

# **KPME Distribution System Administration Guide - Core Module**

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# Chapter 1. Basic Setup

## Introduction

With the application server running, proceed to the KPME Maintenance Portal:

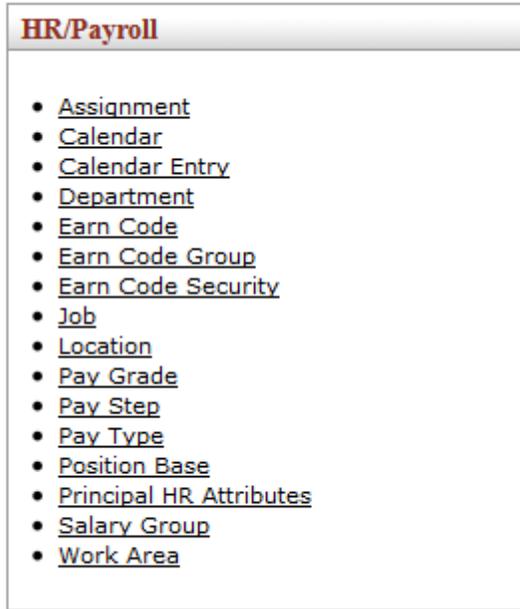
The screenshot displays the Kuali KPME Maintenance Portal. At the top left is the Kuali logo with 'kpme' underneath. Navigation tabs include 'Main Menu', 'Maintenance', and 'Administration'. A 'Provide Feedback' link is in the top right. Below the navigation is a status bar showing 'action list', 'doc search', and 'Logged in User: admin' with 'Login' and 'Logout' buttons. The main content area is divided into several sections:

- HR/Payroll:** A list of links including Assignment, Calendar, Calendar Entry, Department, Earn Code, Earn Code Group, Earn Code Security, Job, Location, Pay Grade, Pay Step, Pay Type, Position Base, Principal HR Attributes, Salary Group, and Work Area.
- Time Keeping:** A list of links including Clock Location Rule, Daily Overtime Rule, Department Lunch Deduction Rule, Grace Period Rule, Shift Differential Rule, System Lunch Rule, Time Collection Rule, and Weekly Overtime Rule.
- Leave Maintenance:** A list of links including Accrual Category, Balance Transfer, Employee Override, Leave Adjustment, Leave Donation, Leave Payout, Leave Plan, and System Scheduled Time Off.
- Administrative:** A list of links including Account, Chart, Object Code, Institution, Organization, Project Code, Sub Account, and Sub Object Code.
- Inquiries:** A list of links including Clock Log, Missed Punch, Time Block Inquiry, and Time Block History Inquiry.
- Change Target Person:** A form with a text input field, a search icon, and 'Submit' and 'Clear' buttons.
- Create Calendar Entry:** A form with fields for 'Number of Periods', 'Pay Calendar Period', and 'Calendar Frequency' (set to 'Weekly'), and a 'Submit' button.
- Initiate Timesheet / Leave Calendar:** A form with fields for 'Principal Id' and 'Calendar Entries Id', search icons, and an 'Initiate' button.
- Delete Timesheet / Leave Calendar:** A form with a text input field, a search icon, and a 'Submit' button.
- Run Batch Job:** A form with a 'Batch Job' dropdown menu, a 'Pay calendar period' text input, a search icon, and a 'Run' button.
- Run Carry Over Batch Job:** A form with a 'Leave Plan' text input, a search icon, and a 'Run' button.
- Calculate Leave Accruals:** A form with fields for 'Principal Name', 'Start Date', and 'End Date', search icons, and 'Submit' and 'Clear' buttons.

At the bottom of the page, there is a copyright notice: 'Copyright 2005-2012 The Kuali Foundation. All rights reserved. Portions of Kuali are copyrighted by other parties as described in the Acknowledgments screen.' and a small Kuali logo icon.

### The KPME Maintenance Portal

This chapter will cover the administration of CORE KPME business objects, located in the HR/Payroll link grouping found on the left hand side of the page.



HR/Payroll Group

We will also need to create an object linked in the Administrative grouping located at the bottom left of the maintenance portal.



