



City of Minneapolis

PeopleSoft HCM/ELM v9.2 Upgrade

HRIS FIELD REPRESENTATIVES - TRAINING

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COURSE INTRODUCTION

Target Audience This course is intended for CoM end users in the areas of HRIS Human Resources administration.

Prerequisites Prerequisites:

- Hand's on experience and knowledge of PS HR 8.9 module
- System access to PS HR 9.2 Training Environment

Technical System Knowledge Suggested Technical System Knowledge:

- HR 8.9 experience
- Understanding of NEOGOV processing

Training Structure This course format will be through:

- Discussion of Learning Objectives
- Discussion of Key Policies and Processes
- Discussion of Key Changes and Impacts
- Live Demonstrations
- In-class Exercises
- Summary and Review

Course Objectives At the end of this course, participants will be able to:

- Explain the CoM's Data Privacy policy
- Understand basic HR terminology
- Complete basic system navigation
- Understand name formats
- Explain the hire process
- Perform employee maintenance
- Understand personal data
- Execute reports & queries

System Benefits

The system benefits of the new version of COMET (HRIS PeopleSoft 9.2) include the following:

- Automated processes, improved efficiency and effectiveness, improved internal controls in the new version of COMET
- Elimination of new hire forms (upon completion of all NEOGOV integration phases)
- Streamlined employee on-boarding for network and system access
- Improved HR Reporting capabilities

Reference Materials

Participant Guide
Job Aids
Role-Based Documentation

Course Overview

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



Notes:

CHAPTER 1: TERMINOLOGY AND DATA PRIVACY

Objective

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

- Understand key terminology that HRIS Field Representatives 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

HRIS Field Reps 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 an HRIS Field Representative, 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



Notes:

HRIS Key Terminology

Additional Assignments

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

Applicant Hire

An applicant hire is a candidate that has been through the staffing process and is hired through Recruitment for the City.

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.

Direct Hire

A direct hire is a person hired as an appointed employee, a temporary employee or hired in various independent boards and agencies.

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

HRIS Field Representative 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.



Notes:

Exercise

Questions

- Which state statute governs how employee data is classified?
- What is the HRIS Field Representative's responsibility in managing data privacy issues?
- List five examples of City employee public data information?
- What is the key difference between a direct hire and an applicant hire?

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 HRIS Field Representatives 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 will function.

Navigation

Navigation of HRIS

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

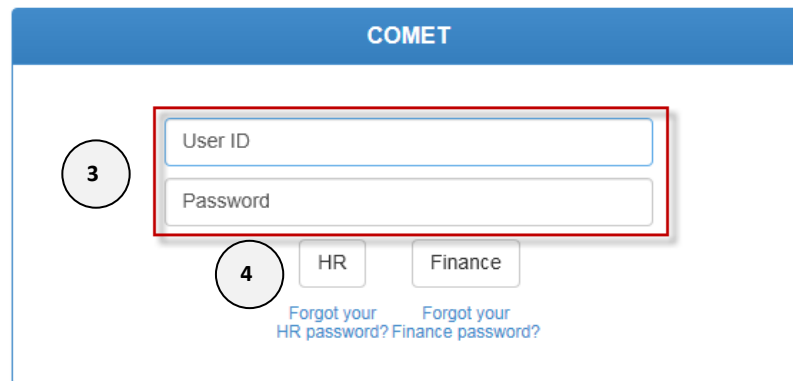
Logging into COMET from CityTalk

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.



Before entering COMET, please read the [Tennessee Confidentiality Notice](#)

4. Click the HR button.

HR

COMET Password

When logging into COMET for the first time, existing users will enter their former HRIS system login ID for the login and password. New employees will login to COMET using their Employee ID and last four digits of their SSN. Users will be required to change their password upon logging into COMET for the first time.

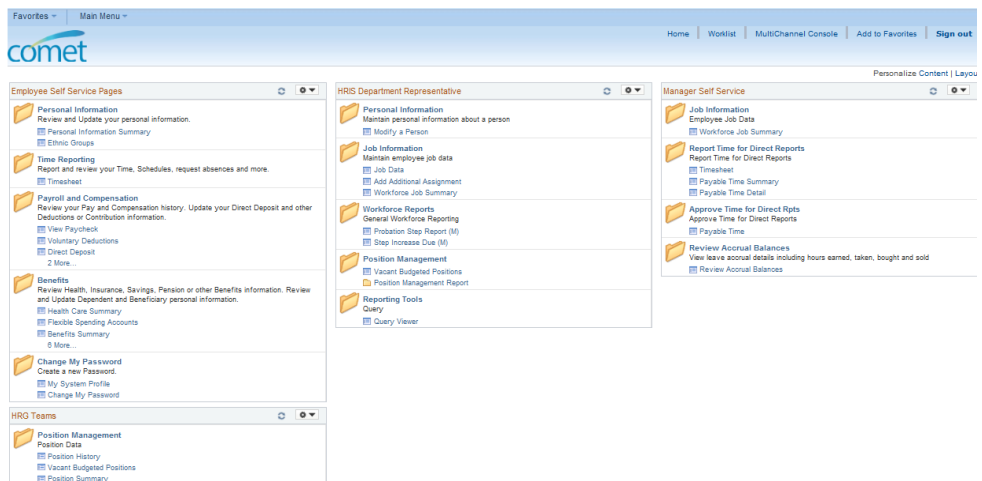
If you forget your password – a link is provided - [Forgot your password?](#) to allow employees the opportunity to enter hints and reset their password without contacting the IT Service Center or HRTS Administration

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 organization determines the security access to each process on the landing page.

Additional access requires a completed HRIS 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.

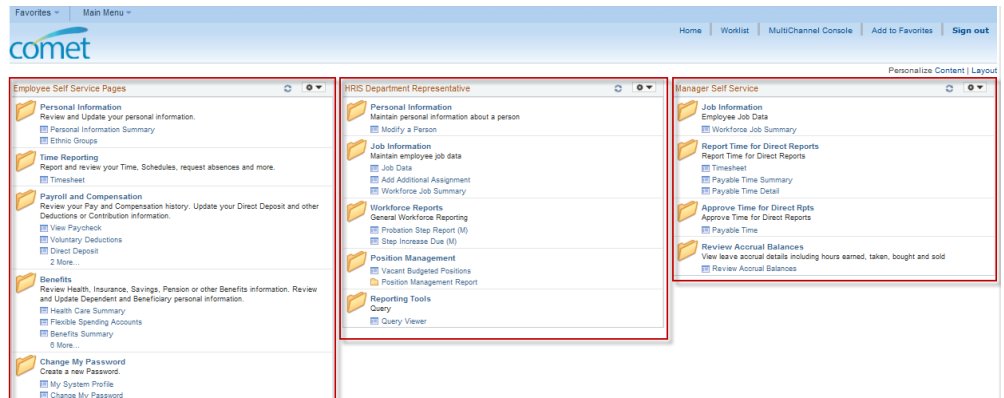


The screenshot displays the COMET user interface. At the top, there is a navigation bar with the 'comet' logo, 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out' links. Below the navigation bar, the interface is organized into several main sections:

- Employee Self Service Pages:** Includes Personal Information (Review and Update your personal information, Personal Information Summary, Ethnic Groups), Time Reporting (Report and review your Time, Schedules, request absences and more, Timesheet), Payroll and Compensation (Review your Pay and Compensation history, Update your Direct Deposit and other Deductions or Contribution information, View Paycheck, Voluntary Deductions, Direct Deposit, 2 More...), Benefits (Review Health, Insurance, Savings, Pension or other Benefits information, Review and Update Dependent and Beneficiary personal information, Health Care Summary, Flexible Spending Accounts, Benefits Summary, 6 More...), and Change My Password (Create a new Password, My System Profile, Change My Password).
- HRIS Department Representative:** Includes Personal Information (Maintain personal information about a person, Modify a Person), Job Information (Maintain employee job data, Job Data, Add Additional Assignment, Workforce Job Summary), Workforce Reports (General Workforce Reporting, Production Stop Report (M), Stop Increase Due (M)), Position Management (Vacant Budgeted Positions, Position Management Report), and Reporting Tools (Query, Query Viewer).
- Manager Self Service:** Includes Job Information (Employee Job Data, Workforce Job Summary), Report Time for Direct Reports (Report Time for Direct Reports, Timesheet, Payable Time Summary, Payable Time Detail), Approve Time for Direct Rpts (Approve Time for Direct Reports, Payable Time), and Review Accrual Balances (View leave accrual details including hours earned, taken, bought and sold, Review Accrual Balances).
- HRG Teams:** Includes Position Management (Position Data, Position History, Vacant Budgeted Positions, Position Summary).

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.

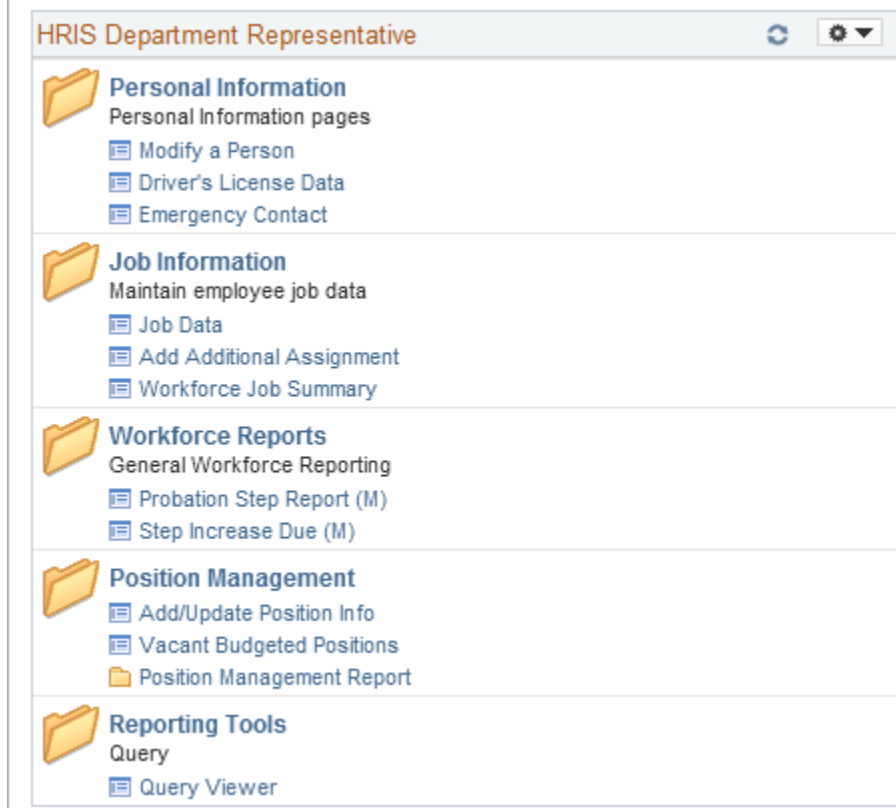


HRIS Field Reps Work Center

The HRIS Field Representative work center is the gateway to information, resources and services for a defined audience and a defined business purpose. There are three key business processes in the HRIS Field Representative work center:

- Personal Information
- Job Information
- Workforce Reports
- Position Management
- Reporting Tools

Additional access requires a completed HRIS 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.

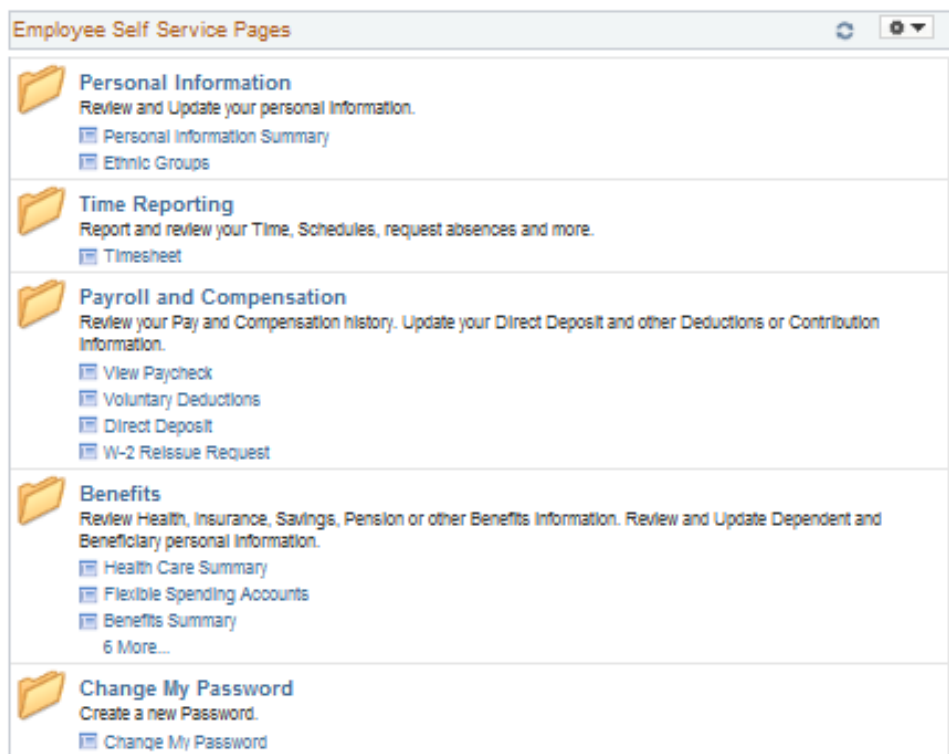


COMET Employee Self- Service Work Center

The COMET Employee Self-Service Work Center 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.

