

COMPONENTS OF AN EMPLOYEE RECORD

General Person Record

Definition

- Persons and non-persons must have a General Person record before any other data (employment, student records, vendor payments) can be processed.
- One general person record will be maintained for a person even if they have different roles at the institution (employee, student and vendor)

Elements

Elements of the General Person Record and how these are maintained are outlined in the following chart.

General Person Element	New Hire Process	Continued Maintenance
Banner ID	System Generated	Not updatable
Social Security Number	New Hire E-PAF (Initial Bio Form)	Contact your Human Resources Office
Name	New Hire E-PAF (Initial Bio Form)	Submit a copy of the updated Social Security Card to Human Resources
Birth Date	New Hire E-PAF (Initial Bio Form)	Contact your Human Resources Office
Gender	New Hire E-PAF (Initial Bio Form)	Biographical Data Form*
Citizenship	New Hire E-PAF (Initial Bio Form)	I-9 form http://www.uscis.gov/files/form/I-9.pdf
Ethnicity	New Hire E-PAF (Initial Bio Form)	Biographical Data Form*
Veteran Information	New Hire E-PAF (Initial Bio Form)	Biographical Data Form*
Work Address	New Hire E-PAF (Initial Bio Form)	Biographical Data Form*
Permanent Address	Biographical Data Form*	Employee Self Service
Work Phone Number	New Hire E-PAF	Biographical Data Form*
Permanent Phone Number	Employee Self Service	Employee Self Service
E-mail Address	Institutional E-mail Address – Populated electronically	Not updatable
Emergency Contact	Employee Self Service	Employee Self Service

*The Biographical Data form is located at:

- HSC - Webraider/F&A Work Tools Tab/Human Resources/Forms
- TTU and TTUSA - Raiderlink/A&F Work Tools Tab/Human Resources/Forms

Employment Record

Each employee has an employment record. Departments will initiate and update employment records through an EPAF.

Elements of the employment record include:

- Home Organization (ORGN) - This is the home department for the employee.
- Part/Full Time Indicator
- Employee Class (Eclass) – groups categories of employees with similar benefits.
- Benefit Category (BCAT) - defines the types of benefits an employee is eligible to receive.
- Leave Category (LCAT) - defines the types of leaves an employee is eligible to accrue.
- Hiring Location
- Hire Dates

Employee Class Listing

HSC

TTU/TTUSA

Faculty			
F6	FT 11 – 12 month Faculty – Non Vacation Eligible	F1	FT 9 month Faculty Non-Vacation Eligible
F7	PT 11 – 12 month Faculty	F2	FT Exempt Law School Faculty
F8	FT 11 – 12 month Faculty Vacation Eligible	F3	PT Exempt Law School Faculty
		F4	PT 9 month Faculty Non-Vacation Eligible
		F5	Faculty Joint Texas State Agency Appointment
		F6	FT 11 – 12 month Faculty – Non Vacation Eligible
		F7	PT 11 – 12 month Faculty
		F8	FT 11 – 12 month Faculty Vacation Eligible
Staff			
Staff - Exempt		Staff - Exempt	
E1	FT Exempt Staff	E1	FT Exempt Staff
E4	PT Exempt Staff	E4	PT Exempt Staff
		E5	PT Exempt Task Worker
		E6	Joint Texas State Agency Appointment
Staff - Non-Exempt		Staff - Non-Exempt	
N0	PT Non Exempt Staff	N0	PT Non Exempt Staff
N1	FT Non Exempt Staff	N1	FT Non Exempt Staff
N4	PT Non Exempt Correctional		
N5	FT Non Exempt Correctional		
Students			
S1	PT Non Exempt Graduate Assistant	S1	PT Non Exempt Graduate Assistant
S2	PT Exempt TA GPTI GRHA	S2	PT Exempt TA GPTI GRHA
S4	PT Non Exempt Student	S3	PT Exempt Resident Hall Assistant
S6	PT Non Exempt High School Student	S4	PT Non Exempt Student
S7	PT Exempt Student Officer	S6	PT Non Exempt High School Student
S8	PT Exempt Research Assistant	S7	PT Exempt Student Officer
		S8	PT Exempt Research Assistant
Other			
S5	FT Exempt Resident Physician		
N6	FT Non Exempt Non Benefits Eligible Temp	N6	FT Non Exempt Non Benefits Eligible Temp
N7	PT Non Exempt Non Benefits Eligible Temp	N7	PT Non Exempt Non Benefits Eligible Temp
N8	FT Non Exempt Benefits Eligible Temp	N8	FT Non Exempt Benefits Eligible Temp
N9	PT Non Exempt Benefits Eligible Temp	N9	PT Non Exempt Benefits Eligible Temp
M1	Without Compensation	M1	Without Compensation
		M2	Retiree Insurance
		R1	Non-Exempt Working TRS Retiree
		R2	Exempt Working TRS Retiree

