Human Capital Management – OA User Guide

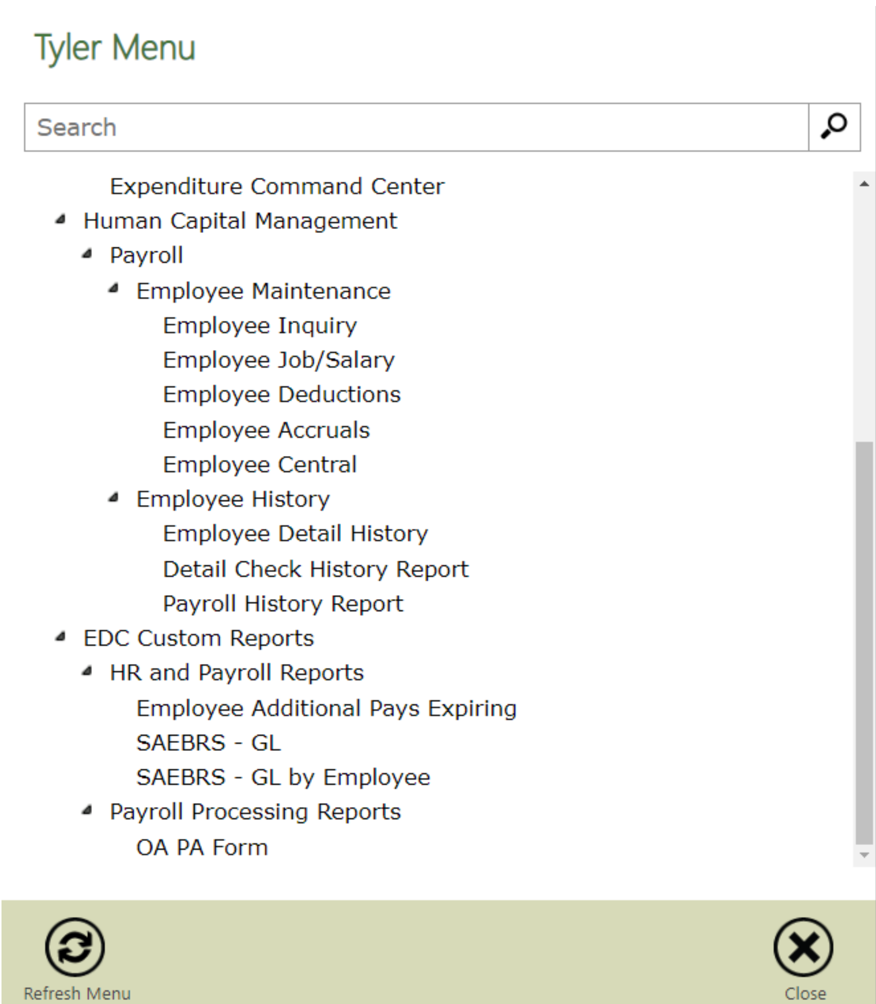
Objective

This guide will concentrate on the inquiry access within Human Capital Management.

Personnel, based on appropriate security, will be able to view and report on various human resources and payroll related activities.

Prerequisites

Before successfully completing this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the County IT Admins to complete the security forms



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Employee Inquiry

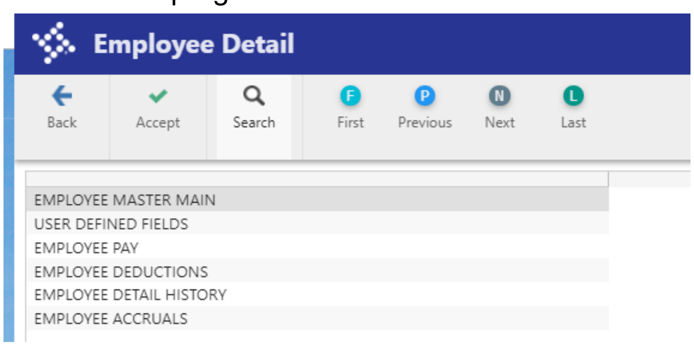
When you use the Employee Inquiry program it will give you the ability to view employee master records for employees. You can view many details including the employee address, employee dates, and base pay salary information. It is an inquiry only program so records cannot be maintained.

