

Temporary/On-Call – Change of Position

This redesigned form is in addition to the already redesigned forms used to process hire, rehire and additional assignments for Temporary and On-Call employees. This document covers the Change Position form for employees moving from a student position to a Temporary or On-Call position with no break in service.

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Selecting the Employee

1. Click on **Unit Administrator**→**Administrative Services**→**Temporary and On Call Employees: TOC Processes**

TOC Processes

Select Employee

1 2

Select Employee Create Position

Search Employee By SSN/APID/ZPID

SSN/PID: *

Start Date: * 

Search Employee

2. Search for the employee by entering either their **SSN** or their **PID**
3. Enter the **Start Date** of the employee or use the search box to bring up a calendar to choose the correct date
4. Click **Search Employee** button

TOC Processes

Select Employee

☒ Please create position

1 2

Select Employee Create Position

Create Position

Search Employee By SSN/APID/ZPID

SSN/PID: *

Start Date: * 

Search Employee

Pers. No.	APD	Employee Name	Name of Action	Start Date	Assig. End Date	Status	Org Unit	Org Unit Name	Job Title	Employee Sub Group	Payroll area	Empl. %	Group Date	Amount	Form Emp Type
79011373		Margaret Noth	Hire	05/13/2013		Active	10022098	BIOCHEMISTRY & MOLECULAR	Student Info Tech Assista	Student	B1	100.00		65.24	STUD
79011375		Margaret Noth	Additional Assignment	06/01/2013		Active	10041408	HONORS COLLEGE DEAN	Student Undergrad Edu/Tea	Project Pay-Student	B1	100.00		0.00	STUD
79011377		Margaret Noth	Additional Assignment	06/01/2013		Active	10062533	GENERAL COUNSEL	Student Research Assistan	Student	B1	100.00		14.00	STUD

5. For employees with existing assignments, it shows information on those assignments grouped by PERNR and sorted with the most recent actions first. If the start date entered falls after all current assignments, only termination records appear. If this is the correct employee, click **Create Position** button.

Creating the Position

The next phase is to create the position into which the Temporary or On-call employee will be employed.

Position Attributes

TOC Processes

Position Header Details

1 2 a

Select Employee Create Position Position Header

◀ Back To Selection Screen | Next Step Enterprise Structure ▶

Start Date: 08/28/2013

Organization Unit: * 00000000

Job Title: * 00000000

6. Select an **Organization Unit** either by selecting from the drop down menu or typing in the correct organization unit code. Press enter to populate the organizational unit name if the drop down menu is not used.
7. Select a **Job Title** either by selecting from the drop down menu or typing in the job title code. Press enter to populate the job title name if the drop down menu is not used.
8. Click **Next Step Enterprise Structure** button.

Enterprise Structure

TOC Processes

Enterprise Structure

1 Select Employee → 2 Create Position → a Position Header → **b Enterprise Structure** → c Position Description → d Supervisor

◀ Back To Selection Screen ◀ Previous Step | Next Step Position Description ▶

	Name of EE group	Name of EE subgrp	P.subarea text	Personnel Area Text
☐	Non-Union	Hourly-Temp	Professionals	MSU - US
☐	Non-Union	Bi-Weekly On Call	Professionals	MSU - US
☐	Non-Union	Proj Pay-Biweekly OC	Professionals	MSU - US

9. The allowed enterprise structure combinations will display. Select an **Enterprise Structure** by clicking the gray box to the left of the combination. This will highlight the row. If there is only one option the selection will already be highlighted.
10. Once highlighted, select **Next Step Position Description** button

Position Description

TOC Processes

Position Description

1 Select Employee → 2 Create Position → a Position Header → b Enterprise Structure → **c Position Description**

◀ Back To Selection Screen ◀ Previous Step | Next Step Supervisor ▶

Position Description: *

11. Type in a detailed description of job duties in the section provided, **Position Description**. Once completed, click **Next Step Supervisor** button.

Supervisor

TOC Processes

Supervisor

1 2 a b c d

Select Employee Create Position Position Header Enterprise Structure Position Description **Supervisor**

◀ Back To Selection Screen ◀ Previous Step | Next Step Building Address ▶

Supervisor: * 00000000  

First Name: Last Name:

12. Search for the **Supervisor** by selecting the search box or by typing in the correct Supervisor position ID. The name will populate into the spaces provided. Once the name appears, click **Next Step Building Address** button.

Administrative Address

Administrative Address

e

2

Administrative Address Create Position

Back To Selection Screen

Previous Step

Position Overview

Is the employee working off-campus?: ☐

Location ID: *  Room number:

Telephone Number: (Format: 5173551234)

Address Line 1:

Address Line 2:

City:

Region:

Description:

Postal Code:

Country:

Name:

Mail Location:

LocationType:

Location Type Desc:

13. Select **Location ID** either by selecting from the drop down menu or typing in the correct Location ID. Press enter to populate the location id name if the drop down menu is not used. If applicable, type in the **Room number** in the space provided. Type in the **Telephone Number** in the space provided. All other address information will populate in the spaces provided. If all the information is correct, click **Position Overview** button.

