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## Data Change

### Concept

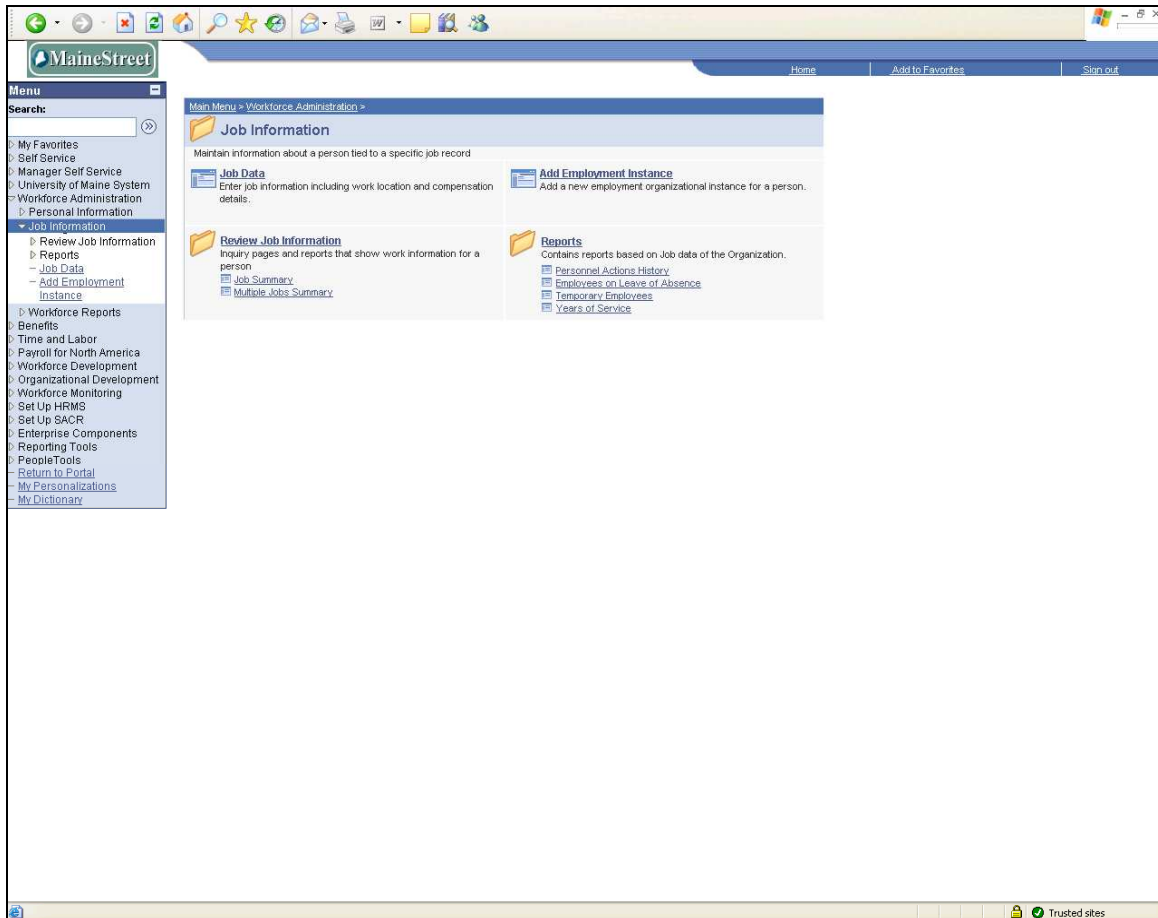
**Fields in Job Data that are defaults from the Position Data Table will appear 'grayed-out'. Changes to these fields must first be edited in Position Data prior to updating the employee's Job Data.**

**Description:**

You may need to:

- A) Enter a job row to make a data change, such as add a planned exit date or make a correction. Use the Action 'Data Change' and the appropriate Reason code to make these types of changes.
  
- B) Enter a job row to pull information that has been updated on the Position Data Table into the employee's job record. Changes made to the Position Data Table will only appear on the job row if the effective date on the job row is equal to or later than the effective date of the updated row in Position Data.

