

ILLINOIS STATE UNIVERSITY

# iPeople

## Job Data Quick Guide

---

Navigation: Workforce Admin>Job Information>Job Data

This document is designed as a reference tool for Job Data on iPeople. For specific values that can occur in the fields within the component – refer to the current JOBDATA\_BY\_TAB sheet from Human Resources.

This is the first page of the Job Screen. This is the **WORK LOCATION** page. I have highlighted some particular fields of interest below including:

- **Job Row:** Employment history, each separated by effective dates (and sequences) of actions and reasons. These are numbered and also denoted as “**Current,**” “**Future,**” or “**History.**”
- **Effective Date:** Many things happen to an employee throughout her ‘tenure’ at ISU, these effective dates mark when those changes happen
- **Effective Sequence:** When two different things happen on the same day (i.e. a Job Reclassification and Salary Change; or a Termination and Rehire) there will be a sequence number (in ascending order) to tell you what happened last.
- **Job Indicator:** The Job Indicator tells you which job (if there are more than one) is the primary job for this employee. Primary job determines eligibility for benefits. All employees must have a primary job
- **Actions and Reasons:** Employment actions that happen to an employee and a set of circumstances that lead to that. Each Action will have a unique set of Reasons in the drop down boxes provided. These should correspond to specific ISU-based employment actions. These also correspond to BAS Actions – Benefit driven codes to determine changes in eligibility.
- **Position Number:** The job that the employee is working in during this time (or on this job row). FTE, Job Code, Dept, Reports to, Reg/Temp, Full/Part Time are all determined at the position level. The information circled in Green is uneditable as it is predetermined by the construction of the position separately.
- **Expected End Date & Auto Terminate:** TBD – we are using ISU\_JOB to note contract end dates

The screenshot displays the 'Work Location' page for John Smith2 (EMP ID: 100100341, Empl Rcd #: 0). The page is divided into several sections:

- HR Status:** Active
- Payroll Status:** Active
- Effective Date:** 01/25/2011
- Sequence:** 1
- Job Indicator:** Primary Job
- Action:** Data Change
- Reason:** Change Primary Job Indicator
- Last Start Date:** 12/02/2010
- Termination Date:** (empty)
- Expected Job End Date:** (empty)
- Position Number:** 10002600
- Regulatory Region:** USA
- Company:** ISU
- Business Unit:** ILSTU
- Department:** 04480000
- Location:** ISU
- Establishment ID:** ILSTU
- Position Entry Date:** 12/02/2010
- Department Entry Date:** 12/02/2010
- Date Created:** 01/25/2011

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History, and Correct History. The page footer includes the breadcrumb: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | ISU Job.

This is the second page of the Job Screen. This is the **JOB INFORMATION** page. I have highlighted some particular fields of interest below including:

- **EmpClass** - does exactly that, classifies the “TYPICAL” Benefits, T&L Settings, Pay, and budgeting information for an employee. This value is used by multiple other programs and modifications to help segregate out employees by groups in processing
- **Contract Number** – This is used to tie the data on this job row to the “printed” or distributed contract or appointment paper for the employee.
- **USA FLAG**: - will tell you if the job is exempt (*and the criteria for exemption by FLSA standards*) or non-exempt. This value is from the position and job code, but can be augmented here. ISU will let the foundational tables determine this.
- **All Green Circled Fields**: are data from other places including **1. Position 2. Job Code 3. Custom Views**. These values help to show employee reporting and organizational data on the Job component without having to navigate to the other components of the system.

The screenshot displays the 'Job Information' page for an employee. The page is divided into several sections:

