PERSONNEL ADMINISTRATION TERMINOLOGY

Action

In Human Resources, an action is a series of infotypes that are filled in sequence in order to accomplish a task. Common actions include hiring an employee and separating an employee. Because the data on infotypes involved in the action pull forward from one infotype to the next, they must be filled in order and each infotype is required. If all steps in the sequence are not completed, then payroll may not run correctly for that employee. Please contact your HR administrator if you have problems while completing an action.

Note: Although data pulls forward from infotype to infotype during an action, it does not update in reverse order. To clarify, if you change the transaction date half-way through the action, the dates on the previous infotypes will not be updated. Instead, please contact the HR Records department at hrrecords@unmc.edu.

Benefit Percent

The benefit percent is based on the FTE which in turn determines the University contribution towards the cost of benefits. The code also indicates if benefits are paid over 9 months or 12 months. For example, a 50% FTE will be a 50% benefit percent.

Budgeted Salary

Budgeted salary is the amount allocated from a department's yearly budget for a specific position.

Contract Length

Contract length refers to the yearly work schedule assigned to an employee. Fall semester and 12/12 months are examples of contract length assignments currently used by the University.

Cost Center

A ten-digit number used to plan, gather, and track costs for a University unit or department for State Aided (revolving and non-revolving), auxiliary, and other fund types. Within a department, multiple cost centers may be set up to further break down expenses by project or activity.

Cost Center Structure

Visual recognition has been built into the numbering structure. The first number represents the campus and the second number represents the fund type. The third and fourth digits represent the college or administrative area, and the fifth and sixth digits represent the department. The remaining digits represent the further breakdown of the cost center as necessary for reporting.
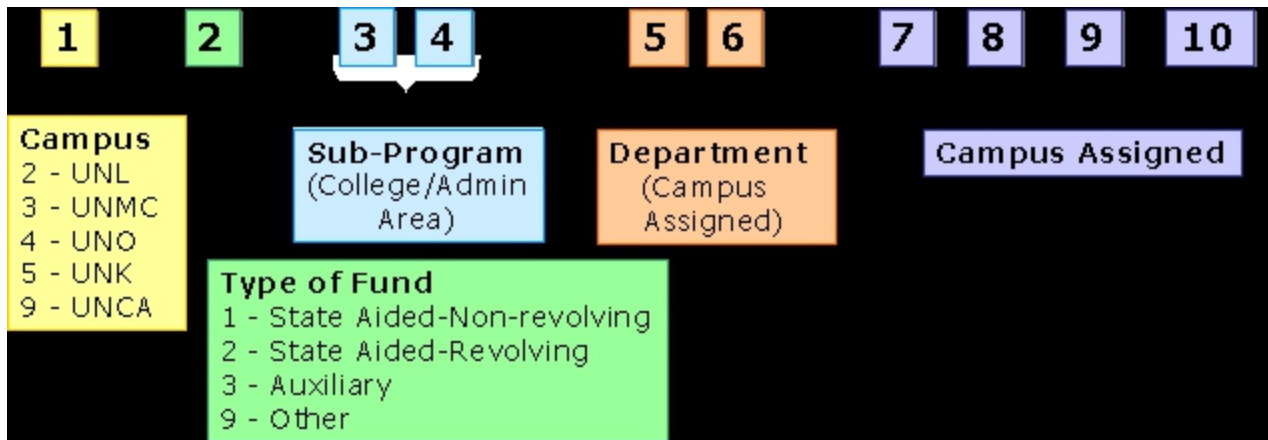
Date Type
Date type specifies the meaning of an entered date. There will be multiple date types associated with each employee. The most common date types are First Working date, Leave Accrual date, and University Service Date. The I-9 date type is required for all employees in paid status.

Employee Group
Employee Group refers to the status of an employee. Although it defaults from the position number, the employee group can be changed to reflect a status change. Active, LOA with Pay, and Retiree are a few examples of employee groups defined within the University SAP R/3 system. Whenever an employee is rehired, returned from a leave of absence, transferred in, or brought back to an active status in any form, the employee group needs to be blanked out so that the original employee group can default from the position number. Otherwise, the employee will continue to have an incorrect status that may impact her eligibility for basic pay.

Employee Subgroup
Employee Subgroup represents a category of employee. Managerial/Professional, Academic, or Office/Service are examples of basic employee subgroup categories within the University's organizational hierarchy. These categories are further subdivided into Regular or Temporary and Hourly or Salaried positions.

