



# City of Minneapolis

PeopleSoft HCM/ELM v9.2 Upgrade

## HR GENERALISTS – TEAM TRAINING

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## COURSE INTRODUCTION

<b>Target Audience</b>	This course is intended for CoM end users in the areas of HRIS Human Resources administration.
<b>Prerequisites</b>	Prerequisites: <ul style="list-style-type: none"><li>• Hand's on experience and knowledge of PS HR 8.9 module</li><li>• System access to PS HR 9.2 Training Environment</li></ul>
<b>Technical System Knowledge</b>	Suggested Technical System Knowledge: <ul style="list-style-type: none"><li>• HR 8.9 experience</li><li>• Understanding of NEOGOV processing</li></ul>
<b>Training Structure</b>	This course format will be through: <ul style="list-style-type: none"><li>• Discussion of Learning Objectives</li><li>• Discussion of Key Policies and Processes</li><li>• Discussion of Key Changes and Impacts</li><li>• Live Demonstrations</li><li>• In-class Exercises</li><li>• Summary and Review</li></ul>
<b>Course Objectives</b>	At the end of this course, participants will be able to: <ul style="list-style-type: none"><li>• Explain the CoM's Data Privacy policy</li><li>• Understand basic HR terminology</li><li>• Complete basic system navigation</li><li>• Understand name formats</li><li>• Execute reports &amp; queries</li></ul>
<b>System Benefits</b>	The system benefits of the new version of COMET (PeopleSoft 9.2) include the following: <ul style="list-style-type: none"><li>• Automated processes, improved efficiency and effectiveness, improved internal controls in the new version of COMET</li><li>• Elimination of new hire forms (upon completion of all NEOGOV integration phases)</li><li>• Streamlined employee on-boarding for network and system access</li><li>• Improved HR Reporting capabilities</li></ul>

**Reference  
Materials**

Participant Guide  
Job Aids  
Role-Based Documentation

**Course  
Overview**

The goal of the HR Generalists course is to provide training on using PeopleSoft 9.2 to support CoM HR business processes and activities, so that HR Generalists can continue to perform their roles in each of their respective Departments.



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## CHAPTER 1: TERMINOLOGY AND DATA PRIVACY

### Objective

At the end of this chapter, participants will be able to:

- Understand key terminology that HR Generalists use on a daily basis.
- Understand Explain the differences between Public and Private Data
- Comply with the Data Privacy Guidelines outlined in this section

### Key Terms

#### Data Privacy:

- Data privacy is the ability of an individual to exercise appropriate control over an employee's personally identifiable information.

#### Minnesota Data Practices Act:

- State statute that covers Government data practices, including the release of information by financial institutions, matching programs, computerized comparison of data, and access to consumer reports.

#### Public Data:

- Public data is information that can be freely used, reused and redistributed by anyone with no existing local, state or national legal restrictions on access or usage.

#### Private Data:

- Private data is employee information that cannot be disseminated to the public.

### Overview

- As a COMET user, you have access to employee data that is classified under the Minnesota Data Practices Act as private, not public, protected or confidential.
- You are responsible for maintaining the integrity of the COMET system which includes protecting employee data from improper disclosure.
- This section will cover the differences between public and private employee data.

## Data Privacy

### HR Generalists Responsibility

As a COMET user, you have access to employee data that is classified under the Minnesota Data Practices Act as private, not public, protected or confidential.

You are responsible for maintaining the integrity of the COMET system which includes protecting employee data from improper disclosure. If an individual requests data and you are unsure of its classification or unsure whether the individual should be granted access to the data, consult your department's HR Generalist or Personnel Representative, or the City Attorney's Office for guidance.

As a COMET user, you are required to read and follow Data Privacy Guidelines included in this manual.

## Data Privacy Guidelines

### Data Privacy Regarding Employees

In the course of your employment as a COMET user you will have access to *private personnel data* as that term is defined by the Minnesota Data Practices Act. Minnesota Statute §13.43 Subd. 2 and 4. You may only access private personnel data when required by a specific job assignment or when authorized by a supervisor. Once you access private personnel data, you are responsible for maintaining the confidentiality of the employee data at all times.

Accessing private personnel data for an improper purpose or improperly disclosing private personnel data may subject you to discipline up to and including discharge.

Accessing private personnel data for an improper purpose or improperly disclosing private personal data includes, among other things: accessing the data without authorization, accessing the data without a job related purpose, using or disseminating private personnel data for a purpose other than required by your job assignment or disclosing private personnel data to an individual who does not have an authorization to access the data or who does not have a reasonable need to know.

As a COMET user you are required to read and follow the Data Privacy Guidelines included in this manual. Should you have questions about the guidelines, the extent of your authority access private personal data or your ability to disclose private personnel data you should immediately contact a supervisor before proceeding.



**IMPORTANT Exception:** ALL personnel data maintained on an undercover law enforcement officer is Private Data.

## Public Data on Employees

City data can be classified as public if the information is available to all employees and all individuals or entities external to the corporation. Examples of public data in the for City employees are listed below:

1.	Name
2.	Employee Identification Number, which must not be the employee's Social Security Number
3.	Actual gross salary
4.	Salary Range
5.	Terms and conditions of employment relationship
6.	Contract fees
7.	Actual gross pension
8.	The value and nature of employer paid fringe benefits
9.	The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary
10.	Job title
11.	Bargaining unit
12.	Job description
13.	Education
14.	Training background
15.	Previous work experience
16.	Date of first and last employment
17.	Work Location
18.	Work Telephone Number
19.	Badge Number
20.	Work-related continuing Education
21.	Honors and awards received
22.	Payroll Timesheets or other comparable data used only to account for employee's work time for payroll purposes, except to the extent that the release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data

## Private Data on Employees

Except for items 1-22 listed above, all other data on employees is Private Data and may not be disseminated to the public.

### Data Privacy Regarding Disciplinary Action

To determine if data regarding a discipline matter is public or private you must first ascertain whether “Final Disposition” has been imposed and whether the employee is represented by a labor organization.

- If the employee is not represented by a labor organization, Final Disposition occurs when the City makes its final decision about the disciplinary action, regardless of the possibility of any later proceedings.
- If the employee is represented by a labor organization, Final Disposition occurs at the conclusion of the arbitration proceedings or upon the failure of the employee to elect arbitration within the time provided by the labor agreement.
- If an allegation of substandard performance or misconduct HAS NOT resulted in Final Disposition, only the “Existence and Status” of the complaint or charge is Public Data:
- The “Existence and Status” of the complaint or charge.
  - **Existence:** Yes or No: There were (not) or are (not) complaint(s) received.
  - **Status:** Choose one of the following: The investigation is ongoing; The matter is still pending; The matter was not sustained; or, No discipline was imposed. (**NOT who, what, when, where & why**)
- If an allegation of substandard performance or misconduct HAS resulted in disciplinary action, the following information can be released after the Final Disposition:
  - The discipline imposed and specific reasons for the action.
  - Data documenting the basis for the action.
  - When such requests are received, it is best to check with your Department’s HR Generalist or the City Attorney’s Office before releasing any information of this nature.

## Data Privacy Regarding Applicants

(except  
Undercover Law  
Enforcement  
Officers)

Applicant names are **PRIVATE DATA except** when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. A "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

The following information is Public Data on applicants:

- Veteran's Status relevant
- Test scores
- Rank on eligible list
- Job History
- Education and Training
- Work availability



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## HRIS Key Terminology

### Additional Assignments

An additional assignment can be a concurrent job, a detail, restricted work detail and/or a workforce utilization detail.

### Combination Codes (Combo Codes)

Combo Codes are a condensed version of the City's chart of accounts string that includes Account (or object), Fund, Dept. ID, and – if applicable for project costing – an identifier for Project and/or Task.

### Effective Date

Whenever you enter a row of information in any HRIS record, you must enter the correct **Effective Date**. When you enter a new effective date row, the system automatically creates a copy of the last record and defaults the **Current Date** into the Effective Date field. Most of the time, the current date is not the date of the actual action, and you will need to enter (type) the 'real' effective date.

### Exception Pay Employees

Exception employees are all of the exempt and some non-exempt employees who will be paid based on the standard hours on their job records. **NOTE:** Some exception employees who have additional jobs (details and concurrent jobs) will have to be changed to hourly for correct time entry.

### Include History (Update/Display and Update/Display All)

If you do not **Include History** when you look at a record, you are using the **Update/Display** option, which only provides you a view of an employee's current data. We suggest that you always choose **Include History**, because this option allows you to look at historical data, as well as current data, which you may need to access in order to do your work.

### Positive Pay Employees

Positive pay employees are hourly employees whose daily time must be keyed into timesheets. Most of the time, these employees are hourly, non-exempt employees. But, they can also be exception employees who have additional jobs with employee records greater than '0'.

### Salaried

COMET tracks and treats salaried employees differently. Salaried employees receive 1/26th of their stated compensation each pay period, regardless of the number of hours reported. Payroll representatives need only key time that is an exception, e.g., sick and vacation.

## COMET vs. HRIS References

The new system (PeopleSoft 9.2) is now called COMET, which replaces the former HRIS system. The COMET system includes both the legacy HRIS and Finance functionality (formerly called COMPASS).

In this document, the following naming conventions are followed:

- COMET is used to refer the former HRIS system
- HRIS Field Representatives are still referred to as 'HRIS' Field Representatives
- HRIS, when used to describe the HRIS Department or HRIS Website, remains the 'HRIS' Department/Website

## Additional Reference Materials

[Minnesota Government Data Practices Act](#)

[Minnesota Government Data Practices Act – Personnel Data](#)

## Summary

HR Generalist Team Responsibility:

- As a COMET user, you have access to employee data that is classified under the Minnesota Data Practices Act as private, not public, protected or confidential.
- You are responsible for maintaining the integrity of the COMET system which includes protecting employee data from improper disclosure the City Attorney's Office for guidance.
- As a COMET user, you are required to read and follow Data Privacy Guidelines included in this manual.

To determine if data regarding a discipline matter is public or private you must first ascertain whether "Final Disposition" has been imposed and whether the employee is represented by a labor organization.

Review the HRIS Key Terminology section to understand terms used in the COMET System.

## Exercise

### Questions

- Which state statute governs how employee data is classified?
- What is the HR Generalist's responsibility in managing data privacy issues?
- List five examples of City employee public data information?



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## CHAPTER 2: NAVIGATION

### Objective

At the end of this chapter, participants will be able to:

- Login to the COMET System
- Explain the different COMET Pages
- Set up a Worklist and Favorites

### Key Terms

#### Landing Page

- This is the 'home' page that is displayed for HR Generalists when they log into the COMET HR System.

#### Work Centers

- A collection of business processes to perform a task. Work Centers are assigned on a role-by-role basis. Work Centers are identified by the 'folders' on the COMET Home Page.

#### Employee Self-Service Portal

- A collection of business process that City employees can perform. Employees can update their personal information (address change, emergency contacts, etc.) and other qualifications using the Employee Self-Service page.

#### Management Center Portal

- A collection of business processes for Department Managers, Supervisors , City Leadership and HR Generalists.

#### Worklist

- A COMET "to do" list for an HR event that requires attention.

### Overview

Navigation and the 'look and feel' of the new COMET System (PeopleSoft 9.2) is different from the former system. This section will discuss how to login, explain the difference between the different portal pages, describe the layout of Work Centers, and explain how the features of the Worklist.

## Navigation

### Navigation of COMET

COMET is similar to other internet applications. The system provides the ability to save frequently accessed pages to a 'Favorites' list and includes an enhanced worklist functionality. This course assumes that you have some knowledge of the COMET system.