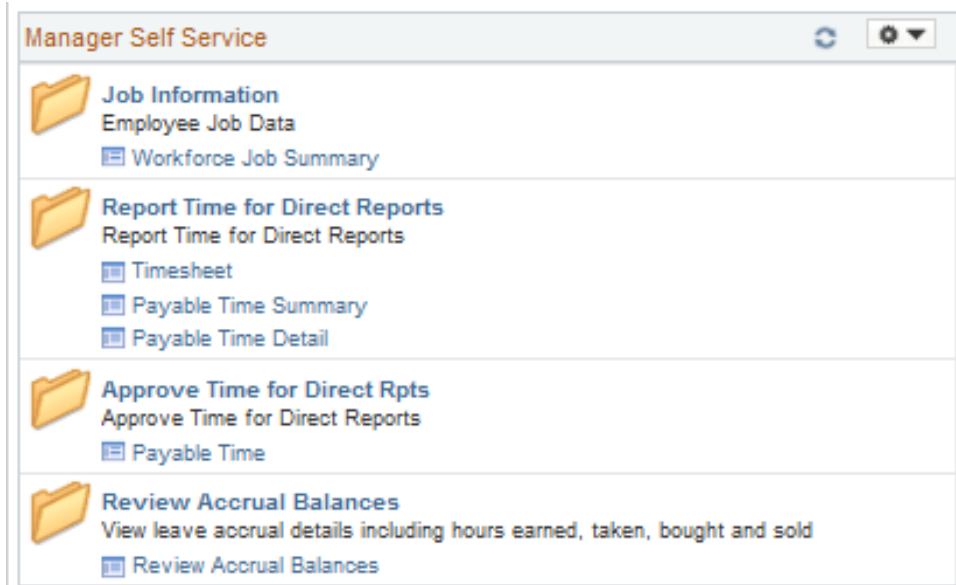


The screenshot shows a web interface titled "Employee Self Service Pages". It features a list of service categories, each with a folder icon and a brief description. The categories are:

- Personal Information**: Review and Update your personal information. Includes links for Personal Information Summary and Ethnic Groups.
- Time Reporting**: Report and review your Time, Schedules, request absences and more. Includes a link for Timesheet.
- Payroll and Compensation**: Review your Pay and Compensation history. Update your Direct Deposit and other Deductions or Contribution Information. Includes links for View Paycheck, Voluntary Deductions, Direct Deposit, and W-2 Reissue Request.
- Benefits**: Review Health, Insurance, Savings, Pension or other Benefits Information. Review and Update Dependent and Beneficiary personal Information. Includes links for Health Care Summary, Flexible Spending Accounts, and Benefits Summary, plus a "6 More..." link.
- Change My Password**: Create a new Password. Includes a link for Change My Password.

COMET Manager Self- Service Work Center

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



Additional Notes on Work Center 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.

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 centers 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 ▼	<input type="text"/>
Empl Record:	= ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

 [Basic Search](#)

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

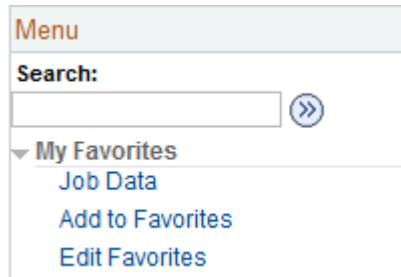
Please Enter a Unique Description for this Favorite

*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

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
HRIS System ID	08/21/2013	License or Cert Expiring	License or Cert Expiring	1-High	067416_0_Anne Stahn	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	10/12/2013	License or Cert Expiring	License or Cert Expiring		054051_0_Kathy Louden	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	03/17/2014	License or Cert Expiring	License or Cert Expiring		050070_0_Robert Becker	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	08/25/2014	License or Cert Expiring	License or Cert Expiring		115288_0_Sadie Pull	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	08/25/2014	License or Cert Expiring	License or Cert Expiring		115282_0_Katie Lampi Hermanson	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	10/04/2014	License or Cert Expiring	License or Cert Expiring		115282_0_Katie Lampi Hermanson	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	12/18/2014	License or Cert Expiring	License or Cert Expiring		121280_0_William Kass	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	01/01/2015	License or Cert Expiring	License or Cert Expiring		121280_0_William Kass	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	07/18/2014	Probation Period Ending	Probation Ending		121280_0_William Kass	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	04/02/2015	Probation Period Ending	Probation Ending		050070_0_Robert Becker	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
HRIS System ID	04/02/2015	Probation Period Ending	Probation Ending		115282_0_Katie Lampi Hermanson	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

Most HRIS Field Representatives will not have access to this page. But, as the HRIS Field Representative 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

- Landing Page or the 'Home' Page pages is the gateway to information, resources and services for a defined audience and a defined business purpose. The COMET Home Page is the 'landing' page all users when they log into the COMET System.
- 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, and 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 COMET business processes associated to your work center, perform the various search options available in COMET, and adding a frequently used page as a 'Favorite'.

CHAPTER 3: NAME AND FIELD FORMAT

Objective

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

- Understand the format of Names
- Display Names
- Perform a Name Search
- Search fields based on the Field Format.

Key Terms

Name Format

- Name format defines how an employee's name is displayed. Understanding how name formats behave in COMET is key to returning the correct results when performing searches.

Field Format

- Field formats define the structure of how data is entered into COMET. Depending on the field, a field format may be set to a string, a numeric value, a date, etc.

Notes:



Name Format

Name Format Display

The name format impacts how to perform a name search when looking for an employee by name. It is important to understand how the name format search works in order to display the expected results.

When navigating to an employee record, COMET displays names using the “First Name Last Name” format:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Frank Atlas
Employee

Empl ID 080585
Empl Record 0

Work Location (?) Find First 1 of 1 Last
Go To Row

*Effective Date 10/20/2003
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

*Action Termination
Reason Discharged
*Job Indicator Primary Job

The example below shows how to search for an employee whose last name is ‘Frank’.

Empl ID: begins with
Empl Record: =
Name: begins with Frank
Last Name: begins with
Second Last Name: begins with
Alternate Character Name: begins with
Middle Name: begins with

Include History Correct History Case Sensitive

094444 0	Frank Brown	Frank	Brown
112529 0	Frank Burgess	Frank	Burgess
0E8848 0	Frank Caldwell	Frank	Caldwell
099387 0	Frank Campbell	Frank	Campbell
113523 0	Frank Chase	Frank	Chase
081287 0	Frank Chiodi	Frank	Chiodi
108837 0	Frank Clark	Frank	Clark
0E1776 0	Frank Dailey	Frank	Dailey
S84464 0	Frank Dattalo	Frank	Dattalo

Entering ‘Frank’ in the Name field will return a list of employees whose first name is ‘Frank’. Why? Because employee names are entered into the system by “First Name, Last Name” order.

Name Search Options

In COMET, there are several options for searching for an employee by name:

1. Enter the percent sign (%), followed by the characters of the last name in the **Name** field. The percent sign is a wildcard value used to return multiple values.

Empl ID:	begins with	
Empl Record:	=	
Name:	begins with	%FRANK
Last Name:	begins with	
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	
<input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive		

↓

101308 0	Diane Frank	Diane	Frank
104261 0	Donta Franks	Donta	Franks
096500 0	Doris Franklin	Doris	Franklin
0E6339 0	Doris Franklin	Doris	Franklin
083062 0	Frank Anderson	Frank	Anderson

The search results return all employees whose name contains the word “Frank”, in either the First Name or Last Name.

2. To return only those employees whose last name is “Frank”, use the **Last Name** field, by specifying the equal sign (=) in the search parameter, followed by the characters of the last name.

Empl ID:	begins with	
Empl Record:	=	
Name:	begins with	
Last Name:	=	FRANK
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	
<input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive		

↓

033122 2	Michelle Frank	Michelle	Frank
091694 0	Talon Frank	Talon	Frank
095720 0	Mary Frank	Mary	Frank
095888 0	Jennifer Frank	Jennifer	Frank

The search results return just those employees whose last name is “Frank”.

Name Search Results

Using the **Last Name** field may provide better results when searching specifically on an employee's last name. Using the percent sign wildcard character will include names that only have a portion of the Last Name. For example, the search result of "Frank%" could return "Franklin" as a search result. This occurs because COMET is searching through names in the "First Name, Last Name" format.

Field Format

When searching for employee data in the COMET system, the format of how the data must be entered can impact the results returned from a search – as explained in the previous section, Name Formats. It is important to know how to enter search criteria, based on the COMET field format.

COMET Field Format	Data Entry	Result
Names and Suffix	Enter LName,FName , Middle Name or (Middle Initial)	Johnson,Lynn Carol Seth-Rogers,Mary Lou
	Do not use periods after initials or suffix	Rahborn Sr,Jack R Peterson Jr, Mike
	Enter Jr or Sr (not Jr. or Sr.)	Williams III,Frederick
Social Security Numbers	Enter 476536789 or 476/53/6789 or 476-53-6789	476-53-6789
Telephone Numbers	Enter 6127895376 or 612/789/5376 or 612-789-5376	612/789-5376
Dates	Enter 052687 or 5/26/87 or 5-26-87	05/26/1987
Two-Digit Year	YY greater than 50 – 1900's displayed: 05/26/87	05/26/1987
	YY less than 50 – 2000's displayed: 05/26/37	05/26/2037
Address	Apartment or Suite Number – Type Apt or Suite No in Address 1 Type house number and street in Address 2	Address 1: Apt 1 Address 2: 1718 E Southampton St
	No Apartment or Suite Number – Type house number and street in Address 1	Address 1: 7895 North Casswell St

Summary

Name Format defines how an employee's name is displayed. Understanding how name formats behave in COMET is key to returning the correct results when performing searches.

Field Formats define the structure of how data is entered into COMET. Depending on the field, a field format may be set to a string of characters, a numeric value, or a date format.

Exercise

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.*

Overview

This activity allows you to practice the following:

Duration

5 minutes

CHAPTER 4: 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 COMET 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 TeamMinneapolis to the COMET system.

NEOGOVS

- 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**.



Notes:

Direct Hire

Process

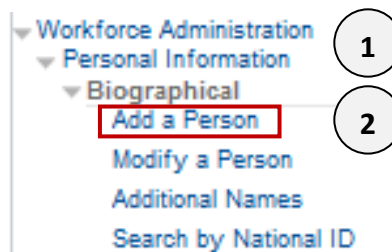
- A direct hire is a person hired as an appointed employee, a temporary employee or hired into one of the various independent boards and agencies.
- A direct hire is not managed through COMET.
- The direct hire process requires the HRIS Field Representative to manually enter the personal data, followed by the job data for the employee.

Direct Hire - Procedure

Steps to Begin a Direct Hire

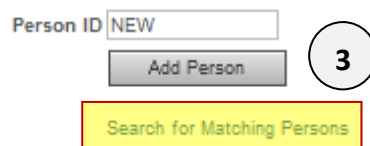
Here is the menu for entering a Direct hire –when you begin this process, be sure to select “Add a Person”.

1. Navigate to *Workforce Administration > Personal Information > Biographical > Add a Person*



2. Click the **Add the Person** link – the following page appears:

[Add a Person](#)

A screenshot of a form titled 'Add a Person'. It features a text input field labeled 'Person ID' containing the text 'NEW'. Below the input field is a grey button labeled 'Add Person' with a circled '3' next to it. Below the 'Add Person' button is a yellow button labeled 'Search for Matching Persons'.

Search for Matching Persons function does not work due to Department level security.

3. Click the **Add a Person** button – **The Biographical Details** page appears:

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 06/15/2015 4

*Format Type English

Display Name Add Name 5

Biographic Information

Date of Birth Years 0 Months 0

Status Expiration Date

Citizenship Status Citizen of USA

Biographical History Find | View All First 1 of 1 Last

*Effective Date 06/15/2015

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown As of

Language Code

Alternate ID

Full-Time Student

National ID Personalize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | Organizational Relationships

4. Enter the **Effective Date** of the hire.
- **VERY IMPORTANT** – Personal Data cannot be future dated. When biographical information is entered, the date must be less than or equal to the current date.
 - The effective date on Personal Data does not have to match the effective date of the hire on the Job Data record. Future dates can be entered on the Job Data record for the employee.

