



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Employee Navigation

User Guide

UBC Human Resources - HR Management Systems

2015/01/27

Prepared by:
UBC Human Resources
HR Management Systems
<http://www.hr.ubc.ca>

Last updated: Jan 2015

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1. INTRODUCTION TO EMPLOYEE NAVIGATION

What is HRMS?

Welcome to the Human Resources Management System – HRMS.

HRMS is one of several major University business systems and is the primary source of information for UBC faculty, staff and student employees for purposes of HR/salary administration, benefits enrolment and administration, and payroll.

HRMS is primarily used by faculty and departmental administrators for these purposes:

- ◆ To view the employment history of individual faculty, staff and student employees
- ◆ To generate an Employee ID for new hires
- ◆ To produce reports and extract data
- ◆ To update your employees' address and contact information
- ◆ To create and maintain position data
- ◆ To post a job/create a job advertisement and to manage hire electronically (eRecruit)

This system was implemented in 1992 and uses software from a company called Oracle – one of the premier Human Resources/Payroll software vendors in the world.

HRMS is managed jointly by Human Resources and Payroll and Procurement Services.

What's in this guide?

This guide demonstrates how to:

- ◆ Find information on your employees
- ◆ See information on jobs/appointments either by individual event or in summary
- ◆ Generate an Employee ID for new hires
- ◆ See payroll information

Security and Protection of Privacy

Human Resources records available from this system are confidential and the Property of the University of British Columbia.

Keeping information private is the responsibility of all users of the system, both central and departmental.

Central Administration:

Human Resources, Financial Services and other central administrative units that use HRMS are acutely aware of the need for the protection of private information for your faculty, staff and student employees. To this end, all information being transmitted to and from your workstation is encrypted.

Access to HRMS is accomplished via the use of CWL (Campus Wide Login). Authorization for HRMS access is also required and is done by:

- ◆ Completing an 'HRMS Access Request Form' (downloadable from <http://www.hr.ubc.ca/forms>);
- ◆ Having it authorized by your supervisor/manager;
- ◆ Forwarding it to Human Resources.

All requests for access are reviewed for appropriateness and applicability to the requestor's job duties.

Departmental Users:

Users are responsible for the prudent and secure use of information facilities in compliance with good business practice, security standards, and common sense.

User responsibilities include:

- ◆ The protection of individual user IDs and passwords;
- ◆ Ensuring that workstations are not left unattended;
- ◆ Ensuring that sensitive information displayed on the workstations or hard-copy reports is not visible to unauthorized individuals;
- ◆ Ensuring that the security agreement (part of the HRMS Access Request Form) is not violated.

Who do you call for more information?

For more information on HRMS or this document, please contact:

Robert Boudreau
Director – HR Management Systems
Human Resources
(604) 822-8142
boudreau@mail.ubc.ca

2. Personal Information Inquiry

Personal Information consists of two pages.

- ◆ Biographical Details
- ◆ Contact Information

Step 1: To access these pages, select **Workforce Administration, Personal Information** and **Modify a Person** in the menu.

Step 2: Enter the employee's 7-digit Employee ID or name. Click on **Include History** to see historical information in addition to the current information. Click the **Search** button.

Note: When entering the employee's name, enter lastname,firstname with no spaces (i.e. hrms.john). The search values are not case sensitive.

Menu

Search:

- ▶ My Favourites
- ▶ Workforce Administration
 - ▶ Personal Information
 - ▶ Biographical
 - ▶ Personal Relationships
 - ▶ Citizenship
 - **Modify a Person**
 - ▶ Job Information
 - ▶ Payroll for North America
 - ▶ Workforce Development
 - ▶ Set Up HRMS
 - ▶ Reporting Tools
 - My Personalizations

Personal Information

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

Find an Existing Value

EmpID: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Case Sensitive

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

: **Processing** will flash at the top right-hand side of the screen while the system searches.

Step 3: If the search finds more than one match, the search results will display them as below. Click on the appropriate name from the Search Results. If the search finds only one match, it will take you to the page directly.

<u>EmpID</u>	<u>Name</u>	<u>Last Name</u>	<u>Empl Rcd Nbr</u>	<u>Job Code</u>	<u>Department ID</u>	<u>National ID</u>	<u>Status</u>
3842231	HRMS,John	HRMS	0	NBCL20	LAWF	999999998	Active
3842231	HRMS,John	HRMS	0	NBCL20	LAWF	999999998	Terminated
1378252	HRMS,John A	HRMS	0	BURG03	LAWF	999999998	Deceased
4905288	HRMS,John Gordon	HRMS	0	NBAD01	LAWF	999999999	Terminated
3991261	HRMS,John Robert	HRMS	0	NBRG75	LAWF	999999998	Terminated
2080125	HRMS,John Warren	HRMS	0	400201	LAWF	999999998	Terminated

Biographical Details

This page contains the following data.

- ◆ Employee ID and CWL Signup PIN
- ◆ Employee Name
- ◆ Date of Birth
- ◆ Gender
- ◆ UBC Student ID or OUC Employee ID (if any), stored in Alternate ID field.
- ◆ Original Hire Date: This date reflects the date when the employee was first hired at UBC regardless of employee group or breaks in service.
- ◆ Social insurance number.

Note: The Marital Status field is not maintained by UBC at this time.

Biographical Details	Contact Information																																										
William Brown																																											
Person ID: 4525124																																											
CWL signup PIN: 3475																																											
<table border="1"> <thead> <tr> <th>Name</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>Effective Date:</td> <td colspan="5">12/05/2009</td> </tr> <tr> <td>Format Type:</td> <td colspan="5">English</td> </tr> <tr> <td>Display Name:</td> <td colspan="4">William Brown</td> <td>View Name</td> </tr> </tbody> </table>		Name	Find	View All	First	1 of 1	Last	Effective Date:	12/05/2009					Format Type:	English					Display Name:	William Brown				View Name																		
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Biographical History	Find	View All	First	1 of 1	Last																																						
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National ID							Customize	Find	View All	First	1 of 1	Last																															
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CAN	Social Insurance Number	999-999-999	<input checked="" type="checkbox"/>		Add Attachment																																						

[Biographical Details](#) | [Contact Information](#)

To return to the search list, click .

You can also click , to see historical data.

Contact Information




This page contains the historical information for the employee's address, phone number and e-mail address.




Use  or  buttons inside the blue navigation bar  to navigate from one data to another when there are more data to view.




Note: There is a separate set of scroll buttons  &  for address type, address history, phones and Email addresses.









[Biographical Details](#) **Contact Information**

Michael Buble **Person ID:** 1686747

Current Addresses				Customize Find View All 	First  1 of 1  Last
Address Type	As Of Date	Status	Address		
Home	04/16/2007	A	123 University Street Surrey BC V1V 1V1	View Address Detail	

Phone Information				Customize Find 	First  1 of 1  Last
Phone Type	Telephone	Extension	Preferred		
Campus	604/822-0000		<input checked="" type="checkbox"/>		

Email Addresses			Customize Find 	First  1-2 of 2  Last
Email Type	Email Address	Preferred		
Other 1	michaelbuble@finance.ubc.ca	<input type="checkbox"/>		
Primary	mb@hr.ubc.ca	<input checked="" type="checkbox"/>		

[Biographical Details](#) | [Contact Information](#)

To return to the search list, click .

You can also click , to see historical data.


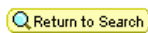

Emergency Contact

Emergency Contact contains the name, address and phone numbers of the emergency contact(s) for the employee and consists of two pages - **Contact Address/Phone** and **Other Phone Numbers**.

To access these pages, select **Workforce Administration**, **Personal Information**, **Personal Relationships**, and **Emergency Contact**.

Contact Address/Phone

Contact Address/Phone		Other Phone Numbers
HRMS,John	Employee	EmpID: 3842231
Emergency Contact Find View All First 1 of 1 Last		
Contact Name:	HRMS, Jane	<input checked="" type="checkbox"/> Primary Contact
Relationship to Employee:	Spouse	Address Type: HOME
<input checked="" type="checkbox"/> Same Address as Employee		Phone Type:
<input checked="" type="checkbox"/> Same Phone as Employee		
Employee's Current Address		
Country:	CAN Canada	
Address:	1234 Main Street Vancouver BC V6T 1Z1	
Employee's Phone		
Phone:		

[Contact Address/Phone](#) | [Other Phone Numbers](#)

Click the **Other Phone Numbers** tab to go to the next page.

To return to the search list, click .

[Other Phone Numbers](#)

[Contact Address/Phone](#) **Other Phone Numbers**

HRMS,John Employee **EmpID:** 3842231

Emergency Contact [Find](#) | [View All](#) First 1 of 1 Last

Contact Name: HRMS, Jane
Relationship to Employee: Spouse **Primary Contact**

Other Phone Numbers for Emergency Contact [Find](#) | [View All](#) First 1 of 1 Last

Phone Type	Phone
Cellular	604/555-1111

Save Return to Search Notify

[Contact Address/Phone](#) | [Other Phone Numbers](#)

Click the **Contact Address/Phone** tab to return to the previous page.

To return to the search list, click Return to Search.

Identification Data

Identification Data stores information about foreign employees' governmental authorization(s) to legally work in Canada. This may include information on employee's citizenship, passport information or visa/work permit numbers and expiry dates.

To open this page, go to **Workforce Administration, Personal Information, Citizenship and Identification Data**.

Citizenship/Passport

Citizenship/Passport		Visa/Permit Data	
HRMS,John	Employee	EmpID: 3842231	
Citizenship/Passport		Find View All First 1 of 1 Last	
Country:	USA United States	Citizenship Status:	
Passport Information		Find View All First 1 of 1 Last	
Passport Number:	151724238		
Issue Date:	24/07/1994	Expiration Date:	26/07/2004
Country:	CAN Canada		
Province:			
City:			
Authority:			
Comment:	<input type="text"/>		

Save Return to Search Notify Previous tab Next tab

Update/Display Include History

[Citizenship/Passport | Visa/Permit Data](#)

The next tab stores information about the employee's Visa/Permit data.

Visa/Permit Data

[Citizenship/Passport](#) **Visa/Permit Data**

HRMS,John Employee **EmplID:** 3842231

Visa/Permit Data Find | View All First 1 of 1 Last

Country: CAN Canada [Get Supporting Documents](#)

Type: CN Citizen Residence Permit

Effective Date: 10/05/2004

Number:

Status: Granted **Status Date:** 01/01/1993

Duration: Months

Issue Date:

Date of Entry into Country: **Expiration Date:**

Issuing Authority:

Issue Place:

Supporting Documents Needed Customize | Find | View All | First 1 of 1 Last

Sup Doc ID	Description	Request Date	Date Received
1			

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#)

[Citizenship/Passport](#) | [Visa/Permit Data](#)

To return to the search list, click [Return to Search](#).

Prior Work Experience

This page is maintained for Faculty members only. Information stored in this page is extracted from Faculty members' Curriculum Vitae.

