

### Assignments: Tabbed Regions

#### Overview

In this learning cycle, we will discuss the Assignment Tabbed Regions maintained by SIU. The information contained in these regions was automatically entered by the system or by someone in the Department of Human Resources.

Upon completion of this Learning Cycle you will be able to:

- Name the Assignment Tabbed Regions specific to the HRMS Department View Responsibility and be able to access them.
- Identify information maintained in the Tabbed Regions specific to this responsibility.
- Define the fields in the Effective Dates region.
- Access and describe the information displayed by the Assignment Details DFF.
- For the HRMS Department View responsibility, there are three tabbed regions of significant importance.
  - Salary Information
  - Standard Condition
  - Miscellaneous

#### Navigation

This learning cycle begins at the **Assignment** window. To display this window from the Navigator, select:

**SIU HRMS Department View → View Assignment**

- Once in the application, use the **Find Person** window to query the needed employee's Assignment record.
- The Assignment Tabbed Regions are located on the bottom half of the Assignment window.
- To view the content, click the corresponding tab.
- For regions not displayed, use the arrow located to the right of the tabs.

#### Salary Information

- **Salary Information** - this region is displayed by default. You will use this region to view the employee's **Salary Basis**.
- The Salary Basis establishes the duration for which a salary is quoted, e.g., hourly, monthly, or annually. This is a required field; therefore, it should be populated.

**NOTE:** The information displayed in the Salary Information region is NOT the same information retrieved when clicking on the Salary button at the bottom of the window.

#### Statutory Information

- Click the **Statutory Information** tab.
- For a description of the information displayed in this region, click in the larger field. This action displays the **GREs and other data** window.
- The GREs and other data window contains two fields.
- The first field is **Government Reporting Entity (GRE)**.
- The Government Reporting Entity for **SIUC** and **SIU School of Medicine** employees is SIU Carbondale; for **SIU Edwardsville** employees, this field will display SIU Edwardsville.

- When you view this window for a bi-weekly civil service employee or a student, the Timecard Required field should be populated with a **Yes**.
- If the field is left blank it is the same as a **No**.
- Click **OK** to close the window.

## Miscellaneous Region

- When the GREs and other data window closes, the next tabbed region, Miscellaneous, is automatically opened.
- The Miscellaneous region provides an **Internal Address** for the employee.
- If populated, this field will display the employee's room number.
- Notice the **Primary** checkbox; when checked, this indicates the current assignment displayed is the primary assignment for the employee.
- An employee can have more than one Assignment; but, he or she will have only one Primary checkbox selected.
- The remaining fields in the Miscellaneous region are not maintained.
- Click the arrow to the right of the Miscellaneous region.
- A drop-down list appears with the remaining regions available for viewing; they are not relevant to the HRMS Department View responsibility and will not be reviewed in this document.
- Select the default tabbed region, Salary Information from the drop-down list.
- The Salary Information Tabbed Region reappears on the Assignment window; and you are back where you started.

## Effective Dates Region

- Along with the Tabbed Regions on the bottom half of the Assignment form is the **Effective Dates** region.
- In the Effective Dates region, the **From** field displays the START date of the Assignment; the **To** field displays the END date for the Assignment.

## Assignment Descriptive Flexfield

- To the right of the Effective Dates region is the Assignment Descriptive Flexfield (DFF).
- Some of the information is visible, but not all of it, click in the Descriptive Flexfield to view all of the contents.

## Additional Assignment Details Window

- The **Additional Assignment Details** window opens.
- The **FTE** (Full-Time Equivalent) of the position is displayed in the first field.
- The **Date in Classification** field is applicable to Civil Service employees only and will display a date, when appropriate.
- The remaining fields apply to students.
  - **Federal Work Study Override** is not maintained.
  - If viewing an Assignment for a Graduate Assistant, the **Graduate Assistant Information** field will display one of the following:
    - Dissertation Research Assistantship, FWS Community Service, FWS Non Community Service, Prompt Assistantship
- Click **OK** to close the window.
- This concludes the learning cycle.