5. Click **Add Name** button.

6. Enter the Name details.

Edit Name

English Name Format

6

Prefix

First Name

Middle Name

Last Name

Suffix

Display Name

Formal Name

Name

7

Refresh Name

OK Cancel Refresh

7. Click OK.

8. If available, input the Biographical Information, including **Date of Birth, Citizenship, Gender**, etc.
- **Effective Date, Gender, Highest Education Level and Marital Status** are required fields.
 - The *Biographical History Effective Date* should be the same as the *Primary Name Effective Date*.

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 06/15/2015 + -

*Format Type English

Display Name Add Name

Biographic Information

8 Date of Birth [] Years 0 Months 0

Status Expiration Date []

Citizenship Status Citizen of USA

Biographical History Find | View All First 1 of 1 Last

*Effective Date 06/15/2015 + -

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown As of []

Language Code []

Alternate ID []

Full-Time Student

National ID Personalize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	9	<input checked="" type="checkbox"/>

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | Organizational Relationships

9. In the *National ID* section, enter the Social **Security Number**.

10. Click on the **Contact Information** tab. The following page appears:

Biographical Details | **Contact Information** | Regional | Organizational Relationships

Empl ID NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	08/15/2015	A		Add Address Detail

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
			<input type="checkbox"/>

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred
		<input type="checkbox"/>

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

*IM Protocol	*IM Domain	*Network ID	Preferred
			<input type="checkbox"/>

Save Notify Refresh Add Update/Display Include History Correct History

11. Click the **Add Address Detail** link. The Address History page appears. The *Address History* Effective Date should be the same as *the Primary Name and Biographical History Effective Dates*.

[Address History](#)

Address Type Home

Address History Find First 1 of 1 Last

*Effective Date 08/15/2015 Address

Country USA

*Status A

[Add Address](#)

OK Cancel Refresh

12. Click on the **Add Address** Link. The Edit Address page appears.

[Edit Address](#)

Country United States

Address 1 24 Main

Address 2

Address 3

City Minneapolis State MN Minnesota

Postal 55415

County

OK Cancel

13. Enter the Address Details.

14. Click **OK** to exit the **Edit Address** page.

15. Click **OK** to exit the **Address History** page.

Biographical Details | **Contact Information** | Regional | Organizational Relationships

Empl ID NEW

Current Addresses Personalize | Find | View All | First 1 of 1 | Last

Address Type	As Of Date	Status	Address	
Home	06/15/2015	A		Add Address Detail + -

Phone Information Personalize | Find | View All | First 1 of 1 | Last

Phone Type	Telephone	Extension	Preferred	
			<input type="checkbox"/>	+ -

Email Addresses Personalize | Find | View All | First 1 of 1 | Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Instant Message IDs Personalize | Find | View All | First 1 of 1 | Last

*IM Protocol	*IM Domain	*Network ID	Preferred	
			<input type="checkbox"/>	+ -

Save Notify Refresh Add Update/Display Include History Correct History

16. Enter the Phone and Email information. You may need to update after the City/Business e-mail account has been created.

17. Click on the **Regional** Tab.

Biographical Details | Contact Information | **Regional** | Organizational Relationships

Person ID NEW

USA

Ethnic Group Find | View All | First 1 of 1 | Last

Regulatory Region USA United States

Ethnic Group

Primary

History Find | View All | First 1 of 1 | Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status

Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | First 1 of 1 | Last

*Smoker	*As of	
1		+ -

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | Organizational Relationships

18. Enter the Ethnic Group. Do not select the **NSPEC** (Not Specified) value for employees.

Biographical Details | Contact Information | **Regional** | Organizational Relationships

Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group **18**

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status **19**

Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All First 1 of 1 Last

*Smoker *As of

1

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | Organizational Relationships

19. Enter the Military Status if it is provided.

20. Select the **Organizational Relationships** tab.

Biographical Details | Contact Information | Regional | **Organizational Relationships**

Person ID NEW

Choose Org Relationship to Add **20**

Employee

Contingent Worker

Person of Interest

Select Checklist Code

Add Relationship **21**

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | Organizational Relationships

21. Click on the **Add Relationship** button.

22. The **Work Location** page appears. Select the **Reason for Hire**.

- For Appointed Employees – select New Hire Regular
- For Temporary Employees – select Temporary

The screenshot shows the 'Work Location' page for employee Cam TEST (Empl ID 123482). The page is divided into several sections:

- Effective Date:** 09/15/2015
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Position Number:** 24
- Regulatory Region:** USA
- *Company:** MPLMN
- *Department:** 26
- *Location:** 27
- Establishment ID:** 28
- *Action:** Hire
- Reason:** (Dropdown menu)
- *Job Indicator:** Primary Job
- Date Created:** 08/15/2015
- Last Updated Date:** 08/15/2015 5:33:53PM

 The page also includes navigation tabs (Job Data, Employment Data, Earnings Distribution, Benefits Program Participation) and buttons (OK, Cancel, Apply, Refresh).

23. Temporaries need to have an **Expected Job End Date** entered (based on Union Contract).

24. Enter the **Position Number** for City and Park Appointed regular employees.

25. Enter the **Company**.

- *MPL* – Minneapolis (City & Park)
- *MPH* –Public Housing (MPHA)
- *NRP* – Neighborhood Revitalization Program
- *YCB* – Youth Coordinating Board

26. Enter the **Department Code** – always **xxx0000**.

27. Enter the **Location** or change, if necessary.

28. Verify **Establishment ID** – defaults to **MPL**.

29. Click on the **Job Information** tab. The Job Information page

Cam TEST
Empl ID 123482
Empl Record 0

29

Effective Date 08/15/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Hire
Reason
Job Indicator Primary Job

Current

*Job Code
Entry Date
Supervisor Level
Supervisor ID
Reports To

*Regular/Temporary Regular
Empl Class
Regular Shift Not Applicable
*Classified Indc Classified

*Full/Part Full-Time
*Officer Code Non-Sworn
Shift Rate
Shift Factor

Standard Hours 40.00
FTE 0.000000
Work Period W Weekly

Contract Number
Contract Type

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

OK Cancel Apply

appears.

30. Enter the **Job Code**.

31. Verify the **Reports To** field is correct:

- Enter a **Supervisor ID** for temporary employees or verify the **Reports To** data for an appointed and/or regular employee
- The system requires that one of the two fields be entered.
- If the **Reports To** field is incorrect, contact your HRIS Admin.

32. Select the **Regular/Temporary** status.

Notes on Reg/Temp Status Codes

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 impacts for Benefits and Payroll.	
	Park - This code may be used according to the business needs of the Park for uncertified employees.	
	Other Independent Boards & Agencies - 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 not 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.	
	Job Code	Job Title
	C03810	Election Judge – C
	C03820	Student Election Judge
	C9075C	Seasonal Environ Health Tech – C
	C09490	Urban Scholar Intern-Graduate – C
	C09495	Urban Scholar Intern-Undergd – C
	C07500	Step Up Program Intern – C
C09750	METP Summer Youth 9063	

Notes on Employment Status

Empl Class	Class Description	Usage
C	Certified (Classified)	City and Park ONLY: 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.
		Other Independent Boards & Agencies - Should not be used.
A	Appointed	City and Park - Used for employees currently considered appointed and not in a certified job code and who are not Charter Department Heads.
		Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful, or not used at all if appropriate.
H	Charter Department Head	City and Park- Used only for those positions defined by the State Legislature as Charter Department Heads.
		Other Independent Boards & Agencies -Should not be used.
E	Elected	City and Park - Used only for Mayor and City Council Members
		Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful for any elected positions, or not used at all if appropriate.
T	Outside Trades	All Departments, Boards & Agencies - This code must be used 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.
U	Uncertified Order	City and Park - 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
		Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful, or not used at all.
L	Ancillary	City and Park - 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;
		Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful, or not used at all.

34. Change the following fields as necessary – **Classified Indicator; Full/Part, Officer Code** and **Standard Hours**.

Notes on Classified Indicator

Classified Indicator Code	Description	WHEN TO USE: <ul style="list-style-type: none"> Record No. '0' - PRIMARY (ZERO) RECORD CODES USE FOR HIRE, REHIRE, OR APPROPRIATE JOB CHANGE ACTIONS
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. Requires an Expected Job End Date
P	Permit	Temporary employees hired into Certified Job Codes of the City and Park (except Park Board " Code 8 " employees – which would be code U). Excludes Outside Trades workers Requires an Expected Job End Date
Q	Political Appointment	Appointed support staff, such as administrative support for Mayor and City Council Members.
S	Casual	Outside Trades workers whose Health & Welfare is paid to the union hall by the respective salary authority (City, Park and MBC).
T	Temporary	Election Judges METP - Summer Youth and related work programs Park Board Summer Teen Workers Requires an Expected Job End Date
U	Unclassified	<i>Used for City and Park temporary employees who are not in any of the other categories. Examples include: Elected Officials, Police Department Medical Support Team members, and Park Board "Code 8" employees.</i> Includes Student Interns (one year limit) and also requires an Expected Job End Date

Classified Indicator Code	Description	ADDITIONAL RECORD CODES (Record Numbers Greater than Zero): <ul style="list-style-type: none"> TO USE FOR ADDITIONAL ASSIGNMENTS OR APPROPRIATE JOB CHANGE ACTIONS
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.

Notes on Full / Part / Intermittent

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.	Standard Hours: 30-40
Part Time	All Departments, Boards & Agencies: Used for employees who are working less than a full-time workweek on a regular basis.	Standard Hours: 20-29.99
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.	Standard Hours: 1-19.99

35. Click the **Job Labor** Tab. The Job Labor page appears.

The screenshot shows the 'Job Labor' page for employee 'Cam TEST'. The 'Job Labor' tab is highlighted and circled with the number 35. The page displays various fields for labor information, including 'Effective Date', 'HR Status', and 'Payroll Status'. A section for 'Labor Information' is expanded, showing fields for 'Bargaining Unit', 'Labor Agreement', 'Employee Category', and 'Union Code'. The 'Union Code' field is circled with the number 36. Below this is a table for 'Assigned Seniority Dates' with columns for 'Seniority Date', 'Control Value', 'Labor Seniority Date', and 'Override Reason'.

36. Verify that the **Union Code** is correct.
- The field is 'view only' and cannot be changed.
 - If incorrect, contact your HRIS admin.

37. Click the **Payroll** tab. The Payroll page appears.

38. Enter the appropriate **Pay Group** (Exception – **xxE** or Positive - **xxP**).

39. Verify that **Employee Type** defaults to hourly for non exempt employees. If the employee is exempt, the employee type should be salaried.

- *Salaried (S)* = Exempt employee
- *Hourly (H)* = Non-exempt employee

40. Enter **MPLMN** in the **Tax Location Code**.

41. Click on the **Salary Plan** tab. The Salary Plan page appears.

42. Verify the **Salary Administration Plan** and **Grade**. These fields are 'view only' and cannot be changed.

43. Enter the appropriate **Step**. This information should be on the hire form.

44. Click the **Compensation Tab**. The Compensation screen appears.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | Classification Hours

Travis Smith Employee Empl ID Empl Record 44

Compensation Find First 1 of 1 Last Go To Row

Effective Date 01/30/2011 Action Assignment End
 Effective Sequence 0 Reason End Additional Assignment
 HR Status Inactive Job Indicator Secondary Job
 Payroll Status Terminated Current

Compensation Rate 8.780000 *Frequency H Hourly

Comparative Information
 Pay Rates

Default Pay Components

Pay Components Find First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	8.780000	USD	H	

Calculate Compensation

Job Data Employment Data Earnings Distribution 46 Benefits Program Participation Classification Hours

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

45. Under Pay Components, enter the **Rate Code** to populate the Compensation Rate.

VERY IMPORTANT – if Default Pay Components is not selected, the employee will not be paid because there will not be a base rate of pay. After you click the Default Pay Components, the pay components will populate with a **NAHRLY** rate of pay. You will receive an error message if you attempt to save the record without clicking the Default Pay Components.

46. Click the **Earnings Distribution** link at the bottom of the page. The Jobs Earnings Distribution page appears.

Job Earnings Distribution | Classification Hours

Travis Smith
Employee

Empl ID 032024
Empl Record 2

Earnings Distribution Type

Effective Date 01/30/2011
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

Action Assignment End
Reason End Additional Assignment
Job Indicator Secondary Job
Current

Compensation Rate 8.780000
Standard Hours 0.00
*Earnings Distribution Type By Percent

Work Period Weekly
Compensation Frequency Hourly

Job Earnings Distribution

Earnings Code	Business Unit	Percent of Dis
REG Regular Earnings	MPLMN	100.000

Earnings ChartFields

Combination Code 115007104122--

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update Display | Include History | Correct History

Job Earnings Distribution | Classification Hours

47. Enter the **Percentage of Distribution**. Click the plus sign (+) to add additional rows if you have multiple earnings distribution.