To access this page, select *Workforce Administration*, *Personal Information*, *Biographical* and *Prior Work Experience*.

Prior Work Experience

HRMS,John

Employee

EmpID: 3842231

Years of Work Experience:

Prior Work Experience

[Find](#) | [View All](#) First 1 of 1 Last

Sequence Number:	1		
Start/End Date:	01/09/1980	01/06/1989	<input type="checkbox"/> Relevant Work Experience
Employer:	University of Toronto		
Country:	CAN	Canada	
City:	Toronto		
Province:	ON		
Phone:			
Ending Job Title:	Research Associate		
Equiv UBC Job:	NBR070	Research Associate	Recognized Years in Rank:
Ending Pay Rate:			Pay Frequency: Month

Save

Return to Search

Notify

Administrative Posts

This page is maintained for Faculty members only. This page is used to store information on Chair appointments.

To access this page, select *Workforce Development*, *Faculty Events*, *Track Events* and *Administrative Posts*.

Administrative Posts	
HRMS,John	ID: 3842231
Tenure/Home Dept: LAWF	Faculty of Law
Academic Rank:	Tenure Status:
Administrative Posts Find View All First 1 of 1 Last	
Administrative Post: Chair	Chair
Post Type:	
Appointment Type: Initial Appointment	
Description: CRC CHAIR	
From Date: 01/07/2003	End Date: 01/07/2004
Revision Date:	Reason:
SetID: UBC01	Department:
Organization:	
Comments:	
<input type="text"/>	

Education


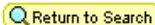

Professional Education is also recorded for Faculty members only. Information stored in this upper section of this page is extracted from Faculty members' Curriculum Vitae.

Training information (the second section of this page) is recorded for UBC Staff and Faculty who have taken courses through UBC's MOST Program, BEST Program or other training programs sponsored by UBC Human Resources or the Office of Employment Equity.

To access this page for Faculty, select **Workforce Development**, **Faculty Events**, **Track Events** and **Education**.

To access this page for Staff, select **Workforce Development**, **Competency Management**, **Track Person Competencies** and **Education**.

Professional Ed. and Training			
HRMS,John		ID: 3842231	
Professional Education Find View All First 1 of 1 Last			
Country:	CAN	Canada	
Degree:	MBA	Master of Business Admin	<input type="checkbox"/> Terminal Degree
Date Acquired:	01/06/1979	Average Grade:	<input checked="" type="checkbox"/> Graduated
Major Code:		Major:	
School Code:		School:	University of Toronto
Educator:			
Province:	ON	Ontario	<input type="checkbox"/> Minority Institution
Training Customize Find View 1 1-4 of 4 Last			
Course Title	School Name	Start Date	End Date
1 Introduction to Media Relation	UBC	20/05/2004	20/05/2004
2 Disabilities & Duty To Accommo	UBC	04/11/2003	04/11/2003
3 3 Dimensional Training	UBC	29/01/2003	27/03/2003
4 Unlearning Racism	UBC	19/11/2002	19/11/2002

 Save  Return to Search  Notify

Training

This page contains the detailed Training information including attendance for UBC Staff and Faculty who have taken courses through UBC's MOST Program, BEST Program or other training programs sponsored by UBC Human Resources or the Office of Employment Equity.

To access this page for, select **Workforce Development, Competency Management, Track Person Competencies** and **Training**. Click on [View All](#) to see all the courses taken (if any).

Training History

John Hrms

Person ID: 1007378

Course Information		Find View All		First 1 of 2 Last					
Course Code:	FSPG	Course Title:	Project Grant Monitoring and R						
Internal/External:	Internal	Facility:	Ponderosa Building	Language:					
Session #:	0008	Min:	12	Max:	18	# Enrolled:	18	# Waiting:	1
Start Date:	09/29/2004	Start Time:	9:00AM	End Time:	12:00PM				
End Date:	09/29/2004								
Student Information									
<input type="checkbox"/> Prerequisites Met					Date Needed:				
Attendance:	Completed				Status Date:	09/29/2004			
Training Reason:									
Business Unit:	UBC01	UBCV	Department:	IHPR	Hlth Promo				
Grade:					Letter Code:	Letter Dt:			

3. Job Data Inquiry

Job Data consists of twelve pages.

- ◆ Work Location
- ◆ Job Information
- ◆ Job Labor
- ◆ Payroll
- ◆ Salary Plan
- ◆ Compensation
- ◆ Employment Information
- ◆ Job Earnings Distribution
- ◆ Faculty Appointment Data
- ◆ Staff Appointment Data
- ◆ Student Appointment Data
- ◆ Salary Increase Detail

Step 1: To access these pages, select **Workforce Administration**, **Job Information**, and **Job Data**.

Step 2: Enter the employee's Name, 7-digit Employee ID or Social Insurance Number. Click **Search** button.

Note: When entering the employee's name, enter lastname,firstname with no spaces (i.e. hrms,john). The search values are not case sensitive.


Job Data

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

Find an Existing Value

EmpID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Name:	begins with	<input type="text" value="hrms,john"/>
Last Name:	begins with	<input type="text"/>
Job Code:	begins with	<input type="text"/>
Department ID:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>
Status:	=	<input type="text"/>

Case Sensitive

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



Processing will flash at the top right-hand side of the screen while the system searches.

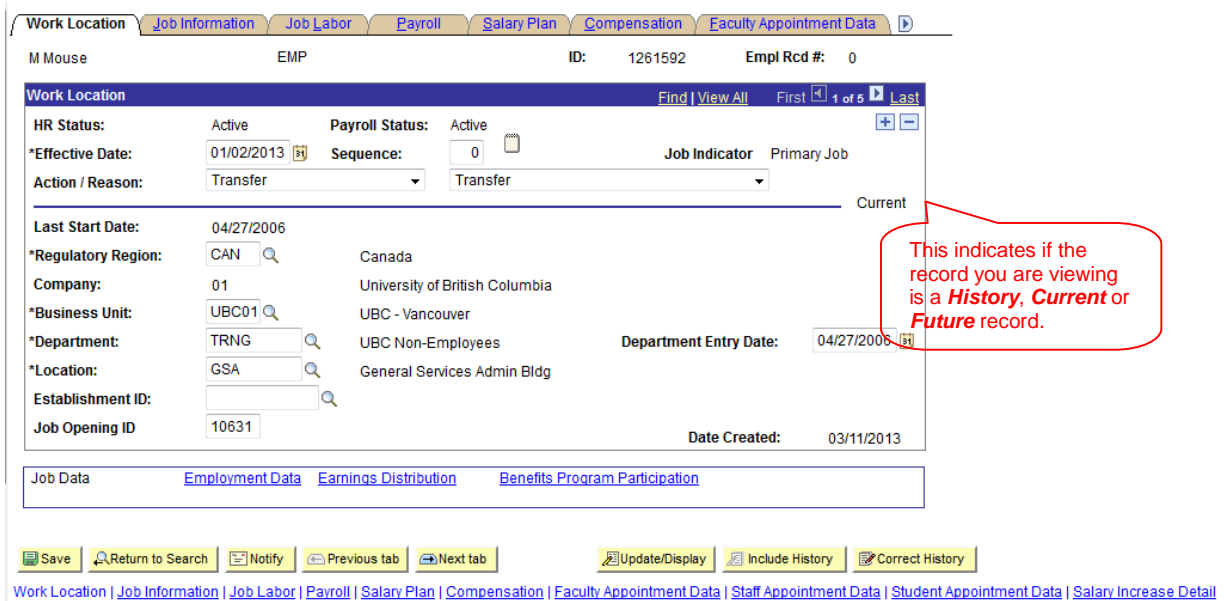
Step 3: If the search finds more than one match, the search results will display them as below. Click on the appropriate item from the list. If the search finds only one match, it will take you to the Work Location page directly.

<u>EmplID</u>	<u>Name</u>	<u>Last Name</u>	<u>Empl Rcd Nbr</u>	<u>Job Code</u>	<u>Department ID</u>	<u>National ID</u>	<u>Status</u>
3842231	HRMS,John	HRMS	0	NBCL20	LAWF	999999998	Active
3842231	HRMS,John	HRMS	0	NBCL20	LAWF	999999998	Terminated
1378252	HRMS,John A	HRMS	0	BURG03	LAWF	999999998	Deceased
4905288	HRMS,John Gordon	HRMS	0	NBAD01	LAWF	999999999	Terminated
3991261	HRMS,John Robert	HRMS	0	NBRG75	LAWF	999999998	Terminated
2080125	HRMS,John Warren	HRMS	0	400201	LAWF	999999998	Terminated

Work Location

This is the first page in Job Data component, and you can view the effective date of each action (such as a hire action, a pay rate change action, a termination action, etc) at the top that has been processed for that employee. You can also view information that pertains to the employee's work location.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.



Work Location [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#) [Faculty Appointment Data](#)

M Mouse EMP ID: 1261592 Empl Rcd #: 0

Work Location [Find](#) [View All](#) First 1 of 5 Last

HR Status: Active Payroll Status: Active

*Effective Date: 01/02/2013 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Transfer Transfer

Current

Last Start Date: 04/27/2006

*Regulatory Region: CAN Canada

Company: 01 University of British Columbia

*Business Unit: UBC01 UBC - Vancouver

*Department: TRNG UBC Non-Employees Department Entry Date: 04/27/2006

*Location: GSA General Services Admin Bldg

Establishment ID:

Job Opening ID: 10631 Date Created: 03/11/2013

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student Appointment Data](#) | [Salary Increase Detail](#)

Click  or click the **Job Information** tab to move to the next page.
To return to the search list, click .

Maintaining Job Data with Effective Dates and Effective Sequence Numbers

In many of the HRMS tables, an **effective date** is used to indicate when you want the data to go into **effect**.

When new information is entered, such as a transfer or pay rate change, a new row is entered and identified by an **effective date**, retaining historical data intact. Effective dates also allow future dated transactions to be entered.

Occasionally, it is necessary to store more than one personnel action that takes effect on the same day. For example, an employee can receive an appointment extension and a pay increase on the same day. To handle this situation, an effective date and an effective sequence number is entered on this page.

Actions/Reasons, HR Status and Payroll Status

When you select an action to make changes to an employee's job data, the employee's HR and Payroll statuses often change. For example, when you select **Retirement** action, the employee's HR status changes from **Active** to **Inactive**. Here is how the system sets the employee status.

<i>When you select the action...</i>	<i>The system sets the payroll status to...</i>	<i>The system sets the HR status to...</i>
Hire, Rehire, Reappoint, Return from LOA and Recall	Active (A)	Active
Leave of Absence	Leave of Absence (L)	
Paid Leave of Absence	Leave with Pay (P)	
Layoff and Suspension	Suspended (S)	
Retirement	Retired (R)	Inactive
Retirement with Pay	Retired w/ Pay (Q)	
Termination	Terminated (T)	
Termination with Pay	Terminated w/ Pay (U)	
Termination (reason of 'deceased')	Deceased (D)	Same as previous row or Active
All other actions	The system sets the employee status to the same status that is in the previous data row. If no previous data row exists the system sets the status to Active.	

