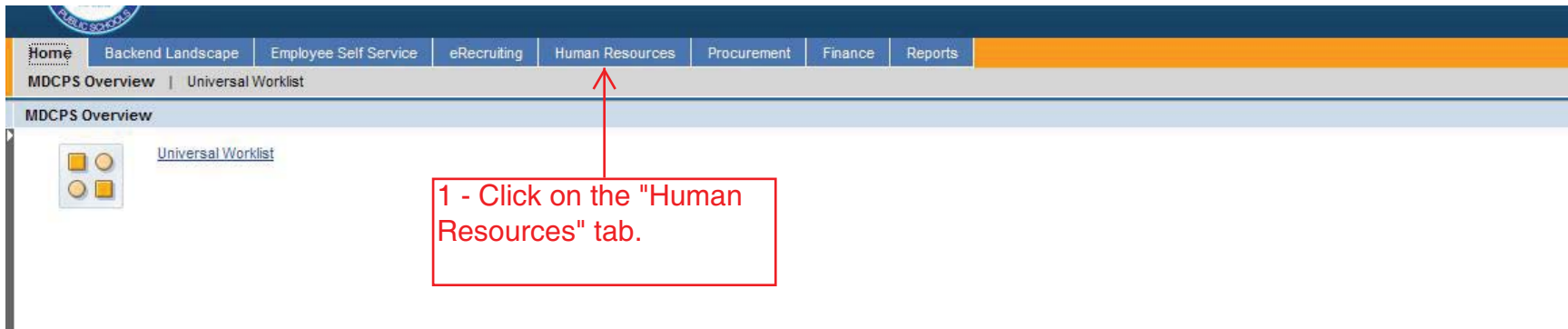
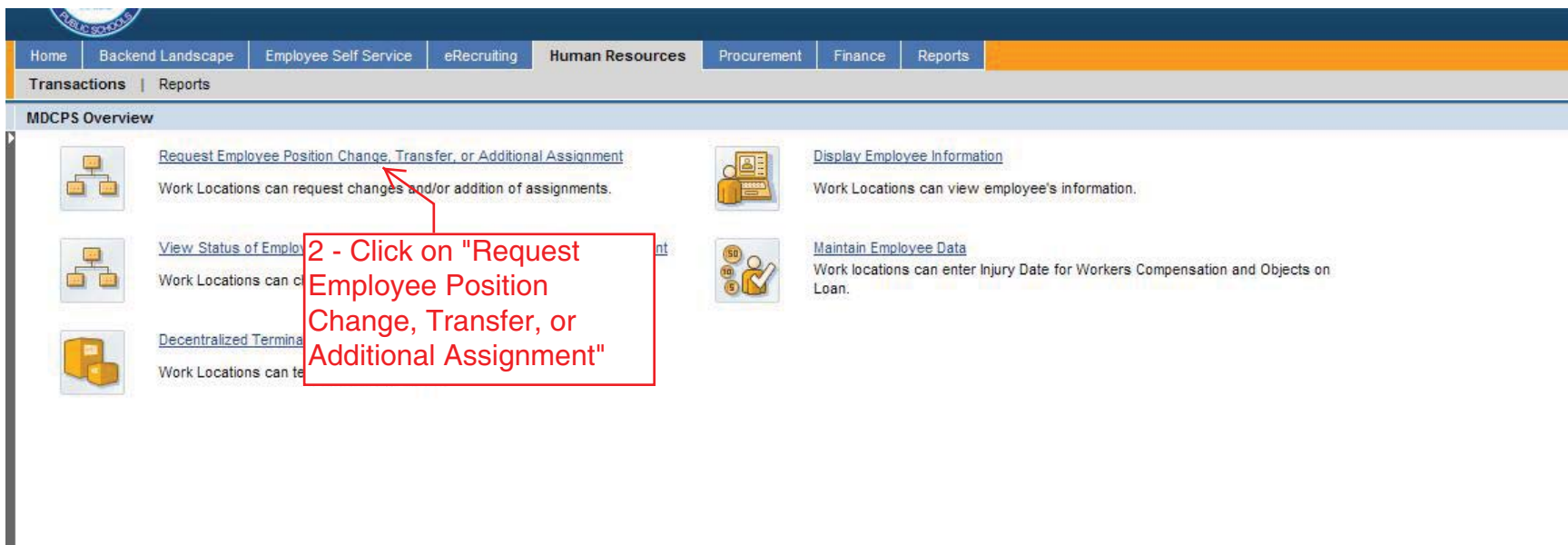