- Navigation:** Tabs for Work Location, Job Information (selected), Job Labor, Payroll, Salary Plan, Compensation, and ISU Job.
- Employee Info:** Job ID: [redacted], EMP, ID: [redacted] 1, Empl Rcd #: 0.
- Job Information Summary:**
  - Effective Date: 01/25/2011, Effective Sequence: 1, Job Indicator: Primary Job, Action: Data Chg, Reason: Change Primary Job Indicator.
  - Job Code: 600000 (green circle), Professor (green circle), Entry Date: 12/02/2010.
  - Supervisor Level: [redacted], Supervisor ID: [redacted].
  - Reports To: 10105000 (green circle), Dir School Of Communication 8 [redacted] Larry Long (green circle).
  - Regular/Temporary: Regular (green circle), Full/Part: Full-Time (green circle).
  - \*Empl Class: AP Contin (red box), \*Officer Code: None (dropdown).
  - Regular Shift: N/A, Shift Rate: [redacted].
  - Classified Indc: Classified, Shift Factor: [redacted].
- Standard Hours:**
  - Standard Hours: 37.50 (green circle).
  - Work Period: W Weekly (green circle).
  - FTE: 1.000000 (green circle).
  - Options:  Adds to FTE Actual Count?,  Encumbrance Override.
- Contract #:**
  - Contract Number: 0001 (red box), Contract Type: [redacted].
  - Next Contract Number: [redacted].
- USA FLAG:** USA (red box).
- Footer:** Job Data, [Employment Data](#), [Earnings Distribution](#), [Benefits Program Participation](#).

This is the third page of the Job Screen. This is the **JOB LABOR** page. I have highlighted some particular fields of interest below including:

- **Union Seniority Date** – Union Sen Date will be populated for Civil Service employees who had adjusted seniority dates in our legacy system. Because we are not converting history for ALL job information, this will allow us to include a little history and augment our seniority report.
- **Extra Help Accumulator Date** – The date that current Extra Help Jobs should use to start tracking hours towards the 900 hour limit. This is across jobs and includes all concurrent and current Extra Help Jobs per ISU policy. This date automatically populates based on rules established during Configuration sessions. The date is override-able for exceptions.
- **Union Code** – Comes from the Job Code and Position values. Informational view so that you do not have to navigate to another component to find

The screenshot displays the 'Job Labor' page for employee Clarence [REDACTED], EMP ID: 84 [REDACTED], Empl Rcd #: 3. The page is divided into several sections:

- Labor Information:** Shows Effective Date (02/16/2011), Effective Sequence (0), Job Indicator (Secondary Job), Action (Hire), and Reason (Overload / Secondary Job).
- Employee Details:** Includes fields for Bargaining Unit, Labor Agreement, Employee Category, Employee Subcategory, and Employee Subcategory 2.
- Union Information:** Shows Union Code (01) as Non-Union (Open Range). The Union Seniority Date field is highlighted in red.
- Works Council ID:** A field for Works Council ID.
- Labor Facility ID:** A field for Labor Facility ID.
- Exempt from Layoff:** A checkbox and field for Layoff Exemption Reason.
- Assigned Seniority Dates:** A table with columns for Seniority Date, Control Value, Labor Seniority Date, Override, and Override Reason. A 'Recalculate Seniority Dates' button is located below the table.

This is the fourth page of the Job Screen. This is the **PAYROLL** page. I have highlighted some particular fields of interest below including:

- **Pay Group** – this indicates which of the three ISU Payrolls this persons earnings will be processed on. This person is on the **S1 below**. The 3 payroll options will be
- **Employee Type** – Salary, Hourly, Daily pay, or exception.
- **Tax Code** – Where this person will be taxed according to (place of work)
- **Holiday Schedule** – If there is a need to override the default values that populate into this employee’s time card (online they default from a combination of EmplClass/Work Group/JobCode) you can override this here.
- **Combination Code** – budgeting will be done in the Budget Wizard, so you will not see accounts here

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

Emily [REDACTED] EMP ID: 8 [REDACTED] Empl Rcd #: 0

**Payroll Information** Find First 1 of 1 Last

**Effective Date:** 08/01/2010 **Effective Sequence:** 0 **Job Indicator:** Primary Job **Go To Row**

**Action:** Terminatn **Reason:** End Contract / XHelp / Student **Current**

**Payroll System:** Payroll for North America

**Payroll for North America**

**Pay Group:** S1 Semi-Monthly Hourly **Holiday Schedule:** [REDACTED]

**Employee Type:** H Hourly **FICA Status:** Subject

**Tax Location Code:** IL IL

**GL Pay Type:** [REDACTED]

**Combination Code:** [REDACTED] [Edit ChartFields](#)

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

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Update/Display](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [ISU Job](#)

This is the fifth page of the Job Screen. This is the **Salary Plan** page. All this information is reference only. There are no edits to this field and they are views of information that is on the Job Code/Salary Plan and grade tables and information from the 1<sup>st</sup> tab of Job.

