

Department Self Service

Personal/Job Data – Dept

These pages allow you to look up personal and job information for employees in your area. You can view all employee classifications—full-time staff and administration, faculty, students, etc.—depending on the access that has been requested for you.

First, for the employee you wish to view their information. Note that EmplID is the Student ID. Name is a full name search in the following format: Last Name,First Name

The screenshot shows the Brigham Young University Department Self Service interface. The page title is "BRIGHAM YOUNG UNIVERSITY" and "Personal/Job Data". The search instructions are: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria are as follows:

Field	Search Type	Value
EmplID:	begins with	
Name:	begins with	
Last Name:	begins with	
Department SetID:	begins with	
Department:	begins with	
Alternate Character Name:	begins with	
Personnel Status:	=	

Additional options include a "Case Sensitive" checkbox (unchecked) and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The interface also includes a "Menu" on the left and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out" at the top.

There are two pages/tabs; the first page/tab contains basic job and personal information.

BRIGHAM YOUNG UNIVERSITY

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Menu

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 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Personal/Job Data | **Addresses/Phones**

Student, Jane EmpID

Identity/Job Location Data

NetID	
Primary Classification	SE Student Contract
Primary Status	Active
College/Division	Humanities
Department	English
Employee Has Multiple Jobs	Y

Personal/Job Event Data

Job Title	TEACHING ASST-GRADUATE	Birthdate	09/15
Gender	Female		
Marital Status	Single	Original Hire Date	09/02/2003
Citizenship	United States	Current Hire/Contract Date	08/23/2004
Ethnic Group	White	BYU F/T Service	No Data
Benefit Program	STD/TEMP	Termination Date	
		Retirement Date	

Hiring/Payroll Data

I-9 Status	OK	Direct Deposit	Yes
I-9 Status Reason			
Doc Expire Date			

Return to Search | Next in List | Previous in List | Notify

Personal/Job Data | Addresses/Phones

The second page/tab contains address and phone information for the employee.

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Personal/Job Data | **Addresses/Phones**

Student, Jane EmpID

Address Type Find | View All | First 1 of 3 Last

Address Type: Home

Address History Find | View All | First 1 of 1 Last

Effective Date: 09/02/2003 **Status:** Active

United States

Address: 111 Main Street
Provo, UT 84604

Phones Customize | Find | First 1-3 of 3 Last

Phone Type	Telephone
Home	801/555-5555
Main	801/555-5555
Tracking	801/555-5555

Email Addresses Customize | Find | First 1 of 1 Last

Email Type	Email Address
Campus	janestudent@byu.edu

Return to Search | Next in List | Previous in List | Notify

Personal/Job Data | Addresses/Phones

Job History – Dept (Last 3 Yrs)

These pages allow you to look job history for employees in your area. You can view all employee classifications—full-time staff and administration, faculty, students, etc.—depending on the access that has been requested for you.

First, for the employee you wish to view their information. Note that EmplID is the Student ID. Name is a full name search in the following format: Last Name,First Name

The screenshot shows the Brigham Young University website interface for the Job History search. The header includes the university name and navigation links: Home, Worklist, Add to Favorites, and Sign out. A menu on the left lists various services, with 'Job History (Last 3 Years)' selected. The main content area is titled 'Job History' and contains a search form. The form includes a 'Find an Existing Value' section with fields for EmplID, Name, Last Name, Department SetID, Department, and Alternate Character Name. Each field has a 'begins with' dropdown menu and a text input box. The Department SetID and Department fields also have search icons. Below the fields is a 'Personnel Status' dropdown menu and a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A 'New Window | Help | Help' link is visible in the top right corner.

There are two pages/tabs; the first page/tab contains the job history and indicates whether it is history, current or future. Note that it is sorted by empl record number (for example, if an employee had two jobs on campus, it would show the history of the first and then the history of the second).

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Job History | [Additional Pay History](#)