Job Information

In **Job Information**, you can view job-related data such as job code, job family (if applicable), job title, job entry date, standard hours and FTE.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

Click  or click the **Job Labor** tab to move to the next page.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Faculty Appointment Data
Test Mandatory	EMP	ID: 5114748	Empl Rcd #: 0.			
Job Information Find First 1 of 1 Last						
Effective Date: 10/01/2010		Effective Sequence: 0		Job Indicator: Primary Job		
Action / Reason: Erns Distn		Current				
Secretarial - Non Union						
*Job Code:	<input type="text" value="220810"/>	Admin Assistant 3	Entry Date:	<input type="text" value="09/01/2010"/>		
*Business Title:	<input type="text" value="Admin Assistant 3 test"/>		<input type="button" value="Copy Business Title from JDL"/>			
Supervisor Level:	<input type="text"/>	Position #:		<input type="text" value="00003224"/>		
Supervisor ID:	<input type="text"/>					
*Regular/Temporary:	<input type="text" value="Regular"/>	*Full/Part:	<input type="text" value="Full-Time"/>			
Empl Class:	<input type="text"/>	*Officer Code:	<input type="text" value="None"/>			
*Regular Shift:	<input type="text" value="N/A"/>	Shift Rate:	<input type="text"/>			
Standard Hours						
Standard Hours:	152.00	Std Hrs/Week:	35.00			
Work Period:	M	Monthly				
FTE:	<input type="text" value="1.000000"/>					
Contract #						
Contract Number:	<input type="text"/>	Contract Type:				
		<input type="button" value="Next Contract Number"/>				
Job Data Employment Data Earnings Distribution Benefits Program Participation						
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/>			<input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/>			
Work Location Job Information Job Labor Payroll Salary Plan Compensation Faculty Appointment Data Staff Appointment Data Student Appointment Data Sa						

This indicates if the record you are viewing is a **History**, **Current** or **Future** record.

The top part of the page, where you can see the employee name, ID, employee record#, effective date/ sequence, job indicator and the action/reason, comes from the Work Location page. The following table describes the rest of the fields on the Job Information page.

FIELD	DESCRIPTION
Job Code (& Job Family)	This field stores the employee's job code and job title. If a Management & Professional or a Faculty Job Code is displayed, a field of Job Family will appear above.
Entry Date	This is the employee's job entry date, which is the date the employee commenced in this position without a break in service.
Business Title	Indicates the employee's job title.
Position#	Indicates the employee's position#.
Regular/Temporary	Indicates whether the position is regular (permanent) or temporary.
Full/Part	Indicates whether the position is full-time or part-time.
Employee Class	Indicates if an employee is an Apprentice, BCGEU Auxiliary, Red Circled, Blue Circled, Green Circled, Leave Replacement, Sessional, or Seasonal.
Standard Hours	Displays the employee's standard work hours per month.
FTE	Displays the employee's Full-Time Equivalent percentage.

Job Labor

Job Labor page contains the Union Code and Union Seniority Date information.

Use or buttons inside the blue navigation bar to navigate through future, current and historical records.

Click or click the **Payroll** tab to move to the next page.

Michael Buble EMP ID: 1686747 Empl Rcd #: 0

[Work Location](#) | [Job Information](#) | **Job Labor** | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#)

Labor Information Find | [View All](#) First 1 of 3 Last

Effective Date: 08/01/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Rehire Rehire Future

Bargaining Unit:
 Labor Agreement: Labor Agreement Entry Dt:
 Employee Category: Stop Wage Progression
 Employee Subcategory: Pay Union Fee
 Employee Subcategory 2:

Union Code: BOG Board of Gov Appointees (BU) **Union Seniority Date:** 08/01/2007

Works Council ID:
 Labor Facility ID: Labor Facility Entry Date:
 Exempt from Layoff Layoff Exemption Reason:

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student](#)

*This indicates if the record you are viewing is a **History, Current** or **Future** record.*

The top part of the page, where you can see the employee name, ID, employee record#, effective date/ sequence, job indicator and the action/reason, comes from the Work Location page. The following table describes the rest of the fields on the Job Labor page.

FIELD	DESCRIPTION
Union Code	This field displays the union group or employment group to which the employee belongs.
Union Seniority Date	This is the date the employee commenced in the specified union or the employee group without a break in service.

Employee Groups and Salary Plans

The following table lists the union/employee groups set up on HRMS.

UNION CODE	DESCRIPTION	JOB CODE PREFIX	SALARY PLAN
882	International Union of Operating Engineers Local 882	32	882, N/A1
ACC	BCGEU UBC Vancouver Auxiliary Childcare Workers	33	DCC
CCH	BCGEU UBC Vancouver Childcare Workers (40 hrs/wk)	38	CCH
DCC	BCGEU UBC Vancouver Childcare Workers (37.5 hrs/wk)	33	DCC
HDC	Non Union Childcare Workers (37.5 hrs/wk)	39	DCC
HCC	Non Union Childcare Auxiliary Workers (37.5 hrs/wk)	39	DCC
A16	CUPE Local 116 Aquatic Centre	29	AQ1, AQ2
B16	CUPE Local 116 (35 hrs/wk)	25, 30	B16, U16
C16	CUPE Local 116 (37.5 hrs/wk)	25, 30	C16, R16, T16
B29	CUPE Local 2950 (37.5 hrs/wk)	26	CH1
C29	CUPE Local 2950 (35 hrs/wk)	21, 28	C29, CH2
OK1	BCGEU UBC Okanagan Support Staff	27	OK1, OK2
BOG	Board of Governors Appointees – Faculty in bargaining unit	BU	N/A
NBG	Board of Governors Appointees – Faculty not in bargaining unit	NB	N/A
FVP	Senior Executives – Academic	05	N/A
FV2	Senior Executives – Administrative	05	N/A
AGZ	Agassiz Farm Workers	71	AGZ
SUD	Service Unit Directors	20	SUD
M&P	Management & Professional Staff (AAPS)	18	M&P
XMP	Excluded Management & Professional Staff	24	XMP
NUT	Non-Union Technicians & Research Assistants	50	NUT
EXC	Executive Administrative Staff	22	EXC
MSC	Other Staff	99	N/A, CH3
SSA	Student Service Appointments (governed by Faculties)	40	SSA, N/A, N/A1
STW	Student Workers (governed by H.R.)	99	N/A1
TAU	CUPE Local 2278 – UBC Vancouver Teaching Assistants	40	TAU
TSI	CUPE Local 2278 – Non-Credit Instructors	45	TSI
PAY	Paymaster (non-UBC employees)	60	N/A
TBA	TRIUMF – Board Appointment	60	N/A
TMP	TRIUMF – Management & Professional Staff	60	N/A, N/A2
TNU	TRIUMF – Technicians & Students	60	N/A, N/A3
NON	Non UBC Employees	80	N/A

Payroll

On **Payroll**, you can view an employee's pay group information.

Use or buttons inside the blue navigation bar to navigate through future, current and historical records.

Click or click the **Salary Plan** tab to move to the next page.

The screenshot shows the Payroll system interface for an employee named HRMS, John. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and Faculty Appointment Data. The Payroll tab is active, displaying the following information:

- Employee:** HRMS, John
- EmpID:** 3842231
- Empl Rcd#:** 0
- Effective Date:** 01/07/2003
- Effective Sequence:** 1
- Job Indicator:** Primary Job
- Action / Reason:** Reappointment Faculty Reappointment-Same Job
- Payroll System:** Payroll for North America
- Pay Group:** 001 Salaried Semi-Monthly
- Employee Type:** S Salaried
- Tax Location Code:** BC BC

A red box highlights the **Pay Group: 001 Salaried Semi-Monthly** field. A red callout box points to the **Current** status, stating: "This indicates if the record you are viewing is a **History, Current** or **Future** record." The interface also includes a navigation bar at the bottom with buttons for Save, Return to Search, Next in List, Previous in List, Notify, Previous tab, Next tab, and Refresh.

The top part of the page, where you can see the employee name, ID, employee record#, effective date/ sequence, job indicator and the action/reason, comes from the Work Location page. The following table describes the rest of the fields on the Payroll page.

FIELD	DESCRIPTION
Pay Group	This field indicates the employee's pay group (see the table below).
Employee Type	This field indicates if an employee is Hourly or Salaried.

The following table lists the available pay groups and the description of each group.

PAY GROUP	DESCRIPTION
001	For Salaried Faculty and Student employees
002	For Salaried Staff
003	For Hourly Faculty and Staff
004	For Salaried Staff Finders employees
005	For Hourly Staff Finders employees
006	For Salaried Teaching Assistants
007	For Hourly Teaching Assistants
099	Without Pay for Honorary Faculty members not receiving any compensation.

Salary Plan

On **Salary Plan**, you can view the employee's salary plan, level, grade and step information.

Use or buttons inside the blue navigation bar to navigate through future, current and historical records.

Click or click the **Compensation** tab to move to the next page.

The top part of the page, where you can see the employee name, ID, employee record#, effective date/ sequence, job indicator and the action/reason, comes from the Work Location page. The following table describes the rest of the fields on the Salary Plan page.


FIELD	DESCRIPTION
Salary Level	This field is used only for Management & Professional Staff and Service Unit Directors. It displays the employee's salary level.
Salary Administration Plan	Displays the employee's salary plan.
Grade	Displays the employee's pay grade.
Grade Entry Date	Not in use.
Step	Displays the step for unionized and other miscellaneous positions.
Step Entry Date	Displays when the employee entered the step. The step increment is based on the date in this field.

Compensation


On **Compensation**, you can view the employee's compensation information.

Click on  button under **Comparative Information** **Pay Rates** to view additional compensation information such as Change Amount, Change Percent, Compa-Ratio, Annual Rate, Monthly Rate and Hourly Rate.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.


[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | **Compensation** | [Faculty Appointment Data](#) 

HRMS,John Employee **EmplID:** 3842231 **Empl Rcd#:** 0

Compensation [Find](#) | [View All](#) [First](#)  2 of 5  [Last](#)

Effective Date: 01/07/2003 **Effective Sequence:** 1 **Job Indicator:** Primary Job

Action / Reason: Reappointment Faculty Reappointment-Same Job Current

Compensation Rate: 5,000.000000  **Frequency:** M Monthly

Comparative Information



Change Amount: 5,000.000000  CAD Monthly **Compa-Ratio:**


Change Percent: 0.000

Pay Rates

Annual	60,000.000000	CAD	
Monthly	5,000.000000		Hourly 28.846709

Default Pay Components







Pay Components [Customize](#) | [Find](#)  [First](#)  1 of 1  [Last](#)

Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 MNTHLY	0	Details	5,000.000000 	CAD	M	

Calculate Compensation

[Job Data](#) | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

This indicates if the record you are viewing is a **History, Current or Future** record.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student Appointment Data](#)

The top part of the page, where you can see the employee name, ID, employee record#, effective date/ sequence, job indicator and the action/reason, comes from the Work Location page. The following table describes the rest of the fields on the Compensation page.

