

HRFE ISSUES ADDRESSED IN THE 12.1 RELEASE

1451 - New field in HRFE to accommodate tracking employees work location

There has been a request to track employees that are working remotely. To accommodate this request a new field has been added to the Job Detail accordion in HRFE.

This new field is named REMOTE WORKING LOCATION

- It contains the following dropdown values:
 - 1 – NO REMOTE
 - 2 – ALL REMOTE IN STATE
 - 3 – ALL REMOTE OUT OF STATE
 - 4 – HYBRID IN STATE
 - 5 – HYBRID OUT OF STATE
- It is required for all E-classes
- For New Hire and Add a Job transaction types it will default to “Select One”
 - If an option is not selected, then a hard error will be provided: **The Remote Working Location is required. This field is capturing whether the employee is working remotely, in the office, or on a hybrid schedule.**
- For Reappointments and ERCs, If the field is currently blank, HRFE will default to 1- NO REMOTE
- This field appears on the Print Friendly View screen on the Job Detail accordion
- A new Job Change Reason Code will now appear for ERC transactions:
 - OT018 – Remote Working Location Change

Here is where the new field is located in the ADD JOB wizard/Job Data screen:

The screenshot displays the 'Job Data' screen in the HRFE system. The breadcrumb trail at the top reads: 'E-Class >> Job Dates >> Position Selection >> Position Data >> Job Data'. The main heading is 'Job Data' with a sub-instruction: 'Review the job data. Edit the fields as necessary.'

The form contains several sections of input fields:

- POSITION:** SUFFIX: 00, JOB BEGIN DATE: 1/16/2022, JOB END DATE: (blank), LAST PAID DATE: (blank)
- POSITION CLASS:** SADLA - SPEC COMPR PR, **JOB TITLE:** SPEC COMPR PR, **JOB TYPE:** S - Secondary
- PAY ID:** MN - Monthly, **FACTOR:** 12, **JOB FTE:** 0.000, **APPT%:** 100, **PAY RATE:** HOURLY: 1.000000, MONTHLY: \$173.33, ANNUAL: \$2,079.96, **JOB STATUS:** A - Active
- JOB CHANGE REASON:** JB001 - Add Job, **TIMESHEET COA: ORG:** 4, 483000 - Office of Web Services, **TIME ENTRY METHOD:** P - Payroll
- JOB EMPLOYEE CLASS:** BA - Acad/Pro 12mth Ben Elig, **LEAVE CATEGORY:** Y3 - 12/12 mth 2 FH SICK/SICN, **ACCUE LEAVE:** Y - Yes
- SALARY:** GROUP: 2022, TABLE: AA, GRADE: UNDFD, STEP: 0 - 0, **PROBATIONARY PERIOD:** (blank), **BEGIN DATE:** (blank), **END DATE:** (blank), **INCREASE:** (blank)
- BUDGET PROFILE CODE:** R - Recurring, **BARGAINING UNIT:** NONE, **SEARCH NUMBER:** (blank), **HOURS PER DAY:** 8.0, **HOURS PER PAY:** 173.33

The **REMOTE WORKING LOCATION:** field is highlighted with a red border. Its dropdown menu is open, showing the following options: 'Select One', 'Select One', '1 - NO REMOTE', '2 - ALL REMOTE IN STATE', '3 - ALL REMOTE OUT OF STATE', '4 - HYBRID IN STATE', and '5 - HYBRID OUT OF STATE'.

Here is where the new field is located on ERV (Job Detail accordion):

The screenshot shows the 'JOB DETAIL' form with various fields for personnel information, dates, position details, pay rates, and job status. A green rectangular box highlights the 'REMOTE WORKING LOCATION' dropdown menu, which is currently set to '2 - ALL REMOTE IN STATE'.

JOB DETAIL									
DATES									
PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:					
1/16/2022	1/16/2022		1/16/2022						
POSITION:	SUFFIX:	POSITION CLASS:	JOB TITLE:		JOB TYPE:				
S99305	00	SADLA - SPEC COMPR PR	SPEC COMPR PR		S - Secondary				
PAY RATE									
PAY ID:	FACTOR:	JOB FTE:	APPT %:	HOURLY:	MONTHLY:	ANNUAL:	JOB STATUS:		
MN - Monthly	12	0.000	100	1.000000	\$173.33	\$2,079.96	A - Active		
JOB CHANGE REASON:									
JB001 - Add Job									
TIMESHEET									
COA:	ORG:	TIME ENTRY METHOD:		FLSA PRIMARY POSITION:					
4	483000 - Office of Web Services	P - Payroll							
JOB EMPLOYEE CLASS:									
BA - Acad/Pro 12mth Ben Elig									
LEAVE CATEGORY:									
Y3 - 12/12 mth 2 FH SICK/SICN									
ACCRUE LEAVE:									
Y - Yes									
REMOTE WORKING LOCATION:									
2 - ALL REMOTE IN STATE									
Select One									
SALARY									
GROUP:	TABLE:	GRADE:	STEP:	PROB PERIOD:	BEGIN DATE:	END DATE:	INCREASE MM/DD:	ANNIV DATE:	
2022	AA	UNDFD	0-0						
BUDGET PROFILE CODE:									
BARGAINING UNIT:									
SEARCH NUMBER:									
HOURS PER DAY:									
HOURS PER PAY:									

1397 - When a Job's E-class is changed from non-exempt C* to a D* (feeder), the existing Work Schedule on the job will be ended automatically

- This is functionality that was discovered to not be working properly after a past fix was put in. Work Schedules will now be ended automatically in these situations.