

HCP Employee Mass Update Forms Overview

The **HCP Employee Mass Update** forms simplify for planners the process of updating employee plan compensation details. With the HCP Employee Mass Update forms, planners can edit planned

- Appointment start and end dates
- Salary expense rates
- Full time equivalent (FTE)
- Distributed expenses

for multiple employees from a single form, without having to right-click on individual employees on the Manage Existing Employee and Position (MEEP) form to navigate to the employee's detail. The MEEP form requires a Save action for each employee which launches the Re-calculate Compensation business rule behind the scenes. When making edits via the Employee Mass Update forms, planners can save multiple time and then run the Re-calculate Compensation business rule at the end, which should save time.

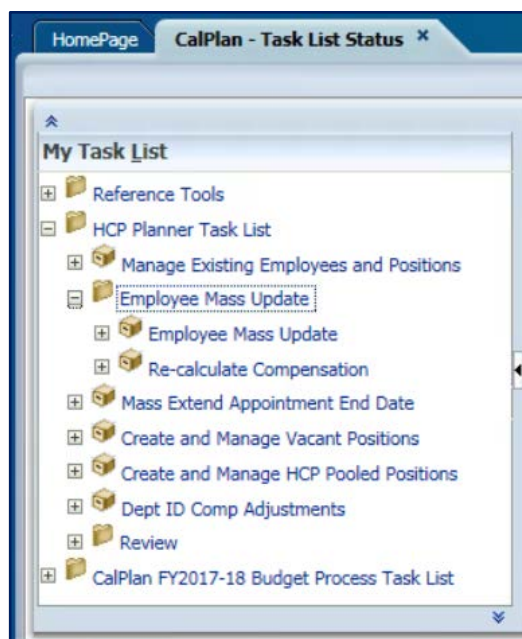
When using the Employee Mass Update forms planners can edit multiple employees' details without having to run the Re-calculate Compensation business rule. We are keeping all of the current HCP forms and functionality. If you are comfortable using the current HCP functionality, there is no need for you to switch to Employee Mass Update forms.

The **HCP Employee Mass Update form** is located within the HCP Planner task list. Within the **Employee Mass Update** form there are three tabs that each display the same list of employees from the Manage Existing Employees and Positions (MEEP) form but allow for editing individual employee plan compensation details for multiple employees:

1. **Empl REG Pay** = Employee Regular Pay
2. **Empl FTE** = Employee Full Time Equivalent
3. **Empl Distributions** = Employee Distributed Expenses

Planners can still make changes to their planned Regular Pay, FTE and Distributions for individual employees from the Manage Existing Employees and Positions form. The Mass Update forms bring these employee details to the top of the form to facilitate review and making changes to multiple employees.

The following pages provide step by step directions for using the HCP Employee Mass Update forms to create and revise your compensation plans.



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1. Employee Regular Pay (Empl REG Pay)

The **Empl REG Pay** tab displays for the list of employees the same planning metrics from the HCP Employee Review Details form within the HCP Employee Position form but allows planners to make edits to multiple employee’s planned regular pay details directly on the form.

	Option Start Date	Option End Date	Input Value
1st Element Change	7/01/2016	6/30/2017	142,833
2nd Element Change	7/01/2017	12/31/2099	147,118
1st Element Change	1/18/2017	3/10/2017	229,680
1st Element Change	7/01/2016	6/30/2017	132,600
2nd Element Change	7/01/2017	12/31/2099	136,578

Empl REG Pay Editable Fields

- **Option Start Date** –the first effective date of the employee appointment. Used to calculate the first and subsequent months of salary expense for the employee.
- **Option End Date** –the last effective date of the employee appointment. Used to calculate the last month of salary expense for the employee.
- **Input Value** –the planned annual Regular Salary Expense for the employee

2. Employee FTE (Empl FTE)

The **Employee FTE** tab is a read-only form of the list of employees along with the planned FTE and the Effective Start and End Dates. Planners cannot input data directly into the form but can adjust the FTE by right clicking on the Assignment for the employee and selecting Adjust FTE to edit the FTE, Effective Start Date and an optional Effective End Date.

	Planned FTE	FTE Start Date	FTE End Date
1st Assignment	1.00	7/01/2016	12/31/2016
2nd Assignment	0.00	1/01/2017	1/31/2017
3rd Assignment	1.00	2/01/2017	12/31/2099
1st Assignment	1.00	7/01/2016	12/31/2099
1st Assignment	0.50	7/01/2016	6/30/2017
1st Assignment	0.75	9/05/2016	12/31/2099
1st Assignment	1.00	7/05/2015	12/31/2099

FTE Editable Fields via Right-Click Functionality

- **Planned FTE** –the Full Time Equivalent for the employee.
- **FTE Start Date** –the first effective date of the planned FTE assignment.
- **FTE End Date** – the last effective date of the planned FTE assignment

3. Employee Distribution (Empl Distributions)

		Distribution Account Desc	Distribution Entity Desc
1st	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	
2nd	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	
2nd	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	

The **Employee Distributions** tab of the form displays for the list of employees their planned Distributed Expenses and the percentage contribution of each to the total for the employee. *The sum of all percent contributions for each employee’s distributed expenses must equal 100%.*

Edits to existing Distributed Expenses can be made directly in the form. Planners can click directly into the distribution components to edit as need for an employee or multiple employees. Adding a new Distributed Expense requires a right click action.

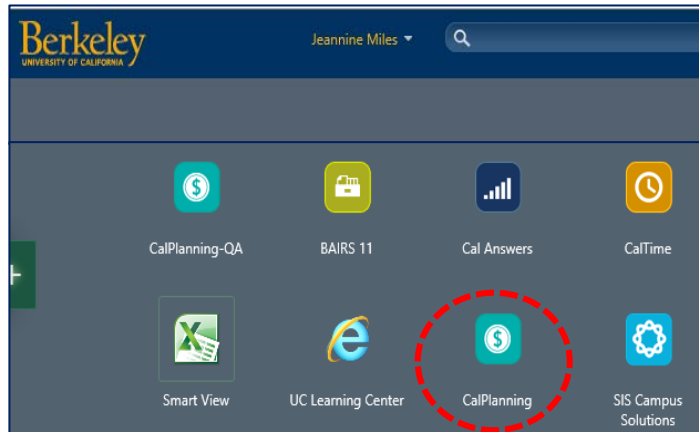
Empl Distribution Editable Fields

- **Distribution Account Description** – Smart List of available compensation accounts
- **Distribution Fund Description** Smart List of available plan only fund members
- **Distribution Chart1 Description** - Smart List of available plan only Chart1 and individual members
- **Distribution Start Date** - the first planned effective date
- **Distribution End Date** - the last planned effective date
- **Distribution Percentage** – the percentage of an employee’s regular pay salary that is to be charged to the distribution