FIELD	DESCRIPTION
Compensation Rate	Displays either an hourly rate or monthly rate depending on if the employee is hourly or monthly.
Frequency	Indicates if the employee is hourly or monthly.
Change Amount	The system populates by \$ amount when the employee's salary changes.
Change Percent	The system populates by % when the employee's salary changes.
Compa-Ratio	The system calculates the Compa-Ratio percent through range calculation based on the salary grade's midpoint.
Annual	Displays the employee's annual rate.
Monthly	Displays the employee's monthly rate.
Hourly	Displays the employee's hourly rate.
Pay Components	Displays the rate code and corresponding comrate according to pay group or component type. Rate codes which are commonly used are: MNTHLY: Semi-Monthly Employees; HOURLY: Hourly Employees; TAMNTH: Monthly Teaching Assistants; TAHRLY: Hourly Teaching Assistants; HEAD: Head Differential; SUBHD: Sub-Head Differential

By clicking on the 'Changes' tab within the Pay Components section, the system displays the 'Change Amount' in salary since the previous employment activity recorded.

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Faculty Appointment Data

HRMS,John Employee EmpID: 3842231 Empl Rcd#: 0

Compensation Find | View All First 2 of 5 Last

Effective Date: 01/07/2003 **Effective Sequence:** 1 **Job Indicator:** Primary Job
Action / Reason: Reappointment Faculty Reappointment-Same Job Current

Compensation Rate: 5,000.000000 **Frequency:** M Monthly

Comparative Information
 Pay Rates
 Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Amounts **Changes** Conversion

Rate Code	Seq	Manually Updated	Change Amount	Currency	Frequency	Change Percent
1 MNTHLY	0	<input checked="" type="checkbox"/>	500.000000	CAD	Monthly	11.111

Calculate Compensation

Employment Information

This page displays some of the employee's pertinent date information.

Click on the **Employment Data** hyperlink located at the bottom to open this page.

Student Appointment Data	Salary Increase Detail	Benefit Program Participation	Employment Information
Michael Buble	EMP	ID: 1686747	Empl Rcd #: 0
Organizational Instance			
Organizational Instance Rcd:	0	Termination Date:	07/10/2007
Organizational Assignment Data			
Instance Record			
Service Date:	04/16/2007	Years	Months
		0	3
Business Title:		Days	16
		Position Phone:	
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation

The following table describes the fields on the Employment Information page.





FIELD	DESCRIPTION
Termination Date	Displays the date of termination within the given employment record.
Service Date	Displays the date an employee has been continuously employed by the University regardless of employment group.


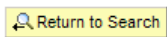

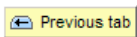
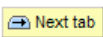
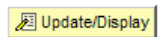

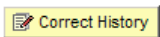
Job Earnings Distribution

This page shows the employee's earnings code(s), account code(s), and distribution of earnings.


Click on the **Earnings Distribution** hyperlink at the bottom to open this page.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation		Job Earnings Distribution		
Test Mandatory	EMP	ID:	5114748	Empl Rcd #:	0									
Earnings Distribution Type												Find	View All	First  1 of 4  Last
Effective Date:	10/01/2010	Effective Sequence:	0	Job Indicator:	Primary Job									
Action / Reason:	Erns Distn											Current		
Standard Hours:	152.00	Work Period:	M	Monthly										
Compensation Rate:	4,200.000000	Comp Freq:	M	Monthly										
*Earnings Distribution Type:	By Amount													
Job Earnings Distribution												Find	First  1 of 1  Last	
Reference	*Unit											+	-	
<input type="text"/>	UBC01													
*Earn Code	REG	Regular	Compensation Rate	Std Hrs	Distrb %									
			4,200.000000											
Earnings Chartfields														
Combination Code:	CWJB541000	Description	G0000 323400	Project End Date	03/31/1999	Edit ChartFields								
Job Data		Employment Data		Earnings Distribution		Benefits Program Participation								

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Earnings Distribution](#) | [Faculty Appointment Data](#) | [Staff Appc](#)


Click on these hyperlinks to move between different pages.


The top part of the page, where you can see the employee name, ID, employee record#, effective date/ sequence, job indicator and the action/reason, comes from the Work Location page. The following table describes the rest of the fields on the Job Earnings Distribution page.

<i>FIELD</i>	<i>DESCRIPTION</i>
<i>Standard Hours</i>	Standard Hours defaults from the job information page and indicates the employee's standard work hours per month.
<i>Compensation Rate</i>	Compensation Rate defaults from the compensation page and indicates the employee's monthly or hourly rate.
<i>Comp Freq</i>	Compensation Frequency defaults from the compensation page and indicates if the employee is monthly or hourly.
<i>Earnings Distribution Type</i>	<i>By Amount</i> is used for salaried employees. <i>By Percent</i> is used for hourly employees. <i>None</i> is used for Faculty members not receiving any compensation (ie. Honorary Faculty members).
<i>Reference</i>	Indicates the Position if applicable.
<i>Unit</i>	Defaults to UBC01.
<i>Earn Code</i>	Indicates the appropriate earnings code such as REG and FEL.
<i>Compensation Rate</i>	Indicates the amount to allocate to the selected earnings code and chart field combination.
<i>Combination Code</i>	Indicates the speed chart and the account number (See below for the list of available account numbers).
<i>Description</i>	Indicates the Fund, DeptID and PG.
<i>Project End Date</i>	Indicates the account's end date (if no end date, will show 03/31/2099)
<i>Distrib %</i>	Indicates the percent for hourly paid employees.

The following table lists the most commonly used account numbers and the description of each.

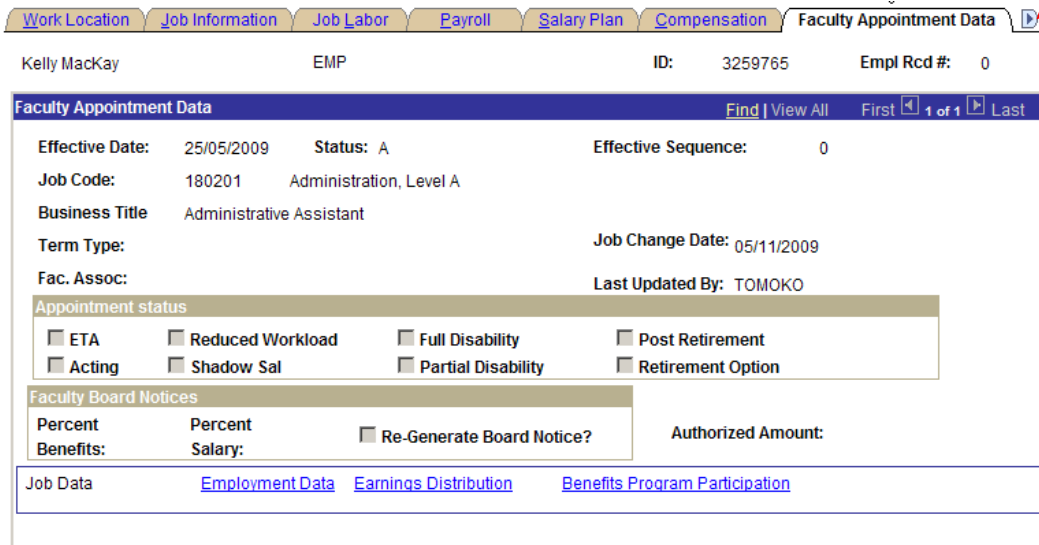
<i>ACCOUNT NUMBER</i>	<i>DESCRIPTION</i>
<i>512000</i>	For Tenure & Tenure-Track Faculty
<i>521000</i>	For Other Faculty
<i>541000</i>	For Salaried Staff
<i>543000</i>	For Hourly Staff
<i>546000</i>	For Staff Finders employees
<i>531000</i>	For Salaried Student employees
<i>545000</i>	For Hourly Student employees


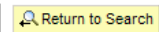

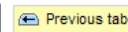
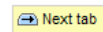
Faculty Appointment Data

This page stores various UBC Custom Faculty data fields not provided in the 'vanilla' PeopleSoft product.

To open this page, either click the **Faculty Appointment Data** hyperlink at the bottom or click on  at the top of the page and select the **Faculty Appointment Data** tab.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.



[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student Appointment Data](#)

Click on these hyperlinks to move between different pages.

The following table describes the fields on the Faculty Appointment Data page.

FIELD	DESCRIPTION
Term Type	Indicates appropriate Faculty Term Type: <ul style="list-style-type: none"> - Grant Tenured - Grant Tenure Track - No Stated Term - Tenured/Confirmed - Tenure Track/Probationary - Term - Without Review
Job Change Date	The Job Change Date reflects the date this effective-dated record was entered or modified.
Fac. Assoc.	Indicates the Faculty Association code (see the table below).
Last Updated By	Indicates Operator ID responsible for the transaction or modification.
Appointment Status	Indicates appropriate Appointment Status.
Authorized Amount	Indicates 'Per Period' Amount, if applicable.
Percent Benefits	Used for Faculty Members on paid leave to indicate percentage of salary, on which benefits will be calculated.

Percent Salary	Used for Faculty Members on paid leave to indicate percentage of salary paid during leave.
Re-Generate Board Notice?	Used to produce duplicate or revised Board Notice.




The following table lists the faculty association codes set up on HRMS and the description of each code.

