

?? FREQUENTLY ASKED QUESTIONS ??

Human Resource Information System (HRIS)

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Accrual Balances--Leave Accrual Balances (as of last pay period end date; only current data row)	Time and Leave	<i>Review</i>		<u>Current Leave Accrual Balances</u>		Leave Accrual Balance
Accrual Balances--Leave Accrual Balances (history & current rows of data for vacation, sick, compensatory time & other leaves)	Time and Leave	<i>Review</i>		<u>Leave Accruals</u>		Leave Accruals
Action/Reason Codes	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Adding a Time Sheet On-Line	Time and Leave	<i>Maintain Time and Leave</i>		<u>Employee</u>		Daily (Use Add Mode)
Additional Pay Data (Earnings Type, Effective Date, Goal Amount, Etc.)	Payroll for North America	<i>Employee Pay Data USA</i>		<u>Create Additional Pay</u>		Additional Pay
Address -- Home Address (Address used to mail paycheck, pay advice and W-2.)	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Contact Information
Address Updates (Used to update address.)	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Contact Information
Aggregate Annual Rate (Agg An Rt)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Aggregate FTE	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Annual Benefits Base Rate	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Appointment Basis (Academic; 9-Month or Fiscal; 12-Month)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Appointment Basis - Position Data (Academic 9-Month or Fiscal 12-Month)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Appointment End Date for GTA and GRA (termination date)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Appointment End Date for Temporary Employees (termination date)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Attach/Detach Position Pool	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Attach/Detach Position Pool</u>		Ksu Posn Pool
Benefit Deductions	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefits Deduction Summary
Benefit Program	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Benefits Program Participation	Benefit Program Participation
Benefit Summary for Employee	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary
Birthdate	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Biographical Details
Budgeted Position Indicator " Position Appears in University Budget	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Specific Information

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Business Phone (Work Phone)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Campus Address (Mail Drop ID)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Specific Information
Campus Address/Phone for Employee	Workforce Administration	<i>Job Information</i>	Job Data			KSU Job Info
CIP Code	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Citizenship Status	Workforce Administration	<i>Personal Information</i>	Citizenship	<u>Identification Data</u>		Citizenship/Passport
Classified/Unclassified Indicator (Classified Indc)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
College Work Study Program Eligibility Indicator (CWSP Type)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
College Work Study Program Log (CWSP)	Payroll for North America	<i>Payroll Processing USA</i>	College Workstudy Program	<u>KSU CWSP Panel</u>		KSU CWSP Panel
Comments (General comments regarding appointment)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	KSU Employ Info
Commercial Driver (Designated Commercial Driver Indicator)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Compensation Frequency (Frequency)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Compensation
Compensation Rate	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Compensation
Conflict of Interest	Workforce Administration	<i>Conflict of Interest</i>		<u>KSU Conflict of Interest</u>		Conflict of Interest
Conflict of Interest Report	Workforce Administration	<i>Conflict of Interest</i>		<u>KSU Conflict of Interest</u>		Conflict of Interest
Contract Information--Unclassified Contract Info (Contract Begin Date and End Date)	Workforce Administration	<i>Job Information</i>	Contract Administration	<u>Update Contract</u>		Contract Status/Content
Contract Number/Contract Type	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Contract Type	Workforce Administration	<i>Job Information</i>	Contract Administration	<u>Update Contract</u>		Contract Types/Clauses
Course Session Setup	Enterprise Learning	<i>Define Course/Cost Details</i>		<u>Course Sessions</u>		Course Session Profile, Etc.
Course Setup	Enterprise Learning	<i>Define Course/Cost Details</i>		<u>Courses</u>		Course Profile, Etc.
Current Incumbent - Position Data	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Budget and Incumbents

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
CWSP Eligibility Indicator (CWSP Type) (College Work Study Program Indicator)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Date Created (Indicates the day transaction was entered on-line in HRIS.)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Deductions (Payroll Funding)	Payroll for North America	<i>Payroll Funding</i>	Payroll Funding Table	<u>Payroll Funding Table</u>		KSU Dept Bdgt Ded
Department Entry Date	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Department ID and Description	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Department ID for Position	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Description
Direct Deposit Data	Payroll for North America	<i>Employee Pay Data USA</i>		<u>Request Direct Deposit</u>		Direct Deposit
Earnings (Payroll Funding)	Payroll for North America	<i>Payroll Funding</i>	Payroll Funding Table	<u>Payroll Funding Table</u>		KSU Dept Bdgt Ern
Education Data (Degree - Year Earned)	Workforce Development	<i>Profile Management</i>		<u>Education (Hidden)</u>		Education
E-Mail Address	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Contact Information