48. Click **Edit ChartFields** link. The ChartField pop-up screen appears.

ChartField Common Component

ChartField Detail

Combination Code 115007104122--

Search Options

Combination Codes

Search

Account	Department	Fund Code	Fund	Task

Return

49. Enter the the **Combination Code** and click **Return**. Use the magnifying glass to search. Do not search using the **Search Options** box.

50. If this is a 'Rehire', click on the **Employment Data** link.

Job Earnings Distribution | Classification Hours

Travis Smith
Employee

Empl ID 032024
Empl Record 2

Earnings Distribution Type ? Find First 1 of 1 Last
Go To Row

Effective Date 01/30/2011
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

Action Assignment End
Reason End Additional Assignment
Job Indicator Secondary Job
Current

Compensation Rate 8.780000
Standard Hours 0.00
*Earnings Distribution Type By Percent

Work Period Weekly
Compensation Frequency Hourly

Job Earnings Distribution ? Find First 1 of 1 Last
+

Earnings Code	Business Unit	Percent of Distribution
REG Regular Earnings	MPLMN	100.000

Earnings Chartfields ?
Combination Code 115007104122-- Edit ChartFields

Job Data Employment Data **50** Earnings Distribution Benefits Program Participation Classification Hours

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Job Earnings Distribution | Classification Hours

51. The **Employment Information** page appears.

The screenshot displays the 'Employment Information' page for employee Travis Smith (Empl ID 032024). The page is divided into two main sections: 'Organizational Instance' and 'Organizational Assignment Data'.
Organizational Instance: Shows 'Organizational Instance Red 0' with 'Original Start Date' 08/05/1995 and 'First Start Date' 09/21/2003. It includes a table for 'Years', 'Months', and 'Days' (11, 8, 26) and an 'Override' checkbox.
Organizational Assignment Data: Shows 'Instance Record' with 'Last Assignment Start Date' 09/21/2003 and 'First Assignment Start' 09/21/2003. It includes a table for 'Years', 'Months', and 'Days' (11, 8, 26) and an 'Override' checkbox. The 'Leave Accrual Date' is 08/05/1995.
Navigation: A bar at the bottom contains links for 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Classification Hours'. Callout 53 points to the 'Job Data' link.
Callouts: Callout 51 points to the 'Organizational Instance' section. Callout 52 points to the 'Leave Accrual Date' field. Callout 53 points to the 'Job Data' link.

If this is a rehire, change the **Professional Experience Date** to match the effective date of the rehire.

- **VERY IMPORTANT** – This date must be changed for rehires, so they will not earn longevity pay.

52. If this is a rehire, change the **Leave Accrual Date** to match the effective date of the rehire. Override the Benefit Service date to match **Leave Accrual Date**.

- **VERY IMPORTANT** – This date must be changed for rehires, so they will not earn vacation and/or sick leave.

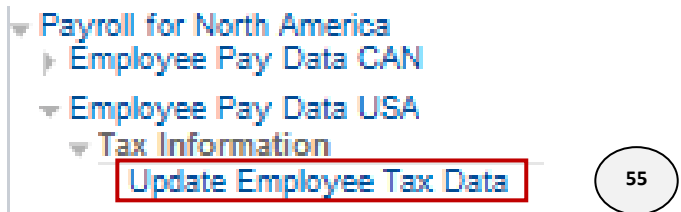
53. Click the **Job Data** link and click **OK** to save the record.

54. After completing the hire, you may also update the **Emergency Contact** and **Driver's License** for the employee.

- Employee Contact: *Workforce Administration > Personal Information > Personal Relationships > Emergency Contact*
- Driver's Licenses Data: *Workforce Administration > Personal Information > Biographical > Driver's License Data*

55. As an HRIS Field Representative, you need to enter and/or update the tax data pages for a new employee. This is the HRIS Field Representative's only payroll function in COMET. All other payroll processes are handled by the Payroll Representatives.

You will need to navigate to the COMET Home Page and click the following. Select **Update Employee Tax Data**.



Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Data

56. The **Update Employee Tax Data** search page appears. Enter the **Employee ID** and click on **Search**.

[Update Employee Tax Data](#)

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

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼

Company: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Second Last Name: begins with ▼

Alternate Character Name: begins with ▼

Include History Correct History Case Sensitive

[Basic Search](#)

57. The **Federal Tax Data** page appears. Click the 'plus sign' (+) to insert a row.

The screenshot shows the 'Federal Tax Data' page for Travis Smith (Person ID 032024). The page has three tabs: 'Federal Tax Data', 'State Tax Data', and 'Local Tax Data'. The 'Federal Tax Data' tab is active. The page displays the following information:

- Company: MPL, City of Minneapolis
- Effective Date: 01/01/2007
- Updated By: System, Last Updated: 01/16/2007
- Federal Withholding Elements:
 - *Special Withholding Tax Status: None
 - *Tax Marital Status: Married
 - Withholding Allowances: 1
 - Additional Amount: \$0.00
 - Additional Percentage: 0.000
 - *Earned Income Credit Status: Not applicable
 - Exempt from FUT

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update Display, Include History, and Correct History. The page title is 'Federal Tax Data | State Tax Data | Local Tax Data'.

58. Change the **Effective Date**, so it reflects the date after the hire date. Update the withholding allowances as listed on the hire form or the W4.
59. Click on the **State Tax Data** tab.
60. The **State Tax Data** page appears. **Update State Information** as listed on the hire form or the W4, and **Save** the record.

The screenshot shows the 'State Tax Data' page for Travis Smith (Person ID 032024). The page has three tabs: 'Federal Tax Data', 'State Tax Data', and 'Local Tax Data'. The 'State Tax Data' tab is active. The page displays the following information:

- Company: MPL, City of Minneapolis
- Effective Date: 06/16/2015
- State Information:
 - *State: MN, Minnesota
 - Resident
 - Non-Residency Statement Filed
 - UI Jurisdiction
 - Exempt From SUT
- State Withholding Elements:
 - *Special Withholding Tax Status: None
 - *Tax Marital Status: Married
 - Withholding Allowances: 1
 - Additional Amount: \$0.00
 - Additional Percentage: 0.000
 - Additional Allowances: 0

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update Display, Include History, and Correct History. The page title is 'Federal Tax Data | State Tax Data | Local Tax Data'.

The effective date carries over from the **Federal Tax Data** page.

Exercise

Overview Add a direct hire.

Duration 30 minutes

Scenario In this exercise, you will hire a temporary employee into your department using the hire form provided. Make sure you document the employee id on the hire form, because we will use the employee again during the training session.



Notes:

Applicant Hire

Process

Data for an applicant is sent over to HRIS 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.

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.

The screenshot shows a web-based form for 'Position Information'. At the top, there are tabs for 'Description', 'Specific Information', and 'Budget and Incumbents'. The form is titled 'Position Information' and includes a search bar with 'Find | View All' and a pagination indicator 'First 8 of 8 Last'. The form is organized into several sections:

- Position Information:** Fields include Position Number (0000058), Headcount Status (Filled), Current Head Count (1 out of 1), *Effective Date (01/01/1901), *Status (Active), Reason (NEW), New Position, Action Date (01/01/1901), *Position status (Approved), Status Date (01/01/1901), and Key Position (checkbox).
- Job Information:** Fields include *Business Unit (MPLMN), Minneapolis MN, Employee Class (Certified), Job Code (02610C), Constr Maint Laborer-C, Manager Level (Non-Manager), *Reg/Temp (Regular), *Full/Part Time (Full-Time), *Regular Shift (Not Applicable), Union Code (CLB), Laborers Local 363-City, Title (Constr Maint Laborer-C), Short Title (CML), and Detailed Position Description.
- Work Location:** Fields include *Reg Region (USA), United States, Department (6300000), PW - SURFACE WATER & SEWERS, Company (MPL), City of Minneapolis, Location (C6300), Pub Wks Sewers, Reports To, Supervisor LVI, and Security Clearance.
- Salary Plan Information:** Fields include Salary Admin Plan (CLB), Grade, Step, Standard Hours (40.00), VWork Period (W), Weekly, and a weekly schedule grid with columns for Mon, Tue, Wed, Thu, Fri, Sat, Sun.

At the bottom of the form, there is a 'USA' flag icon, 'Updated on' and 'Updated By' fields, and a navigation bar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.

Position Management Checklist

HRIS Field Representatives 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 positions

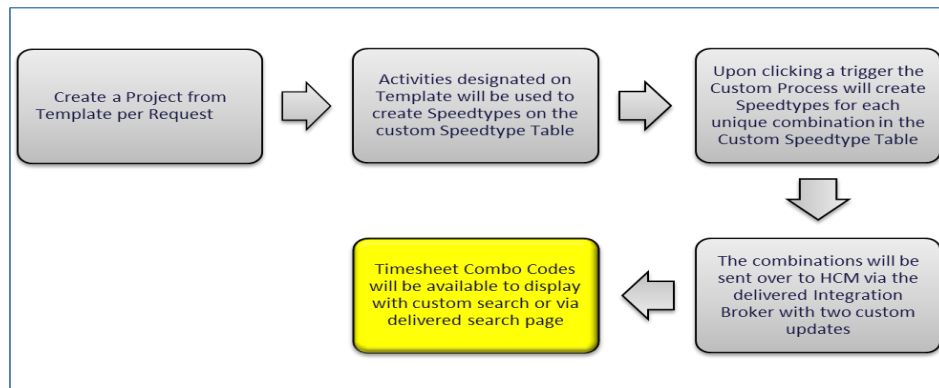
Remember – Override Position Data will not be available to users in the new HRIS system.

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:



HRIS Field Representatives, 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 Autnumber (sequence number) will be 001
- Where the PROJECTID and ACTIVITYID are the same, the Autnumber (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 Field Representative to manually enter the personal data, followed by the job data for the employee.
- NEOGOV is the HR software application that automates the entire hiring process for applicant hires.

Exercise

- Overview** Verify data sent from TeamMinneapolis
- Duration** 20 minutes
- Scenario** In this exercise, we will review new employee information sent from TeamMinneapolis



Notes:

CHAPTER 5: EMPLOYEE MAINTENANCE

Objective

Because of the interrelationship between HR, Payroll and Benefits, aspects of timely and accurate entry of significant information is critical. While HRTS Administration and Payroll do audit data, it is ultimately the HR Field Rep who will perform most of the data entry into the system.

Key Terms

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

Overview

This chapter will cover the common maintenance activities with the employee record, including:

- Job Change Actions
- Additional Assignments / End Additional Assignments
- Leave of Absence
- Pay Rate Changes
- Terminations

Employee Maintenance

Scope

Department HR Field Representatives enter hires and other actions and information about employees in their department into the COMET system. Using approved and authorized forms, the HR Field Representatives must complete all pages for:

- Personal
- Job
- Employment and Tax Information related to job changes
- Personnel actions
- COMET information updates

Because of the interrelationship between HR, Payroll and Benefits, aspects of timely and accurate entry of significant information is critical. While HRTS Administration and Payroll do audit data, it is ultimately the HR Field Rep who will perform most of the data entry into the system. In some cases, the HR Field Rep will need to be proactive to obtain data needed to ensure that employee data is current and up-to-date.

Employee Maintenance Weeks

Employee maintenance, including rehires, can only be entered during Employee Maintenance Weeks. A process is run to restrict any further employee maintenance at 2:00 p.m. on Friday's of Employee Maintenance Weeks. If the HRIS Field Representative is not able to enter employee maintenance prior to the 2:00 p.m. deadline, make sure to contact HRTS Administration to ensure it is entered before the Payroll process begins.



Notes:

Job Change Actions

Impacts

After hiring an employee, it is important to keep their HRIS records current to ensure that all actions are properly documented to comply with policies, laws, rules, and labor contracts. It is also necessary to ensure that the employee is paid correctly and receives their entitled benefits.

Job changes and updates must be entered when:

- An employee moves from one position or job to another
- A position or job characteristic changes
- A change of pay or job earnings distribution occurs

Job Change Actions in COMET include:

- Rehires - *
- Promotions - *
- Demotions - *
- Transfers - *
- Reclassifications
- Temporary Assignment to Different Jobs (details)
- Concurrent Jobs (additional part-time jobs or occasional duties)
- Pay Rate Changes
- Job Earnings Distribution Changes
- Pay Group Changes

* - Future NEOGOV functionality.

It is important to remember that a Job Change Action triggers changes throughout the system, including HR, Payroll, Benefits Administration and Time and Labor Processing. When a change is entered that involves a job code or position, much of the appropriate data defaults into the employee record. However, all of the defaulted data should be verified on the job data pages.