Employment Percent
Employment percent is the percent of an employee's actual working time spent in a specific position based on contract length. If an employee works a 9/9 month contract and works full-time, then that employee's employment percent is 100%. If an employee works a 9/9 month contract and works halftime, then that employee's employment percent is 50%.

Employment percent is not based on a 12 month term unless the employee contract length is a 12 month term.

Employment percent is the key to leave accrual and holiday pay, including Floating Holidays. Entering less than 100% creates a dynamic work schedule for part-time employees and adjusts planned working time and leave accrual by the same percentage.

Full Time Equivalency (FTE)
Full time equivalency is the full time percent expected for the term of the appointment. If an employee works a 12/12 month contract and works full-time, then that employee's full time equivalency is 100%. If an employee works a 12/12 month contract and works half-time, then that employee's full time equivalency is 50%.
Do not confuse FTE with employment percent. Employment percent is based on the Contract Length on infotype 0007. So while a full-time employee working a 9/9 month contract has an employment percent of 100%, that employee's FTE would be 75%.

Infotype

Data is not stored field by field in the Human Resources database, but is grouped together in logical clusters called infotypes. From a user point of view, infotypes are data entry screens. They contain a series of related information, such as address data or basic pay data, that you enter in data fields.

In database terms, infotypes represent a data structure or set of data records. When an infotype is updated, old data is not lost but stored for historical evaluation. The exception is a correction made to master data. When using the Change Master Data transaction, data is not stored for historical evaluation.

Leave Plan

Leave plan refers to the planned vacation and sick leave assigned to an employee.

Organizational Unit

An organization unit represents any type of organizational entity designated to perform a specified set of functions within the University. For example, departments will be represented by organizational units. It is by creating organizational units, and then identifying the relationships between the units, that you identify the organizational structure of the University.

Personnel Area

Personnel areas represent the highest nodes in the University's organizational hierarchy. The University has five personnel areas, one assigned to each campus and one assigned to Central Administration.

Personnel Number

A personnel number is a randomly assigned number that uniquely identifies an employee within the SAP R/3 system. This number is not the employee's social security number, nor is visual recognition built into its numbering structure. All of an employee's Human Resources data is assigned to and accessed by this number.

Personnel Subarea

Personnel Subareas represent campus specific groupings of positions separate from the University's organizational hierarchy. The personnel subarea, Research, is a possible example.

Position Number

A position number is an 8-digit numerical code that represents a position within the University's organizational hierarchy. Each position is tied to a personnel area, a job, a pay scale type, a pay scale group, a pay grade (if applicable), an employee group, and an employee subgroup.

Before an employee can be hired, the position must exist within the system for the employee to be assigned to. During the hiring process, the personnel area, job, pay scale type, pay scale group, pay grade (if applicable), employee group, and employee subgroup default based on the position number.

Position numbers are assigned based on the current PSL Budget Position numbers. When an employee is separated or retired from the system, the position number changes to 99999999 for Integration: default position, delimiting their relationship in the Organizational Management structure.

Reason for Action

Some actions, such as a Separation or an Organizational Change require a reason code to indicate why the action occurred. The Reason for Action field is used to enter the reason code. For example, you need to indicate the reason for a pay change (i.e. additional duties or a demotion). Actions which do not require a reason code will only display one reason code in the drop down field and it will be blank.

Staffing Percent

Staffing percent is the percent of an employee's working time spent in a specific position. If an employee

works only one position, the staffing percent will be 100%.

But if an employee works multiple positions, the staffing percent's will need to add up to 100%. For example, take an employee who works two positions for a total of 5 hours a day. If the employee works 3 hours at job A and 2 hours at job B, the staffing percentage will be 99% and job B will be 1%.

Staffing percent does not reflect actual time spent working.

