

Departmental HR Processes

Several tools have been developed to help you manage information about your employees in your department(s). Specifically:

- **PeopleSoft Human Capital Management (HCM) system** provides online access to employee data, as described on the other side of this card.
- **Online Web Forms** to submit staff-related changes when hiring or changing an employee's job, position, or salary.
- **E-mail Notification** keeps you informed of HCM employee record updates, enabling you to take any needed action in a timely way.
- **Reporting** allows you to run detailed data lists and summaries about your faculty and staff. For details, see the Information Warehouse website: <http://www.princeton.edu/iw>.

Requesting Hires and Job Data Changes


Use online forms to request changes to an employee's job information when:

- Hiring and rehiring employees
- Making changes to a salary or job definition
- Processing terminations and retirements
- Placing employees on leaves of absence

To submit a change request to HR for further processing, complete the following procedure:

1. Access the forms for the hiring office:
 - For those hired through HR, go to <http://www.princeton.edu/hr/forms>. Select **Forms for Managers**, and **Other** or **Hiring**, and then click the link for the appropriate form to open it.
 - For those hired through the Office of the Dean of the Faculty, go to <http://www.princeton.edu/dof/policies/forms/>. Select the appropriate section from the sub-menu on the left-hand side of the screen.

From the list of forms on the next page, open the appropriate page by clicking the link for it.

2. Complete the form online. (If necessary, refer to help instructions.) When completing the form, you may need to view data about the employee.
3. Print and sign the form. For DOF appointments, determine whether the signatures of the Chair and Joint Chair or Program Director are required and, if so, obtain those signatures, too.
4. Save a copy of the form for your records.
Tip! If you have Adobe Acrobat Professional, you can save an electronic copy of the form by clicking the Save  button on the Acrobat toolbar and specifying a name and location for the file.
5. Mail or fax the completed and signed form to the appropriate office:

DOF	Office of the Dean of the Faculty 9 Nassau Hall Fax - 8-2518
HR	Main Campus HR 2 New South Fax - 8-2420
PPPL	PPPL Human Resources MS33 C-Site Fax: 243-2050

6. When you receive e-mail notification that the employee's record has been updated, review the changes in HCM. Verify that the appropriate changes have been made.
Tip! For help with finding the employee data you wish to verify, see 'Viewing Employee Data in PeopleSoft', on the other side of this card, and the 'Finding HR Data in PeopleSoft' quick reference card.
7. Make all appropriate project/grant account updates to the Labor Accounting system, particularly for academic professionals.

Actions for E-mail Notification

The workflow manager in your department will be notified, in e-mail, of important HR data changes or upcoming HR events that require attention. The notification will include instructions about any actions that you need to take.

An e-mail notification is sent in the following circumstances:

- **Updates to an employee's job record have been made.** For details about verifying these changes online, see *Viewing Employee Data in PeopleSoft* on the other side of this card.
- **An estimated appointment end date will arrive in 35 days.** Complete and submit a form for either reappointment or termination. (For details about submitting forms, see *Requesting Hires and Job Data Changes*.)
- **An employee's I-9 paperwork is incomplete or their I-9 work authorization has expired.** You will receive weekly notifications alerting you that a new or returning employee's I-9 has not been completed or that a non-US-citizen's I-9 work authorization has expired. Send employees to the appropriate office to provide their latest paperwork and complete the I-9 form:

Faculty and Staff	Office of Human Resources 2 New South
Undergraduate Students	Undergraduate Student Employment Office
Graduate Students	Office of Student Affairs for the Graduate School



Viewing Employee Data in PeopleSoft

The Human Capital Management (HCM) system enables you to view personal information (such as address and education) and job-related data (such as title and salary) about the employees in your department. This information is usually date effective, which means you can see not only current activity, but also past activity and activities scheduled for future dates.

Note: When searching for a person by name, type the first name in the *Name* field, and the last name in the *Last Name* field.

Personal Information

Personal information, such as addresses, phone numbers, and highest academic degree level, is viewable on the Modify a Person page. To navigate to this page, select:

Workforce Administration > Personal Information > Modify a Person

Emergency Contact

To find out who to contact in an emergency involving an employee, select:

Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

Job Data

The Job Data Page provides information such as action (hire, pay rate change, leave, termination), status, grade, compensation, employment dates, appointment end dates, and tenure status. There are also links, at the bottom of this page, to the Employment Data, Earnings Distribution, and Benefits Program Participation pages.

To navigate to the Job Data page, select:

Workforce Administration > Job Information > Job Data

To view a summary of an employee's job data, select:

Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

Position Data

To view details about a particular position (such as its number and title) and the name and EmplID of the current incumbent, select:

Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Information

To view a summary of a particular position, select:

Organizational Development > Position Management > Review Position/Budget Information > Position Summary

To view a history of the incumbents for a particular position, select:

Organizational Development > Position Management > Review Position/Budget Information > Position History

Additional Pay Data

The Additional Pay Data pages provide data about payments for work outside the standard work week/salary structure, such as short-term professional fees or summer salaries for faculty. To view these pages, select:

Payroll for North America > Employee Pay Data USA > Create Additional Pay

I-9 Data

An I-9 form provides proof of an employee's authorization to work in the U.S. To see the I-9 information on file for an employee, select:

Workforce Administration > Job Information > Princeton Data > I-9 Data

Citizenship/Visa Data

For information about an employee's citizenship or visa status, select:

Workforce Administration > Personal Information > Citizenship > Identification Data

Education Data

For information about an employee's education history, including degrees, select:

Workforce Development > Profile Management > Profiles > Person Profile

On the Find an Existing Value page, specify the desired employee. If you see the message No matching values were found, you can assume that the employee has no degree and/or no data has been entered. If an employee *has* a degree and data *has* been entered, a summary list of degrees, with links to detailed history, will be displayed.

Administrative Posts

Special titles and posts for faculty and other employees (such as Chairs, Professorships, and special titles for the Register) are listed on the Administrative Posts page. To navigate to this page, select:

Workforce Development > Faculty Events > Track Events > Administrative Posts

Recommendation Data

The Recommendation Status page is the repository of information about recommendations in support of a proposed appointment or promotion by the Dean of the Faculty. Information on this page includes the date on which a recommendation was received, the decision that was made in regard to the appointment or promotion, and the date on which the decision was processed. To navigate to this page, select:

Workforce Administration > Job Information > Princeton Data > Recommendation Status

Note: For a list of preferred browsers supported by PeopleSoft for the PC and Mac, go to the Princeton University OIT KnowledgeBase web page: <http://helpdesk.princeton.edu/kb/display.plx?id=9449>.