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Employee Class (Student or Other)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Employment Status (Probationary, Permanent, Not Applicable)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	KSU Employ Info
Ethnic Group	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Regional
Evaluation Data (Classified Performance Review Data)	Compensation	<i>Base Compensation</i>	Employee Review History	<u>Review History</u>		KSU Employee Review
Faculty Senate Indicator	Workforce Administration	<i>Job Information</i>		<u>Unclassified Data</u>		Unclassified Data
FICA Status	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Payroll
Flexible Spending Account (FSA--Dependent Care and Health)	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary
FLSA Status	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
FLSA Status for Position	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
FSA (Flexible Spending Account--Dependent Care and Health)	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
FTE	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
FTE -- Aggregate FTE	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
FTE for Position	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Specific Information
Full/Part-Time (Full/Part)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Funding Data (Distribution of Projects-Deductions)	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Payroll Funding Table</u>		KSU Dept Bdgt Ded
Funding Data (Distribution of Projects-Earnings)	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Payroll Funding Table</u>		KSU Dept Bdgt Ern
Funding Data (Distribution of Projects-Taxes)	Payroll for North America	<i>Payroll Funding</i>	Maintin Funding	<u>Payroll Funding Table</u>		KSU Dept Bdgt Tax
Grade and Step; Entry Dates	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Salary Plan
Graduate Faculty Status Indicator	Workforce Administration	<i>Job Information</i>		<u>Unclassified Data</u>		Unclassified Data
GTA and GRA Appointment End Date (Anticipated GTA/GRA Termination/End Date)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Health Coverage (Dental, Medical, and Vision)	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary
Highest Education Level	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Biographical Details
Hire Date	Workforce Administration	<i>Job Information</i>	Job Data	<u>Work Location</u>	Employment Data	Employment Information
Holiday Schedule	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Payroll
Holiday Schedule for Position	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Home Address	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Contact Information
Home Phone Number (Phone Information - Phone)	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Contact Information
Hourly Rate - Monthly Rate - Annual Rate	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Compensation
Hourly Student Pay Rate Change	Workforce Administration	<i>Job Information</i>		<u>Pay Rate Change</u>		Pay Rate Change
Job Code and Description	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Job Code/Job Title (Position Data)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Description
Job Entry Date (Entry Date)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Job Indicator (Indicates Primary Job)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Job Summary (Panel lists employee's active and inactive positions at KSU.)	Workforce Administration	<i>Job Information</i>	Review Job Information	<u>All Jobs Summary</u>		All Jobs Summary
Last Day at Work (Last Day Worked)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Leave Accruals/Balances (history and current rows of data for vacation, sick, compensatory time & other leaves)	Time and Leave	<i>Maintain Time and Leave</i>	Review	<u>Leave Accruals</u>		Leave Accruals
Leave Accruals/Balances - Current	Employee Self Service	<i>Payroll and Compensation</i>		<u>View Leave Balances</u>		View Leave Balance
Leave Accruals/Balances - Current	Time and Leave	<i>Review</i>		<u>Current Leave Accrual Balances</u>		Current Leave Accrual
Life AD/D Coverage (Optional Group Life-TEA, Supp Life, Etc.)	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary
Location Code/Description (Location of position; tied to department.)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Longevity Bonus - Department List (May be viewed the second week of the pay period.)	Compensation	<i>Base Compensation</i>	Longevity Bonus	<u>Classified Longevity Bonus</u>		Longevity Bonus - Active
Longevity Bonus Date - Date of Last Longevity Bonus (Last Bonus Date)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	KSU Employ Info
Longevity Bonus--Amount of Longevity Bonus (May be viewed on-line after preliminary pay calculation has been run for pay period.)	Time and Leave	<i>Maintain Time and Leave</i>		<u>Employee</u>		Daily or Summary
Longevity Date/Service Date	Time and Leave	<i>Review</i>		<u>Leave Accruals</u>		Leave Accruals
Marital Status	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Biographical Details
Military Status	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Regional
Original Hire Date (As of Hire)	Workforce Administration	<i>Job Information</i>	Job Data	<u>Work Location</u>	Employment Data	Employment Information
Part/Full-time Indicator (Full/Part)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Pay Group	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Payroll
Pay Group - Position Data	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data

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Human Resource Information System (HRIS)