Search for Employees

1. Open the Employee Inquiry program.
   Human Resources/Payroll > Human Resources > Employee Job/Pay Classification > Employee Inquiry
2. Click **Search** to search on existing Employee Records

Menu Options

3. Detail– Links to MUNIS programs to view additional detail on employees



Note: Programs are covered in sections of the Guide

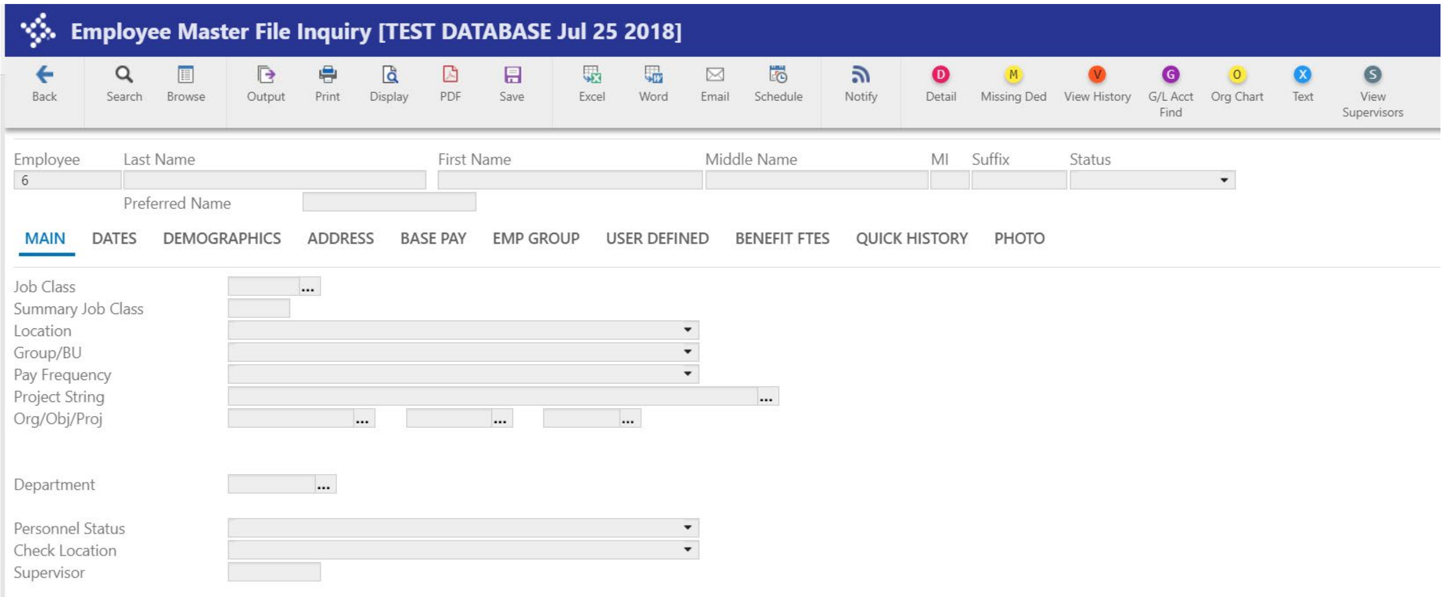
4. Missing Deductions – NO Access

5. View History – NO Access

6. GL Acct Find – Allows you to search for records using general ledger account information

7. Org Chart – Create an organization chart that contains the management structure for the selected employee.

Fields



1. The ***Main*** tab shows the pertinent information of the employee allocation, supervisor, and location. The location field is used for security access.

2. The **Dates** tab provides information on Birth Date, Hire Date, Service Date, Probation Dates, and Term Date.

3. The **Demographics** tab has information on Gender, EEO, Ethnicity, and Race

4. The **Address** tab has employee address and phone number

5. The **Base Pay** tab has information about the employee's base pay. This tab does not exist in the Employee Master program.

6. The **Emp Group** tab will not be utilized by El Dorado County.

7. The **Employee User** Define provides information on the employees Kronos Access, Next Performance Date, Cal PERS setup, and Last Salary Review Date.

8. The **Benefit FTEs** tab will not be utilized by El Dorado County.

9. The **Quick History** tab allows you to view all of the position activity for an employee.

10. The **Photo** tab will not be utilized by El Dorado County.

*I any changes need to be made to individual employees for any of the above categories please submit a PA to County Payroll with the updated information.

