

NEW CIVIL SERVICE DATA FIELDS

In order to accommodate Civil Service employee data into our existing PeopleSoft system already designed for Board of Regents employees, 5 Personal/Job panels and 2 Position panels have been modified. An additional panel exclusively used for civil service data has been added .

PERSONAL/JOB PANELS:

The 5 Personal/Job panels modified are:

- Name/Address (1 field added)
- Personal Profile (1 field added)
- Eligibility/Identity (2 fields added)
- Job Information (4 fields added)
- Compensation (1 field added)

A sixth panel exclusively for civil service data has been added to the panel list. The entire panel will be grayed for all BOR employees.

POSITION PANELS:

The 2 Position Panels modified are:

- Position Panel 2 (4 fields added)
- Position Panel 3 (2 fields added)

IMPORTANT NOTE:

To prevent the erroneous input of Board of Regents data into the new Civil Service data fields, all the fields indicated in this document will be grayed out for BOR employees. The **EXCEPTION** to this rule is when entering data for an employee who does not currently exist in the PeopleSoft database. The Civil Service fields on a new hire **WILL NOT** be grayed on the following panels:

- Name/Address
- Personal Profile
- Eligibility/Identity

NAME/ADDRESS PANEL:

Administer Workforce (U.S.) - Use - Hire

File Edit View Go Favorites Use Setup Process Inquire Report Help

Name/Address Personal Profile Eligibility/Identity Work Location Job Information Payroll Compensation Job Earni

ID: 999999 **Business Unit:**

SSN

Effective Date: 01/25/2002

Name:

Home Address
Country: USA United States
Address 1:
Address 2:
Address 3:
City:
State:

Mailing Address

Zip: Edit Mailing Address

Name/Address Add

Business Unit:

Identifies the employee as either a BOR or Civil Service.

Valid values: UHPSS (for BOR employees)

UHCSS (for Civil Service employees)

PERSONAL PROFILE PANEL:

Administer Workforce (U.S.) - Use - Hire

File Edit View Go Favorites Use Setup Process Inquire Report Help

Name/Address Personal Profile Eligibility/Identity Work Location Job Information Payroll Compensation Job Earni

ID: 999999

Highest Education Level: Year Degree Completed:

Phone Information
Phone:

Gender
 Female Male

Other Phones
Phone Type: Phone:

Email Addresses
Type: Address:

Marital Status
Status: Status Date:

Personal Profile Add



Status Date:

Indicates the effective date of the **CHANGE** in marital status.

ELIGIBILITY/IDENTITY PANEL:

Administer Workforce (U.S.) - Use - Hire

File Edit View Go Favorites Use Setup Process Inquire Report Help

Name/Address Personal Profile **Eligibility/Identity** Work Location Job Information Payroll Compensation Job Earni

ID: 999999

Birthdate:

19 Form Status

Citizenship Status:

Date of Death:

Ethnic Group:

Preferred Language:

Military Status:

Eligibility/Identity Add

Date of Death:

Indicates the date of death.

Preferred Language:

Indicates that the preferred language of the employee.

JOB INFORMATION PANEL:

Administer Workforce (U.S.) - Use - Hire

File Edit View Go Favorites Use Setup Process Inquire Report Help

Name/Address Personal Profile Eligibility/Identity Work Location **Job Information** Payroll Compensation Job Earn

ID: 999999 Empl Rcd#: 0

Effective Date: 01/25/2002 Current Effective Sequence: 0
Action / Reason: Hire

Job Code: []
Regular/Temporary: Regular
Comm Coll Job Group: []
Empl Class: []
Person FTE: 0.00000 Type Of Appt: []
BU: []
EEO Class: None FLSA Status: No FLSA

Job Comments: []

Job Information Add

Partial Pay:

Indicates the Partial Day Pay Code. This code is used in situations wherein an employee is on LWOP for part of the workday.

Type of Appt:

Indicates the Type of Appointment. Valid values are:

1. Emergency Appointment (emergency hire)
2. Exempt Appointment (temporary hourly paid employees)
3. Exempt private Secretary
4. Limited Term Appointment (LTA)
5. Permanent (regular status)
6. Probational (probationary status)
7. Provisional (provisional appointment)
8. Temporary Appt Outside of List (TAOL)

FLSA Status:

Indicates the applicable category under the federal Fair Labor Standards Act (FLSA). Most, if not all, civil service employees will fall under the category of “nonexempt.” Valid values are:

1. Administrator
2. Executive
3. Exempt
4. Management
5. No FLSA
6. Nonexempt
7. Outside Salesperson
8. Professional
9. Public Safety
10. Review Status

Job Comments:

Indicates the comments for this transaction.