This chapter will cover the following topics:

- Accessing COMET
- Navigation Functionality:
  - COMET Pages
  - Menu Navigation
  - Work Center Navigation
  - Search Functionality
- Save Pages as Favorites
- Worklist Functionality



## Logging into COMET from CityTalk

The first step is to log into COMET from the CityTalk website:

1. Access CityTalk through a web browser: <http://citytalk>
2. Click the COMET link from the CityTalk homepage.



3. Enter your User Id (Employee ID) and Password.



4. Click the HR button.

HR

## COMET Password

The first time you login to COMET, your initial password will be the last 4 digits of your Social Security Number. You will be required to change your password as soon as you login into COMET.

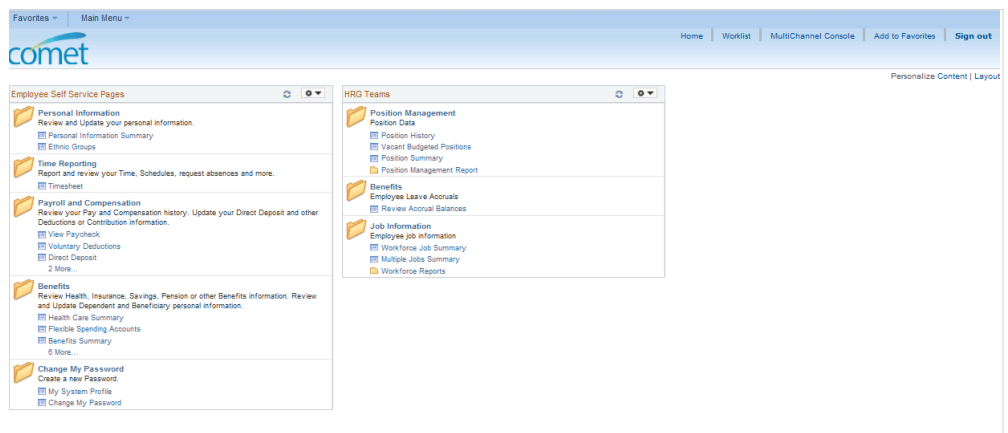
**If you forget your password** – a link is provided - [Forgot your password?](#) to allow employees the opportunity to enter hints and reset their password without contacting the IT Service Center or HRTS Administration

## COMET Pages

### Landing Page

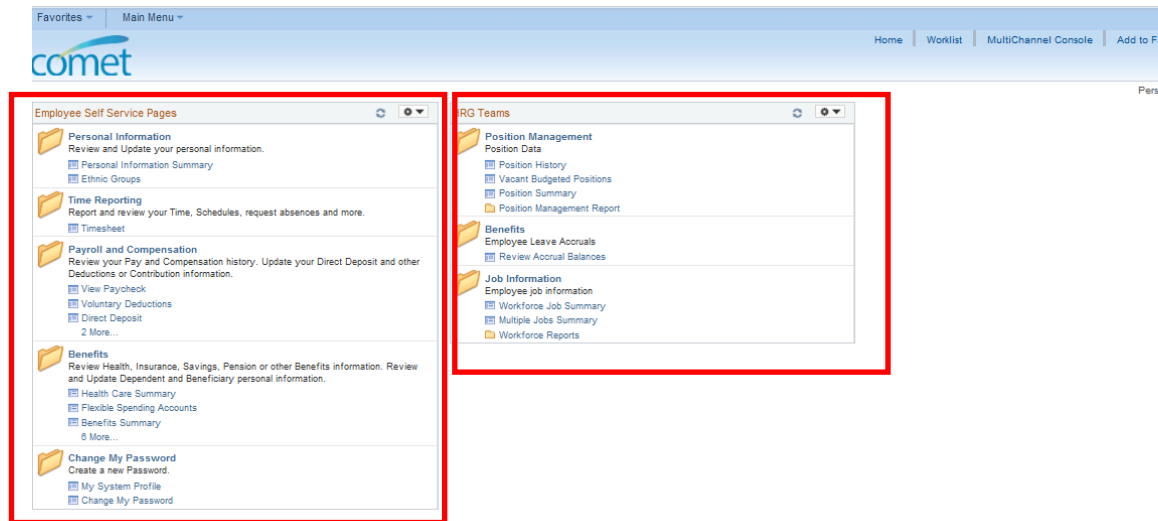
The Landing Page or 'Home Page' is the gateway to information, resources and services for a defined audience and a defined business purpose. The role within one's organizations determines the security access to each process on the landing page.

Additional access requires a completed COMET security form, which is located on CityTalk in the Forms directory. Most data in COMET is private and/or confidential. HRTS Administration reserves the right to provide access to the data at their discretion.



## Work Centers

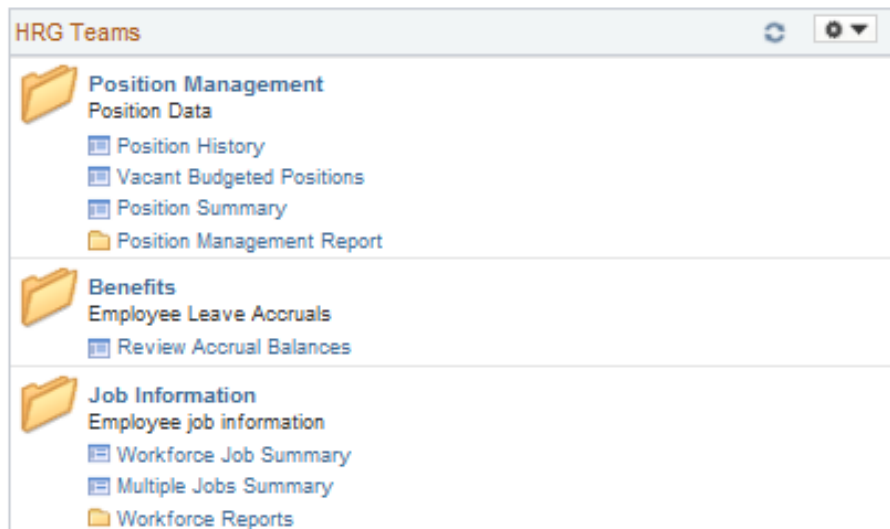
Work Centers are a collection of business processes to perform a task. Work Centers are assigned on a role-by-role basis. Work Centers are identified by the 'folders' on the COMET Home Page.



## HR Generalist Work Center

The HRG Team work center contains access to business processes, including:

- Position Management Position Data
- Benefits
- Job Information

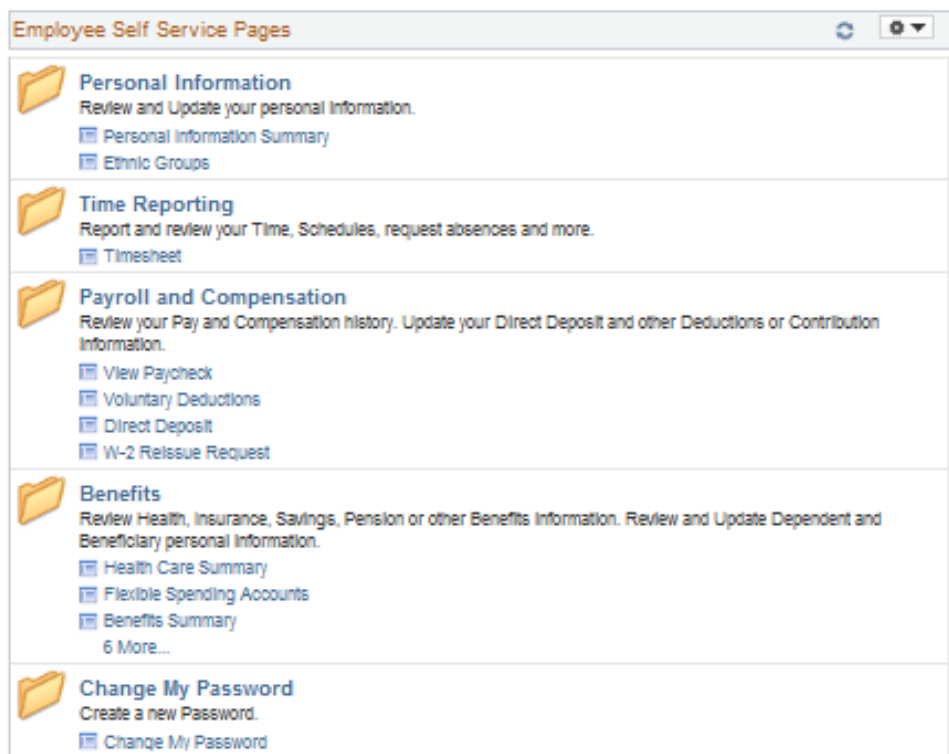


## COMET Employee Self- Service Portal

The COMET Employee Self-Service Portal page is used by City Employees. The main functions include:

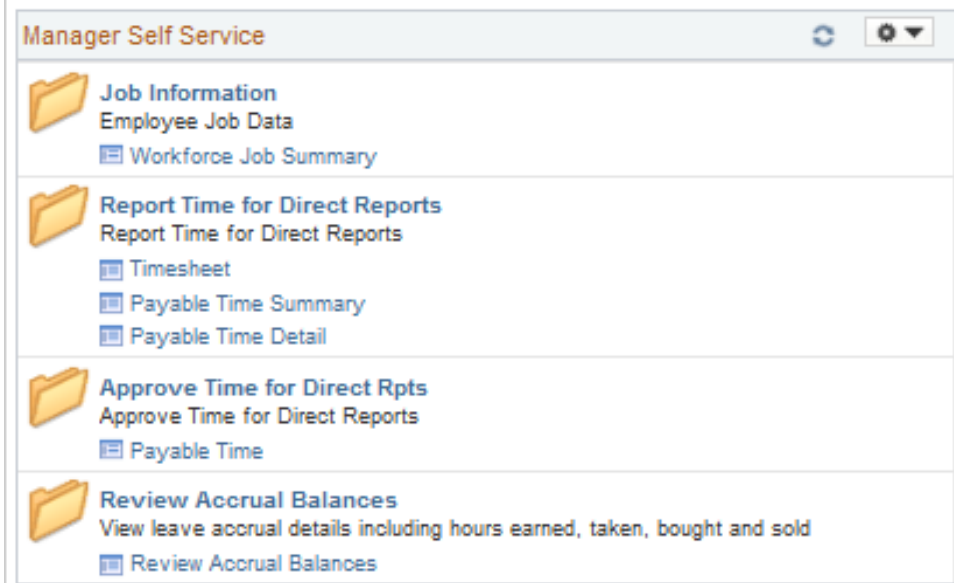
- Modifying personal information
- Time Reporting
- Viewing paychecks and direct deposit settings
- Managing Benefits (Open Enrollment)

Employees can update their personal information (address change, emergency contacts, etc.) and other qualifications using the Employee Self-Service page. This is also the page that provides access to the online Timesheet.



## Manager Self-Service Portal

The main functions of the COMET Management Self-Service Portal Page include Management Reports, Manager Notices and Worklist Items. The Management Portal will appear differently based on the security role. The COMET Manager Self-Service Portal Page is used by Department Managers, Supervisors, City Leadership and HR Generalists.



## Additional Notes on Portal Access

Additional access requires a written request from the Manager/Supervisor and/or HR Generalist. The request must include a business reason to justify additional access. Most data in COMET is private and/or confidential, and HRIS Administration reserves the right to provide access to the information at its discretion.

Users may have more, less or different menu items (or Work Centers) than are displayed in the screenshots in this document. The items in the menu display are dependent on the person's role in the organization.



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## Search Options

### Various Search Options

A user may have more, fewer or different menu items than are displayed in the screenshots in the Training document. Menu display is dependent on your role within the organization.



The various search options allow you to use a method that is most familiar to you.

1. **Menu Navigation** is a hierarchy of folders that expand and collapse.
2. **Work Centers** provide an alternative navigation option that displays the same results as the Menu. Inside each work center are links that take you directly to the pages you need to access.
3. The **Search** functionality will find a specific transaction page and display the associated path.

Additional access requires a completed HRIS Security Form that has been approved by your Supervisor and the HR Generalist for your department. The form is located on CityTalk under the Forms Index. Most of the data in COMET is private and/or confidential and HRTS Administration reserves the right to provide access to the system at their discretion.