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Pay Rate Change - Hourly Student	Workforce Administration	<i>Job Information</i>		Pay Rate Change		Pay Rate Change
Paycheck Data	Employee Self Service	<i>Payroll and Compensation</i>		View Paycheck		View Paycheck
Paycheck Summary (May be viewed after the final pay calculation.)	Payroll for North America	<i>Payroll Processing USA</i>	Produce Payroll	Review Paycheck Summary		Review Paycheck Summary
Paycheck View	Employee Self Service	<i>Payroll and Compensation</i>		View Paycheck		View Paycheck
Payroll Check and Advice Register Report	Payroll for North America	<i>Payroll Funding</i>	Reports	Check Register		Check Register
Performance Review Data	Compensation	<i>Base Compensation</i>	Employee Review History	Review History		KSU Employee Review
Performance Review Due Date (Next Review Date)	Compensation	<i>Base Compensation</i>	Employee Review History	Review History		KSU Employee Review
Performance Review Rating (Review Rating)	Compensation	<i>Base Compensation</i>	Employee Review History	Review History		KSU Employee Review
Performance Reviews Due Report (Report includes: Deptid, Empl ID/Name, Supervisor ID/Name, Empl Status & 8 other items.)	Workforce Development	<i>Performance Management</i>		Employee Performance Review		Performance Review Due
Personal Information	Employee Self Service	<i>Personal Information</i>		View Personal Information		Personal Information

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Phased Retirement Dates (Begin and End Dates)	Workforce Administration	<i>Job Information</i>		<u>Unclassified Data</u>		Unclassified Data
Phone Number - Home (Phone Information - Phone)	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Contact Information
Phone Number - Work (Work Phone)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Pool Update for Positions	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Attach/Detach Position Pool</u>		Ksu Posn Pool
Pools for Positions	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Position Pool Table</u>		Position Pool Table
Position Data Summary	Organizational Development	<i>Position Management</i>	Review Position/Budget Info	<u>Position Summary</u>		Position Data Summary
Position Description (Long Description)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Description - click on the "Detailed Position Description"
Position Entry Date	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Position Funding by Dept Report (Report Includes: Cls Ind, Position/Pool#, Job Code, Job title, Empl ID/Name/Rcd#, 9/12, FSLA & 8 other items)	Payroll for North America	<i>Payroll Processing USA</i>	Reports	<u>Position Funding by Dept</u>		Position Funding by Dept
Position Incumbent (Current Incumbent)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Budget and Incumbents

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Position Number/Description	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Work Location
Position Pool ID for Employee	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Position Pool ID for Position	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Specific Information
Position Pool Table (Create/Maintain Pools)	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Position Pool Table</u>		Position Pool Table
Position Pools for Department	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Position Pool Table</u>		Position Pool Table
Position View	Workforce Administration	<i>Job Information</i>	Review Job Information	<u>All Jobs Summary</u>		All Jobs Summary
Positions - Vacant Budgeted Positions	Organizational Development	<i>Position Management</i>	Review Position/Budget Info	<u>Vacant Budgeted Positions</u>		Vacant Budgeted Positions
Probation Date (Probation End Date for classified employees)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Probation End Date for Classified Employees (Probation Date)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Probation Status (Employment Status)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	KSU Employ Info

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Project Distribution - Payroll Deductions	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Payroll Funding Table</u>		KSU Dept Bdgt Ded
Project Distribution - Payroll Earnings	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Payroll Funding Table</u>		Dept Budget Earnings
Project Distribution - Payroll Taxes	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>Payroll Funding Table</u>		KSU Dept Bdgt Tax
Project Distribution Summary - Earnings/Deductions/Taxes	Payroll for North America	<i>Payroll Funding</i>	Review Funding	Payroll Funding Summary		Dept Budget Summary
Project Table (Payroll Projects -Project Task Award Table)	Payroll for North America	<i>Payroll Funding</i>	Maintain Funding	<u>KSU_PTA_TBL_GLB</u>		Project Task Award
Reason Code - Position Data	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Description
Regular/Temporary	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Rehire Date	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Report -- Employee Time Documents	Time and Leave	<i>Reports</i>	Time Documents	<u>Department Time Document</u>		Print Department Time Doc's
Report -- Employees Paid by Multiple Departments	Payroll for North America	<i>Payroll Funding</i>	Reports	<u>EE's Paid by Multiple Dep</u>		EE's Paid by Multiple Dep