HR/Payroll Group

In-depth Leave Management and Timekeeping administration are covered in [subsequent guides](#), however, will require understanding of concepts and objects presented in this chapter. This chapter also makes a few assumptions on readers knowledge and existence of basic rice objects and components. For instance, [Person Maintenance](#), documented within the [Kauli Identity Management](#) guide.

# Institution

Institution is required by a number of HR/Payroll related objects, such as Salary Group.

**Table 1.1. Institution Fields**

Field	Description
Effective Date	The date the institution record takes effect

Field	Description
Institution Code	Alpha-numeric code used to identify the institution. Ex: ISU
Description	Optional long description of Institution
Active	Indicator specifying whether the institution will be turned active or inactive on the given effective date.

## Location

Location, like Institution, is also required by a number of HR/Payroll objects, including Salary Group and other, more fine-grained location-based objects, such as Department

**Table 1.2. Location Fields**

Field	Description
Effective Date	The date this Location will go into effect. This date should be on or before any role members defined for the location.
Location	Alpha-numeric code used to identify the location. Ex: IA
Timezone	The timezone in which this location resides
Description	Long description of Location
Active	Indicator used to activate or deactivate the location.

## Location Role Member

This Role Member consists of a principal paired with a role. Depending on the role, the principal may be given elevated permissions not otherwise available to them, such as availability of specific earn codes, or the ability to view calendar documents across all departments the location encompasses.

**Table 1.3. Location Role Member Fields**

Field	Description
Effective Date	This date should be on or after the effective date of the Location object to which it is attached.
Principal Id	This field selects the person to receive the role for the location
Principal Name	Read-only field populated from Principal Id
Role Name	Specifies which role to give to the principal for the location. Roles are divided between "Time Location" and "Leave Location" and further divided by Administrator and View Only Permissions
Expiration Date	Optional field to specify a date for which the role is to be removed from the principal. If left blank, the role will not automatically expire.

## Department

A Location is partitioned into Department(s). Department may be given additional properties not applicable to the broader location, and Work Areas are defined within a Department.

**Table 1.4. Department Fields**

Field	Description
Effective Date	The date the Department record will go into effect.
Department	An alpha-numeric code used to identify the department
Description	Long description of Department
Location	The Location to which this department belongs
Chart	Optional field to specify an Administrative Chart
Organization	Optional field to specify an Organization
Payroll Approval	Flag indicating whether specific documents, i.e. Leave and Timekeeping, created within the department will go through payroll approval.
Active	Indicator for activity

## Department Role Member

This Role Member consists of a principal paired with a role. Depending on the role, the principal may be given elevated permissions not otherwise available to them, such as availability of specific earn codes, or the ability to view calendar documents across all work areas the department contains.

**Table 1.5. Department Role Member Fields**

Field	Description
Effective Date	This date should be on or after the effective date of the Department object to which it is attached.
Principal Id	This field selects the person to receive the role for the department
Principal Name	Read-only field populated from Principal Id
Role Name	Specifies which role to give to the principal for the department. Roles are divided between "Time" and "Leave" Departments and further divided by Administrator and View Only Permissions
Expiration Date	Optional field to specify a date for which the role is to be removed from the principal. If left blank, the role will not automatically expire.

## Work Area

The system will allow routing to be configured by the Position or a Person using the Work Area maintenance document. The work area must have at least one valid approver to route a timesheet and/or leave calendars and requests. KPME 2.0 has moved the distribute hours flag from Time Collection Rule to Work Area.

**Table 1.6. Work Area Fields**

Field	Description
Effective Date	The date the work area record is to become effective.
Work Area	Auto-generated, read-only field used to uniquely identify the work area.
Description	Long Description of the work area.

Field	Description
Overtime Edit Role	Defines the role that can edit the overtime code.
Default Overtime Earn Code	Defines the default earn code for overtime earnings. Only earn codes that are designated as an Overtime Earn Code can be used. If no earn code is submitted then overtime rule's earn codes will apply to the overtime hours.
Department	The department this work area is associated with.
Admin Description	Additional description field, with a larger character limit.
HR Distribution	Used to allow employees to clock in and out of a single assignment and the distribute hours at the end of the day to multiple assignments. Hours distribution is only available for time blocks created by the clock. KPME 2.0: This flag was moved from Time Collection to Work Area to simply use of the flag. This will avoid multiple wildcarded and overlapping rules that complicate the time collection rule.
Active	Status of the work area checked, 'Y', indicates Active. Unchecked, 'N' indicates inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.

