

**Producing
Human Resources Action Requests (HRAR)
Forms**

**Training Guide
& Reference**



Office of Human Resources

HR Custom Reports
PHRARF.doc, 6/12/02

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ABOUT THIS DOCUMENT

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Hillsborough Community College, Gwendolyn Stephenson, President
- Purpose:* This document is intended to serve as a guide for producing Human Resource Action Request Form from the HR module of Colleague and as a quick refresher and technical reference for users.
- Target Audience:* HR staff, deans, directors and their administrative support staff, and others outside of the HR staff, with access to the college's administrative computer network, the Colleague (R16) application, and the HR Custom Reports menus.
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Overview

All human resource information systems have some means for customers to initiate or request an action or change data stored in the system. One popular method is to have the system print out the information that is contained in the system and allow the customer to make changes on the form and send it to HR. In our old SCT system, the IT department periodically printed “turn-around PAN forms” which were distributed to the various college offices and kept on file until needed. Colleague has no such built-in feature so one was created using HR Custom Reports.

At HCC, the Human Resources Action Request (HRAR) forms are used to notify the HR office of actions initiated by the customer or of the need to change data in the system. These forms show the data that is currently in the system for each person or position. Missing information may be handwritten in and information that needs to be changed can be crossed out and new information handwritten in. In this respect, these procedures are no different from the way things were done under our old system.

What is different is that the user generates these forms as they are needed directly from the system. There is no waiting for IT to run the forms nor is there any need to request forms from the HR office. This training guide is designed to assist the user in producing those HRAR forms.

```
DPT
Department HR actions & reports

  1. Listings...

  2. HRAR forms (Replaces PAN forms)...

  3. Utilities...

  ? Where to find instructions

[Enter] to Quit                               (My username=RSMITH)

=====
Choice->
```

From the DPT screen, the user selects **HRAR forms** and goes to a menu of those forms

Currently, there are three distinct HRAR forms. The HRAR-1 and HRAR-2 deal with employees and the HRAR-3 deals strictly with positions. The majority of this guide is devoted to the first two.

```
OHR|OTH|HRA      DPT|HRA

  1. HRAR-1 for Employment/Personal/Locator data
      (Replaces old PAN-1)

  2. HRAR-2 for Assignment data
      (Replaces old PAN-2)

  3. HRAR-3 for Position data
      (Data related to a position, not an employee)

<Enter> to quit
=====
Choice->
```

The **HRAR-1** relates to information pertaining to persons and/or their employment at the college. It is used to report the information found in the basic PERSON record, such as name, address, and SSN – information that is entered into Colleague via the NAE screen.

Employment information. When a person is to be hired the first thing that needs to be done is the creation of a PERSON record and the awarding of an HR Status - thus the HRAR-1, which becomes the primary source document for beginning employment. When a person resigns or is terminated it is reported on the HRAR-1 and again becomes a primary employment document. Other information relating to the person's employment includes rank, tenure, and *locator* data such as building, room, and phone number.

Personal information. Information relating to the person such as sex, ethnic/race, birth date, marital status and local address are also reported on the HRAR-1

The **HRAR-2** relates to assignments held by the employee. It is used to report a new-hire's first assignment, a personnel move from one assignment to another and the end of an additional assignment. It may also be used to report changes in *locator* information.

The **HRAR-3** relates to information pertaining to a position, not a person. This includes the owning (primary) department and time-sheet department to which it is assigned, the location, and position number of the supervisor to which a person in that position would report.

Saved lists

Before HRAR forms are generated the user specifies which records are to be used in creating the forms. This is accomplished by providing information that identifies individual records or groups of records that match the user's desires. These records are then tagged by way of a saved list. To produce the forms the user merely supplies the saved list name. This offers some advantages: Forms for many people - a whole department, for example - can be produced at one time. Also, the same saved list can be used to produce more than one kind of form.

Once HRAR forms have been generated, they are annotated with missing or changed information. Missing data should be printed or legibly hand-written to the right of the appropriate field name.