"Additional Assignment" - for employees not in your location



The screenshot shows the MDCPS Overview page. The navigation bar includes Home, Backend Landscape, Employee Self Service, eRecruiting, Human Resources, Procurement, Finance, and Reports. The Human Resources tab is highlighted in orange. Below the navigation bar, the page title is "MDCPS Overview | Universal Worklist". A red box with the text "1 - Click on the 'Human Resources' tab." has an arrow pointing to the Human Resources tab.



The screenshot shows the MDCPS Overview page with the Human Resources tab selected. The page title is "MDCPS Overview | Transactions | Reports". A red box with the text "2 - Click on 'Request Employee Position Change, Transfer, or Additional Assignment'" has an arrow pointing to the link "Request Employee Position Change, Transfer, or Additional Assignment".

Icon	Link	Description
	Request Employee Position Change, Transfer, or Additional Assignment	Work Locations can request changes and/or addition of assignments.
	Display Employee Information	Work Locations can view employee's information.
	Maintain Employee Data	Work locations can enter Injury Date for Workers Compensation and Objects on Loan.

Home Backend Landscape Employee Self Service eRecruiting **Human Resources** Procurement Finance Reports

Transactions | Reports

Request Employee Position Change, Transfer, or Additional Assignment

Create PCR

Menu | Back Exit Cancel System

Type of Action

3 - Click on "Add Assignment"

position, Adjudicate Pay

Use this option to position, where eligibility, qualifications/certifications, and pay will be assessed by the appropriate departments.

Add Assignment

Use this option to create an additional Part Time position assignment for an employee at your location. You can search for employees in different locations; however you are limited to filling positions at your specific site.

Move Instructional Employee to an Equivalent Vacant Position (No Pay impact)

Use this option to move an Instructional Full Time employee from one position to another of equal standing. This is not pay impacting

Equivalent Instructional Position Trade for 2 Employees (No Pay impact)

Use this option to swap the positions of two Full Time Instructional employees simultaneously, when both exist in positions of equal standing.

Public Schools

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Procurement | Finance | Reports

Transactions | Reports

Request Employee Position Change, Transfer, or Additional Assignment

Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Start Date	<input type="text" value="02/11/2011"/>	Action Type	<input type="text" value="Z5"/> Add Assignment
		Act.Reason	<input type="text" value="01"/> Add Assignment

4 - Input "Start date" and press enter

Please remember, only 15 days into the future/180 days in the past

Business Area	<input type="text"/>
Region	<input type="text"/>
Fund	<input type="text"/>
Functional Area	<input type="text"/>
G/L Account	<input type="text"/>

Include Attachments

5 - Click in the "Person ID" box, then click on the double box.

Start Date: 02/16/2011 Action Type: Z5 Add Assignment
Act.Reason: 01 Add Assignment

Request Details

Person ID	<input type="text"/>	<input type="checkbox"/>
Position	<input type="text"/>	
Pers. subarea	<input type="text"/>	
Job	0	
Personnel area	<input type="text"/>	
EE group	<input type="text"/>	
EE subgroup	<input type="text"/>	
Business Area	<input type="text"/>	
Region	<input type="text"/>	
Fund	<input type="text"/>	
Functional Area	<input type="text"/>	
G/L Account	<input type="text"/>	

Include Attachments

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Procurement | Finance | Reports

Transactions | Reports

Request Employee Position Change, Transfer, or Additional Assignment

Additional Assignment

Menu | Save | Back | Exit | Cancel | System

External Person ID (1)