Employee Job/Salary

Search for Employee Pays

To find a specific record or set of records:

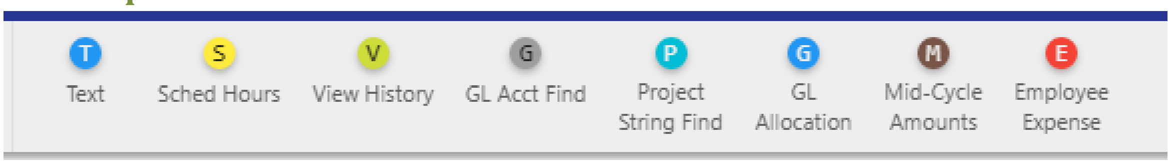
1. Click **Search** on the ribbon.

2. Complete one or more of the fields to create an active set matching specific search criteria, or leave all the fields blank to create an active set of all records. TIP: * is wildcard

3. Click **Accept** or press **Enter**.
   The program displays the first record in the active set.

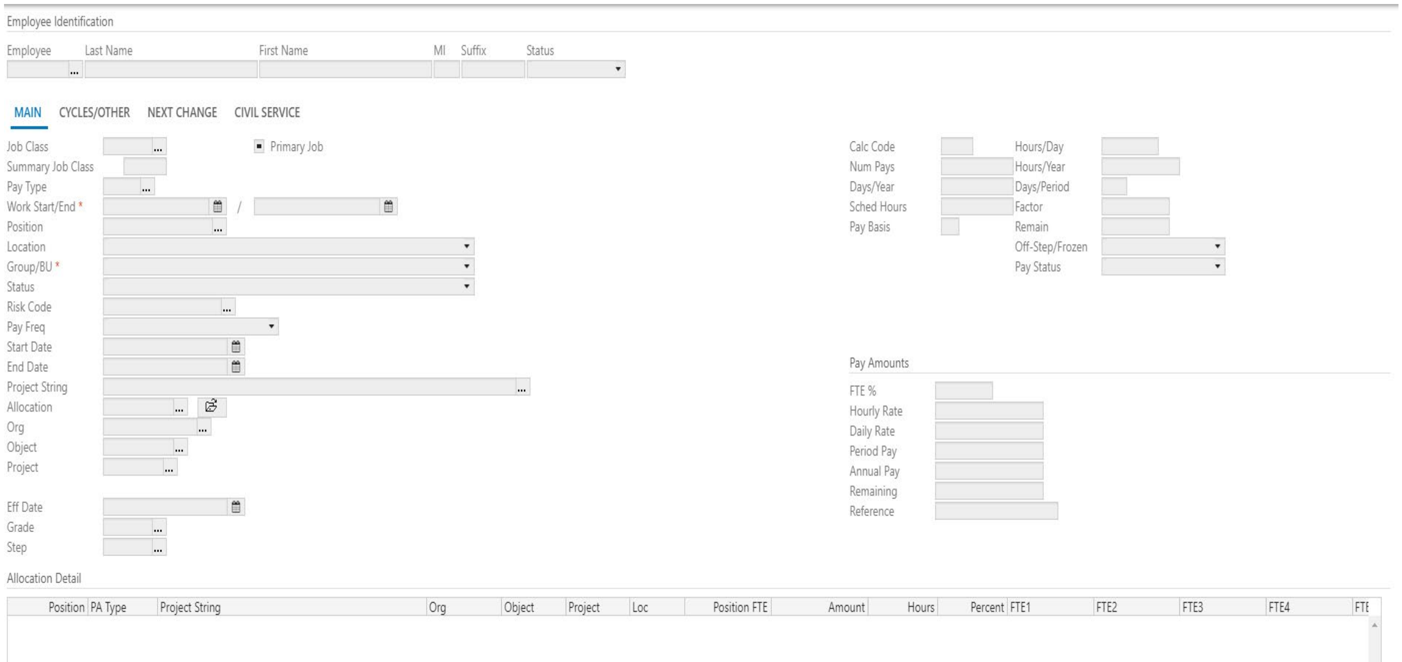
4. Click **Browse** to view a list of all records in the active set; double-click an entry to select it.

