforce Administration', and 'Job Information'. The main content area is titled 'Employment Information' and shows details for 'Winkey Murray', an 'EMP' with ID '100279985' and 'Empl Rcd #: 4'. Below this, there are sections for 'Organizational Instance' and 'Organizational Assignment Data'. The 'Organizational Instance' section includes fields for 'Organizational Instance Rcd: 4', 'Original Start Date: 04/29/2007', 'Last Start Date: 04/29/2007', 'First Start Date: 04/29/2007', and 'Termination Date'. The 'Organizational Assignment Data' section includes an 'Instance Record' with 'Last Assignment Start Date: 04/29/2007' and 'First Assignment Start: 04/29/2007'. It also lists 'Home/Host Classification: Home', 'Company Seniority Date: 04/29/2007', 'Benefits Service Date: 04/29/2007', and 'Seniority Pay Calc Date: 04/29/2007'. At the bottom, there are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. The interface includes standard browser navigation buttons at the top and bottom.

Step	Action
44.	<p>Once you have hired your internal employee, proceed to Modify a Person to verify their personal information and enter in the I-9 information.</p> <p>Forward the appointment letter and all I-9 documentation to Human Resources.</p> <p>End of Procedure.</p>