Benefit Categories

HSC		TTU/TTUSA	
FT	Full Time Benefits Eligible	FT	Full Time Benefits Eligible
GS	Graduate Student Insurance Eligible	GS	Graduate Student Insurance Eligible
NE	Not Benefits Eligible	NE	Not Benefits Eligible
PT	Part Time Benefits Eligible	PT	Part Time Benefits Eligible
RP	Resident Physician HSC	TR	Temp Employee Eligible for Retirement Only
		WR	Working Retiree Insurance Only

Leave Categories

HSC		Leave Categories	
H9	HSC Nine Month Faculty	T9	TTU/S Nine Month Faculty
HE	HSC Leave Eligible Exempt	TE	TTU/S Leave Eligible Exempt
HN	HSC Leave Eligible Non Exempt	TN	TTU/S Leave Eligible Non Exempt
NL	Not Leave Eligible	NL	Not Leave Eligible

Employee List by Home ORGN - Cognos Report EMPL007 – provides the Employment Record information for all employees in a Home ORGN.

Employee List by Home ORGN

H - TX Tech Univ Hlth Sciences Ctr

ID	NAME	Full/Part Time Indicator	Employee Class	Employee Class Desc	Leave Category	Leave Category Desc	Benefit Category	Benefit Category Desc	Hiring Location	Hiring Location Desc	Original Hire Date	Current Hire Date
		P	M1	Without Compensation Employee	NL	Not Leave Eligible	NE	Not Benefits Eligible	H1000	TTUHSC Lbk	Jul 1, 2005	Jul 1, 2005
		P	M1	Without Compensation Employee	NL	Not Leave Eligible	NE	Not Benefits Eligible			Sep 1, 1996	Jul 1, 2005
		F	F8	FT 12 Mo Fac Vac Elig	HE	HSC Leave Eligible Exempt	FT	Full Time Benefits Eligible	H1000	TTUHSC Lbk	Nov 1, 2001	Feb 1, 2003
		F	F8	FT 12 Mo Fac Vac Elig	HE	HSC Leave Eligible Exempt	FT	Full Time Benefits Eligible	H1000	TTUHSC Lbk	Sep 1, 1995	Oct 20, 2003
		F	E1	FT Exempt Staff	HE	HSC Leave Eligible Exempt	FT	Full Time Benefits Eligible	H1000	TTUHSC Lbk	Apr 29, 1996	Apr 29, 1996
		F	F8	FT 12 Mo Fac Vac Elig	HE	HSC Leave Eligible Exempt	FT	Full Time Benefits Eligible	H1000	TTUHSC Lbk	Apr 16, 2001	Apr 16, 2001
		F	F8	FT 12 Mo Fac Vac Elig	HE	HSC Leave Eligible Exempt	FT	Full Time Benefits Eligible	H1000	TTUHSC Lbk	Aug 21, 1996	Apr 1, 2008
		F	F8	FT 12 Mo Fac Vac Elig	HE	HSC Leave Eligible Exempt	FT	Full Time Benefits Eligible	H1000	TTUHSC Lbk	Jun 10, 1990	Nov 10, 2003

Job Record

- A job record assigns an employee to a position. It includes:
 - Salary or Rate of Pay
 - FTE
 - Labor Distribution (Funding)

- **Types of Jobs**
 - Primary Job – Each employee has a primary job assigned to a position.
 - Secondary Jobs
 - Assigned to a separate position number from the primary job
 - Used if an employee works in two position classes (such as faculty and administrative) or holds two separate positions in different departments
 - Supplements are secondary positions with zero FTE's

 - Overload Job
 - Used for recurring special pays for more than 2 months
 - Will use the primary position number with a separate suffix
 - Maintains its own labor distribution
 - Contact your HR office for questions related to recurring special pays
 - HSC
 - Local HR Office
 - TTU and TTUSA
 - Human Resource Services Compensation and Operations
 - hrs.compensation.operations@ttu.edu

Job Example #1:

Joe is an HSC Assistant Professor is jointly appointed in the Dean’s office as an Assistant Dean (25%). Joe is also receiving a supplement of \$1,000 per month for serving as the interim chair of the department.