Menu Options



1. Text – Notes
2. Sched Hours – NOT USED
3. View History – NO ACCESS
4. GL ACCT Find – Search using GL Account segments
5. Project Sting Fin – NOT USED for Outside Agencies
6. GL Allocation – shows allocation (located on the bottom of the screen)
7. Mid Cycle Amounts – NOT USED
8. Employee Expense – NOT USED

Fields



Field	Description
Main Tab	
Job Class	Employees job class code
Pay Type	Employees pay type code
Work Start/End	The work range for the employee for the defined job class and pay type.
Position	NOT USED
Location	
Group/BU	
Status	FT, PT, XE, XR, XT
Risk Code	NOT USED
Pay Freq	Always B
Start/End Date	These boxes contain the employee's start and end dates. The default value for the start date is the current date; the default value for the end date is 12/31/9999.
Project Account	NOT USED
Allocation	NOT USED
Org/Object	Employees Default Org and Object
Eff Date	Payroll Begin Date
Grade	NOT USED
Step	NOT USED
Calc Code	From Pay Master
Num Pays	
Days/Year	
Sched Hours	
Pay Basis	From Pay Master
Hours/Day	

Field	Description
Hours/Year	
Days/Period	
Factor	From Pay Master
Remain	This is the employee's number of remaining pay periods for the fiscal year.
Off-Step/Frozen	
Pay Status	A -Active, I - Inactive
Pay Amounts	
FTE%	
Hourly Rate	
Daily Rate	
Period Pay	
Annual Pay	
Remaining	
Reference	
Cycles/Other Tab	
OT Table	NOT USED
Next Change Tab - Not used by County of El Dorado	
Civil Service Tab - Not used by County of El Dorado	

Employee Deductions

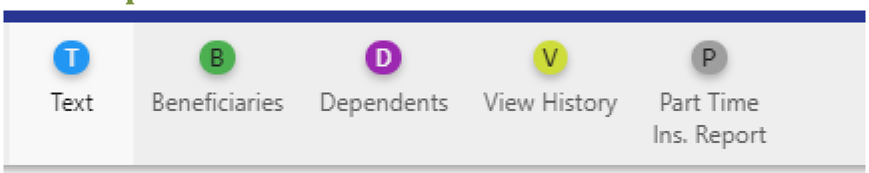
In this section you will be able to inquire on all employee benefit related deductions.

Search for Employee Deductions

To find a specific record or set of records:

5. Click **Search** on the ribbon.
6. Complete one or more of the fields to create an active set matching specific search criteria, or leave all the fields blank to create an active set of all records. TIP: * is wildcard
7. Click **Accept** or press **Enter**.
   The program displays the first record in the active set.
8. Click **Browse** to view a list of all records in the active set; double-click an entry to select it.

Menu Options



1. Text – Notes
2. Beneficiaries – NOT USED
3. Dependents – NOT USED
4. View History – NO ACCESS
5. Part Time Ins Report – NOT USED

Fields

Field	Description
Deduction	This box contains the deduction code
Loc	This box displays the employee's primary location code.
Group/BU	This box displays the group or bargaining unit with which the employee is associated.
Main Tab	
Start/End Date	These boxes define the start and end dates for the deduction allowance.
Active	This check box, if selected, indicates that this deduction is active.
Calc Code	This list establishes the calculation code for the deduction.
Factor	This box contains the deduction multiplication factor.
Marital Status	This list indicates the tax marital status for calculation codes 05, 06, or 07.
Exemptions	This box contains the number of exemptions for calculation codes 05, 06, or 07. **Note:** For California sites, this includes additional allowances.

Additional/Allowances	This box contains the number of additional allowances. This number must be included in the value of the Exemptions box. **Note:** This box applies to CA SIT organizations only.
Employee Amt/Pct	This box contains the employee-paid amount or percentage of the deduction.
Employer Amt/Pct	The employer-paid amount or percentage of the deduction.
Employee Ann Amt	This box displays the annual amount for the employee.
Employer Ann Amt	This box displays the annual amount for the employer.
Employer Remaining	This box contains the remaining encumbered amount for the employer.
Employee Limit	This is the employee limit for the deduction.
Employer Limit	This is the employer limit for the deduction.
Vendor Number	This is the vendor number linked to the employee's record
Address	This box specifies a remit address for paying a vendor for an employee deduction or benefit.
Cycles Tab	
Cycles	Payroll Cycles deduction is taken
Insurance Tab – NOT USED	
Health Insurance Tab	
Carrier	BU
Plan	FT, PT
Coverage	PROVIDER and PLAN
Level	Tier
Monthly Premium	
Employee Rate Rate per Cycle	These boxes contain the employee's share of the monthly premium and the amount/percent that is actually taken for the deduction in a payroll.
Employer Rate Rate per Cycle	These boxes contain the employer's share of the monthly premium and the amount/percent that is actually taken for the deduction in a payroll.
Escrow Tab – NOT USED	
Garnishments Tab – Limited Access	
Optional Life Tab – NOT USED	
COBRA Tab – NOT USED	

