

PeopleSoft 8.3 Human Resources PeopleBook: Manage French Public Sector

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About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www4.peoplesoft.com/cc

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

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We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

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Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	*Definition*
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	*Definition*
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	*Definition*
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	*Definition*
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province)**	State (Province) for address.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title — Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Prefix and **Name Prefix** — Select a Prefix or Name Prefix, if applicable.

Royal Prefix — Select a Royal Prefix, if applicable.

First Name — Enter the employee's official first name.

Preferred First Name — For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.

Last Name Preference — For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.

Middle — Enter the employee's middle name, if applicable.

Last Name — Enter the employee's official last name.

Suffix — Select a suffix, if applicable.

Second Last Name — For Spanish employees, enter the second surname (mother's surname).

Alternate Character Name — Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).

Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.

Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.

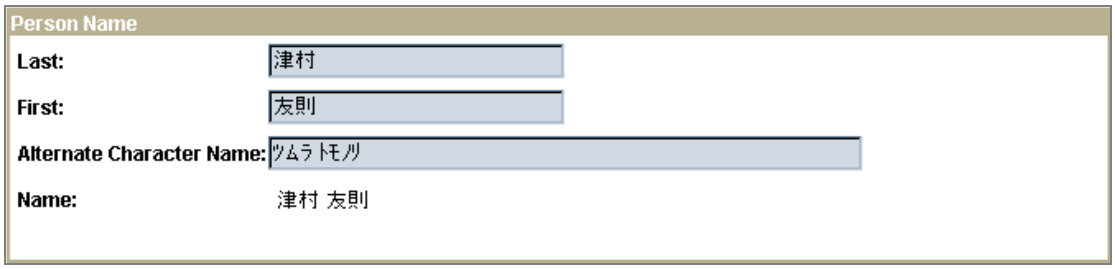
Royal Suffix — Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Name — The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

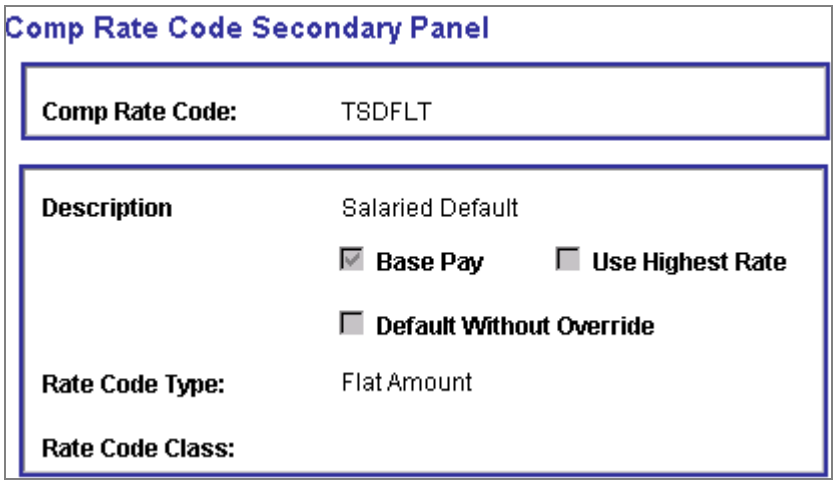
Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. **Note.** If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) **Currency**, and **Frequency**	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



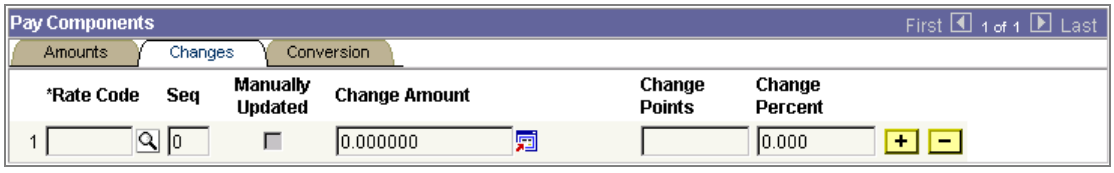
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab



Pay Components – Changes page

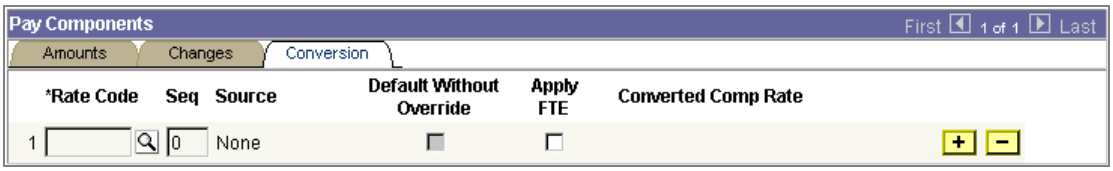
This page displays the change in an employee's salary.

Manually Updated The system selects this if you have manually updated the pay components.

Change Amount The overall change amount to this pay component rate.

Change Points The overall change amount (in points) to this pay component, if applicable.

Change Percent The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

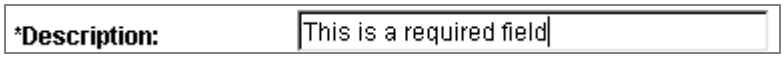
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.



Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font` Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	*System Name*	*Navigation*	*Usage*
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Manage French Public Sector

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Manage French Public Sector.

This chapter complements and extends the About the HRMS PeopleBooks section of HRMS documentation by providing specific information on how to use the documentation for Human Resources. Much of the general information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks"

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for Human Resources.

Field	*Definition*
Benefit Plan	A specific benefit offering within a plan type.
Benefit Plan Type	Also known as Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.

Field	*Definition*
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
FSA Maximum Annual Pledge	This is the total maximum an employee can pledge to contribution to a health or dependent care flexible spending accounts during a benefit plan year.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.
Plan Type	Also known as Benefit Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks," PeopleBooks Standard Page Element Definitions

Understanding the Documentation

Documentation for PeopleSoft Human Resources is made up of 25 business processes, each with their own book:

- Administer Company Cars
- Administer Festive Advance
- Administer Salaries for the Netherlands
- Administer Salary Packaging
- Administer Training
- Administer Variable Compensation
- Administer Workforce
- Base Benefits
- Manage Commitment Accounting
- Manage Competencies
- Manage French Public Sector
- Manage Netherlands Salary Administration
- Manage Performance
- Manage Positions

- Manage Professional Compliance
- Meet Regulatory Requirements
- Monitor Absence
- Monitor Health & Safety
- Plan Careers and Successions
- Plan Salaries
- Recruit Workforce
- Report Total Compensation
- Track Faculty Events
- Track Flexible Service
- Track Global Assignments

Human Resources Reports

The documentation for the Human Resources reports is in the reports chapter in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*. There you will find information about each report, listed by module.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Appendix: PeopleSoft Application Fundamentals for HRMS Reports"

CHAPTER 2

Setting Up French Public Sector Tables

This chapter provides an overview of the Define Business Rules (FPS) Menu and discusses how to:

- Define status and population codes.
- Define civil service positions.
- Set up actions.
- Modify correspondence between gross and increased indexes.
- Define types of points.
- Set up salary scales.
- Manage salary grades.
- Define steps and substeps.
- Define corps.
- Manage employer contribution rate.
- Define job codes
- Set up host organizations.
- Define grade groups.
- Set up grades.
- Deny component access to nonemployees.

Before You Begin

The Administer Workforce (FPS) menu is the core of the Manage French Public Sector business process in PeopleSoft Human Resources. It enables you to add or update employee data.

Before you can use the Administer Workforce (FPS) menu you must establish the system parameters for French Public Sector. To do this, you fill in the setup tables on the Define

Business Rules menu. These tables define the basic operational rules and drive the software package.

Defining Status and Population Codes

French Public Sector manages both civil servants and contract workers.

The employee status enables you to identify the various populations that are taken into consideration and define the management rules for each.

In French Public Sector, each corps has its own status, which defines functions and organizes employees' careers. A corps groups civil servants that have the same status and grades.

French Public Sector considers two major population types:

- The first is associated with a grade or a step and implies some business rules.

  This data is managed from the Career data pages.

- The second is outside any grade category.

  Some pages in the employee records are dedicated to managing compensation. Two modes of compensation are possible. Compensation based on salary grade table implies that the employee is associated with a salary grade table and a step; for free compensation, the amount is directly selected.

  French Public Sector conveys this distinction by giving access to a data group with career (grade/step) or a data group without career.

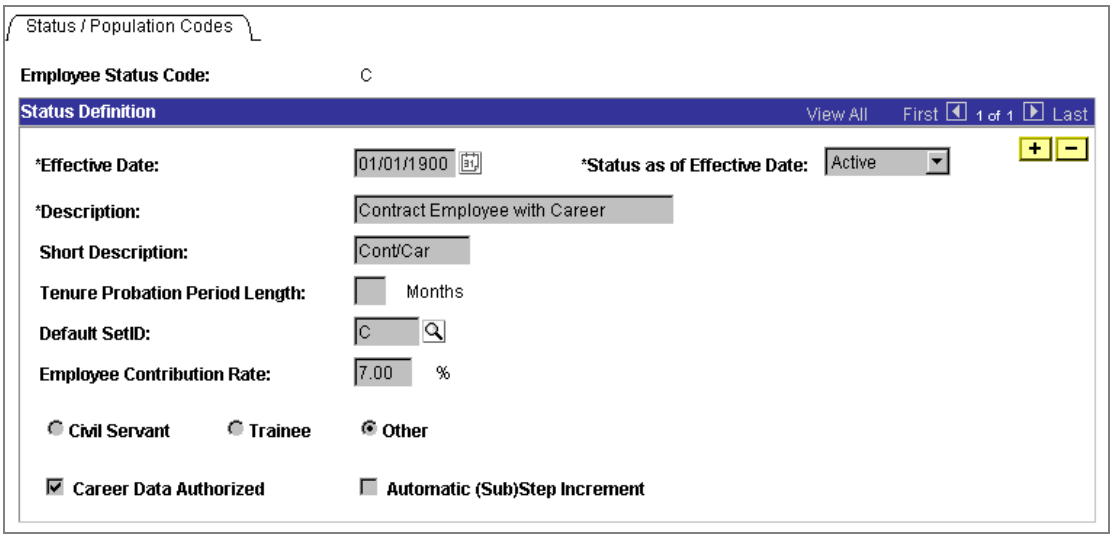
  In this section, we discuss how to define status and population codes.

Page Used to Define Status and Population Codes

Page Name	*Object Name*	*Navigation*	*Usage*
Status/Population Codes	FPMSTATUSEE_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Status/Population Codes	Add or change a status.

Adding or Changing a Status

Access the Status/Population Codes page.



Status/Population Codes page

Tenure Probation Period Length Select for trainees.

Default SetID Enter the status code.

Employee Contribution Rate Enter the rate used in pension contribution calculations. The deduction for civil pension contributions of employees on secondment is calculated taking into account this rate.

Civil Servant, Trainee, and **Other** Select the population type. **Civil Servant** means before tenure. **Other** is usually a contract employee.

See Also

Application Fundamentals for HRMS PeopleBook, "Regulating PeopleSoft HRMS System Data"

"Managing Secondment," Managing Contributions for Employees on External Secondment

Defining Civil Service Positions

The civil service position describes the activity or nonactivity of the employee. Throughout their time with the organization, employees have different civil service positions that affect career, compensation, and promotion.