Pay particular attention to the Compensation Page regarding the pay step and hourly rates. Job Change Actions are generally reported using the Employee Job Change Form or the Recommendation for Discharge, Suspension or Involuntary Demotion Form.

Additional Assignment

Processing Steps

1. Periodically, employees are temporarily assigned to work in job titles different from their regular jobs. An Additional Assignment can be a concurrent job, detail, restricted work detail or workforce utilization detail. Navigate to *Workforce Administration > Job Information > Add Additional Assignment*

- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Temporary Assignments
 - French Public Sector Jobs
 - Employment Categorization ITA
 - Review Job Information
 - Reports
 - Job Data
 - Job History (M)
 - Review Staffing Assignments
 - Add Employment Instance
 - Add Contingent Worker Instance
 - Other Payee
 - Add Additional Assignment**

2. The **Assign Additional Job** search page appears. Enter the appropriate search criteria for the employee.

Assign Additional Job

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

Search Criteria

Empl ID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Middle Name:	begins with	<input type="text"/>

Case Sensitive

[Basic Search](#)

- The **Add Additional Assignment** page appears for the selected employee. Review the Assignments – if there is an inactive employee record greater than zero, go to Job Data and re-use the inactive record instead of adding another assignment.

[Add Additional Assignment](#)

Person ID 103659

Organizational Instance Find | View All | First 1 of 1 | Last

Organizational Relationship Employee

Organizational Instance 0

HR Status Active Next Empl Rcd 1

Pay Status Active

Effective Date 12/26/2014

Business Unit MPLMN Minneapolis MN

Department 4000000 POLICE DEPARTMENT

Company MPL City of Minneapolis

Last Start 04/22/2002

Assignments Personalize Find First 1 of 1 Last					
Empl Record	HR Status	Effective Date	Business Unit	Department	Home/Host
0	Active	12/26/2014	MPLMN	4000000	Home

- Note:** The system will not allow you to add multiple employee records when the employee has an inactive record(s).

If no active record is available, click the **Create Assignment** button.

5. The **Add Concurrent Job** pop-up screen appears. Enter the **Effective Date**.

The screenshot shows the 'Add Concurrent Job' pop-up screen. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Classification Hours'. The 'Job Information' tab is selected and circled with a '11'. The main form area contains several fields:

- '*Effective Date' is set to 07/09/2015 and circled with a '5'.
- 'Effective Sequence' is 0.
- 'HR Status' is Active.
- 'Payroll Status' is Active.
- '*Action' is set to 'Additional Job'.
- 'Reason' is set to 'Secondary Job' and circled with a '6'.
- '*Job Indicator' is set to 'Secondary Job'.
- 'Position Number' is empty.
- 'Position Entry Date' is empty.
- '*Regulatory Region' is set to 'USA' and circled with a '7'.
- '*Company' is set to 'MPLMN' and circled with an '8'.
- '*Department' is empty and circled with a '9'.
- 'Department Entry Date' is empty.
- '*Location' is empty and circled with a '10'.
- 'Establishment ID' is empty.
- 'Expected Job End Date' is empty and circled with a '10'.

 At the bottom, there are buttons for 'OK', 'Cancel', and 'Apply'. A 'Refresh' button is also present on the right side. The bottom of the screen shows a breadcrumb trail: 'Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours'.

6. Enter the appropriate **Reason**.
7. Enter the appropriate **Company**.
8. Enter the appropriate **Department**.
9. Enter the appropriate **Location**.
10. Enter the appropriate **Expected Job End Date**.
11. Click the **Job Information** Tab.

12. Enter the **Job Code**. The job entry date must match the Effective Date of the additional assignment.

Add Concurrent Job

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee **15** Empl ID 103855
Empl Record 1

Job Information (2) Find First 1 of 1 Last
Go To Row

Effective Date 07/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Additional Job Reason
Job Indicator Secondary Job
Current

12 *Job Code
Entry Date
Supervisor Level
Supervisor ID
Reports To

13 *Regular/Temporary Regular *Full/Part Full-Time
Empl Class *Officer Code Non-Sworn
Regular Shift Not Applicable Shift Rate
14 *Classified Indo Classified Shift Factor

Standard Hours 0.01 Work Period W Weekly
FTE 0.000000 As of Date 07/09/2015
Combined Standard Hours 40.00 FTE 1.000000

Contract Number Next Contract Number
Contract Type

USA

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

OK Cancel Apply Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

13. Enter the **Empl Class**.
14. Change the following fields as necessary: **Regular/Temporary, Classified Indicator, Full/Part, Officer Code** and **Standard Hours**.
15. Click the **Job Labor** Tab.

16. Verify the **Union Code**. The **Union Code** should be the same of the employee's permanent record.

Add Concurrent Job

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee ID 103859
Empl Record 1

17

Labor Information

Effective Date 07/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Additional Job
Reason
Job Indicator Secondary Job

Go To Row

Bargaining Unit
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2

16

Union Code
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date

Position Management Record
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff

Reason

Assigned Seniority Dates

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

Recalculate Seniority Dates

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

17. Click the **Payroll** tab.
18. Click the **'Positive' Pay Group**. The **Pay Group** on the employee's '0' record should be changed to **'Positive' Pay Group** as well.

Add Concurrent Job

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee ID 103859
Empl Record 1

19

Payroll Information

Effective Date 07/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Additional Job
Reason
Job Indicator Secondary Job

Go To Row

*Payroll System Payroll for North America

Payroll for North America

18

Pay Group
Employee Type
Tax Location Code
GL Pay Type
Combination Code

Holiday Schedule
*Tipped
FICA Status Subject

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

OK | Cancel | Apply

Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

19. Click the **Salary Plan** tab.

20. Enter the **Step**.

Add Concurrent Job

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Classification Hours

Employee Empl ID 103659
Empl Record 1

Salary Plan ? Find | View All First 1 of 1 Last
Go To Row

Effective Date 07/09/2015
Effective Sequence 0 Action Additional Job
HR Status Active Reason
Payroll Status Active Job Indicator Secondary Job

Salary Admin Plan
Grade Entry Date
Step 20 Step Entry Date
 Includes Wage Progression Rule

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

OK Cancel Apply Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

For City Only: Calculate the step closest to the 5% of pay on permanent record using base hourly rate. Non-represented employee's step is set at 4%. Be sure to check the union contract for the correct percent of increase.

21. Click the **Compensation** tab.

22. Click **Default Pay Components**.

Add Concurrent Job

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | Classification Hours

Employee Empl ID 103659
Empl Record 1

Compensation ? Find First 1 of 1 Last
Go To Row

Effective Date 07/09/2015
Effective Sequence 0 Action Additional Job
HR Status Active Reason
Payroll Status Active Job Indicator Secondary Job

Compensation Rate 0.000000 *Frequency H Hourly

Comparative Information ?
Pay Rates ?
Default Pay Components 22

Pay Components ? Find First 1 of 1 Last
Amounts Controls Changes Conversion

*Rate Code	seq	Comp Rate	Currency	Frequency	Percent
1	0				

Calculate Compensation

Job Data | Employment Data | Earnings Distribution 23 | Benefits Program Participation | Classification Hours

OK Cancel Apply Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

23. Click the **Earnings Distribution** link.

24. Click the [Edit ChartFields](#) link.

Add Concurrent Job

[Job Earnings Distribution](#) | [Classification Hours](#)

Employee Empl ID 103659
Empl Record 1

Earnings Distribution Type Find First 1 of 1 Last

Effective Date 07/09/2015 Go To Row

Effective Sequence 0 Action Additional Job

HR Status Active Reason

Payroll Status Active Job Indicator Secondary Job

Current

Compensation Rate Work Period Weekly

Standard Hours 0.01 Compensation Frequency Hourly

*Earnings Distribution Type By Percent

Job Earnings Distribution Find First 1 of 1 Last

Earnings Code	Business Unit	Percent of Distribution
	MPLMN	<input type="text"/>

Earnings ChartFields Find First 1 of 1 Last

Combination Code	Edit ChartFields

[Job Data](#) | [Employment Data](#) **27** | [Earnings Distribution](#) | [Benefits Program Participation](#) | [Classification Hours](#)

25. Enter the [Earnings Distribution](#) (funding string).

ChartField Common Component ✖

ChartField Detail

Combination Code

Search Options

Combination Codes

Speed Types

ChartField Detail

Account	Department	Fund Code	Fund	Task	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

26. Click **OK.**

27. Click the [Employment Data](#) link.

28. The Professional Experience and Leave Accrual dates will default when the record is saved.

29. Click **OK** to save the record. You will be returned to the Additional Assignment page. Refresh the data to verify the additional assignment has been added.

End Additional Assignment

1. Navigate to *Workforce Administration > Job Information > Job Data*

- The **Assign Additional Job** search page appears. Enter the appropriate search criteria for the employee.

Assign Additional Job

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

▼ Search Criteria

Empl ID:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

Case Sensitive

[Basic Search](#)

2

- Click **Insert a Row** button (“+” sign).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Empl ID 103859
Empl Record 0

Work Location ? First 1 of 1 Last

*Effective Date: 12/26/2014 **4**

Effective Sequence: 0 **5**

HR Status: Active

Payroll Status: Active

Action: Pay Rate Change **6**

Reason: Longevity Pay

Indicator: Primary Job

Position Number: 00000502 Police Sergeant-C

Position Entry Date: 09/29/2014

Regulatory Region: USA United States

Company: MPL City of Minneapolis

Business Unit: MPLMN Minneapolis MN

Department: 4000000 POLICE DEPARTMENT

Department Entry Date: 05/14/2006

Location: C4000 Police

Establishment ID: MPLS City of Minneapolis

Date Created: 12/26/2014

Last Start Date: 04/22/2002

Expected Job End Date:

Last Updated Oprid: OneNightPay

Last Updated Date: 12/26/2014 12:31:02AM

7

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

- Enter the **Effective Date**.
- Select **Assignment End** action.
- Select the appropriate **Reason** – “*End Additional Assignment*”
- Click **Save**.

Leave of Absence

Overview

If a leave is not entered, HRIS Admin time is spent tracking down the status and what benefits are paid. The City may be out of compliance with Federal Law, which can result in fines. Departments can incur unneeded expenses, which are changed back to their operating budgets for City paid benefits that the employee is not eligible for.

The FMLA process has been centralized at the City and is administered by the FMLA Coordinator.

Other notes regarding Leave of Absence:

- Any absence longer than a pay period requires an entry in the job record.
- The leave status determines eligibility for benefits. When someone is on FMLA or budgetary leave, the City portion of medical insurance is paid and VEBA passes through.
- The entry must be made in a timely manner, otherwise:
 - HRIS Admin must research the problem
 - Potential Federal fines
 - Potential Department expenses

1. Navigate to *Workforce Administration > Job Information > Job Data*



2. Enter the appropriate search criteria for the employee.

Assign Additional Job

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

Find an Existing Value

▼ Search Criteria

Empl ID: begins with

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

2

3. Click **Insert a Row** button (“+” sign).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Empl ID 103859
Empl Record 0

Employee

Work Location

*Effective Date 12/28/2014

Effective Sequence 0

HR Status Active

Payroll Status Active

Position Number 00000502 Police Sergeant-C

Position Entry Date 05/29/2014

Regulatory Region USA United States

Company MPL City of Minneapolis

Business Unit MPLMN Minneapolis MN

Department 4000000 POLICE DEPARTMENT

Department Entry Date 05/14/2005

Location C4000 Police

Establishment ID MPLS City of Minneapolis

Date Created 12/25/2014

Last Start Date 04/22/2002

Expected Job End Date

Last Updated Oprid OneNightPay

Last Updated Date 12/26/2014 12:31:02AM

7

4

5

6

3

Save Return to Search Notify Refresh Update Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

4. Enter the **Effective Date**.
5. Select appropriate **Action**.
6. Select the appropriate **Reason** – “*Expected Return Date*”.
7. Click **Save** to save the record.

Pay Rate Changes

Individual Pay Rate Changes **Individual Pay Rate Changes** are not automatically entered into COMET. They must be entered by Department HRIS Field Representatives (except for appointed increases), when the signed form with the authorizing party's signature is received.

Appointed Employees **Appointed Employees in City Council Departments** require a special process. Their step increases are entered by Central Human Resources after the proper procedures have been followed and documented. If asked to enter a Pay Rate Change for an appointed employee, forward the form to Employee Services in Human Resources for review and approval. This process does not apply to political appointments.

Mass Pay Rate Changes **Mass pay rate changes** related to collective bargaining agreements and Council or Board actions are updated by the HRIS Admin after they receive official notice to implement the new rates.

Step Increase Date **Step Increase Date:** In addition to changing the Step for an annual step increase, it's important to ensure that the Step Date is correct. Many contracts require that the step be entered at the beginning of the pay period, closest to the anniversary date. The HRIS Field Representative will need to ensure that the Step Date reflects the employee's actual anniversary date and not the date of their Step increase. This helps keep track of when the next increase is due.

