


HR/Payroll Data Navigation Guide

PeopleSoft Version 8.9

Workforce Administration > Job Information > Job Data >

Employee and Job Information is found on these pages:

Tab	Field(s)	Tab or Link	Field(s)
Work Location	Action/Reason	Compensation	Annual Rate
	Business Unit		Compensation Frequency
	Date Created (Action/Dt)		Compensation Rate
	Department		Hourly Rate
	Effective Date		Monthly Rate
	HR (Employee) Status		Um Job Data
Job Information	Benefit Status	Job Description ID	
	FTE	Working Title	
	Full/Part-time	Um Specific	FICA Expiration Date
	Job Code		I-9 Expiration Date
	Job Title		Work Authorization Date
	Regular/Temporary	Employment Data	Apt. End Date 
Standard Hours	First Start (Hire) Date		
Payroll	Employee Type		Phone (Position)
	FICA Status	Probation Date	
	Holiday Schedule	Service Date/Month/Days	
	Pay Group	Termination Date	
	Tax Location Code	Earnings Dist.	Account (Combo) Code
			Earn Code
	Distribution %		
	Ben. Prog. Part.	Annual Bnfts Base Rate	

WF Adm > Job Information > Contract Adm > Update Contract Pay NA

Contract Pay	Contract Begin/End
	Contract Pay Type
	Effective Date
	Payment Begin/End date
	Payment Term

Contract Information

WF Devl > Faculty Events > Calculate Tenure > Create Tenure Data

Tenure Data	Academic Discipline
	Committed FTE
	Home Rank
	Mandatory Review Date
	Tenure Granted Date
	Tenure Home
	Tenure Status
	Track Start Date

Academic Tenure Information

Benefits > Manage Leave Accruals > Review Accrual Balances

Access to Leave Accrual Balances Screens

Payroll for North America > Employee Pay Data USA > Create Add'l Pay

Access to Additional Pay Screens

WF Devl > Faculty Events > Track Events > Administrative Post

Access Zero Fund Affiliation information

Find HR and Payroll information on our Administrative Systems Project/PeopleSoft web site:
[//http://www.umsl.edu/asp](http://www.umsl.edu/asp)

Click on Human Resources to find the following

Codes:

Academic discipline, Action and Reason
 Benefit Program Codes, Earn Codes, Employee Class
 Home Department, Title Codes

Forms:

UM HR forms
 Extra Compensation Authorization
 Monthly exception report
 Overpayment guidelines and forms
 Retroactive adjustment
 Security access request (add/change)
HR database navigation aids
New Hire Paperwork Attachments
Nonresident alien Employment Information
WebTime processing schedule (payroll schedule)
Standard Hours/FTE Conversion Table

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