Data Element -----	New Data -----
EFFECT EMPLOY DATE	April 15, 2000

Data being changed should be crossed out, leaving it readable. Then the new data should be printed or legibly hand-written in the space to the right.

Data Element -----	Current Data -----	New Data-----
MARITAL STATUS	M (Married)	Divorced



The form should be signed and dated near the lower left corner by an appropriate official, then dispatched to the HR office.



The HRAR-1 form

New Hires. To produce a HRAR-1 for a new-hire, a Colleague-generated ID number is necessary. Many non-employee people have ID's because they either were or are an HCC student or vendor, or have had a faculty record created from them. But for those without IDs an NAE screen must first be completed. This will create a PERSON record and will cause an ID number to be issued.

```
HRAR-1 Forms
For reporting new hires, employment/person data changes,
terminations.

Blank form for new hire
1. Create PERSON saved list          PERSON record must
2. Generate form                    already exist.
-----

Form for current employee
3. Create HRPER saved list
4. Generate form

<Enter> to quit
=====
Choice->
```

The PERSON saved list builder (below) allows the user to supply a name for the save list and then input one or more IDs. In our example, **PER.TEMP** was entered as the name and ID **0999999**, followed by the ellipse (...) was entered and one record was found. If five people were being hired, all five IDs could have been entered, one after another. (See note on page 18 concerning saved list names.)

```
Process: Create PERSON saved list

Purpose: Allows user to identify individual persons based on
system assigned ID.

If new employee has no PERSON record, a new one must be created
using the NAE screen to enter name, SSN and address information.
Take care to enter the full, formal name, preferably as shown on
the SSN card. Do not use nick names. Also, double check accuracy
of SSN. That element is important in avoiding duplicate records.

When NAE screen is successfully saved, Colleague will issue an ID
for the new employee. That ID can then be used here to produce
HRAR forms.

=====!
Name for new saved list (<ENTER> to quit): PER.TEMP

ID number (all 7 digits) like:=0999999...

1 records selected to list 0.
```

Next, the form is generated by selecting option 2.

```
HRAR-1 Forms
For reporting new hires, employment/person data changes,
terminations.

Blank form for new hire
  1. Create PERSON saved list          PERSON record must
  2. Generate form                    already exist.
-----

Form for current employee
  3. Create HRPER saved list
  4. Generate form

<Enter> to quit
=====

Choice->
```

The user enters a saved list name – here **PER.TEMP** – and then sends the report to the printer.

```
Report: Employment/Personal/Locator Data Change Form  (HRAR1B)

Use to report changes in employment data such as a
termination; personal data, such as home phone; or
locator data, such as building room number. Similar
to old PAN 1 form.

Requires a HRPER or a PERSON saved list.

=====

Name of saved list.....: PER.TEMP
1 records retrieved to list 0.

To print enter LPTR.....: LPTR
```

A HRAR-1b form is created, meaning it is blank except for the name and personal information that exists in the PERSON record. Data such as Effective Employment Date, Status, and locator data are blank. This is the information the user supplies. See page 19 for a printed example of this form.

Current Employees. Because current employees already have a Colleague-generated ID, a PERSON record and an HRPER record, it is relatively easy to identify individuals or a group in order to produce HRAR-1 forms.

```

HRAR-1 Forms
For reporting new hires, employment/person data changes,
terminations.

Blank form for new hire
  1. Create PERSON saved list      PERSON record must
  2. Generate form                 already exist.
-----

Form for current employee
  3. Create HRPER saved list
  4. Generate form
-----
<Enter> to quit
=====
Choice->

```

The HRPER saved list builder (below) allows the user to supply a name for the saved list and then input four other criteria. To identify one or a few individuals, IDs may be entered. If this is the case, no other criteria are important so the ellipsis (...) should be entered for them. If forms for a group of people such as all those in a particular department are desired, the ID criteria should be (...) and a department code entered at the second criteria prompt. In our example, **HRP.TEMP** was entered as the name and Dept **A12.** was entered as primary department and **EF...** and **NF...** was entered as primary position numbers. Nine records matched this criteria.

```

Process: Create HRPER saved list

Descr.: Allows user to select active HRPER records based on;

          ID, Dept, Time-Sheet-Dept, Primary-Pos-Num.

=====!

Name for new saved list (<ENTER> to quit): HRP.TEMP

ID number (all 7 digits) like:=...
Primary department like.....:=A12...
Time Sheet department like...:=...
Primary position number like.:=EF..."NF...

9 records selected to list 0.