Making Changes with the HCP Employee Mass Update Forms

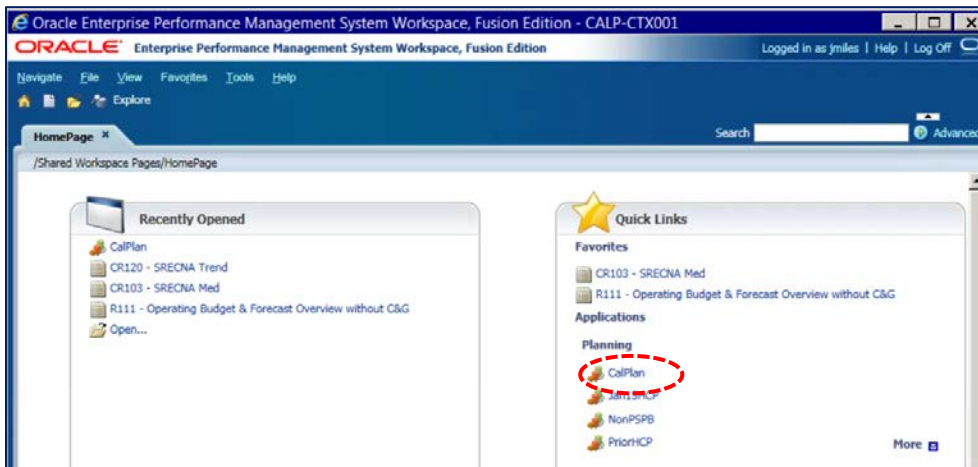
Accessing CalPlanning

1. There are two ways to access the CalPlanning Workspace, via Citrix or Internet Explorer Browser. Choose which option works best for you.
 - a. Login to Citrix (citrix.berkeley.edu) and click on the CalPlanning icon or

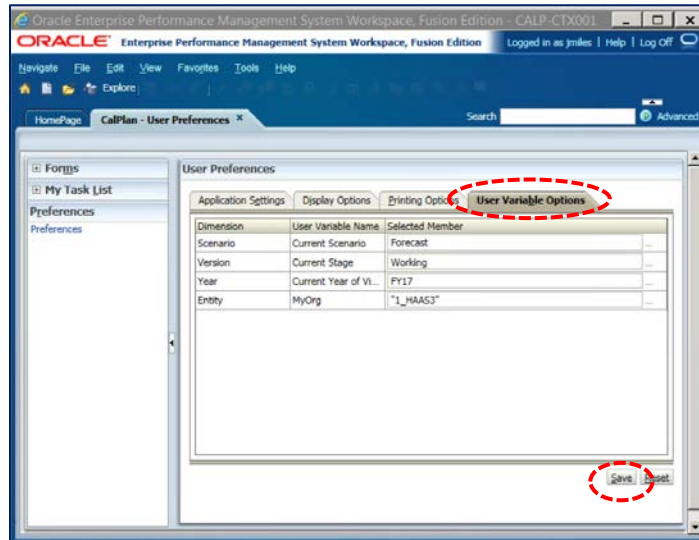


- b. Copy the CalPlanning URL: <https://calpln-rptportal-berkeley.edu/workspace/index.jsp> into an Internet Explorer browser.

2. Log in to CalPlanning with your CalNet ID and Passphrase.
3. From the **Workspace Home page**, click on **CalPlan** from the **Quick Links Applications** section.

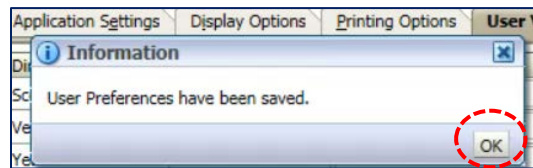


- On the **CalPlan** tab, navigate to **Preferences** and the **User Variable Options** tab to set the Scenario, Version, Year and your **Entity** or **MyOrg** to the level you would like to review and edit.

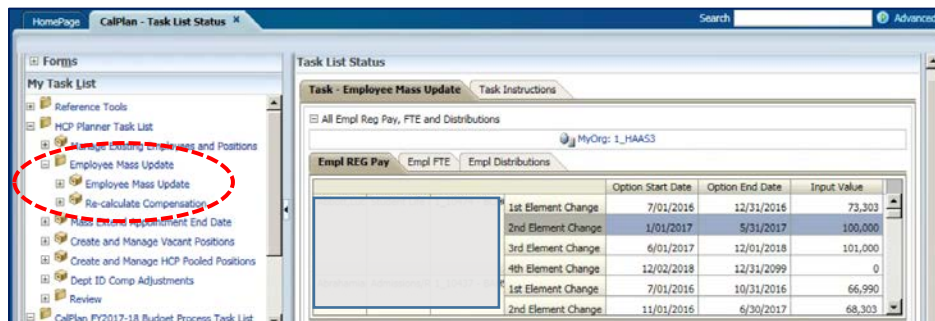


As a reminder, when working in HCP the higher the entity or org level you select in your MyOrg variable, the more data will be displayed in the templates and the more time it can take to load, refresh and save. If the template displays more than 200 rows of data intersections, it is recommended that you set your MyOrg variable to a lower level of the org structure to improve performance time.

- Click **Save**.
- Click **OK** from the **Information** pop up box.



- From the left-hand navigation pane, click on **My Task List -> HCP Planner Task List -> Employee Mass Update -> Employee Mass Update** to open the forms in the right-hand display screen.