Employee Accruals

Search for Employee Deductions

To find a specific record or set of records:

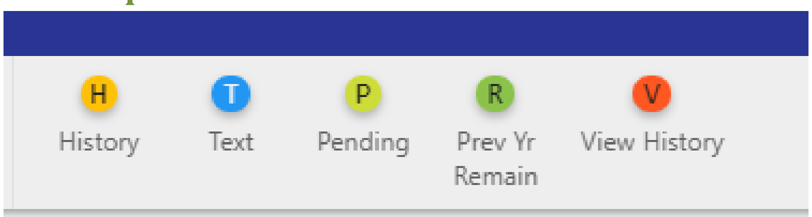
1. Click **Search** on the ribbon.

2. Complete one or more of the fields to create an active set matching specific search criteria, or leave all the fields blank to create an active set of all records. TIP: * is wildcard

3. Click **Accept** or press **Enter**.
   The program displays the first record in the active set.

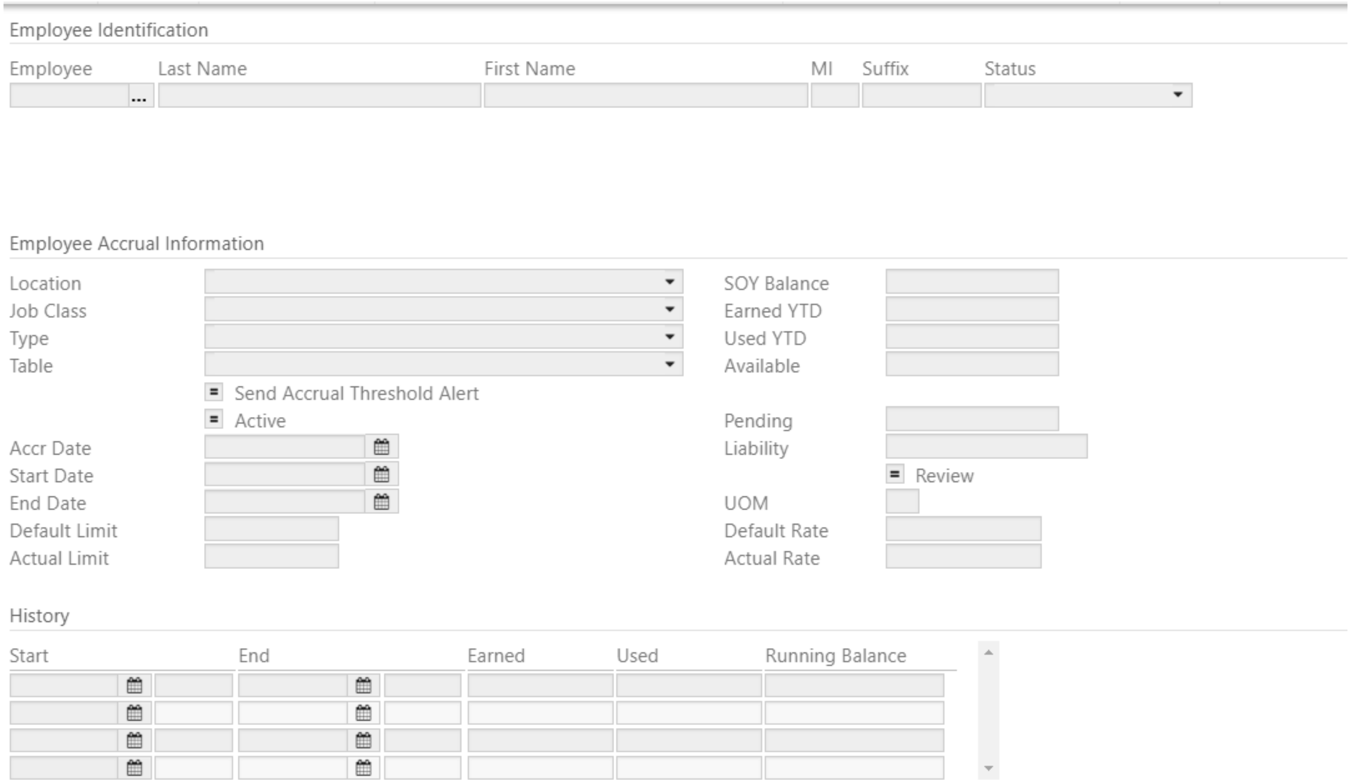
4. Click **Browse** to view a list of all records in the active set; double-click an entry to select it.