## Favorites

### Add Favorites - Steps

Favorites allow a user to save a link to frequently accessed pages. Here are the steps to add a favorite:

1. Navigate to the page to be selected as a favorite:

#### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

begins with ▼

Empl Record:

= ▼

Name:

begins with ▼

Last Name:

begins with ▼

Second Last Name:

begins with ▼

Alternate Character Name:

begins with ▼

Middle Name:

begins with ▼

☐ Include History

☐ Correct History

☐ Case Sensitive

2. Click the **Add to Favorites** link (  ) in the top right corner of the browser
3. The **Add to Favorites** pop-up appears. Enter a description or name for the page.

×

Add to Favorites

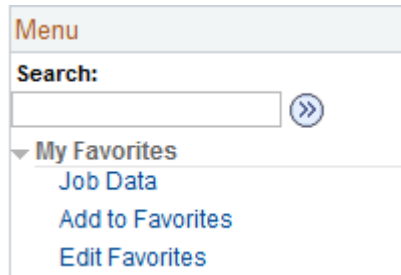
Please Enter a Unique Description for this Favorite

\*Description

4. Click **OK**.

## Access Favorites

To access a favorite, click **My Favorites** in the **Menu** and click the desired hyperlink:



Click **Edit Favorites** to change a display name or order.

## Worklist

### “To Do List”

A worklist is a COMET “to-do” list. When an HR event requires attention, a notification to take action on the COMET Management Center is sent to the appropriate supervisor. This notification or “to-do” item is used by the supervisor role and will remain for the supervisor until it has been marked as ‘worked’.

[Worklist](#)

Worklist for 121264:

Detail View

Worklist Filters:  [Feed](#)

From	Date From	Work Item	Worked By Activity	Priority	Link	Personalize   Find   View All         First   1-11 of 11   Last
HRIS System ID	08/21/2013	License or Cert Expiring	License or Cert Expiring	1-High	<a href="#">087415_0_Anne Stahn</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	10/12/2013	License or Cert Expiring	License or Cert Expiring		<a href="#">054051_0_Kathy Loudon</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	03/17/2014	License or Cert Expiring	License or Cert Expiring		<a href="#">050070_0_Robert Becker</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	08/25/2014	License or Cert Expiring	License or Cert Expiring		<a href="#">115258_0_Sadie Pulk</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	08/25/2014	License or Cert Expiring	License or Cert Expiring		<a href="#">115262_0_Katie Lampi Hermanson</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	10/04/2014	License or Cert Expiring	License or Cert Expiring		<a href="#">115262_0_Katie Lampi Hermanson</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	12/18/2014	License or Cert Expiring	License or Cert Expiring		<a href="#">121280_0_William Kass</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	01/01/2015	License or Cert Expiring	License or Cert Expiring		<a href="#">121280_0_William Kass</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	07/18/2014	Probation Period Ending	Probation Ending		<a href="#">121280_0_William Kass</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	04/02/2015	Probation Period Ending	Probation Ending		<a href="#">050070_0_Robert Becker</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>
HRIS System ID	04/02/2015	Probation Period Ending	Probation Ending		<a href="#">115262_0_Katie Lampi Hermanson</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>

[Refresh](#)

Most HR Generalist team members will not have access to this page. But, as the HR Generalist for your department(s), you need to know the page is available to Supervisors and/or Managers. You may direct them to the Worklist Job Aid that is available of CityTalk under the HRIS Information Center page for detailed instructions.

To navigate to the Worklist, select: *Main Menu > Worklist > Worklist Details*



## Summary

- The Landing Page ('Home Page') is the gateway to information, resources and services for a defined audience and a defined business purpose.
- Work Centers are a collection of business processes to perform a task. Work Centers are assigned on a role-by-role basis. Work Centers are identified by the 'folders' on the COMET Home Page.
- Employee Self-Service Portal is the location where employees can update their personal information (address change, emergency contacts, etc.) and other qualifications.
- Management Center Portal is a collection of business processes for Department Managers, Supervisors, City Leadership and HR Generalists.
- The Worklist is a COMET "to do" list for an HR event that requires attention.

## Exercise

### Overview

This activity allows you to practice the following:

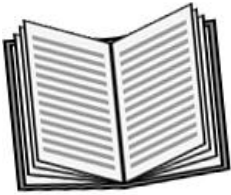
- Logging into COMET
- Exploring the Work Center
- Search Options
- Adding/Accessing a 'Favorites'

### Duration

20 minutes

### Scenario

In this exercise, your instructor will provide you with your login credentials. Once logged into COMET, you can navigate through the HRIS business processes associated to your work center, perform the various search options available in COMET, and adding a frequently used page as a 'Favorite'.



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### **Activity**

Open up a browser session and use the COMET System application to answer the following questions:

1. How are names displayed by default in COMET?
2. What search results are returned if you enter the characters "Lewis" in the Name Field?
3. What search results are returned if you enter the characters "LEWIS" in the Last Name field?
4. How would you use the percent sign (%) wildcard in the Name field when searching for persons whose last name is "Lewis"?

### **Practice:**

Practice this exercise using the Training Sandbox. The menu path to search employee records is: *Main Menu > Workforce Administration > Job Information > Job Data.*

## CHAPTER 3: HIRE PROCESS

### Objective

At the end of this chapter, participants will be able to:

- Understand the difference between a direct hire and applicant hire
- Set up a new direct hire in COMET
- Explain the job information that is passed to HRIS from NEOGOV
- Perform any necessary steps for setting up an applicant hire.

### Key Terms

#### Direct Hire

- A direct hire is a person hired as an appointed employee, a temporary employee or hired into one of the various independent boards and agencies.

#### Applicant Hire

- An applicant hire is a person hired through Team Minneapolis. Job information data is automatically transferred from Team Minneapolis to the HR Module.

#### NEOGOV

- HR software application that automates the entire hiring, onboarding, and performance evaluation process for applicant hires.

### Objective

There are two different ways to process a hire in COMET, which includes two different ways to navigate the system in order to complete a hire. This section will cover the process for a **direct hire** and **applicant hire**.



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## Reg/Temp Status Codes

Reg (Permanent) Code	<b>City and Park</b> - This code is used for employees considered to be Permanent employees. For Certified jobs in the City and Park this includes all employees defined as permanent in the Civil Service Rules. This is also used for uncertified employees who are considered permanently employed.	
	<b>Other Independent Boards &amp; Agencies</b> - This code is used for permanent employees of the board or agency, however that may be defined.	
Temp (Temporary) Code	<b>City and Park</b> - This code is used for employees considered to be Temporary employees. For Certified jobs in the City and Park this includes all employees defined as temporary in the Civil Service Rules, including certified temporary employees, "permit" employees, outside trades and any other employees who are working only temporarily.	
	<b>Other Independent Boards &amp; Agencies</b> - This code is used for temporary employees of the board or agency, however that may be defined.	
Seasonal Code	<b>City Council Departments:</b> This code is used for those employees who are currently categorized as Seasonal by collective bargaining agreement or Civil Service Rules, most of whom work in Public Works. For City Council departments this code has significant impacts for benefits and payroll.	
	<b>Park</b> - This code may be used according to the business needs of the Park for uncertified employees.	
	<b>Other Independent Boards &amp; Agencies</b> - This code may be used in whatever way the independent board or agency finds useful.	
ACA- Seasonal Code	ACA Seasonal status is used to identify those jobs for which we are <b>not</b> required to offer immediate health care coverage. To date, the following City jobs have been identified as ACA seasonal. These jobs/positions start at the same time each year (or election year) and have an expected duration of six months or less.	
	<b>Job Code</b>	<b>Job Title</b>
	C03810	Election Judge – C
	C03820	Student Election Judge
	C9075C	Seasonal Environ Health Tech – C
	C09490	Urban Scholar Intern-Graduate – C
	C09495	Urban Scholar Intern-Undergrad – C
	C07500	Step Up Program Intern – C
	C09750	METP Summer Youth 9063

## Employment Status

Empl Class	Class Description	Usage
C	Certified (Classified)	<p><b>City and Park ONLY:</b> Used for all employees hired through the Central HR Staffing Process who are Classified and Certified (Civil Service) It is also includes MERF employees who have Civil Service Classified Status.</p> <p><b>Other Independent Boards &amp; Agencies</b> - Should not be used.</p>
A	Appointed	<p><b>City and Park</b> - Used for employees currently considered appointed and not in a certified job code and who are not Charter Department Heads.</p> <p><b>Other Independent Boards &amp; Agencies</b> - May be used in whatever way the board or agency finds useful, or not used at all if appropriate.</p>
H	Charter Department Head	<p><b>City and Park</b> - Used only for those positions defined by the State Legislature as Charter Department Heads.</p> <p><b>Other Independent Boards &amp; Agencies</b> -Should not be used.</p>
E	Elected	<p><b>City and Park</b> - Used only for Mayor and City Council Members</p> <p><b>Other Independent Boards &amp; Agencies</b> - May be used in whatever way the board or agency finds useful for any elected positions, or not used at all if appropriate.</p>
T	Outside Trades	<p><b>All Departments, Boards &amp; Agencies</b> - This code <b>must be used</b> for all people who are not City employees but are hired through the unions as "outside trades" employees and paid through the City's payroll system.</p>
U	Uncertified Order	<p><b>City and Park</b> - Used for non-certified employees who do not fit into any of the other categories; including Elections Judges, Summer Youth and other Work Program participants</p> <p><b>Other Independent Boards &amp; Agencies</b> - May be used in whatever way the board or agency finds useful, or not used at all.</p>
L	Ancillary	<p><b>City and Park</b> - This code is generally used for employees who do not fit into any of the other classes or are different from other uncertified employees. Examples would be the following: Board and Commission members who are compensated through the payroll system; Paramedics and Medical Support team members employed as needed by the Police Department;</p> <p><b>Other Independent Boards &amp; Agencies</b> - May be used in whatever way the board or agency finds useful, or not used at all.</p>

## Classified Indicator

Classified Indicator Code	Description	WHEN TO USE: <ul style="list-style-type: none"> <li>Record No. '0' - PRIMARY (ZERO) RECORD CODES</li> <li>USE FOR HIRE, REHIRE, OR APPROPRIATE JOB CHANGE ACTIONS</li> </ul>
A	Legislative Appointment	Appointed employees and Charter Department Heads who are not political appointments (see code Q).
C	Classified	Employees certified through Central HR (Civil Service) staffing process for City & Park Jobs.
G	Grant Employee	Employees who are not certified but are hired on long-term projects funded by grants and given benefits as if they were regular (permanent). Call Central HR/HRIS for assistance if you feel this code is appropriate. <b>Requires an Expected Job End Date</b>
P	Permit	Temporary employees hired into <b>Certified</b> Job Codes of the City and Park (except Park Board "Code 8" employees – which would be code U). <b>Excludes Outside Trades workers</b> <b>Requires an Expected Job End Date</b>
Q	Political Appointment	Appointed support staff, such as administrative support for Mayor and City Council Members.
S	Casual	<b>Outside Trades</b> workers whose Health & Welfare is paid to the union hall by the respective salary authority (City, Park and MBC).
T	Temporary	<b>Election Judges</b> <b>METP - Summer Youth and related work programs</b> <b>Park Board Summer Teen Workers</b> <b>Requires an Expected Job End Date</b>
U	Unclassified	<i>Used for City and Park temporary employees who are <b>not</b> in any of the other categories. Examples include: Elected Officials, Police Department Medical Support Team members, and Park Board "Code 8" employees.</i> <b>Includes Student Interns (one year limit) and also requires an Expected Job End Date</b>

Classified Indicator Code	Description	ADDITIONAL RECORD CODES (Record Numbers Greater than Zero): <ul style="list-style-type: none"> <li>TO USE FOR ADDITIONAL ASSIGNMENTS OR APPROPRIATE JOB CHANGE ACTIONS</li> </ul>
D	Detail	Regular (permanent) certified employee assigned to work in a different Job Code instead of his or her regular (permanent) Job Code (6 or 12-month limit, check the contract). Also includes Restricted Work and Return to Work Details. <b>May require Expected Job End Date</b>
J	Concurrent Job	Regular (permanent) employees assigned to work sporadically in a different Job Code over an indefinite period of time OR any non-permanent employee working in more than one Job Code at the same time. Also includes Workforce Utilization additional records.
R	PW Dual Certification	Public Works employees who have successfully completed an approved apprenticeship program for one of the following: Asphalt Raker; Lead Pipelayer I, II and III or Cement Finisher.