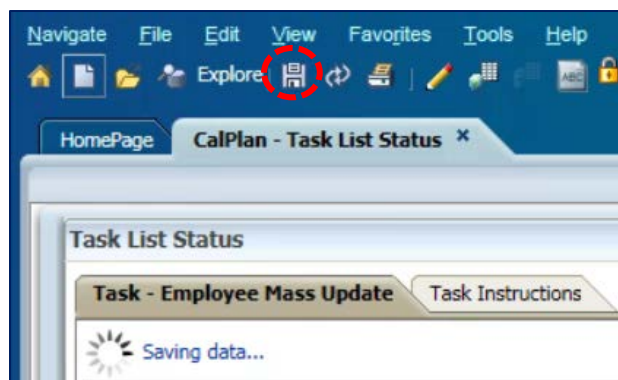


Editing Employee Regular Pay

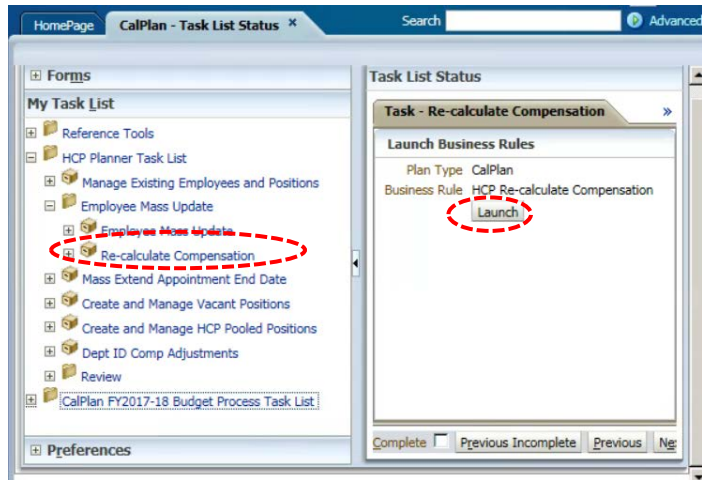
Planners can make changes to the Regular Pay and Effective Start and End dates to one or more employees listed on the Employee Regular Pay tab.

Empl REG Pay		Empl FTE	Empl Distributions		Option Start Date	Option End Date	Input Value
				1st Element Change	7/01/2016	6/30/2017	142,833
				2nd Element Change	7/01/2017	12/31/2099	147,118
				1st Element Change	1/18/2017	3/10/2017	229,680
				1st Element Change	7/01/2016	6/30/2017	132,600
				2nd Element Change	7/01/2017	12/31/2099	136,578

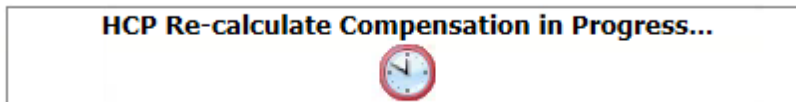
- From the **Empl REG Pay** tab locate the employee you need to update the planned
 - Input Value = Regular Pay** for the employee for the Option dates specified
 - Option Start Date = Effective Start Date** of the regular pay salary input value
 - Option End Date = Effective End Date** of the regular pay salary input value
- Click in that cell to be edited in that employee’s row.
- Type in the new value. The background fill of the cell turns yellow, indicating that a **Save** is needed.
- Repeat steps 1- 3 for each employee needing edits.
- Navigate to the **Workspace Icon Toolbar** and click on the diskette icon to **Save** the changes. Background fill reverts to white.



- Navigate to the left-hand frame **HCP Task List** and expand the **Employee Mass Update** task.



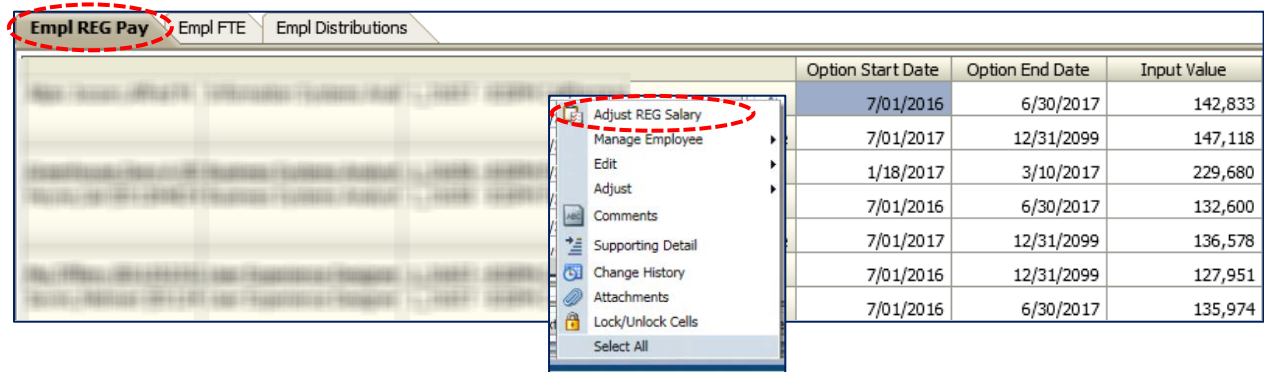
- Click on the **Re-calculate Compensation** business rule and click on the **Launch** button from the **Task- Re-calculate Compensation** tab to run business rule.
The level you have selected in your MyOrg will impact the length of time needed to complete. If you pick a really high level Entity such as L3 or L4, the business rule might take a long time to complete. L5 and lower should be completed anywhere from 1 minute to 3 minutes.



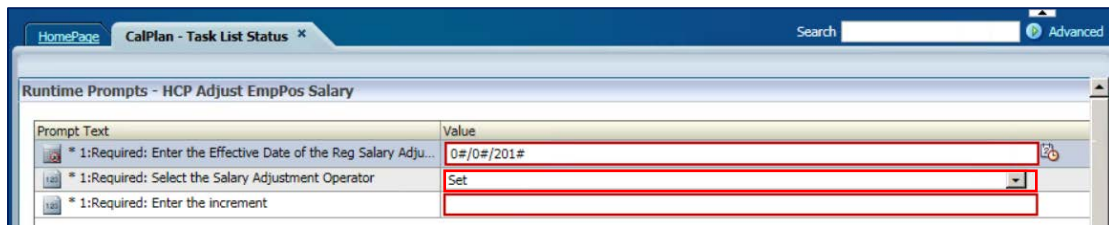
Adding Employee Regular Pay Budget Element

Planners can also add a Regular Pay budget element to an employee listed on the Employee Regular Pay tab if the current budget elements are no sufficient.

1. From the **Empl REG Pay** tab locate the employee you would like to add a Regular Pay Salary budget element.
2. Click in the employee’s row and then right click and select **Adjust REG Salary**.



