

VCHRP
Ventura County
Human Resources & Payroll

Human Resources
User Guide

Ventura County Human Resources Division & Payroll
User Guide for Release 9.1
January 1, 2019

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Chapter 1 - General Information

This chapter contains some general information about using VCHRP. This information, as well as that contained in the rest of this manual, can be helpful to you as you work with the system, so please refer to it as you perform the various transactions.

Effective-Dated Rows

VCHRP uses effective-dated rows to maintain data history. Each row is referred to as future, current, or history. A future row is any row with an effective date after the current date (today). The current row is the row with the most recent effective date not in the future. The history rows are all rows with effective dates prior to the current row.

The rows are displayed in reverse chronological order, so the first row is the most current or future row and the last row is the oldest effective-dated row. For example, suppose a person was hired on 12/23/2002, promoted on 10/13/2003, and given a merit increase on 04/12/2004. On that employee's job data record, the first row is the 04/12/2004 row, the second row is the 10/13/2003 row, and the last row is the 12/23/2002 row.

On an employee's job data record, there could be more than one row with the same effective date. For example, an employee might receive a merit increase and a cost of living increase on the same date. When that happens, it is necessary to increase the sequence number for any rows subsequent to the first one. The first transaction always has an Effective Sequence of 0. The second transaction has an Effective Sequence of 1, and so on. The Effective Sequence field is located just to the right of the Effective Date field.

Note: New Hire/Rehire/Recall transactions have an effective date of the first day of the pay period that the employee actually works, unless it's the second Monday, in which case you use the Sunday prior to that Monday as the effective date.

Layoff/Termination/Retirement transactions have an effective date of the day after the last day the employee is on the payroll.

All other transactions should have an effective date of the first day/first Sunday of the pay period.

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Dropdowns and Lookups

There are many fields on the pages in VCHRP that require specific values to be entered into them. If known, the value can be entered directly into the field. If not known, the dropdown or a lookup can be used to find the correct value.

The dropdown symbol is an arrow pointing down on the right side of the field (). When you click on the arrow, a list of acceptable translate values drop down into view. Click the appropriate value in the list, and the system populates the field with that value.

The lookup symbol is a magnifying glass on the right side of the field (). When you click on this symbol, the system takes you to a lookup page where you can search for the appropriate value using various criteria, depending on the field. Once located, click the appropriate value in the list, and the system populates the field with the selected value.

Alphabetic and Numeric Formatting

For alphabetic formatting, we use mixed case letters in VCHRP, which makes it possible to more accurately record and more easily read the data.

It is possible that you may find some capitalization errors as a result of the original data conversion process. For example, you may find a name spelled Mcdaniel instead of McDaniel. These errors can be corrected as they are encountered.

For numeric formatting, we can use the system to help maintain consistency. Many fields in VCHRP, such as the date, telephone, and national ID fields, automatically format the numbers you enter. Simply type the numbers without any spaces or punctuation, and the system formats the numbers appropriately.

Action Modes

There are three action modes used in VCHRP: Update/Display, Include History, and Correct History. On pages with mode options, the options are represented by push buttons at the bottom right corner of the page.

Update/Display displays the current and future rows of information. Additional rows can be added to the record, as long as the effective dates are greater than the date of the current row.

Include History, like Update/Display, displays the current and future rows of information, but also displays history rows. Additional rows can be added to the record in this mode as well, as long as the effective dates are greater than the date of the current row.

Correct History displays all rows of information, history, current, and future. Rows can be inserted anywhere on the record and information can be changed on any row of the record. This mode is restricted to limited users in Human Resources Division.

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Action and Reason Codes

In VCHRP, job data transactions are performed using Action and Reason codes. It is important to use the correct code combination for transactions because the system processes different things for employees based on the codes used to make job data changes. Some of the areas affected are employee benefits, probation calculations, and merit calculations.

Defaults and Blank Fields

There are many fields in VCHRP that are populated by default. The value may default from a table, from a value that has been entered in another field, or from a value that is calculated by the system from other data that has been entered.

Unless otherwise indicated, the defaulted values should not be changed.

Many fields in VCHRP are also not used by the County of Ventura. Unless indicated otherwise, these fields should be left blank.

Position Data Override

On the Work Location page of Job Data, there is a button that says either **Override Position Data** or **Use Position Data**. Many of the fields in Job Data default from Position Data. Sometimes it is necessary to enter values other than default in some of these fields. When this is the case, it is necessary to click the **Override Position Data** button to open up the fields. At this point, the button then says **Use Position Data**.

It is important to understand that once there is data on the employee record that requires Override, the Override must remain on for that data to remain. If **Use Position Data** is clicked, then the values change back to the defaulted values from Position Data.

Probation

In VCHRP, an employee's probation period is tracked by compensable hours worked not to exceed 80 hours in a pay period. Therefore, a six-month/13 pay period probation period is 1,040 hours and a twelve-month/26 pay period probation period is 2,080 hours.

After an employee is hired, a probation tracking page is created which appears in the **VC Custom** folder. The page is automated and is, therefore, view-only. Any manual entries such as extensions or corrections are made by Human Resources Division.

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When a transaction occurs that places the employee on probation, the status on that row shows as active. The **Status Code** (see Appendix K), and **Job Code** are displayed. The **Hours Required** to complete probation (based on job code) are shown, as are the remaining **Hours Needed** by the employee to pass probation. The **Hours Needed** field is updated every pay period by subtracting the payroll compensated hours worked from the existing **Hours Needed** total. When the **Hours Needed** reaches zero, the status changes to indicate that the probation period has been completed. The effective date is the last day of that pay period. If an employee's probation is extended, the number of hours by which it was extended is shown in the **Hours Extended** field.

If a transaction which affects probation occurs prior to completing the current probation period, the current row is frozen and the new probation period information is displayed on the new row.

Probation status does not show as active for elected officials, regular at-will employees, and extra help employees, as they do not serve probation.

Merit

In VCHRP, an employee's merit increase eligibility is tracked by compensable hours worked not to exceed 80 hours in a pay period. Therefore, the initial six-month/13 pay period eligibility period is 1,040 hours and the ensuing twelve-month/26 pay period eligibility periods are 2,080 hours each. Anniversary date is no longer used.

After an employee is hired, a merit increase eligibility tracking page is created which appears on the **VC View Custom Tracking Data** page. The page is automated and is, therefore, view-only. Any manual entries such as denials, manual increases after denial, flexible merit increases, or corrections are made by Human Resources Division. This page also contains the employee's **Continuous Service Hours**, which are updated each pay period and displayed with the "as of date" for the listed value.

Whenever an eligible employee is hired or promoted, the data for an initial merit increase period (1,040 hours) is generated. The **Status Code** (see Appendix K), **Merit Code** (see Appendix K), and **Job Code** are displayed. The **Hours Required** for merit increase eligibility are shown, as are the remaining **Hours Needed** by the employee to become eligible for a merit increase. The **Hours Needed** field is updated every pay period by subtracting the payroll compensated hours worked from the existing **Hours Needed** total. When the **Hours Needed** reaches zero, in the absence of a denial action by the department, a merit increase process is run to determine what amount, if any, the employee should be granted. The increase is effective the first day of the following pay period.

Whether or not an increase is granted, the data for the next merit increase period (2,080 hours) is generated and the process repeated. Any excessive hours from the previous merit increase period is credited in the new merit increase period. Special rules apply for demotions and changes in employee class as well as for certain designated job codes.

Merit status does not show as active for elected officials, limited benefited employees, optimum census staffing employees, and extra help employees, as they are not eligible for merit increases.

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Employment Information Page

The Employment Information page is found on Job Data. The system populates the First Start Date, Original Start Date, Last Start Date, Company Seniority Date, and Benefits Service Date fields. It also populates the Termination Date and Last Start Date fields when transactions affecting those pieces of information are entered.

The navigation to the Employment Information page is: **Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Employment Data hyperlink.**

Job Earnings Distribution Page

The Job Earnings Distribution page is found on Job Data. The County of Ventura does not use the VCHRP functionality that uses this page. This reference is here simply for your information.

The navigation to the Job Earnings Distribution page is: **Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Earnings Distribution hyperlink.**

Job Summary

The Job Summary component is convenient for viewing an employee's job data history in summary format without scrolling through the various rows in the more detailed Job Data component.

The navigation to the Job Summary component is: **Workforce Administration>Job Information>Review Job Information>Workforce Job Summary.**

Checklists

There are several checklists in VCHRP to assist in preparing the documentation for various transactions. The checklists should be used to ensure that all the required documentation is completed before the transactions are entered into VCHRP. Completing the paperwork prior to entering the transaction makes entering the transaction much easier.

The checklists can be found on-line at http://vcweb/ceo/HR/Personnel_Services/VCHRP.htm

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Using This Book

Although this User Guide is rather large, it's pretty easy to use. The best way to use it is a little bit at a time. Adding dividers to separate the chapters and sections within chapters is very helpful. When there is a particular transaction to process, just go to the chapter or section for that transaction. Once there, you'll find some basic information regarding the transaction, the navigation to the component where the transaction is processed, and any prerequisites or access requirements that may exist for that transaction.

There are screen shots of the pages involved, and each screen shot is followed by a list of the fields on that page and instructions on the values that are to be entered for each field. The field names are bold and underlined, bold only, or just standard text. Those that are **bold and underlined need to be addressed**, those that are **bold only are optional**, and those that are not bolded or underlined don't need to be addressed (though they may contain data of which you need to be aware).

There are also notes in highlighted boxes throughout the User Guide. Please pay particular attention to those notes as they are meant to assist or remind you of important items.

Finally, Human Resources Division staff is an excellent resource. If you have questions about anything in this book or if you're dealing with something not covered in it, just contact us and we'll do our best to help.

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Chapter 2 - New Hires

The new hire transaction is used to enter an employee into VCHRP for the first time.

There are three types of new hires, and they are outlined below and followed by VCHRP screen shots for reference. It is important to enter all information accurately as it is used in many different areas within the system.

At Will

This type of hire refers to regular employees who are being hired into at-will job codes.

The Action and Reason codes for this type of new hire are Hire ATW.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Elected Official

This type of hire refers to an elected official being hired into the County.

The Action and Reason codes for this type of new hire are Hire ELE.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

New

This type of hire is used for hires other than those listed above. This includes all Regular, Extra Help, Intermittent, Optimum Census Staffing, Per Diem Pool, and CalWorks employees.

For Extra Help or Intermittent employees, several steps must be taken prior to hiring them. The first step is to submit the Extra Help/Intermittent Request Form to Human Resources Division for approval. If approved, the request form is returned to the department with the position number into which the employee is to be hired. Once the employee has been selected, the department representative can proceed with the regular new hire process, as outlined in the remainder of this chapter.

The Action and Reason codes for this type of new hire are Hire NEW.

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Hire Employee

Usage	Use this page to let the system auto-assign the Employee ID.
Navigation	Workforce Administrator>HR/Ben Dept Rep WorkCenter>Smart HR Transactions
Prerequisites	The New Hire checklist and all associated documentation must be completed.

Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type	Hire/Rehire	
Select Template	VC HIRE	VC Hire

Transaction Type	Hire/Rehire	<input type="button" value="Refresh"/>
------------------	-------------	--

Transactions in Progress ?

You do not have any Hire/Rehire transactions in progress.

Go To [Transaction Status](#)

Transaction Type: Hire/Rehire

Click the  button to select the appropriate Hire Template, then click Create Transaction.

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Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template	VC Hire
Organizational Relationship	Employee
Category Code	New Hire
Employee ID	NEW
*Job Effective Date	01/29/2019 
Action	Hire
*Reason Code	<div style="border: 1px solid black; padding: 2px;"><p>Hire New Employee ▼</p><p>Hire At Will Employee</p><p>Hire Elected Official</p><p style="background-color: #007bff; color: white;">Hire New Employee</p></div>

Hire Employee – Hire Details

Enter the effective date of the new hire, which should be the first day that the employee actually works, unless it is the first Monday of the pay period, in which case, the effective date should be the first Sunday of the pay period. Select the appropriate Reason Code, then click “Continue.”

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Name History

Name Prefix	<input type="text"/>	*First Name	<input type="text"/>
Middle Name	<input type="text"/>	*Last Name	<input type="text"/>
Name Suffix	<input type="text"/>		

Address Information

*Address Type	Home <input type="text"/>	*Address Line 1	<input type="text"/>
*City	<input type="text"/>	*State	<input type="text"/>
*Postal Code	<input type="text"/>	*Phone Type	Home <input type="text"/>
*Telephone	<input type="text"/>	*Email Type	<input type="text"/>
*Email Address	<input type="text"/>		

VC Hire - Name History

Prefix Optional - Not used by the County of Ventura.

First Name Enter the employee's first name.

Middle Name Enter the employee's middle name.

Last Name Enter the employee's last name.

Name Suffix Optional - Enter the employee's name suffix, if applicable.

VC Hire - Address Information

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<u>Address Type</u>	Defaults to <i>Home</i> —this value cannot be changed. This address type is used for system-generated mailings and interfaces (such as those from VCHRP to Fidelity and Retirement). If desired, additional address types and addresses can be entered by clicking the + button on the Contact Information tab under “Modify a Person”, but every employee must have an address listed for the address type of <i>Home</i> .
<u>Address</u>	Enter the employee’s home Street Address, City, State, & Postal Code.
<u>Phone Type</u>	Defaults to <i>Home</i> -- this value cannot be changed. Every employee is required to have one because this phone type is used for system-generated items. If desired, additional phone types and numbers can be entered, but every employee must have a phone number listed for the phone type of <i>Home</i> .
<u>Telephone</u>	Enter the telephone number. When you enter the telephone number, enter all 10 digits without spaces or punctuation. The system formats the data for you.
<u>Email Type</u>	Enter type of <i>Business</i> . Every employee must have an email address because it is used for electronic notifications. If desired, additional email types and addresses can be entered, but every employee must have an email address listed in the system.
<u>Email Address</u>	Enter the email address with exact punctuation, etc. If you enter the standard County of Ventura email address format, please be sure to verify it once the employee’s GroupWise account is set up.

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Personal History

<p>*Gender <input type="text" value="Unknown"/></p> <p>Language Code <input type="text"/></p> <p>Military Status <input type="text"/></p> <p>*Citizenship (Proof 1) <input type="text"/></p> <p>*Date of Birth <input type="text" value=""/></p> <p>Birth Country <input type="text" value=""/></p> <p>Birth Location <input type="text"/></p>	<p>*Highest Education Level <input type="text" value="A-Not Indicated"/></p> <p>*Marital Status <input type="text" value="Unknown"/></p> <p><input checked="" type="checkbox"/> Eligible to Work in U.S.</p> <p>*Citizenship (Proof 2) <input type="text"/></p> <p>*National ID <input type="text"/></p> <p>Birth State <input type="text" value=""/></p> <p>*Ethnic Group <input type="text"/></p>
--	---

VC Hire - Personal History

- Gender** Enter the appropriate value.
- Highest Education Level** Enter the appropriate value. This is informational only.
- Language Code** Enter the appropriate value. This is informational only.
- Marital Status** Enter the appropriate value. This is informational only.
- Military Status** Enter the appropriate value. This is informational only.
- Eligible to Work in the U.S.** Verify that the check box is selected.
- Proof 1** Enter the I-9 source document type (i.e. CDL, SS Card, Birth Cert, etc.).
- Proof 2** Enter the I-9 source document type. This may or may not be required, depending on the documents provided by the employee. If there is no second proof, enter "N/A."
- Date of Birth** Enter the employee's date of birth.
- National ID** Enter the employee's Social Security Number. Enter all 9 digits without spaces or punctuation. The system formats the data for you.
- Birth Country, State, Loc** This is informational only.
- Ethnic Group** Enter the appropriate value.

Note: Multiple ethnic groups can be listed for an employee, but one must be listed as primary. If additional ethnic groups need to be added, go to Regional tab on "Modify a Person" and click the + button to the right of the last group added and enter the additional information.

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Work Location

*Position Number	<input type="text"/>	*Department	<input type="text"/>
Location Code	<input type="text"/>	Supervisor ID	<input type="text"/>
*Business Unit	ALLVC	Establishment ID	<input type="text"/>

Job Information

*Job Code	<input type="text"/>	*Employee Classification	<input type="text"/>
*Standard Hours	<input type="text"/>	*Number of Hours in a Work Day	<input type="text"/>

VC Hire - Work Location

<u>Position Number</u>	Enter the position number & tab out of the field to pull in the Position Data default information.
<u>Department</u>	Defaults from Position Data. Update with the appropriate value if needed.
<u>Location</u>	Defaults from Position Data. Update with the appropriate value if needed.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee actually reports to.
<u>Business Unit</u>	Defaults from Position Data, cannot be changed
<u>Establishment ID</u>	Defaults from Position Data, cannot be changed

Job Information

<u>Job Code</u>	Defaults from Position Data. Update with the appropriate underfill if needed.
<u>Empl Class</u>	Enter the appropriate value. *See the note below. *See Appendix C.
<u>Standard Hours</u>	Enter the appropriate value. *See the note below.
<u>Work Day Hours</u>	Enter the employee's work day hours. *See the note below.

Note: It is extremely important that you enter the Empl Class. This is a rule eligibility variable, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Note: It is extremely important that you enter the Standard Hours and Work Day Hours. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

Job Information		
*Job Code <input type="text"/>	*Employee Classification <input type="text"/>	
*Standard Hours <input type="text"/>	*Number of Hours in a Work Day <input type="text"/>	
Job - Payroll Information		
*Pay Group <input type="text"/>	*Holiday Schedule <input type="text"/>	
*Employee Type <input type="text"/>	*FICA Status-Employee <input type="text"/>	
Compensation		
*Comp Rate Code <input type="text"/>	Compensation Rate <input type="text"/>	
Compensation Frequency <input type="text"/>		
Benefits Program		
*BAS Group ID <input type="text"/>	Benefits Employee Status <input type="text" value="Active"/>	
Comments		
Comments	<input type="text"/>	
Return to Enter Transaction Details Page		
<input type="button" value="Save and Submit"/>	<input type="button" value="Save for Later"/>	<input type="button" value="Cancel"/>

Job – VC Hire - Payroll Information

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<u>Pay Group</u>	Enter the appropriate value. *See Appendix E.
<u>Holiday Schedule</u>	Enter the appropriate value. *See Appendix f.
<u>Employee Type</u>	Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with Work Day Hours of 8.25.
<u>FICA Status</u>	Defaults to <i>Subject</i> . Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.

VC Hire - Compensation

Note: All compensation information defaults from the Job Code. If any of the data for the fields listed need to be changed, highlight the information on the PAF for entry by Human Resources Division staff.

VC Hire - Benefit Program

BAS Group ID Enter the appropriate value. *See Appendix J.

Click the **Save & Submit** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: If the system tells you that there is already an employee with that social security number, check to verify that you entered the number correctly. If you did, **DO NOT** proceed with this transaction. Exit the record and contact Human Resources Division for assistance.

Note: Take note of the EmplID assigned to this employee for your records. The EmplID is the key to the employee's records throughout VCHRP.

The final step in the new hire process is to complete the employee's emergency contact information. Please refer to Chapter 12 for details on completing the Emergency Contact pages.

***IMPORTANT:** If you hired an employee whose eligibility to work in the United States is a Visa, then you must also complete the Identification Data component. Please refer to Chapter 12 for details on completing the Identification Data pages.

Note: At this point, forward the new hire paperwork as outlined in the New Hire/Rehire/Recall checklist to Human Resources Division. The employee's personnel file is created & kept in Human Resources Division.

The new hire process is now complete!

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Chapter 3 - Promotions

A promotion results when an employee changes from one job code to another job code and the top of the new job code's salary grade is higher than that of the old job code.

There are several types of promotions used at the County of Ventura, and they are outlined below and followed by VCHRP screen shots for reference. It is important to address all data on the employee's record to ensure accuracy.

If the employee's union changes as a result of the promotion, review the Additional Pay for that employee to determine if any of the Additional Pay codes need to be changed. For example, if an employee who has a bachelor's degree promotes from SEIU to Management, the bachelor's degree Additional Pay code must change from BD2 to BD1.

At Will

The at will promotion is generally used for executive positions and supervisors' aides and secretaries. This promotion does not require the normal competitive process. The candidates are interviewed, a selection is made, and the transaction is entered into VCHRP.

The Action and Reason codes for this type of promotion are Promotion ATW.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Class Reinstatement

A class reinstatement promotion is used for an employee who was demoted in lieu of layoff and is returning to the job code he was in prior to that demotion.

The Action and Reason codes for this type of promotion are Promotion CRI.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) does not change when this transaction is entered; however, it may need to be corrected manually. Please refer to Appendix K and work with your assigned Human Resources Division Analyst to determine what data, if any, needs to be changed manually. Be sure to note and highlight the needed changes on the Personnel Action Form, so Human Resources Division can enter those changes when the paperwork is received.**

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Elected Official

An elected official promotion is used when an existing employee is promoting to a position as an elected official. This transaction would be keyed after a Data Change ECC is keyed.

The Action and Reason codes for this type of promotion are Promotion ELE.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Eligible List

A promotion from an eligible list is the most common type of promotion. This results when a recruitment has been run, an exam has been given, names of eligible persons have been certified to the department for selection interview, and a person has been chosen to fill the vacancy.

The Action and Reason codes for this type of promotion are Promotion ELG.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Job Reclassification Upward

A job reclassification upward promotion is used when the position has been reclassified upward and the incumbent is being reclassified along with it.

The Action and Reason codes for this type of promotion are Promotion JRU.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

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Temporary

A temporary promotion is used when the employee is being promoted temporarily, rather than permanently. Generally, this is done when the employee is filling behind another employee who is on a leave.

A recruitment is normally run; however, there are circumstances under which the competitive process would not apply.

In the case of a temporary promotion, Human Resources Division creates a temporary position number. That position number is inactivated once the temporary assignment concludes.

The Action and Reason codes for this type of promotion are Promotion TMP.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Temporary to Permanent

A temporary to permanent promotion is used when an employee has been temporarily promoted into a job code and is then being permanently promoted into that job code.

The position number would be changed from the temporary number to a regular, permanent number.

The Action and Reason codes for this type of promotion are Promotion TTP.

You prepare the Personnel Action Form for this transaction & enter the transaction in VCHRP because there is no compensation change.

Underfill

An underfill promotion is used when an employee was originally hired as an underfill and is promoting to the next level without recompeting.

The position number may or may not change in this case.

The Action and Reason codes for this type of promotion are Promotion UNF.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data
Prerequisites	The Promotion checklist and all associated documentation must be completed.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID
begins with ▼

Name
begins with ▼

Last Name
begins with ▼

Second Last Name
begins with ▼

Alternate Character Name
begins with ▼

Middle Name
begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#)
 [Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Work Location Details 1 of 2

*Effective Date: 12/11/2011

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Action: Promotion

Reason: Eligible List

*Job Indicator: Primary Job

Go To Row + -

Current

Position Number: 00000464 Fiscal Assistant III

Override Position Data

Position Entry Date: 12/11/2011 Position Management Record

Regulatory Region: USA United States

Company: COV County of Ventura

Business Unit: HARVC Harbor Administration

Department: 7432 Harbor Administration

Department Entry Date: 12/11/2011

Location: HARBOR Harbor Department

Establishment ID: HAR Harbor Administration Date Created 01/29/2019

Last Start Date: 10/27/2002

Expected Job End Date:

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Work Location Page

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the promotion, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Promotion</i> for the Action and the appropriate value for the Reason.
Job Indicator	Defaults to Primary Job -- this value should not be changed.
<u>Position Number</u>	<p><u>For a position number change</u>, enter the new number and tab to pull in the Position Data defaults.</p> <p><u>For no position number change</u>, either Use Position Data if the defaults are appropriate for the employee or Override Position Data if the defaults are not appropriate for the employee and make appropriate changes.</p>
Position Entry Date	Defaults by the system-- this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to <i>USA</i> -- this value should not be changed.
Company	Defaults to <i>COV</i> --this value cannot be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Department Entry Date	Defaults by the system-- this value should not be changed.
Location	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkkCenter> >Job Data>Job Information

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Job Information Details 1 of 2

Effective Date	12/11/2011					Go To Row
Effective Sequence	0	Action	Promotion			
HR Status	Active	Reason	Eligible List			
Payroll Status	Active	Job Indicator	Primary Job			Current

Job Code	01292	Fiscal Assistant III			
Entry Date	12/11/2011				
Supervisor Level					
Supervisor ID	<input type="text"/>				
Reports To					
Regular/Temporary	Regular	Full/Part	Part-Time		
Empl Class	Regular	*Officer Code	None		
Regular Shift	Not Applicable	Shift Rate	<input type="text"/>		
		Shift Factor	<input type="text"/>		

Standard Hours

Standard Hours	32.00	Work Period	B	Biweekly
FTE	0.400000			

Contract Number

Contract Number	<input type="text"/>			Next Contract Number
Contract Type				

USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Ventura County Human Resources Division & Payroll

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<u>Job Code</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Entry Date	Defaults by the system-- this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> -- this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class, which should not change on a promotion. *See the note below. *See Appendix C.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
Shift Factor	Not used by the County of Ventura.
<u>Standard Hours</u>	Defaults from Job Code. If it needs to be changed, enter the appropriate value. *See the note below.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the employee's work day hours. *See the note below.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Job Labor

Thomas Smith
Employee
Empl ID 107500

Effective Date 12/11/2011
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Promotion
Reason Eligible List
Job Indicator Primary Job

Go To Row

Bargaining Unit
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2

Union Code UPC SEIU Administrative Support
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date

Reason

Assigned Seniority Dates

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

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Job Data - Payroll Page

Usage

Use the Payroll page to enter the employee's payroll information.