<a href="#">Work Location</a>	<a href="#">Job Information</a>	<a href="#">Job Labor</a>	<a href="#">Payroll</a>	<b><a href="#">Salary Plan</a></b>	<a href="#">Compensation</a>	<a href="#">ISU Job</a>
Emily █████ EMP		ID: 8 █████	Empl Rcd #: 0			
<b>Salary Plan</b> <span style="float: right;">Find First 1 of 1 Last</span>						
<b>Effective Date:</b>	08/01/2010	<b>Effective Sequence:</b>	0	<b>Job Indicator:</b>	Primary Job <span style="float: right;">Go To Row</span>	
<b>Action:</b>	Terminatn	<b>Reason:</b>	End Contract / XHelp / Student			
Current						
<b>Salary Administration Plan:</b>	CEI	<b>Grade:</b>	00	<b>Grade Entry Date</b>	06/21/2010	
<b>Includes Wage Progression Rule:</b>	<input type="checkbox"/>	<b>Step:</b>	<b>Step Entry Date</b>			
Job Data <a href="#">Employment Data</a> <a href="#">Earnings Distribution</a> <a href="#">Benefits Program Participation</a>						
<a href="#">Save</a>	<a href="#">Return to Search</a>	<a href="#">Previous in List</a>	<a href="#">Next in List</a>	<a href="#">Notify</a>	<a href="#">Previous tab</a>	<a href="#">Next tab</a>
<a href="#">Refresh</a>	<a href="#">Update/Display</a>	<a href="#">Include History</a>	<a href="#">Correct History</a>			
<a href="#">Work Location</a>   <a href="#">Job Information</a>   <a href="#">Job Labor</a>   <a href="#">Payroll</a>   <a href="#">Salary Plan</a>   <a href="#">Compensation</a>   <a href="#">ISU Job</a>						

This is the sixth page of the Job Screen. This is the **Compensation** page. This is likely the trickiest of the job screens and the most diverse, as there are a variety of different values and ways in which calculations are shown. I highlighted some areas again.

**Compensation Rate:** for Contract Pay employees (salaried but < 12 months annually) this will reflect the annual rate for this row. Hourly and Monthly 12 month employees it will be the hourly/monthly rate.

**Frequency:** this frequency helps determine how the Compensation rate is distributed to the employee. This field can have: **D - Daily** (for daily rate substitutes); **H - Hourly**; **M - Monthly**; **C - Contract Pay**

**PAY COMPONENTS SECTION:**

**Rate Code:** This term is used to map the earnings specifically to payroll distribution and accounting and is used to report on what the rate is for. You will find values of **NAANNL** (all salaried employees) **NAHRLY** (all hourly employees) **ACT** (for salaried “acting” pay) **TEMP** (for temporary upgrades) **HACT** (for hourly acting not to be included in sick/vacation reporting)

**Comp Rate:** This is either an hourly or monthly (or occasionally daily rate for subs) to be factored with the frequency on this line to determine compensation rate above.

**Frequency:** this is the frequency that will tell whether the rate is combined with Hourly/Monthly/Monthly(x number of months) to determine compensation rate above.

\*\*\* I realize that it is confusing to have two places for rate and frequency. These are actually two different tables referenced on this one page of **JOB**.

**Comparative Information and Pay Rates:** These sections can be expanded to give more comparative information. As they are based on Foundation tables that may only apply to specific employee groups, this information is FYI only, and may not be holistically relevant.

The screenshot displays the Compensation page for a job. At the top, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and ISU Job. The Compensation tab is active. Below the tabs, there are fields for Job ID, EMP, ID, and Empl Rcd #. The main section is titled "Compensation" and includes fields for Effective Date (07/01/2010), Effective Sequence (0), Job Indicator (Primary Job), and Reason (Conversion). The Compensation Rate is 14.000000 and the Frequency is H (Hourly). Below this are sections for Comparative Information and Pay Rates. The Pay Components section shows a table with columns for Rate Code (NAHRLY), Seq (0), Comp Rate (14.000000), Currency (USD), Frequency (H), and Percent. The page includes navigation buttons like Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Display.