Name Student, Jane EmpID

Job Data		Find	1-5 of 5
Empl Rcd Nbr	0	Current	Effective Date 08/28/2004
Employee Status	Active	Empl Class	SE Std Con
Action	Data Chg	Job Title	TEACHING ASST-GRADUATE
Action Reason	FICA Prog	Chart Block	11290002-5510-00000
Comp Rate		FTE	9.999999
Rank		Contract #	
Division/College	Academic Vice President Div	Contract Type	
Department	English		
Empl Rcd Nbr	1	Current	Effective Date 08/28/2004
Employee Status	Active	Empl Class	SE Std Con
Action	Data Chg	Job Title	TEACHING ASST-GRADUATE
Action Reason	FICA Prog	Chart Block	11291000-5510-22401
Comp Rate		FTE	1.000000
Rank		Contract #	
Division/College	Academic Vice President Div	Contract Type	
Department	English		
Empl Rcd Nbr	1	History	Effective Date 08/23/2004
Employee Status	Active	Empl Class	SE Std Con
Action	Hire	Job Title	TEACHING ASST-GRADUATE
Action Reason	AddtnlJob	Chart Block	11291000-5510-22401
Comp Rate		FTE	1.000000
Rank		Contract #	
Division/College	Academic Vice President Div	Contract Type	
Department	English		
Empl Rcd Nbr	0	History	Effective Date 05/08/2004
Employee Status	Active	Empl Class	SE Std Con
Action	Data Chg	Job Title	TEACHING ASST-GRADUATE
Action Reason	FICA Prog	Chart Block	11290002-5510-00000
Comp Rate		FTE	9.999999
Rank		Contract #	
Division/College	Academic Vice President Div	Contract Type	
Department	English		
Empl Rcd Nbr	0	History	Effective Date 09/02/2003
Employee Status	Active	Empl Class	SE Std Con
Action	Hire	Job Title	TEACHING ASST-GRADUATE
Action Reason	Hire	Chart Block	11290002-5510-00000
Comp Rate		FTE	9.999999
Rank		Contract #	
Division/College	Academic Vice President Div	Contract Type	
Department	English		

[Job History](#) | [Additional Pay History](#)

The second page/tab contains additional pay history for contract employees.

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 - ▶ Personal/Job Data

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Job History | **Additional Pay History**

Name	Student, Jane	EmpID
Additional Pay Find 1-6 of 6		
Empl Rcd Nbr	0	Current
Empl Class	SE Std Con	Effective Date 08/31/2004
Chart Block	11290002-5510-00000	Earnings Descr Std Emplmt
Contract #		Earnings End Date
Pay Group	BYU Bi-Weekly Student Contract	Contract End Date
Division/College	Academic Vice President Div	Goal Amount \$1,056.64
Department	English	Goal Balance \$1,056.64
		Pay Period Hours 4.00
Empl Rcd Nbr	1	Current
Empl Class	SE Std Con	Effective Date 08/23/2004
Chart Block	11291000-5510-22401	Earnings Descr Std Emplmt
Contract #		Earnings End Date
Pay Group	BYU Bi-Weekly Student Contract	Contract End Date
Division/College	Academic Vice President Div	Goal Amount \$3,650.00
Department	English	Goal Balance \$3,650.00
		Pay Period Hours 13.00
Empl Rcd Nbr	0	Current
Empl Class	SE Std Con	Effective Date 08/16/2004
Chart Block	11290002-5510-00000	Earnings Descr Std Emplmt
Contract #		Earnings End Date
Pay Group	BYU Bi-Weekly Student Contract	Contract End Date
Division/College	Academic Vice President Div	Goal Amount \$495.30
Department	English	Goal Balance \$495.30
		Pay Period Hours 30.00
Empl Rcd Nbr	0	Current
Empl Class	SE Std Con	Effective Date 06/22/2004
Chart Block	11290002-5510-00000	Earnings Descr Std Emplmt
Contract #		Earnings End Date
Pay Group	BYU Bi-Weekly Student Contract	Contract End Date
Division/College	Academic Vice President Div	Goal Amount \$1,584.96
Department	English	Goal Balance \$1,584.96
		Pay Period Hours 12.00
Empl Rcd Nbr	0	Current
Empl Class	SE Std Con	Effective Date 01/05/2004
Chart Block	11290002-5510-00000	Earnings Descr Std Emplmt
Contract #		Earnings End Date
Pay Group	BYU Bi-Weekly Student Contract	Contract End Date
Division/College	Academic Vice President Div	Goal Amount \$2,641.60
Department	English	Goal Balance \$2,641.60
		Pay Period Hours 10.00
Empl Rcd Nbr	0	Current
Empl Class	SE Std Con	Effective Date 09/13/2003
Chart Block	11290002-5510-00000	Earnings Descr Std Emplmt
Contract #		Earnings End Date
Pay Group	BYU Bi-Weekly Student Contract	Contract End Date
Division/College	Academic Vice President Div	Goal Amount \$3,276.00
Department	English	Goal Balance \$3,276.00
		Pay Period Hours 28.00

[Job History](#) | [Additional Pay History](#)

Employee Reports

This report provides you with a list of employees in your department. Select whether you want a list of all employees or student employees. Select which department you want to run it for (if you leave ALL in the department field it will run for all departments you have access to). Click Load Employee Data and the information will populate in the grid. For help with sorting or downloading to excel, click on the links provided.

