

# eForms: Add/Change Form

Employee Services—DRAFT—4.16.2015

**Additional Assignment:** The Add/Change eForm is used to add or change assignments or 'jobs' for an existing employee. Examples of transactions that can be processed on the Add/Change eForm include:

- Converting an Hourly employee to a Classified Position
- Assigning Part-time Faculty to teach in the next quarter
- Extending the End Date of an Hourly Assignment

**eForms:** Seattle College District eForms are online employee transactions processed through an electronic workflow system.

## Where do I start?

Your login and password are the same as your SCD email account alias and password.

Need access? The Business Office at each college controls:

- Who is able to create eForms
- Who approves for each budget

## Details/Appendix

The last two pages of this document contain an appendix listing the approval route, required fields and attachments for each type of transaction.

# 1

**Logging In:** <https://eforms.seattlecolleges.edu>

HP is the company whose software runs our eForms website.

Login by using your email login and password.

HP Process Automation  
**eForms Production Server**

Username:

Password:

HP Process Automation 7.5.1 (Build 15599)  
Folders | Help | About

autonomy.com

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## Navigate to the Additional Assignment Menu

Folder	Documents
Public	26

  

Name	Documents
1 Campus	22
District_Wide	4

  

Name	Documents
EMPSRVS	2
2 Utility	2

  

4	!	!	Add Assignment Menu
5	!	!	LeanOnboarding_process
6	!	!	stipend_facstu_process

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## Use the Add Assignment Menu

### Employee Change Form

1 Enter the Employee's SID:  
SID

2 Confirm the Employee name:

3 Select the Operation to Request:

- Classified Assignment
- Hourly Assignment
- Student/Workstudy Assignment
- Part-Time Faculty Assignment
- Exempt Assignment

4

The Additional Assignment Menu requires the employee SID, and will allow you to choose the specific type of transaction you need.

Type the employee's SID Number:

Check the Employee's name, to ensure that you are making changes to the correct employee:

Select the type of Transaction:

Click "Go":

# 4

## Complete the Add Assignment form

**Note:** Each Additional Assignment form (Hourly, Student, Classified, etc) has a slightly different pay calculation, and may have different required input fields. The example below is the **Part-time Faculty** form.

### Part-Time Faculty Assignment

PROCESS#: 90214  
CURRENT TASK: 90234 Originator

Employee Information							
980	Cordas, Daniel	(206) 934-4135	Daniel.Cordas@seattlecolleges.edu				
Job Class	Type	Cp	FT %	Job Title	Supervisor	Start	End
001093	E	D	100.00	DIR, TRAINING & TALENT DEV	1D08 Sims, Charles	01/01/2015	06/30/2015

**Employee Info:** The form will pull basic employee information, (SID, name, phone, email)

**Job Info:** The form also pulls their current, active jobs. This data may not contain changes made within the past 24 hours.

**Process ID:** The Process ID is uniquely tied to this transaction all the way through submission and approvals.

**Superseding**

Superceding Explanation

**Superseding:** If this eForm is superseding (replacing or making changes to) an eForm that has already been approved, mark Superseding, and add a (brief) explanation.

### New Position

Job Class  Job Title

Campus  Select One Department  Select One

Supervisor Code  Supervisor  Select One

Explanation

Item Numbers

**New Position Information:** You will need to enter the following information about the new or changed position:

- Job Class
- Campus
- Department
- Supervisor
- Explanation: What is the assignment?
- Item Numbers: What is being taught? (PTF only)

**Budget:** You will need to enter the budgets, the percent of pay on each budget, and then click: Validate Budget Codes.

The form will check that the budgets exist and pull the name attached to the budget.

**Budgets**

App-Prg-Org	Prg-Org Title	Class	POS#	REIM	Dist%
149-083-aa07	Employment Services				100

Validate Budget Codes

**Pay Calculation:** The Pay Calculation form is specific to the Job Class you entered above.

All of the required fields are listed on the left side of the page. For Part-time faculty, they are Start and End dates, Percent of Workload, Range, Step, and the number of contact hours. For PT Faculty you also need to select the Pay Scale: General, IEL, or SVI.

**Pay Calculation**

Start Date

End Date

% Work Load

Range (A-E)

Step (1-6)

Contact Hours

**Automated Pay Calculation Results**

**Automated Pay Calculation:** Once you filled in the fields on the left, click on "Pay Calculation" below, which will complete the pay calculation.

Manual Pay Calculation/Comments

Disregard pay calculation result

**Manual Pay Calculation:** If you do not want to use the Auto Calc above, select "Disregard Pay Calculation Result". Enter your manual pay calculation into this box. Employee Services will pay off of this text.

PT Pay Scale Select One

Pay Calculation

**PT Pay Scale:** For part-time faculty, you will also need to select the Pay Scale.

**Required Attachments:** Any required forms are listed in the “Required Attachments” box. Attachments marked with an asterisk(\*) are optional. For example, someone teaching part-time for the first time will need an Initial Salary Placement Form (ISPP).

**Required Attachments**

\*ISPP - Initial Salary Placement Form -Parttime

Attach...