The proration ratio enables you to weight an employee's compensation from fractions based on the work time percentage and civil service position. Some civil service positions induce a compensation rate that is different from the work time percentage.

In this section, we discuss how to:

- Add or change a civil service position.

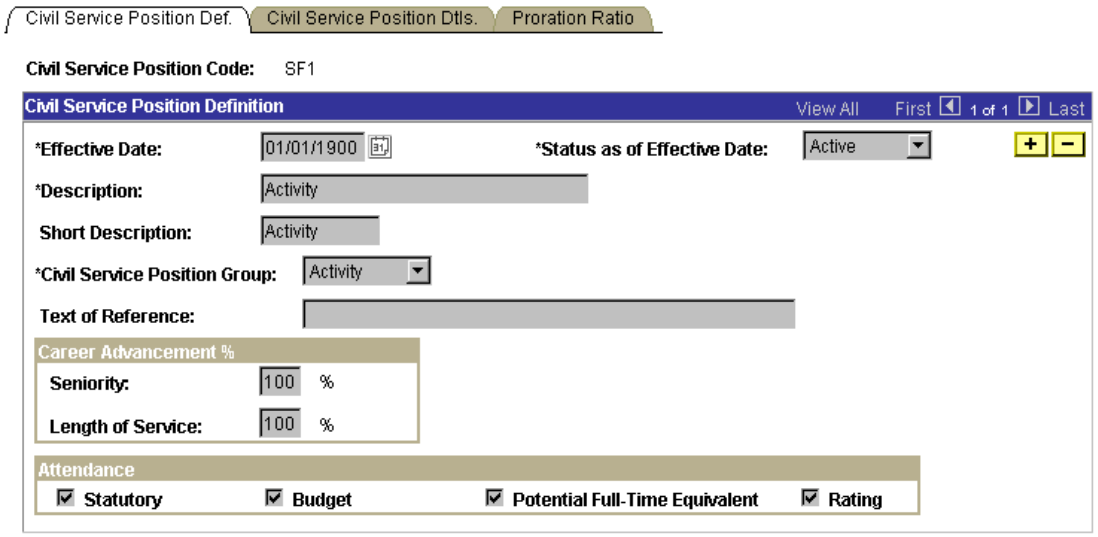
- Enter civil service position details.
- Record the proration ratios of a civil service position.

Pages Used to Define Civil Service Positions

Page Name	*Object Name*	*Navigation*	*Usage*
Civil Service Position Def (civil service position definition)	FPMLEGALSTA_PNL1	Define Business Rules, Define Business Rules (FPS), Setup FPS, Civil Service Positions, Civil Service Position Definition	Add or change a civil service position.
Civil Service Position Dtls (civil service position details)	FPMLEGALSTA_PNL2	Define Business Rules, Define Business Rules (FPS), Setup FPS, Civil Service Positions, Civil Service Position Details	Enter civil service position details.
Proration Ratio	FPMLEGALSTA_PNL3	Define Business Rules, Define Business Rules (FPS), Setup FPS, Civil Service Positions, Proration Ratio	Record the proration ratios of a civil service position.

Adding or Changing a Civil Service Position

Access the Civil Service Position Def page.



Civil Service Position Def page

Civil Service Position Group — Enter the civil service position group.

Text of Reference — Enter the text that is associated with the position.

Seniority and **Length of Service** — Enter the percentages that are used to calculate seniority and length of service.

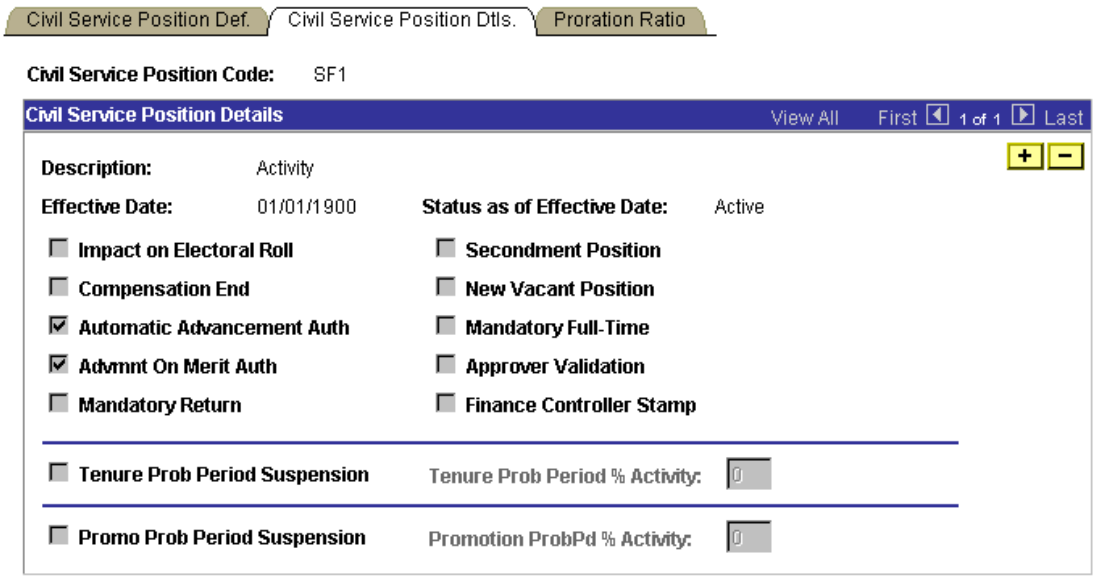
Statutory, Budget, Potential Full-Time Equivalent, and **Rating** — Indicate whether the position is considered budget headcount, statutory headcount, or potential full-time equivalent, or if the position should be considered in attendance time calculations for rating.

See Also

"Rating Employees"

Entering Civil Service Position Details

Access the Civil Service Position Dtls page.



Civil Service Position Dtls page

Impact on Electoral Rolls — Select if the position does not authorize participation in elections. Informational only.

Compensation End — Select if the position suspends the employee compensation. Informational only.

Automatic Advancement Auth (automatic advancement authorization) — If the employee's position does not authorize automatic advancement, the advancement date is postponed until the end of the position. French Public Sector calculates the seniority that the employee can carry over after promotion.

Advmnt on Merit Auth (advancement on merit authorization) — Select if the position authorizes advancement on merit.

Mandatory Return — The following action terminating the position is regarded as a return action.

Secondment Position — Select if the civil service position leads to a secondment position.

New Vacant Position — You can vacate a position in the Assignment data.

Mandatory Full-Time — Full-time activities are recorded in the Work Time option.

Approver Validation — For leave-type or termination-type positions, select if the position change needs validation.

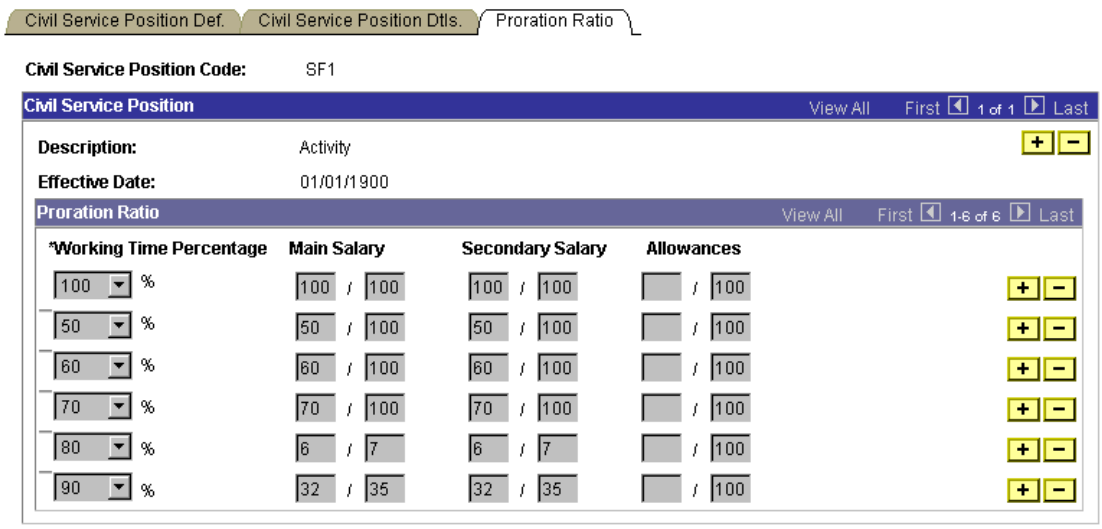
Finance Controller Stamp — For leave-type or termination-type positions, select if the position change needs a stamp.

Tenure Probation Period Suspension — Select to suspend. Only 0 and 100% values are considered.

Promotion Probation Period Suspension	Select to suspend. Only 0 and 100% values are considered.

Recording Proration Ratios

Access the Proration Ratio page.



Proration Ratio page

Working Time Percentage	Select the working time percentage. Values are ***50, 60, 70, 80, 90,*** and ***100.*** For each civil service position, three proration ratios are linked to each working time percentage. For these ratios, the system uses working time percentage / 100 as the default.
Main Salary	Enter the nominator and denominator of the fraction that is applied to the main salary.
Secondary Salary	Enter the nominator and denominator of the fraction that is applied to the secondary salary, including bonus.
Allowances	Enter the numerator and denominator of the fraction.

Note. To select a proration ratio of zero, you must have already saved the row.

Setting Up Actions

In French Public Sector, you manage employee records by event. Actions describe the event that affects the record.

In this section, we discuss how to:

- Define an action code.
- Assign FPS components that can use the action.
- Authorize the use of the action by employee status.
- Authorize the use of the action by civil service position.
- List supporting documents that are required for an action.
- Define an action group.
- Define action groups that are authorized for a role.
- Associate your action codes with PeopleSoft action codes.

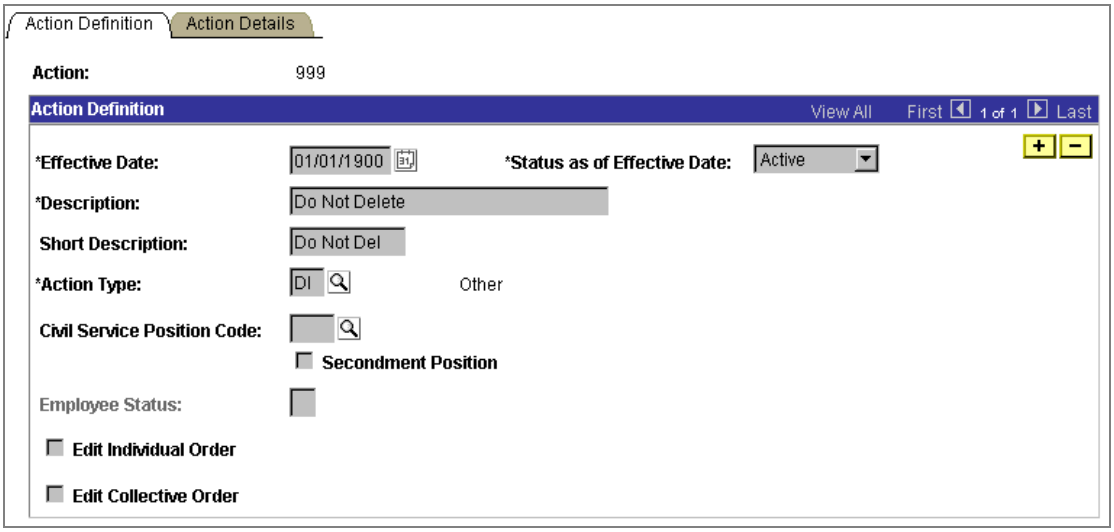
Pages Used to Set Up Actions

Page Name	*Object Name*	*Navigation*	*Usage*
Action Definition	FPMACTION_PNL 1	Define Business Rules, Define Business Rules (FPS), Setup FPS, Actions, Actions Definition	Define an action code.
Action Details	FPMACTION_PNL 2	Define Business Rules, Define Business Rules (FPS), Setup FPS, Actions, Actions Details	Assign the FPS components that can use the action.
Authorized Actions/Status	FPMACTSTATU_ PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Status/Actions	Authorize actions by employee status.
Authorized Actions/CS Positn (authorized actions/civil service position)	FPMACTLEGAL_ PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, CS Position/Actions	Authorize actions by civil service position.
Actions - Type of Document	FPMACTDOC_PN L	Define Business Rules, Define Business Rules (FPS), Setup FPS, Actions - Types of Documents	List supporting documents that are required for an action.