## Work Area Task

**Table 1.7. Work Area Task Fields**

Field	Description
Effective Date	The date that this task is to become effective
Task	A numeric value for the task
Description	Text field used to identify the task. This description is presented to the employee when selecting the assignment to clock in or manually record their time.
Administrative Description	Additional description field. This could be longer since it is not going to be displayed on the timesheet assignment drop down.
Active	Status of the task. 'Y' for active, 'N' for inactive. To eliminate the task, a new effective date is entered and the field is unchecked. The task becomes inactive as of the newly entered effective date.

## Work Area Role Members

A Work Area Role Member may be added via Position or Principal. A Role Member added for a Position may contain more than one principal if more than one employee is allowed to hold a single position.

### Work Area Principal Role Member

This role member is assigned by principal id.

**Table 1.8. Work Area Principal Role Member Fields**

Field	Description
Effective Date	The date which the Role Member becomes effective
Principal Id	The principal to which the role will be given.

Field	Description
Principal Name	Read-only field auto-populated from principal id.
Role Name	As of KPME v2.0, three roles are available; Approver, Approver Delegate and Reviewer. Time and Leave documents may be routed to, and specific actions can be requested of each of these roles.
Expiration Date	The date on which this role member will be removed from the Work Area.

## Work Area Position Role Member

This role member is assigned by position number.

**Table 1.9. Work Area Position Role Member Fields**

Field	Description
Effective Date	The date on which this Position Role Member will become effective
Position Number	The position to which this role will be given.
Role Name	As of KPME v2.0, three roles are available; Approver, Approver Delegate and Reviewer. Time and Leave documents may be routed to, and specific actions can be requested of each of these roles.
Expiration Date	Optional date which will remove the position role member from the Work Area.

## Salary Group

Salary Group is a high-level HR/Payroll object that can span multiple institutions and locations. It contains a number of properties useful for reporting and in the execution of KPME's business logic.

**Table 1.10. Salary Group Fields**

Field	Description
Effective Date	The date on which this Salary Group is to go in effect.
Salary Group	Code used to identify the Salary Group
Description	Optional long description
Institution	The institution to which the Salary Group belongs. Wild cards are acceptable.
Location	The location in which the Salary Group is available. Wild cards are acceptable.
Percent Time	Maximum percentage of time worked for the salary group. When defining individual positions and jobs, the percent time will be less than the Salary Group's Percent Time. Used for leave accrual and payroll calculations, Full Time Engagement reporting, etc. Steps in increments of whole numbers. Positive amounts only, less than 100.
Benefit Eligible	Yes or No field indicating whether entities within this salary group are benefit eligible.
Leave Eligible	Yes or No field indicating whether entities within this salary group are eligible for leave.

Field	Description
Leave Plan	Unless Leave Eligible = "Y" (Yes), this is a required field. It is not required if the salary group is not leave eligible.
Active	Indicator used for activity.

## Pay Grade

Pay Grade is used to define a classification of position / job, divide groups of employees based on pay, and for the purposes of defining rules within the Time and Attendance system. Pay grade can be used to define specific shift differential rules for the employees in the identified pay grade.

**Table 1.11. Pay Grade Fields**

Field	Description
Effective Date	The date for which the record will become effective. This date needs to be on/prior to the date the record takes effect. When editing, it will determine the date the new values go into effect.
Pay Grade	Text field used to identify the Pay Grade
Salary Group	The salary group this Pay Grade belongs to.
Description	Description of the Pay Grade
Institution	The institution the Pay Grade is associated with.
Location	The location for which this Pay Grade will be available. Wild card values accepted.
Active	Status of the record. Checked 'Y' indicates Active, unchecked 'N' indicates inactive. If the record is being eliminated, change the effective date to when the record will be eliminated and uncheck the active box.
Minimum Rate	Minimum pay rate for this Pay Grade.
Mid Point Rate	Mid Point pay rate for this Pay Grade
Maximum Rate	Maximum pay rate for this Pay Grade
Hiring Maximum Rate	Maximum pay rate for this Pay Grade at the time of hire.
Rate Type	Select the measurement of the pay rate ranges being defined for this Pay Grade.