The screenshot shows the 'Payroll' tab selected for employee Thomas Smith (Empl ID 107500). The 'Payroll Information' section displays the following details:

- Effective Date: 12/11/2011
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Promotion
- Reason: Eligible List
- Job Indicator: Primary Job
- Payroll System: Payroll for North America

The 'Payroll for North America' section contains the following fields:

- Pay Group: SH1 (Sun-Sat Holiday)
- Employee Type: H (Hourly)
- Tax Location Code: 01_COV (Port or Harbor)
- GL Pay Type: (empty)
- Holiday Schedule: VC01 (VC Hol)
- FICA Status: Subject

Navigation tabs at the bottom include Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. Action buttons include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Payroll System

Defaults to *Payroll for North America*--this value cannot be changed.

Pay Group

Verify the pay group. If it needs to be changed, enter the appropriate value. *See Appendix E.

Employee Type

Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.

Holiday Schedule

Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.

Tax Location Code

Defaults from DeptID and is view-only.

GL Pay Type

Not used by the County of Ventura.

FICA Status

Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Salary Plan

Job Data - Salary Plan Page

Salary Admin Plan	Defaults from the Job Code --this value should not be changed.
Grade	Defaults from the Job Code --this value should not be changed.
Grade Entry Date	Defaults by the system --this value should not be changed.
Step	Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.
Step Entry Date	Defaults by the system. *See the note below.

Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500

Employee

Compensation Details 1 of 6

Effective Date 12/11/2011

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Promotion

Reason Eligible List

Job Indicator Primary Job

Go To Row

Current

Compensation Rate 14.684500

Frequency H Hourly

▶ Comparative Information

▶ Pay Rates

Default Pay Components

Pay Components

Amounts

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	14.684500	USD	H	

1-1 of 1

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Compensation Page

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Because this example is a Promotion ELG and contains a compensation change, it would be entered by Human Resources Division staff. If you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

<u>Frequency</u>	This Frequency is located in the top, right corner of the page in the Compensation section. It defaults from the Job Code assigned to the position. It should be the same value as the Frequency in the Pay Components section.
<u>Rate Code</u>	Enter the appropriate Comp Rate Code for the Job Code assigned to the employee. *See the note below.
Sequence	Defaults to 0.
<u>Comp Rate</u>	Enter the employee's hourly rate for Comp Rate Code NAHRLY or biweekly salary for Comp Rate Code BIWKLY.
Currency	Defaults from Rate Code--this value should not be changed.
Frequency	This Frequency is located in the bottom, right corner of the page in the Pay Components section. It defaults from Rate Code--this value should not be changed.

Note: If the employee is in a nonexempt job code (FLSA Status of Nonexempt), then the Comp Rate Code should be NAHRLY. If the employee is in an exempt job code (FLSA Status of Professional), then the Comp Rate Code should be BIWKLY.

Note: The employee's new compensation rate should be the bottom of the salary grade for the new job code or 5% above the previous compensation rate, whichever is greater.

Click the **Calculate Compensation** button to obtain the various pay rates.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Benefit Program Participation

Benefit Program Participation

Thomas Smith Empl ID 107500
Employee

Benefit Status ? 1 of 8

[Go To Row](#)

Effective Date 12/11/2011
 Effective Sequence 0 Action Promotion
 HR Status Active Reason Eligible List
 Payroll Status Active Job Indicator Primary Job

*Benefits System Benefits Administration Current
 Annual Benefits Base Rate USD Benefits Employee Status Active

Benefits Administration Eligibility ?

BAS Group ID USE <input type="text"/>	Service Employees Union Intl	
Elig Fld 1 <input type="text"/>	Elig Fld 2 <input type="text"/>	Elig Fld 3 <input type="text"/>
Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>
Elig Fld 7 <input type="text"/>	Elig Fld 8 <input type="text"/>	Elig Fld 9 <input type="text"/>

Benefit Program Participation Details ? 1 of 1 [View All](#)

*Effective Date 10/27/2002 Currency Code USD + -
 *Benefit Program 105 MGMT M4 Employees

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

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Benefits System Defaults to Benefits Administration – this value should not be changed.

Annual Benefits Base Rate Not used by the County of Ventura.

BAS Group ID Enter the appropriate value. *See Appendix J.

Eligibility Fields 1-9 These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.

Effective Date Defaults from previous row--this value should not be changed.

Benefit Program Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: If the employee's union changed, please review the Additional Pay data and complete and submit an Additional Pay Action Form if any changes are needed.

Note: At this point, it is necessary to forward the promotion paperwork as outlined on the Promotion checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The promotion process is now complete!

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This page is intentionally blank.

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Chapter 4 - Demotions

A demotion results when an employee changes from one job code to another job code and the top of the new job code's salary grade is lower than that of the old job code. There are several types of demotions used at the County of Ventura, which are outlined below and followed by VCHRP screen shots for reference. It is important to address all data on the employee record to ensure accuracy.

Calculating the compensation for a demotion can be complex; the outline below includes information regarding the compensation for each type of demotion. Please be sure to use this information and contact Human Resources Division staff if there are any questions as to how the employee's compensation should be calculated.

Note, if the employee's compensation data is changing, the transaction needs to be entered by Human Resources Division staff.

If the employee's union changes as a result of the demotion, review the Additional Pay for that employee to determine if any of the Additional Pay codes need to be changed. For example, if an employee who has a bachelor's degree demotes from Management to SEIU, the bachelor's degree Additional Pay code must change from BD1 to BD2.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) may need to be corrected manually after a demotion is entered. The system defaults for each type of demotion are described below. Please refer to Appendix K and work with your assigned Human Resources Division Analyst to determine what data, if any, needs to be changed manually. Be sure to note and highlight the needed changes on the Personnel Action Form, so Human Resources Division staff can enter those changes when the paperwork is received.**

After Temporary Promotion

A demotion after temporary promotion occurs when an employee who was temporarily promoted is demoted back to the old job code.

The compensation rate for the employee should be whatever it was prior to the temporary promotion—unless there were salary adjustments during that time, such as a merit due or a cost of living adjustment. If any such adjustments occurred during the period of time when the employee was in the temporary promotion, then the compensation rate prior to the promotion needs to be recalculated to include any/all such adjustments, and that figure should be used for the new compensation rate.

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One other item that sometimes occurs with this transaction is the inactivation of the temporary position number (if one was created for the temporary promotion). When Human Resources Division receives notification that the demotion was keyed, then the temporary position is inactivated.

The Action and Reason codes for this type of demotion are Demotion ATP.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) does not change when this transaction is entered. It should be set to where it would have been had the employee never been temporarily promoted.**

In Lieu of Layoff

A demotion in lieu of layoff occurs when a position is being eliminated and the incumbent both accepts a demotion in lieu of being laid off and meets the qualifications for the job code into which he is demoted.

The compensation rate for the employee should be whatever it was prior to the demotion or the top of the salary grade of the new job code, whichever is lower.

The Action and Reason codes for this type of demotion are Demotion DLL.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) does not change when this transaction is entered.**

Involuntary

An involuntary demotion generally occurs when the employee is being demoted for disciplinary reasons.

The compensation rate for the employee should be whatever it was prior to the demotion or the top of the salary grade of the new job code, whichever is lower.

The Action and Reason codes for this type of demotion are Demotion INV.

***** Probation Status Code gets set to N (Probation Not Required) and Hours Needed clears out when this transaction is entered; however, Merit data (Status Code, Merit Code, and Hours Needed) does not change.**

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Job Reclassification Downward

A job reclassification downward demotion occurs when a position is reclassified downward and the incumbent is demoted along with it.

The compensation rate for the employee should be whatever it was prior to the demotion. If that rate is greater than the top of the salary grade of the new job code, then the Comp Rate Code for Y-Rate should be added to the employee's Job Data record to provide the same compensation rate as prior to the demotion.

The Action and Reason codes for this type of demotion are Demotion JRD.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) do not change when this transaction is entered.**

To Prior Position With New Probation Period

A demotion to prior position with new probation period occurs when the employee was promoted, did not pass probation in the promotion job code, and is demoted back to the previous job code in which he/she did not complete probation.

The compensation rate for the employee should be whatever it was prior to the promotion--that is, if there were no salary adjustments, such as a cost of living increase. If such an adjustment occurred during the period of time the employee was in the promotion job code, then the compensation rate prior to the promotion needs to be recalculated to include any/all such adjustments, and that figure should be used for the new compensation rate.

The Action and Reason codes for this type of demotion are Demotion DPP.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) do not change when this transaction is entered.**

To Prior Position With No New Probation Period

A demotion to prior position with no new probation period occurs when the employee was promoted, did not pass probation in the promotion job code, and is demoted back to the previous job code in which he/she did complete probation.

The compensation rate for the employee should be whatever it was prior to the promotion--that is, if there were no salary adjustments, such as a merit due or a cost of living increase. If such an adjustment occurred during the period of time the employee was in the promotion job code, then the compensation rate prior to the promotion needs to be recalculated to include any/all such adjustments, and that figure should be used for the new compensation rate.

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The Action and Reason codes for this type of demotion are Demotion DPN.

***** Probation Status Code gets set to C (Completed Probation) and Hours Needed clears out when this transaction is entered; however, the Probation Change Date and the Merit data (Status Code, Merit Code, and Hours Needed) do not change. At a minimum, the Probation Change Date needs to be corrected.**

Voluntary

A voluntary demotion occurs when the employee requests a demotion.

The compensation rate for the employee should be whatever it was prior to the demotion or the top of the salary grade of the new job code, whichever is lower.

The Action and Reason codes for this type of demotion are Demotion VOL.

***** Probation Status Code gets set to N (Probation Not Required) and Hours Needed clears out when this transaction is entered; however, Merit data (Status Code, Merit Code, and Hours Needed) does not change.**

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data
Prerequisites	The Demotion checklist and all associated documentation must be completed.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Work Location Details 1 of 7

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row

*Action

Reason

*Job Indicator

Position Number

Fiscal Assistant III

Current

Position Entry Date Position Management Record

Regulatory Region USA United States

Company COV County of Ventura

Business Unit HARVC Harbor Administration

Department 7432 Harbor Administration

Department Entry Date

Location HARBOR Harbor Department

Establishment ID Harbor Administration

Last Start Date

Expected Job End Date

Date Created 01/29/2019

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Work Location Page

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the promotion, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Promotion</i> for the Action and the appropriate value for the Reason.
Job Indicator	Defaults to Primary Job -- this value should not be changed.
<u>Position Number</u>	<p><u>For a position number change</u>, enter the new number and tab to pull in the Position Data defaults.</p> <p><u>For no position number change</u>, either Use Position Data if the defaults are appropriate for the employee or Override Position Data if the defaults are not appropriate for the employee and make appropriate changes.</p>
Position Entry Date	Defaults by the system-- this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to <i>USA</i> -- this value should not be changed.
Company	Defaults to <i>COV</i> --this value cannot be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Department Entry Date	Defaults by the system-- this value should not be changed.
<u>Location</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Information

Thomas Smith Empl ID 107500
Employee

Job Information Details 1 of 1

Effective Date 09/23/2018	Go To Row
Effective Sequence 0	Action Pay Rate Change
HR Status Active	Reason Merit
Payroll Status Active	Job Indicator Primary Job

Current

*Job Code <input type="text" value="00378"/>	Public Works Maint Worker III
Entry Date <input type="text" value="09/28/2014"/>	
Supervisor Level <input type="text"/>	
Supervisor ID <input type="text" value="101953"/>	David McCarthy
Reports To <input type="text"/>	
*Regular/Temporary <input type="text" value="Regular"/>	*Full/Part <input type="text" value="Full-Time"/>
Empl Class <input type="text" value="Regular"/>	*Officer Code <input type="text" value="None"/>
*Regular Shift <input type="text" value="Not Applicable"/>	Shift Rate <input type="text"/>
	Shift Factor <input type="text"/>

Standard Hours

Standard Hours <input type="text" value="80.00"/>	Work Period <input type="text" value="B"/> Biweekly
FTE <input type="text" value="1.000000"/>	

Contract Number

Contract Number <input type="text"/>	Next Contract Number
Contract Type <input type="text"/>	

USA

[Job Data](#)
 [Employment Data](#)
 [Earnings Distribution](#)
 [Benefits Program Participation](#)

Ventura County Human Resources Division & Payroll

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<u>Job Code</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class, which should not change on a promotion. *See the note below. *See Appendix C.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
Shift Factor	Not used by the County of Ventura.
<u>Standard Hours</u>	Defaults from Job Code. If it needs to be changed, enter the appropriate value. *See the note below.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the employee's work day hours. *See the note below.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Labor

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500

Employee

Labor Information 1 of 1

Effective Date 09/23/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Pay Rate Change

Reason Merit

Job Indicator Primary Job

Go To Row

Current

Bargaining Unit

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code UPI SEIU Maintenance & Labor-GR

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Stop Wage Progression

Pay Union Fee

Exempt from Layoff

Reason

Assigned Seniority Dates 1-1 of 1

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save Return to Search Notify Refresh

Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

Ventura County Human Resources Division & Payroll

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Payroll

The screenshot displays the 'Payroll Information' page for employee Thomas Smith (Empl ID 107500). The page is divided into several sections:

- Navigation Tabs:** Work Location, Job Information, Job Labor, **Payroll**, Salary Plan, Compensation.
- Employee Info:** Thomas Smith, Employee, Empl ID 107500.
- Payroll Information:**
 - Effective Date: 12/25/2011
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Payroll System: Payroll for North America
 - Action: Demotion
 - Reason: Voluntary
 - Job Indicator: Primary Job
 - Current
- Payroll for North America:**
 - Pay Group: SH1 (Sun-Sat Holiday)
 - Employee Type: H (Hourly)
 - Tax Location Code: 01_COV (Port or Harbor)
 - GL Pay Type: [Empty]
 - Holiday Schedule: VC01 (VC Hol)
 - FICA Status: Subject
 - Combination Code: [Empty]
- Bottom Navigation:** Job Data, Employment Data, Earnings Distribution, Benefits Program Participation.
- Buttons:** Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History.

- Payroll System** Defaults to *Payroll for North America*--this value cannot be changed.
- Pay Group** Verify the pay group. If it needs to be changed, enter the appropriate value. *See Appendix E.
- Employee Type** Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.
- Holiday Schedule** Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.
- GL Pay Type** Not used by the County of Ventura.
- Tax Location Code** Defaults from DeptID and is view only.
- FICA Status** Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Salary Plan

Job Data - Salary Plan Page

Salary Admin Plan	Defaults from the Job Code --this value should not be changed.
Grade	Defaults from the Job Code --this value should not be changed.
Grade Entry Date	Defaults by the system -- this value should not be changed.
Step	Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.
Step Entry Date	Defaults by the system. *See the note below.

Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Compensation Details 1 of 7

Effective Date	12/25/2011					Go To Row
Effective Sequence	0	Action	Demotion	Reason	Voluntary	
HR Status	Active	Job Indicator	Primary Job			
Payroll Status	Active					Current

Compensation Rate 14.684500 Frequency H Hourly

[▶ Comparative Information](#) [▶ Pay Rates](#)

[Default Pay Components](#)

Pay Components 1-1 of 1

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	14.684500	USD	H		+	-

[Calculate Compensation](#)

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Job Data - Compensation Page

Ventura County Human Resources Division & Payroll

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Because this example is a Demotion VOL that does not involve any changes to data on the Compensation page, it would be entered by the Department Representative. However, if you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

<u>Frequency</u>	This Frequency is located in the top, right corner of the page in the Compensation section. It defaults from the Job Code assigned to the position. It should be the same value as the Frequency in the Pay Components section.
<u>Rate Code</u>	Enter the appropriate Comp Rate Code for the Job Code assigned to the employee. *See the note below.
Sequence	Defaults to 0.
<u>Comp Rate</u>	Enter the employee's hourly rate for Comp Rate Code NAHRLY or biweekly salary for Comp Rate Code BIWKLY.
Currency	Defaults from Rate Code--this value should not be changed.
Frequency	This Frequency is located in the bottom, right corner of the page in the Pay Components section. It defaults from Rate Code--this value should not be changed.

Note: If the employee is in a nonexempt job code (FLSA Status of Nonexempt), then the Comp Rate Code should be NAHRLY. If the employee is in an exempt job code (FLSA Status of Professional), then the Comp Rate Code should be BIWKLY.

Note: Calculating the compensation for a demotion can be complex, so please refer to the outline of the types of demotions at the beginning of this chapter. If you have questions regarding how to calculate the employee's compensation, please contact Human Resources Division staff for assistance.

Click the **Calculate Compensation** button to update the various pay rates.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Benefit Program Participation

Benefit Program Participation

Thomas Smith
Employee
Empl ID 107500

Benefit Status ?
1 of 1

Effective Date	12/11/2011	Action	Promotion
Effective Sequence	0	Reason	Eligible List
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

*Benefits System Benefits Administration

Annual Benefits Base Rate USD

Current

Benefits Employee Status Active

Benefits Administration Eligibility ?

BAS Group ID USE	Service Employees Union Intl	
Elig Fld 1 <input type="text"/>	Elig Fld 2 <input type="text"/>	Elig Fld 3 <input type="text"/>
Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>
Elig Fld 7 <input type="text"/>	Elig Fld 8 <input type="text"/>	Elig Fld 9 <input type="text"/>

Benefit Program Participation Details ?
1 of 1 | View All

*Effective Date 10/27/2002	Currency Code	USD
*Benefit Program 105	MGMT M4 Employees	

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Job Data - Benefit Program Participation Page

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Benefits System Defaults to Benefits Administration – this value should not be changed.

Annual Benefits Base Rate Not used by the County of Ventura.

BAS Group ID Enter the appropriate value. *See Appendix J.

Eligibility Fields 1-9 These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.

Effective Date Defaults from previous row--this value should not be changed.

Benefit Program Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: If the employee's union changed, please review the Additional Pay data and complete and submit an Additional Pay Action Form if any changes are needed.

Note: At this point, it is necessary to forward the demotion paperwork as outlined on the Demotion checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The demotion process is now complete!

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Chapter 5 - Transfers

A transfer results when an employee changes from one agency or business unit to another. (The one exception to this is within the RECVC business unit. If an employee moves from either Clerk or Recorder to Elections, then a Transfer would be used. Similarly, if an employee moves from Elections to either Clerk or Recorder, then a Transfer would be used.)

Depending on the circumstances involved, this process may be a one-step transaction or it may be a two-step transaction. The first step is to enter the transfer row with the new position number for the employee, which “moves” the record from the losing agency to the receiving agency. If the data is not correct at this point, then another row needs to be keyed to make the necessary changes (the department or location may need to be changed, the employee may be getting promoted or demoted, etc.).

The first row is entered by the department representative for the agency from which the employee is being transferred. If a second row is required, it is entered by the department representative for the agency into which the employee is being transferred. **Please use caution if inserting the second row. It is very important that the correct Action and Reason codes are used.**

There are two types of transfers used at the County of Ventura, and they are outlined below and followed by VCHRP screens shots for your reference. It is important to address all data on the employee’s record to ensure accuracy.

Business Unit

The business unit transfer is used when an employee is moving from one agency or business unit to another in the same or similar job code, receiving no salary change, and receiving a position number change.

The Action and Reason codes for this type of transfer are Transfer XFR.

Reorganization

The reorganization transfer is used to transfer an employee whose position has been transferred from one agency or business unit to another on Position Data and the employee is being transferred along with it. No position number change is made in this case.

This transfer can only be performed after Human Resources Division staff has completed the transfer of the position number on Position Data.

The Action and Reason codes for this type of transfer are Transfer ROR.

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Job Data - Find an Existing Value Page

Usage	The <u>losing agency department representative</u> uses this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data
Prerequisites	<p>The Transfer checklist and all associated documentation must be completed for those items that relate to the employee leaving your department.</p> <p>If this is a reorganization transfer, wait for notification from Human Resources Division that the position has been transferred on Position Data. The effective date and position number for the position transfer applies to the employee transfer.</p> <p>If this is <u>not</u> a reorganization transfer, coordinate with the receiving department representative regarding the effective date of the transfer and the position number into which the employee is being transferred.</p>

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#)
 [Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Work Location

Thomas Smith Empl ID 107500
Employee

Work Location Details 1 of 2

*Effective Date:

Effective Sequence:

HR Status: Active

Payroll Status: Active

Go To Row

*Action: ▼

Reason: ▼

*Job Indicator: ▼

Position Number: Fiscal Assistant III

Current

Position Entry Date: Position Management Record

Regulatory Region: USA United States

Company: COV County of Ventura

Business Unit: HARVC Harbor Administration

Department: 7432 Harbor Administration

Department Entry Date:

Location: HARBOR Harbor Department

Establishment ID: County of Ventura Date Created 01/30/2019

Last Start Date:

Expected Job End Date:

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Job Data - Work Location Page

Ventura County Human Resources Division & Payroll

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the promotion, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Transfer</i> for the Action and the appropriate value for the Reason.
Job Indicator	Defaults to Primary Job -- this value should not be changed.
<u>Position Number</u>	<p><u>For Reason XFR:</u> Enter the position number into which the employee is being transferred and tab to pull in the Position Data defaults.</p> <p><u>For Reason ROR:</u> Do one of two things.</p> <p>If using Position Data, click Override Position Data, and then click Use Position Data, which pulls in the new Position Data defaults.</p> <p>If overriding Position Data, click Use Position Data to pull in the new Position Data defaults.</p>
Position Entry Date	Defaults by the system--this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to USA-- this value should not be changed.
Company	Defaults to COV--this value cannot be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Department Entry Date	Defaults by the system-- this value should not be changed.
<u>Location</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.

Click the **Save** button. This concludes your portion of this transfer transaction.

Note: Access to this employee's job data record does not change until you 1) save the transfer row AND 2) the effective date of the transfer arrives. Once those two things happen, the receiving agency has access to the employee's record and you do not.

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Job Data - Find an Existing Value Page

Usage	The <u>receiving department representative</u> uses this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data
Prerequisites	The Transfer checklist and all associated documentation must be completed for those items that relate to the employee's entering your department.
Access Requirements	Wait until the effective date of the transfer arrives--you do not have access to the employee's job data record until then.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History Correct History Case Sensitive

Search
Clear

[Basic Search](#)

[Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

Review all the data on the row **PRIOR TO** the transfer row to evaluate whether or not any changes are needed. If changes are needed, a new row on top of the transfer row needs to be entered.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Work Location Details ?
1 of 6

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Position Number Fiscal Assistant III

Position Entry Date Position Management Record

Regulatory Region USA United States

Company COV County of Ventura

Business Unit HARVC Harbor Administration

Department 7432 Harbor Administration

Department Entry Date 12/11/2011

Location HARBOR Harbor Department

Establishment ID HAR Harbor Administration

Last Start Date

Expected Job End Date

*Action

Reason

*Job Indicator

Current

Date Created 01/29/2019

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Job Data - Work Location Page

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Verify the effective date of the transfer, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. Because the losing department representative already inserted a row with the effective date of the transfer, you need to change the Effective Sequence on the row you've inserted. The Effective Sequence of your row should be 1+ <i>whatever number is on the previous row</i> .
<u>Action and Reason</u>	Enter the appropriate Action and Reason codes. This depends upon what is changing from the row PRIOR TO the transfer row to this row.
Job Indicator	Defaults to Primary Job -- this value should not be changed.
Position Number	This was entered by the losing agency and should not need to be changed.
Position Entry Date	Defaults by the system--this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to USA--this value should not be changed.
Company	Defaults to COV--this value should not be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Department Entry Date	Defaults by the system--this value should not be changed.
<u>Location</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Information

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Job Information Details 1 of 6

Effective Date 12/25/2011	Action Data Change
Effective Sequence 1	Reason Schedule
HR Status Active	Job Indicator Primary Job
Payroll Status Active	

Job Code 01291 Fiscal Assistant II

Entry Date 12/25/2011

Supervisor Level
Supervisor ID

Reports To

Regular/Temporary Regular Full/Part Full-Time

Empl Class Regular *Officer Code None

Regular Shift Not Applicable Shift Rate

Shift Factor

Standard Hours

Standard Hours 80.00	Work Period B Biweekly
FTE 1.000000	

Contract Number

Contract Number

Contract Type

USA

FLSA Status Nonexempt Work Day Hours 9.00

*EEO Class None of the Above

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Ventura County Human Resources Division & Payroll

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<u>Job Code</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class, which should not change on a promotion. *See the note below. *See Appendix C.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
Shift Factor	Not used by the County of Ventura.
<u>Standard Hours</u>	Defaults from Job Code. If it needs to be changed, enter the appropriate value. *See the note below.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the employee's work day hours. *See the note below.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Labor

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Labor Information ⓘ 1 of 8

Effective Date 12/252011	Go To Row
Effective Sequence 1	Action Data Change
HR Status Active	Reason Schedule
Payroll Status Active	Job Indicator Primary Job

Current ⓘ

Bargaining Unit

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code UPC SEIU Administrative Support

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Stop Wage Progression

Pay Union Fee

Exempt from Layoff

Reason

Assigned Seniority Dates ⓘ 1-1 of 1 View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			⊖	

Recalculate Seniority Dates

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Job Data - Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

Ventura County Human Resources Division & Payroll

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Payroll

The screenshot displays the 'Payroll' tab for employee Thomas Smith (Empl ID 107500). The 'Payroll Information' section shows an effective date of 12/11/2011 and a status of Active. Below this, the 'Payroll for North America' section contains several input fields: Pay Group (SH1), Employee Type (S), Tax Location Code (01_COV), and Holiday Schedule (VC01). The Payroll System is set to 'Payroll for North America'. At the bottom, there are navigation tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation, along with buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

- Payroll System** Defaults to *Payroll for North America*--this value cannot be changed.
- Pay Group** Verify the pay group. If it needs to be changed, enter the appropriate value. *See Appendix E.
- Employee Type** Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.
- Holiday Schedule** Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.
- GL Pay Type** Not used by the County of Ventura.
- Tax Location Code** Defaults from DeptID and is view-only.
- FICA Status** Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Salary Plan

Job Data - Salary Plan Page

Salary Admin Plan	Defaults from the Job Code --this value should not be changed.
Grade	Defaults from the Job Code --this value should not be changed.
Grade Entry Date	Defaults by the system -- this value should not be changed.
Step	Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.
Step Entry Date	Defaults by the system. *See the note below.

Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

Compensation Details 1 of 8

Effective Date	12/25/2011				
Effective Sequence	1	Action	Data Change		
HR Status	Active	Reason	Schedule		
Payroll Status	Active	Job Indicator	Primary Job		

[Go To Row](#)

Compensation Rate	14.684500	Frequency	H	Hourly	Current
-------------------	-----------	-----------	---	--------	---------

▶ [Comparative Information](#)

▶ [Pay Rates](#)

Default Pay Components

Pay Components 1-1 of 1

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	14.684500	USD	H		+	-

Calculate Compensation

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Compensation Page

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Because this example is a Data Change SCH that does not involve any changes to data on the Compensation page, it would be entered by the Department Representative. However, if you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

<u>Frequency</u>	This Frequency is located in the top, right corner of the page in the Compensation section. It defaults from the Job Code assigned to the position. It should be the same value as the Frequency in the Pay Components section.
<u>Rate Code</u>	Enter the appropriate Comp Rate Code for the Job Code assigned to the employee. *See the note below.
Sequence	Defaults to 0.
<u>Comp Rate</u>	Enter the employee's hourly rate for Comp Rate Code NAHRLY or biweekly salary for Comp Rate Code BIWKLY.
Currency	Defaults from Rate Code--this value should not be changed.
Frequency	This Frequency is located in the bottom, right corner of the page in the Pay Components section. It defaults from Rate Code--this value should not be changed.

Note: If the employee has the supervisory differential Comp Rate Code, you must evaluate whether or not this applies to the employee in your department, and, if it does, whether or not the Comp Rate for that Comp Rate Code should be changed.

If any compensation changes were made, click the **Calculate Compensation** button to obtain the various pay rates.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Benefit Program Participation

Benefit Program Participation

Thomas Smith Empl ID 107500
Employee

Benefit Status 1 of 8

Effective Date 12/25/2011
 Effective Sequence 1 Action Data Change
 HR Status Active Reason Schedule
 Payroll Status Active Job Indicator Primary Job

*Benefits System Benefits Administration Current
 Annual Benefits Base Rate USD Benefits Employee Status Active
[ACA Eligibility Details](#)

Benefits Administration Eligibility

BAS Group ID USE

Service Employees Union Intl

Elig Fld 1 Elig Fld 2 Elig Fld 3

Elig Fld 4 Elig Fld 5 Elig Fld 6

Elig Fld 7 Elig Fld 8 Elig Fld 9

Benefit Program Participation Details 1 of 1 View All

*Effective Date 10/27/2002 Currency Code USD

*Benefit Program 105 MGMT M4 Employees

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Job Data - Benefit Program Participation Page

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Benefits System	Defaults to Benefits Administration – this value should not be changed.
Annual Benefits Base Rate	Not used by the County of Ventura.
<u>BAS Group ID</u>	Verify the BAS Group ID. No change should be required for this transaction. *See Appendix J.
Eligibility Fields 1-9	These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.
Effective Date	Defaults from previous row--this value should not be changed.
Benefit Program	Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: At this point, it is necessary to forward the transfer paperwork as outlined on the Transfer checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The transfer process is now complete!

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Chapter 6 - Pay Rate Changes

Human Resources Division staff enters all Pay Rate Changes, but Department Representatives may want to review the information in this chapter for learning purposes.

The pay rate change action code is used when an employee's compensation is changing for some reason other than a change in job code. **The compensation referenced in this chapter is comprised of the Rate Code(s) and Comp Rate(s) on the Compensation page of Job Data (please refer to Appendix H for a list of Comp Rate Codes).** Other pay components (educational incentive, bilingual incentive, etc.) are maintained outside of Job Data in a component called Additional Pay (please refer to Appendix I for a list of Additional Pay Earn Codes). The navigation to the Additional Pay component is North American Payroll>Employee Pay Data>Create Additional Pay.

There are several pay rate change Reason codes, some of which are system-generated while others are manually entered. The system-generated ones are COL, GSI, LWO, MBA, MER, and SPG. The ones manually entered are COR, CRC, DEN, FLX, MAN, RED, and RES. Of those entered manually, the most common is CRC, and that is represented in the screen shots in this chapter.

Correction

Sometimes it is necessary to make corrections to an employee's compensation after it's been processed through a payroll cycle. An example of this is when we enter retroactive mass increases, and make adjustments or corrections to Job Data rows that are effective after the mass increase effective date but that were inserted before it and affected by it.

The Action and Reason codes for this type of pay rate change are Pay Rate Change COR.

Comp Rate Codes

Comp Rate Codes are listed in the Pay Components section of the Compensation page of Job Data. Every employee has at least one Comp Rate Code, NAHRLY if in a nonexempt job code or BIWKLY if in a professional (exempt) job code.

There are several additional Comp Rate Codes that can be added to the employee record if applicable to that employee. Please see Appendix H for a complete list of Comp Rate Codes.

The Pay Rate Change CRC is used to add, change, or delete an employee's comp rate code(s). This includes changes, for example, to a Per Diem nurse's pay rate.

The Action and Reason codes for this type of pay rate change are Pay Rate Change CRC.

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Denial

A pay rate change denial is used to deny an employee's merit increase. Please keep in mind that this transaction applies only to employees for whom the merits are automatically processed by the system. If you are dealing with a management employee, for example, this transaction is not necessary.

The Personnel Action Form for this transaction must be completed and sent to Human Resources Division for entry into the system since there are necessary changes that must be made after the Job Data row has been entered.

A merit denial must be processed at a specific time, which is just prior to when the merit would be processed were it being granted. The effective date of the transaction is the pay period begin date of the pay period in which the merit would be granted were it not being denied. ***The Personnel Action Form must be delivered to Human Resources Division no later than the week prior to when the merit denial is effective.

The Action and Reason codes for this type of pay rate change are Pay Rate Change DEN.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Note: When a merit is denied, the Hours Needed value is reset to start a new 2080-hour cycle. However, the merit can subsequently be granted prior to the employee's reaching zero hours needed. If that is done, the Hours Needed value is again reset to start a new 2080-hour cycle.

Manual Merit / Flexible Merit

Manual merit increases (5% or less to top of range) and flexible merit increases (between 5% and 10% for eligible job codes) are used for those merit increases that are not processed by the automated process that is run biweekly by Human Resources Division staff. This includes merit increases for Management and intermittent employees.

The Action code for these transactions is Pay Rate Change. The Reason codes for these transactions are MAN and FLX.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

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Reduction / Restoration

These are used when an employee receives a reduction in pay for a period of time and then pay is restored back to the normal/previous rate at the end of that period of time. Personnel Action Forms ARE REQUIRED for these transactions.

The Action code for these transactions is Pay Rate Change. The Reason codes for these transactions are RED and RES.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division only.

Cost of Living / General Salary Increase / Market Based Average

These are negotiated salary increases that Human Resources Division processes, and for which Personnel Action Forms are NOT required.

The Action code for these transactions is Pay Rate Change. The Reason codes for these transactions are COL, GSI, and MBA.

Merit / Step Increase

These are the transactions that are inserted by an automated process which is run biweekly by Human Resources Division staff, and for which Personnel Action Forms are NOT required.

The Action code for these transactions is Pay Rate Change. The Reason codes for these transactions are MER and SPG.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data
Prerequisites	<p>If adding a Comp Rate Code, verify that the employee is qualified to receive it.</p> <p>If deleting a Comp Rate Code, verify that the employee is not qualified to receive it.</p> <p>If adjusting a Comp Rate Code, verify the data on which it is based.</p>

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID
begins with ▼

Name
begins with ▼

Last Name
begins with ▼

Second Last Name
begins with ▼

Alternate Character Name
begins with ▼

Middle Name
begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#)
🔖
[Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Work Location

Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHR maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

- Effective Date** Enter the effective date of the pay rate change, which is the first Sunday of the pay period.
- Effective Sequence** Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
- Action and Reason** Enter *Pay Rate Change* for the Action and the appropriate Reason.
- Job Indicator** Defaults to Primary Job -- this value should not be changed.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Thomas Smith Empl ID 107500
Employee

1 of 9

Effective Date 01/08/2012

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Pay Rate Change

Reason Comp Rate Code

Job Indicator Primary Job

Go To Row

Compensation Rate 15.040941

Frequency H Hourly

Current

▶ Comparative Information

▶ Pay Rates

Default Pay Components

Pay Components

1-2 of 2

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	14.684500	USD	H		+	-
2 SPVDIF	0	28.515288	USD	B		+	-

Calculate Compensation

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Compensation Page

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Since Human Resources Division staff enters all Pay Rate Changes, if you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

<u>Frequency</u>	This Frequency is located in the top, right corner of the page in the Compensation section. It defaults from the Job Code assigned to the position. It should be the same value as the Frequency in the Pay Components section.
<u>Rate Code</u>	Enter the appropriate Comp Rate Code for the Job Code assigned to the employee. *See the note below.
Sequence	Defaults to 0.
<u>Comp Rate</u>	Enter the employee's hourly rate for Comp Rate Code NAHRLY or biweekly salary for Comp Rate Code BIWKLY.
Currency	Defaults from Rate Code--this value should not be changed.
Frequency	This Frequency is located in the bottom, right corner of the page in the Pay Components section. It defaults from Rate Code--this value should not be changed.

To add a Comp Rate Code, click the + sign at the right edge of the row just above the **Calculate Compensation** button. On the new row, enter the Comp Rate Code and Comp Rate.

To adjust a Comp Rate Code, change the Comp Rate on the row for the Comp Rate Code being adjusted.

To delete a Comp Rate Code, click the - sign at the right edge of the row for the Comp Rate Code being deleted.

Click the **Calculate Compensation** button to obtain the various pay rates.

Click the **Save** button.

The pay rate change process is now complete!

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This page is intentionally blank.

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Chapter 7 - Data Changes

The data change action code is used to process a variety of transactions that are not handled by other actions. The data changes are outlined below and followed by VCHRP screen shots for your reference.

Extra Help/Intermittent

The extra help/intermittent data change is used when you need to make an assignment change for an extra help or intermittent employee. For example, this transaction is used when a Student Worker II becomes a Student Aide or when an extra help employee goes from one agency to another.

Before this transaction can be entered on the employee's job data record, the employee's position needs to be updated on Position Data.

The Action and Reason codes for this type of data change are Data Change EHI.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>
Prerequisites	Complete any documentation required for this transaction. If the employee is remaining in their current position number, wait to hear from Human Resources Division that Position Data has been updated.

Job Data - Find an Existing Value Page

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#) [Save Search Criteria](#)

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter>Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Matthew Brown Empl ID 121407
 Employee

Work Location Details 1 of 3

*Effective Date

Effective Sequence

HR Status

Payroll Status

Go To Row

*Action

Reason

*Job Indicator

Position Number EH Student Worker III

Current

Position Entry Date

Position Management Record

*Regulatory Region United States

*Company County of Ventura

*Business Unit Sheriff's Office

*Department East County Patrol

Department Entry Date

*Location Sheriff - East Co Main

Establishment ID Sheriff

Date Created 01/29/2019

Last Start Date

Expected Job End Date

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the data change, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Data Change</i> for the Action and <i>EHI</i> for the Reason.
Job Indicator	Defaults to Primary Job -- this value should not be changed.
<u>Position Number</u>	If using Position Data, click Override Position Data and then click Use Position Data. This pulls in the new Position Data defaults. If overriding Position Data, click Use Position Data to pull in the new Position Data defaults.
Position Entry Date	Defaults by the system--this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to <i>USA</i> --this value should not be changed.
Company	Defaults to <i>COV</i> --this value cannot be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	If you are changing the employee's department, enter the appropriate value.
Department Entry Date	Defaults by the system--this value should not be changed.
<u>Location</u>	If you are changing the employee's location, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.
Expected Job End Date	Not used by the County of Ventura.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Information

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Matthew Brown Empl ID 121407
Employee

Job Information Details 1 of 3

Effective Date: 12/11/2011	Action: Data Change
Effective Sequence: 0	Reason: Extra Help Intermittent Chg
HR Status: Active	Job Indicator: Primary Job
Payroll Status: Active	Current

*Job Code: Student Worker III

Entry Date:

Supervisor Level:

Supervisor ID:

Reports To:

*Regular/Temporary:

Empl Class:

*Regular Shift:

*Full/Part:

*Officer Code:

Shift Rate:

Shift Factor:

Standard Hours 40.00

FTE:

Work Period: Biweekly

Contract Number Next Contract Number

Contract Type

USA
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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<u>Job Code</u>	Defaults from Position Data. If it needs to be changed, please submit a PAF to Human Resources for keying.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class, which should not change on a promotion. *See the note below. *See Appendix C.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
Shift Factor	Not used by the County of Ventura.
<u>Standard Hours</u>	Defaults from Job Code. If it needs to be changed, enter the appropriate value. *See the note below.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the employee's work day hours. *See the note below.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator HR/Ben Dept • Rep WorkCenter>Job Data>Job Labor

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Matthew Brown Empl ID 121407
Employee

Labor Information
1 of 3

Effective Date: 12/11/2011	Go To Row
Effective Sequence: 0	Action: Data Change
HR Status: Active	Reason: Extra Help Intermittent Chg
Payroll Status: Active	Job Indicator: Primary Job
Current	

Bargaining Unit

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code: UST SEIU Student Workers

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Stop Wage Progression

Pay Union Fee

Exempt from Layoff

Reason

Assigned Seniority Dates

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			☐	

Recalculate Seniority Dates

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh

Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Job Labor Page

Information on this page defaults from Job Code and should not be changed.

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator HR/Ben Dept Rep WorkCenter>Job Data>Payroll

The screenshot displays the 'Payroll Information' page for employee Matthew Brown (Empl ID 121407). The page is divided into several sections:

- Navigation Tabs:** Work Location, Job Information, Job Labor, Payroll (selected), Salary Plan, Compensation.
- Employee Info:** Matthew Brown, Employee, Empl ID 121407.
- Payroll Information:**
 - Effective Date: 12/11/2011
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Payroll System: Payroll for North America
 - Action: Data Change
 - Reason: Extra Help Intermittent Chg
 - Job Indicator: Primary Job
 - FICA Status: Medicare only
- Payroll for North America:**
 - Pay Group: SN1 (Sun-Sat No Holiday)
 - Employee Type: H (Hourly)
 - Tax Location Code: 09_COV (Justice/Safety)
 - Holiday Schedule: NONE (No Holiday)
 - GL Pay Type: (empty)
 - Combination Code: (empty)
- Bottom Navigation:** Job Data, Employment Data, Earnings Distribution, Benefits Program Participation.
- Buttons:** Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History.

- Payroll System** Defaults to *Payroll for North America*--this value cannot be changed.
- Pay Group** Verify the pay group. If it needs to be changed, enter the appropriate value. *See Appendix E.
- Employee Type** Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.
- Holiday Schedule** Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.
- GL Pay Type** Not used by the County of Ventura.
- Tax Location Code** Defaults from DeptID and is view-only.
- FICA Status** Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Salary Plan

The screenshot displays the 'Salary Plan' page for employee Matthew Brown (Empl ID 121407). The page is divided into several sections:

- Navigation:** Tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan (selected), and Compensation.
- Employee Info:** Matthew Brown, Empl ID 121407.
- Salary Plan Details:**
 - Effective Date: 12/11/2011
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Data Change
 - Reason: Extra Help Intermittent Chg
 - Job Indicator: Primary Job
 - Current:
- Salary Admin Plan:** UST (selected), UST Salary Admin Plan
- Grade:** 2 (selected), Student Worker II
- Grade Entry Date:** 01/23/2011
- Step:** (empty)
- Step Entry Date:** (empty)
- Includes Wage Progression Rule

At the bottom, there are navigation tabs: Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. Action buttons include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Job Data - Salary Plan Page

Salary Admin Plan	Defaults from the Job Code --this value should not be changed.
Grade	Defaults from the Job Code --this value should not be changed.
Grade Entry Date	Defaults by the system -- this value should not be changed.
Step	Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.
Step Entry Date	Defaults by the system. *See the note below.

Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Matthew Brown Empl ID 121407
Employee

Compensation Details 3 of 3

Effective Date 01/23/2011

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire

Reason Hire New Employee

Job Indicator Primary Job

Go To Row

History

Compensation Rate 8.500000

Frequency H Hourly

▶ Comparative Information

▶ Pay Rates

Default Pay Components

Pay Components

1-1 of 1

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	8.500000	USD	H		+	-

Calculate Compensation

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Compensation Page

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If you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

<u>Frequency</u>	This Frequency is located in the top, right corner of the page in the Compensation section. It defaults from the Job Code assigned to the position. It should be the same value as the Frequency in the Pay Components section.
<u>Rate Code</u>	Enter the appropriate Comp Rate Code for the Job Code assigned to the employee. *See the note below.
Sequence	Defaults to 0.
<u>Comp Rate</u>	Enter the employee's hourly rate for Comp Rate Code NAHRLY or biweekly salary for Comp Rate Code BIWKLY.
Currency	Defaults from Rate Code--this value should not be changed.
Frequency	This Frequency is located in the bottom, right corner of the page in the Pay Components section. It defaults from Rate Code--this value should not be changed.

Note: If the employee is in a nonexempt job code (FLSA Status of Nonexempt), then the Comp Rate Code should be NAHRLY. If the employee is in an exempt job code (FLSA Status of Professional), then the Comp Rate Code should be BIWKLY.

Note: The employee's new compensation rate should be the bottom of the salary grade if the Empl Class is Extra Help.

Click the Calculate Compensation button to obtain the various pay rates.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data>Benefit Program Participation

Benefit Program Participation

Matthew Brown
Employee
Empl ID 121407

Benefit Status 3 of 3

Effective Date	01/23/2011	Action	Hire
Effective Sequence	0	Reason	Hire New Employee
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

*Benefits System Benefits Administration

Annual Benefits Base Rate USD

History

Benefits Employee Status Active

Benefits Administration Eligibility

BAS Group ID NON	No Benefits	
Elig Fld 1 <input type="text"/>	Elig Fld 2 <input type="text"/>	Elig Fld 3 <input type="text"/>
Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>
Elig Fld 7 <input type="text"/>	Elig Fld 8 <input type="text"/>	Elig Fld 9 <input type="text"/>

Benefit Program Participation Details 1 of 2

*Effective Date 06/10/2012	Currency Code	USD
*Benefit Program 109	SEIU Employees	

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

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Benefits System	Defaults to Benefits Administration – this value should not be changed.
Annual Benefits Base Rate	Not used by the County of Ventura.
<u>BAS Group ID</u>	Enter the appropriate value. *See Appendix J.
Eligibility Fields 1-9	These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.
Effective Date	Defaults from previous row--this value should not be changed.
Benefit Program	Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

The extra help/intermittent data change process is now complete!

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Job Reclassification Title Only

A job reclassification title only data change occurs when a position is reclassified in title only and the incumbent is being reclassified in title only along with it.

The ONLY data changed using this Action and Reason combination is the employee's job title, which is shown on the Job Information page. All other data MUST be the same as on the previous row.

The Action and Reason codes for this type of data change are Data Change JRT.

Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data
Prerequisites	Wait for notification from Human Resources Division that the position has been reclassified on Position Data. The effective date and position number for the position reclassification applies to the employee reclassification.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History
 Correct History
 Case Sensitive

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> • Workforce Administration>Job Information>Job Data>Work Location

Jonathon Thomas
Employee
Empl ID 105822

Work Location Details ?
1 of 22

*Effective Date:

Effective Sequence:

HR Status: Active

Payroll Status: Active

*Action:

Reason:

*Job Indicator:

Position Number: Desktop Support Analyst II

Position Entry Date: Position Management Record

Regulatory Region: USA United States

Company: COV County of Ventura

Business Unit: ISDVC Information Technology Svcs

Department: 7242 ITSD - Technical Services

Department Entry Date: 11/01/2000

Location: ITSD Information Tehnology Svs. Dp

Establishment ID: Information Systems Department

Date Created 07/13/2011

Last Start Date:

Expected Job End Date:

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Work Location Page

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the data change, which is the first Sunday of the pay period. When you enter the effective date, the position description changes automatically.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Data Change</i> for the Action and <i>JRT</i> for the Reason.
Job Indicator	Defaults to Primary Job --this value should not be changed.
<u>Position Number</u>	<p>If using Position Data, click Override Position Data and then click Use Position Data. This pulls in the new Position Data defaults, including the job title on the Job Information page.</p> <p>If overriding Position Data, click Use Position Data to pull in the new Position Data defaults, including the job title on the Job Information page, and then click Override Position Data and make appropriate changes.</p>
Position Entry Date	Defaults by the system--this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to <i>USA</i> -- this value should not be changed.
Company	Defaults to <i>COV</i> --this value cannot be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Verify that the department is the same as on the previous row.
Department Entry Date	Defaults by the system--this value should not be changed.
<u>Location</u>	Verify that the location is the same as on the previous row.
Establishment ID	Defaults from Business Unit--this value should not be changed.
Expected Job End Date	Not used by the County of Ventura.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Information

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Jonathon Thomas Empl ID 105822
Employee

Job Information Details 1 of 22

Effective Date: 07/10/2011	Action: Data Change
Effective Sequence: 0	Reason: Data Chg - Reclass Title Only
HR Status: Active	Job Indicator: Primary Job
Payroll Status: Active	Current <input type="checkbox"/>

Job Code: 01881	Desktop Support Analyst II
Entry Date: 11/01/2000	
Supervisor Level:	
Supervisor ID: <input type="text" value="118033"/>	Joel Bennett
Reports To:	
Regular/Temporary: Regular	Full/Part: Full-Time
Empl Class: <input type="text" value="Regular"/>	*Officer Code: <input type="text" value="None"/>
Regular Shift: Not Applicable	Shift Rate: <input type="text"/>
	Shift Factor: <input type="text"/>

Standard Hours

Standard Hours	80.00	Work Period	B	Biweekly
FTE	1.000000			

Contract Number

Contract Number: <input type="text"/>	Next Contract Number <input type="button" value="Next Contract Number"/>
Contract Type:	

USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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<u>Job Code</u>	Defaults from Position Data. The new job title displays here.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Verify that the Supervisor ID is the same as on the previous row.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class is the same as on the previous row.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
Shift Factor	Not used by the County of Ventura.
<u>Standard Hours</u>	Verify that the standard hours are the same as on the previous row.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the work day hours are the same as on the previous row.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Job Labor

The screenshot displays the 'Job Labor' page for employee Jonathon Thomas (Empl ID: 105822). The page is divided into several sections:

- Navigation Tabs:** Work Location, Job Information, Job Labor (active), Payroll, Salary Plan, Compensation.
- Employee Info:** Jonathon Thomas, Employee, Empl ID: 105822.
- Labor Information:**
 - Effective Date: 07/10/2011
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Data Change
 - Reason: Data Chg - Reclass Title Only
 - Job Indicator: Primary Job
 - Buttons: Go To Row, Current
 - Searchable fields: Bargaining Unit, Labor Agreement, Labor Agreement Entry Dt, Employee Category, Employee Subcategory, Employee Subcategory 2.
 - Union Code: UPJ (SEIU Supervisory)
 - Union Seniority Date, Works Council ID, Labor Facility ID, Entry Date.
 - Options: Stop Wage Progression, Pay Union Fee, Exempt from Layoff.
 - Reason: [Searchable]
- Assigned Seniority Dates:**
 - Table with columns: Seniority Date, Control Value, *Labor Seniority Date, Override, Override Reason.
 - Buttons: Recalculate Seniority Dates, View All.
- Bottom Navigation:** Job Data, Employment Data, Earnings Distribution, Benefits Program Participation.
- Action Buttons:** Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History.

Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator HR/Ben Dept Rep WorkCenter>Job Data>Payroll

Jonathon Thomas
Employee
Empl ID 105922

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Payroll Information ⓘ
1 of 22

Effective Date 07/10/2011

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Data Change

Reason Data Chg - Reclass Title Only

Job Indicator Primary Job

Go To Row

Current ⓘ

Payroll System Payroll for North America

Payroll for North America ⓘ

Pay Group Friday Day Off

Employee Type Hourly

Tax Location Code 13_COV Other

GL Pay Type

Combination Code

Holiday Schedule VC Hol

FICA Status

[Edit ChartFields](#)

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Payroll Page

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Payroll System	Defaults to <i>Payroll for North America</i> --this value should not be changed.
<u>Pay Group</u>	Verify that the pay group is the same as on the previous row.
<u>Holiday Schedule</u>	Verify that the holiday schedule is the same as on the previous row.
<u>Employee Type</u>	Verify that the employee type is the same as on the previous row.
Tax Location Code	Defaults from DeptID and is view-only.
<u>FICA Status</u>	Verify that the FICA status is the same as on the previous row.
GL Pay Type	Not used by the County of Ventura.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

The reclassification title only data change process is now complete!

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Miscellaneous

The miscellaneous data change is used when the only change is to the employee's Position Number, Department, Location, and/or Supervisor ID.

The ONLY data changed using this Action and Reason combination are the employee's Position Number, Department, Location, and/or Supervisor ID. All other data MUST be the same as on the previous row.

The Action and Reason codes for this type of data change are Data Change DTA.

Note: There is one case in which you can make a change to an employee's Position Number, Department, Location, and/or Supervisor ID using different Action and Reason codes, and that is if the employee is also changing his schedule (Standard Hours, Work Day Hours, and/or Pay Group) effective the same date. If that is the case, then use the Action and Reason codes Data Change SCH for the miscellaneous and schedule changes. Please refer to the Schedule section of this chapter for more details.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none">• Workforce Administration>Job Information>Job Data
Prerequisites	Complete any documentation required for this transaction.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

[Basic Search](#)

Type in one or more of the search criteria and click the **Search** button to select the employee's record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator HR/Ben Dept Rep WorkCenter>Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Molly Fitzsimmons Empl ID 107520
 Employee

Work Location Details ?
1 of 33

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row

*Action Data Change

Reason Miscellaneous Data Change

*Job Indicator Primary Job

Position Number Office Assistant IV

Current

Position Entry Date Position Management Record

Regulatory Region USA United States

Company COV County of Ventura

Business Unit GSAVC General Services Agency

Department 7095 GSA Administration

Department Entry Date

Location GSAHOA Hall of Administration

Establishment ID General Services Agency Date Created 01/29/2019

Last Start Date

Expected Job End Date

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Work Location Page

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the data change, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Data Change</i> for the Action and <i>DTA</i> for the Reason.
Job Indicator	Defaults to Primary Job --this value should not be changed.
<u>Position Number</u>	If you are changing the employee's position number, enter the new number and tab to pull in the Position Data defaults. *See the note below.
Position Entry Date	Defaults by the system--this value should not be changed.
Position Management Record	Not used by the County of Ventura.
Regulatory Region	Defaults to <i>USA</i> --this value should not be changed.
Company	Defaults to <i>COV</i> --this value should not be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	If you are changing the employee's department, enter the appropriate value.
Department Entry Date	Defaults by the system--this value should not be changed.
<u>Location</u>	If you are changing the employee's location, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.

Note: If you change the position number, continue to review the remaining Job Data pages to verify that the data is the same as on the previous row. If you have changed only the department and/or location, you can skip the remainder of this chapter and save the record.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator HR/Ben Dept Rep WorkCenter>Job Data>Job Information

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Molly Fitzsimmons Empl ID 107520
Employee

Job Information Details 1 of 33

Effective Date: 11/13/2011	Action: Data Change
Effective Sequence: 0	Reason: Miscellaneous Data Change
HR Status: Active	Job Indicator: Primary Job
Payroll Status: Active	Current

Job Code: 01347 Office Assistant IV
 Entry Date: 07/01/2007

Supervisor Level:
 Supervisor ID: Nancy Nazario

Reports To:
 Regular/Temporary: Regular Full/Part: Full-Time
 Empl Class: *Officer Code:
 Regular Shift: Not Applicable Shift Rate:
Shift Factor:

Standard Hours

Standard Hours	80.00	Work Period	B	Biweekly
FTE	1.000000			

Contract Number

Contract Number: <input type="text"/>	Next Contract Number
Contract Type	

USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

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<u>Job Code</u>	Verify that the job code is the same as on the previous row.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
<u>Empl Class</u>	Verify that the employee class is the same as on the previous row.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
Shift Factor	Not used by the County of Ventura.
<u>Standard Hours</u>	Verify that the standard hours are the same as on the previous row.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from Job Code--this value should not be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify that the work day hours are the same as on the previous row.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept WorkCenter > Job Data > Job Labor

Work Location | Job Information | **Job Labor** | Payroll | Salary Plan | Compensation

Molly Fitzsimmons
Employee Empl ID 107520

Labor Information 1 of 33

Effective Date 11/13/2011 Go To Row

Effective Sequence 0 Action Data Change
HR Status Active Reason Miscellaneous Data Change
Payroll Status Active Job Indicator Primary Job Current

Bargaining Unit

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code UPC SEIU Administrative Support

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff

Reason

Assigned Seniority Dates 1-1 of 1 | View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Payroll

Job Data - Payroll Page

Payroll System

Defaults to Payroll for North America--this value should not be changed.

Pay Group

Verify that the pay group is the same as on the previous row.

Holiday Schedule

Verify that the holiday schedule is the same as on the previous row.

Employee Type

Verify that the employee type is the same as on the previous row.

Tax Location Code

Defaults from DeptID and is view-only.

FICA Status

Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.

GL Pay Type

Not used by the County of Ventura.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCentr >Job Data>Salary Plan

Job Data - Salary Plan Page

Salary Admin Plan

Defaults from the Job Code --this value should not be changed.

Grade

Defaults from the Job Code --this value should not be changed.

Grade Entry Date

Defaults by the system -- this value should not be changed.

Step

Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.

Step Entry Date

Defaults by the system. *See the note below.

Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Compensation

Molly Fitzsimmons
Employee
Empl ID 107520

Compensation Details

Effective Date 11/13/2011
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Miscellaneous Data Change
Job Indicator Primary Job

Compensation Rate 20.768044
Frequency H Hourly
Current

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	20.768044	USD	H	

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Job Data - Compensation Page

No data on this page should change for a DTA/DTA transaction. If you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Benefit Program Participation

Benefit Program Participation

Molly Fitzsimmons
Employee
Empl ID 107520

Benefit Status ?
1 of 33

Effective Date 11/13/2011

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Data Change

Reason Miscellaneous Data Change

Job Indicator Primary Job

*Benefits System Benefits Administration

Annual Benefits Base Rate USD

Current Benefits Employee Status Active

[ACA Eligibility Details](#)

Benefits Administration Eligibility ?

BAS Group ID USE

Service Employees Union Intl

Elig Fld 1

Elig Fld 4

Elig Fld 7

Elig Fld 2

Elig Fld 5

Elig Fld 8

Elig Fld 3

Elig Fld 6

Elig Fld 9

Benefit Program Participation Details ?
1 of 1

*Effective Date 10/28/2002

*Benefit Program 109

Currency Code USD

SEIU Employees

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Job Data - Benefit Program Participation Page

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Benefits System	Defaults to Benefits Administration – this value should not be changed.
Annual Benefits Base Rate	Not used by the County of Ventura.
<u>BAS Group ID</u>	Verify that the BAS Group ID is the same as on the previous row.
Eligibility Fields 1-9	These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.
Effective Date	Defaults from previous row--this value should not be changed.
Benefit Program	Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

The miscellaneous data change process is now complete!

Ventura County Human Resources Division & Payroll

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Schedule

The schedule data change is used when one or more of the VCHRP components of an employee's work schedule (Standard Hours, Work Day Hours, and/or Pay Group) is/are changing. This may also result in a change to Holiday Schedule and FICA Status.

An employee's schedule change may involve a change to Job Data and/or data which are entered into VCHRP by Auditor-Controller Payroll staff (i.e. Friday of the first week to Friday of the second week).

If the change involves Job Data, you must complete both a Personnel Action Form and a Schedule Change Request Form. The latter provides the information required by the Auditor-Controller Payroll staff to assign the appropriate schedule to the employee.

If the change does not involve Job Data, you only need to complete the Schedule Change Request Form, which provides the information required by the Auditor-Controller Payroll staff to assign the appropriate schedule to the employee.

If VCHRP data not covered in this section are changing, a different action and Reason combination must be used. There is one exception to this--please see the note below.

The Action and Reason codes for this type of data change are Data Change SCH.

Note: If a miscellaneous data change (Position Number, Department, Location, and/or Supervisor ID) is be effective the same date as the schedule data change, then use the Action and Reason codes Data Change SCH to make the miscellaneous changes and the schedule changes.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data
Prerequisites	Complete any documentation required for this transaction.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

[Basic Search](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administration>Job Information>Job Data>Work Location

The screenshot displays the 'Work Location' page for employee Molly Fitzsimmons (Empl ID 107520). The page features a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Below the navigation, the employee's name and ID are shown. The main section is titled 'Work Location Details' and contains a table with 33 rows. The current row shows the following information:

- *Effective Date: 11/27/2011
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- *Action: Data Change
- Reason: Data Change - Schedule
- *Job Indicator: Primary Job
- Position Number: 00005145 (Office Assistant IV)
- Position Entry Date: 07/01/2007
- Regulatory Region: USA (United States)
- Company: COV (County of Ventura)
- Business Unit: GSAVC (General Services Agency)
- Department: 7095 (GSA Administration)
- Department Entry Date: 03/11/2007
- Location: GSAHOA (Hall of Administration)
- Establishment ID: GSA (General Services Agency)
- Date Created: 01/29/2019
- Last Start Date: 10/28/2002
- Expected Job End Date: (empty)

At the bottom of the page, there are several buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. The page also includes a breadcrumb trail: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation.

Note: Click the + button in the top, right corner of the page to insert a new row. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

- Effective Date** Enter the effective date of the data change, which is the first Sunday of the pay period.
- Effective Sequence** Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
- Action and Reason** Enter *Data Change* for the Action and *SCH* for the Reason.
- Job Indicator** Defaults to Primary Job --this value should not be changed.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Information

The screenshot displays the 'Job Information' page for Molly Fitzsimmons (Empl ID 107520). The page is divided into several sections:

- Job Information Details:** Includes fields for Effective Date (11/27/2011), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Job Code (01347), Office Assistant IV, Entry Date (07/01/2007), Supervisor Level, Supervisor ID (100588), Nancy Nazario, Reports To, Regular/Temporary (Regular), Empl Class (Regular), Full/Part (Full-Time), *Officer Code (None), Regular Shift (Not Applicable), Shift Rate, and Shift Factor.
- Standard Hours:** Shows Standard Hours (80.00), FTE (1.000000), Work Period (B), and Biweekly.
- Contract Number:** Includes a search field for Contract Number and a 'Next Contract Number' button.

At the bottom, there are navigation tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. Action buttons include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Standard Hours

If this value is changing, enter the new value. *See the note below.

FTE

Defaults from Standard Hours--this value should not be changed.

Work Day Hours

If this value is changing, enter the new value. *See the note below.

Note: A schedule change may involve Standard Hours and/or Work Day Hours. It is possible that only one of the values will change, and it is possible that both the values will change.

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Payroll

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Molly Fitzsimmons Empl ID 107520
Employee

Payroll Information ?
1 of 33

Effective Date	11/27/2011	Go To Row
Effective Sequence	0	Action Data Change
HR Status	Active	Reason Data Change - Schedule
Payroll Status	Active	Job Indicator Primary Job
Payroll System Payroll for North America		Current

Payroll for North America ?

Pay Group	<input type="text" value="SH1"/> Q	Sun-Sat Holiday
Employee Type	<input type="text" value="H"/> Q	Hourly
Tax Location Code	13_COV	Other
GL Pay Type	<input type="text"/>	
Combination Code		
Holiday Schedule	<input type="text" value="VC01"/> Q	VC Hol
FICA Status	<input type="text" value="Subject"/>	Edit ChartFields

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Payroll Page

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<u>Payroll System</u>	Defaults to <i>Payroll for North America</i> --this value should not be changed.
<u>Pay Group</u>	Verify the pay group. If it needs to be changed, enter the appropriate value. *See Appendix E.
<u>Employee Type</u>	Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.
<u>Holiday Schedule</u>	Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.
Tax Location Code	Defaults from DeptID and should not be changed.
<u>FICA Status</u>	Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors and changes as needed.
GL Pay Type	Not used by the County of Ventura.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

The schedule data change process is now complete!

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This page is intentionally blank.

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Chapter 8 - Layoff and Recall

This chapter discusses actions used when an employee is laid off and when an employee is recalled back to work during the layoff period. The layoff process is outlined first and followed by VCHRP screen shots for your reference. Then the recall process is outlined and followed by VCHRP screen shots for your reference.

Layoff (includes Termination RIF)

The layoff process is used when there is a reduction in force.

There are two steps to this particular action.

The first step is to insert a row to put the employee into a suspended status. This row is entered during the pay period in which it is effective.

The second step is to insert another row to put the employee into a terminated status, effective two years from the effective date of the layoff. This row is entered the pay period following the one in which the layoff is effective. This ensures that the employee's final check from the layoff is correctly processed and issued before the future-dated termination is entered.

The Action and Reason codes for the first row of this transaction are Layoff RIF.

The Action and Reason codes for the second row of this transaction are Termination RIF.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data
Prerequisites	The Layoff/Termination/Retirement checklist and all associated documentation must be completed.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear
Basic Search Save Search Criteria

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert the layoff row for this transaction.
Navigation	<ul style="list-style-type: none"> • Workforce Administration>Job Information>Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Jesse James Empl ID 104402
Employee

Work Location Details ?
2 of 22

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Suspended

*Action Layoff

Reason Layoff - Reduction in Force

*Job Indicator Primary Job

Go To Row + -

Position Number Senior Deputy Sheriff

Use Position Data

Position Entry Date

Position Management Record

*Regulatory Region United States

*Company County of Ventura

*Business Unit Sheriff's Office

*Department East County Patrol

Department Entry Date

*Location Sheriff - East Co Moorpark

Establishment ID Sheriff

History

Date Created 01/29/2019

Last Start Date

Expected Job End Date

Expected Return Date

Last Date Worked

Termination Date

Override Last Date Worked

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert the layoff row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

Effective Date

Enter the effective date of the layoff, which is the day after the last day for which the employee has compensated hours, unless the employee has been on a leave of absence from which he has not yet returned. In that case, the effective date of the layoff is the Expected Return Date or the employee's resignation date, whichever is later.

Effective Sequence

Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.

Action and Reason

Enter *Layoff* for the Action and *RIF* for the Reason.

Job Indicator

Defaults to Primary Job --this value should not be changed.

Click the **Save** button.

Note: You must wait until the final check from the layoff is processed and issued before entering the future-dated termination row for this employee. A good rule of thumb is to wait until the pay period following that in which the layoff is effective to enter the future-dated termination row.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data
Prerequisites	The final check from the layoff must be processed and issued before this row can be entered.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#)
 [Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert the future-dated termination row for this transaction.
Navigation	<ul style="list-style-type: none"> • Workforce Administration>Job Information>Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Jesse James Empl ID 104402
Employee

Work Location Details 1 of 21

*Effective Date

Effective Sequence

HR Status

Payroll Status

*Action

Reason

*Job Indicator

Go To Row

Position Number

Senior Deputy Sheriff

Current

Position Entry Date

Position Management Record

*Regulatory Region

*Company

*Business Unit

*Department

United States

County of Ventura

Sheriff's Office

East County Patrol

Department Entry Date

*Location

Establishment ID

Date Created 01/29/2019

Last Start Date

Expected Job End Date

Last Date Worked

Termination Date

Override Last Date Worked

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert the termination row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the termination, which is two years from the effective date of the layoff.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Termination</i> for the Action and <i>RIF</i> for the Reason.
Job Indicator	Defaults to Primary Job --this value should not be changed.

Click the **Save** button.

If the Last Date Worked is different from that which was entered by the system, click the **Employment Data** hyperlink, enter the appropriate value in the Last Date Worked field, and click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: At this point, it is necessary to forward the layoff paperwork as outlined on the Layoff/Termination/Retirement checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The layoff process is now complete!

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Recall

The recall process is used to bring an employee who has been laid off back to active status. The employee must be certified from a re-employment list, and the recall must be effective within two years of the effective date of the layoff. If it has been longer than that, the employee's status is terminated, and a rehire transaction is required.

When an employee is recalled, he may be recalled to his former department or he may be recalled to a different department. If he is recalled to his former department, the department representative already has access to his records in VCHRP. If recalled to a different department, the department representative needs to contact Human Resources Division with the effective date of the recall and the position number into which the employee is being placed. Once Human Resources Division keys in that data and the effective date arrives, the department representative can complete the process.

***** Merit data (Status Code, Merit Code, and Hours Needed) and Probation data (Status Code and Hours Needed) do not change when this transaction is entered; however, it may need to be corrected manually. Please refer to Appendix K and work with your assigned Human Resources Division Analyst to determine what data, if any, needs to be changed manually. Be sure to note and highlight the needed changes on the Personnel Action Form, so Human Resources Division staff can enter those changes when the paperwork is received.**

There are up to four parts to the recall transaction. The first is to update the employee's job data record, the second is to update the employee's personal information record if the data has changed, the third is to update the employee's emergency contact record if the data has changed, and the fourth is to update the employee's Additional Pay if changes are necessary.

The Action for this transaction is Recall from Suspension/Layoff. The Reason for it is one of the following:

RE1 - Use RE1 if the recall is effective within 30 days of the layoff and in the same benefits plan year.

RE2 - Use RE2 if the recall is effective 30+ days after the layoff and in the same benefits plan year.

RE3 - Use RE3 if the recall is effective in a different benefits plan year, regardless of timing.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter> Job Data
Prerequisites	The New Hire/Rehire/Recall checklist and all associated documentation must be completed.
Access Requirements	You must have access to the employee's records. If you don't have access, coordinate this transaction with Human Resources Division.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID
begins with ▼

Name
begins with ▼

Last Name
begins with ▼

Second Last Name
begins with ▼

Alternate Character Name
begins with ▼

Middle Name
begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#) [Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to delete the future-dated termination row.
Navigation	<ul style="list-style-type: none">• Workforce Administration>Job Information>Job Data>Work Location

The screenshot shows the 'Work Location' page for employee Jesse James (Empl ID: 104402). The page is divided into several sections: 'Work Location Details', 'Position Information', and 'Termination Information'. The 'Work Location Details' section includes fields for Effective Date (02/10/2019), Effective Sequence (0), HR Status (Inactive), Payroll Status (Terminated), Position Number (00001588), Position Entry Date (03/25/2018), Regulatory Region (USA), Company (COV), Business Unit (SHFVC), Department (2555), Department Entry Date (03/25/2018), Location (SHRF_COURT), and Establishment ID (SHF). The 'Termination Information' section includes Last Start Date (05/28/1998), Termination Date (02/09/2019), and Last Date Worked (02/09/2019). A dialog box is overlaid on the page, asking 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' with 'OK' and 'Cancel' buttons.

Job Data - Work Location Page

Note: Before proceeding, you must click the - button in the top, right corner of the page to delete the future-dated termination row. When the system prompts you (as shown in the screen shot on the previous page), click **OK** to delete the row.

Click the **Save** button.

Note: You must exit and re-enter this record before adding the recall from suspension/layoff row. To do this, click the Return to Search button to exit the record; then click the Search button to re-enter the record. Any time you process multiple rows, you must save, exit, and re-enter between each row.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert the recall row.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Dept WorkCenter >Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Jesse James Empl ID 104402
Employee

Work Location Details 1 of 1

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row + -

*Action Pay Rate Change

Reason Merit

*Job Indicator Primary Job

Position Number Sheriff's Sergeant

Override Position Data

Position Entry Date Position Management Record

Regulatory Region USA United States

Company COV County of Ventura

Business Unit SHFVC Sheriff's Office

Department 2555 Court Services

Department Entry Date

Location SHRF_COURT Sheriff - Court Services

Establishment ID Sheriff Date Created 08/29/2018

Last Start Date

Expected Job End Date

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Work Location Page

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert the recall row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the recall, which is the first day on which the employee actually works, unless that is a Monday, in which case, the effective date is the Sunday immediately prior to that Monday.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Recall from Suspension/Layoff</i> for the Action and the appropriate value for the Reason.
Job Indicator	Defaults to Primary Job --this value should not be changed.
<u>Position Number</u>	<p><u>For a position number change</u>, enter the new number and tab to pull in the Position Data defaults.</p> <p><u>For no position number change</u>, either Use Position Data if the defaults are appropriate for the employee or Override Position Data if the defaults are not appropriate for the employee and make appropriate changes.</p>
Position Entry Date	Defaults by the system--this value should not be changed.
Regulatory Region	Defaults to <i>USA</i> --this value should not be changed.
Company	Defaults to <i>COV</i> --this value should not be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Department Entry Date	Defaults by the system--this value should not be changed.
<u>Location</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.
Expected Job End Date	Not used by the County of Ventura.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Job Information

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Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Jesse James Empl ID 104402
Employee

Job Information Details 1 of 1

Effective Date	08/26/2018		Go To Row
Effective Sequence	0	Action	Pay Rate Change
HR Status	Active	Reason	Merit
Payroll Status	Active	Job Indicator	Primary Job

Job Code	01780	Sheriff's Sergeant	
Entry Date	02/25/2018		
Supervisor Level			
Supervisor ID	<input type="text"/>		
Reports To			
Regular/Temporary	Regular	Full/Part	Full-Time
Empl Class	<input type="text" value="Regular"/>	*Officer Code	<input type="text" value="None"/>
Regular Shift	Not Applicable	Shift Rate	<input type="text"/>
		Shift Factor	<input type="text"/>

Standard Hours

Standard Hours	80.00	Work Period	B	Biweekly
FTE	1.000000			

Contract Number

Contract Number	<input type="text"/>	Next Contract Number
Contract Type		

[USA](#)

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Job Information Page

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<u>Job Code</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class. *See the note below. *See Appendix C.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
<u>Standard Hours</u>	Defaults from Job Code. If it needs to be changed, enter the appropriate value. *See the note below.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the employee's work day hours. *See the note below.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Job Labor

The screenshot shows the 'Job Labor' page for employee Jesse James (Empl ID 104402). The page is divided into several sections:

- Navigation Tabs:** Work Location, Job Information, Job Labor (selected), Payroll, Salary Plan, Compensation.
- Employee Info:** Jesse James, Empl ID 104402.
- Labor Information:**
 - Effective Date: 09/26/2018
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Pay Rate Change
 - Reason: Merit
 - Job Indicator: Primary Job
 - Buttons: Go To Row, Current
- Search Fields:** Bargaining Unit, Labor Agreement, Labor Agreement Entry Dt, Employee Category, Employee Subcategory, Employee Subcategory 2, Union Code (DSS), Union Seniority Date, Works Council ID, Labor Facility ID, Entry Date, Reason.
- Assigned Seniority Dates:**

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
- Buttons:** Recalculate Seniority Dates, Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History.

Job Data - Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Payroll

Job Data - Payroll Page

<u>Pay Group</u>	Verify the pay group. If it needs to be changed, enter the appropriate value. *See Appendix E.
<u>Employee Type</u>	Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.
<u>Holiday Schedule</u>	Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.
Tax Location Code	Defaults from DeptID – this value should not be changed.
<u>FICA Status</u>	Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.
GL Pay Type	Not used by the County of Ventura.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Salary Plan

Job Data - Salary Plan Page

Salary Admin Plan	Defaults from the Job Code --this value should not be changed.
Grade	Defaults from the Job Code --this value should not be changed.
Grade Entry Date	Defaults by the system -- this value should not be changed.
Step	Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.
Step Entry Date	Defaults by the system. *See the note below.

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Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Jesse James Empl ID 104402
Employee

Compensation Details 1 of 1

Effective Date	08/28/2018		Go To Row
Effective Sequence	0	Action	Pay Rate Change
HR Status	Active	Reason	Merit
Payroll Status	Active	Job Indicator	Primary Job

Compensation Rate	61.840366*	Frequency	H	Hourly
-------------------	------------	-----------	---	--------

▶ [Comparative Information](#) ?

▶ [Pay Rates](#) ?

Default Pay Components

Pay Components ?

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	61.840366*	USD	H		+	-

Calculate Compensation

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
----------	-----------------	-----------------------	--------------------------------

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Update/Display](#) [Include History](#) [Correct History](#)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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If you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Benefit Program Participation

Benefit Program Participation

Jesse James
Employee
Empl ID 104402

Benefit Status 1 of 1

[Go To Row](#)

Effective Date 09/26/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Pay Rate Change

Reason Merit

Job Indicator Primary Job

*Benefits System Benefits Administration

Annual Benefits Base Rate USD

Current

Benefits Employee Status Active

[ACA Eligibility Details](#)

Benefits Administration Eligibility ?