## Full / Part / Intermittent

<b>Full Time</b>	<b>All Departments, Boards &amp; Agencies:</b> Used for employees who are working a full-time workweek on a regular basis. This varies between 40 hours and 54.6 hours per week.	Standard Hours: 30-40
<b>Part Time</b>	<b>All Departments, Boards &amp; Agencies:</b> Used for employees who are working less than a full-time workweek on a regular basis.	Standard Hours: 20-29.99
<b>Intermittent</b>	<b>All Departments, Boards &amp; Agencies:</b> Used for employees who are working on an intermittent basis. For example, an intermittent employee may work full or part time workweeks on an occasional basis, or may work sporadically for a day or two at a time. It is used for employees who would be considered as employed on an “on-call” basis.	Standard Hours: 1-19.99

## Applicant Hire

### Process

Data for an applicant is sent over to COMET from TeamMinneapolis (NeoGov); Information transferred includes:

- Personal data displayed on the Personal Information pages
- Primary position information defaults into the Job pages
- Job Opening status is set to closed

HRTS Administration works with Strategic Workforce Solutions to ensure that applicant/employee data is processed correctly. If you need assistance with this process, contact HRTS Administration for assistance.

## Disciplinary Actions

### Overview

The HR Generalists teams play a key role in ensuring the timely and accurate entry of Disciplinary Actions in HRIS. Since some data entry responsibilities reside with staff from customer departments, members of the HRG Teams need to partner with these employees to make sure the information is entered into HRIS in an accurate and timely manner.

All formal disciplinary actions need to be documented in the system for all employees of the Mayor/City departments and Classified employees of the Park Board. This includes the following actions:

- Verbal Warnings (a.k.a. Oral Reprimands)
- Written Reprimands
- Disciplinary Suspensions
- Disciplinary Demotions
- Discharges and Resignations in Lieu of Discharge

Some collective bargaining agreements may specify the types of disciplinary actions which can be formally documented in an employee's record. For example, some collective bargaining agreements do not recognize verbal warnings as a form of disciplinary action. Members of the HR Generalist teams can assist managers, supervisors and department designees in making sure that the only the appropriate disciplinary actions are entered into HRIS.

If a disciplinary action is equal to or exceeds a full payroll period, (80 Hours), it must also be entered in the employee's Job Data pages. This should be completed by the Department HRIS Representative or Payroll Representative. For an unpaid suspension, use an Action of Suspension/Disciplinary. For a paid suspension, use an Action of Paid Leave of Absence/Administrative Leave.

**Disciplinary suspensions** require adjustments to be made to an employee's longevity and leave accrual eligibility dates.

**Disciplinary demotions** require entering the actions in the employee's Job Data pages. If a demotion is permanent, the employee should be demoted to a position. If it is temporary, the demotion should be into a Job Code and not a position.



## Position Management

### Position Management

Human Resources along with Finance and Property Services took an in-depth look at position management in order to see how we could manage and maintain accurate information. After much discussion the following decisions were made that will have an impact on how position management will be used in the new 9.2 COMET system.

Partial position management will continue to be the standard; all regular employees should be in a position. This allows Central HR and the Budget Office to monitor the actual and budgeted FTE's for permanent budgeted positions. Temporary employees will not be in positions except in special cases. For example Election Judges and summer youth works at the City and Park Board.

Override Position Data will not be an available on the employee job record. HRTS Administration will need to be contacted to have changes made to the position and/or the employee.

An online position management form will be rolled out during phase two of the upgrade (you can remove it you think it should not be in the training document).

The screenshot displays the 'Position Management' form in the COMET system. The form is organized into several sections, each with a tabbed interface at the top: 'Description', 'Specific Information', and 'Budget and Incumbents'. The 'Position Information' section includes fields for Position Number (0000058), Headcount status (Filled), Current Head Count (1 out of 1), Effective Date (01/01/1901), Reason (NEW), New Position, Position Status (Approved), Status Date (01/01/1901), Action Date (01/01/1901), and Key Position. The 'Job Information' section contains fields for Business Unit (MPLMN), Minneapolis MN, Job Code (02510C), Constr Maint Laborer-C, Employee Class (Certified), Manager Level (Non-Manager), Full/Part Time (Full-Time), Regular Shift (Not Applicable), Title (Constr Maint Laborer-C), Union Code (CLB), Laborers Local 363-City, and Short Title (CML). The 'Work Location' section includes fields for Reg Region (USA), United States, Department (6300000), PW - SURFACE WATER & SEWERS, Location (C6300), Pub Wks Sewers, Reports To, Supervisor Lvl, Dot-Line, and Security Clearance. The 'Salary Plan Information' section includes fields for Salary Admin Plan (CLB), Grade, Step, Standard Hours (40.00), Work Period (W), Weekly, and a grid for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The form also includes a search bar, a list of tabs, and a footer with navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.

## Position Management Checklist

HR Generalist teams will need to work with their respective departments to ensure position data is correct before the job is opened for application; it must be correct before the hire and/or promotion is sent over to HRIS from TeamMinneapolis. This includes but is not limited to the following fields on the position. The following is a checklist of items:

- Ensure that the position is vacant or will be vacant by the time of hire
- Job code/job title is correct
- Full-time/Part-time status is correct
- Department is correct (especially important for Public Works)
- Location code is correct
- "Reports to Position" is correct
- NEOGOV position is correct in HRIS
- Look for vacant location codes

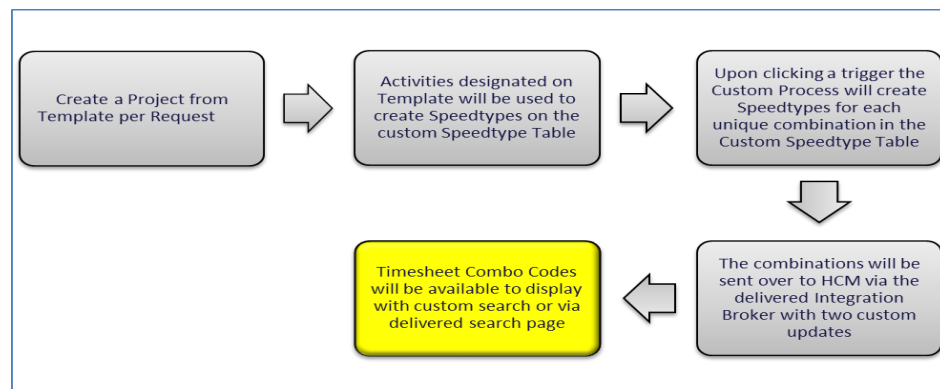
Remember – Override Position Data will not be available to users in the new HRIS system.

## Combo Codes

### Combo Codes

A combination code (combo code) is a key that defines a combination of ChartFields. When processes are run to post transactions to the Finance general ledger, the combination code identifies the ChartFields to include on each transaction. A valid combination code is a combination of ChartFields that are valid in general ledger.

New combo codes are generated by Finance (project and non-project codes) and are 'pushed' into HCM, as shown in the diagram below:



HR Generalists, Timekeepers and any City employee who performs time entry needs to be aware that new combo codes are continuously being created. Time entry needs to be entered against the proper combo code.

## Project Combo Codes

### Naming Conventions:

- 15 Character PROJECTID (Green)
- 7 Character ACTIVITYID (Black)
- 3 Digit Auto-number (Blue)
- Example of a Project Combo Code:  
680F01090000000BM01000001

### Notes:

- If the PROJECTID or ACTIVITYID doesn't equal 15 or 7 characters respectively, then the rest would '0' fill
- For the first occurrence a PROJECTID and ACTIVITYID, the Autonumber (sequence number) will be 001
- Where the PROJECTID and ACTIVITYID are the same, the Autonumber (sequence number) will be set to 002, 003, 004, etc.

## Non-Project Combo Codes

### Non-Project Combo Codes:

- Fund (Green)
- Department (Black)
- If there is no Project (Red dash '-')
- If there is no Task (Blue dash '-' or additional characters)
- Examples of Non-Project Combo Code:
  - 001008200230--
  - 115007101251-710PL76

For additional information on using Combo Codes, contact the Department Account team.

## Summary

- A direct hire is a person hired as an appointed employee, a temporary employee or hired into one of the various independent boards and agencies. The direct hire process requires the HRIS Rep to manually enter the personal data, followed by the job data for the employee.
- NEOGOV is an HR software application that automates the entire hiring process for applicant hires.

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## CHAPTER 4: REPORTS AND QUERIES

### Objective

At the end of this chapter, participants will be able to:

- Locate and execute Reports
- Executing Queries
- Saving Queries to Favorites

### Key Terms

- Report – pre-defined queries that return HRIS information on-line
- Query – data retrieval from COMET by specifying parameters, such as Department or Employee ID

### Overview

COMET offers a wide range of query and reporting possibilities. These include the standard reports, as well as the reporting tools you can use to customize reports or create new ones.

You can extract the precise information that you are looking in COMET without writing programming statements. The queries that you write can be as simple or as complex as necessary; they can be one-time queries or queries that you use repeatedly.



*Notes:*

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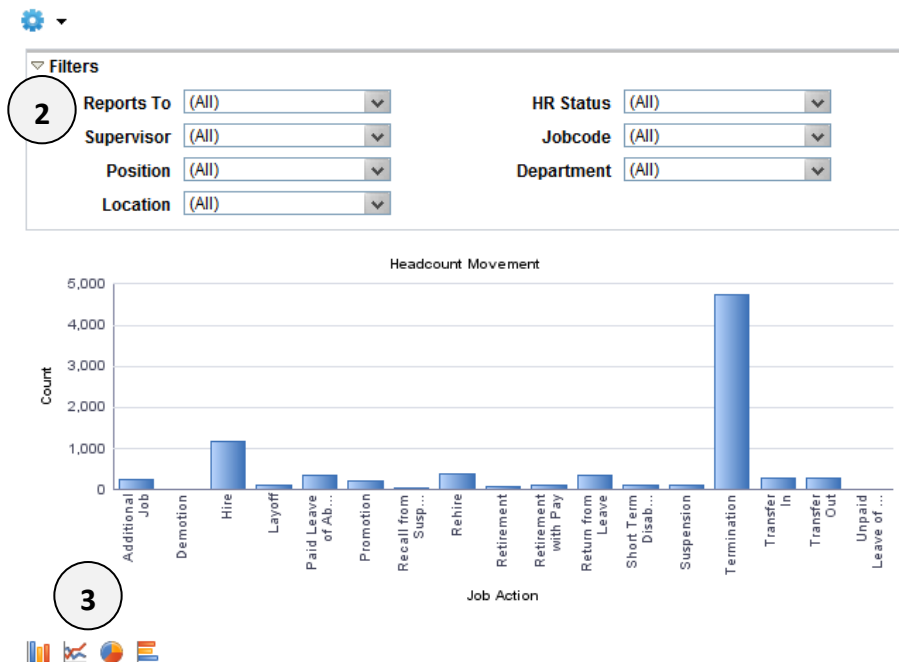
## Reports

### Running Reports

HR Generalist teams have the ability to run predefined reports within COMET. HR Generalist teams are able to view reports online before deciding to print the report or export data. Searches can be performed on the report when attempting to find specific employee or Departmental Information.

Navigate to a report – in this example, the Workforce Job Summary Report is executed.