## Pay Step

Used to define incremental step increases within a Pay Grade. A position of a specific salary group and grade may have pay steps defined for incremental increases to the position's compensation rate.

**Table 1.12. Pay Step Fields**

Field	Description
Effective Date	The date for which the record will become effective. This date needs to be on/prior to the date the record is to take effect. When editing, it will determine the date the new values go into effect.
Pay Step	Text field used to identify the Pay Step.

Field	Description
Institution	The institution for which the Pay Step should be made available.
Location	The location for which the Pay Step should be made available.
Salary Group	The Salary Group this Pay Step belongs to.
Pay Grade	The pay grade this Pay Step belongs to. This field is validated with the above salary group field, and should belong to the entered salary group.
Step Number	The position along the ladder this pay step resides.
Compensation Rate	Compensation rate that will be applied to the position's pay rate. This is a baseline rate, that typically increases as the employee moves up along the steps of the pay grade.
Service Amount	A numerical value that, when given the units supplied by the "Service Unit" field, determines a length of time from an employee's service date that the pay step should become applicable.
Service Unit	Unit of measurement to be given to the "Service Amount" field.
Time Amount	Amount of time from position incumbent's service date to when the step is applied.
Active	Status of the record. Checked, 'Y', indicates active, unchecked, 'N', indicates inactive. If the record is being eliminated, change the effective date to when the record will be eliminated and uncheck the active box.

## Earn Codes with Earn Code Security

### Earn Code

The Earn Code maintenance page is used to define codes to categorize employee's hours/earnings and time off. For each earn code, you can define how the employees records - in/out time, hours, days or flat dollar amount. These codes may or may not be attached to an accrual category for tracking leave against available balances or simple reporting. Most earn code attributes are defined in the payroll system, but there are a few codes which need to be modified on the timesheet prior to the data being extracted to payroll. An inflation factor and inflate minimum hours value are definable on the earn code document. These actions occur on the recorded hours in the timesheet and therefore would NOT need to be done in the payroll system. Additionally there are numerous flags on the earn code to limit availability and determine eligibility for accrual and scheduling leave.

**Table 1.13. Earn Code Fields**

Field	Description
Effective Date	The Effective date for which the earn code will be effective. This date needs to be on/prior to the date the rule to takes effect. When editing, it will determine the date the new values go into effect.
Earn Code	Alpha/Numeric code used to identify the earnings code.
Description	Long description of earnings classification.
Roll up to Earn Code	This field allows earn codes to be associated with another for payroll extract. For example, you could associate all the Sick codes with the

Basic Setup

Field	Description
	regular sick earn code and not extract the detail into your payroll system. (Sick family leave, sick injury, etc. could all be extracted.)
Record Method	Determines the value that will be entered for the earn code. The Time earn code requires in/out times, The Hours earn code will require a hours amount, the Days earn code will require a days amount, and the Amount earn code will require a dollar amount.
Active	Status of the category, checked indicates Active, unchecked indicates Inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.
Overtime Earn Code	Checked box indicates this may be used for overtime earn code. Codes with this checkbox are not available for entry on the timesheet.
Counts as Regular Pay	Use this field to calculate the "Worked Hours" in the Time Summary. This flag can be used by implementing institutions to develop payroll extracts.
Inflate Min Hours	Hours incurred will be inflated to this minimum hours value. For example, Call Back Time rules specify the employee earns a minimum number of hours, regardless of the time worked. Set an inflate minimum hours on the earn code and the employee will see the number of hours correctly on the timesheet, instead of assuming it will be inflated later.
Inflate Factor	The hours incurred will be multiplied by this factor. For example, Compensatory Time Earned (in lieu of overtime) is earned at a factor of 1.5. When the employee earns comp time, this setting will inflate the hours by a factor of 1.5 and all hours shown on the timesheet will be the inflated value. The employee will know the exact number of hours earned.
Leave Plan	Employees with the indicated Leave Plan may have access to this Earn Code on their Leave Calendar and Time Sheet
Accrual Category	If a category is entered the usage is validated against the employee's balances.
Accrual Balance Action	Supports validating against the Accrual Category associated with the Earn Code and instruct if it adjusts the balance of that category. Usage should validate against the available balance subtract from the total. Adjustment would work without validation and add/subtract the entry.
Rounding Option	Used when calculating leave accruals and reporting.
Fractional time allowed	Define fractional unit of time used for reporting leave. Indicate number of decimals.
Usage Limit	Used to indicate what effect time or leave reported with this earn code has on usage limits.
Eligible for Accrual	Flag indicating this type of leave is eligible for accrual. This applies to all accrual categories the employee is eligible for.
Affect Pay	Flag indicating use of this earn code will affect the employee's pay and can be used by schools who are extracting data to their payroll system. When earn code is used, a notification is sent to approver and department admin.