COMPENSATION PANEL:

Administer Workforce (U.S.) - Use - Hire

File Edit View Go Favorites Use Setup Process Inquire Report Help

Name/Address Personal Profile Eligibility/Identity Work Location Job Information Payroll Compensation Job Earni

ID: 999999 Empl Rcd#: 0

Effective Date: 01/25/2002 Current Effective Sequence: 0

Action / Reason: Hire

Sal Plan: [] Grade: [] Step: []

Comp Frequency: Monthly Adjusted Monthly:

Compensation Rate: [] Next Step Dt:

Change Amount: [] Monthly Rate:

Change Percent: [] Annual Rate:

Compensation Add



Next Step Date:

Indicates the date of the employee's next step movement. Note: This information is also reflected on the Civil Service Data Panel.

CIVIL SERVICE DATA PANEL:

Administer Workforce (U.S.) - Use - Hire

File Edit View Go Favorites Use Setup Process Inquire Report Help

Payroll Compensation Job Earnings Distribution Uh Nte Job Employment Data Tenure/Security **Civil Service Data**

ID: 999999 Empl Rcd#: 0

Effective Date: 01/25/2002 Effective Sequence:

Service Comp Dt: [] BU Hire Date: []

Next Step Date: [] State Employment Date: []

PAS Due Date: [] Retention Points: []

PAS Received: [] Retention As Of: []

PAS Rating: [] PED: []

PAS Rating Type: [] Suitability Clearance

New Vacation System

New Sick System

Civil Service Data Add

All fields on this panel are exclusively for civil service employees:

Service Comp Date:

Indicates the employee's service computation date. This date is usually referenced for "service awards."

BU Hire Date:

For UPW employees: when the employee joined the bargaining unit.

Next Step Date:

For HGEA employee: when the employee is to move to the next step on the current salary schedule.

Retention Points:

Indicates the employee's retention points.

Retention As of:

Indicates the date when the state last updated the retention points database - 9/30/1998.

PED (Performance Evaluation Date):

Indicates the month and day that the employee's job performance evaluation report is due. The year should be disregarded.

NEW UH CUSTOMIZED FIELDS:

The following fields are "new" customized data fields that are **not** reflected in the State's current database. These fields were developed for UH Office of Human Resources to meet future needs and requirements. OHR will eventually populate these fields.

1. PAS Due Date:

Will be used to indicate the due date of the employee's "Performance Appraisal System" (PAS) evaluation for the employee's initial probationary appointment, new probationary appointment, special performance evaluation and annual performance evaluation.

2. PAS Received:

Indicates the date when the Office of Human Resources (OHR) received the employee's "Performance Appraisal System" (PAS) evaluation report.

3. **PAS Rating:** Valid values are:

- a. Does Not Meet Expectations
- b. Exceeds Expectations
- c. Meets Expectations

4. **PAS Rating Type:** Valid values are:

- a. 6 Month Appraisal (**for temporary employees only**)
- b. Annual
- c. Extension of Performance Evaluation
- d. Initial Probationary
- e. New Probationary
- f. Partial Annual
- g. Special - Does Not meet Expectation

5. **Suitability Clearance:**

Used in situations whenever an employee is terminated or discharged for cause.

6. **New Vacation System:**

A “checkmark” will indicate that the employee accrues vacation leave credits under the “new” system effective 7/2/01 in accordance with the collective bargaining agreement.

7. **New Sick System:**

A “checkmark” will indicate that the employee accrues sick leave credits under the “new” system effective 7/2/01 in accordance with the collective bargaining agreement.

POSITION DATA 2 PANEL:

Manage Positions - Use - Position Data

File Edit View Go Favorites Use Inquire Help

Position Data 1 | Position Data 1a | **Position Data 2** | Position Data 3 | Position Data 4 | Position Data 5

Position Number: 9999999
Open/Filled: Open **Current Head Count:** 0

Effective Date: 01/28/2002 **Status:** Active **Action Reason:** NEW
Business Unit: UHPSS Univ of Hawaii PeopleSoft Sys
Department:
Job Code:

Pay Group: [] [v]
Employee Type: [] [v] **C/S Exempt:** [] [v]
Union Code: [] [v]
BU Exclusion: [] [v] [] [v] [] [v] **Special Working Condition**
Selective Certification: [] [v]

Position Data 2 Add

The following are “new” fields created for civil service positions.

