

Employee's Assignment Changes

These instructions describe the steps to follow in the KTS Human Resources System, when an employee's assignments change.

- 1. Personnel Module → Primary Employee Screen**
Examine the following fields- *Building, REP Employ. Status, ORS Status Code, Seniority Information and Organization Code*. Verify that they correctly reflect the new assignment(s), make necessary changes and click *Save*:
- 2. Personnel Module → Registry of Educational Personnel Screen**
Used to maintain information for employees who are to be included in *Registry of Educational Personnel Report* submitted to the Michigan Department of Education. Examine the *Assignment Data* page and revise to reflect the employee's current assignment(s).
- 3. Payroll Employee Records Module → Employee Master Setup Screen**
Examine the following fields - *Wage Code, ORS Class Code and Frequency of Pay*. Verify that they correctly reflect the new assignment(s), make necessary changes and click *Save*:
- 4. Payroll Employee Records Module → Primary Contract/Salary Screen**
If the employee is paid from this screen and the contents are affected by the change in assignments, verify that the fields on this screen reflect the new assignment(s) and then *Save*. Make sure that the contents of the *MPERS Information* area are correct. For further details, refer to the *KTS Human Resources System User's Guide*.
- 5. Payroll Employee Records Module → Additional Contracts/Salaries Screen**
If the employee is paid from this screen and the contents are affected by the change in assignments, verify that the fields on this screen reflect the new assignment(s) and then *Save*. Make sure that the contents of the *MPERS Information* area are correct. For further details, refer to the *KTS Human Resources System User's Guide*.
- 6. Payroll Employee Records Module → Employee Gross Pay Rate Tables**
If the employee is paid from the *Employee One-time Postings Screen*, using the records on this screen and the contents are affected by the change in assignments, verify that the fields on this screen reflect the new assignment(s) and then *Save*. Make sure that the contents of the *ORS Class and ASN* are correct. For further details, refer to the *KTS Human Resources System User's Guide*.
- 7. Payroll Employee Records Module → Employee Benefits Screen**
If the assignment change should cause a change in the employee's benefits, examine this screen and verify that it reflects the current assignments.
- 8. Employee Absence Records Module → Employee Leave Control Screen**
If the assignment change should cause a change in the employee's leave balances or rules for receiving additional leave, update the screen with the appropriate changes to reflect the current assignments.