

Enterprise Human Resources and Payroll

#33 – *EMPLOYEE REALIGNMENT MASK ACTION*



As of 12/01/02, a mask template will be available to users for the initiation of an employee Realignment. The Mask processes will automatically update the employees record and the employee's current position to reflect the new department (Admin Code).

The following data will appear on the data control page for the realignment action:

- Effective Date
- Action: POS (Position Change)
- Reason: REO (Reorganization/Restructure)
- NOA Code - Extension: 790-0 (Realignment)
- Legal Authority - UNM

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[New Window](#)

Emp. Realignment

Run Control ID: 1

[Report Manager](#) [Process Monitor](#)

[Run](#)

Effective Date:

*EmpID	Name	*SetID	*New Department	New Location Code	Authority 1 Descr - Part 1	Authority 1 Descr - Part 2	New Account Code	New Description
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

How will a user enter the employee realignment using this new system feature?

- Enter the Effective Date. (Would be the same for all employees being realigned.)
- Enter the employee ID. Clicking on the Lookup allows users to perform an advanced search for employees based on several criteria, including Name.
- Enter the Set ID of the new department to which the employee is being realigned.
- Enter the new Department ID.
- Enter the new Location Code when applicable. If this field is left blank, the old value will carry over.

Questions? Contact your Agency Liaison or the PSC Help PoC Team.

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Continued.

- Enter the description for the “UNM” legal authority that will appear on the employee’s record.
- If applicable, enter additional legal authority description in the Part 2 field.
- Enter the new CAN if applicable. If this field is left blank, the old value will carry over.
- If desired, enter a remark in the Description field. This will be treated as the ‘ZZZ’ remark.
- Click the  to insert another employee information.
- Continue the above process until all employees have been entered.
- When all the employees’ data has been entered, click Run.
- Select the “PSUNX” server on the Process Scheduler Request page.
- Click OK.

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- Note the Process Instance number. (Below the Run button on the Employee Awards MassMask page.)
- Click the Process Monitor Hyperlink to go to the Process Requests page. Be sure the Process (HE_) shows a run status of Success.
- A run status of Success demonstrates that the process has completed.

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Is there an employee realignment mass action?

- Yes. The realignment Mass action moves an entire department from one Admin Code to another. A Help PoC ticket should be entered to run this process.
- Provide the following data in the Help POC ticket
 - Effective date
 - Old Department ID
 - New Department ID
 - New Location Code
 - Authority description

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How will users know what actions have been completed by the batch process?

- Users will be able to generate a query to determine each employees processing status. (ie. what items processed and what didn't process.)
- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE_MASS_MASK_STATUS.
- Please see Postcard #30 for instructions on how to use the report.