Position Overview

TOC Processes

Position Attributes overview

1

2

Select Employee

Create Position

Back To Selection Screen

Change Position

Start Date:

08/28/2013

Organization Unit:

10002034

ANR COMMUNICATIONS

Job Title:

20002837

Professional Aide

Personnel Structure

Position Description

Supervisor

Administrative Address

Enterprise Structure

Name of EE group	Name of EE subgrp	P.subarea text	Personnel Area Text
Non-Union	Hourly-Temp	Professionals	MSU - US
Non-Union	Bi-Weekly On Call	Professionals	MSU - US
Non-Union	Proj Pay-Biweekly OC	Professionals	MSU - US

- The last step in creating the position is the Position Overview. Review the position information for accuracy, clicking the tabs to view each subject. You may change editable fields as needed. Once you have determined the position is correct, click the **Change Position** button to proceed.

Saving the Form

If at any point you wish to save the form and finish it later, click the **Save Draft** button at the top of the window. When you close the window, the system saves a draft of the form to your HR Inbox. At any time you can click the link in the HR/Payroll Inbox to open the form and complete it.

Placing the Employee in the Position

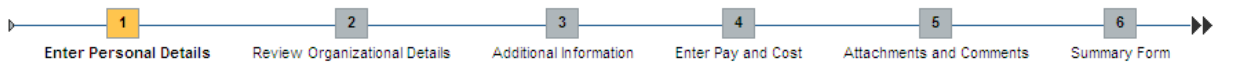
Tips and Tricks

You move through the steps in the process using buttons at the top of the screen.

- Click the **Next** button to validate the information on the screen and advance to the next step. Any errors must be corrected before moving forward. Because options presented are based on information previously entered, you are less likely to encounter errors.
- Click the **Previous** button to go back to the previous screen.

You can also:

- Click any step in the **Navigation Bar** to go directly to that section of the form.



- Go directly to the final summary step and enter all the information on one screen.

However, these options bypass the validation that occurs when clicking the **Next** button. All validation occurs after you click the **Check** button and you receive all error messages in one long list.

Here are some additional tips for completing the form:

- Use the Tab key on the keyboard to move from field to field.
- Where you see a **search**  button, you can press the F4 key to open the search window, rather than clicking on the button.

Personal Details

TOC Change in Position History [Back](#) [Forward](#)

Fill Out Form: Temporary and On Call Change Position for Margaret Noth

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos

1 2 3 4 5

Enter Personal Details Review Organizational Details Enter Contact Information Enter Pay and Cost Additional Information

[Next](#) [Save Draft](#)

Personal Details

Title: First name: Margaret Middle name: * Gender: Female * Citizenship: Citizen I-9 Status: I-9 Not on File	Suffix: * Last name: Noth * Date of birth: 02/12/1960 * Social Security Number: [REDACTED] APID: ZPID:
--	--

Disabled: No	* Ethnicity: Not of Hispanic/Latino Origin
--	--

Veteran Status Non-Veteran: ☒ Vietnam-era Veteran: ☐ Recently separated Veteran: ☐ Armed forces service medal veteran: ☐ Disabled veteran: ☐ Special disabled veteran: ☐ Other protected veteran: ☐	Race Selection American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacifi... ☐ White ☒
--	---

Data Changes [Click here to expand](#)

15. Review and enter **Personal Details**. Required fields are marked with a red asterisk. If the field is grayed out this field is not editable. Click **Next** button to continue.
 - a. Please note that you can expand the Data Changes title at any time to compare old and new values

Data Changes

Data Changes			
 Refresh			
Field	New Value	Old Value	
Administrative Address Address	BERKEY HALL		
Administrative Address Address	509 E CIRCLE DR RM 100		
Administrative Address Buildin	00000002		
Administrative Address City	EAST LANSING		
Administrative Address Country	USA		
Administrative Address Postal	48824		
Administrative Address Room nu	100		
Administrative Address State	Michigan		
Administrative Address Telepho	+15171234567		
Assignment end date	05/27/2014	//	
Employee Subgroup	AC	A0	
Employment percent		100.00	
I-9 Expiry date	//	05/19/2013	
Job Description	Professional Aide	Student Info Tech Assistant IV	
Job key	20002837	20002876	
Name of EE subgroup	Hourly-Temp	Student	
Organizational Unit Descriptio	ANR COMMUNICATIONS	BIOCHEMISTRY & MOLECULAR BIOLOGY CHM	
Organizational unit	10002034	10022098	
Pers. subarea text	Professionals	Other EE	
Personnel subarea	AP	OTEE	
Position	30234743	30224461	
Position Abbr	T000120	D000160	
Position Text	Professional Aide	Student Info Tech Assistant IV	
Supervisor Position	30046541		
Workschedule rule	Temporary Employee	STANDSTU	