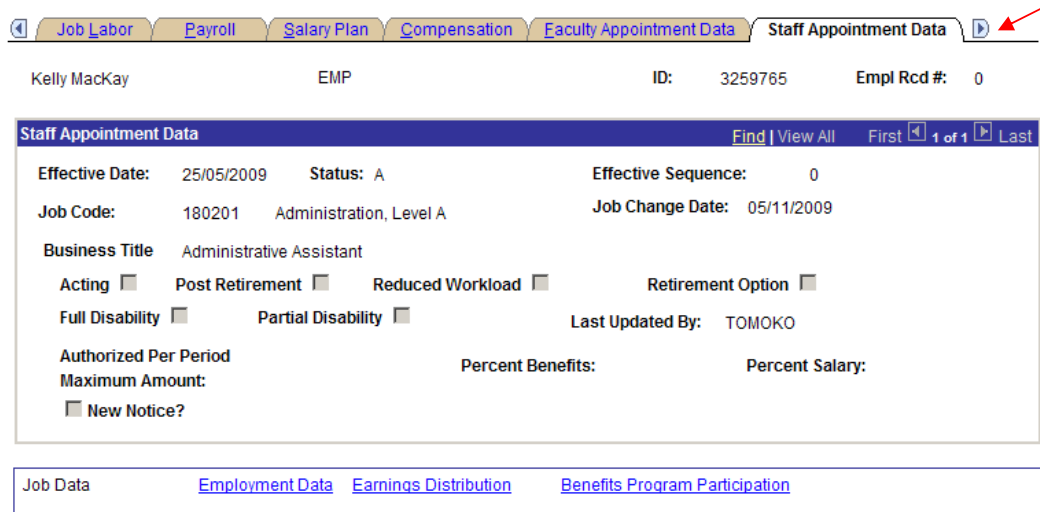
FACULTY ASSOCIATION CODE	DESCRIPTION	IN BARGAINING UNIT?
CHA	REG members donating dues to Crane Library.	Technically not in Bargaining Unit but treated the same as REG.
EXM	Deans and above during administrative term.	Not in Bargaining Unit during admin term.
HLD	REG members who opted out of bargaining unit when there was a choice.	Not in Bargaining Unit
NON	PDF & PDTF, Res. Assoc 1 & 2, Clinical faculty, Clinical fellows, Senior fellows, Visiting faculty/scholars /scientists, Adjunct professors, Honorary appointments, ETAs, Post-retirement appointments, Billed appointments, Heads, Directors, Assistant Deans, Associate Deans, Principals, and Emeritus.	Not in Bargaining Unit
PRI	Part-Time Faculty members who have moved from tenured full-time status to part-time on a reduced workload or return-to-work program.	In Bargaining Unit
PRN	Part-Time Faculty below 50% time (any length of appointment) OR 50% or above with less than a one-year appointment.	In Bargaining Unit
PTF	Part-Time Faculty at least 50% time with appointment of one year or more.	In Bargaining Unit
REG	Full-Time Faculty with appointment of one year or more.	In Bargaining Unit
SES	Sessional Lecturers with appointments 4-11 months and at least 50% time.	In Bargaining Unit
SUF	Part-Time Sessional Lecturers below 50% time (any length of appointment) OR 50% or above with less than a four-month appointment.	In Bargaining Unit


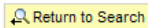

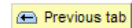

Staff Appointment Data

This page stores various UBC Custom Staff data fields not provided in the 'vanilla' PeopleSoft product.

To open this page, either click the **Staff Appointment Data** hyperlink at the bottom or click on  at the top of the page and select the **Staff Appointment Data** tab.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.



[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student Appointment Data](#)

Click on these hyperlinks to move between different pages.

The following table describes the fields on the Staff Appointment Data page.

FIELD	DESCRIPTION
Job Code	The Job Code defaults from the job information page.
Job Change Date	The Job Change Date reflects the date this record was entered or modified.
Acting / Disability	Indicates if the employee is in an 'acting' position (ie, temporary promotion) or if they are on disability leave.
Last Updated By	Indicates Operator ID responsible for the transaction or modification.
Appointment Status	Indicates if the appointment is Acting or Disability .
Authorized Per Period Maximum Amount	Indicates 'Per Period' amount, if applicable.

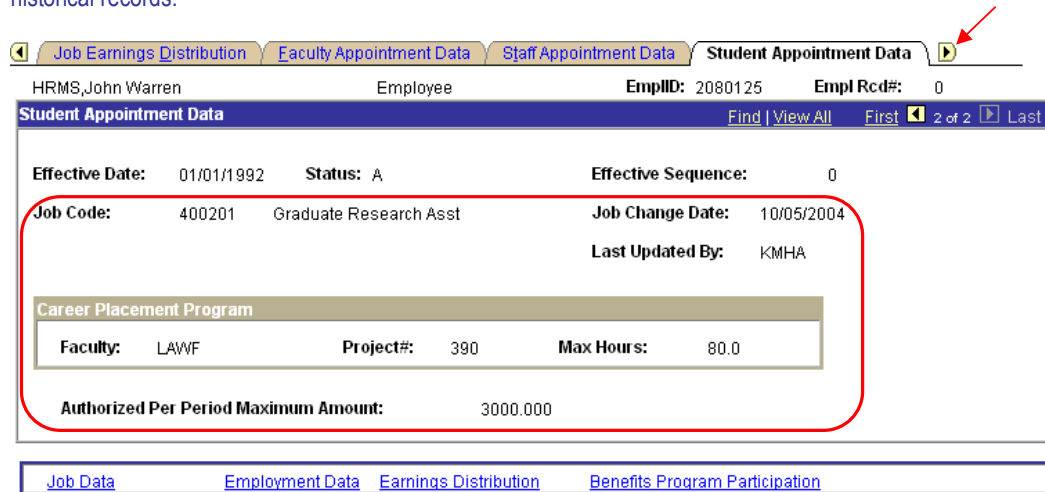
<i>Percent Benefits</i>	For Staff on paid leave to indicate percentage of salary, on which benefits will be calculated.
<i>Percent Salary</i>	For Staff on paid leave to indicate percentage of salary paid during leave.
<i>New Notice?</i>	Used to produce duplicate or revised staff appointment letter.




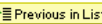




Student Appointment Data

This page is used to store various UBC Custom Student data fields not provided in the 'vanilla' PeopleSoft product.

To open this page, either click the **Student Appointment Data** hyperlink at the bottom or click on  at the top of the page and select the **Student Appointment Data** tab.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.



 Save  Return to Search  Next in List  Previous in List  Notify  Previous tab  Next tab  Refresh

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Earnings Distribution](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#)

Click on these hyperlinks to move between different pages.

The following table describes the fields on the Student Appointment Data page.

FIELD	DESCRIPTION
Job Code	The Job Code defaults from the job information page.
Job Change Date	The Job Change Date reflects the date this record was entered or modified.
Last Updated By	Indicates Operator ID responsible for the transaction or modification.
Career Placement Program	Indicates Faculty, Project #, and Max hours allowable for student employees in Career Placement Program.
Authorized Per Period Maximum Amount	Indicates 'Per Period' amount, if applicable.

Salary Increase Detail

This page is used for processing Faculty pay adjustments.

To open this page, either click the **Salary Increase Detail** hyperlink at the bottom or click on  at the top of the page and select the **Salary Increase Detail** tab.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

[Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student Appointment Data](#) | **Salary Increase Detail**

HRMS,James A Employee EmpID: 1235222 Empl Rcd#: 0

Salary Increase Detail Find | View All First 1 of 22 Last

Effective Date: 01/07/2003 Current **Effective Sequence:** 1
Action/Reason: Pay Rt Chg / Faculty Increase
Compensation Rate/Freq: \$9,500.000000 Monthly **Standard Hours:** 173.33


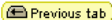

Job Earnings Distribution Find | View All First 1 of 1 Last

Fund/DeptID/PG	By Amount Account#	EmCd	Amount	Hours	Pct
G0000 190100 19G49101	CIEI512000	REG	9,500.000000		

Find | View 1 First 1-3 of 3 Last

Type	Description	Amount	Change Date
3GN	General Increase 2003	182.280	21/06/2003
3PS	Performance Salary Adjust 2003	83.330	21/06/2003
3RT	Retention Fund 2003	1120.250	08/09/2003
Total Increase Amount:		1385.860	

[Job Data](#) | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

 Save  Return to Search  Notify  Previous tab  Next tab  Refresh

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Student Appointment Data](#)

Click on these hyperlinks to move between different pages.

4. Summary Pages and Faculty-Related Pages

In this chapter, you will learn about various summary pages as well as faculty-related pages.

- ◆ Job Summary
- ◆ Multiple Jobs Summary
- ◆ Faculty Career Progress
- ◆ Joint Appointment
- ◆ Salary Increase Summary

Job Summary

To see the history of job changes for an employee in a summarized fashion, use the **Job Summary** page. You can view four different aspects of the job data information: **General**, **Job Information**, **Work Location** and **Compensation**.



To open this page, select **Workforce Administration**, **Job Information**, **Review Job Information**, and **Job Summary**.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

General: Displays the action/reason and the effective date of each action/reason.



Job Summary

HRMS,John Employee EmplID: 3842231 Empl Rcd#: 0

Job Information
Customize | Find | View All | 
First  1-5 of 5  Last

General
Job Information
Work Location
Compensation

Eff Date	Sequence	Action	Action Reason
01/07/2006	0	Termination	End of Job
01/07/2003	1	Reappointment	Faculty Reappointment-Same Job
01/07/2003	0	Termination	End of Job
01/02/2003	0	Data Change	Dept Name/Location Change
01/04/2002	0	Hire	New Hire




 Return to Search
 Next in List
 Previous in List
 Notify

Click on the **Job Information** tab to move to the next tab.

Job Information: Displays the job title, salaried or hourly, full-time/part-time status, etc.





Job Summary

HRMS,John Employee EmplID: 3842231 Empl Rcd#: 0

Job Information
Customize | Find | View All | 
First  1-5 of 5  Last

General
Job Information
Work Location
Compensation

Eff Date	Sequence	Jobcode	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
01/07/2006	0	Prof-Ten	Salaried	Terminated	Full-Time	Regular	173.33	Monthly
01/07/2003	1	Prof-Ten	Salaried	Active	Full-Time	Regular	173.33	Monthly
01/07/2003	0	Clinical A	Not Appl.	Terminated	Full-Time	Regular	173.33	Monthly
01/02/2003	0	Clinical A	Not Appl.	Active	Full-Time	Regular	173.33	Monthly
01/04/2002	0	Clinical A	Not Appl.	Active	Full-Time	Regular	173.33	Monthly

 Return to Search
 Next in List
 Previous in List
 Notify

Work Location: Displays the department name, salary plan, salary grade, pay group and pay frequency.

Job Summary

HRMS,John Employee **EmplID:** 3842231 **Empl Rcd#:** 0

Job Information [Customize](#) | [Find](#) | [View All](#) | First ◀ 1-5 of 5 ▶ Last

[General](#) | [Job Information](#) | **Work Location** | [Compensation](#)

Eff Date	Sequence	Position	Company	DeptID	Sal Plan	Grade	Pay Group	Frequency
01/07/2006	0		01	Law	N/A	N/A	001	Semimonthl
01/07/2003	1		01	Law	N/A	N/A	001	Semimonthl
01/07/2003	0		01	Fam Prac	N/A	N/A	099	Monthly
01/02/2003	0		01	Fam Prac	N/A	N/A	099	Monthly
01/04/2002	0		01	Fam Prac	N/A	N/A	099	Monthly

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

Compensation: Displays the annual/monthly/hourly rate (daily rate is not maintained by UBC).

Job Summary

HRMS,John Employee **EmplID:** 3842231 **Empl Rcd#:** 0

Job Information [Customize](#) | [Find](#) | [View All](#) | First ◀ 1-5 of 5 ▶ Last

[General](#) | [Job Information](#) | [Work Location](#) | **Compensation**

Eff Date	Sequence	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Currency	Change Percent	Components
01/07/2006	0	\$60,000.000	\$5,000.000	\$230.769	\$28.846709	CAD	0.000	Components
01/07/2003	1	\$60,000.000	\$5,000.000	\$230.769	\$28.846709	CAD	0.000	Components
01/07/2003	0					CAD	0.000	Components
01/02/2003	0					CAD	0.000	Components
01/04/2002	0					CAD	0.000	Components

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

Multiple Jobs Summary

This page displays the employee's job information for each employment record, i.e. employees with multiple jobs. This is where you can check if your employee has another appointment in a different department.