Pay Rate Change Steps

1. Navigate to *Workforce Administration > Job Information > Job Data*



2. Enter the appropriate search criteria for the employee.

Assign Additional Job

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

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Second Last Name: begins with ▼

Alternate Character Name: begins with ▼

Middle Name: begins with ▼

Case Sensitive

[Basic Search](#)

2

3. Click **Insert a Row** button (“+” sign).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee Job ID 103859

Work Order 0

Find First 1 of 1 Last

Go To Row + -

*Effective Date 12/28/2014

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Pay Rate Change

Reason Longevity Pay

Indicator Primary Job

Current

Position Number 00000502 Police Sergeant-C

Override Position Data

Position Entry Date 05/29/2014

Position Management Record

Regulatory Region USA United States

Company MPL City of Minneapolis

Business Unit MPLMN Minneapolis MN

Department 4000000 POLICE DEPARTMENT

Department Entry Date 05/14/2005

Location C4000 Police

Establishment ID MPLS City of Minneapolis

Date Created 12/28/2014

Last Start Date 04/22/2002

Last Updated Oprid OneNightPay

Expected Job End Date

Last Updated Date 12/28/2014 12:31:02AM

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

4. Enter the **Effective Date**.
5. Select appropriate **Action** – “Pay Rate Change”
6. Select the appropriate **Reason**
7. Click **Salary Plan** tab.

8. Enter the new **Step**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee Empl ID 103859 Empl Record 0

Salary Plan ? Find | View All First 1 of 1 Last

Effective Date 12/28/2014
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Pay Rate Change
 Reason Longevity Pay
 Job Indicator Primary Job

Current

Admin Plan CPO
 Grade 02
 Step 1

Grade Entry Date 08/29/2014
 Step Entry Date 08/29/2014

Includes Wage Progression Rule

Job Data Employment Data Earnings Distribution Benefits Program Participation Classification Hours

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

- 9. Verify the **Step Entry Date** is the same as the Anniversary Date. If this is a Step Increase, change **Step Entry Date** to effective date of new step.
- 10. *For Independent Boards that do not use Steps* – enter the hourly compensation rate. You must click Calculate Compensation.
- 11. Click the **Compensation** tab.
- 12. Click **Default Pay Components**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee Empl ID 103859 Empl Record 0

Compensation ? Find First 1 of 1 Last

Effective Date 12/28/2014
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Pay Rate Change
 Reason Longevity Pay
 Job Indicator Primary Job

Current

Compensation Rate 38.081000 *Frequency H Hourly

Comparative Information ?
 Pay Rates ?
 Default Pay Components

Pay Components ? Find 1-2 of 2 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 LNGCPO	0	0.541000	USD	H	
2 NAHRLY	0	37.520000	USD	H	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation Classification Hours

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

- 13. Optional – Maximize the **Comparative View** Information and **Pay Rates** to view new amounts or hourly, monthly and annual dollar amounts.
- 14. Click **Save**.

Salary Structure

Basics

A salary structure is a collection of pay rates or pay ranges, combined with salary plans and salary grades. The following is a list of salary structure basics for City employees:

1. Salary tables are maintained by Central Human Resources and 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 Salary 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 2,080 hours.

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).

Salary Structure Summary

Set ID MPLMN

Salary Plan
Salary Administration Plan CPO Mpls Police Officers Fed-City
Default Salary Matrix Code

Company MPL City of Minneapolis Default Rating Model

Annual Salary Ranges Find | View All First 1-4 of 4 Last

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Salary Matrix	Rating Model
01 PolOfcrA	54,504.320	62,034.960	69,565.600	27.6			
02 PolOfcrB	75,828.480	78,138.320	80,448.160	6.1	26.0		
03 PolOfcrC	89,234.080	92,888.880	96,503.680	8.1	18.9		
04 PolOfcrD	99,409.440	102,431.680	105,453.920	6.1	10.3		

Save Return to Search Previous in List Next in List Notify

Salary Grades and Steps

**Salary
Structure -
Points to
Remember**

- **All Compensation Rates (Salaries) are expressed as Hourly rates in COMET.**
- **Apprenticeship Salary Grades**
Some apprentice jobs have more than one set of steps to which an employee may be assigned based on their salary schedule prior to the apprenticeship or to their length of service in the apprentice program. In COMET, additional pay maybe used to handle this as a payroll premium/earnings codes.
- **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 COMET 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.

Terminations

Overview

Terminations only apply to employees that are leaving employment with the City. HRIS Field Representatives may come across additional assignments where termination was used to end detail and/or concurrent job. However, that no longer applies.

Steps

1. Navigate to *Workforce Administration > Job Information > Job Data*

- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Temporary Assignments
 - French Public Sector Jobs
 - Employment Categorization ITA
 - Review Job Information
 - Reports
 - Job Data**

2. The **Assign Additional Job** search page appears. Enter the appropriate search criteria for the employee.

Assign Additional Job

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

▼ Search Criteria

Empl ID:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>

Case Sensitive

[Basic Search](#)

3. Click **Insert a Row** button (“+” sign).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Empl ID 103659

Employee Empl Record 0

Work Location (?) Find First 1 of 1 Last

*Effective Date 12/28/2014 4

Effective Sequence 0 5

HR Status Active

Payroll Status Active

Action Pay Rate Change 3

Reason Longevity Pay

Indicator Primary Job

Position Number 00000502 Police Sergeant-C

Position Entry Date 05/29/2014

Regulatory Region USA United States

Company MPL City of Minneapolis

Business Unit MPLMN Minneapolis MN

Department 4000000 POLICE DEPARTMENT

Department Entry Date 05/14/2008

Location C4000 Police

Establishment ID MPLS City of Minneapolis

Date Created 12/28/2014

Last Start Date 04/22/2002

Expected Job End Date

Last Updated Oprid OneNightPay

Last Updated Date 12/28/2014 12:31:02AM

7

Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

4. Enter the **Effective Date**. This should be the day after the last day worked.
5. Select **Termination** action.
6. Select the appropriate **Reason**.
7. Click **Save**.

Employee Maintenance Checklist

- ✓ Verify effective date of action
- ✓ Regular hire should be in a position
- ✓ Temporary hire should not be in a position
- ✓ Verify department data is correct
- ✓ Verify job code and job entry date are the same for rehire
- ✓ Verify Regular/Temporary status matches the hire/rehire action
- ✓ Verify that the correct Classified Indicator was selected
- ✓ Verify that the Standard Hours match the Full-time/Part-time selection
- ✓ Verify that Standard Hours for an additional assignment defaulted to .01.
- ✓ Verify that the correct Pay Group and Employee Type are correct; pay group and employee need to be changed on the zero record when a salaried employees is placed on an additional assignment
- ✓ Verify that a step has been entered for the employee and the Default Compensation has been clicked
- ✓ Verify that the Professional Experience and Leave Accrual Dates have been changed for a rehire (should match the rehire date)

Summary

Job Change Actions that are entered by the **HRIS Field Representative:**

- Additional Assignment
- Data Change
- Leave of Absence
- Pay Rate Change
- Return from Leave of Absence
- Suspension
- Termination
- Transfer within Department

Job Change Actions that are entered by **HRTS Administration Support:**

- Job Reclassifications
- Position Changes
- Hires – if the HRIS Field Representative receives a message that the National ID (Social Security Number) already exists in the system and/or the HRIS Field Representative cannot access the record because of COMET Security.
- Rehires, except when rehiring into the same job code or position in the same Department, position and/or job code.
- Pay Rate Change (Step) increases for City Appointed employees and Charter Department Heads.
- Pay Rate Changes related to Collective Bargaining Agreements and Council or Board actions for groups of employees.
- Some Job Change actions that result in a need for changes in Dates and Hours (See form “*Request for Hours or Date Adjustment*”, and send to HRTS Support for evaluation and entry).

This page has been intentionally left blank.

CHAPTER 6: PERSONAL DATA

Objective

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

- Enter and maintain Personal Data for employees

Key Terms

Personal Data

- Personal employee information that is maintained as personal data in COMET

Overview

A responsibility of the HRIS Field Representative is to maintain personal data for employees. This includes the following information:

- Name
- Address
- Driver's License
- Emergency Contacts



Notes:

Personal Data

Personal Information Changes

A responsibility of the HRIS Field Representative is to maintain personal data for employees. This includes the following information:

- Name
- Address
- Driver's License
- Emergency Contacts

Employees do have the ability to update personal data and emergency contacts online. However, they may also contact the HRIS Field Representative to update their information in the system.

Name Change

Changing an employee's name is performed on the **Modify a Person Page**.

1. Navigate to the **Modify a Person Page**. *Click the following menu path: Main Menu > Workforce Administration > Personal Information > Modify a Person.*

Biographical Details | Contact Information | Regional

Jeffrey Carter Person ID 103659

Name Find | View All First 1 of 2 Last

*Effective Date 06/28/2015 By 3

*Format Type English 2

Display Name Jeffrey Carter Edit Name 4

2. Click the **Add a Row** button (“+” sign).
3. Enter the **Effective Date**.
4. Click the **Edit Name** button.
5. Edit the name details.

Edit Name

English Name Format

Prefix

First Name Jeffrey

Middle Name Thomas

Last Name Carter

Suffix

Display Name Jeffrey Carter

Formal Name Jeffrey Carter

Name Carter, Jeffrey Thomas 5

Refresh Name 6

OK Cancel Refresh

6. Click the **OK** button.
7. Click the **Save** button.

Address Change

Changing an employee's address is performed on the **Modify a Person Page**.

1. Navigate to the **Modify a Person Page**. *Click the following menu path: Main Menu > Workforce Administration > Personal Information > Modify a Person.*
2. Click on the **Contact Information** tab.

Biographical Details **Contact Information** Regional

Jeffrey Carter Empl ID 103659

Current Addresses Personalize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	03/11/2010	A	PO Box 18091 Minneapolis, MN 55418 Hennepin	View Address Detail	+ -
Mailing	03/11/2010	A	PO Box 18091 Minneapolis, MN 55418 Hennepin	View Address Detail	+ -

3. Click the **View Address Detail** link for the address type being updated. Do not add a row on this page, unless another address type is being added.
4. The Address History Page displays. Click the **Add a Row** button.

Address History

Address Type Home

Address History Find First 1 of 1 Last

Effective Date	03/11/2010	Address	PO Box 18091 Minneapolis, MN 55418 Hennepin	+ -
Country	USA			
Status	A			

OK Cancel Refresh

5. Enter the **Effective Date**.

[Address History](#)

The screenshot shows a table titled "Address History" with columns for "Effective Date", "Country", "Status", and "Address". The first row has "Effective Date" 06/28/2015, "Country" USA, "Status" A, and "Address" PO Box 18091, Minneapolis, MN 55418, Hennepin. The second row has "Effective Date" 03/11/2010, "Country" USA, "Status" A, and "Address" PO Box 18091, Minneapolis, MN 55418, Hennepin. Callout 5 points to the "Effective Date" field in the first row. Callout 6 points to the "Address" field in the second row. Callout 9 points to the "Country" field in the second row. There are "OK", "Cancel", and "Refresh" buttons at the bottom.

6. Click the **Add Address** link.

[Edit Address](#)

The screenshot shows the "Edit Address" form. Fields include "Country" (United States), "Address 1" (PO Box 18091), "Address 2", "Address 3", "City" (Minneapolis), "State" (MN), "Postal" (55418), and "County" (Hennepin). Callout 7 points to the "Address 2" field. Callout 8 points to the "County" field. There are "OK" and "Cancel" buttons at the bottom.

7. The Edit Address screen appears. Add/Edit Address details.

8. Click **OK**.

9. Click **OK**.

10. Verify new address.

Biographical Details | **Contact Information** | Regional

Jeffrey Carter Empl ID 103859

Current Addresses Personalize | Find | View All | [2] | [1] | First 1-2 of 2 | Last

Address Type	As Of Date	Status	Address		
Home	06/28/2015	A	PO Box 18091 Minneapolis, MN 55418 Hennepin	10 Edit/View Address Detail	+ -
Mailing	03/11/2010	A	PO Box 18091 Minneapolis, MN 55418 Hennepin	View Address Detail	+ -

Phone Information Personalize | Find | View All | [2] | [1] | First 1-2 of 2 | Last

*Phone Type	Telephone	Extension	Preferred		
Business	612/919-9472		<input type="checkbox"/>	+ -	
Main	612/801-9171		<input checked="" type="checkbox"/>	+ -	

Email Addresses Personalize | Find | View All | [2] | [1] | First 1 of 1 | Last

*Email Type	*Email Address	Preferred		
Business		<input checked="" type="checkbox"/>	+ -	

Instant Message IDs Personalize | Find | View All | [2] | [1] | First 1 of 1 | Last

*IM Protocol	*IM Domain	*Network ID	Preferred		
11			<input type="checkbox"/>	+ -	

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

Biographical Details | Contact Information | Regional

11. Click **Save**.

Emergency Contact

1. Navigate to the **Modify a Person Page**. Click the following menu path: *Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact*
2. To add an emergency contact, click the **Add a Row** button (“+” sign). The **Primary Contact** checkbox must be selected for at least one individual.