Page Name	*Object Name*	*Navigation*	*Usage*
Action Group	FPMACTNGRP_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Action Groups	Define an action group.
Action Authorization	FPMSCTYACTN_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Action Authorization	Define action groups that are authorized for a role.
Equivalent Job Action	FPMACTION_JOB_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Equivalent Job Action	Associate your action codes with PeopleSoft action codes.

Defining an Action Code

Access the Action Definition page.



Action Definition page

Action Type This code groups actions of the same type.

Civil Service Position Code Select a code if the action implies a civil service position change.

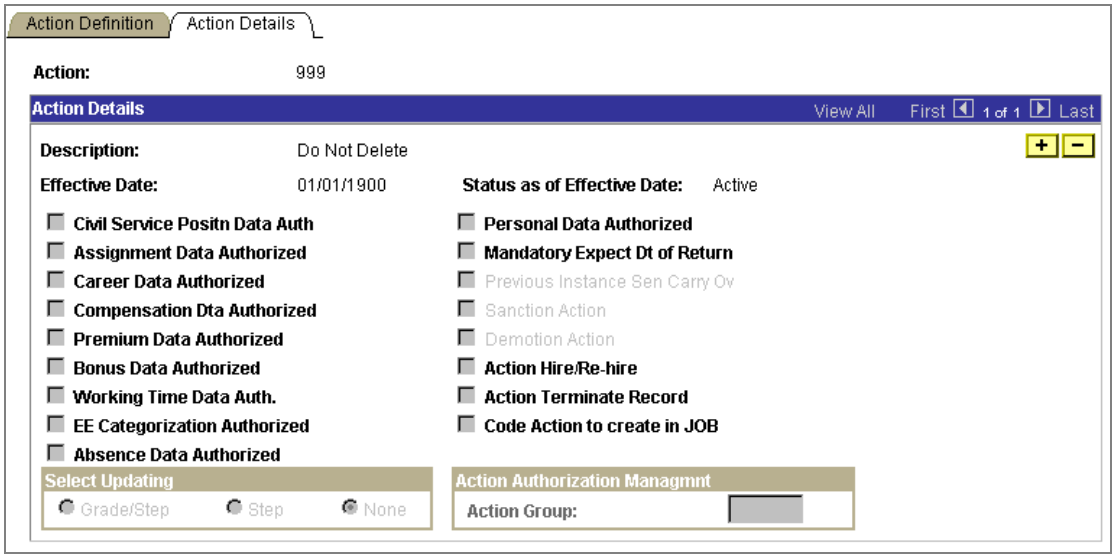
Employee Status Available for entry when you enter the **Civil Service Position Code** field. The action creates the employee's civil service position.

Edit Individual and **Edit Collective Order**

Select to edit Crystal reports for the action. Up to five reports per status and action can be defined in the Document/Employee Status.

Assigning Components That Can Use the Action

Access the Action Details page.



Action Details page

Civil Service Positn Data Auth (civil service position data authorization), **Assignment Data Authorized, Career Data Authorized, Compensation Dta Authorized** (compensation data authorized), **Premium Data Authorized, Bonus Data Authorized, Working Time Data Auth., EE Categorization Authorized** (employee categorization authorized), **Absence Data Authorized,** and **Personal Data Authorized**

Select the check box for each type of employee data that is affected by the action. By selecting and clearing these check boxes, you restrict the action codes that are available in each component on the Administer Workforce (FPS) menu.

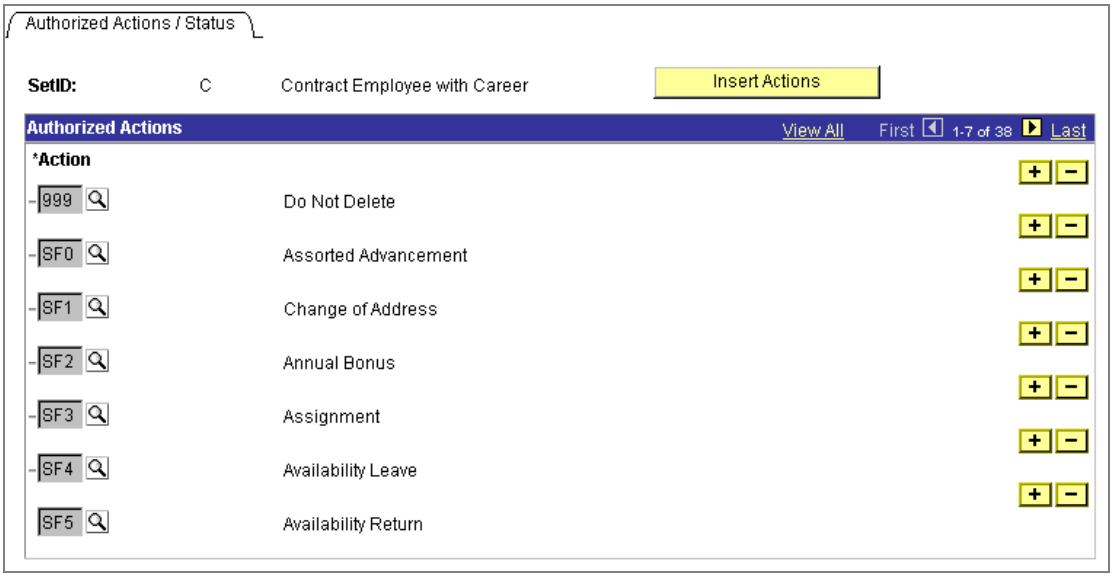
Mandatory Expect Dt of Return (mandatory expected date of return)

For some interruption actions, you can enter a mandatory expected return date.

Previous Instance Sen Carry Ov (previous instance seniority management carryover)	For seniority management, some actions can carry over Previous Instance Seniority on a same step.
Sanction Action, Demotion Action, Action Hire/Rehire, and **Action Terminate Record**	Select if the action is available for the process.
Grade/Step, Step, and **None**	Select the option that indicates what the action enables you to modify.
Action Group	You can classify each action in an action group to add data permission security according to the role.

Authorizing Actions by Status

Access the Authorized Actions/Status page.



Authorized Actions/Status page

You can authorize the use of actions by employee status or population code.

To associate a specific status with authorized actions:

1. Enter a setID.

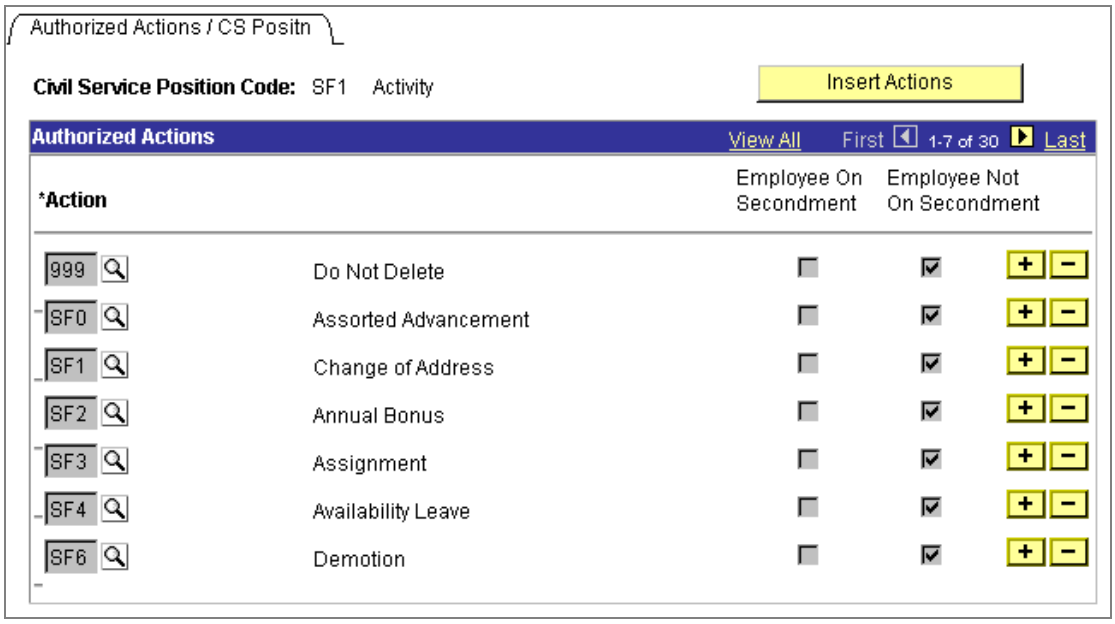
   SetIDs are the statuses. Using setIDs enables you to narrow the action authorization.

2. Click the **Insert Actions** button to generate the existing actions.

3. Add or delete actions using the Add and Delete buttons.

Authorizing Actions by Civil Service Position

Access the Authorized Actions/CS Positn page.



Authorized Actions/CS Position page

An action is authorized only if the impacted employee has a specific civil service position.

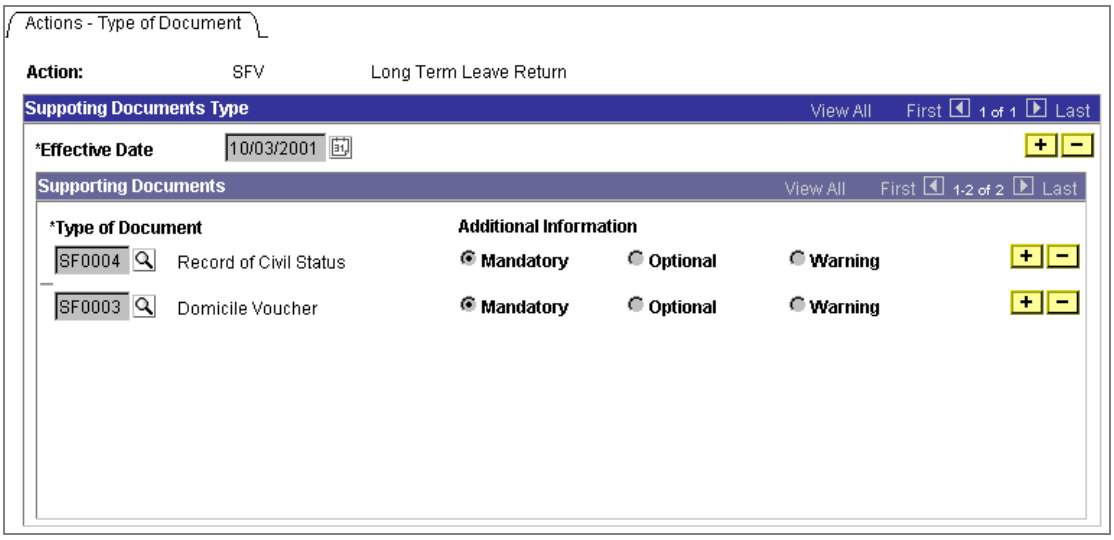
To associate actions with civil service positions:

1. Enter a Civil Service position code.
2. Click the **Insert Actions** button to generate the existing actions.
3. Add or delete actions using the Add and Delete buttons.