To open this page, select **Workforce Administration, Job Information, Review Job Information, and Multiple Jobs Summary**.

Use  or  buttons inside the blue navigation bar  to navigate between different employment records.

This example shows that this employee has 2 active jobs as of August 1, 2007.

Multiple Jobs

Michael Buble Person ID: 1686747

Multiple Jobs Find | **View All** | First 1 of 4 Last

As Of Date: 08/01/2007

Job Information Customize | Find | View All | First 1-2 of 2 Last

Employee	Position Data	Job Information		
Empl Rcd#	Pay Status	Job Indicator	Effective Date	Sequence
0	Active	Secondary	08/01/2007	0
1	Active	Primary	07/01/2007	0

This is the 'as of date'.

This is the employment record #, and he has record #0 and #1, both active.

You can click on [View All](#) to see more records. This example, then, further shows you that as of July 11, 2007, one record was active and one record was terminated.

Multiple Jobs

Michael Buble **Person ID:** 1686747

Multiple Jobs Find | View 1 First 1-4 of 4 Last

As Of Date: 08/01/2007

Job Information Customize | Find | View All | First 1-2 of 2 Last

Employee Position Data Job Information

Empl Rcd#	Pay Status	Job Indicator	Effective Date	Sequence
0	Active	Secondary	08/01/2007	0
1	Active	Primary	07/01/2007	0

As Of Date: 07/11/2007

Job Information Customize | Find | View All | First 1-2 of 2 Last

Employee Position Data Job Information



Empl Rcd#	Pay Status	Job Indicator	Effective Date	Sequence
0	Terminated	Secondary	07/11/2007	0
1	Active	Primary	07/01/2007	0


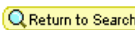

Faculty Career Progress

This page is maintained only for Faculty members and is used for recording career progress information.

To view this page, select *Workforce Development, Faculty Events, Track Events* and *Faculty Career Progress*.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

Faculty Career Progress						
Effective Date	UBC Rank	Unadjusted Years	Adjusted Years	Car Prg Points	Car Prg Carry Fwd	CP Bank Balance
Faculty Career Progress					Find	First  1-13 of 13  Last
01/07/1991	10	4.00	4.00	1.00		
01/07/1992	10	5.00	5.00	1.00		
01/07/1993	10	6.00	6.00	1.00		
01/07/1994	10	7.00	7.00	1.00		
01/07/1995	10	8.00	8.00	1.00		
01/07/1996	10	9.00	9.00	1.00		
01/07/1997	10	10.00	10.00	1.00		
01/07/1998	10	11.00	11.00	1.00		
01/07/1999	10	12.00	12.00	1.00		
01/07/2000	10	13.00	13.00	1.00		
01/07/2001	10	14.00	14.00	1.00		
01/07/2002	10	15.00	15.00	1.00		
01/07/2003	10	16.00	16.00			

 Save  Return to Search  Notify

 Update/Display  Include History

Joint Appointments

This page is used for recording department and location information for those members holding joint appointments.

To view this page, select **Workforce Administration**, **Job Information**, and **Joint Appointments**.

Joint Appointments

HRMS,John Employee **EmpID:** 3842231 **Empl Rcd#:** 0

Joint Appointment Effective Dates [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Effective Date: 14/05/2004 **Termination Date:**

Joint Appointment Details [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Department:	LAWF	Faculty of Law	<input checked="" type="checkbox"/> Home
Location:	CUR	Curtis Building	FTE: 0.500000
Department:	COMF	The Sauder School of Business	<input type="checkbox"/> Home
Location:	HA	Henry Angus Building	FTE: 0.500000

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

Salary Increase Summary

This page is maintained only for Faculty members and is used for displaying Faculty pay adjustments.

To view this page, select **Workforce Administration, Job Information, Review Job Information** and **Salary Increase Summary**.

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

Salary Increase Summary

HRMS,James A

Employee

EmplID: 1235222

Empl Rcd#: 0

Faculty Increase Summary			Find View All	First	1 of 22	Last
Effective Date:	2003/07/01	Effective Sequence:				1
Action Reason:	Pay Rt Chg / Faculty Increase					
Compensation Rate:	\$9,500.000000 Monthly	Standard Hours:				173.33
Faculty Increase Summary			Find	First	1-3 of 3	Last
Type	Description	Amount				
3GN	General Increase 2003	182.280				
3PS	Performance Salary Adjust 2003	83.330				
3RT	Retention Fund 2003	1120.250				
Total Increase Amount:		1385.860				

 Save

 Return to Search

 Notify

5. Early ID Assignment

This feature is available to HRMS users with Early ID HRMS access.

In this chapter we will show you how you can generate a new Employee ID for your new hires or reactivate an existing Employee ID for existing/former UBC employees. This allows your employees to get a Campus Wide Login account without having to waiting for Payroll to process their appointment forms into HRMS.

When you generate or reactivate an Employee ID via this screen, you will also be given a 4-digit CWL Signup PIN# at the same time. You can provide the Employee ID and PIN# to your employee and he/she will be able to get a Campus Wide Login account with these 2 pieces of information.

NOTE: If you do not have your employee's SIN number, you can not generate a new Employee ID for that employee unless it already exists in HRMS.

Early ID Assignment

This feature is available to HRMS users with Early ID HRMS access, and it allows you to generate a new Employee ID for your new hires or reactivate an existing Employee ID for existing/former UBC employees.

NOTE: If you do not have your employee's SIN number, you can not generate a new Employee ID for that employee unless it already exists in HRMS. In this case, Payroll will still assign the new Employee ID when they process the paperwork into HRMS.

Step 1: To open this page, select *Workforce Administration* and *Early ID Assignment* in the menu.

Step 2: The following screen will appear. If you know the SIN number of the employee, please enter it and click on Search. If you don't know the SIN number, leave it blank and click on Search.

Early Assignment of HRMS Employee ID

Please provide the SIN number of your new hire. This will be used to search the HRMS database to determine if this person has previously been hired at UBC. If so, you must use the same employee ID number on your Appointment Form and in any communication with your new hire.

If you don't know the SIN number but know the person's birthdate, leave the SIN blank and press the Search button to search by birth date.

Search By Social Insurance Number

Enter SIN with no dashes or spaces, e.g. 123456789

Social Insurance Number:

IMPORTANT!

Even though you are able to search for an employee without a SIN number, it is still BEST to search by a SIN number to avoid assigning more than one Employee IDs to an employee. This is because multiple Employee IDs assigned to one person may cause many payroll errors in terms of tax deductions, benefits deductions and year-end slips.

Sometimes, people new to Canada are assigned a temporary SIN number (starting with 9) and later may have obtained a permanent SIN number. If you think this may be the case, please search by both the temporary SIN number and the permanent SIN number to be sure.


Step 3: If the search does not find an employee based on the specified SIN number or if you didn't enter the SIN number in the search, the following screen will appear. Please enter the employee's date of birth and click on Search.

The system could not find the SIN number you provided. Here are your options:

1. Sometimes, people new to Canada are assigned a temporary SIN number. If your new hire previously worked at UBC and provided us with their temporary SIN number, then we won't be able to locate them with their permanent SIN number. If you think this may be the case, please ask your new hire if they were ever assigned a temporary SIN number and re-do the search with this number.
2. Use the birth date search facility below to see if you can locate your new hire. If you cannot find them by SIN or birth date, then it's likely they have not previously worked at UBC.


Search by Birthdate

Enter birth date to search, e.g. 21/08/1967

Birthdate: 

Step 4: The search may return a list of employees based on the specified SIN number or date of birth. If you find your employee in the search result, you can click on Select button beside it. If your employee is not in the search result, click on Add New Employee ID button.

Your SIN or birth date search resulted in the following names. These are past and present UBC employees that matched your search criteria. If your new hire is one of these people, click on the 'Select' button opposite their name. If not, click on the 'Add New EmployeeID' button to assign a new employee ID for your new hire.

Faculty/Staff/Student				Customize Find 
			First	1-2 of
			2	Last
Name	Description	Department	Select	
1 Macken,Bennett James	Undergrad Academic Asst	Athletics and Recreation	<input type="button" value="Select"/>	
2 Mack,Cheryl Marie	Undergrad Academic Asst	Intern'l Student Initiative	<input type="button" value="Select"/>	

Step 5: Complete the following information and click on Save.

Assign an employee ID to your new hire by filling in the boxes below and clicking on the 'Save' button. Your new employee ID will appear on the next screen. If you are unable to find an exact job title match, select the closest match. The correct job title will be assigned upon data entry of the appointment form.

Last name: _____
First name: _____ e.g. Smith,John
SIN: _____
Date of Birth: 21/08/1967
Position is unpaid
Campus: _____
VP/Faculty: _____
Department: _____
Empl Grp: _____
Job Family: _____
Title: _____
Email Address: _____

Step 6: The next screen will give you the new Employee ID and CWL signup PIN#. Click on Return.

New Employee ID successfully created!

Employee Name: Smith,John
Department: Botanical Grdn & Ctr for Hort.
Empl ID #: 5983304
CWL signup PIN: 9480

Print this screen using your browser print button and attach it to the employee's appointment form.

Provide the employee ID and the PIN to your employee so they can apply for a CWL account.

If the PIN is lost or forgotten:

(1) Return to the Early ID screen and re-enter the SIN. The PIN and employee ID will be displayed.

(2) Use the employee ID to display the PIN by using the Personal Data page.

6. Payroll Pages

This chapter details the Payroll pages to which you have access. The pages available are Additional Pay and UBC Paycheque History.

Create Additional Pay

This page contains employee's additional pay information (if any). The most common types of additional payments are automatic vacation pay for hourly employees and sessional faculty as well as certain allowances such as living allowance, housing allowance, car allowance, etc.

To open this page, select Payroll for **North America, Employee Pay Data CAN**, and **Create Additional Pay**. You can click on **Job Information** to see the account information.

Additional Pay Find | View All First 1 of 1 Last

Michael Buble EMP ID: 1686747 Empl Rcd #: 0

Additional Pay Find | View All First 1 of 1 Last

Earnings Code: CAR Car Allowance

Effective Date Find | View All First 1 of 1 Last

Effective Date: 07/23/2007

Payment Details Find | View All First 1 of 1 Last

Add Seq #: 1 **End Date:**

Rate Code: **Reason:** Not Specif

Earnings: \$50.00 **Hours:** **Hourly Rate:**

Goal Amount: **Goal Balance:**

Sep Chk #: **Disable Direct Deposit** **Prorate Additional Pay** **OK to Pay**

Applies to Pay Periods: **First** **Second** **Third** **Fourth** **Fifth**

Job Information

Compensation Rate/Frequency: \$6,200.000000 / Monthly

Standard Hours: 173.33

Employee Type: Salaried

Default Job Data

Position:

Business Unit: UBC01 UBC - Vancouver

DeptID: GRAF Faculty of Graduate Studies

Job Code: BURG01 Professor (tenure)

Combination Code:

GL Pay Type:

Shift: N/A

Job Data Override

Position:

Business Unit:

DeptID:

Job Code:

Combination Code: CWJQ541000 Edit ChartFields

Fund/DeptID/PG: A0400 323000 32A04109




Add Shift: Use Job

Tax Information

UBC Paycheque History

Paycheque History displays information on pay cheques and advices.