```

Next, the form is generated by selecting option 4.

```
HRAR-1 Forms
For reporting new hires, employment/person data changes,
terminations.

Blank form for new hire
  1. Create PERSON saved list          PERSON record must
  2. Generate form                    already exist.
-----

Form for current employee
  3. Create HRPER saved list
  4. Generate form
-----
<Enter> to quit
=====
Choice->
```

The user enters a saved list name – here **HRP.TEMP** – and then sends the report to the printer.

```
Report: Employment/Personal/Locator Data Change Form (HRAR1)

Use to report changes in employment data such as a
termination; personal data, such as home phone; or
locator data, such as building room number. Similar
to old PAN 1 form.

Requires a HRPER or a PERSON saved list.

=====

Name of saved list.....: HRP.TEMP
9 records retrieved to list 0.

To print enter LPTR.....: LPTR
```

The standard HRAR-1 is created. It shows the data stored in the system for all of the fields. Information that is to change is crossed out and new information is handwritten in. See page 20 for an example of this form.



*A saved list created for a new-hire HRAR-1 can be used to generate both a HRAR-1 to start the employment **and** a HRAR-2 to make the first assignment*

The HRAR-2 form

New-hires. New-hires initially have no assignment so producing a blank HRAR-2 for them is merely a matter of using their ID to set up a saved list. Since the ID appears in the PERSON file, the same saved list builder used to create a HRAR-1b can be used to create a HRAR-2b. In fact, if a HRAR-1b and a HRAR-2b are both needed for the same person, the same saved list can be used for generating both forms. For instructions on using the PERSON saved list builder (option 1), please refer back to page 4.

```
HRAR-2 Forms
For reporting assignment start, data change, end.

(See POSS screen for summary of employee's assignments.)

Blank form for new hire
1. Create PERSON saved list      PERSON record must
2. Generate form                 already exist.
-----
Blank form for current employee
3. Create HRPER saved list
4. Generate form
-----
Form for person's current asgmt(s)
5. Create PERPOS saved list
6. Generate form

<Enter> to quit
=====
Choice->
```

To generate a HRAR-2b, the user selects option 2 (above), enters the appropriate saved list name, and sends the form to the printer (below). In our example **PER.TEMP** was used. (See note on page 18 concerning saved list names.)

```
Report: Blank HRAR-2b form from PERSON file      (HRAR2B)

Use to report the first assignment for a newly hired
employee or a new assignment for a current employee
All fields except name and ID will be blank.

Report requires a PERSON or an HRPER saved list.

=====

Name of PERSON/HRPER saved list: PER.TEMP
1 records retrieved to list 0.

To print enter LPTR.....:
```

A HRAR-2b form is created, meaning it is blank except for the name and ID. Fields such as Position Number, Asgmt Start Date and Salary/Wage are blank. This is the information the user supplies. See page 21 for a printed example of this form.