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Report -- Leave Accrual Report	Time and Leave	<i>Reports</i>	Time Reports	<u>Leave Accrual Report</u>		Print Leave Accrual Report
Report -- Performance Review Due	Workforce Development	<i>Performance Management</i>		<u>Employee Performance Review</u>		Performance Review Due
Report -- Position Funding by Department	Payroll for North America	<i>Payroll Funding</i>	Reports	<u>Position Funding by Dept</u>		Position Funding by Dept
Report - Time Entry Error Report	Time and Leave	<i>Reports</i>	Time Reports	<u>Time Entry Errors</u>		Time Entry Errors
Retirement Plan (i.e. KPERs, Regents Retirement, Etc.)	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary
Review Date (Performance Review Date)	Compensation	<i>Base Compensation</i>	Employee Review History	<u>Review History</u>		KSU Employee Review
Review Rating (Performance Review Rating for Classified Employees)	Compensation	<i>Compensation</i>	Employee Review History	<u>Review History</u>		KSU Employee Review
Sabbatical Leave Dates (Begin and End Dates)	Workforce Administration	<i>Job Information</i>		<u>Unclassified Data</u>		Unclassified Data
Salary (Compensation Rate)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Compensation
Salary Administration Plan (Sal Plan)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Salary Plan

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Savings Plans (i.e. VTSA - Voluntary Tax Sheltered Annuity)	Benefits	<i>Review Employee Benefits</i>		<u>Current Benefits Summary</u>		Benefit Enrollment Summary
Service Date Years/Months/Days	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Service Date/Longevity Date	Time and Leave	<i>Review</i>		<u>Leave Accruals</u>		Leave Accruals
Social Security Number (National ID)	Workforce Administration	<i>Personal Information</i>	Biographical	<u>Modify a Person</u>		Biographical Details
SSI Designee (Statement of Substantial Interest Designee)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Standard Days/Hours	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Description
Standard Hours	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Step Increase Date (Date Next Increase)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	KSU Employ Info
Step/Grade for Classified Employee; Entry Dates	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Salary Plan
Student ID from Student Information System (May be different than the Social Security Number/National ID)	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Biographical Details (Select NID Type = Student ID # from iSIS)

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Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Student Verification Information	Workforce Administration	<i>Job Information</i>	Review Job Information	<u>Student Verification</u>		Student Verification
Subunit (Used to add/modify subunits.)	Organizational Development	<i>Position Management</i>	KSU Maintain Subunits	<u>Subunit Setup Table</u>		KSU Subunit Table
Subunit Assignment (Used to attach a position to a subunit.)	Organizational Development	<i>Position Management</i>	KSU Maintain Subunits	<u>Subunit Assignment</u>		Subunit Assignment
Sub-Unit ID designated for Employee	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Supervisor's Position Number/Job Title (Reports to)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Description
Supervisor's Position Number\Job Title\Employee ID\Name (Reports to)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Supervisory (Indicates Supervisor Responsibilities)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Survey Code	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Tax Information	Employee Self Service	<i>Payroll and Compensation</i>		<u>W-4 Tax Information</u>		W-4 Tax Information
Tax Location Code	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Payroll

?? FREQUENTLY ASKED QUESTIONS ??

Human Resource Information System (HRIS)

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Tax Treaty Information - NR Data	Payroll for North America	<i>Employee Pay Data USA</i>	Tax Information	Update Employee Tax Data		Federal Tax Data
Tax/Federal--Exempt from FUT Indicator & Earned Income Credit Information	Payroll for North America	<i>Employee Pay Data USA</i>	Tax Information	Update Employee Tax Data		Federal Tax Data
Tax/Federal--Status & Withholding Allowance	Payroll for North America	<i>Employee Pay Data USA</i>	Tax Information	Update Employee Tax Data		Federal Tax Data
Tax/Local--Status & Withholding Allowances <small>(Panel Information relevant to Kansas City, Missouri residents only.)</small>	Payroll for North America	<i>Employee Pay Data USA</i>	Tax Information	Update Employee Tax Data		Local Tax Data
Tax/State--Status & Withholding Allowance	Payroll for North America	<i>Employee Pay Data USA</i>	Tax Information	Update Employee Tax Data		State Tax Data
Taxes (Payroll Funding)	Payroll for North America	<i>Payroll Funding</i>	Payroll Funding Table	Payroll Funding Table		KSU Dept Bdgt Tax
Teaching Faculty Indicator for Term & Temporary Unclassified Employees <small>(Teaching Faculty)</small>	Workforce Administration	<i>Job Information</i>		Unclassified Data		Unclassified Data
Temporary/Regular <small>(Regular/Temporary)</small>	Workforce Administration	<i>Job Information</i>		Job Data		Job Information
Tenure Information--Unclassified Tenure Info <small>(Tenure Date and Status)</small>	Workforce Administration	<i>Job Information</i>		Unclassified Data		Unclassified Data

?? FREQUENTLY ASKED QUESTIONS ??

