



<b>File Name</b>	Part-time Status Change_BUSPROC.doc
<b>Version</b>	8.9
<b>Document Created</b>	9/3/2009
<b>Date Modified</b>	9/3/2009
<b>Last Changed by</b>	Ann M. Flood
<b>Status</b>	DRAFT

## Part-time Status Change

### Concept

#### Description:

This process is used when an employee changes from part-time benefit status to full-time benefit status and the change only affects benefits eligibility. If an employee changes from full-time to part-time or vice versa and the change affects more than just benefits (i.e. earnings, standard hours, etc) refer to the Reclassification Process

#### **Part-Time Status:**

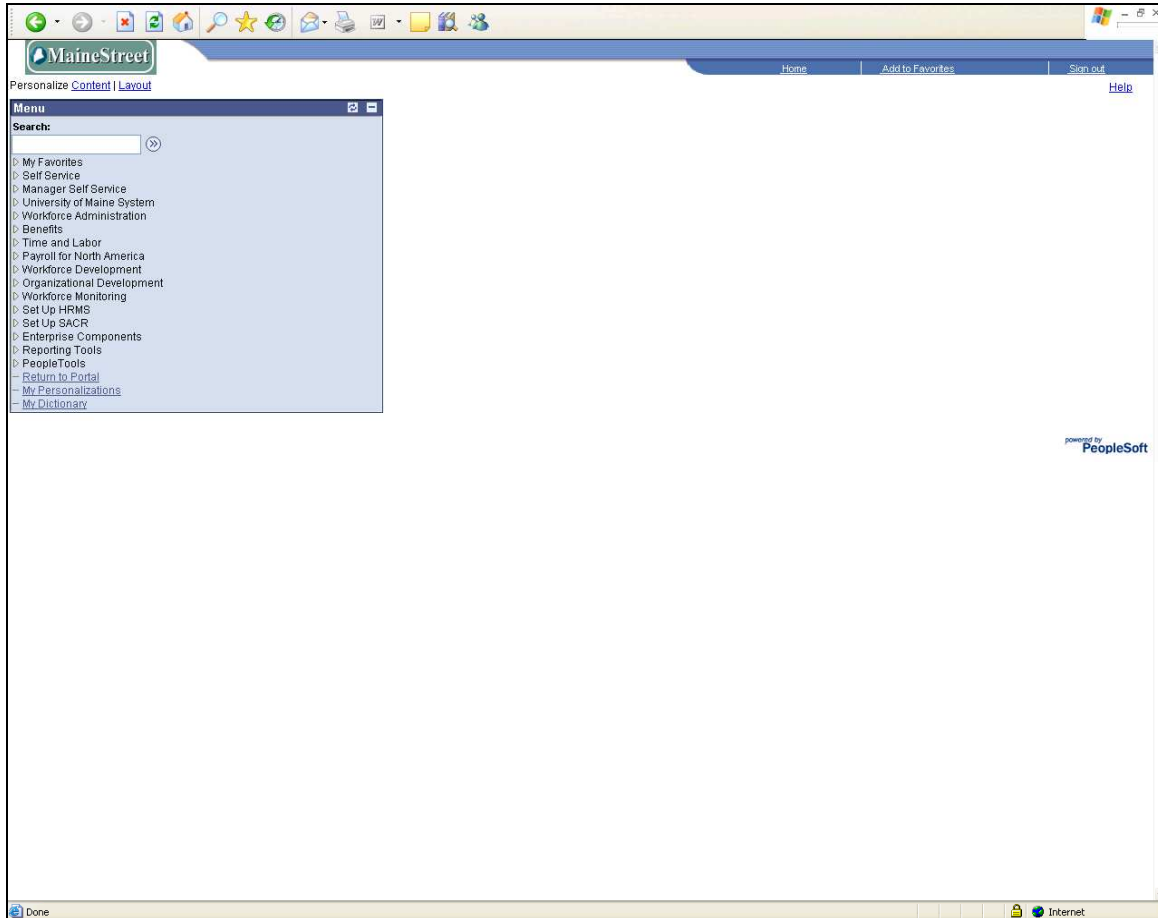
**Ben Reg = Employees with 5 years of Full-time, Regular equivalent service.**

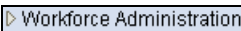
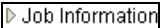
**Fac5 = Faculty with 5 years of Full-time, Regular equivalent service (Law Faculty should be classified as Ben Reg)**