1. To access this report, select *Main Menu > Workforce Administration > Workforce Reports > Quick Analytics > Headcount Movement*
2. The **Headcount Movement** report appears. Filters can be applied to control information displayed on the report.



## Common Reports

### Employee Listing Report

The employee listing report is designed to assist users in retrieving a variety of public employee information from COMET allowing users to complete customized analysis and complete various reports based on specific needs or requests. Human Resources is hopeful that this report will also decrease the demand for routine requests for information and reduce the number of customized queries that have to be built to respond to requests for information. The individual running the reports will have the ability to select up to 30 fields as described below.

Some of the fields that can be selected when running the employee listing report can be used to generate information that was previously provided as part of the Workforce Planning Process. For example, selecting Original Hire Date and Job Entry Date permits the user to determine the tenure of an individual employee and the average tenure of a group of employees.

The user can also determine the amount of experience a specific occupational grouping has which can show where additional training may be needed or where job enrichment could be used as a strategy to reinvigorate employees and improve productivity. More importantly, the information is provided to give managers insightful data about their workforce so they can more effectively manage their human resources and anticipate and plan for the changes that maybe on the horizon if essential positions become vacant, as the competencies for future change, etc.

Department 311

Generate

Employee Listing

Fields to display in Results

Results										
						Find   View All		1-33 of 33		Last
Department	Name	EE ID	Red Nbr	Location Code	Location	Job Code	Title	Status	Orig Hire Date	Job Entry Date
1 311	Baker, Latoya Rochelle	098874	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Leave W/Py	2000-04-06	2008-07-28
2 311	Besch, Kim M	061031	0	C8320	311 Call Center	02846C	Customer Service Agent II-C	Active	1992-12-07	2005-11-07
3 311	Brunner, Judith Ann	116727	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2011-04-11	2011-04-08
4 311	Bulger, John A	115356	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2009-11-23	2011-04-04
5 311	Carr, Vanessa	111018	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2008-08-14	2008-08-14
6 311	Dekker, Matthew William	111428	0	C8320	311 Call Center	09201C	Shift Supervisor, 311 Call Ct	Active	2007-02-20	2014-01-13
7 311	Farinella, Gina Marie	098673	0	C8320	311 Call Center	02846C	Customer Service Agent II-C	Active	2000-02-07	2014-05-26
8 311	Fragassi, Chantel	121569	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2014-02-24	2014-02-24
9 311	Franson, Ryan	123085	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2014-08-25	2014-08-25
10 311	Galatowitsch, Timothy Ivan	123090	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2014-08-25	2014-08-25
11 311	Glenn-Couch, Brenda	111050	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2008-08-28	2013-09-09

## Employee Turnover Report

Potential uses for this report include but are not limited to:

- Budget forecasting and preparation
- Assist in identifying employees who have yet to complete their probationary period in an effort to ensure that employee performance is effectively managed during this critical time, the last phase of the selection process
- FTE Allocation by Location (i.e. Division, Work Unit)
- To identify how long employees have been on permit and detail (non-zero record) so letters of agreement can be completed when extensions are necessary per labor contracts and Civil Service Commission Rules

Employee turnover has been a longstanding concern of managers. Moreover, employee retention is a growing concern of employers as the labor market tightens and baby boomers continue to retire. The costs associated with employee turnover can be extremely high and replacement costs go beyond the cost of placing an advertisement in the Star Tribune, interviewing potential replacements, conducting reference and background checks, etc.

There are also costs associated with decreased productivity, increases in overtime expenditures, employee training, etc. To maximize the City's overall efficiency and effectiveness in delivering services to our customers and citizens, we must strive to minimize employee turnover. Employees are the City's most important resource. Department management, in partnership with Human Resources, must play an active role in monitoring retention and address issues that may be causing undesirable turnover.

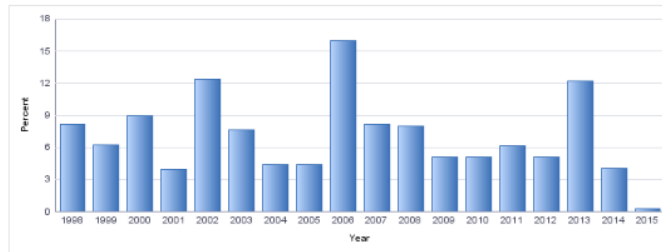
This report provides Departments a view of their employee turnover over time. If trends are evident, management should learn from and partner with Human Resources to appropriately respond to those trends. Conducting exit interviews or surveys may be another strategy to identify the reasons employees are leaving especially from those you want to retain.



Department

[Generate](#)

Employee Turnover



Results [Find](#) [View All](#) [Print](#) [Excel](#) First 1-18 of 18 Last

	Department	Cal Year	Separations	Transfers	Total Turnover	Beginning Headcount	Ending Headcount	Turnover Rate
1	ATTORNEY	1998	3	4	7	90	92	8.14
2	ATTORNEY	1999	4	2	6	92	101	6.22
3	ATTORNEY	2000	8	1	9	101	100	8.96
4	ATTORNEY	2001	4	0	4	100	102	3.96
5	ATTORNEY	2002	8	4	12	102	93	12.31
6	ATTORNEY	2003	5	2	7	93	90	7.65
7	ATTORNEY	2004	3	1	4	90	92	4.40
8	ATTORNEY	2005	4	0	4	92	92	4.35
9	ATTORNEY	2006	13	2	15	92	96	15.96
10	ATTORNEY	2007	5	3	8	96	101	8.12
11	ATTORNEY	2008	7	1	8	101	99	8.00
12	ATTORNEY	2009	4	1	5	99	98	5.08
13	ATTORNEY	2010	3	2	5	98	98	5.10
14	ATTORNEY	2011	4	2	6	98	97	6.15
15	ATTORNEY	2012	5	0	5	97	99	5.10

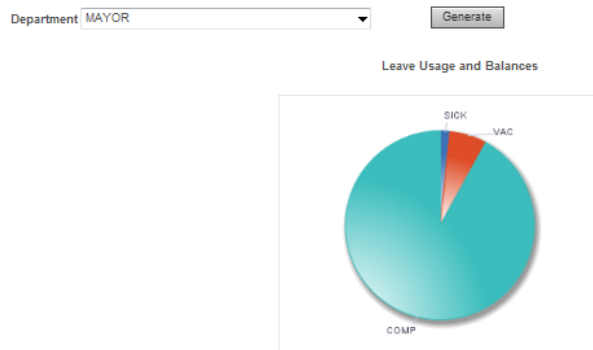
Potential uses for this report include but are not limited to:

- Analysis of employee turnover in relation to department trends such as retirement projections, sick leave usage or overtime and local and national trends such as unemployment rates, turnover rates for comparable employers, etc.
- Drilling down into the annual rates further analysis can be done by:
- Separating voluntary (i.e. retirements, resignations, inter-departmental transfers) turnover from involuntary (Discharges, probationary releases, layoffs) turnover
- Identifying trends for specific job classifications or work units to determine if management practices are contributing factor and that may need to be changed in an effort to improve employee retention and reduce the costs associated with employee turnover
- Separating “desirable” employee turnover from undesirable employee turnover
- Analyzing turnover rates by protected class status to identify retention rates for different groups (i.e. Gender, Ethnicity and Age).

## Leave Usage and Balances Report

This report provides information to Departments for a variety of reasons. First, the development of adequate staffing levels to meet workload demands must encompass an anticipation or expectation of when employees may be absent or factoring in how often employees will be absent from work.

The Leave Usage and Balances report provides year-to-date absentee percentage due to vacations, comp time and sick leave usage. Second, a spike in increased employee absences may highlight potential issues with employee morale or job satisfaction. Finally, management can use the detail within this report to identify excessive individual absenteeism. This report shows year-to-date information only and will be refreshed biweekly at the conclusion of each payroll cycle.



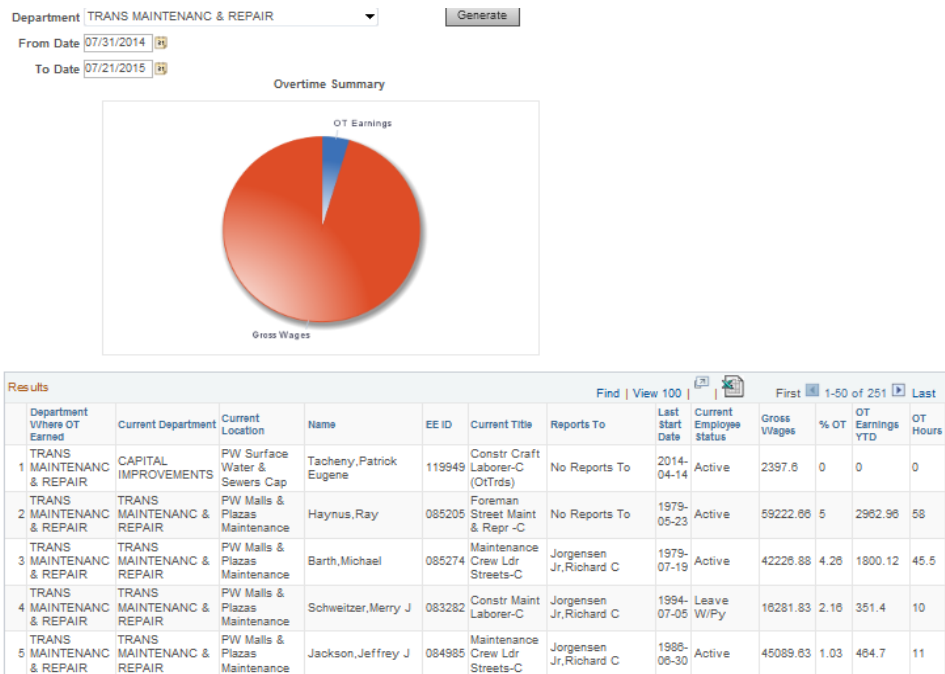
Results										Find   View All		First   1-11 of 11   Last				
Department	Location	Reports To	% Leave Taken	Name	EE ID	Title	Last start Date	Status	Sick YTD Taken	Sick Balance	Vac YTD Taken	Vac Balance	Comp YTD Taken	Comp Balance	Regular Hours	Sal Plan
1 MAYOR	Mayor	Hecker, Benji Alec	21.67	Khamso, Tou Tou E	098201	Mayors Office Associate-C	1999-01-04	Active	40.00	26.75	64.00	60.57	0.00	0.00	480.00	CAF
2 MAYOR	Mayor	No Supervisor	26.79	Haulcy, Dianne Gwendolyn	121577	Sr Policy Aide - C	2015-03-09	Active	8.00	-3.69	120.61	0.00	0.00	0.00	480.00	CPA
3 MAYOR	Mayor	Stiles, John Thoburn	11.67	Zawistowski, Stephanie Lee	121727	Principal Policy Aide - C	2014-04-21	Active	24.00	192.00	32.00	37.53	0.00	0.00	480.00	CPA
4 MAYOR	Mayor	Stiles, John Thoburn	8.33	Brickman, Katelyn Ashley	121502	Sr Policy Aide Press Secretary	2014-01-06	Active	0.00	240.00	40.00	67.69	0.00	0.00	480.00	CPA
5 MAYOR	Mayor	Stiles, John Thoburn	8.33	Wagenius, Peter D	103420	Principal Policy Aide - C	2002-01-03	Active	16.00	550.46	24.00	379.07	0.00	0.00	480.00	CPA
6 MAYOR	Mayor	Stiles, John Thoburn	6.67	Hecker, Benji Alec	109538	Sr Policy Aide - C	2006-01-03	Active	0.00	646.15	32.00	330.45	0.00	0.00	480.00	CPA
7 MAYOR	Mayor	Stiles, John Thoburn	1.67	Garcia Luna, Erick	121741	Sr Policy Aide - C	2014-04-28	Active	0.00	216.00	8.00	58.46	0.00	0.00	480.00	CPA
8 MAYOR	Mayor	Stiles, John Thoburn	1.67	Goodrich, Grace Hanna	116334	Administrative Aide Mayor-C	2010-06-21	Active	8.00	158.92	0.00	180.79	0.00	0.00	480.00	CPA

## Overtime Summary Report

Potential uses for this report include but are not limited to:

- Identification of leave usage by individual employee, by work location or department
- Manage absenteeism within the workforce
- Identification of trends, including work locations and job classifications with high levels of usage
- Develop strategies to reduce sick leave usage where it is high in an effort to increase productivity and lower direct (i.e. overtime) and indirect (Slower response rates to service requests) costs
- Assist in the development of staffing plans for departments or work units where certain staffing levels are required
- Compare with Overtime Summary to determine if there is a correlation between Leave Usage and OT Compensation.