Organizational Details

TOC Change in Position History Back Forward

Fill Out Form: Temporary and On Call Change Position for Margaret Noth

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos

1 Enter Personal Details 2 Review Organizational Details 3 Enter Contact Information 4 Enter Pay and Cost 5 Additional Information 6 Attachments and Comments 7 Summary Form 8 Review Form 9 Confirmation

Previous Next Save Draft

Organizational Assignment

Start Date: 08/28/2013 * Primary Assignment End Date: 05/27/2014

Position ID: 30234743 Professional Aide Organization ID: 10002034 ANR COMMUNICATIONS

* Job ID: 20002837 Professional Aide * Supervisor: 30048541 Sondra Olin

Personnel area: MSU1 MSU - US Personnel subarea: AP Professionals

Employee group: 2 Non-Union Employee subgroup: AC Hourly-Temp

Payroll area: B1 MSU BiWeekly

Position Description

Designs, modifies, maintains and implements complex mainframe databases and supports database software. Plans, schedules and reviews the activities of lower level professional and technical support staff from a variety of computing areas in order to oversee projects, and determine and resolve problems related to database management software (DBMS).

Choose Enterprise Structure here:

Name of EE group	Name of EE subgrp	P.subarea text	Personnel Area Text
Non-Union	Hourly-Temp	Professionals	MSU - US
Non-Union	Bi-Weekly On Call	Professionals	MSU - US
Non-Union	Proj Pay-Biweekly OC	Professionals	MSU - US

Work Schedule Rule: Temporary Employee

* Employment percent: 0.00

Data Changes

16. Review and enter **Organizational Details**. All required fields are marked with an asterisk. We now have a new functionality where users can change the position information on the form with the exception of changing the employing organizational unit. If a field is changed this adjustment may require a new selection in a different field.
 - a. Note that you can save a draft of the form at any time and come back to it later
17. When the Organizational Details have been reviewed and all required fields are filled, click **Next**.

Contact Information

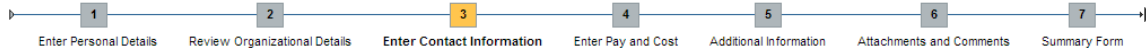
TOC Change in Position

| History [Back](#) Forward 

Fill Out Form: Temporary and On Call Change Position for Margaret Noth

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos

☒ Save draft is successful only upon manually closing the browser tab now.



[Previous](#) [Next](#) [Save Draft](#)

Contact Information

**For non-US addresses please contact Human Resources at 517-353-3720*

Home Address

* Address Line 1:
 Address Line 2:
 * City:
 * State: * ZIP Code:
 Country:
 Other Phone: Cell Phone:
 Restrict Address from Publication: ☐
 Restrict Phone number from Publication: ☐

Emergency Contact Information

Address same as Home Address: ☐
 * First Name: * Last Name:
 Address Line 1:
 Address Line 2: City:
 State: ZIP Code:
 Country:
 * Phone #:

Administrative Address

Building: ☐ Room/Suite #:
 Address Line 1:
 Address Line 2: City:
 State: ZIP Code:
 Country:
 Phone #:
 Is the Employee working off-campus: ☐ County:

Actual Work Location

Building: ☐ Room/Suite #:
 Address Line 1:
 Address Line 2: City:
 State: ZIP Code:
 Country:
 Phone # (Format: +15173551234x12345):

Data Changes

18. Review and Enter **Contact Information**. All required fields are marked with an asterisk
19. When the Contact Information has been reviewed and all required fields are filled, click **Next** button.

Pay and Cost Distribution

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Fill Out Form: Temporary and On Call Change Position for Margaret Noth

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos

1 Enter Personal Details 2 Review Organizational Details 3 Enter Contact Information **4 Enter Pay and Cost** 5 Additional Information 6 Attachments and Comments

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Basic Pay and Cost Distribution

Wage Type: Hourly Rate Regular Pay Amount: 0.00

[Add Row](#) [Remove Row](#) [Expand/Collapse All](#)

Start Date	End Date	Fund	WBS Element	Cost Center	Order	Functional Area
08/28/2013	/ /					

20. Enter **Pay and Cost** Information

a. Please note:

- i. At least one of the account funds must end in “12/31/9999”
- ii. When clicking the Fund field, there is a drop down menu option. Search for and select a **Fund**. If you have created a Personal Value List, you may have to press F4 to override your personal values. If you type the account number, press Enter after typing it to default the other required accounting information.
- iii. If necessary, search for and select other funding elements. If a WBS Element (sub-account) does not appear in a row after the account number is entered this means that there is more than one option for that account. If no sub-account is entered, WBS Element defaults to “No_Sub-Account.”
- iv. To add more rows, click the **Add Row**  [Add Row](#) button and repeat the above steps.
- v. To remove a row, click the **Remove Row**  [Remove Row](#) button.