Menu Options



1. History – shows the history of earned and used for employee selected. History is also on the main screen.
2. Text – Notes
3. Pending – NOT USED
9. Pre Yr Remin – NOT USED
4. View History – NO ACCESS

Fields



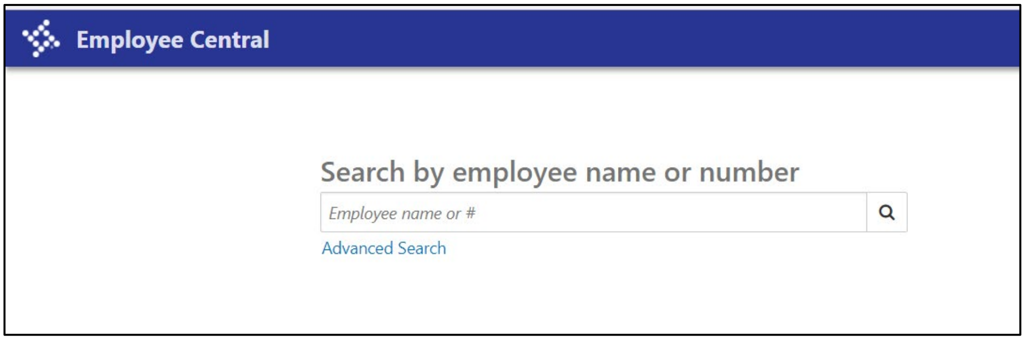
Field	Description
Employee Accrual Information	
Location	This list identifies the primary location code.
Job Class	NOT USED for Accruals
Type	1 – Comp Time 2 – Floating Holiday 3 – Management Leave 4 – Union Time 5 – Sick 6 – Special Leave 7 – Supervisor Leave 8 – Vacation Leave 9 – Other
Table	The list specifies the accrual table against which the employee's time is calculated.
Send Accrual Threshold Alert	NOT USED
Active	This check box, if selected, indicates the accrual is currently active.
Accr Date	This box specifies the date for calculating accrual service time. This determines the length of service for awarding earned accrual time during the employee update process.
Start Date	This box provides the start date for the accrual.

End Date	This box provides the end date for the accrual.
Default Limit	This box displays the default accrual limit, which is established in the Accrual Tables program. The accrual limit is the maximum amount of units that can be earned by an employee.
Actual Limit	This is the actual limit or an amount that can override the amount in the Default Limit box. Limits are normally set in Accrual Tables program, but exceptions can be defined in this box. **Note:** If there is an amount in the Default Limit box, the value in the Actual Limit box should be zero.
SOY Balance	This box contains the employee's start-of-year (SOY) balance.
Earned YTD	This is the employee's year-to-date (YTD) earned amount.
Used YTD	This box indicates the employee's year-to-date (YTD) used amount.
Available	This box displays the available accrual balance.
Pending	NOT USED
Liability	This box displays the dollar liability of the accrual balance. This value is calculated by multiplying the accrual balance by the employee's current hourly, daily, or period rate.
Review	NOT USED
UOM	This box indicates the accrual unit of measure.
Default Rate	This box displays the default rate amount, that is, the rate at which an employee earns time.
Actual Rate	This box contains the actual rate at which an employee earns time.
History	
	These boxes display accrual history earnings and usage