Submit

**Submit:** When you are finished with this form, click on “Go”, which will submit the form for Budget Approval.

## 5 Review and Approval Process

### Budget Admin Approver

- The first approver of the Additional Assignment eForm is the administrator assigned to the budget number.
- If an employee is being paid off multiple budgets which have different Budget Admins, each Budget Admin must approve. Each Budget Admin will be asked to approve simultaneously.

## Part-Time Faculty Assignment

PROCESS#: 90182  
CURRENT TASK: 90208 Budget Admins

### Employee Information

**Approving and Rejecting:** After reviewing the job and pay information, scroll down to the bottom of the page to either ‘Reject’ or ‘Approve’ the form.

- **Rejected** forms are returned to the New Hire Coordinator queue assigned to the person who created the Additional Assignment eForm.
- **Approved** forms move on to the HR approval queue.

## Business Office Approver

The Business Office approval is the second to last step.

## Part-Time Faculty Assignment

PROCESS#: 90182  
CURRENT TASK: 90195 Business Office

### Budgets

App-Prg-Org	Prg-Org Title	Class	POS#	REIM	Dist%
149-083-aa07	Employment Services	AH			100

**You MUST give Position numbers (or SSOBJ) for EACH budget.**

**Business Office:** Add the Position # to each Budget Number.

### Done & Employee Services

After the Business Office has approved the form, it is sent to Employee Services to be entered into our Personnel & Payroll Manage System.

Once the form has been entered, you will receive a **confirmation email**. The email will come from 'loadadmin@seattlecolleges.edu', and will contain the job information that has been added or changed.

# Appendix: What does each eForm require?

## Hourly Assignment

### Approval Path:

1. Creator
2. Budget Administrator
3. *South Only: HR Approval*
4. Business Office
5. Employee Services & Entry into PPMS

### Job Class Codes (drop down enabled)

- 009011—Hourly Assistant 1
- 009012—Hourly Assistant 2
- 009013—Hourly Assistant 3

### Required Pay Info:

- Start Date
- End Date
- Hourly Rate

### Attachments

Required: ADAM Form

## Student Hourly Assignment

### Approval Path:

1. Creator
2. Budget Administrator
3. *South Only: HR Approval*
4. Business Office
5. Employee Services & Entry into PPMS

### Job Class Codes (drop down enabled)

- Student Hourly (009002)
- WorkStudy (009000)

**Note:** the eForm checks SMS for registration and class load.

### Required Pay Info:

- Start Date
- End Date
- Hourly Rate

### Attachments

Required: ADAM Form (if changing from H to S)

## Classified Assignment

### Approval Path:

1. Creator
2. Budget Administrator
3. PRF Number: If there is a job posting number (PRF#), the eForm goes straight to HR. If there is no position number (PRF#), the approval routes to the appropriate VP.
4. HR Approval
5. Business Office
6. Employee Services & Entry into PPMS

### Job Class Codes: Many

- Online at: <http://www.hr.wa.gov/CompClass/>
- Remember to add '00' to front. So '107M' is entered as '00107M'

### Required Pay Info:

- Start Date
- End Date
- Percent of Workload
- Step (A through L)

### Attachments

Required: Job Description (JDSC)

Optional: Position Questionnaire Form (PERQ)

## Part-time Faculty Assignment

### Approval Path:

1. Creator
2. Budget Administrator
3. *South Only: HR Approval*
4. Business Office
5. Employee Services & Entry into PPMS

### Job Class Codes:

- 001500—Normal PTF Assignment
- 950000—Moonlight Assignment (FTF)
- 970000—Moonlight (Exempt)
- 009003\*—Community Service / Cont. Ed.
- 009004\*—Contract PTF (Appendix F)
- 009005\*—Music

\* - 009003/4/5 - Use 'disregard pay calculation' and enter manual pay calculation.

### Required Pay Info:

- Start Date
- End Date
- Percent of Workload
- Range (A—E)
- Step (1—6)
- Contact hours

### Attachments

Optional: Initial Salary Placement Form (ISPF)

## Exempt Assignment

### **Approval Path:**

1. Creator / NHC
2. Budget Administrator
3. PRF Number: If there is a job posting number (PRF#), the eForm goes straight to HR. If there is no position number (PRF#), the eForm is routed to the appropriate VP for approval.
4. HR Approval
5. Business Office
6. Employee Services & Entry into PPMS

### **Job Class Codes: Many**

- Use Job Class List on Document Center
- Request new Job Class codes from Young Lim (x4129)

### **Required Pay Info:**

- Start Date
- End Date
- Percent of Workload
- Salary

### **Attachments**

**Required:** Job Description (JDSC)

**Required:** Request for Exempt Change Form (REFC) - only for position without a PRF #

## Not Yet Active

### Full-time Faculty Assignment

### **Approval Path:**

1. Creator /NHC
2. Budget Administrator
3. PRF Number: If there is a job posting number (PRF#), the eForm goes straight to HR. If there is no position number (PRF#), the eForm is routed to the appropriate VP for approval.
4. HR Approval
5. Business Office
6. Employee Services & Entry into PPMS

### **Job Class Codes:**

- 001700 series

### **Required Pay Info:**

- Start Date
- End Date
- Percent of Workload
- Annual Salary

### **Attachments**

Optional: Initial Salary Placement Form (ISPF)