Additional assignments. A blank HRAR-2b is needed to give an additional assignment to a current employee. Because there is no need to reference any currently held assignments, these employees may be identified individually by their ID. Consequently, any PERSON saved list builder, such as the one for new-hires, will work. But since they already have an HRPER record, the user can, if the need arises, set up criteria based on certain fields in the HRPER file, to identify groups of employees – fields such as primary position number, department, and time-sheet department.

```
HRAR-2 Forms
For reporting assignment start, data change, end.

(See POSS screen for summary of employee's assignments.)

Blank form for new hire
  1. Create PERSON saved list          PERSON record must
  2. Generate form                    already exist.
-----
Blank form for current employee
  3. Create HRPER saved list
  4. Generate form
-----
Form for person's current asgmt(s)
  5. Create PERPOS saved list
  6. Generate form

<Enter> to quit
=====
Choice->
```

```
Process: Create HRPER saved list
Descr.: Allows user to select active HRPER records based on;
        ID, Dept, Time-Sheet-Dept, Primary-Pos-Num.
=====!

Name for new saved list (<ENTER> to quit): HRP.TEMP

ID number (all 7 digits) like:=...
Primary department like.....:=A013...
Time Sheet department like...:=...
Primary position number like.:=EF...

6 records selected to list 0.
```

When a suitable HRPER (or PERSON) saved list exists, the form can be generated.

```
HRAR-2 Forms
For reporting assignment start, data change, end.

(See POSS screen for summary of employee's assignments.)

Blank form for new hire
  1. Create PERSON saved list           PERSON record must
  2. Generate form                       already exist.
-----
Blank form for current employee
  3. Create HRPER saved list
  4. Generate form
-----
Form for person's current asgmt(s)
  5. Create PERPOS saved list
  6. Generate form

<Enter> to quit
=====
Choice->
```

The user selects option 4 (above), enters the appropriate saved list name, and sends the form to the printer (below). In our example **HRP . TEMP** was used.

```
Report: Blank HRAR-2b form from PERSON file           (HRAR2B)

Use to report the first assignment for a newly hired
employee or a new assignment for a current employee
All fields except name and ID will be blank.

Report requires a PERSON or an HRPER saved list.

=====

Name of PERSON/HRPER saved list: HRP.TEMP
6 records retrieved to list 0.

To print enter LPTR.....:
```

A HRAR-2b form is created, meaning it is blank except for the name and ID. Fields such as Position Number, Asgmt Start Date and Salary/Wage are blank. This is the information the user supplies. See page 21 for a printed example of this form.

Current assignments. Employees may have more than one assignment at a time. Therefore, assignments and all the information maintained on assignments, are kept in a file separate from the PERSON or HRPER files. To produce HRAR-2 forms changing anything about an assignment the saved list must be built on the PERPOS file.

```

HRAR-2 Forms
For reporting assignment start, data change, end.

(See POSS screen for summary of employee's assignments.)

Blank form for new hire
1. Create PERSON saved list           PERSON record must
2. Generate form                       already exist.
-----
Blank form for current employee
3. Create HRPER saved list
4. Generate form
-----
Form for person's current asgmt(s)
5. Create PERPOS saved list
6. Generate form

<Enter> to quit
=====
Choice->

```

The PERPOS saved list builder is similar to the PERSON saved list builder in that employees may be uniquely identified by ID, and similar to the HRPER saved list builder in that the user may specify the particular primary department and time sheet department.

```

Process: Create PERPOS saved list for HRAR-2 forms

Descr..: Allows user to select open PERPOS records based on:

          ID, Primary-Dept, Primary-Time-Sheet-Dept,
          Asgmt-Pos-Num.

=====!

Name for new saved list (<ENTER> to quit): PP.TEMP

ID number (all 7 digits) like:=...
Primary department like.....:=A7...
Time Sheet department like...:=...
Asgmt position number like...:=AF...

2 records selected to list 0.

```

To produce a HRAR-2 for a specific assignment on an employee, the PERPOS saved list builder will prompt the user for an **assignment position number**. So before the saved list builder is started the user may need to see what the assignments for an employee actually by going to the POSS screen. The position number for any specific assignment is displayed on the WAGS screen.

No "End-Date" means assignment is still open.