Indicate whether the action is available to employees on secondment. Some actions can be performed only in the employee's home organization.

Listing Supporting Documents

Access the Actions - Type of Document page.



Actions – Type of Document page

You can associate a list of supporting documents (for example, degrees, rent receipts) with an action. When French Public Sector updates the employee's record, it lists the supporting documents that the employee must present for an action that modifies personal data (for example, change in marital status, address change).

To associate a document with an action:

1. Enter the action code.
2. Select the type of document.
3. Indicate whether this document is mandatory or optional.

You can include multiple entries.

Creating Action Groups

Action Groups are a list of actions to be used by different users.

Rather than list restrictions for each individual action, you associate user roles with action groups. The user can access only the actions that are included in the action group.

To create an action group:

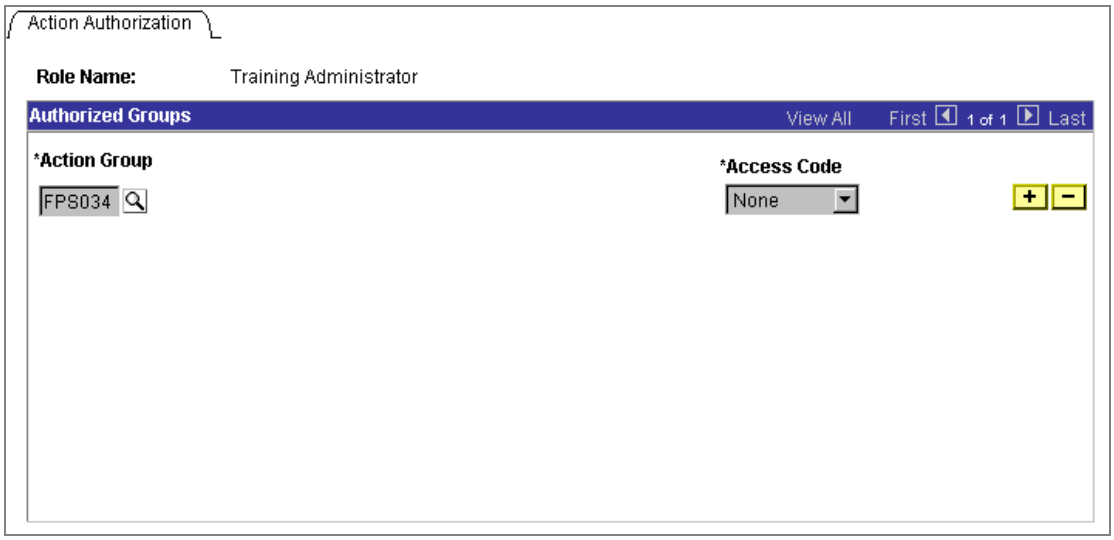
1. Enter an action group, description, and short description.
2. Connect the action group with the action on the Action Details page.

See Also

Assigning Components That Can Use the Action

Authorizing Actions by User Role

Access the Action Authorization page.



Action Authorization page

You can restrict availability by user role. This functionality is optional. To implement it, select Action Authorization Management in the FPS Installation Parameters component.

For each role, you can list the actions that are authorized.

To define the action groups authorized for a role, first select the role name that is to be modified.

Role Select the role name that is to be modified

Action Group Enter the action group.

Access Code Values are:

Save: The action group is authorized for the role.

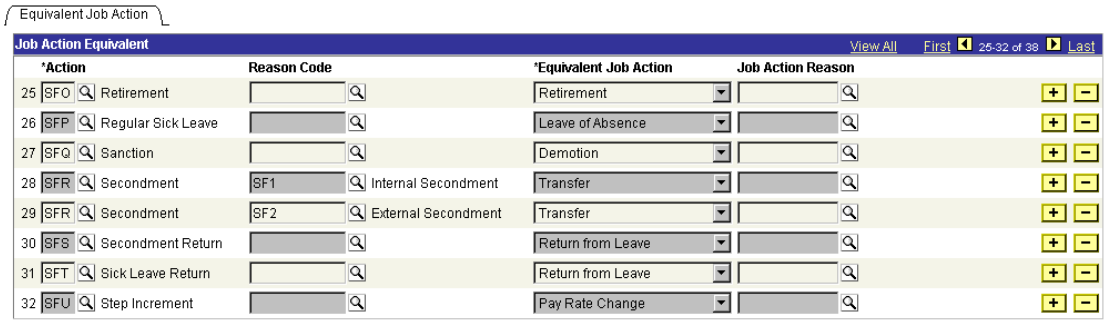
None: Code is not authorized for the role.

See Also

Setting Up FPS Installation Parameters

Creating Equivalent Job Actions

Access the Equivalent Job Action page.



Equivalent Job Action page

To assure the consistency of your application and enable you to edit legal reports that are issued by PeopleSoft, you must associate your action codes with those that are proposed by PeopleSoft. The Merge process takes these equivalencies into account.

To create equivalencies:

1. Select an action.
2. Enter the reason.
3. Select the equivalent job action and reason.

   They are retrieved in Job Data during the Merge process.
4. Save.

   When saving, the system checks that all actions have been addressed.

Setting Up FPS Installation Parameters

We recommend that you set up FPS installation parameters now.

FPS installation parameters enable you to define the different parameters that are used by French Public Sector processes, set up default values and store counters such as request and order numbers.

In this section, we discuss how to:

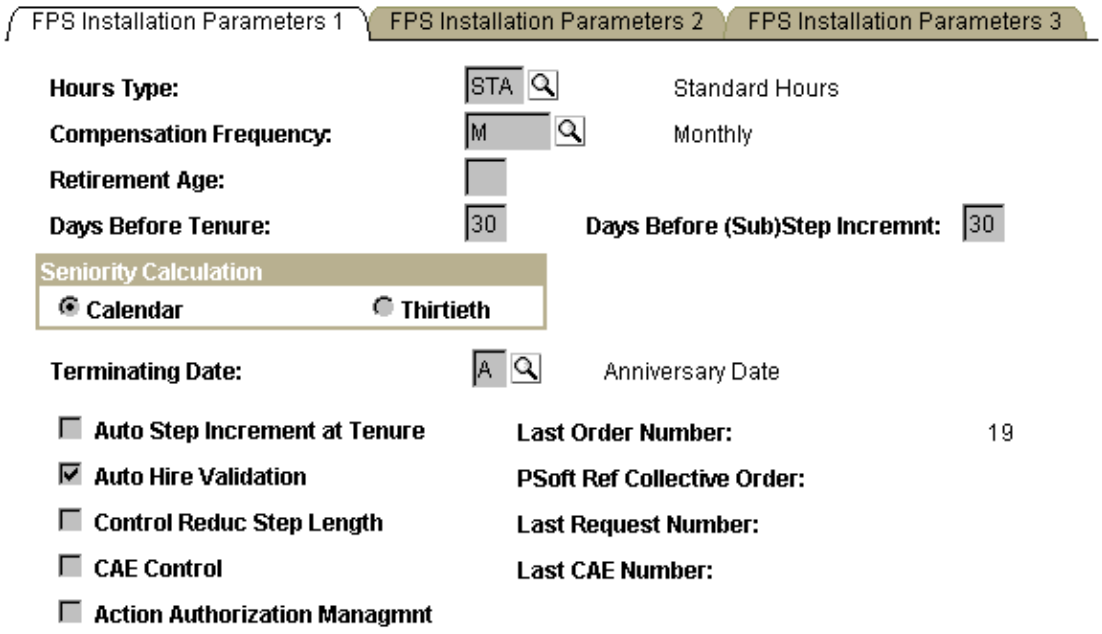
- Set up installation parameters.
- Set the action code and action reason defaults.
- Grant seniority equivalents.
- Define seniority bonus headings.

Pages Used to Create FPS Installation Parameters

Page Name	*Object Name*	*Navigation*	*Usage*
FPS Installation Parameters 1	FPMSYSTEM_PNL1	Define Business Rules, Define Business Rules (FPS), Setup FPS, FPS Installation Parameters, FPS Installation Parameters 1	Set up installation parameters.
FPS Installation Parameters 2	FPMSYSTEM_PNL2	Define Business Rules, Define Business Rules (FPS), Setup FPS, FPS Installation Parameters, FPS Installation Parameters 2	Set the action code and action reason defaults, which are used for hiring, rehiring, and tenure.
FPS Installation Parameters 3	FPMSYSTEM_PNL3	Define Business Rules, Define Business Rules (FPS), Setup FPS, FPS Installation Parameters, FPS Installation Parameters 3	Grant seniority equivalents to rank a newly hired employee.
Seniority Bonus Headings	FPMBON_ITM_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Sen Bonus Headings	Define the seniority bonus headings, which are used to grant seniority equivalents and seniority bonus.

Modifying Installation Parameters

Access the FPS Installation Parameters 1 page.



FPS Installation Parameters 1 page

Hours Type Select the default value for when you track time.

Compensation Frequency Select the default value for when you enter compensation.

Retirement Age Select the default value for when you define grade.

Days Before Tenure This value is used by the tenure process to search for the next employees to be given tenure. It enables you to select the trainees whose probation period falls within this value. The default value is 30 days.

This same value is used to validate probation periods. You cannot validate the probation period before the probation period end date.

Days Before (Sub)Step Incremnt (days before substep or step increment) The system uses this value to search for next step increments. For example, if the value is 30 days, the system selects all employees whose advancement date is 30 days after the processing date. You can select between 1 and 99 days before tenure.

Calendar and Thirtieth Select a calendar basis or a Thirtieth basis (30 days a month). Applies to all date calculations in the tenure, seniority, and advancement processes.

Terminating Date Determines when the advancement date takes effect: at the anniversary date ***(A),*** at the beginning of the month ***(B),*** at the beginning of next month ***(E).***

Auto Step Increment at Tenure Select to set a default value for grades.

Auto Hire Validation Select to set a default value for job codes.

Control Reduc Step Length (control reduction step length)	Select to set a default value for corps.
CAE Control	Select to set up a firm CAE management. This option gives the budget process supervisors a tool to monitor how the budget is managed.
Action Authorization Management	This is a system-wide option. It is applied to administration workforce and enables you to restrict the authorized action list depending on the role.
Last Order Number	This value is updated and stored in the system parameters when a recorded action can by notified by an order.
PeopleSoft Ref. Collective Order	This value is updates and stored in the system when a collective order is edited.
Last Request Number	This value is updated and stored in the system parameters when a request is recorded in the employee record.
Last CAE Number	This value is stored in the system parameters based on the **CAE Control** field.