To open this page, select *Payroll for North America*, *Employee Pay Data CAN*, and *UBC Paycheque History – Campus*.


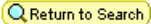

Use  or  buttons inside the blue navigation bar  to navigate through future, current and historical records.

UBC Paycheque History - Campus

ID: 5802849

Name: HRMS,Jaquie L

Paycheque History - Campus						Find View All	First 	1-4 of 100	 Last
End Date:	29/02/04	Pay Group:	002	Confirmed	Advice	<input type="checkbox"/>	Off Cycle		
Cheque#	Issue Dt	Gross Earnings							
7740339	27/02/04	2,081.13							
End Date:	15/02/04	Pay Group:	002	Confirmed	Advice	<input type="checkbox"/>	Off Cycle		
Cheque#	Issue Dt	Gross Earnings							
7723193	13/02/04	2,081.13							
End Date:	31/01/04	Pay Group:	002	Confirmed	Advice	<input type="checkbox"/>	Off Cycle		
Cheque#	Issue Dt	Gross Earnings							
7707692	30/01/04	2,081.13							
End Date:	15/01/04	Pay Group:	002	Confirmed	Advice	<input type="checkbox"/>	Off Cycle		
Cheque#	Issue Dt	Gross Earnings							
7691916	15/01/04	2,081.13							

 Save  Return to Search  Notify

The following table describes the fields on this page.

FIELD	DESCRIPTION
End Date	Displays the pay-period end date, either 15 th or the last day of the month, during which the payment was processed.
Cheque#	Displays the cheque/advice number.
Issue Dt	Displays the payment issue date.
Pay Group	Displays the employee's pay group. Values: 001,002=Salaried, 003=Hourly, 004=Salaried Staff Finders, 005=Hourly Staff Finders, 006=Salaried CUPE2278 TAs, 007=Hourly CUPE2278 TAs.
Gross Earnings	Displays the gross earnings before deductions.
Calculated or Confirmed	Displays whether the payment is calculated (pending) or confirmed (finalized).
Check/Advice	Indicates whether the system is generating a paycheque or a pay advice.
Off Cycle	This field will be ticked <input checked="" type="checkbox"/> if the payment is off-cycle.

7. APPENDIX

Additional information relating to HRMS data and employee benefits eligibility is included in the pages which follow.

HRMS Date Fields – How UBC uses the date fields

This table lists all the date fields that appear in an employee's Personal Information and Job Information pages. It describes which date fields are maintained by UBC and how UBC uses them.

<i>Component</i>	<i>Page Name</i>	<i>Date Field</i>	<i>Used by UBC?</i>	<i>Date Field Usage</i>
Personal Information	All Pages	Effective Date	Yes	Date specific entry is or was effective.
	Identity & Diversity	Original Hire Date	Yes	Date employee was <u>first</u> ever hired at UBC. Not re-set if there are breaks in service.
Job Data	All Pages	Effective Date	Yes	Date specific entry is or was effective. Does not appear on Employment Information page.
	Work Location	Last Start Date	Yes	Employee's last date of hire, rehire or reappointment within the selected employee record. If an employee has been rehired or reappointed more than once, this date will change from one rehire/reappointment date to the next.
		Last Date Worked	Yes	Employee's last date worked when an employee is terminated, retired, deceased, laid off, suspended or put on leave of paid/unpaid absence within the selected employee record. This field will not appear for actions other than those mentioned above. Each time one of the above actions is processed, this date will change.
		Position Entry Date	No	Not in use.
		*Department Entry Date	No	Not in use.
		Date Created	Yes	Date specific entry was keyed into the system.
	Job Information	Entry Date (Job)	Yes	Date employee continuously employed in Position (tied to Job Code). Used to determine salary increase eligibility for non-union positions.

Continued from the previous page

<i>Component</i>	<i>Page Name</i>	<i>Date Fields</i>	<i>Used by UBC?</i>	<i>Date Field Usage</i>
Job Data	Job Labor	*Labor Agreement Entry Date	No	Not in use.
		Union Seniority Date	Yes	Date employee continuously employed within a union or non-union employment group (re-set if there are breaks in service).
		Labor Facility Entry Date	No	Not in use.
	Salary Plan	*Grade Entry Date	No	Not in use.
		Step Entry Date	Yes	Date employee hired at or moved to corresponding salary step. Used to determine step increase eligibility for unionized positions.
	Employment Information	Termination Date	Yes	Term end date or last date employee physically at work within the selected employment record.
		Service Date	Yes	Date employee has been <u>continuously</u> employed, regardless of employment group. Used to determine <u>total</u> university service (for vacation entitlement, length of UBC service, etc); date is re-set if there are breaks in service.
	Job Earnings Distribution	Project End Date	Yes	Date the specified account expires.
	Faculty/Staff/Student Appointment Data	Job Change Date	Yes	Date specific entry was keyed in or modified.

* Date fields marked with an asterisk are populated automatically by the system, but are not maintained by UBC

Salary Administration Plan

This table lists the salary administration plans set up on HRMS.

SALARY ADMIN. PLAN	DESCRIPTION
AGZ	Agassiz Farm Workers
DCC	BCGEU UBC Vancouver Childcare Staff (37.5 hrs/wk)
CCH	BCGEU UBC Vancouver Childcare Staff (40 hrs/wk)
HDC	Non Union Childcare Staff (37.5 hrs/wk)
AQ1	CUPE 116 Aquatic Centre Staff
AQ2	CUPE 116 Aquatic Centre Student
B16, U16	CUPE 116 (35 hrs/wk)
C16, R16, T16	CUPE 116 (37.5 hrs/wk)
TSI	CUPE 2278, NC Sessional Instructors
TAU	CUPE 2278, UBC Vancouver Teaching Assistants
C29	CUPE 2950 (35 hrs/wk)
CH2	CUPE 2950 Chan Center Staff (35 hrs/wk)
CH1	CUPE 2950 Chan Center Staff (37.5 hrs/wk)
CH3	CUPE 2950 Chan Center Students (10 hrs/wk)
OK1	BCGEU – UBC Okanagan except for TAs
OK2	BCGEU – UBC Okanagan Teaching Assistants
EXC	Executive Administrative Staff
NUT	Non-Unionized Technicians & Research Assists.
882	IUOE (882)
M&P	Management and Professional
XMP	Excluded Management and Professional
SUD	Service Unit Directors
N/A	Employees with no salary plan/standard hours = 40 hrs/week
N/A1	Employees with no salary plan/standard hours = 12 hrs/week
N/A2	Employees with no salary plan/standard hours = 35 hrs/week
N/A3	Employees with no salary plan/standard hours = 37.5 hrs/week
SSA	Work Study

Union Code and Job Code Prefix

This table lists the unions/employee group codes set up on HRMS and the description of each code.

UNION CODE	DESCRIPTION	JOB CODE PREFIX	SALARY PLAN
882	International Union of Operating Engineers Local 882	32	882, N/A1
ACC	BCGEU UBC Vancouver Auxiliary Childcare Workers	33	DCC
CCH	BCGEU UBC Vancouver Childcare Workers (40 hrs/wk)	38	CCH
DCC	BCGEU UBC Vancouver Childcare Workers (37.5 hrs/wk)	33	DCC
HDC	Non Union Childcare Workers (37.5 hrs/wk)	39	DCC
HCC	Non Union Childcare Auxiliary Workers (37.5 hrs/wk)	39	DCC
A16	CUPE Local 116 Aquatic Centre	29	AQ1, AQ2
B16	CUPE Local 116 (35 hrs/wk)	25, 30	B16, U16
C16	CUPE Local 116 (37.5 hrs/wk)	25, 30	C16, R16, T16
B29	CUPE Local 2950 (37.5 hrs/wk)	26	CH1
C29	CUPE Local 2950 (35 hrs/wk)	21, 28	C29, CH2
OK1	BCGEU UBC Okanagan Support Staff	27	OK1, OK2
BOG	Board of Governors Appointees – Faculty in bargaining unit	BU	N/A
NBG	Board of Governors Appointees – Faculty not in bargaining unit	NB	N/A
FVP	Senior Executives – Academic	05	N/A
FV2	Senior Executives – Administrative	05	N/A
AGZ	Agassiz Farm Workers	71	AGZ
SUD	Service Unit Directors	20	SUD
M&P	Management & Professional Staff (AAPS)	18	M&P
XMP	Excluded Management & Professional Staff	24	XMP
NUT	Non-Union Technicians & Research Assistants	50	NUT
EXC	Executive Administrative Staff	22	EXC
MSC	Other Staff	99	N/A, CH3
SSA	Student Service Appointments (governed by Faculties)	40	SSA, N/A, N/A1
STW	Student Workers (governed by H.R.)	99	N/A1
TAU	CUPE Local 2278 – UBC Vancouver Teaching Assistants	40	TAU
TSI	CUPE Local 2278 – Non-Credit Instructors	45	TSI
PAY	Paymaster (non-UBC employees)	60	N/A
TBA	TRIUMF – Board Appointment	60	N/A
TMP	TRIUMF – Management & Professional Staff	60	N/A, N/A2
TNU	TRIUMF – Technicians & Students	60	N/A, N/A3
NON	Non UBC Employees	80	N/A

Faculty Association Codes

This table lists the faculty association codes set up on HRMS and the description of each code.

FACULTY ASSOCIATION CODE	DESCRIPTION	IN BARGAINING UNIT?
CHA	REG members donating dues to Crane Library.	Technically not in Bargaining Unit but treated the same as REG.
EXM	Deans and above during administrative term.	Not in Bargaining Unit during admin term.
HLD	REG members who opted out of bargaining unit when there was a choice.	Not in Bargaining Unit
NON	PDF & PDTF, Res. Assoc 1 & 2, Clinical faculty, Clinical fellows, Senior fellows, Visiting faculty/scholars /scientists, Adjunct professors, Honorary appointments, ETAs, Post-retirement appointments, Billed appointments, Heads, Directors, Assistant Deans, Associate Deans, Principals, and Emeritus.	Not in Bargaining Unit
PRI	Part-Time Faculty members who have moved from tenured full-time status to part-time on a reduced workload or return-to-work program.	In Bargaining Unit
PRN	Part-Time Faculty below 50% time (any length of appointment) OR 50% or above with less than a one-year appointment.	In Bargaining Unit
PTF	Part-Time Faculty at least 50% time with appointment of one year or more.	In Bargaining Unit
REG	Full-Time Faculty with appointment of one year or more.	In Bargaining Unit
SES	Sessional Lecturers with appointments 4-11 months and at least 50% time.	In Bargaining Unit
SUF	Part-Time Sessional Lecturers below 50% time (any length of appointment) OR 50% or above with less than a four-month appointment.	In Bargaining Unit

Benefits

These are the mandatory and optional benefits available to UBC employees if eligible.

