

## \*DEFINE/HRMS Cheat Sheet

**Using Assignment Functionality in HRMS:** This table shows where to complete appointment-related actions previously available in \*DEFINE through HRMS.

Questions	*DEFINE Process/Action	HRMS Assignment Functionality
How/where do I change the <b>annual</b> or <b>hourly rate</b> , such as giving an employee a <b>merit</b> increase or <b>equity</b> adjustment?	In *DEFINE you made these changes on an ANM or ACM document (new or change appointment) after sending a Salary Adjustment Request form to HRS for approval.	In HRMS you will make <b>pay adjustments</b> on the <b>Incumbent</b> page of a <b>Modify Document</b> under the <b>Adjustments to Base Pay</b> section by clicking the <b>Add Pay Adjustment</b> link. You will also need to send a Salary Adjustment Request form to HRS for approval.
Where do I make changes to the <b>annual/hourly rate</b> to <b>add an increase for temporary additional duties</b> ?	In *DEFINE, you added temporary duties by increasing the annual or hourly rate on an ACM document after sending a Salary Adjustment Request form to HRS for approval..	In HRMS you will add temporary additional duties on the <b>Incumbent</b> page of a <b>Modify Document</b> under the <b>Additional Pay</b> section by clicking the <b>Add Additional Pay</b> link. You will also need to send a Salary Adjustment Request form to HRS for approval.
Where do I create <b>SUPLT</b> appointments to add a supplement?	In *DEFINE you added a supplement by creating a SUPLT appointment on an ANM or ACM document.	In HRMS you will add a supplement on the <b>Incumbent</b> page of a <b>Modify Document</b> under the <b>Additional Pay</b> section by clicking the <b>Add Additional Pay</b> link and selecting the appropriate additional pay type from the drop-down menu.
Where do I create <b>LWOP</b> appointments?	In *DEFINE you created LWOP appointments on an ANM or ACM document. <b>*Note:</b> Appointments limited LWOP to whole days. When an employee was absent for part of a day, the LWOP had to be added for a full day and a paper Departmental Payroll voucher had to be completed, routed to HRS for approval, and then to Payroll Services to ensure the employee was paid for actual hours worked.	In HRMS you will create LWOP assignments on a the <b>Leave Without Pay</b> page of a <b>Modify Document</b> by clicking the <b>Add LWOP</b> link and selecting the LWOP type from the drop-down menu. <b>*Note:</b> HRMS allows LWOP based on hours per day. Processing a paper Departmental Payroll Voucher will no longer be necessary. In HRMS, an employee can be placed on LWOP for the actual hours absent and paid through normal payroll processes for hours worked.
Where do I add a <b>separation code</b> ?	In *DEFINE you added separation codes either through an ACM document or command AUR and filled out a paper-based separation form.	In HRMS, when you add an <b>Assignment End Date</b> on the <b>Incumbent</b> page of a <b>Modify Document</b> , you will be required to select a <b>Separation Reason</b> from a drop-down menu. Completing a paper separation form will no longer be required.
Where do I make <b>account number</b> changes?	In *DEFINE, you made account number changes for employees using ANM and ACM documents.	In HRMS you will make account number changes to the position on the <b>Funding</b> page of a <b>Modify Document</b> , by editing current line(s) /adding funding lines.
How do I change appointments from <b>monthly</b> to <b>hourly</b> or vice versa?	In *DEFINE, you ended or canceled your monthly/hourly appointment and then created a new one with the correct monthly/hourly designation.	In HRMS, you will change a position's <b>pay type</b> and enter an <b>effective date</b> for the change on the <b>General</b> page of a <b>Modify Document</b> .
How do I change <b>work schedule on the appointment</b> ?	In *DEFINE, you changed work schedule in appointments through an ACM document.	In HRMS, you will change a position's <b>workdays</b> and enter an <b>effective date</b> for the change on the <b>General</b> page of a <b>Modify Document</b> .

Table continued...

**Using Assignment Functionality in HRMS:** This table shows where to complete appointment-related actions previously available in \*DEFINE through HRMS.

Questions	*DEFINE Process/Action	HRMS Assignment Functionality
How do I change the employee's <b>hours per week</b> ?	In *DEFINE, you changed hours per week with ANM or ACM document.	In HRMS you will change <b>hours per week</b> and add an <b>effective date</b> for the change on the <b>Incumbent</b> page of a <b>Modify Document</b> .
How do I change <b>begin</b> or <b>end dates</b> ?	In *DEFINE, you changed begin or end dates on appointments through an ANM or ACM document.	In HRMS you will enter an <b>Assignment Begin</b> or <b>End Date</b> on the <b>Incumbent</b> page of a <b>Modify Document</b> .

### Locating Information from \*DEFINE commands in HRMS:

This table shows where information from \*DEFINE appointment commands is found in HRMS.

Where do I...	*DEFINE command	HRMS
... find an employee record?	AL1 (EID) & AL2 (name)	Use the <b>Search</b> tab or Quick Search on the upper right side of HRMS. Click on the incumbent name, which will take you to the <b>Incumbent View</b> page.
...find an EID for an employee	AL2	Use the <b>Search</b> tab or Quick Search on the upper right side of HRMS. Click on the incumbent name, which will take you to the <b>Incumbent View</b> page.
...find employee profile information, e.g., vacation/sick leave and state services?	AL1 (B screen—biographical info and E screen—employment info)	View the <b>Employee Profile</b> page by clicking the <b>Employee</b> tab and then the <b>Profile</b> tab.
...find appointment history	AL1 (H screen)	View the <b>Employee History</b> page by clicking the <b>Employee</b> tab and then the <b>History</b> tab.
...find all appointments in a unit code?	AL3 (if unit code is listed in a known administrative view)	From <b>Browse Positions</b> page, enter a unit code, which will bring up a list of positions belonging to that unit code.
...view a list of appointments/assignments for an account?	AL4	Use the <b>Search</b> tab or Quick Search on the upper right side of HRMS to search for accounts.
...create a new appointment or change an appointment?	ANM and ACM menus	Generate new appointments through assignment functionality in HRMS. Make appointment changes by modifying position and incumbent attributes on a <b>Modify Document</b> .
...find a list of job codes and job titles?	AH1 & AH8	Access the <b>Job Code System</b> (Pay Plan) link from the left navigation of HRMS.
...calculate appointment allocation/rate?	AH3	Access the <b>Allocation Calculator</b> link from the left navigation of HRMS.
...check graduate student appointment eligibility?	AH4	Continue viewing in *DEFINE.
...calculate appointment holiday pay amount?	AH5	Continue viewing in *DEFINE.
...process reappointments?	ARM	For spring 2010, assignments that would previously be processed through automatic reappointments will be processed through HRMS assignment functionality.