BAS Group ID DSA

Elig Fld 1

Elig Fld 4

Elig Fld 7

VC Deputy Sheriff Association

Elig Fld 2

Elig Fld 5

Elig Fld 8

Elig Fld 3

Elig Fld 6

Elig Fld 9

Benefit Program Participation Details 1 of 1 [View All](#)

*Effective Date 09/26/1998

*Benefit Program 111

Currency Code USD

VCDSA Employees

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

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Job Data - Benefit Program Participation Page

Benefits Systems	Defaults to Benefits Administration – this value should not be changed
Annual Benefits Base Rate	Not used by the County of Ventura.
<u>BAS Group ID</u>	Enter the appropriate value. *See Appendix J.
Eligibility Fields 1-9	These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.
Effective Date	Defaults from previous row--this value should not be changed.
Benefit Program	Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: Please check the information on the Probation and Merit pages to make sure that the system set the information appropriately for this transaction--see the first page of the Recall section of this chapter. To do this, you must refresh the page information by clicking the **Return to Search** button to exit the record and then clicking the **Search** button to re-enter the record. If changes are needed, note and highlight them on the Personnel Action Form.

The next step of the recall process is to determine if the employee's personal information, emergency contact information, or Additional Pay information needs to be updated.

If personal information needs to be updated, please refer to Chapter 12, the Personal Data Changes section.

If emergency contact information needs to be updated, please refer to Chapter 12, the Emergency Contact section.

If the Additional Pay information needs to be updated, please complete the Additional Pay Action Form and turn it in with the recall Personnel Action Form. *See to Appendix I for a list of Additional Pay Earn Codes.

***IMPORTANT:** If you recalled an employee whose eligibility to work in the United States is a Visa, then you must also complete the Identification Data component. Please refer to Chapter 12 for details.

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Note: At this point, it is necessary to forward the recall paperwork as outlined on the New Hire/Rehire/Recall checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The recall process is now complete!

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Chapter 9 - Retirements

There are two types of retirements used at the County of Ventura, which are outlined below and followed by VCHRP screen shots for your reference.

Disability

A disability retirement is used when an employee is retiring from County service due to disability.

The Action and Reason codes for this type of retirement are Retirement DIS.

Regular

A regular retirement is used when an employee is retiring from County service for some reason other than disability.

The Action and Reason codes for this type of retirement are Retirement RMT.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator HR/Ben Dept Rep WorkCenter>Job Data
Prerequisites	The Layoff/Termination/Retirement checklist and all associated documentation must be completed.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear
Basic Search Save Search Criteria

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Work Location

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Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Julie Stallings Empl ID 101495

Employee

Work Location Details 1 of 2

*Effective Date: 10/11/2011

Effective Sequence: 0

HR Status: Inactive

Payroll Status: Retired

*Action: Retirement

Reason: Normal Retirement

*Job Indicator: Primary Job

Go To Row + -

Position Number: 00022108 Staff/Services Manager II

Use Position Data

Position Entry Date: 08/12/2007

Position Management Record

*Regulatory Region: USA United States

*Company: COV County of Ventura

*Business Unit: RETVC VC Employees' Retirement Assoc

*Department: 8945 Retirement Admin

Department Entry Date: 08/12/2007

*Location: RETIREMENT Via Cnty Employees Rmt Assoc.

Establishment ID: RET Retirement Date Created 01/30/2019

Last Start Date: 01/12/1987 Termination Date 10/10/2011

Expected Job End Date:

Override Last Date Worked

Last Date Worked: 10/10/2011

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Work Location Page

Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

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Effective Date

Enter the effective date of the retirement, which is the day after the last day for which the employee has compensated hours, unless the employee has been on a leave of absence from which he has not yet returned OR in the case of an approved disability retirement.

*In cases of leaves, the effective date of the retirement is the Expected Return Date or the employee's retirement date, whichever is later.

*In cases of approved disability retirements, the effective date is the date of the hearing at which the disability retirement was granted.

Effective Sequence

Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.

Action and Reason

Enter *Retirement* for the Action and the appropriate value for the Reason.

Job Indicator

Defaults to Primary Job --this value should not be changed.

Click the **Save** button.

If the Last Date Worked is different from that which was entered by the system, click the **Employment Data** hyperlink, enter the appropriate value in the Last Date Worked field, and click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: At this point, it is necessary to forward the retirement paperwork as outlined on the Layoff/Termination/Retirement checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The retirement process is now complete!

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Chapter 10 - Terminations

A termination is used when an employee terminates from County service. There are many reasons for termination, which are outlined below and followed by VCHRP screen shots for your reference.

Death

A termination resulting from death is used when the employee passes away while in an active status.

An original and a copy of the death certificate are required for this transaction.

The Action and Reason codes for this type of termination are Termination DEA.

Dismissal

A dismissal termination is used when a non-probationary employee is terminated for cause.

This transaction would be the result of the skelly process.

The Action and Reason codes for this type of termination are Termination DSC.

Employee Class Change

The employee class change termination is used when an employee is terminated from one Employee Class and rehired into another Employee Class.

The Action and Reason codes for this type of termination are Termination ECC.

Extra Help or Intermittent

When an Extra Help or Intermittent employee is being terminated, regardless of the reason, use the Action and Reason codes Termination OTH (see below).

The employee's position number is inactivated by Human Resources Division as of the effective date of the transaction.

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Other

This termination is used for job abandonment, to terminate an employee who does not return to work after a leave of absence without notice to the department, to terminate an at-will employee on the part of the County, to terminate a fixed-term employee at the end of the fixed-term period, to terminate a temporary appointment, and to terminate an Extra Help or Intermittent employee.

In the case of job abandonment or no return after leave of absence, a letter is to be sent to the employee as notice of intent to terminate.

The Action and Reason codes for this type of termination are Termination OTH.

Probationary

A probationary termination is used when an employee fails probation and is terminated from County service.

A termination letter is to be handed to the employee on the last day of work.

The Action and Reason codes for this type of termination are Termination PRB.

Provisional

A provisional termination is used when an employee who was hired under a provisional appointment is terminated because an eligible list, from which a permanent selection can be made, has been established.

A letter is to be sent to the employee as notice of intent to terminate.

The Action and Reason codes for this type of termination are Termination PRV.

Resignation

A resignation termination is used when an employee voluntarily leaves County service. This includes employees who are on leave and notify the department that they do not intend to return, and at-will employees who resign.

The Action and Reason codes for this type of termination are Termination RES.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none"> • Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data
Prerequisites	The Layoff/Termination/Retirement checklist and all associated documentation must be completed.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search

▼ Search Criteria

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#)
 [Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Work Location

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Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Sampson Harrison Empl ID 101495
Employee

Work Location Details 1 of 22

*Effective Date

Effective Sequence

HR Status Inactive

Payroll Status Terminated

*Action Termination

Reason Resignation

*Job Indicator Primary Job

Go To Row + -

Position Number Staff/Services Manager II

Use Position Data

Position Entry Date

Position Management Record

*Regulatory Region United States

*Company County of Ventura

*Business Unit VC Employees' Retirement Assoc

*Department Retirement Admin

Department Entry Date

*Location Via Cnty Employees Rtmt Assoc.

Establishment ID Retirement Date Created 01/29/2019

Last Start Date Termination Date 10/14/2011

Expected Job End Date

Last Date Worked Override Last Date Worked

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

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Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the termination, which is the day <u>after</u> the last day for which the employee has compensated hours, unless the employee has been on a leave of absence from which he has not yet returned. In that case, the effective date of the termination is the Expected Return Date or the employee's resignation date, whichever is later.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Termination</i> for the Action and the appropriate value for the Reason.
Job Indicator	Defaults to Primary Job --this value should not be changed.

Click the **Save** button.

If the Last Date Worked is different from that which was entered by the system, click the **Employment Data** hyperlink, enter the appropriate value in the Last Date Worked field, and click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

Note: At this point, it is necessary to forward the termination paperwork as outlined on the Layoff/Termination/Retirement checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The termination process is now complete!

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This page is intentionally blank.

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Chapter 11 - Rehires

A rehire is used when a person is hired who was previously an employee in VCHRP and whose current status is now either retired or terminated. There are several types of rehires used at the County of Ventura, and they are outlined below and followed by VCHRP screen shots for your reference.

There are up to four parts to the rehire transaction. The first is to update the employee's job data record, the second is to update the employee's personal information record if the data has changed, the third is the update the employee's emergency contact record if the data has changed, and the fourth is to update the employee's Additional Pay if changes are necessary.

Employee Class Change

An employee class change rehire is used when an employee is terminated from one Employee Class and is rehired into another Employee Class.

The Action and Reason codes for this type of rehire are Rehire ECC.

Extra Help or Intermittent (includes Retirees)

A rehire of an Extra Help or Intermittent employee requires that some steps be taken prior to keying the rehire into VCHRP. The first step is to submit the Extra Help/Intermittent Request Form to Human Resources Division for approval. If approved, the request form is returned to the department with the position number into which the employee should be hired. Once the employee is selected, the department representative can proceed with the regular rehire process, as outlined in the remainder of this chapter.

The Action for this transaction is Rehire. The Reason for it is one of the following:

RE1 - Use RE1 if the rehire is effective within 30 days of the separation and in the same benefits plan year.

RE2 - Use RE2 if the rehire is effective 30+ days after the separation and in the same benefits plan year.

RE3 - Use RE3 if the rehire is effective in a different benefits plan year, regardless of timing.

RET - Use RET if the employee is a County retiree, regardless of timing.

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Regular

A regular rehire is used to rehire an employee into an employee class other than Extra Help or Intermittent.

The Action for this transaction is Rehire. The Reason for it is one of the following:

RE1 - Use RE1 if the rehire is effective within 30 days of the separation and in the same benefits plan year.

RE2 - Use RE2 if the rehire is effective 30+ days after the separation and in the same benefits plan year.

RE3 - Use RE3 if the rehire is effective in a different benefits plan year, regardless of timing.

RET - Use RET if the employee is a County retiree, regardless of timing.

Reinstatement

A rehire reinstatement is used to rehire an employee who was terminated for cause, grieved that termination, and was awarded reinstatement to County service.

The Action for this transaction is Rehire. The Reason for it is REI.

You prepare the Personnel Action Form for this transaction, but it is entered into VCHRP by Human Resources Division staff only.

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Job Data - Find an Existing Value Page

Usage	Use this page to select the employee's job data record.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data
Prerequisites	The New Hire/Rehire/Recall checklist and all associated documentation must be completed.
Access Requirements	You must have access to the employee's records. If you don't have access, coordinate this transaction with Human Resources Division.

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Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Job Data - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's job data record.

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Job Data - Work Location Page

Usage	Use the Work Location page to insert a new row for this transaction.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Work Location

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Lewis Callahan Empl ID 104915
 Employee

Work Location Details 1 of 3

*Effective Date	10/02/2011		Go To Row
Effective Sequence	0	*Action	Rehire
HR Status	Active	Reason	Rehire in Different Plan Year
Payroll Status	Active	*Job Indicator	Primary Job

Position Number	00002201	Insect Detection Specialist I	Current
Override Position Data			
Position Entry Date	10/02/2011	<input type="checkbox"/> Position Management Record	
Regulatory Region	USA	United States	
Company	COV	County of Ventura	
Business Unit	AGRVC	Agricultural Commissioner	
Department	4520	Pierces Disease Control (GWSS)	
Department Entry Date	10/02/2011		
Location	AGRI_DEPT	Agricultural Department	
Establishment ID	AGR	Agriculture Commissioner	Date Created 01/30/2019

Last Start Date	10/02/2011	Termination Date	
Expected Job End Date			

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
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Save	Return to Search	Notify	Refresh	Update/Display	Include History	Correct History
---	---	---	--	---	--	--

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

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Job Data - Work Location Page

Note: Before proceeding, you must click the + button in the top, right corner of the page to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to verify and change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the rehire, which is the first Sunday of the pay period.
<u>Effective Sequence</u>	Defaults to 0. This value is changed on subsequent rows only when two or more rows have the same effective date.
<u>Action and Reason</u>	Enter <i>Rehire</i> for the Action and the appropriate value for the Reason.
Job Indicator	Defaults to Primary Job --this value should not be changed.
<u>Position Number</u>	<p>For a <u>position number change</u>, enter the new number and tab to pull in the Position Data defaults.</p> <p>For <u>no position number change</u>, either Use Position Data if the defaults are appropriate for the employee or Override Position Data if the defaults are not appropriate for the employee and make appropriate changes.</p>
Position Entry Date	Defaults by the system--this value should not be changed.
Regulatory Region	Defaults to <i>USA</i> --this value should not be changed.
Company	Defaults to <i>COV</i> --this value should not be changed.
Business Unit	Defaults from Position Data--this value should not be changed.
<u>Department</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Department Entry Date	Defaults by the system--this value should not be changed.
<u>Location</u>	Defaults from Position Data. If it needs to be changed, enter the appropriate value.
Establishment ID	Defaults from Business Unit--this value should not be changed.
Expected Job End Date	Not used by the County of Ventura.

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Job Data - Job Information Page

Usage	Use the Job Information page to enter the employee's job information.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Job Information

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Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
-------------------------------	---------------------------------	---------------------------	-------------------------	-----------------------------	------------------------------

Lewis Callahan Empl ID 104915
Employee

Job Information Details 1 of 3

Effective Date	10/02/2011	Go To Row
Effective Sequence	0	Action
HR Status	Active	Reason
Payroll Status	Active	Job Indicator
		Rehire
		Rehire in Different Plan Year
		Primary Job
		Current

Job Code	00573	Insect Detection Specialist I
Entry Date	10/02/2011	
Supervisor Level		
Supervisor ID	<input type="text"/>	
Reports To		
Regular/Temporary	Regular	Full/Part
Empl Class	Regular	Full-Time
Regular Shift	Not Applicable	*Officer Code
		None
		Shift Rate
		Shift Factor

Standard Hours

Standard Hours	80.00	Work Period	B	Biweekly
FTE	1.000000			

Contract Number

Contract Number	<input type="text"/>	Next Contract Number
Contract Type		

USA

FLSA Status	Nonexempt	Work Day Hours	9.00
*EEO Class	None of the Above		

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
--------------------------	---------------------------------	---------------------------------------	--

Save	Return to Search	Notify	Refresh	Update/Display	Include History	Correct History
----------------------	----------------------------------	------------------------	-------------------------	--------------------------------	---------------------------------	---------------------------------

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Job Data - Job Information Page

Job Code

Defaults from Position Data. If it needs to be changed, enter the appropriate

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	value.
Entry Date	Defaults by the system--this value should not be changed.
<u>Supervisor Level</u>	Used for HSA only.
<u>Supervisor ID</u>	Enter the EmplID of the employee's supervisor. This is the person who the employee reports to and who should have access to view the employee's data through Manger Self Service.
Reports to	Not used by the County of Ventura.
Regular/Temporary	Defaults to <i>Regular</i> --this value should not be changed.
Full/Part	Defaults when record is saved - this value should not be changed.
<u>Empl Class</u>	Verify the employee class. *See the note below. *See Appendix C.
Officer Code	Not used by the County of Ventura.
Regular Shift	Not used by the County of Ventura.
Shift Rate	Not used by the County of Ventura.
<u>Standard Hours</u>	Defaults from Job Code. If it needs to be changed, enter the appropriate value. *See the note below.
FTE	Defaults from Standard Hours--this value should not be changed.
Work Period	Defaults to <i>B</i> for biweekly--this value should not be changed.
Contract Number	Not used by the County of Ventura.
FLSA Status	Defaults from the Job Code – this value cannot be changed.
EEO Class	Not used by the County of Ventura.
<u>Work Day Hours</u>	Verify the employee's work day hours. *See the note below.

Note: It is extremely important that you verify the Empl Class, Standard Hours and Work Day Hours, and correct the data if needed. These are rule eligibility variables, particularly in the area of employee benefits, so it is essential that the information here be accurate.

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Job Data - Job Labor Page

Usage	Use the Job Labor page to view the employee's job labor (union) information.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Job Labor

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Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Lewis Callahan
Employee
Empl ID 104915

Labor Information ⓘ
1 of 2

Effective Date 10/02/2011

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Rehire

Reason Rehire in Different Plan Year

Job Indicator Primary Job

Go To Row

Current

Bargaining Unit

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code UPT SEIU Technical

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Stop Wage Progression

Pay Union Fee

Exempt from Layoff

Reason

Assigned Seniority Dates ⓘ
1-1 of 1
View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			☐	

Recalculate Seniority Dates

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Job Labor Page

Information on this page defaults from the Job Code, no changes are needed.

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Job Data - Payroll Page

Usage	Use the Payroll page to enter the employee's payroll information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Payroll

Job Data - Payroll Page

Payroll System

Defaults to *Payroll for North America*--this value should not be changed.

Pay Group

Verify the pay group. If it needs to be changed, enter the appropriate value.
*See Appendix E.

Employee Type

Defaults from FLSA Status. This value should only be changed for line-assigned VCPFA employees or employees with a Work Day Hours value of 8.25.

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<u>Holiday Schedule</u>	Verify the holiday schedule. If it needs to be changed, enter the appropriate value. *See Appendix F.
Tax Location Code	Defaults from DeptID – this value should not be changed.
<u>FICA Status</u>	Enter the appropriate value. *See Appendix G. Auditor-Controller Payroll staff monitors, and changes as needed.
GL Pay Type	Not used by the County of Ventura.

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Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter the employee's salary information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Salary Plan

Job Data - Salary Plan Page

Salary Admin Plan	Defaults from the Job Code --this value should not be changed.
Grade	Defaults from the Job Code --this value should not be changed.
Grade Entry Date	Defaults by the system -- this value should not be changed.
Step	Defaults from Job Code and is view-only. If it needs to be changed, highlight the field on the PAF for entry by HR staff. *See the note below.

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Step Entry Date Defaults by the system. *See the note below.

Note: Step and Step Entry Date apply only to select job codes within the FFF, FGF and NCN Salary Administration Plans.

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Job Data - Compensation Page

Usage	Use the Compensation page to enter the employee's compensation information.
Navigation	<ul style="list-style-type: none"> Workforce Administrator>HR/Ben Dept Rep WorkCenter >Job Data>Compensation

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Lewis Callahan
Employee Empl ID 104915

Compensation Details 1 of 3

Effective Date: 10/02/2011	Go To Row
Effective Sequence: 0	Action: Rehire
HR Status: Active	Reason: Rehire in Different Plan Year
Payroll Status: Active	Job Indicator: Primary Job

Compensation Rate: 13.765000 Frequency: H Hourly Current

▶ Comparative Information ?

▶ Pay Rates ?

Default Pay Components

Pay Components ?

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	13.765000	USD	H		+	-

Calculate Compensation

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Job Data - Compensation Page

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If you get to this point on a transaction and realize that any of the data on this page needs to be changed, back out of the transaction and send the PAF to Human Resources Division staff for entry.

Click the **Benefits Program Participation** hyperlink at the bottom of the page.

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Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter the employee's BAS Group ID.
Navigation	<ul style="list-style-type: none"> Workforce Administrator > HR/Ben Dept Rep WorkCenter > Job Data > Benefit Program Participation

Benefit Program Participation

Lewis Callahan Empl ID 104915
Employee

Benefit Status ?
1 of 3

Effective Date	10/02/2011	Action	Rehire
Effective Sequence	0	Reason	Rehire in Different Plan Year
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

*Benefits System Benefits Administration Current
Benefits Employee Status Active

Annual Benefits Base Rate USD

Benefits Administration Eligibility ?

BAS Group ID	<input style="width: 80px;" type="text" value="USE"/>	Service Employees Union Intl	
Elig Fld 1	<input style="width: 80px;" type="text"/>	Elig Fld 2	<input style="width: 80px;" type="text"/>
Elig Fld 4	<input style="width: 80px;" type="text"/>	Elig Fld 5	<input style="width: 80px;" type="text"/>
Elig Fld 7	<input style="width: 80px;" type="text"/>	Elig Fld 8	<input style="width: 80px;" type="text"/>
		Elig Fld 3	<input style="width: 80px;" type="text"/>
		Elig Fld 6	<input style="width: 80px;" type="text"/>
		Elig Fld 9	<input style="width: 80px;" type="text"/>

Benefit Program Participation Details ?
1 of 1 | View All

*Effective Date	<input style="width: 80px;" type="text" value="04/19/1999"/>	Currency Code	USD
*Benefit Program	<input style="width: 80px;" type="text" value="109"/>	SEIU Employees	

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
--------------------------	---------------------------------	---------------------------------------	--

<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Update/Display"/>	<input type="button" value="Include History"/>	<input type="button" value="Correct History"/>
-------------------------------------	---	---------------------------------------	--	---	--	--

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Job Data - Benefit Program Participation Page

Benefits Systems Defaults to Benefits Administration – this value should not be changed

Annual Benefits Base Rate Not used by the County of Ventura.

BAS Group ID Enter the appropriate value. *See Appendix J.

Eligibility Fields 1-9 These fields are used by Benefits staff only for eligibility rules. Do not enter/delete information in/from these fields.

Effective Date Defaults from previous row--this value should not be changed.

Benefit Program Defaults from previous row--this value should not be changed. Benefits Administration places the employee into the appropriate program.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

The next step of the rehire process is to determine if the employee's personal information, emergency contact information, or Additional Pay information needs to be updated.

If personal information needs to be updated, please refer to Chapter 12, the Personal Data Changes section.

If emergency contact information needs to be updated, please refer to the Emergency Contact section of Chapter 12.

If the Additional Pay information needs to be updated, please complete the Additional Pay Action Form and turn it in with the Personnel Action Form for the recall. *See Appendix I for a list of Additional Pay Earn Codes.

***IMPORTANT:** If you rehired an employee whose eligibility to work in the United States is a Visa, then you must also complete the Identification Data component. Please refer to Chapter 12 for details on completing the Identification Data pages.

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Note: At this point, it is necessary to forward the rehire paperwork as outlined on the New Hire/Rehire/Recall checklist to Human Resources Division. The paperwork is filed in the employee's personnel file and kept in Human Resources Division.

The rehire process is now complete!

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This page is intentionally blank.

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Chapter 12 - Miscellaneous Transactions

While most employee transactions in VCHRP require Action and Reason codes, some do not. This chapter outlines some of these transactions, and each is followed by VCHRP screen shots for your reference.

Employee Class Change

When an employee's Employee Class is changing, the Termination and Rehire transactions are used.

If the employee does not work on the last day of the pay period, the separation is effective the last day of that pay period and should be processed during that pay period. The rehire is effective the first day of the following pay period and should be processed during the following pay period.

If the employee does work on the last day of the pay period, the separation and rehire transactions are processed as follows:

- i. The separation is effective the first day of the following pay period and should be entered during the following pay period.
- ii. After the separation is entered, the agency submits an off-cycle check request to Auditor-Payroll.
- iii. Auditor-Payroll processes the final check for the employee.
- iv. After the final check has been confirmed, the rehire is entered effective the first day of that pay period.

Probation Extension

The probation extension is used when you want to extend an employee's probationary period. The Personnel Action Form for this transaction must be completed and sent to Human Resources Division for entry into the system since there are required changes that must be made after the Job Data row has been entered.

A probation extension must be processed before the employee completes the current probationary period. The effective date of the transaction should be the pay period begin date of the pay period in which it is to be entered, which can be any time before the employee completes his probationary period. You need to indicate on the Personnel Action Form that the probation is to be extended by a specific number of hours-- please be sure that this is done in multiples of 80. For example, you might write "Please extend the employee's probation by 480 hours."

The Action and Reason codes for this transaction are Probation EXT.

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To end a probation extension prior to reaching the extended hours, submit a PAF with the effective date the extension should end (the last day of the pay period), leaving the action/reason field blank. Indicate in the notes portion of the PAF that the probation hours need to be reset/ended, and attach the necessary documentation to the PAF

You prepare the Personnel Action Forms for these transactions, but it is entered into VCHRP by Human Resources Division staff only.

Note: When a probation extension is processed, the hours of extension are added to the current Hours Needed value to get the new Hours Needed value. For example, if the employee has 160 hours needed and you request that his probation be extended by 480 hours, the new Hours Needed value will be 640. Also, once the probationary period is extended, the employee must complete the entire new probationary period--he cannot complete probation "early."

Emergency Contact

The Emergency Contact component is used to record the employee's emergency contact information.

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Emergency Contact - Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee for whom this transaction is being performed.
Navigation	<ul style="list-style-type: none">• Workforce Administration>Personal Information>Personal Relationships > Emergency Contact

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Emergency Contact - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee for whom this transaction is being performed.