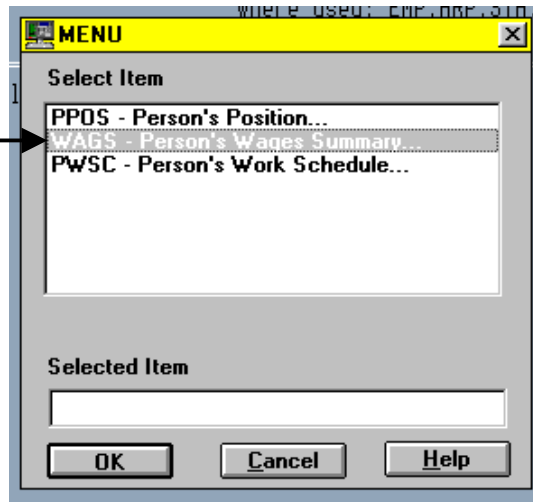
A "Yes" means assignment is the primary assignment.

```

04/20/00 11:39          PERSON'S POSITIONS SUMMARY          POSS
Smith, Mr. Jason L.      ID: 0999999
SSN: 111-11-1111        Where used: EMP,HRP,STA,VEN,FAC
-----
1 * Positions Held (In Use Override by Parameter)
      Start      End   In Pri
      Date      Date  Use Pos
1:    02/22/91          Yes Yes Mgr, Comp & Empl Rec    1.000 Anniv/annu
2:    01/06/98  05/06/98 Yes No  Adj Cmptr Sci Instr        0.500
3:
4:
5:
6:
7:
8:
  
```

To go to a specific assignment, place cursor just to left of line number and detail (F8).

The position number will be displayed on the WAGS screen, so select that



This is the assignment position number

```
04/20/00 08:20          PERSON'S WAGES SUMMARY          WAGS
Smith, Mr. Jason L.      ID: 0999999
SSN: 111-11-1111        Where used: EMP,HRP,STA,VEN,FAC
EFCF0017 - Mgr, Comp & Empl Rec      FTE: 1.000  02/22/91 -
-----
1 * Add Wage/Salary:
2 * Wage/Salary (In Use Override by Parameter)
                                     Pay Prd
   Start   End   Last Pay In H/ Work   Pay   Annualized   Work
   Date    Date  Date      Use S  Load   Rate   Amount   Time
1:  07/01/99                Yes S 100.00  42,119.52  42,119.52  75.00
2:  02/22/91 06/30/99 06/30/99 Yes S 100.00  39,885.72  39,885.72  75.00
3:
4:
5:
```

Of course to produce a HRAR-2 on all open assignments for an employee the ellipse (...) would be entered at the "Asgmt position number like" prompt. In our example the name **PP. Temp** and Departments like **A7...** and assignment position numbers like **AF...** were entered. Two records matched.

```
HRAR-2 Forms
For reporting assignment start, data change, end.

(See POSS screen for summary of employee's assignments.)

Blank form for new hire
  1. Create PERSON saved list          PERSON record must
  2. Generate form                    already exist.
-----
Blank form for current employee
  3. Create HRPER saved list
  4. Generate form
-----
Form for person's current asgmt(s)
  5. Create PERPOS saved list
  6. Generate form
<Enter> to quit
=====
Choice->
```

When a suitable PERPOS saved list exists, the form can be generated with option 6..

Report: Assignment Data Change Form

(HRAR2)

Use to report changes in assignment data such as an appointment to different position. (Similar to old PAN 2 form.)

Report requires a PERPOS saved list. Form may be generated only for persons with open assignment(s).

=====

Name of saved list.....: PP.TEMP
2 records retrieved to list 0.

To print enter LPTR.....:

The user enters the name of the appropriate saved list and sends the form to the printer. The standard HRAR-2 is created. It shows the data stored in the system for all of the fields. Information that is to change is crossed out and new information is handwritten in. See page 22 for a printed example of this form.



The HRAR-3

Missing from our old SCT system was a system-generated form to allow the reporting of changes to position data. The HRAR-3 now serves that purpose.

What **can** be done with the HRAR-3

Other elements that are at the discretion of the unit administrator/manager may be changed with this form.