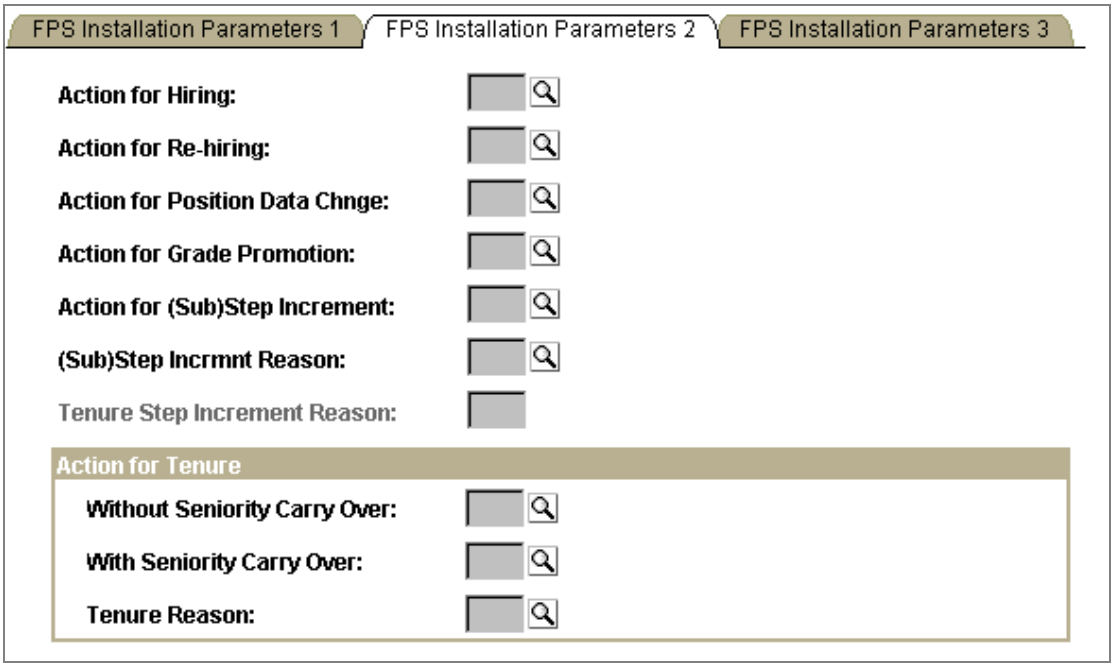
See Also

"Managing Headcount," Managing CAE

Setting Up Actions

Setting the Action Code and Reason Defaults

Access the FPS Installation Parameters 2 page.



FPS Installation Parameters 2 page

Action for Hiring The code is initialized by the value entered.

Action for Re-hiring The code is initialized by the value entered.

Action for Position Data Change The system reserves an action code for updating incumbent records when position data is modified.

Action for Grade Promotion The system reserves an action code for grade promotion.

Action for (Sub)Step Increment Defines the action code reserved for step increment.

Action for Tenure

Defines the action code reserved for tenure.

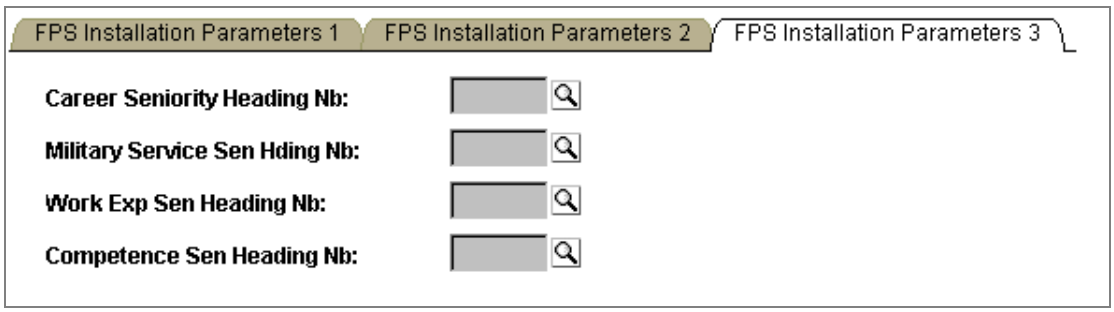
Without Seniority Carry Over Select when tenure is associated with step increment without seniority carry over.

With Seniority Carry Over Select when tenure does not imply step increment with seniority carry over.

Tenure Reason Automatic step increment at tenure is linked to Grade Definition. The code is initialized by the value entered.

Granting Seniority Equivalents

Access the FPS Installation Parameters 3 page.



FPS Installation Parameters 3 page

Career Seniority Heading Nb (career seniority heading number) — For seniority obtained in another organization.

Military Service Sen Hding Nb (military service seniority heading number) — For seniority obtained during military service.

Work Exp Sen Heading Nb (work experience seniority heading number) — Equivalent of a work experience outside the public sector.

Competence Sen Heading Nb — Equivalent of specific competencies.

Modifying the Correspondence Between Gross and Increased Indexes

Increased indexes enable you to calculate the employee's base compensation. Several gross indexes can correspond to one increased index. Gross indexes cannot be modified.

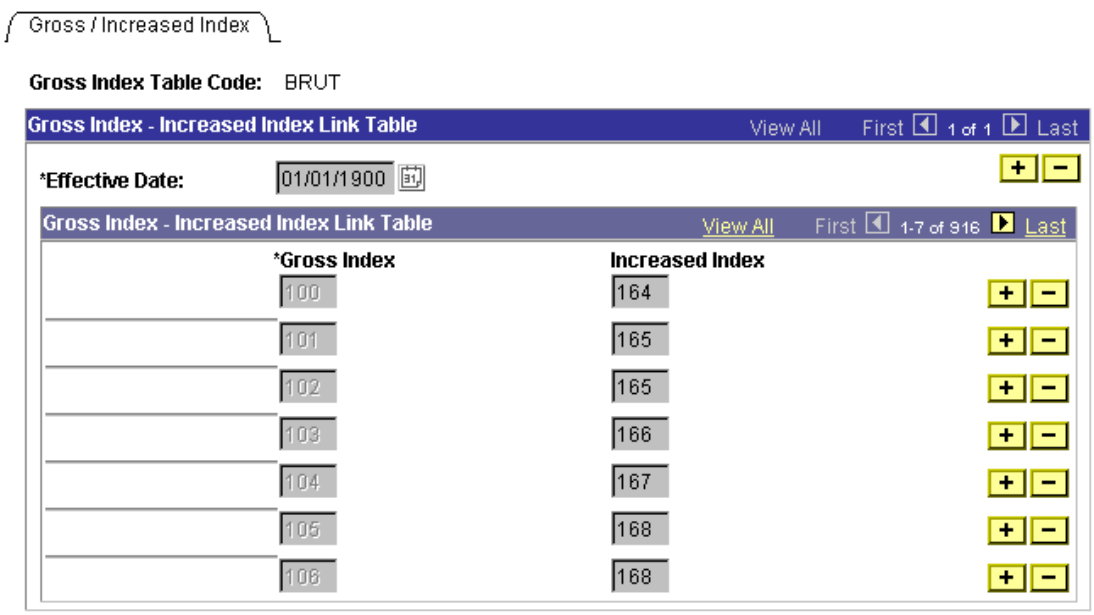
In this section, we discuss how to modify the correspondence between gross and increased indexes.

Page Used to Modify the Correspondence Between Gross and Increased Indexes

Page Name	*Object Name*	*Navigation*	*Usage*
Gross/Increased Index	FPMGROSSIND_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Gross/Increased Index	Modify the correspondence between gross and increased indexes.

Modifying the Correspondence Between Gross and Increased Indexes

Access the Gross/Increased Index page.



Gross/Increased Index page

To modify gross and increased index correspondence, insert a new effective date and create new correspondences. Former correspondences are committed to history.

Defining Types of Points

The type of point enables you to calculate the compensation amounts that are associated with the various increased indexes or references.

You can create several types of points that correspond to the various populations.

French Public Sector considers two types of points.

- Those that set up compensation grids with references. In this case, the type of point must begin with the letter *X*. The grid is filled in manually.
- Those that automatically set up compensation grids taking into account increased indexes and the point value (for civil servants, this value is determined by an order). This is the general type of point.

In this section, we discuss how to:

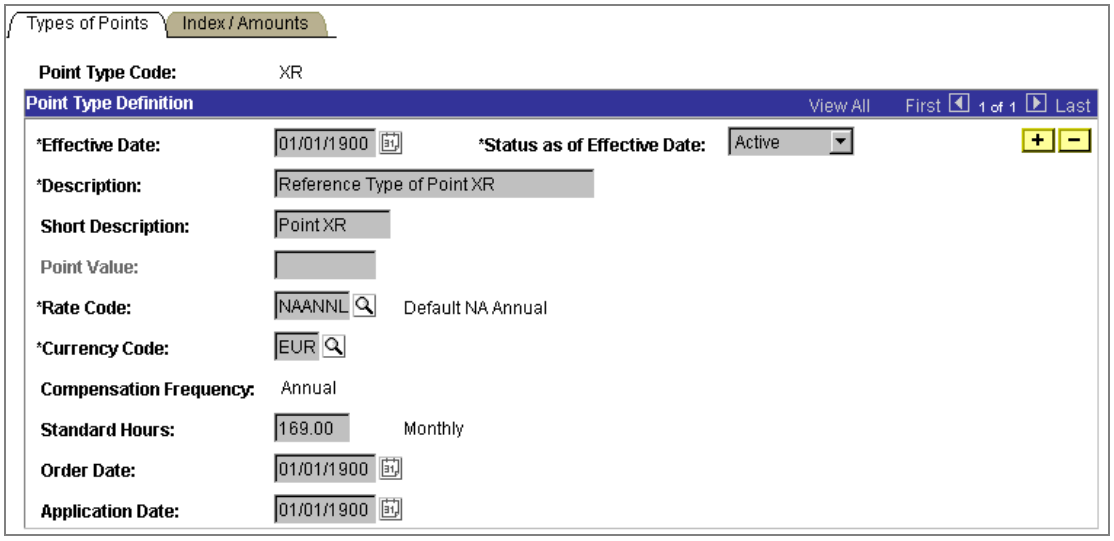
- Add or change types of points.
- Set up the relationship between the reference and the amount.

Pages Used to Define Types of Points

Page Name	Object Name	Navigation	Usage
Types of Points	FPMPOINTYP_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Types of Points, Types of Points	Define types of points.
Index/Amounts	FPMINDEXAMT_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Types of Points, Index/Amounts	Set up the relationship between the reference and the amount.

Defining Types of Points

Access the Types of Points page.



Types of Points page

To define types of points:

1. Enter a type of point code.
2. Enter a point value for a general type of point (those without the X prefix).
3. Access the Index/Amounts page.
4. Click the Add button.

   The system displays the associated rate code, currency, and frequency.

5. For each amount, you can obtain a correspondence in another currency either by triangulation or by direct calculation. Click the **Display in Other Currency** button for direct calculation.

6. To set up the reference grid, select an annual amount, a monthly amount, and/or an amount per hour according to the frequency that is defined for the rate code.

   The unavailable amounts are automatically calculated. The amounts are calculated for the frequencies that are delivered by PeopleSoft (hourly, monthly, annual) and according to standard hours.