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Emergency Contact - Contact Address/Phone Page

Usage	Use the Contact Address/Phone page to enter the contact's address and phone information.
Navigation	<ul style="list-style-type: none"> Workforce Administration>Personal Information>Personal Relationships>Emergency Contact>Contact Address/Phone

Contact Address/Phone
Other Phone Numbers

Lewis Callahan
Person ID 104915

Emergency Contact

 |
 |
 |

*Contact Name

Primary Contact

Same Address as Employee

Same Phone as Employee

*Relationship to Employee

Address Type

Phone Type

Employee's Current Address

Country USA United States

Address 2602 Westridge Ave W Apt. D201
Tacoma, WA 98466

Employee's Phone

Phone 805/797-1168

Save
Return to Search
Notify

Contact Address/Phone
[Other Phone Numbers](#)

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Emergency Contact - Contact Address/Phone Page

<u>Contact Name</u>	Enter the contact name--use the VCHRP name format (Lastname,Firstname).
<u>Relationship to Employee</u>	Enter the contact's relationship to the employee.
<u>Primary Contact</u>	Select the check box for the primary contact only. Leave it unselected for additional contacts.
<u>Same Address as Employee</u>	Select the check box if the contact's address is the same as that of the employee. Leave it unselected if it is different.
<u>Address Type</u>	This field appears if the Same Address as Employee check box is selected. It defaults to the address type on file for the employee--this value should not be changed.
<u>Same Phone as Employee</u>	Select the check box if the contact's phone is the same as that of the employee. Leave it unselected if it is different.
<u>Phone Type</u>	This field appears if the Same Phone as Employee check box is selected. It defaults to the phone type on file for the employee--this value should not be changed.
Country	Defaults to <i>USA</i> --this value should not be changed.
<u>Address</u>	Defaults to the employee's address if the Same Address as Employee check box is selected. If that check box is not selected, use the Edit Address hyperlink to enter the contact's address information.
<u>Phone</u>	Defaults to the employee's phone if the Same Phone as Employee check box is selected. If that check box is not selected, enter the contact's phone information.

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Emergency Contact - Other Phone Numbers Page

Usage	Use the Other Phone Numbers page to enter additional phone numbers for the contact.
Navigation	<ul style="list-style-type: none">• Workforce Administration>Personal Information>Personal Relationships>Emergency Contact>Other Phone Numbers

Contact Address/Phone | **Other Phone Numbers**

Lewis Callahan Person ID 104915

Emergency Contact 1 of 1 | View All

Contact Name Anderson,Brad/cathy + -
Relationship to Employee Parent Primary Contact

Other Phone Numbers for Emergency Contact 1 of 1 | View All

*Phone Type	Work	Phone	805/983-0464	Extension		+ -
-------------	------	-------	--------------	-----------	--	-----

Save | **Return to Search** | **Notify**

Contact Address/Phone | Other Phone Numbers

Emergency Contact - Other Phone Numbers Page

Phone Type Enter the contact's phone type.

Phone Enter the contact's phone number.

Note: If additional phone numbers need to be entered for this contact, click the + sign to the right of the Phone field and enter the additional information.

Note: If additional contacts need to be entered for this employee, click the + sign to the right of the Contact Name field on either page of this component and enter that contact's information on both pages.

Click the **Save** button.

The emergency contact process is now complete!

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Identification Data

The Identification Data component is used to record the employee's Visa information.

Identification Data - Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee's record.
Navigation	<ul style="list-style-type: none">Workforce Administration>Personal Information>Citizenship>Identification Data

Identification Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

Search

Clear

[Basic Search](#)  [Save Search Criteria](#)

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[Identification Data - Find an Existing Value Page](#)

Type in one or more of the search criteria and click the **Search** button to select the employee's record.

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Identification Data - Visa/Permit Data Page

Usage	Use the Visa/Permit Data page to record the employee's Visa information.
Navigation	<ul style="list-style-type: none"> Workforce Administration>Personal Information>Citizenship>Identification Data>Visa/Permit Data

Citizenship/Passport
Visa/Permit Data
Employee Photo

Lewis Callahan
Person ID 104915

Visa/Permit Data ?
1 of 1

*Country USA

*Type Emp Auth C Work Permit

Go To Row

Visa / Permit History ?
1 of 1
View All

*Effective Date

*Status

Duration

Issue Date

Date of Entry into Country

Issuing Authority

Issue Place

Get Supporting Documents

*Status Date

*Type of Duration

Number

Expiration Date

Supporting Documents Needed ?
1-1 of 1
View All

	*Sup Doc ID	Description	Request Date	Date Received	
1	<input type="text"/>		<input type="text"/>	<input type="text"/>	+ -

Save Return to Search Notify

Update/Display Include History Correct History

Citizenship/Passport | Visa/Permit Data | Employee Photo

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Identification Data - Visa/Permit Data Page

<u>Country</u>	Enter the appropriate value.
<u>Type</u>	Enter the appropriate value. *See the note below.
<u>Effective Date</u>	Enter the effective date of this record.
<u>Number</u>	Enter the Visa number.
<u>Status</u>	Enter the appropriate value.
<u>Status Date</u>	Enter the status date.
<u>Duration</u>	Enter the period of time for which the Visa is valid.
<u>Issue Date</u>	Enter the issue date.
<u>Date of Entry into Country</u>	Enter the date the employee entered the country.
Expiration Date	Defaults by the system from the Date of Entry into Country--this value should not be changed.
<u>Issuing Authority</u>	Enter the name of the issuing authority.
<u>Issue Place</u>	Enter the name of the place where the Visa was issued.
Sup Doc ID	Not used by the County of Ventura.
Request Date	Not used by the County of Ventura.
Date Received	Not used by the County of Ventura.

Note: If the Type needed is not available, please contact Human Resources Division to have the value added to the appropriate table for use.

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Click the **Save** button.

Note: Notice that this component is not effective dated. Use the + and - buttons to add and delete rows as needed, enter the information as appropriate, and save the record.

The Visa process is now complete!

Company Property

The Company Property component is used to check out and/or check in company property for an employee.

The items listed on the Company Property table are generic in nature, and the data associated with an employee is informational only.

The use of this component is optional.

Company Property - Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee for whom this transaction is being performed.
Navigation	<ul style="list-style-type: none">• Workforce Administration>Job Information>Company Property

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Company Property

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Company Property - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee for whom this transaction is being performed.

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Company Property - Company Property Page

Usage	Use the Company Property page to check in/out company property for the employee.
Navigation	<ul style="list-style-type: none"> • Workforce Administration>Job Information>Company Property

Company Property

Sampson Harrison Person ID 101495

Property Assignment

#	*Property Code	Description	*Issue Date	Date Returned	Serial Number		
1	CELL PHONE <input type="text"/>	Cellular Phone	07/05/2009 <input type="text"/>	<input type="text"/>		+	-
2	VEHICLE <input type="text"/>	Vehicle	10/03/2010 <input type="text"/>	<input type="text"/>		+	-

Property Code Enter the appropriate value. *See the note below.

Description Defaults by the system.

Issue Date Enter the date the employee receives the property.

Date Returned Enter the date the employee returns the property.

The Serial Number tab in the Property Assignment section is not used by the County of Ventura.

Note: If the Property Code needed is not available, please contact Human Resources Division to have the value added to the appropriate table for use.

Click the **Save** button.

Note: Notice that this component is not effective dated. Use the + and - buttons to add and delete rows as needed, enter the information as appropriate, and save the record.

The company property process is now complete!

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Education

The Education component is used to document an employee's educational and/or professional training accomplishments.

It is important to note that the data in this component is informational only and does not affect employee incentives. Employee incentives require documentation proof and are keyed into the system by Human Resources Division using a different process.

The use of this component is optional.

Education - Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee for whom this transaction is being performed.
Navigation	<ul style="list-style-type: none">• Workforce Development>Profile Management> Profiles>Person Profiles

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Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Empl ID

Profile Type

Name

Last Name

Alternate Character Name

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Education - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee for whom this transaction is being performed.

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Education – Person Profiles

Usage	Use the Professional Ed. and Training Page to enter the employee's college and/or professional training accomplishments.
Navigation	<ul style="list-style-type: none">Workforce Development>Profile Management> Profiles>Person Profiles>Education

Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Person Profile

Empl ID: 117798 [Amanda Simmons](#)
Profile Type: PERSON Person
*Profile Status: Active
*Description: Amanda Simmons
Profile Actions: <Select Action>   

You have successfully saved those profile changes that do not require approval.

[Competencies](#) Education



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Person Profile

Empl ID 117798 Amanda Simmons
Profile Type PERSON Person
*Profile Status Active
*Description Amanda Simmons

Comments Profile Actions [Select Action]

Competencies **Education**

▼ Degrees

ID	Degree	Major Code	
AA	Associate of Arts	Nursing	

+ Add New Degrees

▼ Areas of Study

There are currently no Areas of Study for this profile. Please add one if required.

+ Add New Areas of Study

Save Return to Search Add

Click the + button to add a Degree or Area of Study.

Education – Person Profiles Add New Degree Page

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Add New Degrees

Emp ID 117798 Amanda Simmons
Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 1 of 1 | View All

*Date Acquired	<input type="text" value="12/13/2011"/>		
*Degree	<input type="text" value="AA"/>		Associate of Arts
Major Code	<input type="text" value="NURSING"/>		Nursing
*Status	<input type="text" value="Active"/>		
Country	<input type="text" value="USA"/>		United States
State	<input type="text" value="CA"/>		California
School Code	<input type="text" value="VC"/>		Ventura College
School Description	<input type="text" value="Ventura College"/>		
Major Description	<input type="text" value="Nursing"/>		
Minor Code	<input type="text"/>		
Minor Description	<input type="text"/>		
Average Grade	<input type="text"/>		
GPA	<input type="text"/>		
	<input checked="" type="checkbox"/> Graduated		
Year Acquired	<input type="text"/>		
	<input type="checkbox"/> Terminal Degree for Discipline		
Educator	<input type="text"/>		

Education – Person Profiles Add New Degree Page

Date Acquired Enter the date the degree was received.

Degree Enter the type of college degree held by the employee. *See the note below.

Major Code Enter the major code. If appropriate value is not available, leave blank. *See

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the note below.

<u>Status</u>	Defaults to “Active.” If this needs to be change, enter the appropriate value.
<u>Country</u>	Defaults to <i>USA</i> . If it needs to be changed, enter the appropriate value.
<u>State</u>	Enter the state where the degree was earned.
<u>School Code</u>	Enter the school code. If appropriate value is not available, leave blank. *See the note below.
School Description	Not used by the County.
Major Description	Defaults from the Major Code.
Minor Code	Enter the minor code. If appropriate value is not available, leave blank. *See the note below.
Minor Description	Defaults from the Minor Code.
Average Grade	Not used by the County of Ventura.
GPA	Not used by the County of Ventura.
Graduated	Select the check box.
Average Grade	Not used by the County of Ventura.
Year Acquired	Enter the date the degree was received.
Educator	Not used by the County of Ventura.

Note: If the degree, major, and/or school code(s) needed is/are not available, please contact Human Resources Division to have the value(s) added to the appropriate table(s) for use.

Click the **OK** button, the click **Save**.

The education process is now complete!

Languages

The Languages component is used to record the foreign language skills held by the employee.

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It is important to note that the data in this component is informational only and does not affect employee incentives. Employee incentives require documentation proof and are keyed into the system by Human Resources Division using a different process.

The use of this component is optional.

Languages – Person Profiles - Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee for whom this transaction is being performed.
Navigation	<ul style="list-style-type: none"> • Workforce Development>Profile Management>Profiles>Person Profiles>Languages

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Empl ID begins with ▼

Profile Type begins with ▼ 🔍

Name begins with ▼

Last Name begins with ▼

Alternate Character Name begins with ▼

Include History
 Correct History
 Case Sensitive

Search
Clear

[Basic Search](#)
 [📌 Save Search Criteria](#)

Person Profile - Find an Existing Value Page

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Type in one or more of the search criteria and click the **Search** button to select the employee for whom this transaction is being performed.

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Languages – Person Profiles Page

Usage	Use the Languages page to record the foreign language skills held by the employee.
Navigation	<ul style="list-style-type: none">• Workforce Development>Profile Management>Profiles>Person Profiles>Languages



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Person Profile

Empl ID 117798 Amanda Simmons
Profile Type PERSON Person
*Profile Status
*Description

[Print](#) [Comments](#) Profile Actions

[Competencies](#) [Education](#)

▼ Licenses and Certifications

ID	License	
REGNRS	Registered Nurse	

[+ Add New Licenses and Certifications](#)

▼ Memberships

There are currently no Memberships for this profile. Please add one if required.

[+ Add New Memberships](#)

▼ Language Skills

There are currently no Language Skills for this profile. Please add one if required.

[+ Add New Language Skills](#)

▼ Honors and Awards

There are currently no Honors and Awards for this profile. Please add one if required.

[+ Add New Honors and Awards](#)

Click the + button to add a New Language.

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Languages – Add New Languages Skills Page

Rating Model:	LANG	Language Ratings
Reading Proficiency:	<input type="text"/>	
Speaking Proficiency:	<input type="text"/>	
Writing Proficiency:	<input type="text"/>	
	<input type="checkbox"/> Native Language <input type="checkbox"/> Able To Translate <input type="checkbox"/> Able To Teach	

Person Profile x
Help

Add New Language Skills

Empl ID 117798 Amanda Simmons
 Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

 🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Evaluation Date 📅
+

*Language 🔍

*Status ▼

Rating Model LANG Language Ratings

Reading Proficiency ▼

Speaking Proficiency ▼

Writing Proficiency ▼

Native Language
 Able To Translate
 Able To Teach

Evaluation Date

The effective date of the test (if applicable), otherwise the current date.

Language

Enter the appropriate value.

Status

Defaults to “Active.” If this needs to be change, enter the appropriate value.

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Rating Model	Defaults to LANG.
<u>Read</u>	Select the employee's reading skill level.
<u>Write</u>	Select the employee's writing skill level.
<u>Speak</u>	Select the employee's speaking skill level.

Click the **OK** button, then click **Save**.

The languages process is now complete!

Licenses and Certifications

The Licenses and Certifications component is used to keep track of the licenses and/or certifications held by an employee.

It is important to note that the data in this component is informational only and does not affect employee incentives. Employee incentives require documentation proof and are keyed into the system by Human Resources Division using a different process.

The use of this component is optional.

Licenses and Certifications – Person Profiles- Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee for whom this transaction is being performed.
Navigation	<ul style="list-style-type: none">• Workforce Development>Profile Management>Profiles>Person Profiles

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Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Empl ID

Profile Type

Name

Last Name

Alternate Character Name

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Person Profile - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee for whom this transaction is being performed.

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Licenses and Certifications – Person Profile Page

Usage	Use the Licenses and Certifications page to keep track of the licenses and/or certifications for an employee.
Navigation	<ul style="list-style-type: none">• Workforce Development>Profile Management>Profiles>Person Profiles>Competencies



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Person Profile

Empl ID 117798 Amanda Simmons
Profile Type PERSON Person
*Profile Status Active
*Description Amanda Simmons

[Print](#) [Comments](#) Profile Actions [Select Action]

[Competencies](#) [Education](#)

▼ Licenses and Certifications

[+](#) [Add New Licenses and Certifications](#)

ID	License	
REGNRS	Registered Nurse	-

▼ Memberships

There are currently no Memberships for this profile. Please add one if required.

[+](#) [Add New Memberships](#)

▼ Language Skills

There are currently no Language Skills for this profile. Please add one if required.

[+](#) [Add New Language Skills](#)

▼ Honors and Awards

There are currently no Honors and Awards for this profile. Please add one if required.

[+](#) [Add New Honors and Awards](#)

[Save](#) [Return to Search](#) [Add](#)

Click the + button to add a New License or Certification

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Person Profiles – Add New Licenses & Certifications Page

Person Profile x

[Help](#)

Add New Licenses and Certifications

Empl ID 117798 Amanda Simmons
Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 1 of 1 | View All

*Issue Date

*License 5150 Take-Down

*Status

Country

State

Renewal Required
 Renewal In Progress
 License Verified

Expiration Date

License/Certification Number
254 characters remaining

Issued By
254 characters remaining

OK Cancel Apply and Add Another

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Person Profile – Add Licenses & Certifications Page

<u>Issue Date</u>	Enter the date the license/certification was received.
<u>License</u>	Enter the appropriate value. *See the note below.
<u>Status</u>	Defaults to “Active.” If this needs to be change, enter the appropriate value.
County	Informational only.
State	Informational only.
Renewal Required	Select the appropriate checkbox.
Renewal In-Progress	Select the appropriate checkbox.
License Verified	Select the appropriate checkbox.
Expiration Date	Enter the date the License/Certification expires (if appropriate).
License/Certification #	Enter the License/Certification number (if appropriate).
Issued By:	Not used by the County of Ventura.

Note: If the License/Certificate Code needed is not available, please contact Human Resources Division to have the value added to the appropriate table for use.

Click the **OK** button, then click **Save**.

The licenses and certifications process is now complete!

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Memberships

The Memberships component is used to record the professional memberships held by an employee.

Memberships - Person Profiles - Find an Existing Value Page

Usage	Use the Find an Existing Value page to select the employee for whom this transaction is being performed.
Navigation	<ul style="list-style-type: none">• Workforce Development>Profile Management>Profiles>Person Profiles>Competencies

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Profile Type

Name

Last Name

Alternate Character Name

Include History Correct History Case Sensitive

[Basic Search](#)

Person Profile - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee for whom this transaction is being performed.

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Memberships – Person Profiles Page

Usage	Use the Memberships page to record the professional memberships held by the employee.
Navigation	<ul style="list-style-type: none">• Workforce Development>Profile Management>Profiles>Person Profiles>Competencies



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Person Profile

Empl ID 117798 Amanda Simmons
Profile Type PERSON Person
*Profile Status
*Description

[Print](#) [Comments](#) Profile Actions

▼ Licenses and Certifications

ID	License	
REGNRS	Registered Nurse	

[+ Add New Licenses and Certifications](#)

▼ Memberships

There are currently no Memberships for this profile. Please add one if required.

[+ Add New Memberships](#)

▼ Language Skills

There are currently no Language Skills for this profile. Please add one if required.

[+ Add New Language Skills](#)

▼ Honors and Awards

There are currently no Honors and Awards for this profile. Please add one if required.

[+ Add New Honors and Awards](#)

Click the + button to add a Membership

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Person Profiles – Add New Memberships Page

Person Profile x
Help

Add New Memberships

Empl ID 117798 Amanda Simmons
 Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details
1 of 1
View All

*Membership Date +

*Membership Channel Islands Pub Mgmt Asso

*Status

Mandate Begin Date

Mandate End Date

Mandate

254 characters remaining

Mandate Position

254 characters remaining

OK
Cancel
Apply and Add Another

- | | |
|-------------------------------|--|
| <u>Membership Date</u> | Enter the date on which the employee became a member of the organization. |
| <u>Membership</u> | Enter the appropriate Membership |
| <u>Status</u> | Defaults to “Active.” If this needs to be change, enter the appropriate value. |
| Mandate Begin Date | Not used by the County of Ventura. |
| Mandate End Date | Not used by the County of Ventura. |
| Mandate | Not used by the County of Ventura. |
| Mandate Position | Not used by the County of Ventura. |

Note: If the Organization needed is not available, please contact Human Resources Division to have the value added to the appropriate table for use.

Click the **OK** button, then click **Save**.

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The memberships process is now complete!

Personal Data Changes

The Update Personal Information component is used to make personal data changes. These changes include changes to any of the data contained in the Personal Information pages, including name, address, highest education level, language code, marital status, and military status. Although identity/diversity data does not usually change, it can be changed using this component.

Personal Information - Find an Existing Value Page

Usage	Use this page to select the employee's personal information record.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Modify a Person

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Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

[Basic Search](#)

Personal Information - Find an Existing Value Page

Type in one or more of the search criteria and click the **Search** button to select the employee's personal information record.

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Personal Information – Biographical Details

Usage	Use the Biographical Details page to enter the employee's name information.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Modify a Person>Biographical Details
Prerequisites	Obtain a copy of the employee's Social Security Card showing the new name. This change should not be made in VCHRP until the documentation is provided.

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Biographical Details
Contact Information
Regional

Lewis Callahan
Person ID 104915

Name
Q | < << 1 of 2 >> > | [View All](#)

*Effective Date

*Format Type

Display Name

Biographic Information

Date of Birth

Date of Death

Birth Country United States

Birth State California

Birth Location

Years 42 Months 2

Waive Data Protection

Biographical History
Q | < << 1 of 1 >> > | [View All](#)

*Effective Date

*Gender

*Highest Education Level

*Marital Status As of

Language Code

Alternate ID

Full-Time Student

▼ National ID

Q
1-1 of 1 >> > | [View All](#)

*Country	*National ID Type	National ID	Primary ID	
<input type="text" value="USA"/>	<input type="text" value="Social Security Number"/>	<input type="text" value="609-18-4682"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Biographical Details | [Contact Information](#) | [Regional](#)

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Modify a Person – Biological Details Page

Note: If the employee's name has changed, you must click the + button to the right of the Effective Date field in the Name History section to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to change the data as is appropriate.

If the employee's name has not changed, go on to the Contact Information page.

Name

Effective Date

Enter the effective date of the name change

Format Type

Defaults to *USA*--this value should not be changed.

Click the "Edit Name" button to change an employee's name.

Prefix

Not used by the County of Ventura.

First

Enter the employee's first name.

Middle

Enter the employee's middle name.

Last

Enter the employee's last name.

Suffix

Enter the employee's name suffix, if applicable.

The formatted name displays when you click the **Refresh the Name Field** button. Click OK to return to the Biographical Details tab.

Note: Send a copy of the employee's new Social Security card issued in the new name to the Human Resources Division for the employee's personnel file.

Biographic Information

Date of Birth

Enter the employee's date of birth.

Date of Death

Populated by the system based on Action/Reason, do not use.

Birth Country

Not used by the County of Ventura.

Birth State

Not used by the County of Ventura.

Birth Location

Not used by the County of Ventura.

Waive Data Protection

Not used by the County of Ventura.

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Biographical History

Note: If the employee's information has changed, you must click the + button to the right of the Effective Date field in the Name History section to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to change the data as is appropriate.

<u>Effective Date</u>	Enter the effective date of the name change
<u>Gender</u>	Enter the appropriate value.
Highest Education Level	Enter the appropriate value. This is informational only.
Marital Status	Enter the appropriate value.
Language Code	Enter the appropriate value. This is informational only.
Alternate ID	Not used by the County of Ventura
Full-Time Student	Not used by the County of Ventura.

National ID

Note: If the employee's SSN needs to be changed, you must click the + button to the right of the Effective Date field in the Name History section to insert a new row. This is how VCHRP maintains data history.

Note: If the system tells you that there is already an employee with that social security number, check to verify that you entered it correctly. If you did, **DO NOT** proceed with the transaction. Exit the record and contact Human Resources Division for assistance.

Country	Defaults to <i>USA</i> --this value should not be changed.
National ID Type	Defaults to <i>PR</i> --this value should not be changed.
<u>National ID</u>	Enter the employee's Social Security Number. When you enter the social security number, enter all 9 digits without spaces or punctuation. The system formats the data for you.

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Modify a Person – Contact Information

Usage	Use the Contact Information page to enter the employee's address information.
Navigation	<ul style="list-style-type: none">• Workforce Administrator>HR/Ben Dept Rep WorkCenter >Modify a Person>Contact Information

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Biographical Details
Contact Information
Regional

Lewis Callahan
Empl ID 104915

Current Addresses

☰ 🔍
1-1 of 1 ▾
▶▶ | View All

Address Type	As Of Date	Status	Address		
Home	07/01/2011	A	2007 Blackbery Circle Oxnard, CA 93030	Edit/View Address Detail	+ -

Phone Information

☰ 🔍
1-1 of 1 ▾
▶▶ | View All

*Phone Type	Telephone	Extension	Preferred		
Home ▾	805/797-1168		<input checked="" type="checkbox"/>	+ -	

Email Addresses

☰ 🔍
1-1 of 1 ▾
▶▶ | View All

*Email Type	*Email Address	Preferred		
Work ▾	lewis.callahan@ventura.org	<input type="checkbox"/>	+ -	

Instant Message IDs ?

☰ 🔍
1-1 of 1 ▾
▶▶ | View All

*IM Protocol	*IM Domain	*Network ID	Preferred		
▾			<input type="checkbox"/>	+ -	

Save
Return to Search
Notify
Refresh

Add
Update/Display
Include History
Correct History

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

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Modify a Person – Contact Information Page

To add an additional Address Type, click the + button to the right of the address to insert a new Type.

To update the employee's current address, click the [Edit/View Address Detail](#) hyperlink, then click the + button to the right of the address to insert a new row.

Address Type Defaults to *Home*--do not change this value. This address type is used for system-generated items (such as mailing labels, pay checks, W-2's) and interfaces (such as those from VCHRP to Fidelity and Retirement). If desired, additional address types and addresses can be entered, but every employee must have an address listed for the address type of *Home*.

Effective Date Enter the effective date of the address change. *See the note below.

Country Defaults to *USA*--this value should not be changed.

Status Defaults to *Active*--this value should not be changed.

Address Click the [Add Address](#) hyperlink. This takes you to another page, where you update the **Address1**, **City**, **State**, and **Postal** fields. Click the **OK** button to return to the main page.

Phone Type Enter the phone type. Every employee must have a phone type of *Home*. This phone type is used for system-generated items. If desired, additional phone types and numbers can be entered, but every employee must have a phone number listed for the phone type of *Home*.