Field	Description
Allow Scheduled Leave	Allow scheduling of leave on future leave calendars (i.e. weather related leave).
FMLA	FLMA Earn Code indicator. If Principal HR Attributes is flagged for FMLA, employee will have option to select this Leave Code.
Workman's Comp	Workman's Comp Earn Code indicator. If Principal HR Attributes is flagged for Workman's Comp, employee will have option to select this Earn Code.
Default Amount of Time	When a user selects earn code the specified amount of time will appear in the amount of leave taken. User can change the hours as needed once populated.
Allow Negative Accrual Balance	Allows usage to take the balance of the Accrual Category into the negative.

### Note

Earn Codes must have an Earn Code Security entry to appear on the calendars. If an Earn Code does not have an Earn Code Security entry it will not be displayed by default.

## Earn Code Security

The Earn Code Security maintenance page is used to define which roles (employee, approver) see specific earn codes on the timesheet and/or Leave Calendar. This is definable at the department, salary group or location value. These fields are accept wild cards (%).

Formerly called Department Earn Code in Timekeeping.

**Table 1.14. Earn Code Security Fields**

Field	Description
Effective Date	The Effective date for which the earn code security rule will be effective. This date needs to be on/prior to the date the rule to takes effect. When editing, it will determine the date the new values go into effect.
Location	If a location is defined, only entries associated with a job record in this location will be subject.
Department	If a department is defined, only entries associated with a job record in this department will be subject.
Salary Group	If a salary group is defined, only entries associated with a job rcd in this salary group will be subject.
Earn Code	This is the code to define values for earn code.
Earn Code Type	Determines if Earn Code should be displayed on Timesheet, Leave Calendar, or Both.
Employee/Approver/Payroll Processor	The role checked can select the specified code on the time/leave entry box, if they have this role within the location/department.
Active	Status of the department code rule, checked indicates Active, unchecked indicates Inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.

# Earn Code Group

The Earn Code Group maintenance page is used to define groupings of earn codes. In timekeeping, these groups are also used to define the summary sections on the timesheet and in the overtime rule setup page.

Earn Code Groups can also be used to alert the user with a warning or additional information needed when using certain earn codes on their timesheet or leave calendar.

**Table 1.15. Earn Code Group Fields**

Field	Description
Effective Date	The Effective date for which the department code rule will be effective. This date needs to be on/prior to the date the rule takes effect. When editing, it will determine the date the new values go into effect.
Earn Code Group	Text field used to identify the group.
Description	Text which describes the purpose of this grouping of earn codes.
Show on Summary	Text which describes the purpose of this grouping of earn codes.
Active	Status of the earn group, checked indicates Active, unchecked indicates Inactive. If the earn group is being eliminated, insert a new effective dated row and uncheck the active box.
Warning Text	Text entered into this field will display on calendars and approval pages when an employee uses an earn code belonging to this group

## Earn Code Group Definition

The Earn Code Group Definition Collection belonging to Earn Code Group Maintenance is used for associating specific earn codes with the group.

**Table 1.16. Earn Code Group Fields**

Field	Description
Earn Code	The Earn Code that should be a member of this group.
Description	Read-only field that auto-populates with the description of the earn code.

# Set up Calendars for leave and pay with leave entries

## Calendar

The system supports multiple pay cycles that are definable by start date/time and end date/time. This allows for institutions to define multiple pay and leave calendars such as monthly, semi-monthly, biweekly, or weekly. For example, an institution may define a pay period beginning at Noon on a Thursday which runs 2 weeks to Noon the following Thursday.