BRIGHAM YOUNG UNIVERSITY

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Employee Reports

Employee Report Type: All Employees [Report Sorting Help](#) [Excel Download Help](#)

Department: ALL

Name	EmplID	Net ID	College/Division	Job Title	Empl Clas
1					

BYU Payroll Report By Account

This report provides you with information about who was paid what amount on what accounts in a specified pay period. First, you will be asked to indicate a Run Control ID. Click Search.

BRIGHAM YOUNG UNIVERSITY

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Payroll Report

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

If the results indicate “No Matching Entries Found” then click on the Add a New Value. Enter your Net ID and click Add. NOTE: The next time you come in to the report, you can hit Enter on your keyboard and do NOT need to add a new value.

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Payroll Report

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

The next page will allow you to select the information you want to receive. Leave BYU as the company. Select a Description (or payperiod):

- Bi-Weekly 2005-01-14
- Monthly 2005-01-31
- Entire Month 2005-01
- Accruals 2005-01-15 Payroll Accrual
- Reversals 2005-01-15 Payroll Accrual Reversals

You may enter the Speedtype, Account, and Subclass or choose to leave it blank and run it for all accounts you have access to. Select or unselect pay groups you wish to run it for (see the following link for descriptions of the pay groups: <http://star.byu.edu/paygroups.php>). Select how you would like the report to be sorted. After entering all the parameters, click Run.

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Payroll Report

Run Control ID: test Report Manager Process Monitor Run

Run Control Parameters

*Company Brigham Young University

*Description

Speedtype Account Subclass

Pay Group					Sort By
<input checked="" type="checkbox"/> STP	<input checked="" type="checkbox"/> STH	<input checked="" type="checkbox"/> STF	<input checked="" type="checkbox"/> STC	<input checked="" type="checkbox"/> SFN	<input checked="" type="radio"/> department, chart block, name
<input checked="" type="checkbox"/> NRN	<input checked="" type="checkbox"/> NRC	<input checked="" type="checkbox"/> NOP	<input checked="" type="checkbox"/> FCP	<input checked="" type="checkbox"/> FAC	<input type="radio"/> department, speed type, account
<input checked="" type="checkbox"/> F1N	<input checked="" type="checkbox"/> EXE	<input checked="" type="checkbox"/> CEM	<input checked="" type="checkbox"/> CEB	<input checked="" type="checkbox"/> ADM	

Save Notify Add Update/Display

On the Process Scheduler Request page just click OK. There is no need to select or unselect anything else.

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Process Scheduler Request

User ID: esm Run Control ID: test

Server Name: Run Date: 02/12/2005

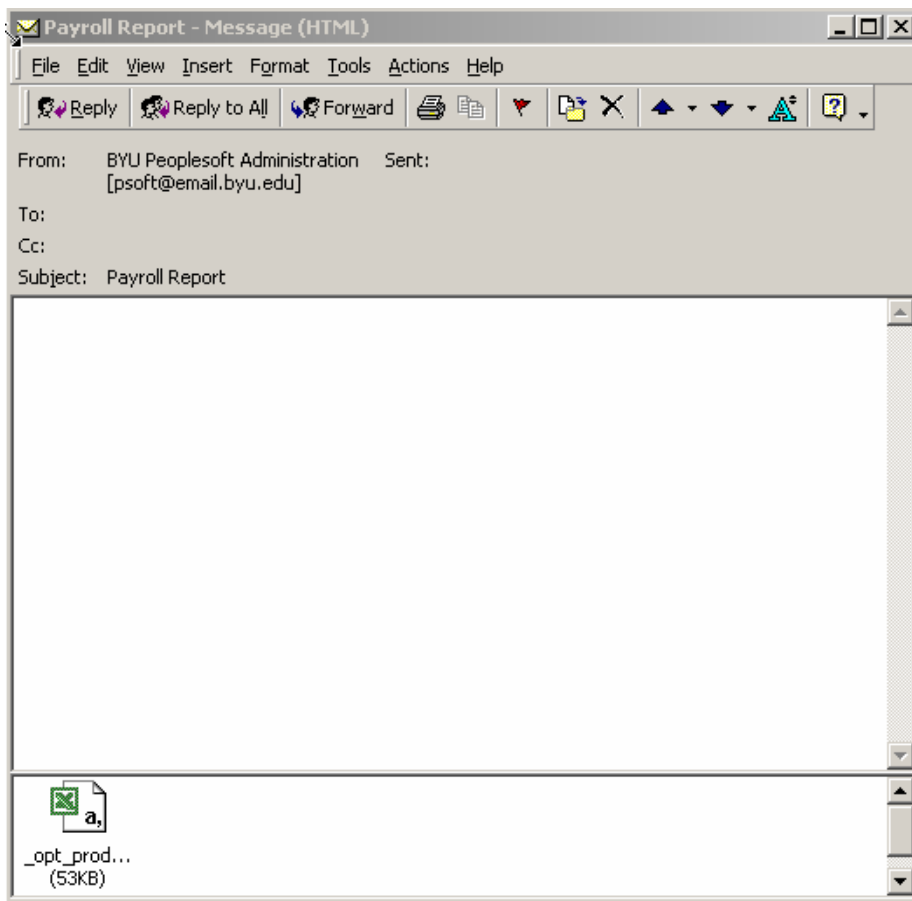
Recurrence: Run Time: 11:09:32AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	
<input checked="" type="checkbox"/>	Payroll Report	PAYROLL	SGR Report	Web	PDF	

Once you click OK, the system will run the report and email the information to you in an attached Excel file.



