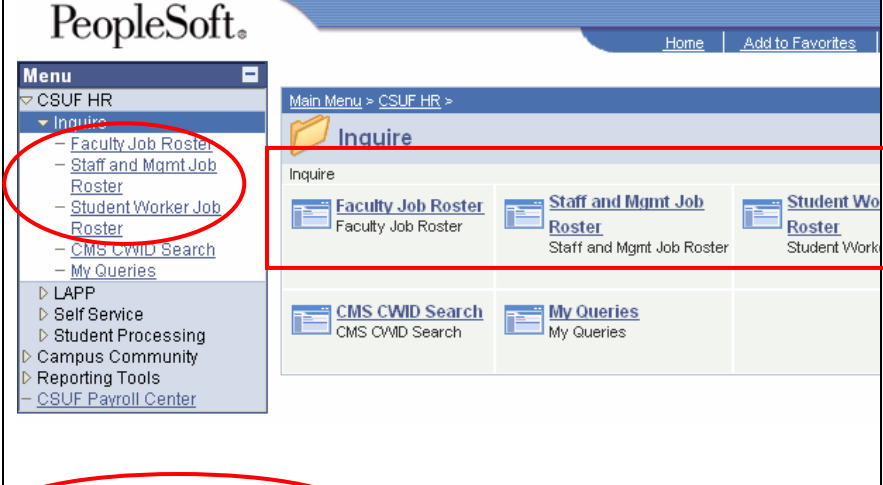

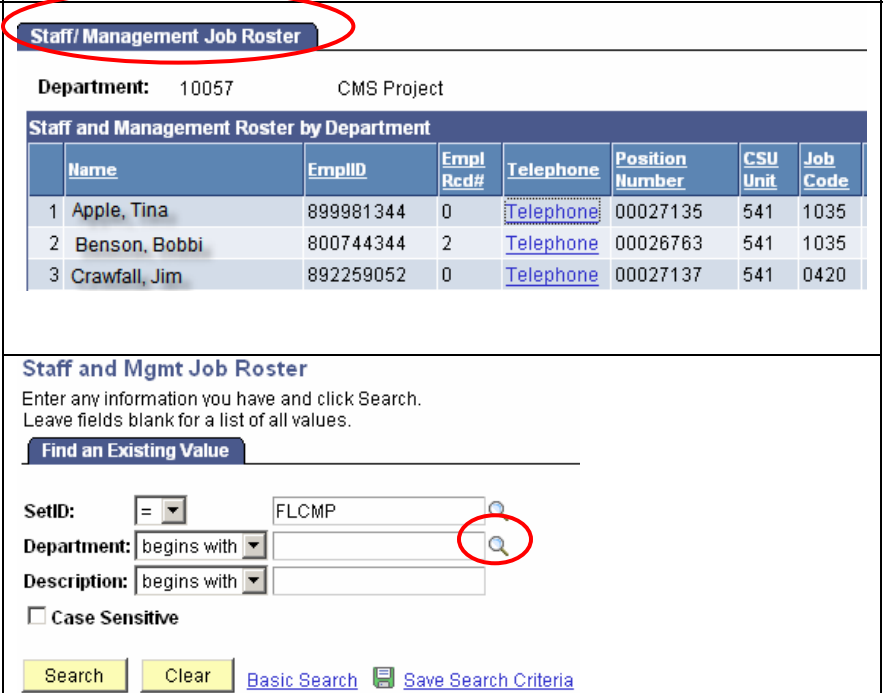




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **Employee Job Roster** was developed to allow departments to view employment information for their employees. The Employee Job Roster is broken down into three areas: Staff and Management, Student, and Faculty. Each of these areas is represented on a separate page. Based upon a user's security level they may see one or roster pages. Each Job Roster displays all active employees in a given department. For Faculty and Staff, separated employees will continue to display on the roster for 30 days after their separation date. Once beyond the 30 day point, they will drop off of the roster. For student employees, terminated students will drop off the roster immediately. All data displayed for each employee is their current employment information in the department being viewed.

Frequency: Ad hoc

<p>Step 1:</p> <p>Navigate to the correct CMS page:</p> <p>Menu > CSUF_HR > Inquire > Job Roster</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p> <p>*Depending on your security access, you may see one, two or all three of the roster links.</p>	 <p>The screenshot shows the PeopleSoft interface. On the left is a 'Menu' tree with 'Inquire' expanded, showing links for 'Faculty Job Roster', 'Staff and Mgmt Job Roster', and 'Student Worker Job Roster'. On the right is the 'Inquire' page with three buttons for 'Faculty Job Roster', 'Staff and Mgmt Job Roster', and 'Student Worker Job Roster'. Red circles and boxes highlight these elements.</p>																																
<p>Step 2:</p> <p>Once you have selected Faculty, Staff/Mgmt or Student Roster, the data will appear.</p> <p>Note: If you have security access to <u>multiple departments</u>, you will be required to search and select the department that you would like to display.</p> <p>To select a department, click  .</p>	 <p>The screenshot shows the 'Staff/Management Job Roster' page. It displays a table for 'Staff and Management Roster by Department' for Department 10057 (CMS Project). Below the table is a search section for 'Staff and Mgmt Job Roster' with fields for SetID, Department, and Description, and a search button. Red circles highlight the search button and the magnifying glass icon in the search section.</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>EmplID</th> <th>Empl Rcd#</th> <th>Telephone</th> <th>Position Number</th> <th>CSU Unit</th> <th>Job Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Apple, Tina</td> <td>899981344</td> <td>0</td> <td>Telephone</td> <td>00027135</td> <td>541</td> <td>1035</td> </tr> <tr> <td>2</td> <td>Benson, Bobbi</td> <td>800744344</td> <td>2</td> <td>Telephone</td> <td>00026763</td> <td>541</td> <td>1035</td> </tr> <tr> <td>3</td> <td>Crawfall, Jim</td> <td>892259052</td> <td>0</td> <td>Telephone</td> <td>00027137</td> <td>541</td> <td>0420</td> </tr> </tbody> </table>		Name	EmplID	Empl Rcd#	Telephone	Position Number	CSU Unit	Job Code	1	Apple, Tina	899981344	0	Telephone	00027135	541	1035	2	Benson, Bobbi	800744344	2	Telephone	00026763	541	1035	3	Crawfall, Jim	892259052	0	Telephone	00027137	541	0420
	Name	EmplID	Empl Rcd#	Telephone	Position Number	CSU Unit	Job Code																										
1	Apple, Tina	899981344	0	Telephone	00027135	541	1035																										
2	Benson, Bobbi	800744344	2	Telephone	00026763	541	1035																										
3	Crawfall, Jim	892259052	0	Telephone	00027137	541	0420																										