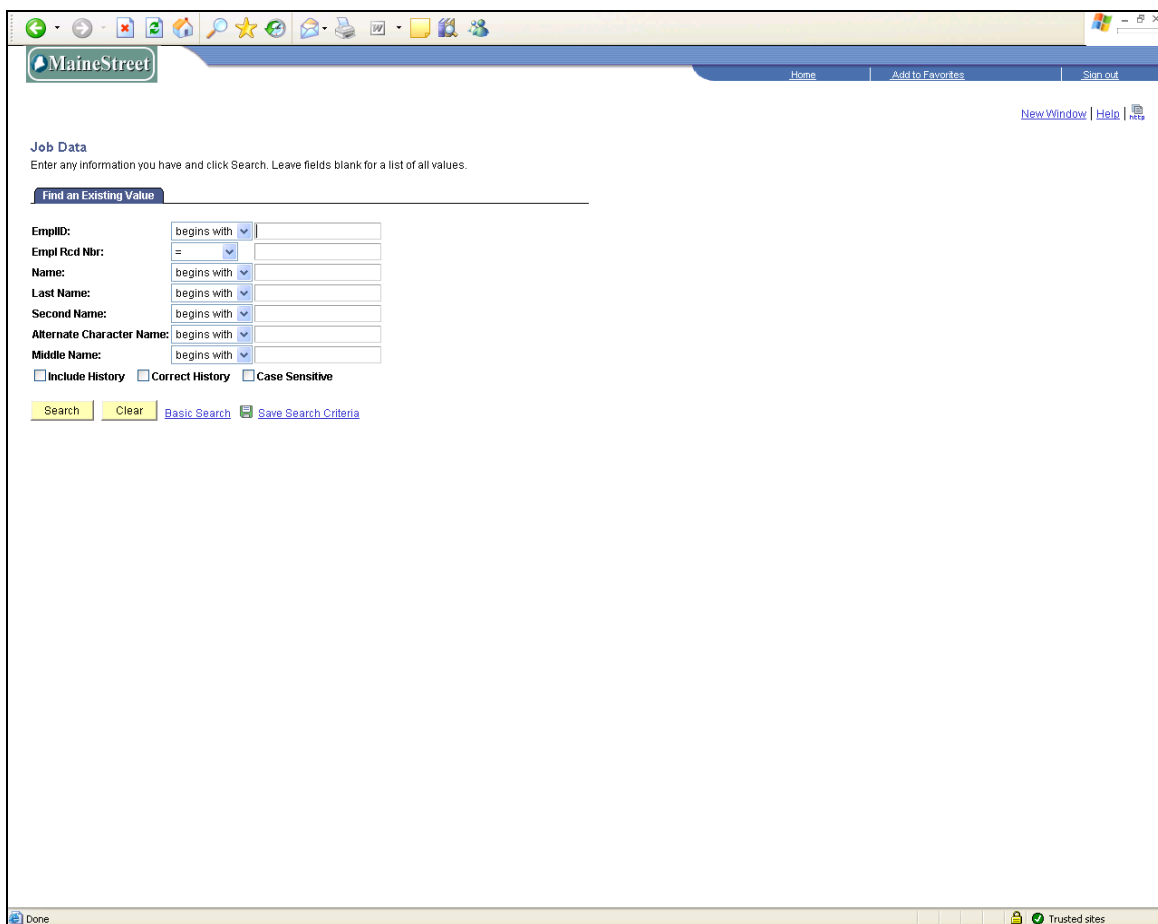
### Navigation:



Step	Action
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- |    |   |
|----|---|
| 1. | Click the <b>Workforce Administration</b> link. |
| 2. | Click the <b>Job Information</b> link.          |
| 3. | Click the <b>Job Data</b> link.                 |

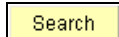
### Procedure:



The screenshot shows a web browser window displaying the MaineStreet HRMS search page. The page has a blue header with the MaineStreet logo and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there is a 'Job Data' section with instructions to enter information and click 'Search'. A 'Find an Existing Value' section contains several search criteria: 'EmplID:', 'Empl Rcd Nbr:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:'. Each criterion has a dropdown menu (all set to 'begins with') and a text input field. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search section are buttons for 'Search', 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Step	Action
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| 4. | To Search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review. |
| 5. | Click the <b>Search</b> button.  |



If multiple employee records are listed, click on the appropriate employee record to continue.

# Process Document

## HRMS: Data Change



Donna Change EMP ID: 0099999 Empl Rcd #: 0

Work Location: Find First 1 of 3 Last

HR Status: Active Payroll Status: Active

Effective Date: 01/01/2009 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Change Position Data Update

Last Start Date: 08/20/2001 Termination Date: Future

Expected Job End Date: [ ]

Position Number: 00010481 Scientific Technician I Position Entry Date: 10/27/2004

Override Position Data  Position Management Record

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMS05 University of Maine

Department: OFARM UM Farms Department Entry Date: 08/20/2001

Location: 003410 Highmoor Farm

Establishment ID: UMS05 University of Maine

Date Created: 11/03/2008

Job Data: Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Step	Action
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|----|---|
| 6. | Click the <b>Plus (+) key</b> to add a new job row. |
| 7. | Enter the Effective Date* of the data change.       |

\*NOTE: If updating changes to Position Data, this Effective Date must be equal to or greater than the effective date of the change in Position Data.

- |     |   |
|-----|---|
| 8.  | The <b>Sequence</b> field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change. |
| 9.  | Click the <b>Drop-down Arrow</b> to select from the <b>Action</b> list.   |
| 10. | Click the <b>Data Change</b> list item.   |
| 11. | Click the <b>Drop-down Arrow</b> to select from the <b>Action/Reason</b> list.  |
| 12. | Click the appropriate <b>Reason</b> code.   |



Step	Action
13.	To update information from Position Data, the Position Number must be first blanked out, tab out of the field, then re-enter the Position Number.  For other Data Changes, click on the appropriate panel or link to make changes.
14.	Click the <b>Save</b> button. 