- If a position is traded for another or when it is just no longer needed it may be removed from the books by reporting an End-Date. It is important that no employee be assigned to that position.
- If a position is moved to another administrative department or an administrative department gets a new code, the Owning department and Time-sheet department may be changed. The owning department is the one in which the position resides. The time sheet department is the department where information about the position or its incumbent is sent, such as time sheets and evaluation notices.
- If a position is physically moved from one location to another, the location code may be changed. The location, **for position purposes**, is always one of the major campuses – 01, 10, 20, 30, 31, or 40 even though the location portion of the GL-num may be a further breakdown such as 41.
- If a position is affected by a restructuring, the supervisor position number may be changed. It must coincide with the structure reported to HR for org chart purposes.
- If a position is to be funded from a different account the POSPAY-Fund-GL-Num and POSPAY-End-Date (used as the effective date) may be changed. The new GL-num must be valid and active so prior coordination with the Budget Office is advised.

What **cannot** be done with the HRAR-3

Several actions are inappropriate for this form, because 1) certain data are tied to other data and cannot be changed or 2) certain changes require another form or process. Unchangeable elements are shown for informational purposes only and are marked with an asterisk (*).

- The creation of a new position requires a Request to Establish New Position form. This form has its own set of procedures and approval hierarchy. Position-Number, position titles, Type and Start-Date, POSPAY-Start-Date, POSPAY-Pay-Class, Regular-Earnings-Types, and POSPAY-Fund-Source are all determined at establishment.
- Changes to the classification of a position require a Classification Request form. This form has its own set of procedures and approval hierarchy. The Grade (not shown on the form), Hourly/Salaried-Flag, Exempt/ Nonexempt-Flag, EEO-Category, IPEDS-EEO-Rank, and Bargaining-Unit are all related to the classification.

Changes allowed on this form may be made when the position is vacant **or** encumbered. However, if funding information is changed on an encumbered position the following comment should be placed on the form:

“Please update the employee record (PPYD screen) for (*name, ID*) who is currently assigned to this position.”

Insert the incumbent's name and ID. A separate HRAR-2 form is not required.

To produce HRAR-3 forms, a POSITION saved list must be created. Option 1 takes the user to such a builder.

```
HRAR-3 Form
For reporting certain changes to positions.

1. Create POSITION saved list
2. Generate form

<Enter> to quit
=====
Choice->
```

The POSITION saved list builder (below) allows the user to supply a name for the save list and then specify one or more position numbers, departments and time sheet departments. In our example, **POS**. **TEMP** was entered as the name and Pos-num **EFCF0023**, followed by the ellipse (...) was entered. The remaining prompt were (...). One record was found to match that criteria. If forms for five positions were desired, all five position numbers could have been entered, one after another. (See note on page 18 concerning saved list names.)

```
Process: Create POS saved list for HRAR-3 forms

Descr..: Allows user to select current POSITION records based on;
        Position-Number, Position-Dept, Time-Sheet-Dept.
=====!

Name for new saved list (<ENTER> to quit): POS.TEMP

Position number like...:=EFCF0017...
Department like.....:=...
Time Sheet dept like...:=...

1 records selected to list 0.
```

Next, the form is generated with option 2 (below).

```

HRAR-3 Form
For reporting certain changes to positions.

1. Create POSITION saved list
2. Generate form
<Enter> to quit
=====
Choice->

```

The user enters the name of the appropriate saved list - in our example, **POS.TEMP** - and sends the form to the printer. The HRAR-3 is created. It shows the data stored in the system for all of the fields. Information that is to change is crossed out and new information is handwritten in. See page 23 for a printed example of this form.

```

Report: Position Data Change Form (HRAR3)

Descr.: Use to report changes pertaining to a position such as
department, time-sheet-dept, location, supervisor-
Position, etc. Position may be vacant or filled.
Serves the same purpose as the old Request to Change
Position Data Form

Changes in data such as Title, Classification,
exempt/nonexempt-status are NOT initiated with this
form.

Report requires a POSITION saved list.

=====

Name of POS saved list.: POS.TEMP
1 records retrieved to list 0.

To print enter LPTR.....:

```



The HRAR-3 replaces the old Request to Change Position Data which is obsolete should no longer be used.