Example of a straight **Hourly Employee with FTE**:

The screenshot displays the 'Compensation' tab for an employee. Key details include:

- Effective Date:** 07/01/2010
- Effective Sequence:** 0
- Job Indicator:** Primary Job
- Action:** Data Chg
- Reason:** Conversion
- Compensation Rate:** 14.350000 USD
- \*Frequency:** Hourly

The **Pay Rates** section (circled in green) provides the following information:

Frequency	Rate	Currency
Hourly	14.350000	USD
Monthly	2,331.875000	USD
Weekly	538.125000	USD
Annual	27,982.500000	USD

The **Pay Components** section shows a single component with the following details:

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	14.350000	USD	H	

\*\*\* The Pay Rates information (**circled in Green**) displays comprehensive information about the annual, monthly, weekly equivalents. These amounts are not only based on the rate given but on foundational tables such as standard work weeks for this job class and FTE.

Example of a **Faculty or AP on Contract Pay**:

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** ISU Job

K [REDACTED] EMP ID: 8 [REDACTED] Empl Rcd #: 0

**Compensation** Find First 1 of 1 Last

Effective Date: 08/16/2010 Effective Sequence: 0 Job Indicator: Primary Job Go To Row  
 Action: Data Chg Reason: Conversion Current

**Compensation Rate:** 132,606.000000 **\*Frequency:** C Contract

Comparative Information

Pay Rates

Hourly	68.003077 USD	Monthly	11,050.500000 USD
Weekly	2,550.115385 USD	Annual	132,606.000000 USD

Default Pay Components (Prorate Over Contract) Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	14,734.000000	USD	M9	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

\*\*The Pay Rate information (circled in Green above) is based on the annualization of the monthly amount. Therefore the monthly represents if this were broken into 12 equal payments, likewise for the hourly and weekly (based on 1950 hours divided evenly across a full year). Whereas the Compensation Rate above (rectangle in Red) shows the comp rate multiplied by the actual number of months. This gives a good estimate of the salary – estimate as pay is prorated depending on working days in a pay period.

Example of a **Student or EXTRA HELP** on Hourly Pay:

**Compensation** Find First 1 of 2 Last

**Effective Date:** 09/06/2010    **Effective Sequence:** 0    **Job Indicator:** Secondary Job    Go To Row  
**Action:** Terminatn    **Reason:** End Contract / XHelp / Student    Current

---

**Compensation Rate:** 8.250000    **\*Frequency:** H Hourly

▶ **Comparative Information**

▼ **Pay Rates**

<b>Hourly</b>	8.250000 USD	<b>Monthly</b>	0.357500 USD
<b>Weekly</b>	0.082500 USD	<b>Annual</b>	4.290000 USD

Default Pay Components

**Pay Components** Customize | Find | First 1 of 1 Last

**Amounts** | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	8.250000	USD	H	

+ -

Calculate Compensation

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

\*\*\* The Pay Rate information here looks unusual, because the calculations again are coming from other factors (like FTE in this case). FTE for Extra Help and Students is Zero. Also the “standard hours” for Student Jobs is 20 (mirroring the Maximum limit for Grad Students). Rely on the Hourly Compensation rate again for this group.

Example of a **monthly** salaried employee with “Acting Pay”

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

A [redacted] EMP ID: 8 [redacted] Empl Rcd #: 0

**Compensation** Find First 1 of 2 Last

Effective Date: 07/01/2010 Effective Sequence: 0 Job Indicator: Primary Job Go To Row  
 Action: Data Chg Reason: Conversion

Compensation Rate: 10,721.000000 \*Frequency: M Monthly

Comparative Information

Pay Rates

Hourly	65.975385 USD	Monthly	10,721.000000 USD
Weekly	2,474.076923 USD	Annual	128,652.000000 USD

Default Pay Components

Pay Components Customize | Find | First 1-2 of 2 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ACT	0	1,000.000000	USD	M	
2 NAANNL	0	9,721.000000	USD	M	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

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

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

\*\*\* You can see the ACT rate code (used for a specific time and only on THIS JOB ROW) is added to the NAANNL amount and calculated into the overall Compensation rate above on the page.