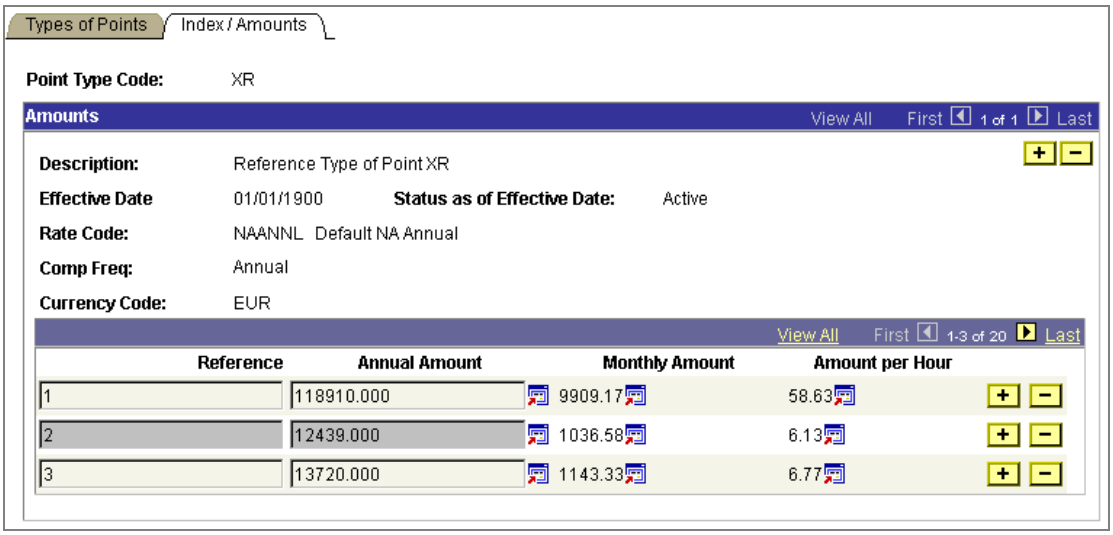
Rate Code Enter a value to calculate the compensation amounts. The system displays only flat amount rate codes with annual, monthly or hourly frequency. The frequency and the currency that are associated with the rate code are displayed. You can modify the currency.

The rate code depends on the type of points. When the type of point is not prefixed by *X,* the rate code equals the number of points, and the frequency is annual.

Standard Hours Enter a value to calculate the compensation amounts.

Setting Up the Relationship Between the Reference and the Amount

Access the Index/Amounts page.



Index/Amounts page

Setting Up Salary Scales

During their career, employees are allocated steps that determine their compensation level.

The salary scale enables you to select a type of point and to associate a step list with gross indexes. The step number defines the step increment order within the scale. A salary scale is always associated with a salary grade table. Also, a scale can be associated with one or more salary grade tables.

In this section, we discuss how to set up salary scales.

See Also

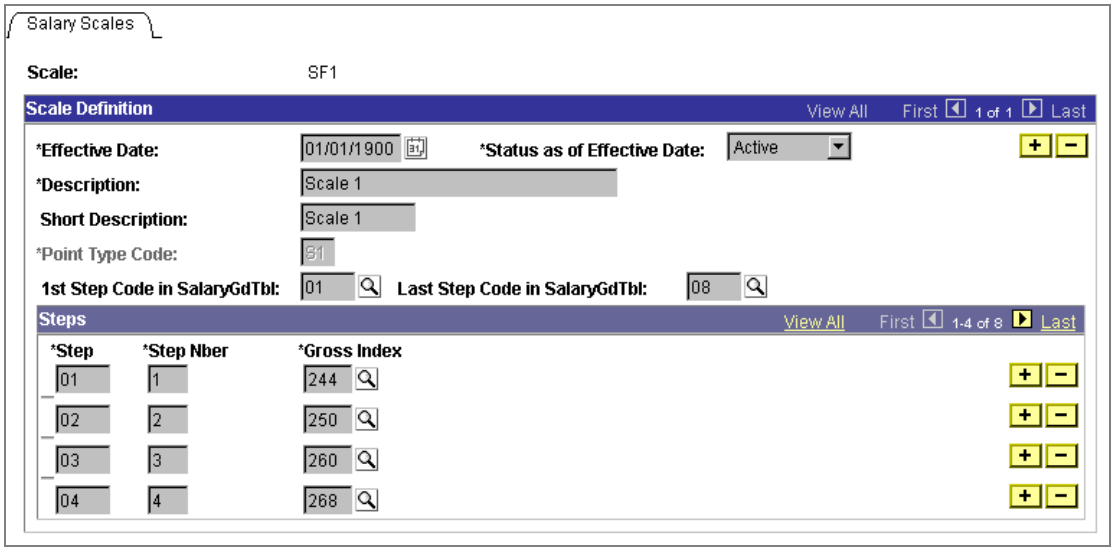
Managing Salary Grades

Page Used to Set Up Salary Scales

Page Name	*Object Name*	*Navigation*	*Usage*
Salary Scales	FPMSCALE_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Salary Scales.	Set up salary scales.

Setting Up Salary Scales

Access the Salary Scales page.



Salary Scales page

To set up salary scales:

1. Enter a scale code.
2. Select a point type.

Once you have selected a point type, you cannot modify it. The system displays the rate code that is associated with the point type.

3. Enter the step, step number and gross index that are associated with the scale.

4.  Use the **Add** button to create additional values.

   The system uses the **Step Nber** (step number) fields to determine the first and last steps.

5. Save the page.

Managing Salary Grades

Civil servant grades are associated with a salary grade table. The component of a salary grade tables is the step. Each step has a corresponding gross index and (usually) the number of months that are required for the next step increase. When employees move to a new grade, they are positioned in a step in the salary grade table. Their base compensation that is associated with the step is determined by one of the following:

- Gross index and increased index.

  When entering the gross index, the system retrieves the corresponding increased index.

- Annual compensation value for substep.

- Increased index.

- Reference (when the type of point is prefixed by X).

Some grades in French Public Sector are partly or totally classified as *off-scale* groups that are beyond the graphic scale. The system uses letters to refer to these rate groups. In this case, the specific steps can be divided in substeps. Scale letters and substeps characterize these classifications.

In this section, we discuss how to determine the salary grade table components that are used to calculate the gross compensation that is associated with each classification.

Salary Grade Table Definition and SGT/Scales Correspondence

A salary grade table is composed of a series of steps or substeps and the definitions of advancement rules between them. A salary grade table that can contain substeps is called an *off-scale* salary grade table. A salary grade table must also contain a category (in public sector or outside public sector) and must be able to accept an entry bonus.

A salary grade table can contain a salary scale. It is then composed of the scale's steps that are associated with the same gross indexes. When no scale is associated with a salary grade table, such as with off-scale salary grade tables, you must indicate the steps and indexes.

According to the salary grade table's type of point and public sector salary grade table status, the step is associated with a gross index, an increased index, or a reference.

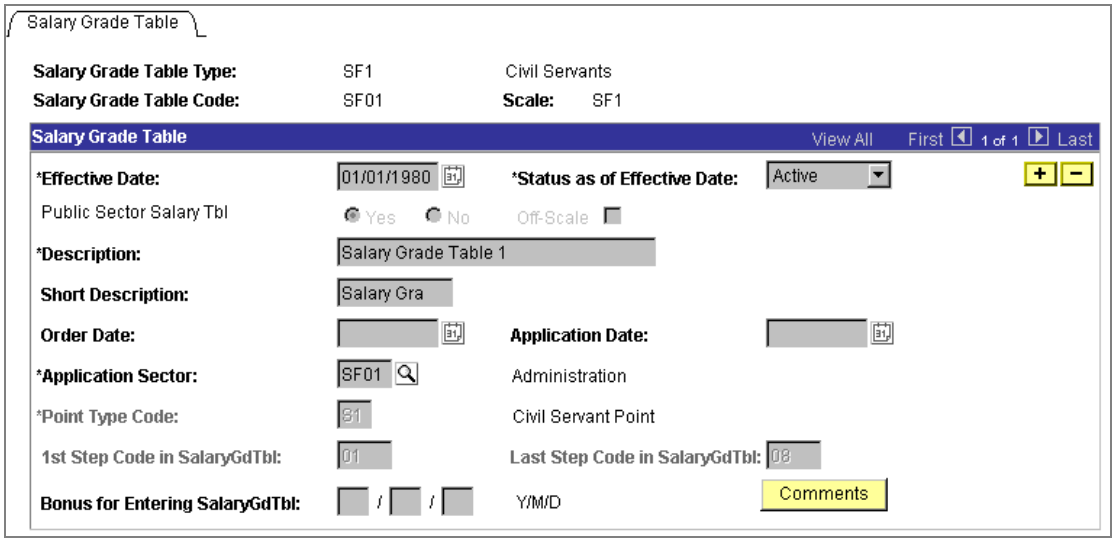
Type of Point	*Salary Grade Table*	*Step*
Standard Type of Point	Public	Gross Index
Type of Point X	Non-Public	Reference
Standard Type of Point	Non-Public	Increased Index

Page Used to Manage Salary Grades

Page Name	*Object Name*	*Navigation*	*Usage*
Salary Grade Table	FPMSALMATRX_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Salary Grade Table	Determine the salary grade table components that are used to calculate the gross compensation associated with each classification.

Adding or Changing Types of Points

Access the Salary Grade Table page.



Salary Grade Table page

To add or change types of points enter the salary grade table type, code, and scale code.

Public Sector Salary Tbl (public sector salary table)

Select ***Off-Scale*** if the salary grade table is off-scale. If the ***Off-Scale*** option is not selected, the salary grade table is composed of steps. Otherwise, it can be composed of substeps. Once you save this page, you cannot modify the Public Sector Salary Grade Table, Off-Scale and Type of Point fields.

Point Type Code	Displays a value if you have selected a scale. Otherwise, enter a value.
1st Step Code in SalaryGdTbl (first step code in salary grade table) and **Last Step Code in SalaryGdTbl**	Displays a value if you have selected a scale. Otherwise, enter a value. The value is updated when you save the Steps - Advancement Rules page.
Bonus for Entering SalaryGdTbl	Enter the value in years/months/days.

Defining Steps and Substeps

On this page, you:

- Define the steps and substeps for salary grade tables that are not associated with a scale.
- Set up the salary grade table advancement rules.

You must indicate the step or substep length, the theoretical career seniority, the classification number that enables you to define step increment in the salary grade table and next step in case of automatic advancement.

A single scale can be associated with several salary grade tables with different advancement rules.

