General HR Processes

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PeopleSoft Personnel Entry and Job Data pages

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The PeopleSoft pages contain many fields.  
**Only** fill in the fields mentioned in this manual.  
Filling in additional fields may cause errors.
PeopleSoft Personnel Entry Tips

PeopleSoft Job Data pages contain all the pertinent information regarding an employee’s job. In order to have an accurate view of the job information, the page fields must be filled out correctly. Included in this guide, are tips for PeopleSoft Personnel entry and some sample job pages that will display the type of information that is common to specific types of jobs. As there are many types of jobs and scenarios, only a few will be included. If you have a question regarding information in a Job Data page for a new or existing employee, please email your question to HRIM@palmbeachschools.org. One of the HRIM team will respond with an answer.

Personnel job information is entered into PeopleSoft via the methods below:

1) **Add Employment Instance** - This method is used for NEW HIRES to your school. OR if an existing employee gets a secondary job at your school. (Instructions for this method can be found in the *How to Enter New Employees* manual)
   
   Note: *This method is not to be used for job changes to an existing employee at your school.*

2) **Add a Row in Job Data** - This method is used for job changes to an existing job for an employee. Some examples are: Pay rate changes; Hourly changes (such as Part-time to Full-time); job changes (such as a 3rd grade teacher moving to 4th grade); or Substitute moving to a Full-time regular teacher.* (Please note - Any substitutes moving to a regular teaching position MUST be cleared by the District’s Certification Department first). (Instructions for this method can be found in the *How to Maintain Employee Information* manual)

**DETAILED INSTRUCTIONS FOR THE ABOVE CAN BE FOUND IN THE APPROPRIATE MANUALS LISTED ON THE CHARTER SCHOOL WEBSITE UNDER RESOURCES/PEOPLESOFT.**

CHARTER SCHOOL WEBSITE: [www.palmbeachschools.org/charter](http://www.palmbeachschools.org/charter)
Job Data "tab" pages

This section will include Personnel Entry tips for each Job Data tab page.

Work Location tab:

Effective Date
The date of the employee's first work day at your school.

Job Indicator

Primary
- Employee is new to your school or was rehired to your school

Secondary
- Employee is given a second job at your school

You will need to enter your School number.
**Job Information tab:**

Please note the following are the **ONLY** acceptable combinations for the Regular/Temp, Full/Part, Standard Hours, Work Period, and FTE fields. (Samples pages can be found in the next section of this guide).

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Regular or Temporary</th>
<th>Full-time or Part-time</th>
<th>Standard Hours</th>
<th>Work Period (Duty Days)*</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried or Hourly</td>
<td>Regular</td>
<td>Full-time</td>
<td>30 hours or greater per week</td>
<td>196 = Instructional 180 = Student days only 260 = Year round *or actual duty days for your school</td>
<td>37.50 or 40.00 = 1.0 Use FTE chart for other hour/FTE equivalencies</td>
</tr>
<tr>
<td>Salaried or Hourly</td>
<td>Regular</td>
<td>Part-time</td>
<td>Less than 30 hours per week</td>
<td>196 = Instructional 180 = Student days only *or actual duty days for your school</td>
<td>Actual % If 20.00 hrs per wk in a 40 hr week = 0.5 Use FTE chart for other hour/FTE equivalencies</td>
</tr>
<tr>
<td>Hourly</td>
<td>Temporary</td>
<td>Part-time (Always use part-time for temps)</td>
<td>1.0 Works on an “as needed” basis</td>
<td>W (always use)</td>
<td>0.00 (NOTE: If FTE defaults to another number, change to 0.00)</td>
</tr>
</tbody>
</table>

**Job Labor tab:** Always remove the Union Code information.

**Payroll tab:**

- **Pay Group:** NON in ALL cases
- **Employee Type:**
  - H for Hourly*
  - S for Salaried*

*NOTE: The use of Salaried/Hourly must be consistent throughout the employee’s job pages.
Salary Plan tab:

Salary Administration Plan: CHSL for Salaried*  
CHHR for Hourly*

Grade: “01” for all employees

*NOTE: The use of Salaried/Hourly must be consistent throughout the employee’s job pages.

Compensation tab:

Top Section

Frequency  B for Biweekly or S for semi-monthly (Regular only)  
H for Hourly (Temporary only)

Lower Section

Rate Code: NAANL (Salaried)  
NAHRLY (Hourly)

Comp Rate: Annual Salary for Salaried employees  
Hourly Rate for Hourly employees

Frequency: Will default based on Rate Code entered

*NOTE: The use of Salaried/Hourly must be consistent throughout the employee’s job pages.
ADMINISTRATIVE POSITION

NOTE: The number of Days Days MUST match.

NOTE: This code has been removed.

There are two fields to be used. Do not make changes to ANY OTHER fields.

These are the only two fields to be used. Do not make changes to ANY OTHER fields.
CONTRACTED POSITION

NOTE: Union Code has been removed.

These are the only two fields to be used. Do not make changes to ANY OTHER fields.

These are the only two fields to be used. Do not make changes to ANY OTHER fields.
NONINSTRUCTIONAL POSITION

Job Data Page Samples