Telephone Enter the telephone number. When you enter the telephone number, enter all 10 digits without spaces or punctuation. The system formats the data.

Note: If additional phone numbers are to be added, click the + button to the right of the last number added and enter the additional information.

Email Type Should be Business for all employees.

Email Address Enter the employee's County of Ventura email address.

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Note: If additional email address are to be added, click the + button to the right of the last number added and enter the additional information. If multiple addresses are entered, one must be indicated as Preferred.

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Modify a Person - Regional

Usage	Use the Regional page to enter the employee's ethnic information.
Navigation	<ul style="list-style-type: none">• Workforce Administration> Personal Information>Modify a Person>Regional

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Biographical Details
Contact Information
Regional

Person ID 104915

Lewis Callahan

USA

Ethnic Group

Regulatory Region

USA

United States
+
-

Ethnic Group

WHITE

White

Primary

History

Effective Date

04/19/1999

Date Entitled to Medicare

SEE FILE

+
-

Citizenship (Proof 1)

SEE FILE

Citizenship (Proof 2)

SEE FILE

Eligible to Work in U.S.

Veteran

Military Status

Not indicated

Military Discharge Date
Edit Discharge Date

Smoker History

	*Smoker	*As of		
1	[Dropdown]	[Date Picker]	+	-

Save
Return to Search
Notify
Refresh

Add
Update/Display
Include History
Correct History

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

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Modify a Person - Regional Page

Note: If the employee's Ethnic Group or history has changed, you must click the + button to the right of the section to insert a new row. This is how VCHRP maintains data history. The information from the previous row carries over to the new row, so it is necessary to change the data as is appropriate.

If the employee's personal history has not changed, click Save.

Ethnic Group

Regulatory Region

Defaults to USA – this value should not be changed

Ethnic Group

Enter the appropriate value.

Primary ID

Verify that the check box is selected.

History

Effective Date

Enter the effective date of the change.

Military Status

Enter the appropriate value. This is informational only.

Date Entitled to Medicare

Not used by the County of Ventura.

Military Discharge Date

Not used by the County of Ventura/

Eligibility to Work in the U.S.

Verify that the check box is selected.

Citizenship (Proof 1)

Enter the I-9 source document type (i.e. CDL, SS Card, Birth Cert, etc.).

Citizenship (Proof 2)

Enter the I-9 source document type. This may or may not be required, depending on the documents provided by the employee.

Click the **Save** button.

Note: If any warnings or errors appear, please read them carefully and make any necessary corrections to the employee's record before attempting to save again.

The personal data change process is now complete!

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This page is intentionally blank.

Chapter 13 - Reports and Queries

Information on and instructions for running some of the more common reports and queries are provided in this chapter.

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Employee Turnover Analysis Report

To run the Employee Turnover Analysis Report, use the following navigation:

Workforce Administration>Workforce Reports>Employee Turnover Analysis

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - If there is, click on it and go to Step 3.
 - If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the From Date and Thru Date for the report. Express the dates as mm/dd/yyyy, e.g., 04/25/2004. You can run an employee turnover analysis for any period from today as far back as April 25, 2004. Historical data does not exist prior to April 25, 2004.
4. Click the Run Button.
5. Click the OK button

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink. Adobe Acrobat brings up the file in PDF format.
4. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
5. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Employee Turnover Analysis Report

- You can create a report for any period far back as April 25, 2004. However, only data from completed pay periods is included.
- The report only shows data from your department.
- For frequent users it is recommended that you print a copy or save it to your computer, rather than running a new report each time.

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Extra Help/Intermittent Hours Report

To run the Extra Help/Intermittent Hours Report, use the following navigation:

VC Reports>VC HCM>VC Extra Help/Intermittent Hrs

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - If there is, click on it and go to Step 3.
 - If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the four-digit year for the FY you're interested in. If you're interested in FY 20011-12, then enter 2012. If you're interested in FY 2012-13, then enter 2013. (Remember it's fiscal year, so it needs to be updated in July).
4. Enter the Union Code you're looking for, or enter % for all unions.
6. Click the Run Button.
7. In the Process List section, select the checkbox to the left of the one titled "**EH Hrs/Intermittent Hours.**"
8. Click the OK button.

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report (ZV_HR_UNION) reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink.
4. Under File List, click the blue PDF hyperlink. Adobe Acrobat brings up the file in PDF format.
5. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
6. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Extra Help/Intermittent Hours Report

- This report is used to track regular, overtime, and contract overtime hours for extra help and intermittent employees.
- This report should be run on or after pay day to include the previous pay period's data.
- The data provided in this report includes employee ID and name, business unit/department, job code, hire/rehire date(s), approved hours, hours worked in the fiscal year, and hours remaining for the fiscal year.

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Extra Help/Intermittent Hours Report

To run the Extra Help/Intermittent Hours Report, use the following navigation:

VC Reports>VC HCM>VC Union/Student Hours

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - a. If there is, click on it and go to Step 3.
 - b. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the four-digit year for the FY you're interested in. If you're interested in FY 20011-12, then enter 2012. If you're interested in FY 2012-13, then enter 2013. (Remember its fiscal year, so it needs to be updated in July)
4. Click the Run Button.
5. In the Process List section, select the checkbox to the left of the one titled "**EH Hrs/Intermittent Hours.**"
7. Click the OK button.

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report (ZV_HR_UNION2) reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink.
4. Under File List, click the blue PDF hyperlink. Adobe Acrobat brings up the file in PDF format.
5. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
6. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Extra Help/Intermittent Hours Report

- This report is used to track regular, overtime, and contract overtime hours for extra help and intermittent employees.
- This report should be run on or after pay day to include the previous pay period's data.
- The data provided in this report includes employee ID and name, business unit/department, job code, hire/rehire date(s), approved hours, hours worked in the fiscal year, total hours approved, and hours remaining for the fiscal year.

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Student Hours Report

To run the Extra Help/Intermittent Hours Report, use the following navigation:

VC Reports>VC HCM>VC Union/Student Hours

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - c. If there is, click on it and go to Step 3.
 - d. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the four-digit year for the FY you're interested in. If you're interested in FY 20011-12, then enter 2012. If you're interested in FY 2012-13, then enter 2013. (Remember its fiscal year, so it needs to be updated in July)
4. Click the Run Button.
5. In the Process List section, select the checkbox to the left of the one titled "**Student Hours.**"
7. Click the OK button.

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report (ZV_STDNT_HRS) reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink.
4. Under File List, click the blue PDF hyperlink. Adobe Acrobat brings up the file in PDF format.
5. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
6. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Extra Help/Intermittent Hours Report

- This report is used to track regular, overtime, and contract overtime hours for Student Workers.
- This report should be run on or after pay day to include the previous pay period's data.
- The data provided in this report includes employee ID and name, business unit/department, job code, hire/rehire date(s), approved hours, hours worked in the fiscal year, and hours worked in the most recent pay period.

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400-Hour Report

To run the 400-Hour Report, use the following navigation:

VC Reports>VC HCM >VC 400 Hour Report

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - e. If there is, click on it and go to Step 3.
 - f. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Click the Run Button.
4. Select the appropriate checkbox to run the report as a PDF or in Excel format
5. Click the OK button

At this point, you need to move to Report Manager by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
3. To view the report, click the blue Details hyperlink. Adobe Acrobat brings up the file in PDF format.
4. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
5. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the 400 Hour Report

- This report replaces the Five Pay Period Notice.
- Each department **must** run their own report the first Thursday of each pay period. The report looks at **current** merit hours.
- The report only shows employees within your department.
- An employee appears on the report when they are within 400 hours of consideration for a merit increase. Once appearing on a report an employee continues to appear on subsequent reports until the hours needed reach zero.
- Notification that a merit increase should be denied only needs to be done once regardless of how often the employee appears on subsequent reports.
- Comments are as follows:

Top of Range-Perf Review Only	Employee will not receive an increase
Capped at top of range percent	Employee will receive an increase of less than five percent
Dept must process merit manually	Used for Intermittent and certain designated job codes
Comment section blank	Employee will receive a five-percent increase.

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Improper Salary Increase Report

To run the Improper Salary Increase Report, use the following navigation:

VC Reports>VC HCM >VC Improper Salary Increase

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - g. If there is, click on it and go to Step 3.
 - h. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the Pay Period End Date for the pay period you want the report to cover. Express the date as mm/dd/yyyy, or use the look up to choose the date.
4. Click the Run Button.
5. Verify that the box next to "Improper Salary Increase" is selected.
6. Click the OK button

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink. Adobe Acrobat brings up the file in PDF format.
4. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
5. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Improper Promotional Salary Increase Report

- This report was designed for Human Resources Division to monitor pay increases given upon promotion. Departments may use it as desired.
- The report can be run for any pay period on or after the first Wednesday after completion of the pay period.
- The report only shows employees within your department.

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Job Code & Salary Listing

To run the Job Code & Salary Listing, use the following navigation:

VC Reports>VC HCM >VC Job Code & Salary Listing

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - i. If there is, click on it and go to Step 3.
 - j. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the Pay Run ID for the report. This is the pay period for which you want a salary listing. Express the pay period as yyyy-pp, e.g., 2004-10. You can run a salary listing for the current pay period or for any past pay period as far back as 2004-10. Data prior to pay period 2004-10 is not accurate.
4. Click on the desired Sort button. This creates the report either in alpha order by description or numeric by job code.
5. Click the Run Button.
6. Click the OK button

At this point, move to the Report Manager component by clicking the [Report Manager](#) hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
3. To view the report on line, click the [Details](#) hyperlink. Adobe Acrobat brings up the file as a PDF.
4. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
5. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Job Code and Salary Listing Report

- You can create a report for the current pay period or historical pay periods as far back as 2004-10. However, future pay periods should not be run as they would not contain accurate data.
- The report can be sorted in either alpha or numeric order.
- The Union Code column indicates the VCHRP union code. This does not necessarily correspond to the recognized bargaining units.
- Monthly and annual representations are approximate values.
- For frequent users it is recommended that you print a copy or save it to your computer, rather than running a new report each time.

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Position Allocation Reports

To run the Position Allocation Reports, use the following navigation:

VC Reports>VC HCM >VC Position Allocation Reports

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - k. If there is, click on it and go to Step 3.
 - l. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the Pay Run ID for the reports. Typically, you'll use the current pay period. Enter the data manually in YYYY-PP format or use the lookup to choose the Pay Run ID.
4. Enter the five-character business unit code or use the lookup to select it.
5. Click the Run Button.
6. Select the report(s) you want to run by selecting the checkbox(es) to the left of the title.
7. Click OK.

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink. Then click the blue pdf hyperlink and Adobe Acrobat brings up the file in PDF format.
4. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
5. To print the report, when viewing it on line, click the Print icon.

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Miscellaneous notes on the Position Allocation Reports (5 reports available)

- The Summary Position Allocation Report provides position FTE and Auth (number of positions) totals by job code for total positions, filled positions, and vacant positions, and it lists the grand totals of each for the business unit.
- The Position Allocation Report by Business Unit provides position and incumbent data by job code, and lists the grand totals for total positions, filled positions, and vacant positions for a business unit.
- The Detailed Position Allocation Report provides position and incumbent data by job code, and it lists the totals for total positions, filled positions, and vacant positions for each job code, each department, and the business unit.
- The latter two reports let you easily see if there are employees who are underfilling and which positions are vacant. The underfilling employees have values in the Emp Job Cd and Emp Title columns--those not underfilling are blank. The vacant positions say *** Vacant Pos *** in the Emp Title column.
- The Summary Position Allocation Report by Job Code, the Position Allocation Report by Business Unit, and the Detailed Position Allocation Report only list positions that are part of the County budget. Therefore, extra help, intermittent, layoff, and temporary numbers are not included, nor are the positions in APCVC, CRTVC, LAFVC, RETVC, or VCREA.
- The Detailed Position Allocation Report for Non-Budgeted Positions report provides the same information as the Detailed Position Allocation Report, but it does this for positions that are NOT part of the County budget. So, this report includes extra help, intermittent, layoff, and temporary numbers, as well as positions in APCVC, CRTVC, LAFVC, RETVC, and VCREA.
- The Position Allocations-Fixed Term report lists active, fixed-term positions. It lists basic position data, including the fixed-term expiration date, as well as incumbent information.
- For all of these reports, notice that there are sometimes “special position indicators” at the beginning of the description in the Position Title column (these are listed below). Since we can and often do have regular positions in the same job code as extra help positions, for example, the description in this column sometimes has the indicator and other times not have it, so **please ignore the indicators in this column.**

To determine the correct information for the positions, use the following list as a guide.

Indicator	Column to Look at for the “Real” Data
EH (extra help)	Emp Cls (employee class) Please refer to Appendix C for a complete list of employee classes.
FT (fixed term)	Fxd Trm (fixed term) and FT Exp Date (fixed-term expiration date) If it is a fixed-term position, there is a “Y” in the Fxd Trm column and the expiration date is listed in FT Exp Date column.
IN (intermittent)	Emp Cls (employee class) - Refer to Appendix C for a complete list
LO (layoff)	Emp Stat (employee status) - Refer to Appendix B for a complete list
TN (temporary nbr)	Position Number Temporary numbers begin with an A so that you can easily identify them. For example, a person who is on leave is in Position Number 00001234. The person filling behind the one on leave is in Position Number A0001234.

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Position Status Report

To run the Position Status Report, use the following navigation:

Organizational Development>Position Management>Position Reports>Position Status

8. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - m. If there is, click on it and go to Step 3.
 - n. If there is not, then go to the Add a New Value page and go to Step 2.
9. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
10. Enter the As-Of-Date for the report. This would normally be today's date, but you can change it if you wish. Express the date as mm/dd/yyyy, or use the calendar button to choose the date.
11. Click the Run Button.
12. Click the OK button

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

6. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
7. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
8. To view the report on line, click the blue Details hyperlink. Adobe Acrobat brings up the file in PDF format.
9. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
10. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Position Status Report

- This report is sorted in the following order: department code, job code, and position number.
- It indicates the position job code, not the employee job code (you cannot tell if it is an underfill).
- It shows all positions, including fixed term, temporary, extra help, and intermittent. These can be identified by looking at the position title for an FT, TN, EH, or IN prefix.
- It does not have a filled or vacant indicator. If there is an incumbent name, then it is filled. If there is no incumbent name, then it is vacant.
- It does not give totals.

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Service Awards Report

To run the Service Awards Report, use the following navigation:

VC Reports>VC HCM >VC Service Awards

1. The first page you'll see is the Run Control ID search page. Click the Search button to see if there is already a Run Control ID named after you (FirstName_LastName).
 - o. If there is, click on it and go to Step 3.
 - p. If there is not, then go to the Add a New Value page and go to Step 2.
2. To create a Run Control ID named after you, type in your first name, an underscore, and your last name. For example, Susy_Smith. Then click the Add button. This Run Control ID is now available for you to use when running this and other reports in VCHRP.
3. Enter the Pay Run ID for the current pay period and enter your five-character business unit code.
4. Click the Run Button.
5. On the Process Scheduler Request page, make sure the Server Name says PSUNX.
6. In the Process List section, verify that the "Service Awards Report" checkbox is selected.
7. Click the OK button.

At this point, it is necessary to move to the Report Manager component by clicking the blue Report Manager hyperlink.

1. Click on the tab for the Administration page. The report you just ran should be listed at the top of the page, and it lists the date and time you ran the report.
2. Click the Refresh button until the Status for this report reads Posted. This completes the process of running the report.
3. To view the report on line, click the blue Details hyperlink.
4. Under File List, click the blue PDF hyperlink. Adobe Acrobat brings up the file in PDF format.
5. To save the report to your computer, when viewing it on line, click the Save icon and proceed with the usual save process.
6. To print the report, when viewing it on line, click the Print icon.

Miscellaneous notes on the Service Awards Report

- This report lists all employees in the business unit, but it indicates approximate award dates only for those who should attain a service award for 5, 10, 15, 20, etc. years of service.
- **This report should be run in January each year, but absolutely no later than March each year.** The reason for this is that the report captures service awards due for 2 months prior to the report run month and 12 months after the report run month. For example, if you run it in January 2006, you'll see awards that were due in November and December 2005, as well as those due from March 2006 through March 2007. (The Pay Run ID used is irrelevant; you cannot run past or future reports as it looks at the current continuous service hours when the report is run.)
- The data provided in this report includes employee ID and name, business unit/department, continuous service in hours as well as years/months, the approximate award date, and the award type.

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Queries

The following is a list of public queries that you can run using Query Viewer. We hope these queries provide you with data you need when you need it.

Using Query Viewer

1. Navigate to Query Viewer (Reporting Tools>Query>Query Viewer).
2. Type in some or all of the query name, underscores included, and click the Search button.
3. Click the blue Run to HTML hyperlink to the right of the query name for the query you want to run. A new window opens.
 - a. If the query you're running has no prompt, then the new window displays the query results.
 - b. If the query you're running uses a prompt, enter the prompt criteria and click the View Results button.
4. If you want to download the data to Excel, one of two procedures works.
 - a. Click the Excel SpreadSheet hyperlink. A File Download dialog box opens. ***See the note below.
 - b. Click the Save button to save the data to your computer. A Save As dialog box opens.
 - c. Once you name and designate the location for your file, click the Save button. A File Download dialog box opens and then closes, which then takes you back to the query results. You can close the window at this point.

***If no Save As dialog box opens when you click one of the download hyperlinks, you'll need to use a different procedure.

- a. Type Ctrl+A to select the query results.
 - b. Type Ctrl+C to copy the results.
 - c. Open a blank page or new file in Excel.
 - d. Type Ctrl+V to paste the results.
5. Manipulate, sort, filter, etc. the data in Excel as desired.

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Available Queries

ZV_HR_ADDL_CRCS	Employees with additional comp rate codes.
ZV_HR_ADDL_PAY	Employees with incentives.
ZV_HR_ADHOC1	Lists non-terminated employees by BU.
ZV_HR_APPOINTMENTS_FOR_04_03	Appointments for EH and IH employees.
ZV_HR_BIRTHDAYS	Employee birthdays.
ZV_HR_BU_HRS_RPT	Monitor EH and IN Hours.
ZV_HR_CSH_MER_PRO	Employee continuous service hours, merit, and probation data.
ZV_HR_EE_PCN_DEPT_INFO	Employee, Position & Dept Info.
ZV_HR_EMPLOYEE_JOB_ROWS	Job Data Rows by EmplID prompt
ZV_HR_EMPLOYEE_LIST	Basic employee data.
ZV_HR_EMPLOYEE_LOCATION_LIST	Employee SupervisorID & location data
ZV_HR_EMPLOYEE_SUPV_LIST	Lists Employees & Supervisor
ZV_HR_FILLED_VS_VACANT	Filled versus vacant positions
ZV_HR_GROSS_EARNINGS	Summary of Gross Earnings
ZV_HR_JOB_CD_UNDERFILLS	Authorized job code underfills.
ZV_HR_LICENSE_CERT_RENEWAL	License/certificate expiration dates.
ZV_HR_PHONE_LIST	Employee phone numbers.
ZV_HR_POS_DATA_BY_BU	Basic position data
ZV_HR_POS_DATA_BY_UNION	Basic position data by union
ZV_HR_UNDERFILLING_EES	Employees who are underfilling.
ZV_HR_VAC_BUD_POS	Vacant budgeted positions.
ZV_HR_VAC_NON_BUD_POS	Vacant non-budgeted positions.
ZV_HR_VERIFY_JOB_STD_HOURS	Verify Job's Standard Hours and FTE
ZV_HR_YEARS_OF_SERVICE_RPT	Years of Service

ZV_HR_ADDL_CRCS

This query lists employees who are receiving comp rate codes other than NAHRLY or BIWKLY, and it lists the rate code(s) and comp rate(s). So if you want to see whose getting a supervisory differential, for example, run this query. Refer to Appendix H of your User Guide for a complete list of comp rate codes.

ZV_HR_ADDL_PAY

This query lists employees who are receiving additional pay (i.e. incentives). Please note that if there is a value in the Earn End Date column, the employee is not receiving that additional pay. Please refer to Appendix I of your User Guide for a list of additional pay codes (AKA earn codes).

ZV_HR_APPOINTMENTS_FOR_04_03_RPT

This query lists any EH or INT employees hired between a specified date range.

ZV_HR_BIRTHDAYS

This query lists your employees' birthdays (month and day only) in two ways, text and numeric.

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ZV HR_CSH_MER_PRO

This query lists employees' CTP (custom tracking page) data, which is made up of continuous service hours, merit status and hours needed, and probation status and hours needed. Please refer to Appendix K of your User Guide for a complete list of merit and probation codes.

***If an employee has more than one row for merit (MER), the one with 0 hours is the one to ignore. We are working on getting this cleaned up as soon as possible. In the meantime, if you have any questions about the data, don't hesitate to contact us.

ZV HR_EMPLOYEE_LIST

This query lists basic employee information, including department, job code, union code, position number, and hourly rate. The latter is the sum of all comp rates on the Compensation Page.

ZV HR_EMPLOYEE_LOCATION_LIST

This query lists all the employees in your agency, and allows you to view their Location data (what it is or if it's missing).

ZV HR_EMPLOYEE_SUPV_LIST

This query lists all the employees in your agency, and allows you to view their Location and Supervisor ID data (what it is or if it's missing).

ZV HR_FILLED_VS_VACANT

This query lists the number of filled positions vs the number of vacant positions by Dept.

ZV HR_GROSS_EARNINGS

This query lists each earn code on an employee's check & their gross earnings for a specified pay period.

ZV HR_JOB_CD_UNDERFILLS

This query lists job code underfills. Those with no exception (ready to be used) are listed first, and those with exception (analyst approval required) are listed second. If you wish to use a job code that is either not listed as an underfill or is listed as an exception underfill, you need to complete the Job Code Underfill Request form, submit it to your analyst, and wait for notification that it's ready for you.

***This query uses a prompt, so, when you run it, you'll be prompted to enter the job code that is allocated to the position number in question. Remember to use all five digits of the job code.

ZV HR_LICENSE_CERT_RENEWAL

This query lists licenses and certifications that have expiration dates. You can use this query to identify when employees need to renew licenses and/or certifications and when you need to complete additional pay actions to delete those that have expired or won't be renewed. The information in this query comes from the data entered on the person profile, Licenses and Certifications component.

ZV HR_PHONE_LIST

This query lists employee phone numbers.

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ZV HR POS DATA BY BU

This query lists position information, including FTEs, fixed-term end dates, and approved hours for extra help and intermittent positions.

***This query uses a prompt, so, when you run it, you'll be prompted to enter your business unit. Remember to use all caps and all five characters.

ZV HR POS DATA BY UNION

This query lists position information, including FTEs, fixed-term end dates, and approved hours for extra help and intermittent positions by union code.

***This query uses a prompt, so, when you run it, you'll be prompted to enter the first letter of the union followed by the "%" sign. Remember to use all caps and all five characters.

ZV HR UNDERFILLING EES

This query lists employees who are currently underfilling. The results from this query can be used alone or in conjunction with the delivered Position Status report.

ZV HR VAC BUD POS

This query lists vacant budgeted positions by business unit. In this case, budgeted means that the positions are a part of the County budget. Therefore, no extra help, intermittent, layoff, or temporary positions are retrieved using this query, nor any positions in APCD, Courts, LAFCO, Retirement, or VCREA.

***This query uses a prompt, so, when you run it, you'll be prompted to enter your business unit. Remember to use all caps and all five characters.

ZV HR VAC NON BUD POS

This query lists vacant non-budgeted positions by business unit. In this case, non-budgeted means that the positions are not a part of the County budget. Therefore, only extra help, intermittent, layoff, and temporary positions are retrieved using this query, as well as positions in APCD, Courts, LAFCO, Retirement, and VCREA.

***This query uses a prompt, so when you run it, you'll be prompted to enter your business unit. Remember to use all caps and all five characters.

ZV HR YEARS OF SERVICE RPT

This query lists each employee's hire date and years of service.