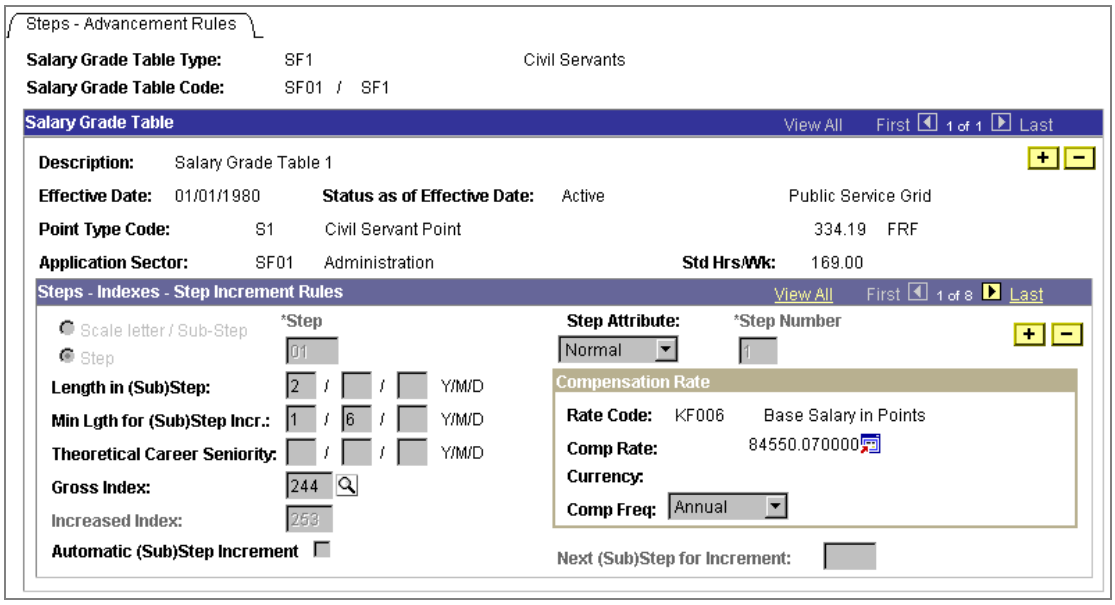
In this section, we discuss how to view steps and indexes that are associated with a salary grade table scale, set up steps and substeps for salary grade tables with no scale, and set up advancement rules.

Page Used to Define Steps and Substeps

Page Name	*Object Name*	*Navigation*	*Usage*
Steps - Advancement Rules	FPMSALSTEP_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Salary Grade Table - steps	View the steps and indexes that are associated with a salary grade table scale. Set up steps and substeps for salary grade tables with no scale. Set up advancement rules.

Defining Steps and Substeps for Salary Grade Tables

Access the Salary Grade Table - Steps page.



Steps – Advancement Rules

To set up salary grade table advancement rules:

1. Enter the salary grade table type, code, and scale code.
2. Modify the step, step number, and index.

You can do this step only for salary grade tables that are not associated with a scale. For tables that are associated with a scale, you can only view the data that is displayed on this page.

Scale letter/Sub-Step — Substeps imply an additional subdivision. The employee is granted a substep within a scale letter. A scale letter is associated with a corresponding step; it can be composed of several substeps. If the salary grade table has been set up off-scale, an option enables you to indicate if the defined classification is a step or a scale letter/substep pair. The default classification is the step.

Step — If the salary grade table is not off-scale, then it is composed of steps only.

***Step or Substep** — Enter the step or substep code.

Length in (Sub)Step — The average duration in step or substep, in years/months/days. Employees cannot be granted substep length reductions. However, they can be granted length reductions in the step that corresponds to the scale letter.

Min Lgth for (Sub)Step Incr (minimum length for step or substep increment) — The minimum length of time that an employee must stay in a step or substep before the system applies a seniority bonus.

Scale letter/Sub-Step	Substeps imply an additional subdivision. The employee is granted a substep within a scale letter. A scale letter is associated with a corresponding step; it can be composed of several substeps. If the salary grade table has been set up off-scale, an option enables you to indicate if the defined classification is a step or a scale letter/substep pair. The default classification is the step.
Theoretical Career Seniority	The theoretical career seniority (or salary grade table seniority) calculates the seniority in grade (or in salary grade table) of an employee: • Who would have entered the grade with zero seniority. • Whose civil service position would have been constantly active. • Whose step increments would have been processed based on the average statutory length. It enables you to position an employee in the salary grade table when entering your organization according to the seniority equivalents granted and the salary grade table entry.
Gross Index	Define for a step.
Increased Index	Define for a step.
Automatic (Sub)Step Increment	Select if you're going to enter a value in the **Next (Sub)Step for Increment** field.
Step Attribute	Values are ***Normal, Temporary*** and ***Exceptional.***
***Step Number**	Indicates the rank of the step in the Salary Grade Table.
Comp Rate (compensation rate)	The rate code that is associated with the salary grade table type of point is displayed. The annual amount is displayed in the currency that is associated with the rate code. You can modify the frequency and view the corresponding compensation. This functionality is for reference only: the modifications are not recorded by the system.
Next (Sub)Step for Increment	Define the next step or substep in the event of automatic step increment.

Defining Corps

A corps groups civil servants who have the same status and intend the same grades. Civil servants belong to a corps containing one or more grades. Statuses establish each corps classification in a category (A, B, C…).

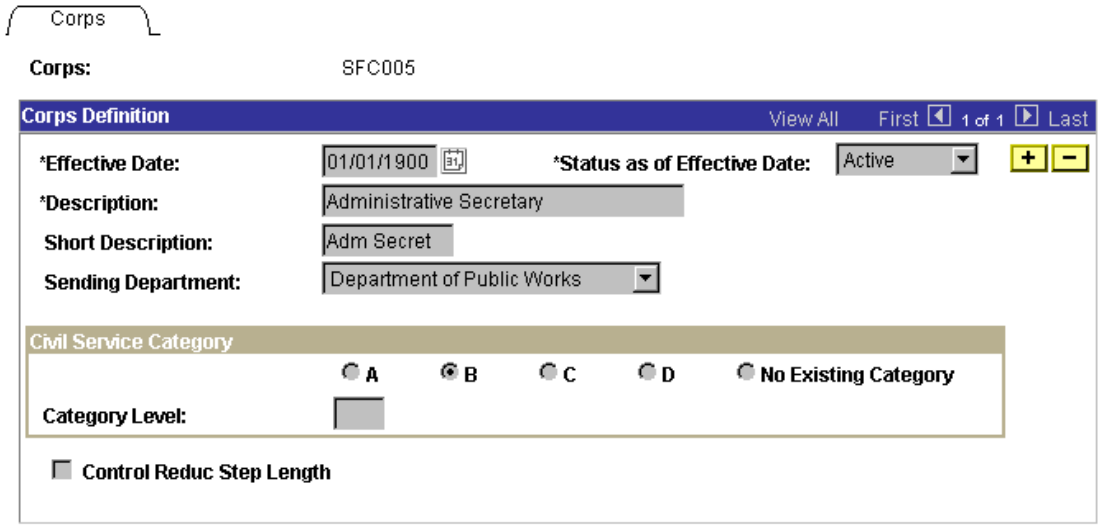
In this section, we discuss how to set up corps data.

Page Used to Define Corps

Page Name	Object Name	Navigation	Usage
Corps	FPMCORPS_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Corps	Set up corps data.

Adding and Changing Corps

Access the Corps page.



Corps page

To add and change corps:

1. Enter the corps code.
2. Enter the corps definition data.
3. Enter data in the **Civil Service Category** group box.

Control Reduc Step Length When an employee is granted a bonus, the system monitors to ensure that the day compilation is lower than the difference between the step increment minimum length and the step length.

Setting Up Grades

Employee's grades enable them to benefit from the compensation that is associated with the grade.

A grade is part of a grade group and is associated with a salary grade table. A grade group is associated with a corps and a category.

You can attach collective premiums to the grade. These premiums are also assigned a rate code. Grade-attached premiums can be expressed in the form of a flat amount, a number of points, or a percentage of either the main or the base salary. You can attach several premiums to the same grade.

In this section, we discuss how to:

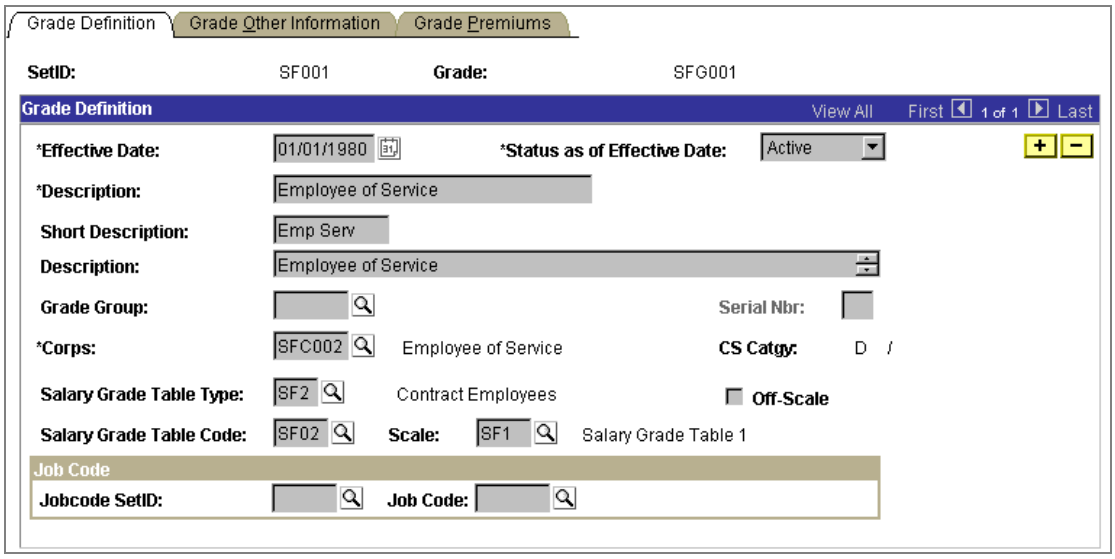
- Set up a grade's relationship with corps and salary grade tables and job codes.
- Enter period lengths, retirement age, and pension plan code.
- Attach collective premiums to a grade.

Pages Used to Set Up Grades

Page Name	*Object Name*	*Navigation*	*Usage*
Grade Definition	FPMRANK_PNL1	Define Business Rules, Define Business Rules (FPS), Setup FPS, Grades, Grade Definition	Set up the grade's relationship with corps and salary grade tables and job codes.
Grade Other Information	FPMRANK_PNL2	Define Business Rules, Define Business Rules (FPS), Setup FPS, Grades, Grade Other Information	Enter period lengths, retirement age, and pension plan code.
Grade Premiums	FPMRANK_PNL3	Define Business Rules, Define Business Rules (FPS), Setup FPS, Grades, Grade Premiums	Attach collective premiums to a grade

Adding or Changing Grade Codes

Access the Grade Definition page.



Grade Definition page

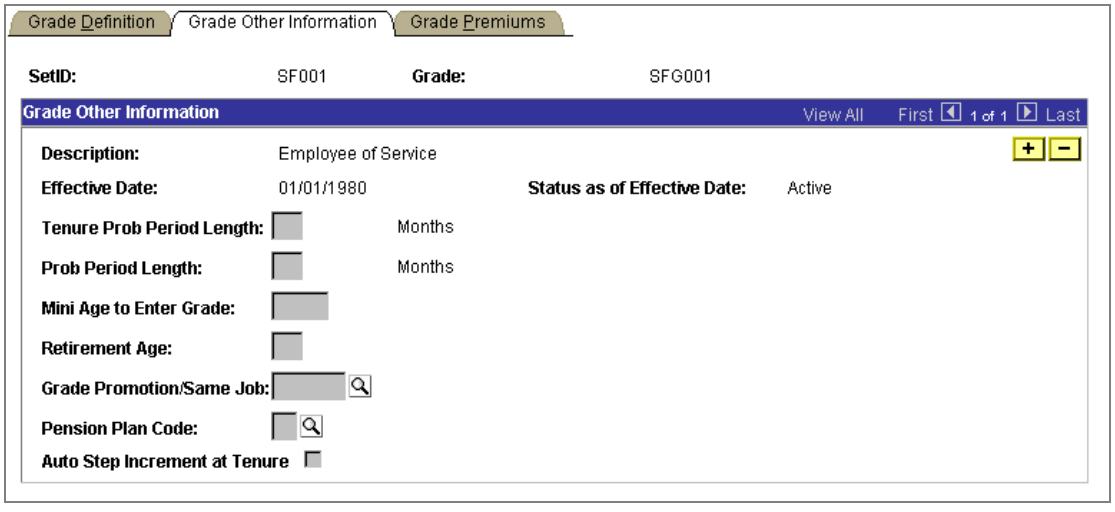
Salary Grade Table Code Employees are assigned successive steps of the salary grade table that is associated with their grade.