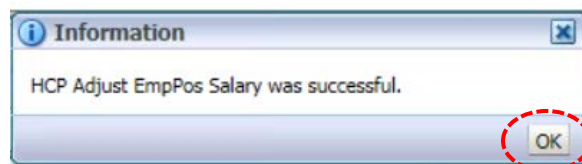
3. From the **Runtime Prompts – HCP Adjust EmpPos Salary** dialog box, input the values for
 - a. **Effective Date of the Reg Salary Adjustment** = calendar date you plan for the new salary to start
 - b. **Select the Salary Adjustment Operator** = Set
 - c. **Enter the increment** = the Reg Salary \$ Amount



4. Click **Launch** from the bottom of the **Runtime Prompts – HCP Adjust EmpPos Salary** dialog box.



5. Click **OK** from the **Information** pop up box confirming that the changes were successful.



6. Confirm that a new Budget Element with the Reg Pay Salary amount and Option Start Date entered displays for the employee edited. *The Option End Date for the new Budget Element defaults to 12.31.2099 unless a Reg Pay Salary Budget Element exists with a later start date. In that case the new Budget Element Option End Date will be set to one day prior to the existing Budget Element Start Date.*

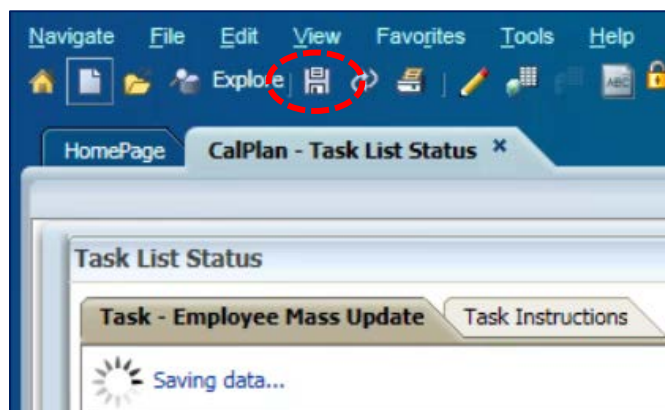
Removing an Employee Regular Pay Budget Element

Once a Reg Pay Salary Budget Element is created for an employee, it cannot be deleted. Planners can change the Input Value to zero to remove the value from the Compensation plan.

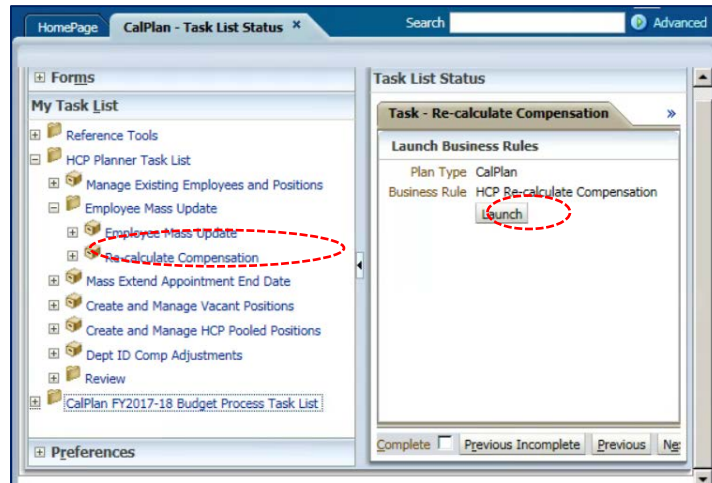
1. From the **Empl REG Pay** tab locate the employee with the Regular Pay budget element you would like to remove.
2. Click your cursor into the Input cell for the employee and override the existing value with 0.

Empl REG Pay			Empl FTE	Empl Distributions		Option Start Date	Option End Date	Input Value
		1st Element Change				7/01/2016	6/30/2017	142,833
		2nd Element Change				7/01/2017	12/31/2099	147,118
		1st Element Change				1/18/2017	3/10/2017	229,680
		1st Element Change				7/01/2016	6/30/2017	132,600
		2nd Element Change				7/01/2017	12/31/2099	136,578
		1st Element Change				7/01/2016	12/31/2099	127,951
		1st Element Change				7/01/2016	6/30/2017	135,974
		2nd Element Change				7/01/2017	12/31/2099	140,053
		1st Element Change				7/01/2016	6/30/2017	144,840
		2nd Element Change				7/01/2017	12/31/2099	0

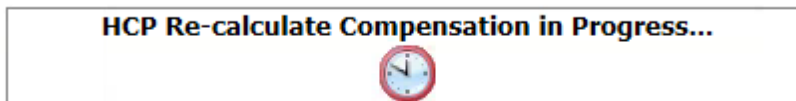
8. Click the **Save** icon from the **Workspace** toolbar.



- Navigate to the left-hand frame **HCP Task List** and expand the **Employee Mass Update** task.



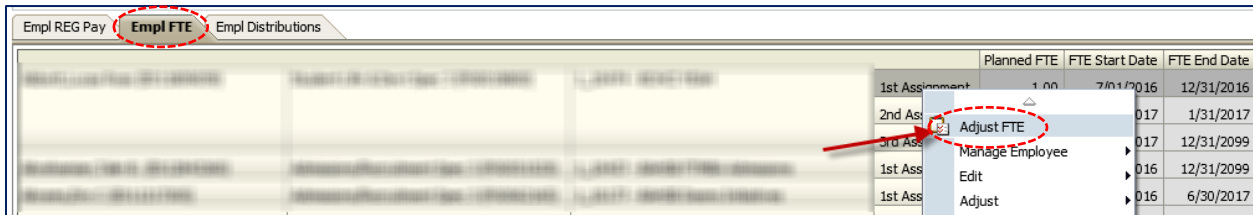
- Click on the **Re-calculate Compensation** business rule and click on the **Launch** button from the **Task- Re-calculate Compensation** tab to run business rule.
The level you have selected in your MyOrg will impact the length of time needed to complete. If you pick a really high level Entity such as L3 or L4, the business rule might take a long time to complete. L5 and lower should be completed anywhere from 1 minute to 3 minutes.



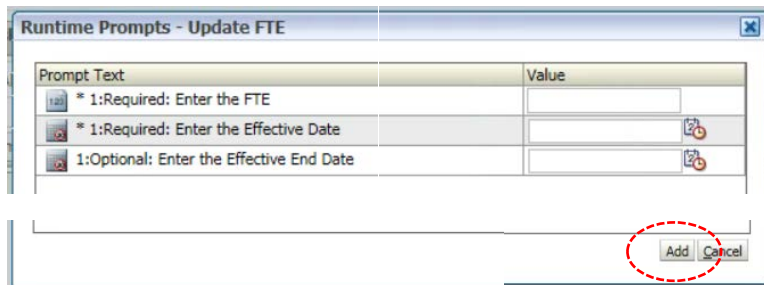
Editing an Employee FTE Assignment

Planner can edit existing FTE Assignments from the **Employee FTE** tab of the HCP Employee Mass Update form.