21. When all Pay and Cost Information has been entered, click **Next** button.

Additional Information

TOC Change in Position

Fill Out Form: Temporary and On Call Change Position for Margaret

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos

1 2 3 4 5

Enter Personal Details Review Organizational Details Enter Contact Information Enter Pay and Cost Additional Information

◀ Previous Next ▶ Save Draft

Does the applicant have any relatives working in the same department: ☐ Yes
☒ No

Has the applicant ever been convicted of a crime?: ☐ Yes
☒ No

Are there criminal charges pending against the applicant at this time?: ☐ Yes
☒ No

22. Review and change (if necessary) the **Additional Information**

a. Please note:

- i. If the employee does have a relative working in the same department, you must insert their name in the field provided (after clicking the 'yes' radio button)
- ii. If the employee has ever been convicted of a crime or has any charges pending against them, there is an option to provide details of such instances (after clicking the 'yes' radio button)

23. When all Additional Information has been reviewed/changed, click **Next** button.

Attachments and Comments

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Fill Out Form: Temporary and On Call Change Position for Margaret Noth

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos

1 2 3 4 5 6 7

Enter Personal Details Review Organizational Details Enter Contact Information Enter Pay and Cost Additional Information **Attachments and Comments** Summary Form

[Previous](#) [Next](#) [Save Draft](#)

Attachments

☐ Disclosure & Consent Form (Criminal Background Release Form)

Attachment Type: Choose File No file chosen [Upload](#) [Delete Attachment](#)

New Comments

Previous Comments

Important Links to lookup

[Americans with Disabilities Act](#)
[Conflict of Interest Form](#)
[Disclosure and Consent \(Criminal Background Release\) Form](#)
[MSU NetID Instructions](#)
[Parent Consent Form](#)

24. Attachments and Comments gives you the option to attach any required documents, gives you important links for documents you may need and gives you the option to provide comments you may want approvers to see
25. When you completed adding comments and attachments, click **Next** button

There are no required attachments for hiring a Temporary or On-call employee. However, you have the option of attaching a document to the form. **Important Links** at the bottom of the screen provide links to policies and procedures that may apply, and to forms that can be attached and submitted. Review this information as needed.

To enter comments and attach documents

1. Upload the required attachments indicated.
2. Enter any comments in the **New Comments** field.
3. Click the **Next** button.

To upload an attachment

1. Select the attachment being uploaded from the **Attachment Type** drop-down list.
2. Click the **Browse** button to locate and select the attachment.
3. Click the **Upload** button to attach the file.
4. If desired, check the box for the attachment.

Summary Form

The **Summary of the Form** gives you one last chance to review everything you have entered and gives you any warning messages needed.

Click the **Check** button to have the system perform a final check of the information. Correct any remaining errors.

At this point you can generate a PDF by clicking the **Generate PDF** button. The PDF version of the form opens in a new window, and can be saved or printed. As the form routes for approvals, approvers are able to view the form as a PDF by clicking the **Generate PDF** button.

After review of the form click the **Send** button to send the form into workflow

Review Form and Confirmation

You are now ready to send the form for approval.

Upon successful submission, the HR/Payroll system displays a process reference number.

TOC Change in Position

Form Completed

Personnel Number: 79011373 Effective Date: 08/28/2013 Initiator Name: Melissa Kacos Process Reference Number: 000000171683

✓ Form submitted successfully (process reference number: 000000171683)

8 Review Form 9 Confirmation

26. This is the confirmation that your form has been submitted. Please note the form reference number which can be found in two places. This is important to have in order to track your form and/or give to Central HR for status updates or issues that may arise.

The form then enters workflow. The form routes for all unit approvals, then goes to Central HR. Central HR reviews the form, verifies receipt of the hard copy Form I-9 if applicable, then approves the form and updates the HR/Payroll system.

As the form routes for approvals, approvers are able to view the form via the Summary Screen or as a PDF by clicking the **Generate PDF** button.

Attachments are an important part of the process. To ensure that all appropriate attachments are available to all approvers, approvers cannot add or remove attachments. If attachments must be changed, the approver should reject the form back to the initiator.

Additional Information

- Reference guide [General Instructions and Tips for New HR/Payroll Forms](#) for information on the new forms, including more specifics on topics such as error messages, auto-complete and saving drafts.
- Quick guide [Personal Value Lists](#), on how to create and use Personal Value Lists.