			Annual Salary	FTE
H90001 – 00	Primary	Assistant Dean	\$30,000.00	0.250
H90078 – 00	Secondary	Assistant Professor	90,000.00	0.750
H90122 – 00	Secondary	Chairman	12,000.00	0.000
			<u>\$132,000.00</u>	<u>1.000</u>

Job Example #2

Jane is a TTU exempt employee who works 50% in two departments in two separate positions. She is also receiving Additional Compensation of \$250 per month for the next 6 months for extra duties related to a special project in her job as PC Network Support IV.

			Annual Salary	FTE
T90099-00	Primary	Programmer Analyst II	\$22,500.00	0.500
T90015-00	Secondary	PC Network Support IV	25,000.00	0.500
T90015-L1	Overload	Additional Compensation	3,000.00	0.000
			<u>\$50,500.00</u>	<u>1.000</u>

- With the Exception of Reclassifications, all Job changes will be processed on an E-PAF

- **Job Labor Distribution**

The labor distribution assigned to a job will be used to pro-rate the salary and benefits for a specific position

The entire FOAP string must be provided with the % of salary to be paid on the FOAP. The % of salary must equal 100% for each position.

HSC Labor Distribution Example

Fund	ORGN	Account	Program	%
101038	512201	611801	10	35.25%
101073	512211	611801	10	14.10%
131008	512201	611801	10	36.20%
221024	512201	611801	10	14.45%
				100.00%

TTU Labor Distribution Example

Fund	ORGN	Account	Program	%
11B023	B00002	6A1802	200	1.18%
16A012	A00001	6A1802	400	59.16%
16A012	B00045	6A1802	100	39.66%
				100.00%

Payroll Account Codes

An account code is required for all HR/Payroll transactions. These account codes begin with a 6. RPT_ACCT_001 – Budget and Data Entry Account Codes, located in the Cognos Budget Financial Reports folder, provides a list of all account codes.

RPT_PCLX_003 - PClass to Account Code Crosswalk – This report is used to identify the appropriate Account Code to use with each position class

Labor Distribution Changes (Funding Changes)

- Labor distribution may be changed with other personnel changes (EPAF or Reclassification)
- If a labor distribution change is the only action being processed, the following forms will be used:
 - Job Labor Distribution Change From – for funding changes that occur in the future
 - Labor Redistribution Form – to move payroll charges that have already occurred from one FOAP to another (retro-active funding changes)
 - HSC -Webraider/F&A Work Tools Tab/Budget/Forms
 - TTU and TTUSA - Raiderlink/A&F Work Tools Tab/Budget/Forms
 - These forms will be routed directly to the Budget Office

Overtime Labor Distribution

- The Overtime Earnings Code in Banner is only used for the extra ½ time calculation.
- Example. An employee earning \$10 per hour works 60 hours in a week, the pay will be split as follows:
 - Regular Salary \$600 (60 hours @ \$10 per hour)
 - Overtime Salary \$100 (20 hours OT @ 1/2 time @ \$10 per hour)
- Overtime will follow the labor distribution of the position
- A Retroactive Funding Change form should be used to redistribute overtime pay.

Longevity

- If an employee has two positions, 100% of the longevity will be charged to the labor distribution of the primary position.

Encumbrances

- Encumbrances will be maintained for all filled positions.

Contacts:

Questions related to the General Person Record should be direct to:

- HSC – Employee Records
- TTU and TTUSA - Human Resource Services – Compensation & Operations
 - hrs.compensation.operations@ttu.edu

Questions related to the Job Record should be addressed to :

- HSC – Wage & Salary
- TTU and TTUSA – Human Resource Services – Compensation & Operations
 - hrs.compensation.operations@ttu.edu

Questions related to Labor Distribution should be addressed to the appropriate Budget Office on each campus.