This is the last page of the Job Screen. This is the **ISU\_JOB** page. This page was built specifically for ISU for reporting and for data that is unavailable for benefits and financial projections elsewhere in the system <or> putting them in a more convenient and user-friendly place.

**TERM:** This field spells out the specific term in which this row of employment falls. Values are Calendar Year (Jan-Dec), Fiscal Year (July-June), Fall (8/16-12/31), Spring (1/1 – 5/15), Academic Year (8/16-5/15), Lab School Year (8/16 – 5/31), Summer (and Summer specific employment between the dates of 5/15 and 8/16), and Other (anything that falls outside of those specific parameters).

**Contract Length:** this contract length is a 2 decimal value and will help to provide encumbrance projections and benefits eligibility by spelling out the number of months expected not only in this row, but for this specific contract period

**CS Probation Date** – This is a date that is automatically calculated based on the action and the occurrence of this employee in this current job code/class. This represents the date that the employee “graduates” out of probation. There is an override option for instances where probation must be manually adjusted (layoffs, suspensions)

**Contract End Date:** the end date of this contract. Usually will tie to this row of job information, but can tie across rows (i.e. leaves of absence) to give a picture of when the overall contract/appointment will end – helping us to better manage those employees with use-lose vacation accruals. Will use for Non-Continuous employees that have a defined end date, and continuous employees that hold less than 12 month contracts

**AP Administrator Level:** As yet untied to the Level from the job class/code. Values are M, A, and P.

**EEOC Search Waiver Section:** Allows for us to determine if this employment instance is based on search waivers that expire (including the expiration date), ones that are permanent, or if this employee was hired into this job based on competitive search and application.

**NTT Status:** Directly from the bargaining contract on Status. These dates represent where the employee was given her first and second longevity stipend, signifying levels of status in the Union.

The screenshot displays the ISU\_JOB page with the following sections and fields:

- Job Information:** Effective Date (07/01/2010), Effective Sequence (0), Job Indicator (Primary Job), Empl Class (CSN, CS Hourly).
- ISU Job:** Term (Fiscal Year), Contract Length (12.00), CS Probation Dt (03/28/2010), Probation Dt Override (checkbox), Contract End Date.
- AP Administrator Level:** Search field.
- EEOC Search Waiver:** Search, Permanent Waiver, Temporary Waiver, Expiration Date.
- NTT Status:** Longevity Status Date, Second Longevity Status Date.

Navigation and utility buttons at the bottom include: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History, Correct History.

Example Term Values:

**ISU Job**

**Term**

**CS Probation Dt**

**AP Administrator Level**  **Override**

**EEOC Search Waiver**

**Search**

**Permanent Waiver**

**Temporary Waiver**

**Expiration Date**

*(Note: A dropdown menu is open for the Term field, showing options: Academic Year, Calendar Year, Fall, Fiscal Year (highlighted), Lab School Year, Other, Spring, Summer.)*

Example of CS Probation and the Override:

<p><b>Term</b> <input type="text" value="Fiscal Year"/> <input type="button" value="v"/></p> <p><b>CS Probation Dt</b> <input type="text" value="03/28/2010"/> <input type="button" value="31"/> <b>Probation Dt Override:</b> <input checked="" type="checkbox"/></p>	<p><b>Term</b> <input type="text" value="Fiscal Year"/> <input type="button" value="v"/></p> <p><b>CS Probation Dt</b> <input type="text" value="03/28/2010"/> <input type="button" value="31"/> <b>Probation Dt Override:</b> <input type="checkbox"/></p>
--	---

Examples of EEOC Values:

**EEOC Search Waiver**

**Search**

**Permanent Waiver**

**Temporary Waiver**

**Expiration Date**

Examples of the Longevity Status Date(s):

**NTT Status**

**Longevity Status Date**

**Second Longevity Status Date**

**NTT Status**

**Longevity Status Date**

**Second Longevity Status Date**