***NOTE:*** *If you want Position Data updated to reflect part-time status and the correct amount of standard hours, be sure to update the Position Table prior to updating Job Data making sure that the effective date of the Position update is equal to the effective date used in Job Data.*

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

## Navigation:

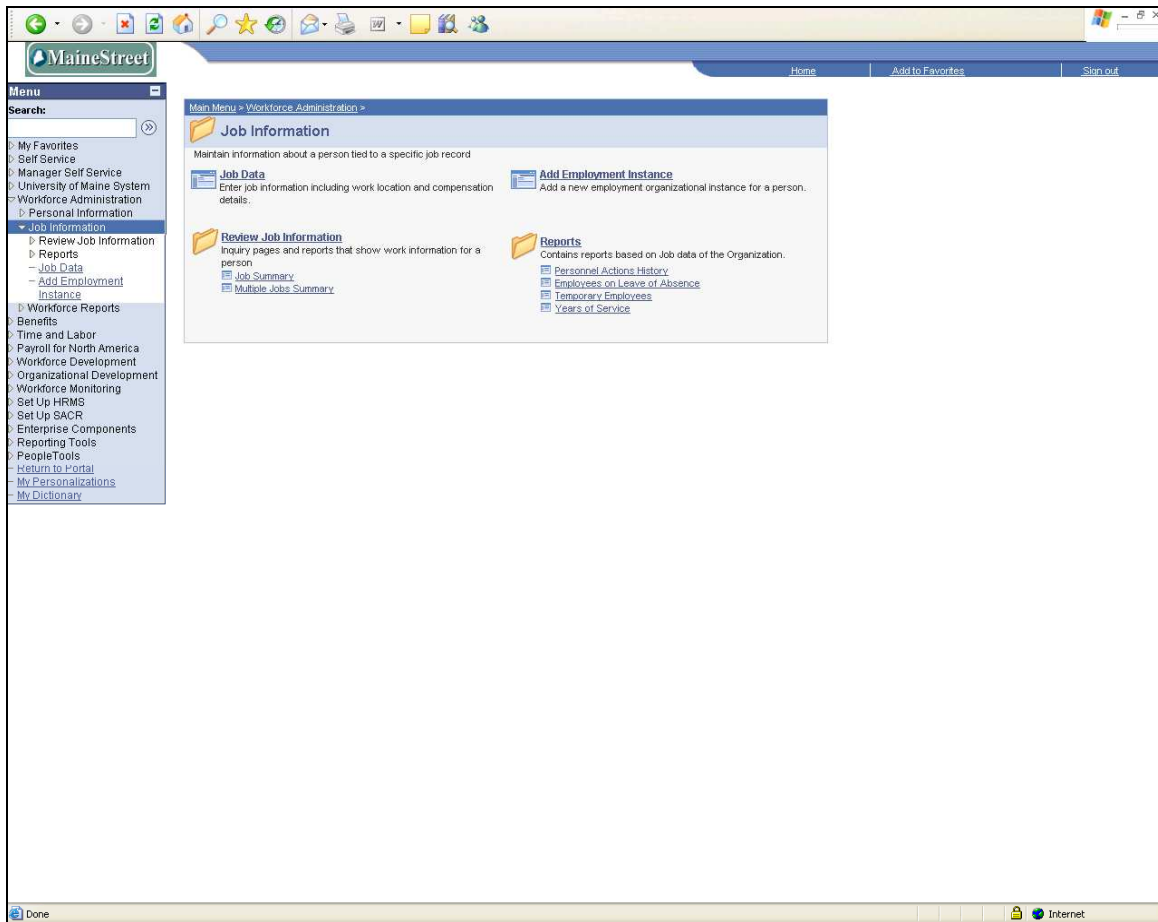


- | Step | Action   |
|------|--|
| 1.   | Click the <b>Workforce Administration</b> link.<br> |
| 2.   | Click the <b>Job Information</b> link.<br>          |