Employee Central

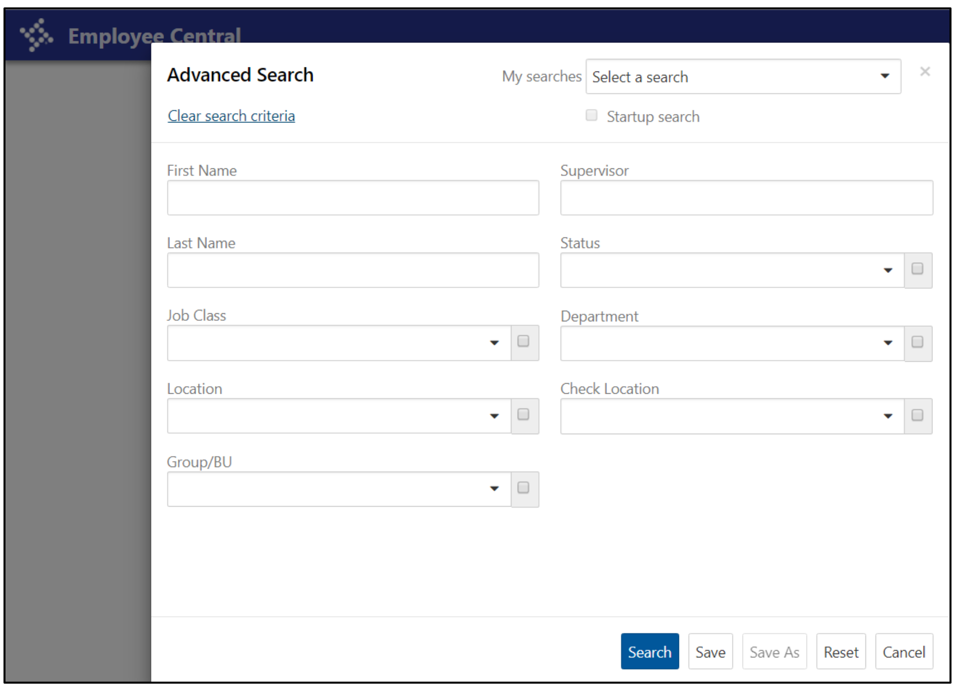
Basic Search

The basic search is employee last name or by employee number.



Advance Search

You can search by other information by clicking Advanced Search on the toolbar.



The program displays a list of employees that meet the search criteria. If more employees meet the criteria than can display on the screen, you can click the First, Last, Previous, and Next arrow buttons to view more employees. The program displays job class, work location, pay frequency, location, group/BU, personnel status, general status, ID, and hired date for each employee. You can click the Export button on the toolbar to create a list of the employees that meet the search criteria in Microsoft Excel. You can click Details for an employee to view more information.

When you click Details for an employee on the Search Results page, the program displays the employee information that you have been granted access to. From the ribbon, you then have the ability to export to Excel, Email, add notes, add attachments or select actions from the Menu.

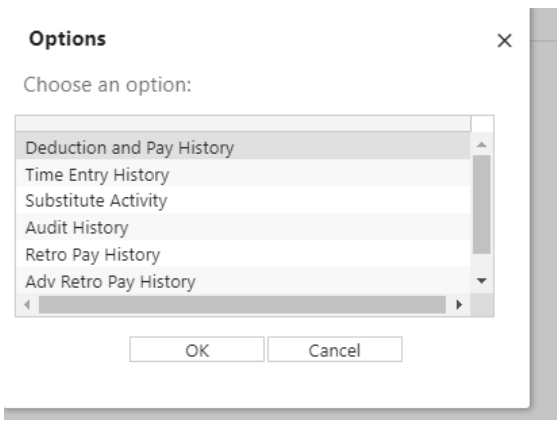
Reports

Payroll > Employee History > Employee Detail History

The Employee Detail History program accesses employee detail programs for query and print purposes. The details are accurate to the current date, for example, if you enter vacation time for an employee using the Time Entry program, the Employee Detail History includes that information once the entry record is saved.

To view employee detail:

1. Click **Search.**
2. Complete the fields, as required, to define the employee records.
3. Click **Accept.**
4. Click **Detail.** The program displays a menu from which you can select the program to open. Select from the following options:



   a. **Deduction and Pay History** program maintains earning and deduction details for an employee.
      i. Click Deduction/Earning to access the fields on the Deductions/Earnings tab. Complete the fields and press Enter to view deduction and earnings records for the selected employee.
      ii. Click Check Summary to access the Check Summary tab. Complete the Check Date box and press Enter to view a list of checks for the selected employee.

   b. **Time Entry History** program identifies employee pay and attendance records. Option to export records to Excel for review.

   c. **Substitute Activity** – NOT USED

   d. **Audit History** – NO ACCESS

   e. **Retro Pay History** – NOT USED

   f. **Adv Retro Pay History** – NOT USED

   g. **History Inquiry**– NO ACCESS

Payroll > Employee History > Detail Check History Report

The Detail Check History Report prints employee earnings and deductions based on a large, flexible, user-defined set of criteria. You can establish whether to include a single employee, a group or all employees, a location/organization range, whether to print the history, the earnings and deduction range, and the report date range and order.