C/S Exempt:

Indicates that the position is exempt from civil service. Valid values are:

- a. Fee/Contract/Piecework

- b. UH Food Nutrition - Federally funded positions in the food and nutrition program of the College of Tropical Agriculture and Human Resources (CTAHR).
- c. Pending Classif/Recruit/ Imprac - Position is pending classification action, and recruitment through normal civil service procedures is not practicable.
- d. Pending New Class - Position is pending the establishment of a new class.
- e. Private Sec / Law Clerk / Judges - Position is classified as a private secretary to a state department head, deputy department head, and law clerk to judges.
- f. Severely Handicapped Persons - Position filled by severely handicapped persons who are certified by the state vocational rehabilitation office that they are able to safely perform the duties of the position.
- g. UH President's Household - Position filled by employees at the official residence of the president of the University of Hawai'i.

BU Exclusion:

Indicates the reason for exclusion from collective bargaining in compliance with Hawai'i Revised Statutes. Of the 22 valid values, the following 5 are the typical reasons for the position to be excluded:

- J Confidential EE in EE/ER Rlatn (confidential employee involved in employee-employer relations.)
- K Part-Time EE less than 20 (part-time employee: less than 20 hours per week)
- L Temp Employee less than 3 mo (temporary employee of 3 months duration or less)
- N Staff of Legislative Branch (Staff of the Legislative Branch of the State, City & County of Honolulu, or Counties of Hawai'i, Maui and Kaua'i)
- V Secretary to Excluded Managers

Selective Certification:

Indicates that for this position only, there is an additional qualification requirement. Valid values are:

- a. Dictation - Shorthand skill requirement.
- b. Drivers License, CDL-A,B,C / endorse - Various types of commercial drivers license(s) as required by the federal government to drive certain types of vehicles.
- c. Drivers License, Type 3 - Typical passenger motor vehicle license.
- d. Lifting - Reflects heavy lifting requirement in the position.
- e. Other or Multiple Sel Cert - Reflects more than 1 "selective certification" requirements for the position, e.g. lifting and drivers license; typing and drivers license, etc.
- f. Sign Language

- g. Specialized Experience
- h. Specialized Training
- i. Typing

Special Working Condition:

New field not in existence in State or UH PeopleSoft. OHR plans to identify “special working conditions” relative to the position.
Example: Position requires that employee live on UH property.

POSITION DATA 3 PANEL:

Manage Positions - Use - Position Data

File Edit View Go Favorites Use Inquire Help

Position Data 1 | Position Data 1a | Position Data 2 | **Position Data 3** | Position Data 4 | Position Data 5

Position Number: 9999999
Open/Filled: Open Current Head Count: 0

Current Budget

Current Incumbent(s)
EmpIID:

Effective Date: 01/28/2002 Status: Active
Department:
Job Code:
Max Head Count: 1 Reg/Temp: Regular
Position FTE: Classif:
Standard Hours: 40.00
Regular Shift: N/A

Action Reason: NEW

Standard Days
Mon: Sat: Sun: Sun:
Tues: Sun:
Wed: Sun:
Thurs: Sun:
Fri: Sun:

Budgeted Position
 Job Sharing Permitted

Position Data 3 Add

Classif:

Used to identify unique classification conditions. Automatic default to “blank” indicates that there are **no** special or unique classification conditions. Valid Values are:

- a. TAN - Temporary as Needed (requires legislative action).

- b. TR Classif - To temporarily change the classification of the position based on unique and special conditions..
- c. Vicing - New Temporary position which duties are identical to an existing position.

Standard Days:

Used to identify the weekly work schedule of the position. Automatic default to “blank” indicates that the weekly work schedule of the position is 8 hours per day, Monday through Friday. Eventually, OHR plans to indicate only those positions which weekly work schedule is other than Monday through Friday and less than full-time.

Regular Shift:

To identify some civil service positions that are required to work on shifts (e.g. security officers) or have different work schedules (e.g. 10 hour workdays and 3 days off). Automatic default to “N/A” for most positions.