Saved list names

When the user enters a saved list name for either a new saved list to be built or an existing saved list to be used, HR Custom Reports automatically prefixes the text with the user's username.

The username is a string of letters that is unique to the user. So, any saved list name incorporating the username is also unique to that user. This means the user does not have to code his/her initials or name into the saved list name.

Although the username gets prefixed to whatever the user enters as a saved list name when it is created, this prefix is NOT entered when using the saved list. For all practical purposes it can be ignored while in HR Custom Reports.



Hillsborough Community College
 *** HUMAN RESOURCES ACTION REQUEST 1 ***
 Employment / Personal Data

Data Element -----	New data -----
NAME, PREFIX	Mr.
NAME, LAST FIRST MIDDLE	Smith, Jason L
NAME, SUFFIX	
** PERSON/HRPER ID	0999999
EFFECT EMPLOY DATE.....	
* PRIMARY POSITION	
* TITLE	
* ASGN START.DATE	
* ASGN END.DATE	
* BASE WAGE/SALARY.....	
HR STATUS	
STATUS START DATE.....	
STATUS CHG REASON.....	
TERMINATION DATE.....	
TERMINATION REASON.....	
TENURE STATUS.....	
TENURE DATE.....	
ACADEMIC RANK.....	
RANK DATE.....	

LOCATION.....	
BUILDING.....	
ROOM.....	
PHONE.....	
FAX.....	
CHECK DISTRIBUTION.....	

SOCIAL SEC NUM.....	111-11-1111
SEX (Gender).....	M
ETHNIC.....	1 ()
BIRTH DATE.....	11/12/45
MARITAL STATUS.....	M (Married)
HOME PHONE NUMBER.....	813-555-5000
ADDRESS.....	103 Lovely Lk Dr
CITY.....	Lutz
STATE.....	FL
ZIP CODE.....	33549
EMERGENCY CONTACT.....	Susan S. Smith
EMER CONTACT PHONE.....	(813) 555-5000

* For informational purposes only. Use HR ASSIGNMENT DATA CHANGE REQUEST form to change. ** Cannot be changed.

Requester Signature & Date	HR Representative initials & Date	Input by initials & Date
_____	_____	_____

HRAR-1b (04/19/00)

0999999

Hillsborough Community College
 *** HUMAN RESOURCES ACTION REQUEST 1 ***
 Employment / Personal Data

Data Element -----	Current data -----	New data -----
NAME, PREFIX	Mr.	
NAME, LAST FIRST MIDDLE	Jones, Terry R	
NAME, SUFFIX		
** PERSON/HRPER ID	0888888	
EFFECT EMPLOY DATE	02/22/91	
* PRIMARY POSITION	EFCF0023	
* TITLE	Mgr, Compensation & Employee Records	
* ASGN START.DATE	01/01/68	
* ASGN END.DATE		
* BASE WAGE/SALARY	\$ 42119.52	
HR STATUS	FT (Full-Time)	
STATUS START DATE	02/22/91	
STATUS CHG REASON		
TERMINATION DATE		
TERMINATION REASON		
TENURE STATUS.....		
TENURE DATE.....		
ACADEMIC RANK.....		
RANK DATE.....		

LOCATION	01 (Dist Admin Offices)	
BUILDING	GADM	
ROOM	216	
PHONE	253-7030	
FAX	253-7034	
CHECK DISTRIBUTION	DO (District Offices)	

SOCIAL SEC NUM	222-22-2222	
SEX (Gender)	M	
ETHNIC	1 (White, Nonhispanic)	
BIRTH DATE	11/12/45	
MARITAL STATUS	M (Married)	
HOME PHONE NUMBER	813-555-2000	
ADDRESS	12 Main Street	
CITY	Tampa	
STATE	FL	
ZIP	33601	
EMERGENCY CONTACT	George R. Jones	
EMER CONT PHONE	(813) 555-2000	

* For informational purposes only. Use HR ASSIGNMENT DATA CHANGE REQUEST form to change. ** Cannot be changed.