1. From the **Empl FTE tab**, **right click** on the row containing the employee you want to update.
2. Select **Adjust FTE** from the dialog box.



3. From the **Runtime Prompts –Update FTE** dialog box enter:
 - a. **FTE** – the full time equivalent (100%) you are planning for the employee to work.
 - b. **Effective Date** – the first day that the new FTE value will be used to calculate the % of the employee’s salary rate.
 - c. **Optional Effective End Date** - the last day that the new FTE value will be used to calculate the % of the employee’s salary rate. If no end date is assigned HCP will assign the default the end date of 12/31/2099.

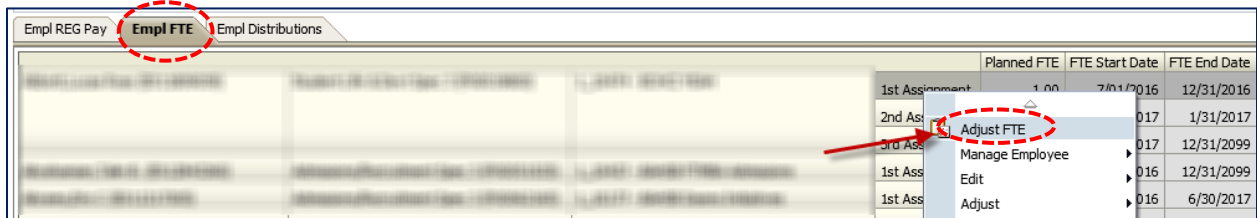


4. Click **Add**. The business rule will run for about 30 seconds.

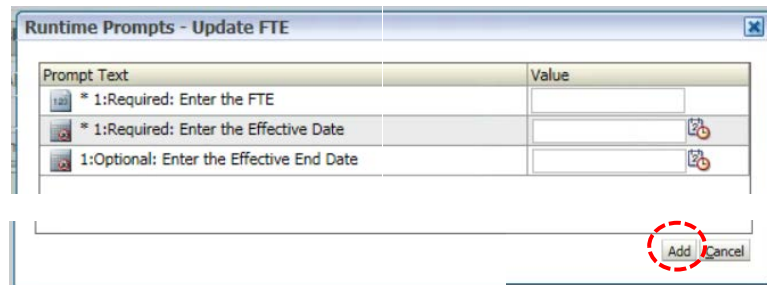
Adding an Employee FTE Assignment

Planners can also add a FTE budget element to an employee listed on the Employee FTE tab if the current assignment(s) are no sufficient.

1. From the **Empl FTE** tab locate the employee you would like to create a new FTE Assignment.
2. Right click on that employee’s row and select **Adjust FTE**.



3. From the **Runtime Prompts –Update FTE** dialog box enter:
 - a. **Enter the FTE** = new FTE value
 - b. **Effective Date** = the planned start date for the new FTE
 - c. **Optional Effective End Date** = the planned end date for the new FTE or leave blank for the default end date, 12/31/2099 to be applied

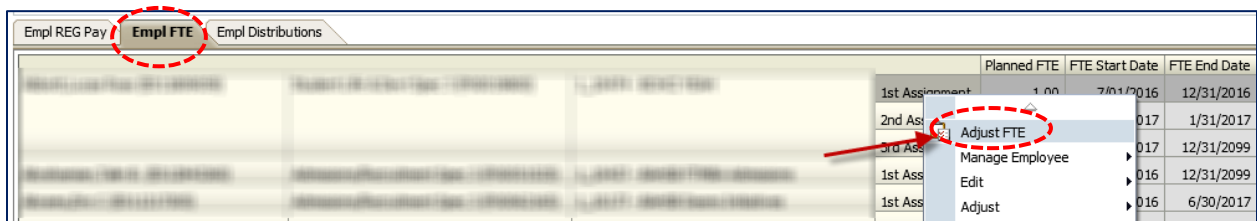


4. Click **Add**. The business rule will run for about 30 seconds.

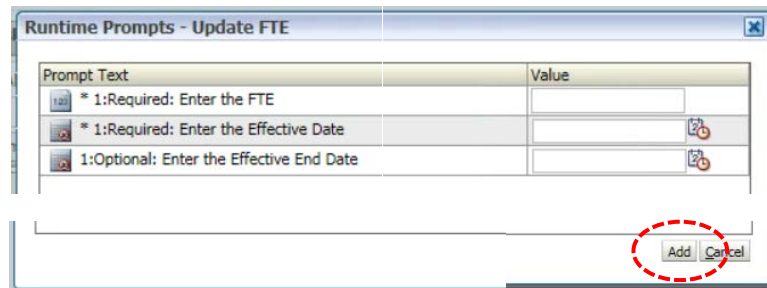
Removing an Employee FTE Assignment

Once an FTE Assignment is created for an employee it cannot be deleted. Planners can change the FTE to zero to remove the FTE from the planned compensation calculations. Planners should note the FTE Start and End Date for the Planned FTE they are going to zero out so that they can plan the zero FTE for the same timeframe.

1. From the **Empl FTE** tab locate the employee with the FTE Assignment you would like to remove.
2. Right click on that employee’s row and select **Adjust FTE**.



3. From the **Runtime Prompts –Update FTE** dialog box enter:
 - a. **Enter the FTE** = enter 0 (zero)
 - b. **Enter the Effective Date** = enter the planned start date listed for the FTE you are removing
 - c. **Optional Effective End Date** = enter the planned end date listed for the FTE you are removing



4. Click **Add**. The business rule will run for about 30 seconds.

Editing Existing Employees' Distributions

The Employee Distribution form displays a list of employees with an HCM Planned Home Department under the MyOrg entity selected and includes their Distributed Expenses and the percentage contribution of each to the total for the employee. The sum of all percent contributions for each employee's distributed expenses must equal 100%.

Edits to existing Distributed Expenses can be made directly in the form. Adding a new Distributed Expense requires a right click action. Planners can click directly into the distribution components to edit as need for an employee or multiple employees. Once edited the background fill of the edited field turns yellow, indication that a Save is needed.