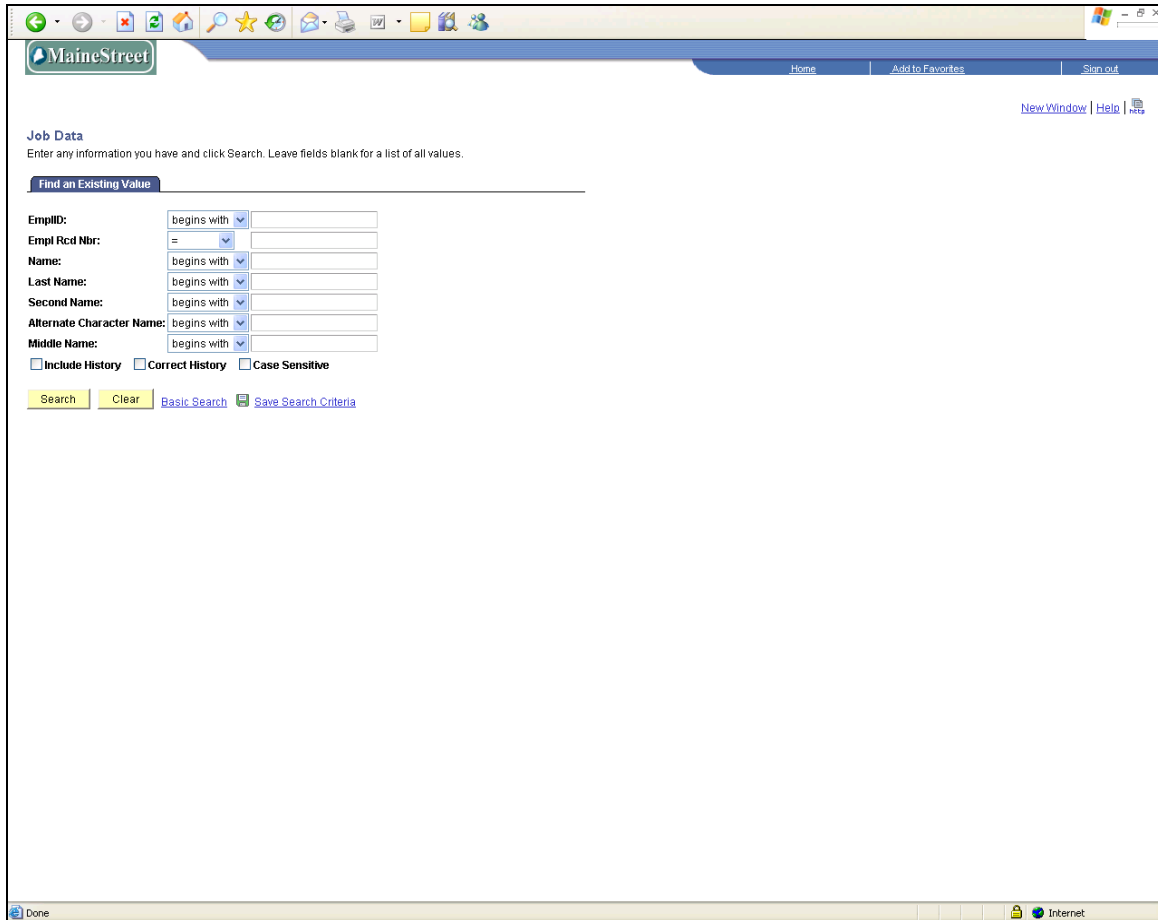
# Process Document

## HRMS: Part-time Status Change



- | Step | Action                          |
|------|---------------------------------|
| 3.   | Click the <b>Job Data</b> link. |

### Procedure:



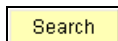
The screenshot shows a web browser window displaying the 'MaineStreet' HRMS interface. The page title is 'Job Data'. Below the title, there is a search form with the following fields and options:

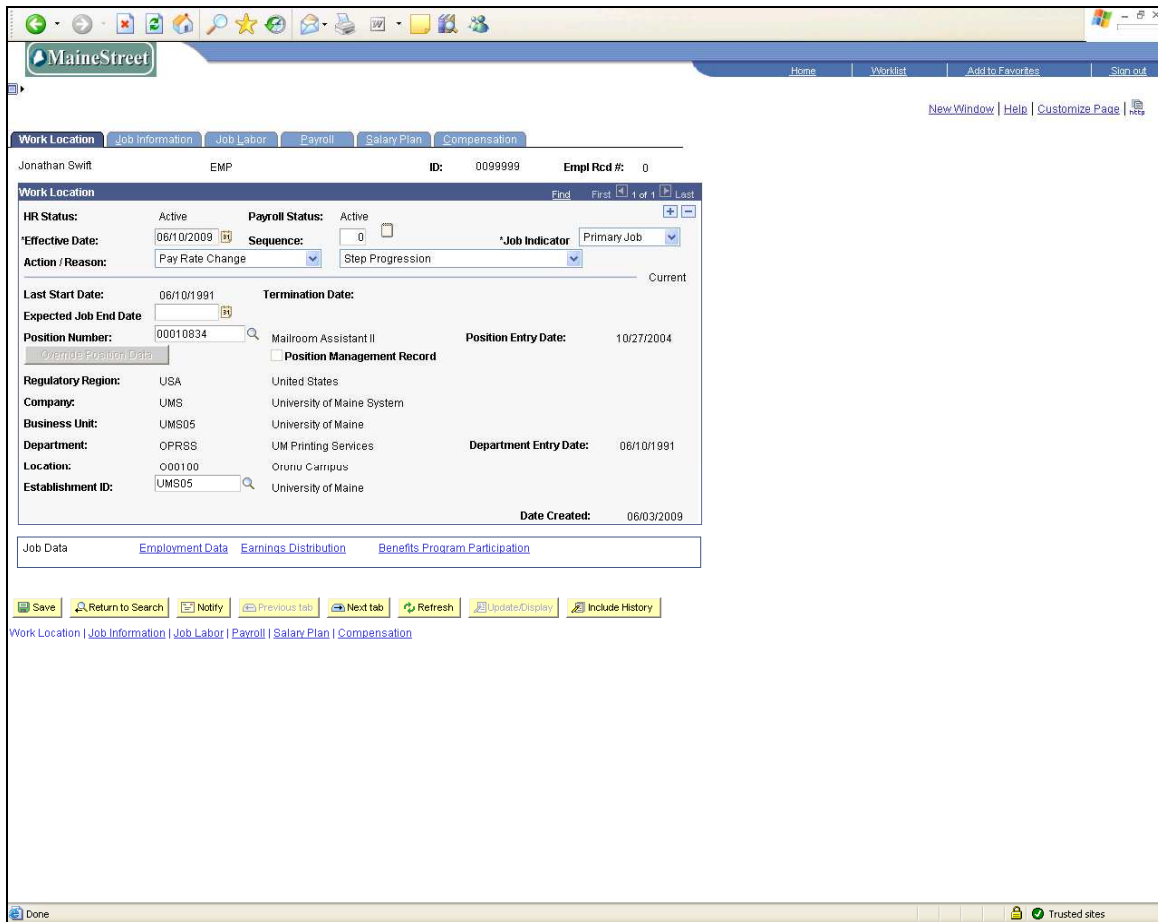
- Find an Existing Value** (button)
- EmplID:** dropdown menu (selected: 'begins with'), text input field
- Empl Rcd Nbr:** dropdown menu (selected: '='), text input field
- Name:** dropdown menu (selected: 'begins with'), text input field
- Last Name:** dropdown menu (selected: 'begins with'), text input field
- Second Name:** dropdown menu (selected: 'begins with'), text input field
- Alternate Character Name:** dropdown menu (selected: 'begins with'), text input field
- Middle Name:** dropdown menu (selected: 'begins with'), text input field
- Include History**
- Correct History**
- Case Sensitive**
- Search** (button)
- Clear** (button)
- [Basic Search](#) (link)
- [Save Search Criteria](#) (link)

Step	Action
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- |    |   |
|----|---|
| 4. | 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.





The screenshot shows the HRMS software interface for Jonathan Swift. The 'Work Location' tab is active, displaying the following information:

- Employee Information:** Jonathan Swift, EMP, ID: 0099999, Empl Rcd #: 0
- Work Location:** HR Status: Active, Payroll Status: Active, Effective Date: 06/10/2009, Sequence: 0, Job Indicator: Primary Job
- Action / Reason:** Pay Rate Change, Step Progression
- Termination Date:** Current
- Position Information:** Position Number: 00010834, Mailroom Assistant II, Position Entry Date: 10/27/2004
- Regulatory Region:** USA, United States
- Company:** UMS, University of Maine System
- Business Unit:** UMS05, University of Maine
- Department:** OPRSS, UM Printing Services, Department Entry Date: 06/10/1991
- Location:** 000100, Oruru Campus
- Establishment ID:** UMS05, University of Maine
- Date Created:** 06/03/2009

Step	Action
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6.	Click the <b>Plus (+) key</b> to add a new job row.
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7.	Enter <b>Effective Date</b> of the status change.
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8.	The <b>Sequence</b> field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change.
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9.	Click the drop down arrow to select from the <b>Action</b> list.
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10.	Click the <b>Data Change</b> list item.
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Data Change