Human Resource Information System (HRIS)

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Termination Date for Temporary Employees	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Time and Leave Balances (Displays history & current rows of data for vacation, sick, compensatory time & other leaves)	Time and Leave	<i>Review</i>		<u>Leave Accruals</u>		Leave Accruals
Time and Leave Entry Panel	Time and Leave	<i>Maintain Time and Leave</i>		<u>Employee</u>		Daily
Time and Leave Report - Department (Employee Name/ID#/Rcd #, Position #, FLSA Status, and other items)	Time and Leave	<i>Reports</i>	Time Documents	<u>Department Time Document</u>		Print Department Time Totals
Time and Leave Report--Leave Accrual Report (Employee Name / ID# / Rcd#, Plan Type, Benefit Plan & 9 other items)	Time and Leave	<i>Reports</i>	Time Reports	<u>Leave Accrual Report</u>		Print Leave Accrual Report
Time Document - Print Department	Time and Leave	<i>Reports</i>	Time Documents	<u>Department Time Document</u>		Print Department Time Doc's
Time Document - Print Employee	Time and Leave	<i>Reports</i>	Time Documents	<u>Employee Time Document</u>		Print Employee Time Doc's
Time Document--Print Blank	Time and Leave	<i>Reports</i>	Time Documents	<u>Blank Time Document</u>		Print Blank Time Doc's
Time Entry by Department (Panel is used to turn on the "OK to Process" checkbox for EXEMPT employees within a department.)	Time and Leave	<i>Maintain Time and Leave</i>		<u>Department by Paygroup</u>		Department by Paygroup
Time Entry Error Messages--Department (Used by those who enter time and leave directly into HRIS-PS.)	Time and Leave	<i>Maintain Time and Leave</i>	Time Reports	<u>Time Error Messages 1</u>		Time Entry Error Messages 1

?? FREQUENTLY ASKED QUESTIONS ??

Human Resource Information System (HRIS)

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Time Entry Error Messages--Interface Users (i.e. Hale Library, Housing, Union, and Rec Services)	Time and Leave	<i>Maintain Time and Leave</i>	Time Reports	<u>Time Error Messages 2</u>		Time Entry Error Messages 2
Time Entry--"OK to Process" Department Panel (Visual display of department personnel "OK" to pay for the pay period)	Time and Leave	<i>Maintain Time and Leave</i>		<u>Department</u>		Department
Time Sheet -- Adding a Time Sheet On-Line	Time and Leave	<i>Maintain Time and Leave</i>		<u>Employee</u>		Daily (Use Add Mode)
Training Adm: Course Setup	Enterprise Learning	<i>Define Course/Cost Details</i>		<u>Courses</u>		Course Profile, Etc.
Training Adm: Enrollment Process	Enterprise Learning	<i>Student Enrollment</i>				Course Session Enrollment
Training Adm: Reports	Enterprise Learning	<i>Reports</i>				Course Roster, Dept Training History, Etc.
Unclassified/Classified Indicator (Classified Indc)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		Job Information
Veterans Preference (Military Status)	Workforce Administration	<i>Personal Information</i>		<u>Modify a Person</u>		Regional
Visa Permit Data (type, expiration date, issue date, etc.)	Workforce Administration	<i>Personal Information</i>	Citizenship	<u>Identification Data</u>		Visa/Permit Data
W-4 Tax Information	Employee Self Service	<i>Payroll and Compensation</i>		<u>W-4 Tax Information</u>		W-4 Tax Information

?? FREQUENTLY ASKED QUESTIONS ??
Human Resource Information System (HRIS)

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Transaction Page	Link	Page Tab
Work Address for Employee (Campus Address and Phone)	Workforce Administration	<i>Job Information</i>	Job Data			KSU Job Info
Work Address-Position (Mail Drop ID)	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Specific Information
Work Phone	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Work Phone - Position Data	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		Specific Information
Work Schedule - Position Data	Organizational Development	<i>Position Management</i>	Maintain Positions/Budgets	<u>Add/Update Position Info</u>		KSU Position Data
Work Schedule for Employee	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>		KSU Job Info
Working Title (Business Title)	Workforce Administration	<i>Job Information</i>		<u>Job Data</u>	Employment Data	Employment Information
Workschedule for Employee	Workforce Administration	<i>Job Information</i>	Job Data			KSU Job Info