

Exercises – Human Resources Transactions

Exercise A: Termination – Bridgett Delacroix

Bridgett Delacroix is leaving the University to go to work for a private company. Bridgett is planning to take 8.0 hours of annual leave before her last day.

1. Complete Bridgett's termination form as if her last day of work is the 15th of this month.
2. Complete Bridgett's termination form as if her last day of work is the last day of this month.

Exercise B: Pay/Funding Change – Myra Brownhill & Adam Jones

Myra Brownhill and Adam Jones received merit on July 1, 2008. In addition, their cost distribution will be split beginning August 1, 2008. The distribution will be a 50/50 split between their current cost centers and WBS Element R011804008.

1. Complete Myra's merit increase of \$1.02/hour and her funding change.
2. Complete Adam's merit increase of \$250/month and his funding change.

Exercise C: Leave of Absence with Pay – Adam Jones

Adam Jones is taking a Leave of Absence (LOA) with Pay from the University for educational purposes. His LOA began on February 1, 2008. He is expected to return on January 1, 2009.

1. Complete Adam's LOA with Pay.

Exercise D: Leave of Absence without Pay – Adam Jones

Adam Jones is taking a Leave of Absence (LOA) without Pay from the University for educational purposes. His LOA began on February 1, 2008. He is expected to return on January 1, 2009.

1. Complete Adam's LOA without Pay.

Exercise E: Percent Fulltime Change – Myra Brownhill & Adam Jones

Myra Brownhill and Adam Jones are changing the percentage of time they work. Myra will be going from 100% to 85%. Adam will be going from 75% to 100%. The effective date of the changes is March 1, 2008.

1. Complete Myra's change to part time.
2. Complete Adam's change to full time.

Exercise F: Change Work Schedule – Adam Jones

Adam Jones is changing his work schedule from five 6-hour days to four 7.5-hour days. He will work on Mondays, Tuesdays, Wednesdays, and Thursdays. The effective date of the change is March 1, 2008.

1. Complete Adam's work schedule change.

Exercise G: Change a Position

In this exercise, you will learn how to select a position and how to change a position. Your instructor will walk you through this exercise and will provide the necessary position.

Exercise H: Create a New Position

The Chemistry department (Cost Center: E011024) is creating a new assistant professor position with an effective date of March 1, 2008.

1. Complete the Position Create e-form.
2. DON'T FORGET – Write down the position number.

Exercise I: Pay Change – Myra Brownhill & Adam Jones

Myra Brownhill and Adam Jones received merit increases on July 1, 2008.

1. Complete Myra's merit increase of \$1.02/hour.
2. Complete Adam's merit increase of \$250/month.

Exercise J: Funding Change – Myra Brownhill & Adam Jones

Myra Brownhill and Adam Jones will be having their cost distribution split beginning July 1, 2008. The distribution will be a 50/50 split between their current cost centers and WBS Element R011804008.

1. Complete Myra's funding change.
2. Complete Adam's funding change.