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Chapter 14 - Appendices

Appendix A - Action and Action and Reason Codes (1/1/2017)

Action Codes	Reason Codes	Definition	Used by...
<i>Data Change</i>	<i>COR</i>	<i>Data Change - Correction</i>	<i>Central Staff Only</i>
Data Change	DTA	Data Change - Miscellaneous	Department Representatives
Data Change	EHI	Data Change - Extra Help Intermittent Change	Department Representatives if no compensation change
<i>Data Change</i>	<i>ELG</i>	<i>Data Change - Eligibility Configuration</i>	<i>Benefits Staff Only</i>
Data Change	JRT	Data Change - Job Reclassification Title Only	Department Representatives
Data Change	SCH	Data Change - Schedule	Department Representatives if no compensation change
<i>Demotion</i>	<i>ATP</i>	<i>Demotion - After Temp Promo</i>	<i>Human Resources Division Staff Only</i>
<i>Demotion</i>	<i>DLL</i>	<i>Demotion - In Lieu of Layoff</i>	<i>Human Resources Division Staff Only</i>
<i>Demotion</i>	<i>DPN</i>	<i>Demotion - to Prior Position with No New Probation</i>	<i>Human Resources Division Staff Only</i>
<i>Demotion</i>	<i>DPP</i>	<i>Demotion - to Prior Position with New Probation</i>	<i>Human Resources Division Staff Only</i>
<i>Demotion</i>	<i>INV</i>	<i>Demotion - Involuntary</i>	<i>Human Resources Division Staff Only</i>

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<i>Demotion</i>	<i>JRD</i>	<i>Demotion - from Position Reclassification Downward</i>	<i>Human Resources Division Staff Only</i>
<i>Demotion</i>	<i>OUT</i>	<i>Demotion – Out of a Job Code</i>	<i>Human Resources Division Staff Only</i>
<i>Demotion</i>	<i>VOL</i>	<i>Demotion - Voluntary</i>	<i>Human Resources Division Staff Only</i>
Hire	ATW	Hire - At Will	Department Representatives
<i>Hire</i>	<i>ELE</i>	<i>Hire - Elected Official</i>	<i>Human Resources Division Staff Only</i>
Hire	NEW	Hire - New	Department Representatives
Layoff	RIF	Layoff - Reduction in Force	Department Representatives
<i>Pay Rate Change</i>	<i>COL</i>	<i>Pay Rate Change - Cost of Living Adjustment</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>COR</i>	<i>Pay Rate Change - Correction</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>CRC</i>	<i>Pay Rate Change - Rate Code</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>DEN</i>	<i>Pay Rate Change - Merit Denied</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>FLX</i>	<i>Pay Rate Change - Flex Merit</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>GSD</i>	<i>Pay Rate Change - General Salary Decrease</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>GSI</i>	<i>Pay Rate Change - General Salary Increase</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>LWO</i>	<i>Pay Rate Change - Living Wage Ordinance</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>MAN</i>	<i>Pay Rate Change - Manual Merit</i>	<i>Human Resources Division Staff Only</i>

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<i>Pay Rate Change</i>	<i>MBA</i>	<i>Pay Rate Change - Market Based Average</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>MER</i>	<i>Pay Rate Change - Merit</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>RED</i>	<i>Pay Rate Change - Reduction in Pay</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>RES</i>	<i>Pay Rate Change - Restoration of Pay</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>SPG</i>	<i>Pay Rate Change - Step Increase</i>	<i>Human Resources Division Staff Only</i>
<i>Pay Rate Change</i>	<i>TSI</i>	<i>Pay Rate Change – Temporary Salary Increase</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>DEP</i>	<i>Position Change - Department ID Change-within BU</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>DTA</i>	<i>Position Change - Miscellaneous Change</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>EDC</i>	<i>Position Change - FT or TN End Date Change</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>FTE</i>	<i>Position Change - FTE/Std Hrs Change</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>FTR</i>	<i>Position Change - Fixed-term to Regular</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>INA</i>	<i>Position Change - Inactivate</i>	<i>Human Resources Division Staff Only</i>

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<i>Position Change - USE ON POS DATA ONLY</i>	<i>JRD</i>	<i>Position Change - Job Reclassification Downward</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>JRT</i>	<i>Position Change - Job Reclassification Title Only</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>JRU</i>	<i>Position Change - Job Reclassification Upward</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>NEW</i>	<i>Position Change - New</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>REA</i>	<i>Position Change - Reassignment</i>	<i>Human Resources Division Staff Only</i>
<i>Position Change - USE ON POS DATA ONLY</i>	<i>ROR</i>	<i>Position Change - Business Unit Change</i>	<i>Human Resources Division Staff Only</i>
<i>Probation</i>	<i>EXT</i>	<i>Probation - Extension</i>	<i>Human Resources Division Staff Only</i>
<i>Promotion</i>	<i>ATW</i>	<i>Promotion - At Will</i>	<i>Human Resources Division Staff Only</i>
<i>Promotion</i>	<i>CRI</i>	<i>Promotion - Class Reinstatement</i>	<i>Human Resources Division Staff Only</i>
<i>Promotion</i>	<i>ELE</i>	<i>Promotion - Elected Official</i>	<i>Human Resources Division Staff Only</i>
<i>Promotion</i>	<i>ELG</i>	<i>Promotion - from an Eligible List</i>	<i>Human Resources Division Staff Only</i>
<i>Promotion</i>	<i>JRU</i>	<i>Promotion - Job Reclassification Upward</i>	<i>Human Resources Division Staff Only</i>

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<i>Promotion</i>	<i>OUT</i>	<i>Promotion – Out of a Job Code</i>	<i>Human Resources Division Staff Only</i>
<i>Promotion</i>	<i>TMP</i>	<i>Promotion - Temporary</i>	<i>Human Resources Division Staff Only</i>
Promotion	TTP	Promotion - Temporary to Permanent	Department Representatives
<i>Promotion</i>	<i>UNF</i>	<i>Promotion - Underfill (non-competitive)</i>	<i>Human Resources Division Staff Only</i>
Recall from Suspension/Layoff	RE1	Recall - within 30 days and in same benefits plan year	Department Representatives if no compensation change
Recall from Suspension/Layoff	RE2	Recall - after 30 days and in same benefits plan year	Department Representatives if no compensation change
Recall from Suspension/Layoff	RE3	Recall - in different benefits plan year	Department Representatives if no compensation change
Rehire	ECC	Rehire - Employee Class Change	Department Representatives if no compensation change
Rehire	RE1	Rehire - within 30 days and in same benefits plan year	Department Representatives if no compensation change
Rehire	RE2	Rehire - after 30 days and in same benefits plan year	Department Representatives if no compensation change
Rehire	RE3	Rehire - in different benefits plan year	Department Representatives if no compensation change
<i>Rehire</i>	<i>REI</i>	<i>Rehire - Reinstatement</i>	<i>Human Resources Division Staff Only</i>
Rehire	RET	Rehire - Retiree	Department Representatives if no compensation change
Retirement	DIS	Retirement - Disability	Department Representatives
Retirement	RMT	Retirement - Regular	Department Representatives
Termination	DEA	Termination - Death	Department Representatives

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Termination	DSC	Termination - Dismissal	Department Representatives
Termination	ECC	Termination - Employee Class Change	Department Representatives
Termination	NRD	Termination – Never Reported to Duty	Department Representatives
Termination	OTH	Termination - Other	Department Representatives
Termination	PRB	Termination - Probationary	Department Representatives
Termination	PRV	Termination - Provisional	Department Representatives
Termination	RES	Termination - Resignation	Department Representatives
Termination	RIF	Termination - Reduction in Force	Department Representatives
<i>Transfer</i>	<i>ROR</i>	<i>Transfer - Reorganization</i>	<i>Human Resources Division Staff Only</i>
Transfer	XFR	Transfer - Interdepartmental	Department Representatives

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Appendix B - Employee Status Codes (1/1/2019)

Code	Employee Status
A	Active
D	Deceased
L	Leave of Absence
P	Leave with Pay
R	Retired
S	Suspended
T	Terminated

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Appendix C - Employee Classes (1/1/2019)

Code	Employee Class	Definition
01	Regular	An employee who is filling an allocated full- or part-time position and is eligible to receive the normal pay and benefits offered to a person in his job code.
02	Elected	An employee who is elected into service and has the same characteristics of a Regular employee.
03	Extra Help	An employee who is limited to 720 hours worked per fiscal year, is generally paid the bottom of the salary grade, and does not receive benefits.
04	Intermittent	An employee who is limited to 1664 hours worked per fiscal year, is eligible for salary increases, and does not receive benefits.
06	Optimum Census Staffing	An employee who works in a hospital workforce that adjusts daily according to the number of patients and receives limited benefits.
07	Per Diem Pool	An employee who is paid a higher salary due to market rates and receives limited benefits.

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Appendix D - Union Code Crosswalk (1/1/2019)

Union	Bargaining Unit(s)	VCHRP Union Code(s)
CNA California Nurses Association	CN PD	NCN NCP
CJAAVC Criminal Justice Attorneys' Association of Ventura County	CA CJ	ACA ACJ
IUOE International Union of Operating Engineers	OS	EOS
MGMT Management	CC MA MB ME MS MT UO	MCC MMA MSA MB2 MB3 MB4 MME MES MS2 MS3 MT2 MT3 MT4 MU3 MU4
SEIU Service Employees International Union	PA PC PE PH PI PJ	UPA (→ VAA) UPC UPE (→ VPE) UPH UPI USI (→ FCW) UPJ UPK

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	PT Students WS	UPT UST UWS
SPOAVC Specialized Peace Officers' Association of Ventura County	IT IU IV IW	SIT SIU SIV SIW
VCDSA Ventura County Deputy Sheriffs' Association	SD SE SS	DSD DSE DGS DSS
VCPFA Ventura County Professional Firefighters Association	FA FF	FCW (← USI) FFF FGF
VCPPOA Ventura County Professional Peace Officers Association	VP VT	PVP PVT
VCSCOA Ventura County Sheriff's Correctional Officers' Association	ST	CST
VEA Ventura Employees Association	N/A	VAA (← UPA) VPE (← UPE)
Courts CJAAVC	CA CJ	YCA YCJ
Courts MGMT	CC JJ MA MB UO	XBF XBJ XBR XBE XM2 XM3 XM4 XBU

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Courts SEIU	PC/PT PC/PH/PT PH/PJ UO	ZBA ZBP ZBS ZBZ
Not Applicable	Not Applicable	QNU (used for job codes not represented by a union)

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Appendix E - Pay Groups (1/1/2017)

Pay Group	Definition	Use for...
7JH	Sun-Sat 14 Day With Holiday	<u>VCMC ONLY</u> : Regular and CalWorks VCMC employees who fall under the FLSA 7J law for compensation.
7JN	Sun-Sat 14 Day No Holiday	<u>VCMC ONLY</u> : Extra Help, Intermittent, and Optimum Census Staffing VCMC employees who fall under the FLSA 7J law for compensation.
AH1	Sat-Fri Holiday	<u>nonexempt</u> 9/80 employees whose off/split days are Saturday.
F27	Fire 27 Day No Holiday	<u>FIRE ONLY</u> : line-assigned Fire employees.
F7K	Sun-Sat 14 Day (7K) Fire	<u>FIRE ONLY</u> : staff-assigned Fire employees.
FH1	Fri-Thu Holiday	<u>nonexempt</u> 9/80 employees whose off/split days are Friday.
MH1	Mon-Sun Holiday	<u>nonexempt</u> 9/80 employees whose off/split days are Monday.
NUR	Sun-Sat Nurse Holiday	<u>VCMC ONLY</u> : VCMC nurses, including intermittent.
RH1	Thu-Wed Holiday	<u>nonexempt</u> 9/80 employees whose off/split days are Thursday.
S7K	Sun-Sat 14 Day (7K) Safety	<u>SHF/VCP/DAO ONLY</u> : Sheriff, Probation, and District Attorney safety employees who are members of VCDSA, VCPPOA, or SPOAVC.
SC1	Sun-Sat Court	<u>COURTS ONLY</u> : Court employees.

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SH1	Sun-Sat Holiday	Regular, Elected, and CalWorks employees who are ineligible for any other Pay Group. The majority of County employees, including exempt 9/80 employees; Behavioral Health and Public Health nurses; and safety employees who are members of MGMT should be in this Pay Group.
SN1	Sun-Sat No Holiday	Extra Help, Intermittent, Per Diem Pool, and Optimum Census Staffing employees who are ineligible for any other Pay Group.
TH1	Tue-Mon Holiday	<u>Nonexempt</u> 9/80 employees whose off/split days are Tuesday; CRISIS workgroup employees with Work Day Hours of 11.5.
WH1	Wed-Tue Holiday	<u>Nonexempt</u> 9/80 employees whose off/split days are Wednesday.

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Appendix F - Holiday Schedules (1/1/2017)

Holiday Schedule	Definition	Use for...
CNA_PD	Holiday Schedule for Per Diem	Per Diem employees ONLY
CRT1	Courts Holiday Schedule	Employees in Pay Group SC1.
None	No Holiday	Employees in Pay Groups 7JN, F27, F7K, SN1; and intermittent employees in Pay Group NUR.
VC01	Standard Holiday Schedule VC	Employees who are not regularly scheduled to work weekends, regardless of Pay Group or location.
VC24	Holiday Schedule 24/7	Employees who are regularly scheduled to work weekends, regardless of Pay Group or location.

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Appendix G - FICA Status (1/1/2017)

FICA Status	Use for...
Exempt	<u>NO ONE.</u> This code is appropriate for specific employees who were exempt at the time of conversion. It should not be used for anyone else.
Medi Only	Extra help employees Intermittent employees Regular safety employees (Pay Groups F27, F7K, and S7K) Regular management safety employees (Pay Group SH1) Part-time employees (Standard Hours < 64) <u>WHO HAVE NEVER BEEN SUBJECT</u>
Subject	Regular full-time employees (standard hours > 64) Part-time employees (standard Hours < 64) <u>WHO HAVE EVER PREVIOUSLY BEEN SUBJECT</u>

Note: Auditor-Controller Payroll staff monitors and corrects FICA Status as needed, so if you're not sure which one to use, just leave it alone.

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Appendix H - Comp Rate Codes (01/01/2017)

Comp Rate Code	Definition
ATTSPV	Attorney Supervisory Incentive
BIWKLY	Biweekly Compensation
CLS123	Clinical Laboratory Scientist I/II/III Premium Pay
CNAMBP	CNA Market Based Prem 6%
HISTOL	Histologist Premium Pay
JAILCK	Jail Cook Shift Leader Pay
LPTAST	Licensed Physical Therapy Assistant
NAHRLY	Hourly Compensation
PHARM	Pharmacy Premium Pay
PRNENG	Principal Maintenance Engineer
PRNRES	Principal Respiratory Therapist Premium Pay
PSYCH	Psychologist Premium Pay
RADSPE	Radiologic Specialist Premium Pay
RADTEC	Radiologic Technologist Premium Pay
SPEECH	Speech Pathologist Premium Pay
SPVDIF	Supervisory Differential
SRGNRS	Surgical Nurse Premium
THRPST	Therapist Premium Pay
YRATE	Y-Rate Differential for Biweekly Employees
YRATEH	Y-Rate Differential for Hourly Employees

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Appendix I - Additional Pay Codes (7/1/2019)

Earn Code	Description
42B	4/2 Bilingual Level 2
AP3	4/2 Sheriff Adv Post-S DEP-
AP2	4/2 Sheriff Advance Post-DEP
AP1	4/2 Sheriff Advanced Post-Sgt
IP2	4/2 Sheriff Interm Post-DEP
IP3	4/2 Sheriff Interm Post-S DEP
IP1	4/2 Sheriff Interm Post-SGT
42P	4/2 Sheriff Patrol Bonus
AD5	AA Degree Shf 4/2
VET	Accredited Veterinarian
AAC	Advanced Appraiser Cert
APD	Advanced POST Cert Deputy
APC	Advanced POST Cert SGT
ASD	Advanced POST Cert Sr. Deputy
ARM	Animal Range Master (FIC)
ARP	Armed Premium VCPPOA PVP
ARU	Armed Unit Premium
AS1	ASE/CFMA Cert Level I IUOE
AS2	ASE/CFMA Cert Level II IUOE
AS3	ASE/CFMA Cert Level III IUOE
AD4	Associate's - Line Batt Chiefs

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AD2	Associate's Degree
AD1	Associate's Degree - MGMT
AD3	Associate's Degree VCPFA Line
AUT	Auto Allowance
BDP	Bachelor Degree Per Diem CNA
BD4	Bachelor's - Line Batt Chiefs
BD2	Bachelor's Degree
BD1	Bachelor's Degree - MGMT
BD3	Bachelor's Degree VCPFA Line
BD5	Bachelors's Degree Shf 4/2
EMP	Battalion Chiefs EMT Prem Pay
B2S	Bilingual Leve 2 - VCDSA
B1C	Bilingual Level 1
B1A	Bilingual Level 1 - CNA
B1B	Bilingual Level 1 - MGMT
B1S	Bilingual Level 1 - VCDSA
B2C	Bilingual Level 2
B2A	Bilingual Level 2 - CNA
B2B	Bilingual Level 2 - MGMT
B2P	Bilingual Level 2 - PVP
B3C	Bilingual Level 3
B3A	Bilingual Level 3 - CNA
B3B	Bilingual Level 3 - MGMT

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B3P	Bilingual Level 3 - PVP
B3S	Bilingual Level 3 - VCDSA
B3D	Bilingual Level 3 \$1.10
BIL	Bilingual Pay -VCPFA 80
BPF	Bilingual Pay VCPFA Line
BMB	Bomb Squad Bonus
CBK	Cash Back Flex Credit No Pay
CAM	Cert Public Accountant MGMT
PC1	Certification Pay 1 PerDiemCNA
PC2	Certification Pay 2 PerDiemCNA
PC3	Certification Pay 3 PerDiemCNA
CPM	Certified Psychiatrist - MGMT
CPY	Certified Psychiatrist - SEIU
CPI	Certified Psychologist - MGMT
CPA	Certified Public Accountant
CRR	Certified Realtime Reporters
MA1	CFMA Cert Level II IUOE
MA2	CFMA Cert Level IV IUOE
DTR	DTR Prem 1.5% Per Diem CNA
F01	Ed Inc AA Fire Captain
F02	Ed Inc AA Fire Crew Supervisor
F03	Ed Inc AA Fire Engineer
F05	Ed Inc AA Fire Equipment Oper

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F06	Ed Inc AA Fire Inspector
F07	Ed Inc AA Fire Investigtn Spec
F14	Ed Inc AA Fire Preven III <94
F08	Ed Inc AA Fire Prevention Off
F09	Ed Inc AA Fire Specialist
F10	Ed Inc AA Fire System Engineer
F04	Ed Inc AA Firefighter
F11	Ed Inc AA HazMat Specialist
F12	Ed Inc AA Sr Fire Inspector
F13	Ed Inc AA Wildland Fire Off
F15	Ed Inc BA Fire Captain
F16	Ed Inc BA Fire Crew Supervisor
F17	Ed Inc BA Fire Engineer
F19	Ed Inc BA Fire Equipment Oper
F20	Ed Inc BA Fire Inspector
F21	Ed Inc BA Fire Investigtn Spec
F28	Ed Inc BA Fire Preven II <94
F22	Ed Inc BA Fire Prevention Off
F23	Ed Inc BA Fire Specialist
F24	Ed Inc BA Fire System Engineer
F18	Ed Inc BA Firefighter
F25	Ed Inc BA HazMat Specialist
F26	Ed Inc BA Sr Fire Inspector

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F27	Ed Inc BA Wildland Fire Off
EMD	Emergency Medical Dispatch
EMT	EMT Premium Pay
FML	Family Med Leave Unpaid Hourly
FMS	Family Med Leave Unpaid Salary
FM1	Fire Science 1 - BC
FS1	Fire Science 1 - VCPFA
FM2	Fire Science 2 - BC
FS2	Fire Science 2 - VCPFA
FM3	Fire Science 3 - BC
FS3	Fire Science 3 - VCPFA
GD4	Graduate Deg Line Batt Chiefs
GD2	Graduate Degree
GD1	Graduate Degree - MGMT
GDP	Graduate Degree Per Diem CNA
GD5	Graduate Degree Shf 4/2
GD3	Graduate Degree VCPFA Line
HAZ	Hazard Material Response Team
HFP	HCA Fiscal Premium Pay VCMC
HMT	Helicopter Maint Certification
HPP	HIRT Pool Premium Pay VCPFA
HPS	HIRT Premium Pay VCPFA
ME1	Hospital Maint Eng CSHE MECH

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IAD	Inpatient Assign Differential
IPD	Intermediate POST Cert Deputy
IPC	Intermediate POST Cert SGT
ISD	Intermediate POST Cert Sr. Dep
IUC	IUOE Qualified Cert 5%
JCP	Jail Cook Premium 5%
LMH	Licensed Mental Health Assoc
L12	Longevity CNA 12 Years
L17	Longevity CNA 17 Years
L07	Longevity CNA 7 Years
MC1	Mgmt Certification Pay -Nurse1
MC2	Mgmt Certification Pay -Nurse2
MC3	Mgmt Certification Pay -Nurse3
MC4	Mgmt Certification Pay -Nurse4
MC5	Mgmt Certification Pay -Nurse5
MTR	Motorcycle Bonus
NS4	NOCS - 10% - Addl Pay
NCR	Non-Certified Realtime Reporter
NB1	Nurses Certification Bonus 1
NB2	Nurses Certification Bonus 2
NB3	Nurses Certification Bonus 3
NB4	Nurses Certification Bonus 4
NB5	Nurses Certification Bonus 5

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NAA	Nurses Ed Incentive AA/AS/RN
PM4	P.M. Shift - 5% - Addl Pay
PTS	P.O.S.T. Certificate SPOAVC
PFL	Paramedic Fire Engineer Line
PAL	Paramedic Level I VCPFA Line
PPF	Paramedic Prem Fire Engineers
PPA	Paramedic Premium Pay Level I
PPC	Paramedic Premium Pay Level II
PPP	Paramedic Premium Pay Level P
PSD	POST- Public Safety Dispatcher
SBI	POST- Specialized Basic Invest
PHN	Public Health Nurse Cert Prem
REM	Registered Engineer - MGMT
RES	Registered Engineer - SEIU/VEA
SCO	Scheduled OverTime
ME2	Senior CSHE MECH Hos Maint Eng
SPB	Sheriff Patrol Bonus
ASR	Sheriff Records Assignment Pay
SAA	Sheriff/Fire Mgmt Ed Inc AA/AS
SBA	Sheriff/Fire Mgmt Ed Inc BA/BS
SMA	Sheriff/Fire Mgmt Ed Inc Grad
SAP	Sheriffs' Assignment Pay
SIP	Sheriffs Investigation Pay

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SPF	Staff Pay Diff - MT Bat Chiefs
SPM	Staff Pay Differential - MT
SPD	Staff Pay Differential - VCPFA
SPO	Superv Deputy ProbationOfficer
SPV	Supervisor Differential
TSC	Supplemental Comp Attorney
CRN	Truck Crane Assignment Pay
UST	Underground Storage Tank Cert
USR	Urban Search & Rescue Premium
CEB	VCERA CEBS Certification
CFA	VCERA CFA Certification

This table may not contain all the Add'l Pay codes, or it may contain codes no longer in use. If you find that there are any that need to be added or deleted, please let us know.

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Appendix J - BAS Group ID's (1/1/2019)

BAS Group ID	Definition	Use for...
ACJ	CJAAVC Benefits	Non-Extra Help/Intermittent employees in Union Codes ACA and ACJ.
CST	VCSCOA Benefits	Non-Extra Help/Intermittent employees in Union Code CST.
DSA	VCDSA Benefits	Non-Extra Help/Intermittent employees in Union Codes DSD, DSE, DGS, and DSS.
EOS	IUOE Benefits	Non-Extra Help/Intermittent employees in Union Code EOS.
FFA	VCPFA Benefits	Non-Extra Help/Intermittent employees in Union Codes FFF and FGF.
MGT	MGMT Benefits	Non-Extra Help/Intermittent employees in Union Codes MCC, MMA, MSA, MB2, MB3, MB4, MME, MES, MS2, MS3, MT2, MT3, MT4, MU3, and MU4.
NCN	CNA Benefits	Non-Extra Help/Intermittent employees in Union Code NCN.
NON	No Benefits	ALL Extra Help and Intermittent employees, regardless of Union Code.
PPA	VCPPOA Benefits	Non-Extra Help/Intermittent employees in Union Codes PVP and PVT.
SPO	SPOAVC Benefits	Non-Extra Help/Intermittent employees in Union Codes SIT, SIU, SIV, and SIW.
USE	SEIU Benefits	Non-Extra Help/Intermittent employees in Union Codes UPA, UPC, UPE, UPH, UPI, USI, UPJ, UPK, UPT, UST and UWS.

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VEA	Ventura Employees Association (VEA) Benefits	Non-Extra Help/Intermittent employees in Union Codes VAA, VPE
XMT	Courts MGMT Benefits	Non-Extra Help/Intermittent employees in Union Codes XBE, XBF, XBJ, XBR, XBU, XM2, XM3, and XM4.
YCA	Courts CJAAVC Benefits	Non-Extra Help/Intermittent employees in Union Codes YCA and YCJ.
ZSE	Courts SEIU Benefits	Non-Extra Help/Intermittent employees in Union Codes ZBA, ZBP, ZBS, and ZBZ.

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Appendix K - Merit and Probation Codes (1/1/2017)

Merit Status Code	Definition
A	Active
N	Not Eligible
Merit Code	Definition
AN	Annual
C1	CSO I / DPO First Merit
C2	CSO I / DPO Second Merit
C3	CSO I / DPO Third Merit
C4	CSO I / DPO Fourth Merit
IN	Initial
NE	Not Eligible
Probation Status Code	Definition
C	Completed Probation
N	Probation Not Required
P	On Probation

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Appendix L - Crosswalk of Terms (1/1/2012)

VCHRP Term	Old Term
Action and Reason Codes	Transaction Code
Additional Pay Earnings Code	Incentive Code
Comp Rate Code	Incentive Code
Employee Class	Appointment Status
Employee Status	Current Status
Job Code	Classification Code
Salary Grade	Salary Range
Standard Hours	Work Schedule
Work Day Hours	Daily Schedule