Admin Sick/Vacation Entry

Use this screen to enter the sick and vacation days taken by Administrative personnel for the month specified. Once you have entered the hours click Save. If the heading says: “Payroll Currently in Progress”—Payroll is currently running and entry is blocked. Any adjustments that need to be made after Payroll has run should be called in to Evelyn Young in Compensation at 422-4092.

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Dept Sick/Vac Entr

SetID: IDBYU Department: 0823 Staff Employment Services

Payroll Currently in Progress

Department Sick/Vacation Entry View All First 1-2 of 2 Last

Name	Social Security #	Sick Hours	Vacation Hours	Sick Balance	Vacation Balance	Summary
McFly, George	662-02-0015	0.00	0.00	54.00	110.66	Summary
Parker, Peter Spiderman	435-42-0632	0.00	0.00	567.00	180.66	Summary

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

Click on blue summary to view individual employee history. The first page will show the sick hour history.

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Sick/Vacation Summary

Name: McFly, George ID: 094756864

Leave Plans Find | View All First 1 of 3 Last

Plan Type: 50 Sick BYU

Leave Accrual Balances Find | View All First 1-10 of 23 Last

Accrual Date	Carry Over	YTD Earned	YTD Taken	YTD Adjusted	Hrs Accrued	Hours Taken Current	Hours Adjust Current	Leave Hours Balance
			0.000		0.000			0.000000
01/31/2005	46.000000	8.000000	0.000		8.000			54.000000
12/31/2004	11.000000	96.000000	60.000		8.000	1.000		46.000000
11/30/2004	11.000000	88.000000	59.000		8.000	1.000		39.000000
10/31/2004	11.000000	80.000000	33.000		8.000	26.000		32.000000
09/30/2004	11.000000	72.000000	21.000		8.000	12.000		50.000000
08/31/2004	11.000000	64.000000	20.000		8.000	1.000		54.000000
07/31/2004	11.000000	56.000000	19.000		8.000	1.000		47.000000
06/30/2004	11.000000	48.000000	17.000		8.000	2.000		40.000000
05/31/2004	11.000000	40.000000	8.000		8.000	9.000		34.000000

[Return](#)

Use the arrows on the first blue bar to view the next plan type (vacation hours).

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Sick/Vacation Summary

Name: McFly,George ID: 094756864

Leave Plans [Find](#) | [View All](#) First 2 of 3 Last

Plan Type: 51 Vacation BYU

Leave Accrual Balances [Find](#) | [View All](#) First 1-10 of 23 Last

Accrual Date	Carry Over	YTD Earned	YTD Taken	YTD Adjusted	Hrs Accrued	Hours Taken Current	Hours Adjust Current	Leave Hours Balance
			0.000		0.000			0.000000
01/31/2005	96.000004	14.666667	0.000		14.667			110.666671
12/31/2004	30.000000	176.000004	110.000		14.667			96.000004
11/30/2004	30.000000	161.333337	86.000		14.667	24.000		81.333337
10/31/2004	30.000000	146.666670	76.000		14.667	10.000		90.666670
09/30/2004	30.000000	132.000003	72.000		14.667	4.000		86.000003
08/31/2004	30.000000	117.333336	64.000		14.667	8.000		75.333336
07/31/2004	30.000000	102.666669	57.000		14.667	7.000		68.666669
06/30/2004	30.000000	88.000002	25.000		14.667	32.000		61.000002
05/31/2004	30.000000	73.333335	16.000		14.667	9.000		78.333335

[Return](#)

Staff Sick/Vacation Summary

Use this page to view sick and vacation hours for Full-Time Staff employees. This is a display page only. Use the Kronos system for entries for Full-Time Staff. Just like the administrative page, you can click on blue summary to view individual employee history.

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Staff Sick/Vacation

SetID: IDBYU Department: 0823 Staff Employment Services

Balance As Of: February 2005

Sick/Vacation Display [View All](#) First 1 of 1 Last

Name	Social Security #	Sick Balance	Vacation Balance	Summary
Job,Iwanta	518-27-3347	154.46	33.46	Summary

[Return to Search](#)