11.	Click the Drop Down Arrow to select from the <b>Action/Reason</b> list.
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12.	Click the <b>Status Change</b> list item.
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Status Change

# Process Document

## HRMS: Part-time Status Change



The screenshot displays the HRMS interface for Jonathan Swift (EMP ID: 0099999). The 'Work Location' tab is active, showing job details. The 'Position Number' field (00010834) is highlighted in yellow. Other fields include 'Effective Date' (07/01/2009), 'Payroll Status' (Active), 'Termination Date', and 'Department Entry Date' (06/10/1991). The 'Position Number' field is currently blank, indicating it has been deleted for re-entry.

Step	Action
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13.	If information on the Position Data Table has been updated, the position number must be deleted and re-entered to populate the changed into the appropriate fields in Job Data. This is a three-step process:
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Step 1: Blank out the position.

14.	Step 2: Tab out of the Position Number field.
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15.	Step 3: Re-enter the Position Number.
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# Process Document HRMS: Part-time Status Change

The screenshot shows the HRMS interface for Jonathan Swift (EMP ID: 0099999, Empl Rcd #: 0). The 'Job Information' tab is active, displaying the following details:

- Work Location:** Jonathan Swift, EMP, ID: 0099999, Empl Rcd #: 0
- HR Status:** Active, **Payroll Status:** Active
- Effective Date:** 07/01/2009, **Sequence:** 0, **Job Indicator:** Primary Job
- Action / Reason:** Data Change, Status Change
- Last Start Date:** 06/10/1991, **Termination Date:** (blank)
- Expected Job End Date:** (blank)
- Position Number:** 00010834, **Position Entry Date:** (blank)
- Regulatory Region:** USA, United States
- Company:** UMS, University of Maine System
- Business Unit:** UMS05, University of Maine
- Department:** OPRSS, UM Printing Services, **Department Entry Date:** 06/10/1991
- Location:** 000100, Oruru Campus
- Establishment ID:** UMS05, University of Maine
- Date Created:** 09/03/2009

Navigation links include: Job Data, Employment Data, Earnings Distribution, Benefits Program Participation. Action buttons include: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History.

- | Step | Action   |
|------|--|
| 16.  | Click the <b>Job Information</b> tab.<br><a href="#">Job Information</a> |