Requester Signature & Date HR Representative initials & Date Input by initials & Date

HRAR-1 (04/19/00

0888888

Hillsborough Community College
 *** HUMAN RESOURCES ACTION REQUEST 2 ***
 Assignment / Locator Data

Data Element -----	New data -----
NAME, Last First Middle	Smith, Jason L
** PERSON/HRPER ID	0999999
POSITION NUMBER.....	
* POSITION TITLE	
* POSITION TYPE	
* POSITION DEPT	
ASGN START DATE.....	
ASGN END DATE.....	
SALARY/WAGE RATE.....	
* EVAL CYCLE	
* LAST EVAL DATE	
* NEXT EVAL DATE	
ASGN SUPERVISOR.....	
LOCATION.....	
BUILDING.....	
ROOM.....	
PHONE.....	
FAX.....	
CHECK DISTRIBUTION.....	

* For informational purposes only. Use other HR form/process to change. ** Cannot be changed.

Requester Signature & Date -----	HR Representative initials & Date -----	Input by initials & Date
_____	_____	_____
HRAR-2B (04/18/00)		0999999

Hillsborough Community College
 *** HUMAN RESOURCES ACTION REQUEST 2 ***
 Assignment / Locator Data

Data Element -----	Current data -----	New data -----
NAME, LAST FIRST MIDDLE	Jones, Terry R	
** PERSON/HRPER ID	0888888	
POSITION NUMBER	EFCF0023	
* POSITION TITLE	Mgr, Compensation & Employee Records	
* POSITION TYPE	FTR (Full Time Regular)	
* POSITION DEPT	A0130 (Human Resources)	
ASGN START DATE	02/22/91	
ASGN END DATE		
SALARY/WAGE RATE	\$ 42,119.52	
POS SUPERVISOR	Brown, Ellen	
* EVAL CYCLE	02 (Anniv/annual)	
* LAST EVAL DATE	02/22/97	
* NEXT EVAL DATE	02/22/98	
LOCATION	01 (Dist Admin Offices)	
BUILDING	GADM	
ROOM	216	
PHONE	2537030	
FAX	2537034	
CHECK DISTRIBUTION	DO (District Offices)	

* For informational purposes only. Use other HR form/process to change. ** Cannot be changed.

Requester Signature & Date -----	HR Representative initials & Date -----	Input by initials & Date -----
_____	_____	_____

HRAR-2 (04/18/00)

0888888

Hillsborough Community College
 *** HUMAN RESOURCES ACTION REQUEST 3 ***
 Position Data

Data Element -----	Current data -----	New data -----
** POSITION NUMBER	EFCF0023	
* FULL TITLE	Mgr, Compensation & Employee Records	
* SHORT TITLE	Mgr, Comp & Empl Rec	
* TYPE	FTR	
* START-DATE	01/01/1968	
END-DATE.....		
* CLASSIFICATION	E0605	
* POSITION RANK		
* HOURLY OR SALARIED	S	
* EXEMPT (FLSA) OR NOT	E	
OWNING DEPARTMENT.....	A0130	
TIME SHEET DEPARTMENT..	A0130	
LOCATION.....	01	
* EEO CATEGORY	2B2	
* IPEDS EEO RANK		

SUPERVISOR POSITION NUM	AFCD0026	

* POSPAY START DATE	01/01/1968	
POSPAY END DATE.....		
* POSPAY PAYCLASS	EFT	
* REGULAR EARNINGS TYPES	RP	
* POSPAY FUND SOURCE	100	
POSPAY FUND GL NUN.....	10_63210000_53000_01	
* BARGAINING UNIT		

* For informational purposes only. Use other HR form/process to change. ** Cannot be changed

Requester Signature & Date	HR Representative initials & Date	Input by initials & Date
HRAR-3 (04/19/00)		EFCF0023