1. From the **Empl Distribution** tab locate the employee with the Distribution you would like to edit.

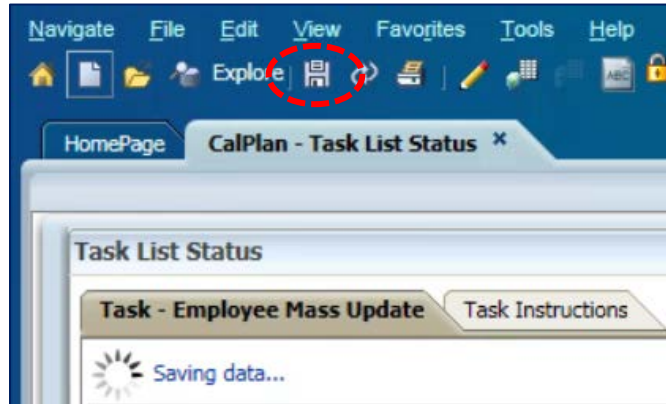
		Distribution Account Desc	Distribution Entity Desc
1st	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	
2nd	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	

2. Each of the available Distribution components have a dropdown arrow that when clicked displays a Smart List of available options. Choose each option desired option to edit the distribution as needed.
 - Distribution Account – list of Compensation Accounts
 - Distribution Entity – DeptID, L7
 - Distribution Chart1

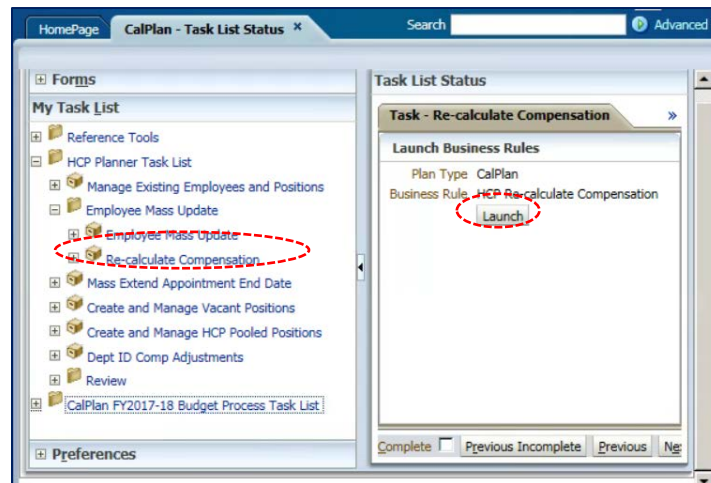
Empl REG Pay	Empl FTE	Empl Distributions	Distribution Account Desc	Distribution Entity Desc	Distribution Fund Desc	Distribution Chart1 Desc	Distribution Start Date	Distribution End Date	Distribution Percentage
1_10372	Assi W	1st Distribution	110 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	ees - Plan	C1 - Summary - Plan	7/01/2016	9/20/2016	100
		2nd Distribution	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	ees - Plan	C1 - Summary - Plan	9/21/2016	12/31/2099	0
1_10200	Adn St	1st Distribution	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	7/01/2016	8/31/2016	100
	Assi St	1st Distribution	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	9/21/2016	12/31/2099	100
		2nd Distribution	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	5/31/2016	7/19/2016	100
		3rd Distribution	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	7/29/2016	8/14/2016	100
		4th Distribution	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	8/15/2016	11/19/2016	100
	Assi TV	1st Distribution	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	11/20/2016	12/31/2099	100
			51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	ees - Plan	C1 - Summary - Plan	7/01/2016	9/20/2016	100

3. If needed planners can also edit the
 - Distribution Start Date
 - Distribution End Date
 - Distribution Percentage

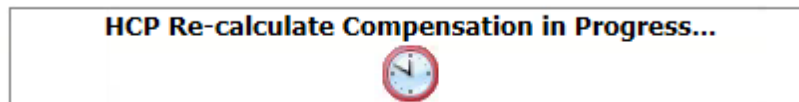
- Click the **Save** icon from the **Workspace toolbar**.



- Navigate to the left-hand frame **HCP Task List** and expand the **Employee Mass Update** task.



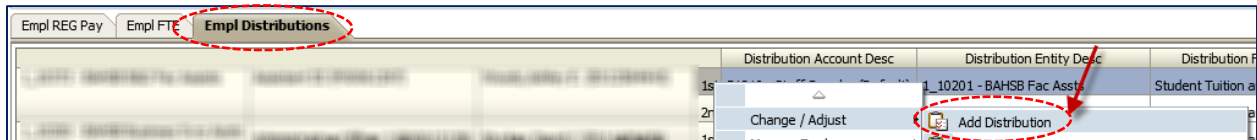
- Click on the **Re-calculate Compensation** business rule and click on the **Launch** button from the **Task- Re-calculate Compensation** tab to run business rule.
The level you have selected in your MyOrg will impact the length of time needed to complete. If you pick a really high level Entity such as L3 or L4, the business rule might take a long time to complete. L5 and lower should be completed anywhere from 1 minute to 3 minutes.



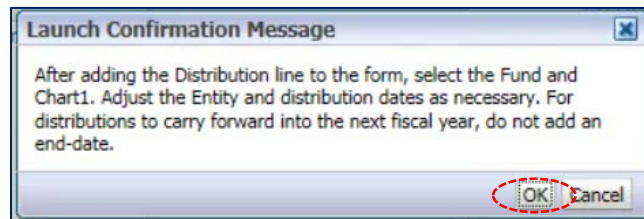
Creating an Employee Distribution

Planners can also add a Distributed Expense to an employee listed on the Employee Distribution tab if the current distribution(s) are not sufficient.

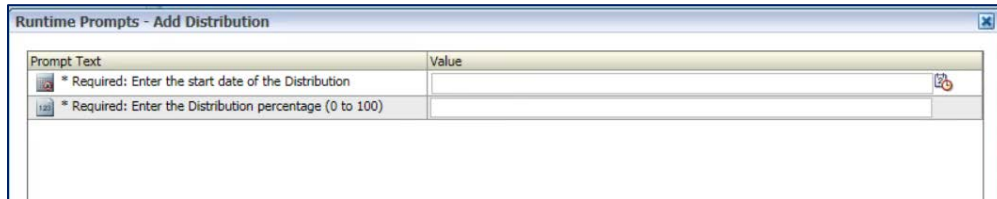
1. From the **Empl Distribution** tab locate the employee you would like to create a new Distribution.
2. Click in the row and then right click and select **Change/Adjust ->Add Distribution**.



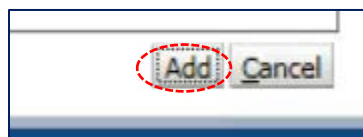
3. Click **OK** from the Launch Confirmation Message pop up box.