To create a report:

1. Click **Define**.
2. Complete the fields, as required, to define the report parameters.
3. Click **Accept**.

Field	Description
Report Dates	These boxes indicate the range of dates to include in the report if you select Specify from the Report Dates list. The default values are blank to blank. The program retains the dates until you close it. You can update the dates each time you define the report. Report dates available as of PP1/2019 no legacy information included.
Report Order	This list determines the report sort order.
Report Option	This list determines the report options: Detail or Year Total. If you select Year Total and there is a negative salary amount, the program includes a negative sign indicator.
Year Option	This list determines the year option: Calendar or Fiscal.
Include Project String Detail	NOT USED
Single Employee	This check box, if selected, indicates that the report is for a single employee. If you select this check box, you must complete the Employee Number box with the employee number.
Employee Number	If the Single Employee check box is selected, the employee number to include in the report. This number must exist in the Employee Master program.
Location	These boxes define the location code range to include. You can change a default value. To include all locations, leave the default values (blank to all *Z*'s) in the boxes.
Org	These boxes define the organization code range to include. To include all org codes, leave the default values (blank to all *Z*'s) in the boxes.
Print Earnings	This check box, if selected, directs the program to include the earnings history for the report date range.
Pay Type	These boxes define the pay type code range to include. To include all, type **0** to **999** in the boxes.
Print Deductions	This check box, if selected, directs the program to include the deduction history for report date range.
Deduction	These boxes define the deduction code range to include.
Employer Share Only	This check box, if selected, directs the program to include only the employer's share of deductions in the report. Use this option if you are not interested in employee deduction amounts but only employer-expense amounts. If cleared, both employee and employer amounts are shown.

Payroll > Employee History > Payroll History Report

The Payroll History Report program creates the Individual Earnings Record by SSN report or the Individual Earnings Record by Account report.

To create the report:

1. Click **Define**

3. Complete the remaining fields, as required.

4. Click **Accept.**

5. Click on **Output, Display, PDF or Save**

Field	**Description**
Fund	These boxes define the fund code range to include. To include all codes, leave the default values (blank to all *Z*'s) in the boxes.
Org	These boxes define the organization code range to include. To include all codes, leave the default values (blank to all *Z*'s) in the boxes.
Employee SSN	These boxes define the Social Security number range to include. Enter 000-00-0000 to 999-99-9999 to include all.
Show/Hide SSN	This list determines if Social Security numbers are included in the report: Show SSN, Show Last 4 of SSN Only, or Hide SSN.
Check Date	This list identifies the range of dates the program uses to select records for the report. The program uses the dates relative to your selection at the time you Execute This Report. For example, if you select Today, the program uses the current date at the time the report is created. Select Specify to include records that have a date within the range you type in the Check Date boxes. Check information only available for PP 1/2019 and forward, no legacy system information.
Check Date	These boxes indicate the range of dates to include in the report if you select Specify from the Check Date list. The default value is the previous calendar year. The program retains the dates you enter until you close it. You can update the dates each time you define the report.
Location	These boxes define the location code range to include. To include all codes, leave the default values (blank to all *Z*'s) in the boxes.

EDC Custom Reports> HR and PR Reports > Employee Additional Pays Expiring

The Employee Additional Pays Expiring Report list pays expiring on employees with a day range entered.

1. Enter the From and To Days for expiration
2. Click **View Report**
3.  can be used to export results

   NOTE: EMPLOYEES WHO ARE TERMINATING EMPLOYMENT WILL SHOW UP ON THIS LIST

Dept	Employee No	Last Name	First Name	BU	Job Class	Pay Type	Pay Type Desc	Start Date	End Date

EDC Custom Reports> HR and PR Reports > SAEBERS - GL

The GL SAEBERS Report shows employee cost by Warrant, Org, and Employee

1. Enter From and To Org range
2. Select Payroll(s)
3. Select Summary or Detail Format
   a. Detail – Employee
   b. Summary 1 – Pay Period and Org
   c. Summary 2 – Pay Period
4. Select Employee(s)
5. Click **View Report**
6.  can be used to export results

EDC Custom Reports> HR and PR Reports > SAEBERS – GL by Employee

The GL SAEBERS by Employee Report shows employee cost by Org, Employee, and Warrant

1. Enter From and To Org range
2. Select Payroll(s)
3. Select Summary or Detail Format
   a. Detail – Employee
   b. Summary – Org
4. Select Employee(s)
5. Click **View Report**
6.  can be used to export results

EDC Custom Reports> Payroll Processing Reports – OA PA Form

The OA PA Form allows users to print a completed personnel action form on an employee(s).

1. Select location(s)
2. Select Employee(s)
3. Click **View Report**
4.  can be used to export results