The Timekeeping and Leave Managements modules must allow for institutions to define calendars for which employees will report their time and leave. These calendars may or may not correspond to payroll

calendars. For example, institutions may choose to define leave reporting calendars to be from the 15th of the month to the 15th of the following month while the payroll calendar may be from the 1st of the month to the 1st of the next month for the same employee.

The system can define calendars for Pay and Leave. These Calendars will be further defined by the Calendar Entries maintenance document with the reporting periods and also associated with employees on the Principal HR Attributes Maintenance Document.

**Table 1.17. Calendar Fields**

Field	Description
Calendar Name	Text field used to defined the calendar entry for Pay or Leave reporting periods.
Calendar Descriptions	Text field used to describe the calendar.
Calendar Type	Indicate calendar is to be used for Pay or Leave reporting periods.
FLSA Begin Day	This value determines the FLSA period for overtime calculations.
FLSA Begin Time	Time of day when FLSA period begins.

## Calendar Entry

The system can define calendars for Pay or Leave. The Calendar Entry maintenance page defines the pay period (timesheet) and/or leave reporting period.

Entries must be created for a time period before a timesheet and/or leave calendar can be created.

**Table 1.18. Calendar Entry Fields**

Field	Description
Calendar Name	The calendar within which this entry resides.
Begin Period Date/Time	Date period starts. This drives what calendar days show on the timesheet and/or leave calendar.
End Period Date/Time	Date period ends. This drives what calendars days show on the timesheet and/or leave calendar.
Batch Initiate Date/Time	Date batch should run to create timesheets and/or leave calendars for the reporting period.
Batch End Pay Period Date/Time	For Pay Calendar, date batch job should run to end all timeblocks for this pay period. This inserts clock outs at the end of the pay period, and clock ins at the beginning of the subsequent pay period.
Batch Employee Approval Date/Time	Date batch job should run to employee approve timesheets and/or leave calendars
Batch Supervisor Approval Date/Time	Date batch job should run to supervisor approve timesheets and/or leave calendars
Batch Payroll Approval Date/Time	Date batch job should run to payroll approve timesheets and/or leave calendars.

### Note

To learn more about how to configure the batch Date/Time fields, please see the Batch Jobs documentation.

## Pay Type

Pay Type, similar to Pay Step, defines a classification of position / job used to divide groups of employees, however does so according to payroll attributes. This attribute will also be associated with an employees job and is further used when defining rules such as Daily Overtime. Pay Type will likely be defined off of an existing payroll attribute and created at implementation time to designate different rules for different populations of employees.

**Table 1.19. Pay Type Fields**

Field	Description
Effective Date	The date for which the record will become effective. This date needs to be on/prior to the date the record is to take effect. When editing, it will determine the date the new values go into effect.
Pay Type	Text field used to identify the Pay Type.
Description	Text which describes the Pay Type.
Regular Earn Code	The earn code which will be used to record regular time by this Pay Type.
Location	The location to which the Pay Step should be made available.
Insitution	The institution to which the Pay Step should be made available.
FLSA Status	Indicates if Position is FLSA exmpt or non-exempt. The FLSA status of the Position's Pay Type will populate the job that is used by KPME's timekeeping and leave management modules.
Pay Frequency	Frequency of payroll
Active	Status of the pay type. Checked, 'Y', indicates Active, unchecked, 'N', indicates inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.

## Position Base

Position Base defines a core-set of attributes associated with a position needed by Time and Attendance, and Leave Management systems.

**Table 1.20. Position Base Fields**

Field	Description
Position Number	Read only field, assigned when the position is created.
Effective Date	The effective date for which the Position will be effective. This date needs to be on/prior to the date the rule takes effect. When editing, it will determine the date the new values go into effect.
Active	Status of the Position. Checked, 'Y', indicates active. Unchecked 'N', indicates inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.

## Job

The Job maintenance page is used to associate a person with job attributes. A single person may have multiple jobs, but each job can have only one pay rate. Each job for a given employee is assigned a unique

job number. Attributes on the job maintenance page are used to determine which Time and Attendance rules to apply, such as if the job is eligible for leave, compensation rate, etc. It is likely that these attributes will be mapped to an existing payroll/HR system.