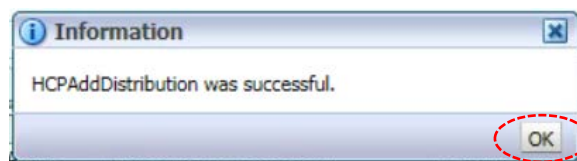
4. In the **Runtime Prompts –Add Distribution** dialog box add:
 - Enter the start date of the Distribution
 - Enter the Distribution percentage (0 to 100)



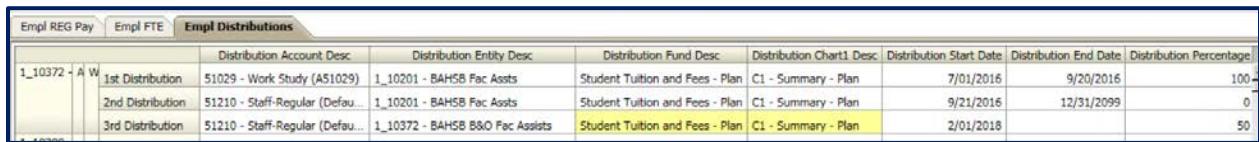
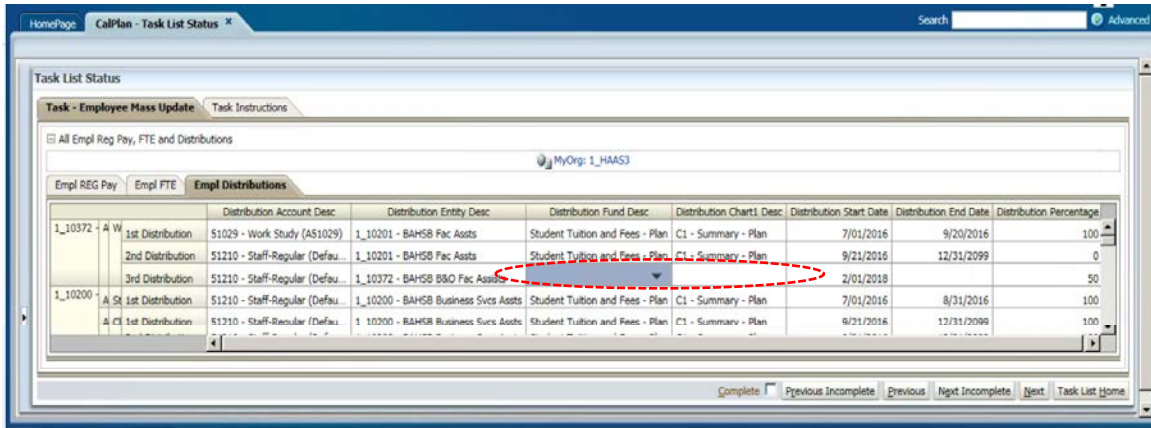
5. Click **Add**.



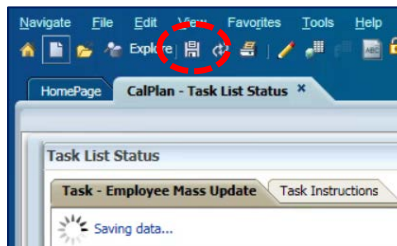
6. Click **OK** from the **Information** pop up box to confirm the distribution was successfully added.



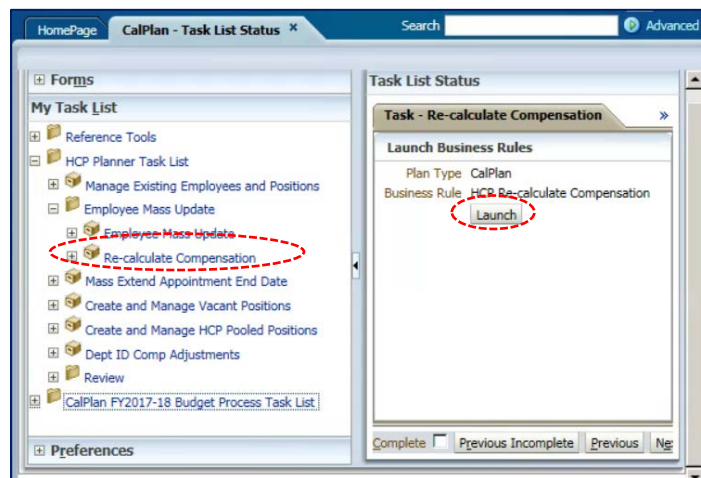
- In the newly added distribution row, select the Plan Only Fund Member and Chart1 from the drop down Smart Lists.



- Click the **Save** icon from the **Workspace** toolbar.

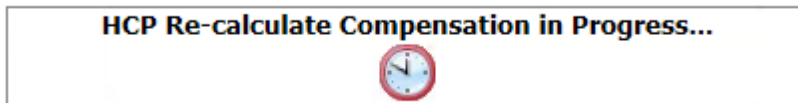


- Navigate to the left-hand frame **HCP Task List** and expand the **Employee Mass Update** task.



- Click on the **Re-calculate Compensation** business rule and click on the **Launch** button from the **Task- Re-calculate Compension** tab to run business rule.

The level you have selected in your MyOrg will impact the length of time needed to complete. If you pick a really high level Entity such as L3 or L4, the business rule might take a long time to complete. L5 and lower should be completed anywhere from 1 minute to 3 minutes.



Removing an Employee Distribution

Once a new Distribution is created for an employee it cannot be deleted. Planners can change the Distribution Percentage to zero (0) to remove the salary expense from the account.

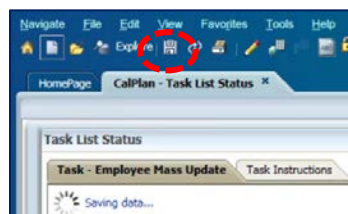
- From the **Empl Distribution** tab locate the employee with the Distribution you would like to edit.

Empl REG Pay	Empl FTE	Empl Distributions	Distribution Account Desc	Distribution Entity Desc
1st	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	1st 51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts
2nd	51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts	2nd 51210 - Staff-Regular (Default)	1_10201 - BAHSB Fac Assts
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	1st 51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	1st 51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts
1st	51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts	1st 51210 - Staff-Regular (Default)	1_10200 - BAHSB Business Svcs Assts

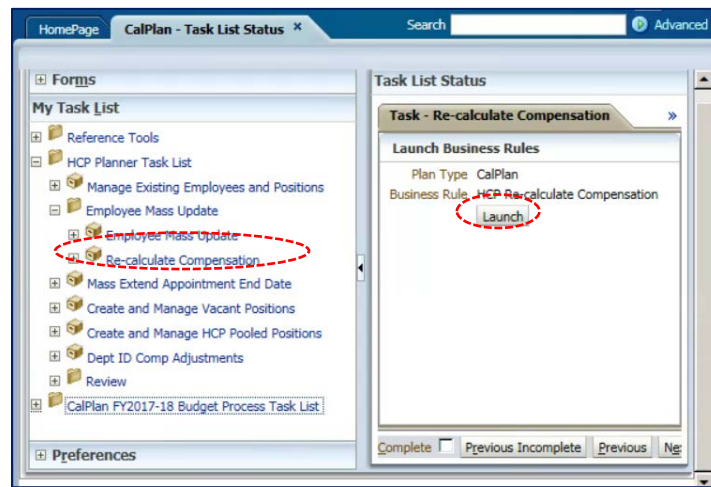
- Click your cursor into the **Distribution Percentage** cell for the employee and enter 0.