<p>Step 2A:</p> <p>On the Look Up Department page, then click Look Up for a list of your departments.</p>	<p>Look Up Department</p> <p>SetID:</p> <p>Department: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>No matching values were found.</p>																																									
<p>Step 3:</p> <p>The telephone field is a hyperlink. Click Telephone.</p> <p>All phone numbers on file from the employee in CMS will be displayed. Click Return to xxx Roster returns you to the roster.</p> <p>Note: Phone numbers are updated and maintained by the employee online via the portal if they choose to do so.</p>	<p>Staff/ Management Job Roster</p> <p>Department: 10057 CMS Project</p> <p>Staff and Management Roster by Department</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>EmpID</th> <th>Empl Rcd#</th> <th>Telephone</th> <th>Position Number</th> <th>CSU Unit</th> <th>Job Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Apple, Tina</td> <td>899981344</td> <td>0</td> <td>Telephone</td> <td>00027135</td> <td>541</td> <td>1035</td> </tr> <tr> <td>2</td> <td>Benson, Bobbi</td> <td>800744344</td> <td>2</td> <td>Telephone</td> <td>00026763</td> <td>541</td> <td>1035</td> </tr> <tr> <td>3</td> <td>Crawfall, Jim</td> <td>892259052</td> <td>0</td> <td>Telephone</td> <td>00027137</td> <td>541</td> <td>0420</td> </tr> </tbody> </table> <p>Name: Rivers,Joan J EmpID: 800100646</p> <p>Phone Customize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>EmpID</th> <th>Telephone</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>800100646</td> <td>714/555-1515</td> </tr> <tr> <td>On-Campus</td> <td>800100646</td> <td>714/555-1000</td> </tr> </tbody> </table> <p>Return to Staff/ Management Roster</p>		Name	EmpID	Empl Rcd#	Telephone	Position Number	CSU Unit	Job Code	1	Apple, Tina	899981344	0	Telephone	00027135	541	1035	2	Benson, Bobbi	800744344	2	Telephone	00026763	541	1035	3	Crawfall, Jim	892259052	0	Telephone	00027137	541	0420	Phone Type	EmpID	Telephone	Home	800100646	714/555-1515	On-Campus	800100646	714/555-1000
	Name	EmpID	Empl Rcd#	Telephone	Position Number	CSU Unit	Job Code																																			
1	Apple, Tina	899981344	0	Telephone	00027135	541	1035																																			
2	Benson, Bobbi	800744344	2	Telephone	00026763	541	1035																																			
3	Crawfall, Jim	892259052	0	Telephone	00027137	541	0420																																			
Phone Type	EmpID	Telephone																																								
Home	800100646	714/555-1515																																								
On-Campus	800100646	714/555-1000																																								



The following table lists CMS field names and their definitions used throughout this guide.

Field:	Definition:
Department	This field displays the department number and department name that the person was appointed into.
Name	This field displays the employee's name as Last,First Middle.
EmplID	This is the Campus Wide Id number for the employee.
Empl Rcd #	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Telephone Link	This link takes you to the phone page where the home phone and other phone numbers for the employee can be recorded.
Position Number	Identifies the CMS position that the employee occupies. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
CSU Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.
Job Code	Identifies the job classification of the employee.
CSU Serial	The serial is derived from the CMS Empl Record number. The format is empl Record number + 001 (e.g. if empl record is 1, then serial number is 002).
FTE	This field contains the calculated percentage of standard hours the employee works per work period based on the job code definition of standard hours per work period.
Union Code	For represented employees, this field identifies the union and MOU under which the employee has been appointed. For non-represented employees, Union Code is used to distinguish between executive, management, excluded, or confidential appointments.
Salary Grade	Identifies the alternate salary grade of the employee's classification when the Job Code has more than one range.
Empl Class	This field defines the type of appointment for this job record i.e. Regular, FERP, etc...
Appointment End Date	The date that a temporary appointment expires and is reflected as the Close of Business. For temporary employees appointed to academic year assignments, Appointment End Date must denote the last date of the semester or academic year, in accordance with the CSUF's academic calendar.
Base Rate	This is the rate that the employee is paid based upon a 1.0 timebase. The value entered here, multiplied by the FTE, determine the actual compensation rate.
Comp Rate	This reflects the actual salary the employee is paid. The actual compensation rate amount is generated based on the Base Rate and FTE.
WTU Accumulation	This field displays the current weighted teaching unit accumulation for a temporary faculty appointment within the department that is being viewed.
Supervisor Name	This is the supervisor of the employee. For faculty this the department chair of the department that they are appointed to.