# Process Document

## HRMS: Part-time Status Change



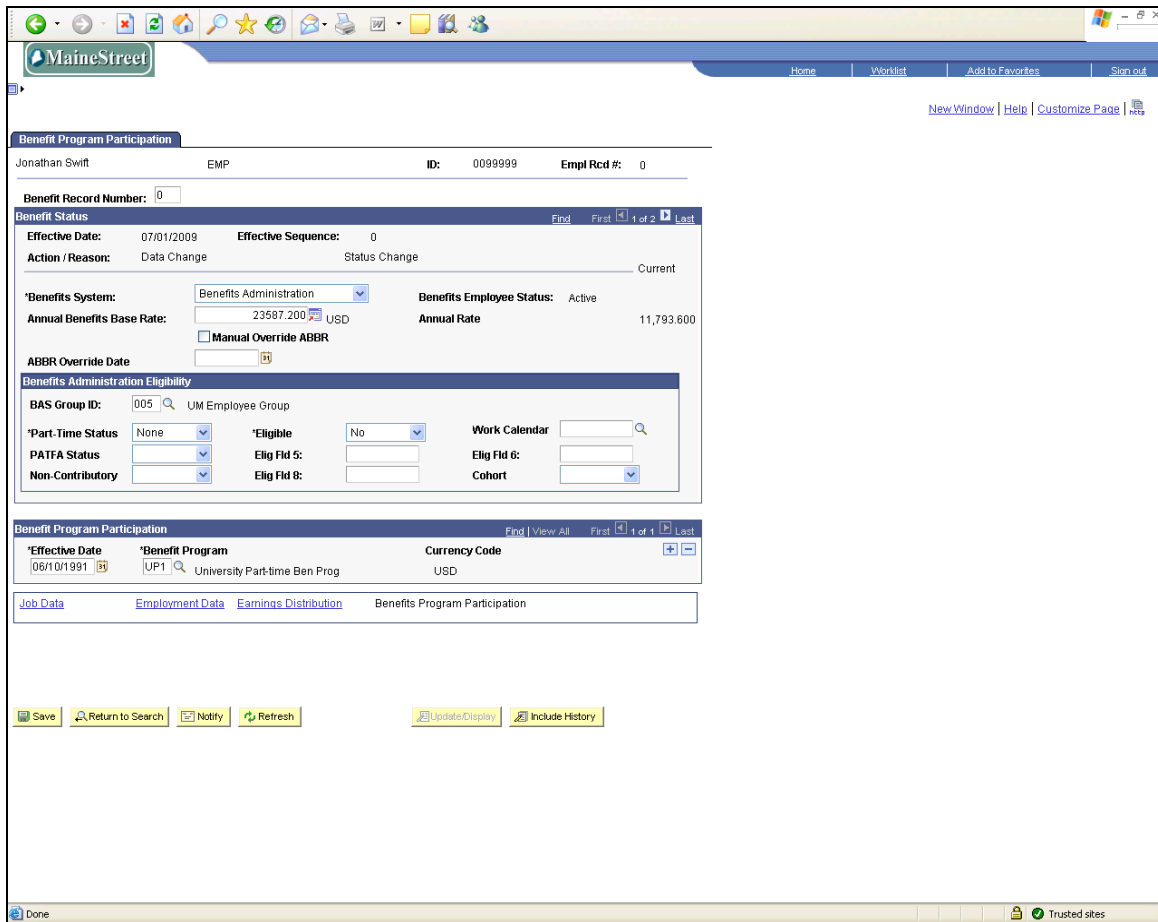
The screenshot displays the HRMS software interface for a user named Jonathan Swift. The interface includes a navigation menu at the top with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Job Information tab is active, showing details for Jonathan Swift (EMP, ID: 0099999, Empl Rcd #: 0). The Job Information section includes fields for Effective Date (07/01/2009), Effective Sequence (0), Job Indicator (Primary Job), Action / Reason (Data Chg, Status Change, Current), Job Code (0401, Mailroom Assistant II), Entry Date (06/10/1991), Supervisor Level (00010174, Supervisor, Mail Services 0099998, John Smith), Regular/Temporary (Regular), Full/Part (Part-Time), Empl Class (Hourly), Officer Code (None), and Regular Shift (N/A). Below this is the Standard Hours section, which shows Standard Hours (20.00), Work Period (W, Weekly), and FTE (0.500000). The Contract # section includes a Contract Number field and a Contract Type field, with a Next Contract Number button. The interface also features a USA flag icon, Job Data links (Employment Data, Earnings Distribution, Benefits Program Participation), and a toolbar with buttons for Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History. The bottom of the window shows a Done button and a Trusted sites icon.

Step	Action
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17.	Review information on the panel for accuracy.
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**Standard Hours** defaults from Position Data. To change this field, it must first be opened for editing by clicking the **Override Position Data** button on the Work Location panel.

[Benefits Program Participation](#)



The screenshot shows the 'Benefit Program Participation' section for Jonathan Swift (EMP, ID: 0099999, Empl Rcd #: 0). The 'Benefit Record Number' is 0. The 'Benefit Status' section shows an effective date of 07/01/2009 and an effective sequence of 0. The 'Action / Reason' is 'Data Change' and 'Status Change'. The 'Benefits System' is 'Benefits Administration' and the 'Benefits Employee Status' is 'Active'. The 'Annual Benefits Base Rate' is 23587.200 USD and the 'Annual Rate' is 11,793.600. The 'ABBR Override Date' is empty. The 'Benefits Administration Eligibility' section shows a 'BAS Group ID' of 005 (UM Employee Group), 'Part-Time Status' set to 'None', 'Eligible' set to 'No', and 'Work Calendar' set to 'None'. Other fields include 'PATFA Status', 'Non-Contributory', 'Elig Fld 5', 'Elig Fld 6', and 'Cohort'. The 'Benefit Program Participation' table shows an effective date of 06/10/1991, a benefit program of 'UP1 University Part-time Ben Prog', and a currency code of 'USD'. The interface includes buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update Display', and 'Include History'.

Step	Action
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18.	Click the drop down arrow to select from the <b>Part-Time Status</b> list.
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19.	Click the <b>Ben Reg</b> list item.
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**NOTE:** The information in the Benefit Program Participation section of this page will update programmatically after the benefit event has been closed.

Ben Reg

20.	Click the <b>Save</b> button.
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21.	<b>End of Procedure.</b>
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