Start Date

Request Details

- Person ID
- Position
- Pers. subarea
- Job
- Personnel area
- EE group
- EE subgroup
- Business Area
- Region
- Fund
- Functional Area
- G/L Account

Include Attachments

Search Criteria

Category: **District Wide Employee Search**

Last name:

First name:

Person ID:

Personnel number:

Start Search

6 - Select "District-Wide Employee Search"

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Procurement | Finance | Reports

Transactions | Reports

Request Employee Position Change, Transfer, or Additional Assignment

Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Start Date

Request Details

- Person ID
- Position
- Pers. subarea
- Job
- Personnel area
- EE group
- EE subgroup
- Business Area
- Region
- Fund
- Functional Area
- G/L Account

Include Attachments

External Person ID (1)

Search Criteria

Category: District Wide Employee Search

Last name: []

First name: []

Person ID: = XXXXX

Personnel number: []

Start Search

7 - Input the "Person ID" and press enter.

8 - Select the first option, with the correct name, and click on the "Green" check mark.

The screenshot shows a web application interface for HR management. At the top, there are navigation tabs: Self Service, eRecruiting, Human Resources, Procurement, Finance, and Reports. Below this is a header area with the text "fer, or Additional Assignment". The main content area is titled "Additional Assignment" and contains a search window titled "External Person ID (1)".

The search window has a "Search Criteria" section with a green checkmark icon. Below this is a table with the following data:

Person ID	Last name	First name	PersNo
XXXXX	GARCIA	DAVID	00258424

Below the table, it says "5 Entries found". On the left side of the main window, there is a "Request Details" sidebar with various fields: Person ID, Position, Pers. subarea, Job, Personnel area, EE group, EE subgroup, Business Area, Region, Fund, Functional Area, and G/L Account. At the bottom left, there is a checkbox labeled "Include Attachments".

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Procurement | Finance | Reports

Transactions | Reports

Request Employee Position Change, Transfer, or Additional Assignment

Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Start Date	02/16/2011	Action Type	Z5 Add Assignment
		Act.Reason	01 Add Assignment

Request Details

Person ID	xxxxx
Position	53102204
Pers. subarea	
Job	0
Personnel area	
EE group	
EE subgroup	
Business Area	
Region	
Fund	
Functional Area	
G/L Account	

Include Attachments

9 - Input the "Position ID" number, which can be found in the Position Control Report - Press enter

10 - If the information is correct, click the "Save" button

If the information is not correct, press the enter button and re-enter the information.

Home | Backend Landscape | E

Transactions | Reports

Request Employee Position Chan

Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Start Date: 02/16/2011 Action Type: Z5 Add Assignment
 Act.Reason: 01 Add Assignment

Request Details

Person ID	xxxxx	DAVID GARCIA
Position	53102204	SKILLED CLER/SKILLED CLERICAL 10M
Pers. subarea	999X	No Duty Days
Job	52000018	72094/SKILLED CLERICAL 10M
Personnel area	N010	NIS Non-Represented
EE group	8	
EE subgroup	A9	
Business Area	7411	MIAMI NORTHWESTERN SENIOR
Region	66	
Fund	100000	
Functional Area	96470000-510300	
G/L Account	515000	

Include Attachments

10.1 - You can add an attachment before "Saving" the request. Please note, this request will be then be sent to the "Universal Workflow" list so that an attachment can be added before approving and submitting through workflow.

Home | Backend Landscape | Employee Self Service | eRecruiting | Human Resources | Procurement | Finance | Reports

Transactions | Reports

Request Employee Position Change, Transfer, or Additional Assignment

Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Request Created

Request submitted successfully with the following Request ID.
00015324

11 - After pressing the "Save" button, you will be provided a "Request ID" number, please write-down this number to "View Status of Employee Position Change, Transfer, or Add Assignment"

EE group	8
EE subgroup	A9
Business Area	7411 MIAMI NORTHWESTERN SENIOR
Region	66
Fund	100000
Functional Area	96470000-510300
G/L Account	515000

Include Attachments