While overtime is often operationally needed to meet increased service demands, priorities and emergencies, excessive overtime hours can exhaust operating budgets and compromise safety, health and productivity if employees continuously work an excessive number of hours. The Overtime Summary report is designed to assist management in monitoring overtime, managing employment costs including those related to employees working excessive hours.



## Classic Position Management Report

Potential uses for this report include but are not limited to:

- Identify employees who are earning overtime compensation to ensure fair and acceptable work practices
- Identify where overtime is being authorized which can be used to compare to other work units, to the City or other organizations similarly situated
- Assist in the assignment of overtime when governed by union contract language
- Complete trend analysis by viewing overtime charges for different periods of time (e.g., 2005 vs. 2004) and comparing this to workforce productivity
- Conducting a cost benefit analysis to determine if it would be more cost effective to add additional staff versus paying overtime.

The Classic Position Management Report is designed to give managers a snapshot of their workforce at a certain point in time. More importantly, the information is provided to give insightful data about the workforce so, departments can better manage their human resources to anticipate and plan for the changes that may be on the horizon if essential positions become vacant.

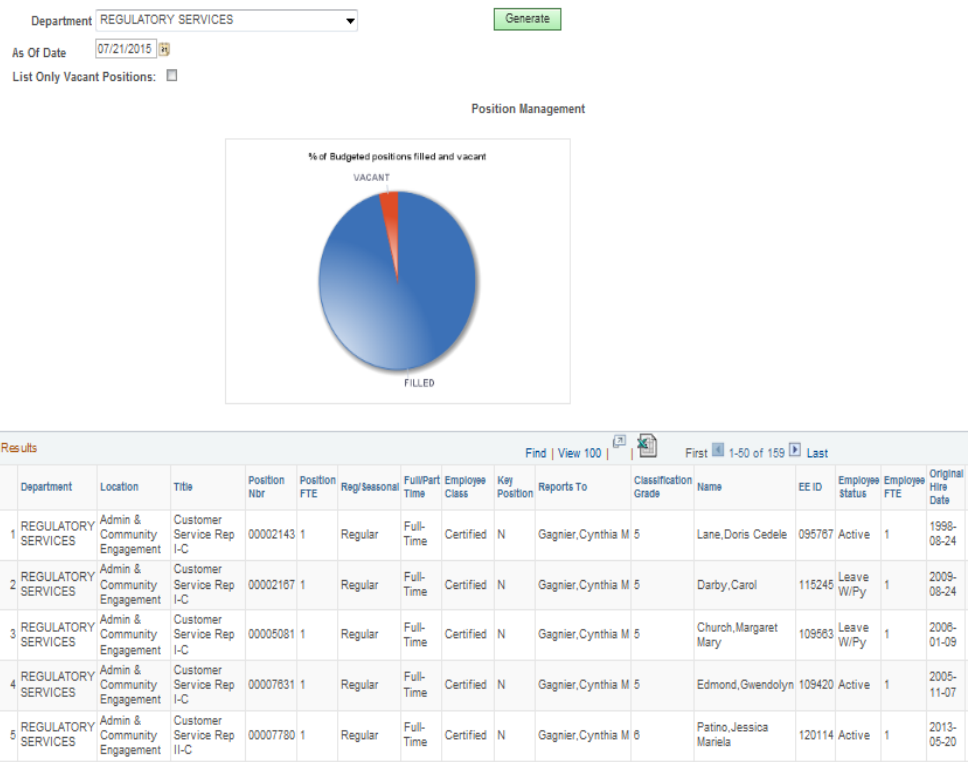
The information is furnished as a management tool to help Departments plan and develop the workforce needed for the future and is to be used for legitimate and non-discriminatory business reasons.

Report ID: MPOS250.SQR Classic Position Management Report Page # 1									
As of Date 01/01/2014 HUMAN RESOURCES									
Locn	Position	Job Cd	Job Title	PTF	R/B	FPI	Class	Name	ID
Grade	Rate	Step	Incr.	Date	Hire Date	Plan	Brn	Sal.	Why
CE155	00001861	05412C	HR Associate-C	1.0	R	F	C	Rando, Heather Mae	119591
CE155	00001864	05412C	HR Associate-C	1.0	R	F	C	Rara, Brianna	122117
CE155	00001816	05412C	HR Associate-C	1.0	R	F	C	Lampe, Joel William	121286
Total for Job Code 05412C				3.000					
CE154	00003527	05416C	HR Associate Consultant-C	1.0	R	F	C	Risset, Darcia A	093982
CE154	00003531	05416C	HR Associate Consultant-C	1.0	R	F	C	Dejarlais, Crystal G	061643
Total for Job Code 05416C				2.000					
CE155	00001962	05418C	HR Consultant-C	1.0	R	F	C	Scheller, Roxanne L	066977
CE155	00002958	05418C	HR Consultant-C	1.0	R	F	C	Isaion, Janis May	098732
CE155	00002961	05418C	HR Consultant-C	1.0	R	F	C	Obato, Irene	062098
CE155	00002962	05418C	HR Consultant-C	1.0	R	F	C	Villareal, Daniel	109777
CE155	00002996	05418C	HR Consultant-C	1.0	R	F	C	Salami, Hassan A	066875
CE155	00003630	05418C	HR Consultant-C	1.0	R	F	C	Richardson, Francine	121385
CE155	00007154	05418C	HR Consultant-C	1.0	R	F	C	Yang, Mai Xai	120421
CE160	00007880	05418C	HR Consultant-C	1.0	R	F	C	Kolodan, Kathryn	118586
Total for Job Code 05418C				8.000					
CE160	00001891	05419C	HR Consultant, Confidential-C	1.0	R	F	C	Adenivi, Elizabeth M	010526
CE160	00005037	05419C	HR Consultant, Confidential-C	1.0	R	F	C	Naveen, Eria B	119863
Total for Job Code 05419C				2.000					
CE155	00002355	05420C	Human Resources Generalist-C	1.0	R	F	C	Toal, Elizabeth	112052
CE155	00004009	05420C	Human Resources Generalist-C	1.0	R	F	C	Carlo, Archimede G	102870
CE155	00003610	05420C	Human Resources Generalist-C	1.0	R	F	C	Gabard, Jennifer J	113509
CE155	00003611	05420C	Human Resources Generalist-C	1.0	R	F	C	Charlton, Kelley Maureen	112009
CE155	00003613	05420C	Human Resources Generalist-C	1.0	R	F	C	Jones, Susan Dale	109992
CE155	00003614	05420C	Human Resources Generalist-C	1.0	R	F	C	Petty, Jill Patricia	109844
CE155	00005062	05420C	Human Resources Generalist-C	1.0	R	F	C	Xiong, Destiny	121250
Total for Job Code 05420C				7.000					
CE160	00007424	05421C	HR Lead Investigator-C	1.0	R	F	C	Kennedy, Steven G	109805
Total for Job Code 05421C				1.000					
CE154	00002131	05426C	HR Senior Associate-C	1.0	R	F	C	Hugh, Mary W	068374
CE160	00002365	05426C	HR Senior Associate-C	1.0	R	F	C	Madden, Carol Ann	119744
CE155	00003632	05426C	HR Senior Associate-C	1.0	R	F	C	Gibson, Susan J	060333
CE154	00003635	05426C	HR Senior Associate-C	1.0	R	F	C	Vacant	
Total for Job Code 05426C				4.000					
CE154	00000058	05428C	HR Senior Consultant-C	1.0	R	F	C	Gross, Diana Carol	066461
CE154	00002041	05428C	HR Senior Consultant-C	1.0	R	F	C	Anderson, Steven Lawrence	119795
CE154	00002046	05428C	HR Senior Consultant-C	1.0	R	F	C	Wiggin, Valentine Ann	064628
CE160	00002957	05428C	HR Senior Consultant-C	0.8	R	F	C	Friedman, Amy S	067412
CE160	00002960	05428C	HR Senior Consultant-C	1.0	R	F	C	Habner, Michael	078228

## Position Management Report

The 'new' Position Management report is very similar to the 'classic' Position Management Report, however, some of the information within the report has changed and the new report has other improved features including a graphical presentation of the percentage of positions that are vacant or occupied. Accurate position information in the report is critical as it can be used to make informed decisions about the workforce. If kept up to date and accurate it also provides a "real time" inventory of authorized and 'key' positions.

Position management also provides the City with a method of documenting Council-approved, permanent positions by job classification. The accuracy of position data is critical to many functions. The data is used to determine FTE's in each department and whether these positions are vacant or occupied. The data may also be used by the Budget Office to assist with the annual budget process.



Other potential uses for this report include but are not limited to:

- Identification of vacant positions
- Use to identify 'Key' Employees critical to City Operations during a crisis/disaster
- Run to create either a Department wide or City wide list of 'Key' Employees
- Identification of when an employee may be eligible for a step increase (compare Salary Step vs. Entry Date)
- Identification of when an employee performance appraisal is due (by looking at Entry Date if reviews are conducted on anniversary date)
- Use during time of hiring freezes and budget cuts to identify positions that may need to be frozen, eliminated or reallocated within the organization
- Identification of changes (i.e. employees, job classifications, FTEs, etc.) in the workforce by comparing reports run for different points in time.

## Retirement Eligibility Report

The Retirement Eligibility report is designed to assist management in understanding when employee retirements might occur and identify where key employees may separate from the organization. The report forecasts employee retirements over the next ten years based on retirement eligibility rules from the pension plans that cover City employees. To see additional information about retirement eligibility rules refer to the Management Reporting Data Dictionary.

Using the eligibility rules for each pension plan, the system projects the first possible calendar year the employee is eligible to retire. The report will only list employees who are determined to be eligible to retire in the next ten years. If an employee reached retirement eligibility in a previous year, the employee will be reflected in the graph as eligible to retire in the current year as they could potentially leave at any time. The report detail will list the actual year they became eligible.

Department:

Retirement Eligibility



**Notice:** Some of the information in this report is considered private data under the Minnesota Government Data Practices Act. The information within the report is to be used only for legitimate business reasons and workforce planning purposes. Distribution of the information within the report to individuals who do not have a legitimate need to know or have this information may pose a legal risk to you and the City of Minneapolis. The projected time an employee is eligible to retire is based on service time in HRIS. For employees who received pension service credit in other organizations, the actual year of retirement eligibility may be sooner than the projections show. Active employees eligible to retire in previous years are included in the graph in the current Calendar year. The above chart does not display calendar years when no employees are eligible for retirement.

Results														Find   View All		First	1-20 of 20	Last
	Department	Location	Original Year Eligible	Classification Grade	Job Title	Name	EE ID	Position Number	Reports To	Status	Last Start Date	Pension Plan	Gender	Ethnicity	Previous Plan Exists			
1	SANITARY SEWER	PW Eng Dsn Sanitary Sewer	2024	9	Supy Engng Tech II Sup3-C	Cherrier, William J	080171	00002475	Klejwa, Joseph A	Active	1991-08-05	PERA	Male	White				
2	SANITARY SEWER	PW Eng Dsn Sewer Design	2018	8	Engineering Technician II - C	Gage, Peter J	080282	00002484	Strehlo, Jeremy T	Active	1985-02-04	PERA	Male	White				
		PW Eng																

Anticipating future employee retirements is a critical component of workforce planning and can be of great assistance in identifying where management succession plans and employee replacement plans are needed. Moreover, they can serve as the impetus to develop cross training plans to ensure that more than one employee is capable of performing specific responsibilities.