**Table 1.21. Job Fields**

<b>Field</b>	<b>Description</b>
Effective Date	The effective date for which the job will begin. Changes to job attributes can be effective dated to take place in the future or past.
Principal ID	Used to assign a principal to the job.
Principal Name	Read-only field populated with the name of the principal.
Job Number	Read-only auto-generated sequential number identifying the job. Unique over the set of all the employees jobs.
Department Name	The department within which the job resides. This drives the available work areas when setting up assignments for this job.
Salary Group	The salary group to which this job belongs.
Location	The location in which the job resides.
Position Number	Position associated with this job.
Pay Type	The pay type value appropriate for this job.
Pay Grade	The pay grade to which this job belongs. The value in this field should exist within the salary group defined on this job.
Compensation Rate	The hourly rate for this job. Only one rate per job is supported.
Standard Hours	The standard hours for this job. i.e. 40. Based on the value entered in this field, FTE will be calculated accordingly. I.e. 40 hours = 1.0 FTE
FTE	Derived from Standard Hours, Full Time Engagement, or FTE, is used by the accrual service to calculate leave.
Eligible for Leave	Flag indicating the job is leave eligible, 'Y', or not, 'N'.
Primary Indicator	Flag indicating the job is primary, 'Y', or not, 'N'.
FLSA Status	Flag used to indicate if the Job is FLSA exempt or non-exmpt. This field, along with Eligible for Leave, is also used to determine which calendar(s) the employee will have access to. I.e. for a non-exempt leave eligible job, the leave calendar will be made available to the employee, given the employee has a leave plan defined for them in their Principal HR Attributes.
Active	Status of the Job record. checked, 'Y', indicates active. Unchecked, 'N', indicates inactive.

## Assignment

Assignments are used to define funding attributes for a given employee's job record. An employee can be given one to many assignments, and the funding per assignment must total to 100%. Multiple assignments can be used when the employee reports to different time approvers, or when different accounts should be charged based on the work done. An employee records their hours against assignments. An Assignment is a unique combination of job number, work area and task.

**Table 1.22. Assignment Fields**

<b>Field</b>	<b>Description</b>
Effective Date	The effective date for which the job is to begin. Changes to job attributes can be effective dated to take place in the future or past.
Principal ID	Identifier of the employee that is to be given this assignment.
Principal Name	Read-only auto-generated field populated with the name of the employee identified by the Principal ID field.
Job Number	The job for which this assignment should be associated with.
Department Name	Auto-generated field populated from the department of the entered Job Number.
Work Area	The work area within which time will be recorded. Work area must belong to the given department. This value supports approval routing.
Task	Optional task that can be assigned to the job.
Active	Reflects the status of the assignment. If the assignment is being eliminated, effective date a new row and uncheck the active box.

## Assignment Account

The assignment account references an administrative Account record. When attached to an Assignment, time reported for this assignment can be compensated from this account.

**Table 1.23. Assignment Fields**

<b>Field</b>	<b>Description</b>
COA	Read-only auto-generated field populated from the Account Number.
Account Number	The account to be associated with this assignment account.
Earn Code	The earn code used to extract reported time from the system. When time is reported for an assignment, the total time can be multiplied by the percentage defined on the account, and extracted along with other data to determine what amount is to be taken from each account.
Sub-Account Number	Optional sub-account component of the chart of accounts to be charged when time is recorded against this work area and task. This value must be defined for the account selected to be available for entry.
Object Code	Object code component of the chart of accounts to be charged when time is recorded against this work area and task.
Sub-Object Code	Optional sub-object code component of the chart of accounts to be charged when time is recorded against this work area and task. Sub-object code must be associated with the object code.
Project Code	Optional project code component of the chart of accounts to be charged when time is recorded against this work area and task. This value must be established on the project table.
Org Ref Id	Optional funding attribute, free form entry field.
Percent	The percent of funding this account provides to the assignment. Whole numbers, must total 100 over all assignment accounts.

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Basic Setup

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<b>Field</b>	<b>Description</b>
Active	Status of the assignment funding line. Checked, 'Y', indicates active. Unchecked, 'N', indicates inactive.