Emergency Contact Person ID 103659 Find | View All First 1 of 1 Last

*Contact Name + -

Primary Contact *Relationship to Employee Other

Same Address as Employee

Same Phone as Employee

Contact Address

Country USA United States

Address Edit Address

Contact Phone

Phone

Save Return to Search Notify

Contact Address/Phone | Other Phone Numbers

3. To edit an emergency contact, make the desired changes to name, relationship, address or phone. If the box for Same Address as Employee is selected, the address and/or phone details will automatically default from the employee’s personal data record.
4. Click the **Other Phone Numbers Tab**. Add/Edit any phone details.

Emergency Contact Person ID 103659 Find | View All First 3 of 3 Last

Contact Name + -

Relationship to Employee Other Primary Contact

Other Phone Numbers for Emergency Contact Find | View All First 1 of 1 Last

*Phone Type Phone + -

Save Return to Search Notify

Contact Address/Phone | Other Phone Numbers

5. Click **Save**.

Driver's License

1.

Navigate to the **Modify a Person Page**. Click the following menu path: *Main Menu > Workforce Administration > Biographical > Driver's License Data*

Driver's License Data

Person ID 103859

Drivers License Find | View All First 1 of 1 Last

2 Driver's License Nbr

Driver's License Information Find | View All First 1 of 1 Last

Effective Date 06/28/2015 License Suspended

3 Country USA United States

State

Issue Location Issuing Authority

Valid from 4 Valid To

Number of Violations 0 Number of Points 0

Comment

License Type Find | View All First 1 of 1 Last

License Type 5

6

Save Return to Search Notify Add Update Display Include History Correct History

2. Enter the **Driver's License Nbr**.
3. Enter the **Country** and **State**.
4. If available, enter the **Valid from** and **Valid to** dates.
5. Select the appropriate **License Type**.
6. Click **Save**.

Summary

A responsibility of the HRIS Field Representative is to maintain personal data for employees. This includes the following information:

- Name
- Address
- Driver's License
- Emergency Contacts

Employees do have the ability to update personal data and emergency contacts online. However, they may also contact the HRIS Field Representative to update their information in the system.

CHAPTER 7: DATA CHANGES

Objective

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

- Process Data Change Actions for Employee Job Information

Key Terms

Data Change

- Actions used to change individual characteristics of an employee's job information in COMET, based on information contained on the Employee Job Change Form.

Overview

Data Change Actions are used to change individual characteristics of an employee's job information in COMET. Many of the Data Changes require changes in more than one field. This section will cover the following Data Change Actions:

1. Earnings Distribution
2. Full/Part/Intermittent Change
3. Location Code Change
4. Pay Group Change
5. Regular/Temporary/Seasonal Change



Notes:

Data Changes

Data Change Actions

Data Change Actions are used to change individual characteristics of an employee's job information in COMET. The most common mistake that HRIS Field Representatives make with this type of action is forgetting to change the information on the pages after entering the action/action reason. Many of the Data Changes require changes in more than one field (for example, Part-Time to Full Time, both Full/Part and the Standard Hours field need to be changed).

This section will cover the following Data Change Actions:

1. Earnings Distribution
2. Full/Part/Intermittent Change
3. Location Code Change
4. Pay Group Change
5. Regular/Temporary/Seasonal Change

Location Code Changes

Location Code Change is a Data Change Action used to change an employee's Location Code (division).

1. Navigate to the **Job Data** page. *Click the following menu path: Main Menu > Workforce Administration > Job Information > Job Data*

Job Data

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

Find an Existing Value

Search Criteria

2

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

3

Search Clear Basic Search Save Search Criteria

2. Enter an **Empl ID** or **Empl Record**.
3. Click the **Search** button.

4. The **Work Location** page displays. Insert a row using the “+” sign.

5. Enter the date the changes goes into effect in the **Effective Date** field.
6. Select *'Data Change'* for the **Action**.
7. Select *'Location Code Change'* for the **Reason**.
8. Click the **Earnings Distribution** link at the bottom of the page, and enter the new Earnings Distribution codes on the Earnings Distribution field.
9. Sign and date the form where it says 'Entered into HRIS by'.
10. Make sure a copy is placed in the employee's department file.

Location Code Changes – Notes Here are some points to remember for Location Code Changes:

- The Earnings Distribution may need to be changed as part of the action in addition to changing the Location Code.
- If this is a permanent change for the position, contact HRTS Administration to update the position and the incumbent.

Pay Group Changes

Pay Group Change is a Data Change Action used to change an employee's paygroup. This is an important step you need to follow when a Salaried employee is placed on an Additional Assignment, in order to ensure they are not automatically paid for hours on the permanent or '0' record.

1. Navigate to the **Job Data** page. *Click the following menu path: Main Menu > Workforce Administration > Job Information > Job Data*

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 ▼	<input type="text"/>
Empl Record:	= ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

[Basic Search](#)

2. Enter an **Empl ID** or **Empl Record**.
3. Click the **Search** button.

4. The **Work Location** page displays. Insert a row using the '+' sign.

5. Select 'Data Change' for the **Action**.

6. Select 'Pay Group Change' for the **Reason**.

7. Select the **Payroll** tab to navigate to the Payroll page.

8. The **Payroll** page appears. Select the new **Pay Group Code**.

9. Select the **Salary Plan** tab to navigate to the Salary Plan page.

- The **Salary Plan** page appears. Verify the **Step**.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Classification Hours

Empl ID 102859
Employee Empl Record 0

Salary Plan ? Find | View All First 1 of 2 Last
Go To Row

Effective Date 06/28/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Pay Group Change
Job Indicator Primary Job

Salary Admin Plan CPE
Grade 45
Step 7

Grade Entry Date 12/03/2012
Step Entry Date 12/03/2013

Includes Wage Progression Rule

History

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Classification Hours

- Select the **Compensation** tab to navigate to the Compensation page.

- The **Compensation** page appears. Click on the **Default Pay Components** button.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | **Compensation** | Classification Hours

Empl ID 102859
Employee Empl Record 0

Compensation ? Find First 1 of 2 Last
Go To Row

Effective Date 06/28/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Pay Group Change
Job Indicator Primary Job

Compensation Rate 38.295038 *Frequency H Hourly

Comparative Information ?
Change Amount 0.000000 USD Hourly
Change Percent 0.000 Compa-Ratio 1.17

Pay Rates ?
Annual 79,853.879040 USD Daily 308.380304 USD
Monthly 6,637.806587 USD Hourly 38.295038 USD

Default Pay Components

Pay Components ? Find 1-2 of 2 Last
Amounts Controls Changes Conversion (EFF)

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 LNGCPE	0	0.271000	USD	H	
2 NAHRLY	0	38.024038	USD	H	

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | **Compensation** | Classification Hours

- Click the **Save** button.
- Sign and date the form where it says 'Entered into HRIS by'.
- Make sure a copy is placed in the employee's department file.

Pay Group Code Changes – Notes

Here are some points to remember for Pay Group Changes:

- The Pay Group must be changed if the employee promotes from an Hourly (non-exempt) to a Salaried (exempt) job.
- The Pay Group on the permanent record (0) must be changed to a Positive when a Salaried employee is placed on an Additional Assignment.
- When an Additional Assignment ends for a Salaried employee, their Pay Group should be updated to Exception on their permanent job record (0).
- Temporary employees should always be 'Positive Pay' (hourly) employees.

Regular / Temporary / Seasonal Change

Regular / Temporary / Seasonal Change is a Data Change Action used to change an employee's Regular, Temporary or Seasonal status. You will only be able to make this change for temporary employees. Contact HRIS Administrative if the Regular/Temporary status needs to be changed for a regular employee.

1. Navigate to the **Job Data** page. *Click the following menu path: Main Menu > Workforce Administration > Job Information > Job Data*

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 ▼	<input type="text"/>
Empl Record:	= ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

[Basic Search](#)

2. Enter an **Empl ID** or **Empl Record**.
3. Click the **Search** button.

- The **Work Location** page is displayed. Enter the date the changes goes into effect in the **Effective Date** field.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee Empl ID 102859 Empl Record 0

Work Location ? Find First 1 of 2 Last

*Effective Date 06/28/2015 Go To Row

Effective Sequence 0 *Action Data Change

HR Status Active Reason Full/Part/Intermittent Time Ch

Payroll Status Active *Job Indicator Primary Job

Position Number 00007903 Program Specialist Sr Cmnty-C

Position Entry Date 12/03/2012

Regulatory Region USA United States

Company MPL City of Minneapolis

Business Unit MPLMN Minneapolis MN

Department 8450000 Neighborhood and Community Rel

Department Entry Date 12/03/2012

Location CB452 NCR Admin

Establishment ID MPLS City of Minneapolis

Date Created 06/28/2015

Last Start Date 06/25/2001

Expected Job End Date

Last Updated Oprid schetox0

Last Updated Date 06/28/2015 11:22:15PM

Job Data Employment Data Earnings Distribution Benefits Program Participation Classification Hours

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

- Select **'Data Change'** for the **Action**.
- Select **'Full/Part/Intermittent Change'** for the **Reason**.
- Select the **Job Information** tab to navigate to the Job Information page.
- The **Job Information** page appears. Select the new **Full/Part** status.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee Empl ID 102859 Empl Record 0

Job Information ? Find First 1 of 2 Last

Effective Date 06/28/2015 Go To Row

Effective Sequence 0 Action Data Change

HR Status Active Reason Full/Part/Intermittent Time Ch

Payroll Status Active Job Indicator Primary Job

Job Code 08415C Program Specialist Sr Cmnty-C

Entry Date 12/03/2012

Supervisor Level

Supervisor ID

Reports To 00007778 Access & Outreach Mgr APPT - C

Regular/Temporary Regular Full/Part Full-Time

Empl Class Certified *Officer Code Non-Sworn

Regular Shift Not Applicable Shift Rate

Classified Indc Classified Shift Factor

Standard Hours ?

Standard Hours 40.00 Work Period W Weekly

FTE 1.000000

Contract Number ?

Contract Number Next Contract Number

Contract Type

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation Classification Hours

Save Return to Search Notify Refresh Update/Display Include History Correct History

9. If appropriate, enter the new weekly hours in the **Standard Hours** field.
10. Click the **Save** button.
11. Sign and date the form where it says 'Entered into HRIS by'.
12. Make sure a copy is placed in the employee's department file.

**Regular /
Temporary /
Seasonal
Changes –
Notes**

If this is a change for a permanent employee in a position, contact HRTS Administration to update the position and the incumbent.



Notes:

CHAPTER 8: 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:

Reports

Running Reports

HRIS Field Representatives have the ability to run predefined reports within COMET. HRIS Field Representatives 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.

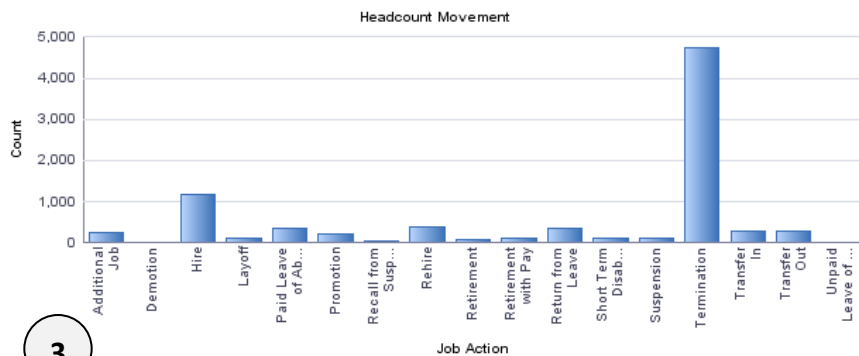
1. To access this report, select *Main Menu > Workforce Administration > Workforce Reports > Quick Analytics > Headcount Movement*
2. The **Headcount Movement** report appears. Filters can be applied to control information displayed on the report.

⚙️

Filters

2

Reports To	(All)	HR Status	(All)
Supervisor	(All)	Jobcode	(All)
Position	(All)	Department	(All)
Location	(All)		



3. Bar Charts, Line Charts, Pie Charts and Horizontal Bar Charts can be displayed.

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 may be on the horizon if essential positions become vacant, as the competencies needed for the future change, etc.