Empl REG Pay	Empl FTE	Empl Distributions	Entity Desc	Distribution Fund Desc	Distribution Chart1 Desc	Distribution Start Date	Distribution End Date	Distribution Percentage
Assi Cc	2nd Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	9/21/2016	12/31/2099	100	
Assi Cc	1st Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	5/31/2016	7/31/2016	100	
Assi Cc	2nd Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	8/01/2016	8/16/2016	100	
Assi Cc	3rd Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	8/17/2016	9/20/2016	100	
Assi Cc	4th Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	9/21/2016	10/09/2016	0	
Assi Fr	5th Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	10/10/2016	12/31/2099	100	
Assi Fr	1st Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	7/01/2016	9/20/2016	100	
Assi Fr	2nd Distribution	Fac Assts	Student Tuition and Fees - Plan	C1 - Summary - Plan	9/21/2016	12/31/2099	100	

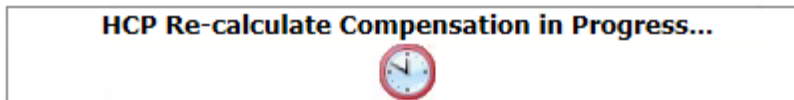
- Click the **Save** icon from the **Workspace toolbar**.



- Navigate to the left-hand frame **HCP Task List** and expand the **Employee Mass Update** task.



- Click on the **Re-calculate Compensation** business rule and click on the **Launch** button from the **Task- Re-calculate Compensation** tab to run business rule.
The level you have selected in your MyOrg will impact the length of time needed to complete. If you pick a really high level Entity such as L3 or L4, the business rule might take a long time to complete. L5 and lower should be completed anywhere from 1 minute to 3 minutes.



Re-calculate Compensation Business Rule

What is the purpose of the Re-calculate Compensation business rule?

Every time a planner makes a direct data input into an HCP Employee Mass Update on the Employee Reg Pay or the Employee Distribution forms, they need to run the Re-calculate Compensation business rule. HCP recalculates the compensation plan for every employee with edits on that form. The MEEP form is then updated with the recalculated compensation values.

The direct input into an HCP template includes:

- Changing existing Regular Pay amount, effective dates
- Changing existing distribution effective dates, percentages
- Adding chart field values after adding a new distribution

How often should I run the Re-calculate Compensation business rule?

We recommend that you run the business rule throughout your editing process but you do not have to run it after each update. Planners should Save their work often as once saved, your data is safe.

Where Do I Make This Change in HCP?

Action	HCP Form to Complete	Employee Mass Update Form	Reminders
Add an employee distribution	Manage Existing Employees & Positions, RC to -> Manage Employee -> Change/Adjust -> Add Distribution	Empl Distribution	<i>Once distribution is created, complete step of selecting the Fund and Chart1.</i>
Removing an employee distribution	Manage Existing Employees & Positions, RC to -> Manage Employee -> Empl Expense –RC on Distribution -> Navigate -> Go To Review Empl Details and zero out Distribution Percentage for the distribution	Empl Distribution	
Adding or editing Reg Salary for an employee	Manage Existing Employees & Positions, RC to -> Employee Details	Empl Reg Pay	
Adding or editing employee FTE	Manage Existing Employees & Positions, RC to -> Manage Employee -> Change/Adjust -> Empl FTE	Empl FTE	
Change the status of an employee (LOA)	Manage Existing Employees & Positions, RC to -> Manage Employee -> Change Empl Status	N/A	
Add an Additional Earning to an employee	Manage Existing Employee & Positions ->	N/A	
Transfer / Separate an employee	Manage Existing Employees & Positions, RC to -> Manage Employee -> Transfer/Separate	N/A	<i>Once Transferred or Separated these actions cannot be undone.</i>
Assign an employee to a vacant position	Create and Manage Vacant Positions, RC to -> Assign Employee to a Vacant Position -> Assign Existing Employee	N/A	

Action	HCP Form to Complete	Employee Mass Update Form	Reminders
Assign a To-Be-Hired (TBH) employee to a vacant position	Create and Manage Vacant Positions, RC to -> Assign Employee to a Vacant Position -> Assign To Be Hired	N/A	
Create a To-Be-Hired (TBH) employee	Create and Manage Vacant Positions, RC to -> Create New Position -> 1. Create Position	N/A	<i>Once position is created, complete step 2. Add Distribution.</i>
Create a New Position (Vacant)	Create and Manage Vacant Positions, RC to -> Create New Position -> 1. Create Position	N/A	<i>Once position is created, complete step 2. Add Distribution and then assign either a TBH or Existing Employee to the position.</i>
Mass Extend Appointment End Date of employee(s)	Mass Extend Appointment End Dates	N/A	<i>The process of Mass Extending cannot be undone, please review your work before Launching.</i>
Create a Vacant Position	<i>See creating a New Position</i>	N/A	
Creating a new Pooled Position	Create & Manage Pooled Positions RC to -> Create Pooled Position -> 1. Create New Position	N/A	<i>Once Pooled Position is created, complete step 2. Add Distribution.</i>
Edit the Distribution on an existing Pooled Position	Create & Manage Pooled Positions RC to -> Manage Pooled Position -> Change/Adjust -> Positon Distribution	N/A	
Edit FTE &/or Headcount on an existing Pooled Position	Create & Manage Pooled Positions RC to -> Manage Pooled Position -> Change/Adjust -> Positon FTE & Headcount	N/A	
Edit the Regular Salary on an existing Pooled Position	Create & Manage Pooled Positions RC to -> Manage Pooled Position -> Change/Adjust -> Positon Rate	N/A	
Adding a DeptID Adjustment	Dept ID Comp Adjustments	N/A	<i>HCP spreads value evenly into 12 months of Fiscal Year</i>