Time Management Status
Field used to indicate if an employee is included in time evaluation and to indicate the type of processing an employee will have in time evaluation.
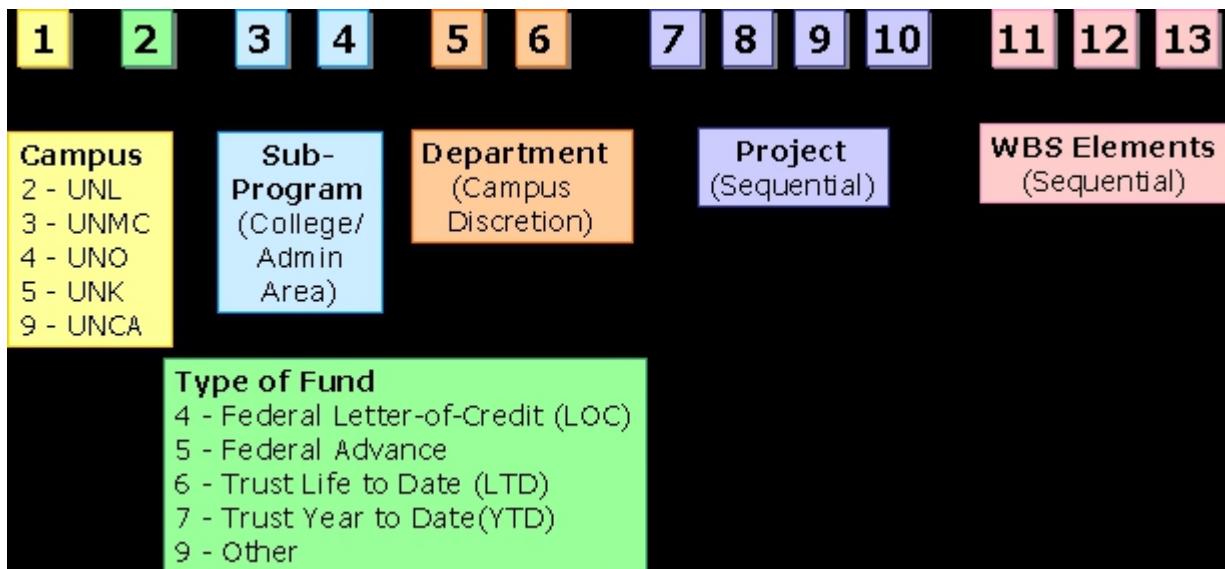
Wage Type
Wage type refers to the payment or deduction method used to distribute an employee's salary. Wage type examples include academic stipend, grant report exception, and temporary salary. Although only one wage type can be applied per payment, an employee may receive multiple payments.

WBS Elements
A thirteen-digit number used to track costs and define the accounting structure within a project. A project can have multiple WBS elements, which can be used to segregate or breakdown the project by any criteria desired. The most common uses are for grants, subcontracts, phases of a plant project, tasks, or by faculty member for project accounting.

WBS Structure
Visual recognition has been built into the numbering structure. The first number represents the campus and the second number represents the fund type. The third and fourth digits represent the college or administrative area, and the fifth and sixth digits represent the department. Digits seven through ten represent the project. The remaining digits represent the further breakdown of the WBS element as necessary for reporting.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

Campus
2 - UNL
3 - UNMC
4 - UNO
5 - UNK
9 - UNCA

Sub-Program
(College/ Admin Area)

Department
(Campus Discretion)

Project
(Sequential)

WBS Elements
(Sequential)

Type of Fund
4 - Federal Letter-of-Credit (LOC)
5 - Federal Advance
6 - Trust Life to Date (LTD)
7 - Trust Year to Date(YTD)
9 - Other

Work Schedule Rule
The work schedule rule defines the planned working time for an employee. It specifies which period work schedule is to be used for an employee. Currently, the University uses the following work schedule rules:

work schedule rule	work schedule rule description
5DAY_10H	5 Days_10hrs Day
5DAY_8HR	5 Days_8hrs day
5TMP_STD	5 day Temp/Std Other Hrly
7DAY_10H	7 Days_10hrs Day
7DAY_8HR	7 Days_8hrs Day
7DAY_STD	7 Days_12hrs Day
7TMP_STD	7 day Temp/Std Other Hrly
F708_STD	Flex 7day 8hr - Positive
F710_STD	Flex 7day 10hr - Positive
FL08_STD	Flex 5day 8hr - Positive
FL10_STD	Flex 5day 10hr - Positive
SALARY	Salary - paid monthly
U5EVSH10	UN 5 day Eve Shf 10%
U5NGSH10	UN 5 day Night Shf 10%
U7EVSH10	UN 7 Eve Shf 10%
U7NGSH10	UN 7 Night Shf 10%

Any hourly employee using ess time/CATS should be put on FL08_STD unless they work a shift that crosses midnight, then they should use 5TMP_STD