Other potential uses include the identification of:

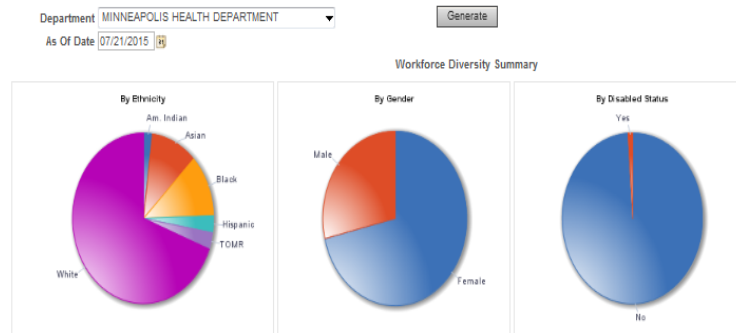
- Opportunities to diversify specific positions or job groups so diversity in the workforce exists at all levels within the organization
- Areas in the workforce where the organization may be vulnerable due to employee specialization where only one employee knows how to perform a certain job function
- Positions that may become vacant allowing management the time to develop or cross-train current employees so they are eligible to promote or transfer into these position reducing costs related to external recruitment including costs associated with using executive search firms
- Where a large group of employees in a single job classification can leave at a single time impacting service delivery and increasing operating costs



## Workforce Diversity Summary

A key component of any workforce plan is the inclusion of a diversity plan that will outline the strategies an organization is going to take to ensure that workforce is reflective of the community and customer base being served. Having a workforce made up of a representative mix of the community, including people with disabilities, older and younger employees and culturally and linguistically diverse people, is one that has the potential to be more responsive to the City's residents and customers.

The Workforce Diversity Summary is designed to assist Departments in assessing the workforce's current diversity and how to look at how it may have changed over time by comparing report results for different points in time.



Notice: Some of the information in this report is considered private data under the Minnesota Government Data Practices Act. The information within this report is to be used only for legitimate business reasons and workforce planning purposes. Distribution of the information within the report to individuals who do not have a legitimate need to know or have this information may pose a legal risk to you and the City of Minneapolis.

Results																			Find   View All		First 1-50 of 94		Last	
Department	Location	Name	EE ID	Employee Job Title	Classification Grade	Employee Status	Full/Part Time	Regular/Temporary	Employee Class	EEO-4 Category	EEO Job Group	Orig Hire Date	Last Start Date	Job Entry Date	Gender	Ethnicity	Disabled	Officer Code						
1 MINNEAPOLIS HEALTH DEPARTMENT	Administration HFS	Musican, Gretchen G	097978	Commissioner of Health-C	17	Active	Full-Time	Regular	Charter Department Heads	Offici/Adm	PS	1999-07-12	1999-07-12	2005-02-15	Female	White	No	Non-Sworn						
2 MINNEAPOLIS HEALTH DEPARTMENT	Administration HFS	Smith, Kenneth Lee	121388	Public Health Specialist II -C	8	Suspended	Full-Time	Regular	Certified	Professnls	PM	2013-10-15	2013-10-15	2013-10-15	Male	Black	No	Non-Sworn						
3 MINNEAPOLIS HEALTH DEPARTMENT	Administration HFS	Wysel, Hattie	106025	Program Assistant-C	7	Active	Full-Time	Regular	Certified	Admin Supp	CB	2004-04-06	2004-04-06	2007-05-14	Female	Am. Indian	No	Non-Sworn						
4 MINNEAPOLIS HEALTH DEPARTMENT	Community Services HFS	Cotton, Sasha Renee	121497	Sr Public Health Special YD-C	9	Active	Full-Time	Regular	Certified	Professnls	PM	2014-01-06	2014-01-06	2014-01-06	Female	TOMR	No	Non-Sworn						

Potential uses for this report include but are not limited to:

- Identification of under-representation of protected class groups within the City, specific departments, divisions, etc. by job classification or occupational grouping (i.e. EEO 4 Category or Job Group)
- Assist in the development of departmental diversity goals and the workforce plan section of the business plan
- Identify where the development of specific targeted recruitment plans and initiatives are needed before opening a position for application
- To be used by policy makers as an input into performance reviews of department heads
- To be used by department heads as an input into the performance reviews of their division directors and hiring managers
- Completion of trend analysis to see where changes in the workforce have occurred over time and where continued or more focused efforts are needed.

## Other Reports

### Required Learning - Ethics

This report provides a departmental summary of employee compliance to the City's policy to attend Ethics training or a suitable equivalent every 3 years. Department Heads are responsible for ensuring that all of their employees attend mandated training.

Department:

#### Required Learning Status Report - Ethics



This report provides a summary of employee compliance to the City's policy to attend Ethics training or a suitable equivalent every 3 years. This report excludes Terminated employees.

Results										Find   View 100   	First 1-50 of 423 Last
Department	Reports To	Name	EE ID	Empl Status	Job Title	Reg/Temp	Full/Part-Time	Activity status	Activity Date		
1 FIRE DEPARTMENT	Brynteson, Charles D	Cruz, Raymond V	011576	Active	Deputy Fire Chief 80 hrs-C	Regular	Full-Time	Completed	2014-01-31		
2 FIRE DEPARTMENT	Brynteson, Charles D	Dickinson, Michael T	011800	Active	Deputy Fire Chief-C	Regular	Full-Time	Completed	2013-12-31		
3 FIRE DEPARTMENT	Brynteson, Charles D	Klepp, Jonathan Ramsey	096240	Active	Deputy Fire Chief 80 hrs-C	Regular	Full-Time	Completed	2013-12-31		
4 FIRE DEPARTMENT	Brynteson, Charles D	Leedham, Donald R	014471	Active	Deputy Fire Chief-C	Regular	Full-Time	Completed	2013-12-31		
5 FIRE DEPARTMENT	Brynteson, Charles D	White, Todd A	017878	Active	Deputy Fire Chief-C	Regular	Full-Time	Completed	2013-12-31		
6 FIRE DEPARTMENT	Dickinson, Michael T	Allred, William J	010050	Active	Firefighter 54.6 hrs/wk -C	Regular	Full-Time	Completed	2013-11-30		
7 FIRE DEPARTMENT	Dickinson, Michael T	Anderson, Dave A	010180	Active	Fire Motor Operator 80 hrs-C	Regular	Full-Time	Completed	2013-11-30		

Potential uses for this report include but are not limited to:

- Review and track compliance for your department
- Identify employees within your department that have not yet completed Ethics training in the past 3 years

## **Required Learning - Respect**

This report provides a departmental summary of employee compliance to the City's policy to attend Respect in the Workplace training or a suitable equivalent every 3 years. Department Heads are responsible for ensuring that all of their employees attend mandated training

In order to meet the City's required policy training standards, the following measures are followed: the Minneapolis policy is read and/or distributed and referenced; attention is called to the fact that policy focuses on non-discrimination of protected classes, although the City of Minneapolis desires a respectful workplace environment for all; the variety of ways that a suspected incident can be reported are made clear (supervisor, any City supervisor, HR staff); attention is called to the non-tolerance of retaliation; attention is called to the higher standards that Supervisors are held to.

Potential uses for this report include but are not limited to:

- Review and track compliance for your department
- Identify employees within your department that have not yet completed Respect in the Workplace training or an equivalent in the past 3 years

## **Special Notes**

- Access to this report may be limited. See the *Management Reports User Manual* for additional instructions on executing reports.

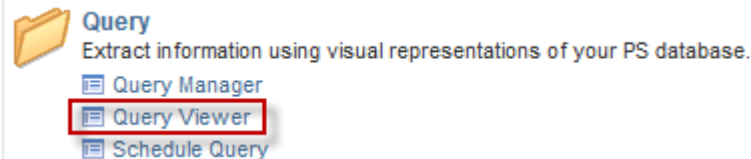
## Queries

### Running Queries

HR Generalist teams have the ability to run queries within COMET. Query searches can be performed when attempting to find specific employee or Departmental Information.

A variety of queries are available in COMET that HR Generalists can execute to gather specific data for the Department.

1. Click to the Query View page from the Management Center page: *Main Menu > Reporting Tools > Query > Query Viewer*



2. The **Query Viewer** page appears. Select the **Search By** option of **Query Name**.

A screenshot of the 'Query Viewer' search interface. At the top, it says 'Query Viewer'. Below that is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two main input areas. The first is labeled '\*Search By' and contains a dropdown menu with 'Query Name' selected; this dropdown is circled with a '2'. The second is labeled 'begins with' and contains a text box with 'HR\_' entered; this text box is circled with a '3'. Below the first input area is a 'Search' button, which is circled with a '4'. To the right of the 'Search' button is a link for 'Advanced Search'.

3. Enter the value "HR\_" in the **begins with** box. You can use a partial description and use the percent sign (%) that represents any string of characters.

#### 4. Select the **Search** button. A list of queries appears on the page.

##### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

##### Search Results

\*Folder View

Query		Personalize   Find   View All			First 1-30 of 69			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
HRIS_AUDIT_ACTIVE_ELECT_JUDGES	active elect judges 111413	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CHECK_ISSUED	Paycheck issued in date range	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CITIZENSHIP_STATUS2	i-9 citizenship by date range	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CITIZENSHIP_STATUS3	i-9 citizenship by date range	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CITIZENSHIP_STAT_HIR	i-9 citizenship by date range	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CITIZENSHIP_STAT_REH	i-9 citizenship by date range	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CITIZENSHIP_STAT_TER	i-9 citizenship by date range	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CITIZEN_EXP_DATE	For Mary Whitaker	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_CONCUR_JOB_ISSUES	Compare 0 to <= 0 Rows	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_DRIVER_LIC_LISTING	Dept Driver's Lic Listing	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_EES_ACTN_DTE_PRMPSTS	ees actreas dte prmpts 070609	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_EES_NOT_USING_TLESS	ees not using tless 091411	Public		HTML	Excel	XML	Schedule	Favorite
HRIS_AUDIT_EES_SALPLN_NEW_RTES	use to ck ees.new.rates.020204	Public		HTML	Excel	XML	Schedule	Favorite

#### 5. Click HTML for a report to run with results displayed in browser. Click on the Excel link to download queries results to a spreadsheet.

### Common Queries

- **HR\_STEPS\_IN\_CITY:** Provides a list of all 'active' City job codes and steps with hourly rates. This query provides the most up-to-date salary information.
- **HR\_EMERG\_CONTACTS\_W\_DEPT\_PRMPPT:** Provides a list of the 'all' emergency contacts for employees in a department, including address and telephone numbers (information must be up-to-date in COMET).
- **HR\_PAYROLL\_AUDIT:** Provides a list of employees in a department and the current data on their job data record(s). Data is extremely helpful in keeping track of end dates and/or return dates for employees. It is useful to keep track of anniversary dates and when a step increase may be due for an employee.
- **HR\_ALL\_PHONE\_NUMBERS:** Provides a list of employees in the department with all of their telephone numbers (information must be up-to-date in COMET).
- **HR\_DEPT\_NEWHIRES\_PROMOS\_XFRS:** Provides a list of new hires, promotions and/or transfers for a department within a specific date range.
- **HR\_PERMITS\_DETAILS\_DEPT\_PROMPT:** Provides a list of employees in a department that are currently on detail or have been hired on permit.



*Notes:*

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## Summary

- HR Generalist teams have the ability to run predefined reports within COMET and are able to view reports online before deciding to print the report or export data.
- A variety of queries are available in COMET that HR Generalist teams can execute to gather specific data for their customer Department(s).

## Exercise

### Overview

Executing reports and queries

### Duration

20 minutes

### Scenario

In this exercise, your instructor will provide you with instructions on running specific reports and queries that your team may regularly execute in the new system.