Department: 311

Employee Listing

Fields to display in Results

Results										
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	2000-04-08	2008-07-28
2 311	Besoh, 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	118727	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	098873	0	C8320	311 Call Center	02846C	Customer Service Agent II-C	Active	2000-02-07	2014-05-26
8 311	Fragassi, Chantel	121589	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

Classic Position Management 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

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: M000250.SGR		Classic Position Management Report		Page # 1													
As of Date 01/01/2014		HUMAN RESOURCES															
Department 8150000 HUMAN RESOURCES																	
Locs	Position	Job Cd	Job Title	FTE	B/S	FPI	Class	Name	ID	Grade	Rate	Step	Incr. Date	Hire Date	Sal. Plan	Wkly Bns	
CB155	00001861	05412C	HR Associate-C	1.0	R	F	C	Bende, Heather Mae	119591	6	649,215	7	02/22/2015	07/10/2012	CAP	40	
CB155	00001864	05412C	HR Associate-C	1.0	R	F	C	Berry, Brianna	121317	6	618,066	2	02/22/2015	09/09/2013	CAP	40	
CB155	00002316	05412C	HR Associate-C	1.0	R	F	C	Lampe, Joel William	121286	6	618,066	2	02/22/2015	09/12/2013	CAP	40	
Total for Job Code 05412C HR Associate-C																	
										3,000							
CB154	00003527	05416C	HR Associate Consultant-C	1.0	R	F	C	Bisset, Darcia A	093982	7	861,098	7	01/01/2015	04/06/1998	CPE	40	
CB154	00003533	05416C	HR Associate Consultant-C	1.0	R	F	C	Deterialis, Crystal O	093643	7	861,445	7	01/01/2015	09/17/1988	CPE	40	
Total for Job Code 05416C HR Associate Consultant-C																	
										2,000							
CB155	00001862	05418C	HR Consultant-C	1.0	R	F	C	Schaller, Rosanna L	066977	8	872,465	7	06/01/2014	03/16/1987	CPE	40	
CB155	00002058	05418C	HR Consultant-C	1.0	R	F	C	Iaton, Janis May	098732	8	867,967	6	01/01/2015	03/06/2000	CPE	40	
CB155	00002061	05418C	HR Consultant-C	1.0	R	F	C	Chatt, Irene	062698	8	856,363	2	01/01/2015	07/22/1991	CPE	40	
CB155	00002062	05418C	HR Consultant-C	1.0	R	F	C	Villarreal, Daniel	109777	8	851,598	1	06/01/2014	04/24/2006	CPE	40	
CB154	00002096	05418C	HR Consultant-C	1.0	R	F	C	Faloni, Hassan A	064876	8	872,465	7	01/01/2015	05/24/1988	CPE	40	
CB155	00003530	05418C	HR Consultant-C	1.0	R	F	C	Richardson, Francine	121385	8	857,260	3	10/05/2014	10/11/2013	CPE	40	
CB155	00007164	05418C	HR Consultant-C	1.0	R	F	C	Vang, Mai Xai	120421	8	860,289	4	06/01/2014	06/17/2013	CPE	40	
CB160	00007880	05418C	HR Consultant-C	1.0	R	F	C	Kolodziej, Kathryn	118586	8	860,289	4	06/01/2014	06/13/2012	CPE	40	
Total for Job Code 05418C HR Consultant-C																	
										8,000							
CB160	00001891	05419C	HR Consultant, Confidential-C	1.0	R	F	C	Adeniyi, Elizabeth M	010025	8	872,465	7	01/01/2015	04/16/1984	CPE	40	
CB160	00005017	05419C	HR Consultant, Confidential-C	1.0	R	F	C	Naveen, Erin S	119863	8	851,349	4	02/22/2015	02/25/2013	CPE	40	
Total for Job Code 05419C HR Consultant, Confidential-C																	
										2,000							
CB155	00002355	05420C	Human Resources Generalist-C	1.0	R	F	C	Toal, Elizabeth	112552	10	878,069	5	11/02/2014	11/13/2007	CNR	40	
CB155	00003409	05420C	Human Resources Generalist-C	1.0	R	F	C	Carlton, Archimedes G	102870	10	886,925	7	02/23/2014	07/16/2001	CNR	40	
CB155	00003610	05420C	Human Resources Generalist-C	1.0	R	F	C	Osborn, Jennifer J	113900	10	875,943	4	07/22/2014	07/23/2008	CNR	40	
CB155	00003611	05420C	Human Resources Generalist-C	1.0	R	F	C	Charlton, Kelley Maureen	112909	10	876,943	4	02/23/2014	06/05/2008	CNR	40	
CB155	00003613	05420C	Human Resources Generalist-C	1.0	R	F	C	Jones, Susan Gale	109922	10	880,216	6	07/11/2014	07/11/2005	CNR	40	
CB155	00003614	05420C	Human Resources Generalist-C	1.0	R	F	C	Petty, Dill Patricia	109044	10	885,144	7	02/23/2014	07/05/2005	CNR	40	
CB155	00005062	05420C	Human Resources Generalist-C	1.0	R	F	C	Klone, Duanliny	121269	10	875,131	3	07/27/2014	08/05/2011	CNR	40	
Total for Job Code 05420C Human Resources Generalist-C																	
										7,000							
CB160	00007424	05421C	HR Lead Investigator-C	1.0	R	F	C	Kennedy, Steven G	109805	9	878,401	7	02/23/2014	05/01/2006	CNR	40	
Total for Job Code 05421C HR Lead Investigator-C																	
										1,000							
CB154	00002131	05426C	HR Senior Associate-C	1.0	R	F	C	Hosch, Mary B	068174	6	856,911	7	02/23/2014	02/03/1993	CNR	40	
CB160	00002365	05426C	HR Senior Associate-C	1.0	R	F	C	Hudson, Carol Ann	119714	6	851,680	4	04/10/2015	10/20/2012	CNR	40	
CB155	00003532	05426C	HR Senior Associate-C	1.0	R	F	C	Cibson, Susan J	060311	6	857,341	7	02/23/2014	04/24/1978	CNR	40	
CB154	00003535	05426C	HR Senior Associate-C	1.0	R	F	C	Vacant									
Total for Job Code 05426C HR Senior Associate-C																	
										4,000							
CB154	00002028	05428C	HR Senior Consultant-C	1.0	R	F	C	Gross, Diane Carol	064441	10	881,436	7	02/23/2014	04/08/1991	CNR	40	
CB154	00002041	05428C	HR Senior Consultant-C	1.0	R	F	C	Anderson, Steven Lawrence	119715	10	878,069	5	10/10/2014	10/22/2012	CNR	40	
CB154	00002046	05428C	HR Senior Consultant-C	1.0	R	F	C	Wiggins, Valente Ann	064438	10	881,715	7	02/23/2014	06/02/1980	CNR	40	
CB160	00002057	05428C	HR Senior Consultant-C	0.8	R	F	C	Friedman, Amy B	067412	10	866,749	7	02/23/2014	06/20/1995	CNR	32	
CB160	00002060	05428C	HR Senior Consultant-C	1.0	R	F	C	Hahner, Michael	070228	10	881,348	6	08/24/2014	03/14/1991	CNR	40	

Position Management Report

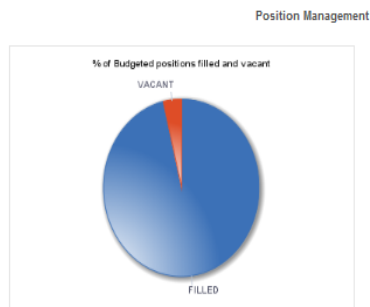
The 'new' Position Management report is very similar to the previous 'classic' Position Management Report, however, some of the information within the report has changed and the new report has other improved features including a graphical presentation of the percentage of positions that are vacant or 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.

Department:

As Of Date:

List Only Vacant Positions:



Results															
Department	Location	Title	Position Nbr	Position FTE	Reg/Seasonal	Full/Part Time	Employee Class	Key Position	Reports To	Classification Grade	Name	EE ID	Employee Status	Employee FTE	Original Hire Date
1 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00002143	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Lane, Doris Cedele	095767	Active	1	1998-08-24
2 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00002187	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Darby, Carol	115245	Leave W/Py	1	2009-08-24
3 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00005081	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Church, Margaret Mary	109563	Leave W/Py	1	2000-01-09
4 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00007831	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Edmond, Gwendolyn	109420	Active	1	2005-11-07
5 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep II-C	00007780	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	6	Patino, Jessica Mariela	120114	Active	1	2013-05-20

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.

Special Notes

- HR Field Rep security access may be limited to one Department.
- See the *Management Reports User Manual* for additional instructions on executing reports.

Queries

Running Queries

HRIS Field Representatives 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 HRIS Field Representatives 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**.



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

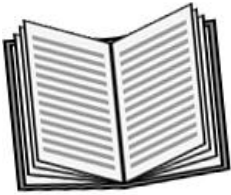
5

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_PRIMPTS	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_EE_STEP_INCREASE_DUE_BY_DEPT:** Provides a list of employees that are due a step increase within the next 90 days.
- **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:

Summary

- HRIS Field Representatives 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 HRIS Field Representatives 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 an HRIS Field Representative may regularly execute in the new system.



Notes:

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
- How perform the critical employee maintenance tasks
- The process to update personal data
- How to make basic employee data changes
- The execution of key reports and queries

Next Steps

- Practice using the Training Sandbox.
- Provide Departmental support for new end users of COMET
- 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 - Employee Maintenance Checklist

EMPLOYEE MAINTENANCE CHECKLIST

- Verify effective date
- Regular hire should be in a position
- Temporary hire should not be in a position
- Verify department data is correct
- Verify job code and job entry date are the same for rehire
- Verify Regular/Temporary status matches the hire/rehire action
- Verify that the correct Classified Indicator was selected
- Verify that the Standard Hours match the Full-time/Part-time selection
- Verify that Standard Hours for an additional assignment equal zero
- Verify that the correct Pay Group and Employee Type are correct
- Verify that a step has been entered for the employee and the Default Compensation has been clicked
- Verify that the Professional Experience and Leave Accrual Dates have been changed for a rehire (should match the rehire date)



EMPLOYEE
MAINTENANCE CHEC

A.3 - Employee Status Guide

Employment Class (Empl_Class)

C - Certified (Classified)

City and Park ONLY: 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.

Other Independent Boards & Agencies - Should not be used.

A - Appointed

City and Park - Used for employees currently considered appointed and not in a certified job code and who are not Charter Department Heads.

Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful, or not used at all if appropriate.

H - Charter Department Head

City and Park- Used only for those positions defined by the State Legislature as Charter Department Heads.

Other Independent Boards & Agencies -Should not be used.

E – Elected

City and Park - Used only for Mayor and City Council Members

Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful for any elected positions, or not used at all if appropriate.

T - Outside Trades

All Departments, Boards & Agencies - This code **must be used** 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.

U - Uncertified Other

City and Park - Used for non-certified employees who do not fit into any of the other categories.

Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful, or not used at all.

L – Ancillary

City and Park - 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; Summer Youth and other Work Program participants, such as through METP; Election Judges; and contract employees if paid through the payroll system.

Other Independent Boards & Agencies - May be used in whatever way the board or agency finds useful, or not used at all.



EMPLOYMENT
STATUS GUIDE.doc

A.4 - 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

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



HRIS Field
Formats.doc

A.5 - 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

Equals
A LABEL FOR A SET OF SALARY STEPS

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.**
- **Apprenticeship Salary Grades**

Some apprentice jobs have more than one set of steps to which an employee may be assigned based on their salary schedule prior to the apprenticeship or to their length of service in the apprentice program. In the HRIS, additional pay maybe used to handle this as a payroll premium/earnings codes.
- **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.6 - Reg/Temp Code

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 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.7 - Classified Indicator

Classified Indicator Code	Description	WHEN TO USE: <ul style="list-style-type: none"> Record No. '0' - PRIMARY (ZERO) RECORD CODES USE FOR HIRE, REHIRE, OR APPROPRIATE JOB CHANGE ACTIONS
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. Requires an Expected Job End Date
P	Permit	Temporary employees hired into Certified Job Codes of the City and Park (except Park Board "Code 8" employees – which would be code U). Excludes Outside Trades workers Requires an Expected Job End Date
Q	Political Appointment	Appointed support staff, such as administrative support for Mayor and City Council Members.
S	Casual	Outside Trades workers whose Health & Welfare is paid to the union hall by the respective salary authority (City, Park, MPHA and MBC).
T	Temporary	Used ONLY for : Election Judges METP - Summer Youth and related work programs Park Board Summer Teen Workers May Require an Expected Job End Date
U	Unclassified	<i>Used for City and Park temporary employees who are not in any of the other categories. Examples include: Elected Officials, Police Department Medical Support Team members, and Park Board "Code 8" employees.</i> Includes Student Interns (one year limit) and also requires an Expected Job End Date

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.



CLASSIFIED
INDICATOR GUIDE_0