Category		Description	Deduction Type	Deductions Occur at	Deductions Taken
Optional	Health (10)	Medical Services Plan (MSP)	Fixed-Cost	Month-End	1 month in advance of coverage
Optional	Health (11)	Extended Health (EHB)	Fixed-Cost	Month-End	1 month in advance of coverage
Optional	Health (12)	Dental (DEN)	Fixed-Cost	Month-End	1 month in advance of coverage
Mandatory	Health (14)	Employee Family Assist Prog (EFAP)	Fixed-Cost	Month-End	1 month in advance of coverage
Mandatory	Life Insurance (20)	Basic Life Insurance (BGL)	%-Based	Every Payroll	Same month as the coverage
Optional	Life Insurance (21, 22, 23, 2Z)	Optional/Spousal Life & ADD Insurance	Fixed-Cost	Month-End	1 month in advance of coverage
Mandatory	Disability (31)	Income Replacement Plan (IRP)	%-Based	Every Payroll	Same month as the coverage
Optional	Pension (80, 81)	Pension Plan (FAP/STP)	%-Based	Every Payroll	Same month as the coverage
Optional	Tuition Fee	Tuition Fee Benefit	X	X	X

Student Appointments

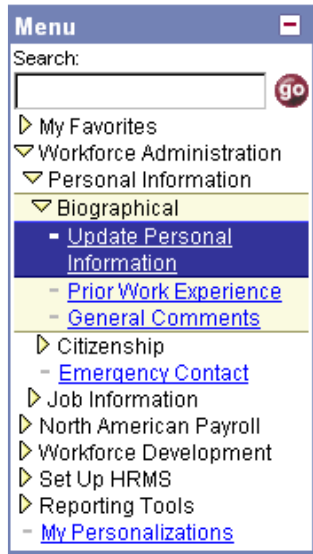
This table lists some of the most commonly used student appointments and useful information.

<i>Job Title</i>	<i>Job Code</i>	<i>Pay Group</i>	<i>Earnings Code</i>	<i>Tax</i>	<i>CPP</i>	<i>EI</i>	<i>WCB</i>	<i>Union Dues</i>	<i>Vacation Pay</i>
Graduate Teaching Assistant 1	400101	Monthly or Hourly	80% REG 20% FEL	Y	Only REG	Only REG	Y	Y	Included in pay
Graduate Teaching Assistant 2	400102	Monthly or Hourly	80% REG 20% FEL	Y	Y	Y	Y	Y	Included in pay
Undergrad Teaching Assistant	400103	Monthly or Hourly	REG	Y	Y	Y	Y	Y	Included in pay
Marker	400104	Monthly or Hourly	REG	Y	Y	Y	Y	Y	Included in pay
Graduate Research Assistant	400201	Monthly Only	FEL	Y	N	N	Y	N	Included in pay
Graduate Academic Assistant	400202	Monthly or Hourly	REG	Y	Y	Y	Y	N	Included if monthly Paid out if hourly
Undergrad Academic Assistant	400203	Monthly or Hourly	REG	Y	Y	Y	Y	N	Included if monthly Paid out if hourly

HRMS Cheat Sheet - Demographic Information

Question: How do I look up my employee's home address, phone number and birthdate?

Navigation: Workforce Administration>Personal Information>Biographical>Update Personal Information



Update Personal Information

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

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Job Code:	begins with	<input type="text"/>
Department ID:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>
Status:	=	<input type="text"/>

Include History Case Sensitive

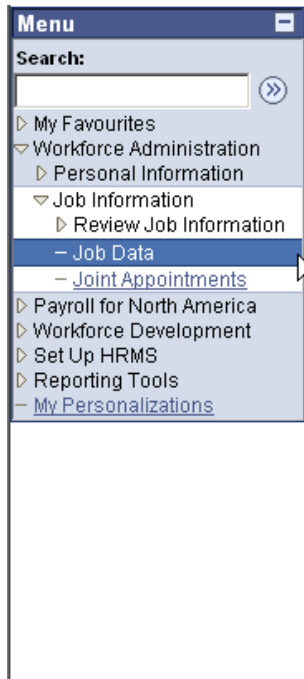
[Basic Search](#)  [Save Search Criteria](#)

Enter the employee ID or name (lastname,firstname – no spaces) to access Personal Data pages.

HRMS Cheat Sheet - Employment Information

Question: How do I look up an employee's employment history?

Navigation: Workforce Administration>Job Information>Job Data




Job Data

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

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Department ID:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>
Payroll Status:	=	<input type="text"/>
Job Code:	begins with	<input type="text"/>

Case Sensitive

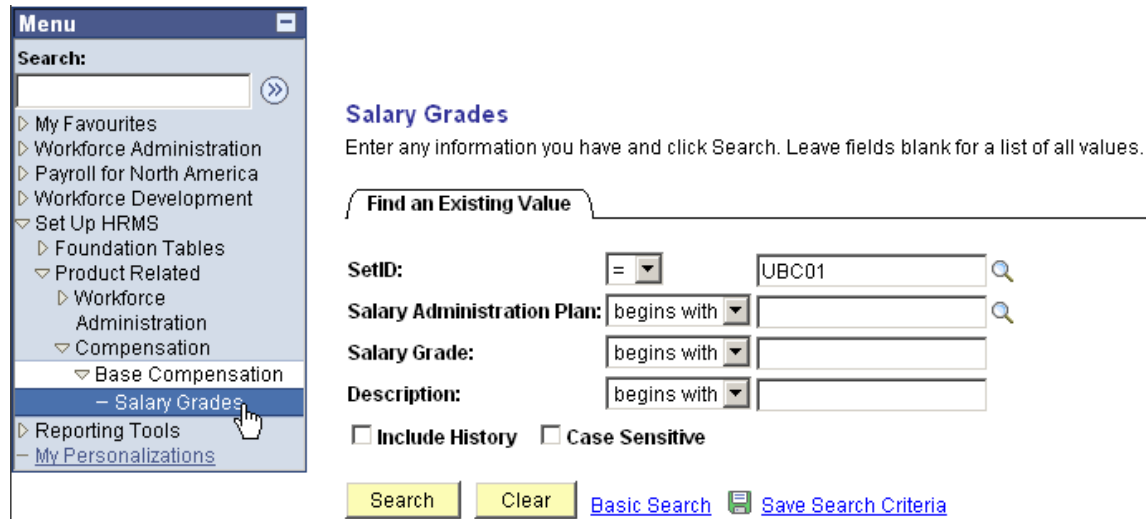
[Basic Search](#)  [Save Search Criteria](#)

Enter the employee ID or name (lastname,firstname – no spaces) to access Job Data pages.

HRMS Cheat Sheet - Salary Scale Information

Question: How do I look up salary scale information for a specific employment group?

Navigation: Set Up HRMS>Product Related>Compensation>Salary Planning>Salary Grades



Menu

Search:

- My Favourites
- Workforce Administration
- Payroll for North America
- Workforce Development
- Set Up HRMS
 - Foundation Tables
 - Product Related
 - Workforce Administration
 - Compensation
 - Base Compensation
 - Salary Grades**
- Reporting Tools
- My Personalizations

Salary Grades

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

Find an Existing Value

SetID: = UBC01

Salary Administration Plan: begins with

Salary Grade: begins with

Description: begins with

Include History Case Sensitive

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

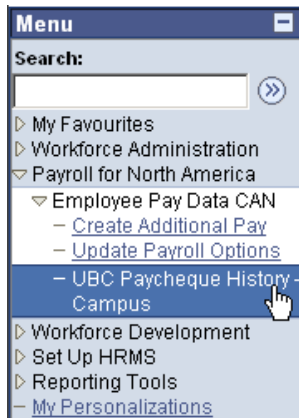
Enter appropriate Salary Administration Plan Code (click on  to see a list of values or refer to page 83 of the Navigation and Inquiry Guide).

Click on Search to pull up all grades within the Salary Administration Plan selected.

HRMS Cheat Sheet - Paycheque Information

Question: How do I look up pay cheque information?

Navigation: North American Payroll>Employee Pay Data>UBC Paycheque History - Campus Planning>Salary Grades



UBC Paycheque History - Campus

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

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Enter the employee ID. Click on Advanced Search for more search criteria.

HRMS Cheat Sheet - Set Up Tables Information

Question: How do I look set up table information?

Navigation: Set Up HRMS>Foundation Tables or Common Definitions or Product Related

Location, Department, Dep't/Location Tables



Job Code Table



Union Table



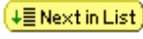
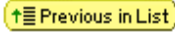



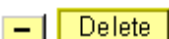
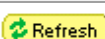


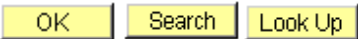
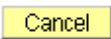


Using Keyboard Shortcuts




Working in an internet browser-based environment can often be mouse intensive. However, PeopleSoft offers keyboard navigation alternatives to using the mouse. These shortcuts are classified into two categories:

- Hot keys
- Access keys

Hot keys perform immediate actions. When pressed, the designated actions occur. Notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Hot Key	Button or Link	Action
Alt+1		Save page in a transaction.
Alt+2		Return to the <i>Search</i> page from the transaction page.
Alt+3		View next row in list when button is active.
Alt+4		View previous row in list when button is active.
Alt+5		Opens <i>Look Up</i> page. Opens the calendar prompt.
Alt+6		Opens the pop-up window on a page.
Alt+7		Inserts one or more rows in a grid or scroll area.
Alt+8		Deletes row in a grid or scroll area.
Alt+0		When in Expert Entry mode, validates data entered on the page.
Alt+ .		Next set of rows in grid or scroll area.
Alt+ ,		Previous set of rows in grid or scroll area.
Alt+ /	Find	Find data in grid or scroll area.
Alt+ '	View All	View all rows of data in grid, scroll area, or <i>Search</i> page results list.
Alt+ \	Add a New Value Find an Existing Value	Toggles between Add a New Value and Find an Existing Value in a <i>Search</i> page.
Ctrl+J	--	Displays system information.
Ctrl+K	--	When in a search page or transaction page, opens a page with a list of keyboard navigation shortcuts using hot keys and access keys.
Ctrl+Y	--	Toggles menu between collapse and expand.
Ctrl+Tab	--	Toggles focus throughout the page.
Enter		Activates the OK button, where appropriate. On a <i>Search</i> page, activates the Search button. On a <i>Look Up</i> page, activates Look Up button.
Esc		Activates the Cancel button, where appropriate.

Access keys move the focus of your cursor to a particular button on a page. The following table outlines the shortcuts you may use in place of clicking the equivalent action button with your mouse. After pressing the desired key combination, you must then press the Enter key to execute the action. For example, to save a page pres Alt+1 followed by Enter. Note that some access keys have multiple actions assigned to them, and the usage depends on the currently active page.

Access Key	Button	Action
Alt+9	Help	Accesses Help
Alt+\	  	Toggles between action modes on the toolbar and a transaction page.
Ctrl +Z	--	Accesses the search box of the menu.