*Notes:*

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## COURSE WRAP-UP

### Course Review

In this course, we discussed or explained:

- The City's Data Privacy Guidelines, what constitutes Private Data on employees and HRIS key terminology
- Basic navigation of COMET, including search options, favorites and worklists
- How to work with name and field formats
- The direct hire process, NEOGOV feeds for applicant hires, position management and combination codes
- The execution of key reports and queries

### Next Steps

- Practice using the Training Sandbox.
- Provide support for new end users of COMET in your customer department(s)
- Continue to support any COMET user acceptance testing activities.

### Key Contacts

- Human Resources:
  - Barbara Payton - <mailto:barbara.payton@minneapolismn.gov>
  - Crystal DeJarlais - <mailto:Crystal.DeJarlais@minneapolismn.gov>
- Time and Labor / Payroll:
  - Lisa Brown - <mailto:Lisa.Brown@minneapolismn.gov>
- Benefits:
  - Steve Anderson - <mailto:Steve.Anderson@minneapolismn.gov>

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## APPENDIX A - ADDITIONAL DOCUMENTS

### A.1 - Data Practices Act Acknowledgement Form

#### MINNESOTA DATA PRACTICES ACT ACKNOWLEDGEMENT FORM

I understand that in the course of my employment as a (insert title), I will have access to *private personnel data* as that term is defined by the Minnesota Data Practices Act at Minnesota Statute Section 13.43 subd. 2 and 4.

I understand that private personnel data is sensitive and has potential for great harm if accessed for an improper purpose or if improperly disclosed.

I understand that accessing private personnel data for an improper purpose or improperly disclosing private personnel data includes, among other things: accessing the data without authorization, accessing the data without a job related purpose, using or disseminating private personnel data for a purpose other than required by my job assignment or disclosing private personnel data to an individual who does not have an authorization to access the data or who does not have a reasonable need to know.

I understand that should I have questions about the scope of my access to private personnel data or my ability to disclose private personnel data that I should immediately contact a supervisor before proceeding.

I understand that if I access private personnel data for an improper purpose or improperly disclosed private personnel data I may be subject to discipline up to and including discharge.

.

\_\_\_\_\_

Date:

(Insert Employee's name)



Data Practices Act  
acknowledgement for

## A.2 - HRIS Field Formats

### Do this to enter:

**NAMES:** Type Last Name (comma, no space), First Name (space), Full Middle Name (or Middle Initial if Middle Name is Unknown).

DO NOT USE PERIODS AFTER INITIALS or JR, SR, Etc. INSTEAD type Jr or Sr (**NOT Jr. or Sr.**)

Place Jr, Sr, III, etc. as follows:

**Lastname(space)Jr,Firstname(space) Middle Name**

### SOCIAL SECURITY NUMBERS

(National ID in PeopleSoft 7.5)

Type 476536789 or Type 476/53/6789 or 476-53-6789 and TAB out of field

### TELEPHONE NUMBERS

Type 6127895376 or

Type 612-789-5376 or

Type 612/789/5376

and TAB out of field

NOTE: Always include Area Codes

### DATES

Type 5-26-87 or

Type 052687 or

Type 5/26/87

**DO NOT type 52687, need 6 or 8 characters**

**Y2K Note: If you type two digits for year greater than 50, system assumes 1900's – e.g. 05/26/87**

**If you type two digits for the year that are less than 51, the system assumes 2000's- e.g. 05/26/37**

### ADDRESS

If there's an apartment or suite number:

Type Apt or Suite No in Address1

Type house number and street in Address 2

If no apartment or suite number:

Type house number and street in Address 1.

NOTE: Zip Code = POSTAL



HRIS Field  
Formats.doc

### Examples of Results:

*Must format as follows:*

Johnson,Lynn Carol

Seth-Rogers,Mary Lou

Rathborn Sr,Jack R

Peterson Jr,Mike

Williams III,Frederick

*System will format as:*476-53-6789

*System will format as:*

612/789-5376

*System will format as:*

05/26/1987

*System will format as:*05/26/1987 (if you want 2087, you must type 05/26/2087)

*System will format as:*05/26/2037 (If you want 1937, you must type 05/26/1937)

**Address 1:** Apt 1

**Address 2:** 1718 E Southampton St

**Address 1:**

7895 North Casswell St

## A.3 - Salary Structure

### Salary Structure Basics

1. Salary Tables are maintained by Central Human Resources, HRIS Administration and Support.
2. Salary Grades and Steps are effective dated so that historical step rates are maintained in the system
3. Each Job Code is linked to a Salary Plan and a Salary Grade (or “range”) which together define a set of Salary Steps. The structure allows multiple jobs to have the same salary plan, salary grade and steps if they are in the same Union Code and have the same step rates.
4. All compensation rates are expressed as HOURLY amounts.
5. When the system calculates annual rates, it multiplies the hourly rate by 2080 hours.

### HRIS SALARY STRUCTURE CODES

**SALARY PLAN:** The Salary Plan code is the same as the Union Code, with a few exceptions. (Note: Every Job Code is linked to a Union Code, even if it is not represented by a Union).

**SALARY GRADE:** The range of pay rates in a particular grade representing the minimum to maximum). In some cases, a job code will have a grade without steps attached, such as in agencies that do not have steps (people hired can be paid any amount within a certain range).

It may be helpful to think of the combination of the Salary Plan plus the Salary Grade as **a label for a set of salary steps which is attached to a Job Code or several Job Codes.**

### SALARY PLAN + SALARY GRADE

<p style="text-align: center;"><i>Equals</i> <b>A LABEL FOR A SET OF SALARY STEPS</b></p>
---

**SALARY STEPS:** In HRIS, all salaries are expressed as hourly rates. For example, the Job Code of Clerk Typist II was linked to the following (these are outdated rates used for illustration only):

**Salary Plan CAF** (AFSCME Local 9 in City Council departments)

**Salary Grade 033** (minimum pay rate of \$11.60/hour and a maximum of \$15.10 hr).

**Basic Steps** for CAF/033 are:

1. \$11.600 per hour
2. \$12.050 per hour
3. \$13.113 per hour
4. \$13.613 per hour
5. \$14.075 per hour
6. \$14.600 per hour
7. \$15.100 per hour Top Step per contract

**Redline (Frozen) rates due to special agreements or Governor's Cap Limits**

91. \$16.363
92. \$16.813



## POINTS TO REMEMBER

- **All Compensation Rates (Salaries) are expressed as Hourly rates in the HRIS.**
- **Fire Sworn Rates for Employees moving between 109.2 and 80 hours biweekly**  
When Fire Department Sworn employees move between 24-hour shifts and 8-hour shifts, they must be transferred to a different Job Code. This is because all rates in the HRIS are expressed as hourly rates.
- **Red-lined (Frozen) Salaries**  
Sometimes an employee's salary is "frozen" until pay steps in the approved salary schedule catch up to their salary rate. This may occur as a result of a reclassification or an agreement with a union. These "Redlined salaries" are indicated by a Step Code between 90 and 99. Employees on redline steps will not receive pay increases until the salary schedule's top step meets or exceeds the redlined rate. However, there may be a letter of agreement that allows the employee to receive a percentage of the bargaining unit's increase.
- **Governor's Cap Rates (Appointed Jobs only)**  
State law limits compensation for appointed City employees to a specified percent of the Governor's pay rate. Steps 91-94 are used for this purpose; Step 91 indicates the person is at Step 1 of the appointed salary schedule, but will make less than the schedule due to the governor's cap rate; Step 92 indicates the person would be at Step 2 of the Salary Scheduled, but is paid less due to the governor's cap rate, and so on for steps 93 and 94.



salary\_structure\_20  
10\_revised\_052110.c

## A.4 - Reg/Temp Code

### Reg (Permanent) Code

**City and Park** - This code is used for employees considered to be Permanent employees. For Certified jobs in the City and Park this includes all employees defined as permanent in the Civil Service Rules. This is also used for uncertified employees who are considered permanently employed.

**Other Independent Boards & Agencies** - This code is used for permanent employees of the board or agency, however that may be defined.

### Temp (Temporary) Code

**City and Park** - This code is used for employees considered to be Temporary employees. For Certified jobs in the City and Park this includes all employees defined as temporary in the Civil Service Rules, including certified temporary employees, “permit” employees, outside trades and any other employees who are working only temporarily.

**Other Independent Boards & Agencies** - This code is used for temporary employees of the board or agency, however that may be defined.

### Seasonal Code

**City Council Departments:** This code is used for those employees who are currently categorized as Seasonal by collective bargaining agreement or Civil Service Rules, most of whom work in Public Works. For City Council departments this code has significant implications in the payroll system.

**Park** - This code may be used according to the business needs of the Park or Library for uncertified employees. Employees categorized as “Code 8 Park Board “ are categorized as “Seasonal” in HRIS.

**Other Independent Boards & Agencies** - This code may be used in whatever way the independent board or agency finds useful.



## Full/Part Time Codes

### Full Time

**All Departments, Boards & Agencies:** Used for employees who are working a full-time workweek on a regular basis. This varies between 40 hours and 54.6 hours per week.

For MPEA employees working in City departments (Salary Plan & Union Code of CPE), full-time is defined as 32 hours per week or more.

### Part Time

**All Departments, Boards & Agencies:** Used for employees who are working less than a full-time workweek on a regular basis.

### Intermittent

**All Departments, Boards & Agencies:** Used for employees who are working on an intermittent basis. For example, an intermittent employee may work full or part time workweeks on an occasional basis, or may work sporadically for a day or two at a time. It is used for employees who would be considered as employed on an “on-call” basis.



Reg Temp.doc

## A.5 - Classified Indicator

Classified Indicator Code	Description	WHEN TO USE: <ul style="list-style-type: none"> <li>Record No. '0' - PRIMARY (ZERO) RECORD CODES</li> <li>USE FOR HIRE, REHIRE, OR APPROPRIATE JOB CHANGE ACTIONS</li> </ul>
A	Legislative Appointment	Appointed employees and Charter Department Heads who are not political appointments (see code Q).
C	Classified	Employees certified through Central HR (Civil Service) staffing process for City & Park Jobs.
G	Grant Employee	Employees who are not certified but are hired on long-term projects funded by grants and given benefits as if they were regular (permanent). Call Central HR/HRIS for assistance if you feel this code is appropriate. <b>Requires an Expected Job End Date</b>
P	Permit	Temporary employees hired into <b>Certified</b> Job Codes of the City and Park (except Park Board "Code 8" employees – which would be code U). <b>Excludes Outside Trades workers</b> <b>Requires an Expected Job End Date</b>
Q	Political Appointment	Appointed support staff, such as administrative support for Mayor and City Council Members.
S	Casual	<b>Outside Trades</b> workers whose Health & Welfare is paid to the union hall by the respective salary authority (City, Park, MPHA and MBC).
T	Temporary	Used <b>ONLY</b> for : <b>Election Judges</b> <b>METP - Summer Youth and related work programs</b> <b>Park Board Summer Teen Workers</b> May Require an Expected Job End Date
U	Unclassified	<i>Used for City and Park temporary employees who are <b>not</b> in any of the other categories. Examples include: Elected Officials, Police Department Medical Support Team members, and Park Board "Code 8" employees.</i> <b>Includes Student Interns (one year limit) and also requires an Expected Job End Date</b>

D	Detail	Regular (permanent) certified employee assigned to work in a different Job Code instead of his or her regular (permanent) Job Code (6 or 12-month limit, check the contract). Also includes Restricted Work and Return to Work Details. May require Expected Job End Date
J	Concurrent Job	Regular (permanent) employees assigned to work sporadically in a different Job Code over an indefinite period of time OR any non-permanent employee working in more than one Job Code at the same time. Also includes Workforce Utilization additional records.
R	PW Dual Certification	Public Works employees who have successfully completed an approved apprenticeship program for one of the following: Asphalt Raker; Lead Pipelayer I, II and III or Cement Finisher.



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## A.6 – Disciplinary Actions Help Document



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