Assignments: Header Region

After completing this Learning Cycle, the student will be able to:

- Define the fields and field content in the Header Region of the Assignments window.

- Identify the employee record and determine if he/she has any Secondary Assignments.

- Know how to access, identify and view the information entered on the People Group Flexfield.

Navigation

- This learning cycle begins at the **Assignment** window.
  - The Navigation Path is: **SIU HRMS Department View/ View Assignment**

Find Person

- Once in the application, the **Find Person** window will display.

- Enter search criteria to display the Assignment record you need; click the **Find** button.
  - See Learning Cycle 1, Find Person, to learn how to enter query information.

Assignment Window

- The Assignment window opens.
  - The employee's NAME appears in the title bar of this window.

- The employee's Assignment information is displayed in the **Header Region** and **Tabbed Regions** of this window.

- You will use the buttons at the bottom of this window to drilldown and view additional information, such as the employee's: **Address, Salary, Costing, Phones,** and **Entries (Salary Entries).**

- More detail about the buttons and information they supply will be provided in subsequent learning cycles.

Note: To view previous or future assignments, use Oracle's DateTrack feature. For instructions on DateTracking, refer to Learning Cycle 2 of this Module.

Secondary Assignment

- Some employees will have more than one assignment or a **Secondary Assignment**. You will use the Assignment Number field to locate additional assignments.

- To begin place the cursor in the Assignment Number field and then press the **Down Arrow** key on the keyboard.
  - This action allows you to advance through the Assignment records.
  - To identify a Secondary Assignment, view the contents of the Assignment Number field. Assignments are numbered consecutively in the system e.g., "8138", "8138-2".

- Continue pressing the Down Arrow key to view all the Assignments for the employee.

- When no additional records exist or the last assignment record is retrieved for the employee, a **Forms** window will appear. Click **OK** to close the Forms window.

- To return to the first record, use the **Up Arrow** key on the keyboard.

Header Region

- The **Header Regions** contains the following fields:

Organization and Group

- **Organization** - this is the name of the department and campus sponsoring the Assignment.

- **Group** - if the employee is associated with a specific people group (e.g., union), that information will be displayed in this field.
  - Information displayed in the Group field is entered from the **People Group Flexfield** window.

People Group Flexfield

- Tab to or click in the Group field to display the **People Group Flexfield** window.

- Viewing the field labels and descriptions on the People Group Flexfield window will help you identify and understand the entries that appear in the Group field on the Assignment window.
  - The SIU Phys and Surgeons field is maintained by the School of Medicine only. If 'Yes' is displayed in this field, then the employee is a member. If this field is blank, then the employee is not a member.
  - If the employee is a member of a union, information will be displayed in the **Union**, **Local Union No**, and **Bargaining Unit** fields.
    - Not all unions have a bargaining unit; if there is no bargaining unit, this field is blank.
  - The **Community Service** field is not used by SIU.

- Click **OK** to close the People Group Flexfield window.

- Information from the fields of the People Group Flexfield window appear in the Group field in the Header region.
  - Notice that the Group field contains vertical lines [II]; these are called separators. The information between the vertical lines in the Group field represents the information that was contained in the flexfield window.

- If vertical lines appear in the Group field and no information appears, then the fields were not populated in the People Group Flexfield.

- If you tab to the Group field and the People Group Flexfield window opens and no information is available, an **Error** window will appear.
  - Just click **OK** to close this window.

Job and Position

- **Job** - displays the class/title/rank.

- **Position** - includes the Campus Identifier, Employment Category, Position Control Number and a Sequence Number. When each position is created, it is tied to a Job and assigned to an Organization.

Grade and Payroll

- **Grade** - this field is not maintained.

- **Payroll** - displays the payroll to which the employee is assigned.

Location and Status

- **Location** - displays the University address where the job is performed.

- **Status** - the Status from the demonstration indicated an Active Assignment. However, the Status could indicate the employee is retired or end of term contract, etc.

Assignment Number and Assignment Category

- **Assignment Number** - a number automatically generated and assigned by the system.

- **Assignment Category** - displays the employee's employment category. Examples are:
  - **Permanent** - used for civil service employees in status positions.
  - **Continuing** - used for faculty and administrative/ professional staff.
  - **Term** - used for faculty and administrative/ professional employees on Term appointments.

- **Collective Agreement** and **Employee Category** fields are not currently used.