Off-Scale Select if you can enter an off-scale salary.

Job Code Enter the grade's job code defaults.

Entering Period Lengths, Retirement Age, and Pension Plan Code

Access the Grade Other Information page.



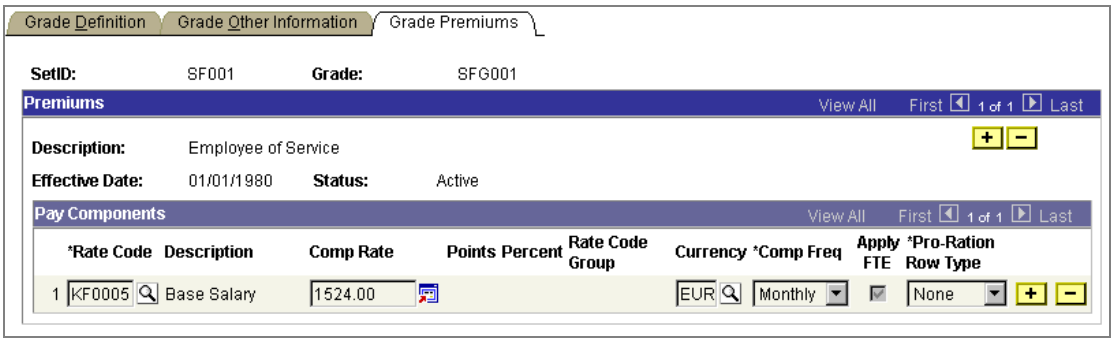
Grade Other Information page

Tenure Prob Period Length (tenure probation period length) Enter when the employee enters the organization.

Prob Period Length	Enter for grade promotions.
Grade Promotion/Same Job	Enter for automatic grade promotion. Informational only.
Auto Step Increment at Tenure	Select if an automatic step increment should occur when tenure is validated.

Attaching Collective Premiums to a Grade

Access the Grade Premiums page.



Grade Premiums page

In French Public Sector, different proration factors can be applied to different compensation elements in a Civil Servant or Contract Worker's compensation package. The different proration factors depend on the FTE (full-time equivalency) and the civil service position. Consequently, you have to indicate if the premiums are related to the main compensation or to the secondary compensation. The Merge process applies the main compensation proration factor.

Rate Code

Values are ***Flat Amount, Percentage,*** and ***Points.***

Depending on the rate code, you can enter a compensation rate, the number of points, or the percent and the rate code group.

This flexibility enables you to apply a premium to the main salary or to the base salary. To apply a premium to:

- The main salary, define a rate code group that contains the rate code that is related to the indexed salary.
- The base salary, group the rate codes that are related to the indexed salary and the additional compensation items.

Comp Rate (compensation rate) and **Rate Code Group**

If you selected a ***Percentage*** rate code, the **Comp Rate** field is hidden, and the **Rate Code Group** field is displayed. Enter the rate code group on which the percentage is going to be applied.

Points	If you selected a ***Points*** rate code, you can enter the number of points.
Apply FTE	If you selected a ***Percentage*** rate code, either select this check box or enter the **Pro-Ration Row Type** field.
Pro-Ration Row Type	Indicates if the premium is considered main or secondary compensation. This field is unavailable for entry if you selected **Apply FTE.**

Managing Grade Groups

A grade group is a concept that falls halfway between grades and corps. It enables you to group grades depending on one corps. It is used in Territorial and Hospital Public Sectors and, for example, enables you to promote employees who depend on this group.

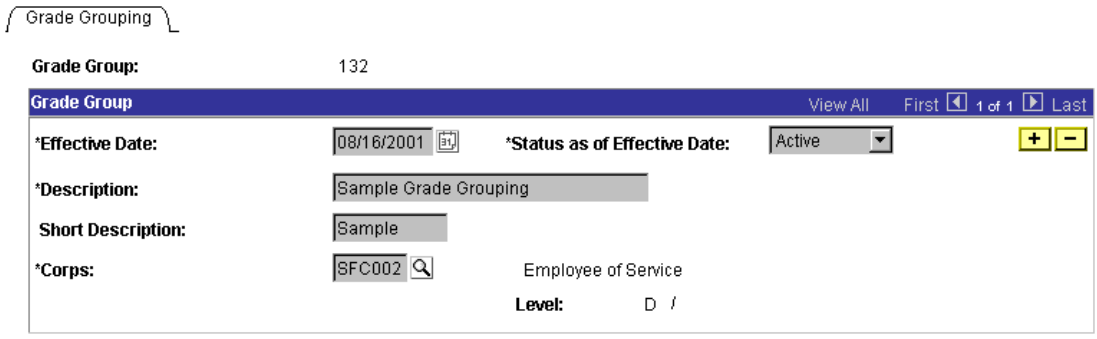
In this section, we discuss how to group grades within a corps.

Page Used to Manage Grade Groups

Page Name	*Object Name*	*Navigation*	*Usage*
Grade Grouping	FPMRANKGRP_PNL	Define Business Rules, Define Business Rules (FPS), Setup, Grade Groups	Group grades within a corps.

Adding or Changing Grade Groups

Access the Grade Grouping page.



Grade Grouping page

Corps	Associate a corps with the grade group.

Defining Job Codes

The Job Code is a unique code that you associate with a specific job in your organization.

Just as grades are shared between different statuses, jobs are shared according to the entities that compose your organization.

An entity enables you to decentralize management of your organization. If you want to centralize corporate data management, use one setID.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Jobs and Pay Groups"

Setting Up Host Organizations

When employees are on external secondment, they are moved to an organization that is selected from a predetermined list. To avoid redundant data and make your search easier, two levels of organization classification are suggested:

- Type of organization
- Subtype of organization

In this section, we discuss how to:

- Add or change an organization type.
- Add or change an organization subtype.
- Add or change an organization.
- Enter an organization's address

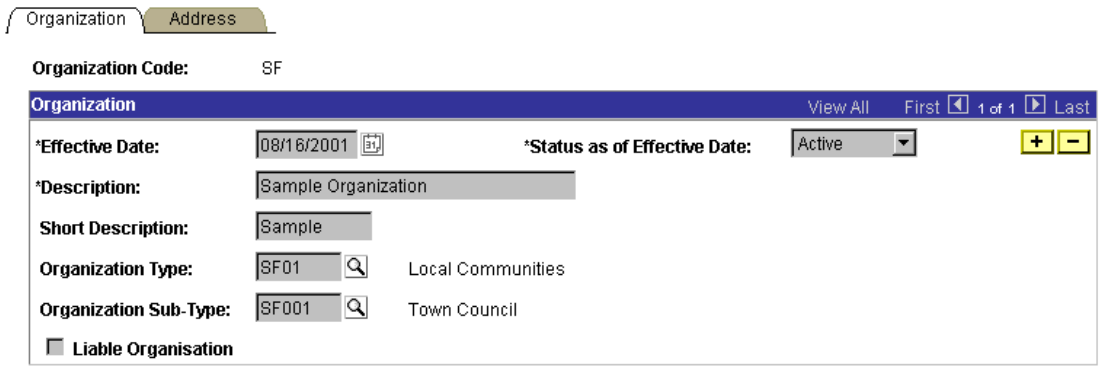
Pages Used to Manage Host Organizations

Page Name	*Object Name*	*Navigation*	*Usage*
Types of Organizations	FPMORGTYPE_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Types of Organizations	Add or change an organization type.

Page Name	Object Name	Navigation	Usage
Organization Sub-types	FPMORG_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Sub-types of Organization	Add or change an organization subtype.
Organization	FPMINDBTORG_PNL1	Define Business Rules, Define Business Rules (FPS), Setup FPS, Organizations, Organization	Add or change an organization
Address	FPMINDBTORG_PNL2	Define Business Rules, Define Business Rules (FPS), Setup FPS, Organizations, Address	Enter an organization's address.

Adding or Changing an Organization

Access the Organization page.



Organization page

Organization Sub-Type The available values depend on the organization type.

Liable Indicate whether the organization is liable for the "employer" civil pension contribution.

Establishing the Employer Contribution Rate

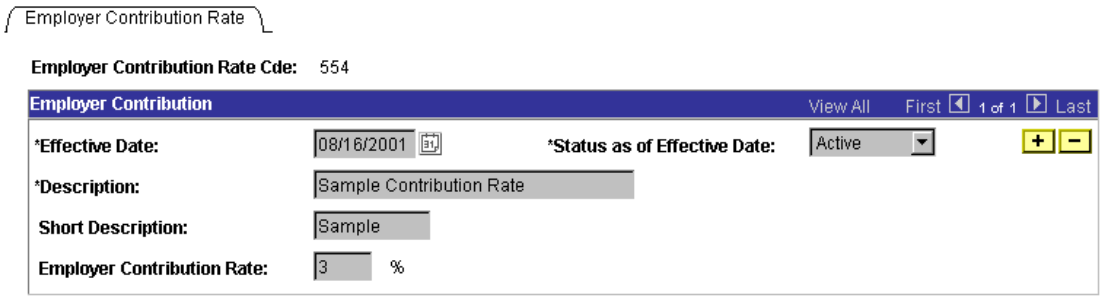
In this section, we discuss how to establish the employer contribution rate.

Page Used to Establish the Employer Contribution Rate

Page Name	*Object Name*	*Navigation*	*Usage*
Employer Contribution Rate	FPMCNTRB_EMPLY_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Employer Contribution Rate	Establish employer contribution rate.

Adding or Changing the Employer Contribution Rate

Access the Employer Contribution Rate page.



Employer Contribution Rate page

Employer Contribution Rate Enter the rate that is used in pension contribution calculations. In French Public Sector, the deduction for civil pension contributions of employees on secondment is calculated from that rate.

See Also

"Managing Secondment," Managing Contributions for Employees on External Secondment

Denying Component Access

You may want to some components to be inaccessible to nonemployees. Using the Component not authorized page, you can define which components cannot be accessed.

In this section, we discuss how to select the component names that are to be inaccessible to nonemployees.

Page Used to Define Unauthorized Components

Page Name	*Object Name*	*Navigation*	*Usage*
Component not authorized	FPMPNLGRP_HIRE	Define Business Rules, Define Business Rules (FPS), Setup FPS, Prehire Unauthorized Component	Select the names of the components that are to be inaccessible to nonemployees.

Denying Component Access

Access the Component not authorized page.



Component not authorized page

Component Name To deny nonemployee access to a component, enter the component name and the market.

CHAPTER 3

Hiring French Public Sector Employees

This chapter provides an overview of the hiring process and discusses how to:

- Create an employee ID.
- Initialize employee status.
- Update the employee record.
- Assign seniority bonuses.
- Validate the hiring process.
- Rehire an employee.
- Add concurrent jobs.
- Hire an applicant.
- Delete an employee hiring hire.

Understanding the Hiring Process

When you hire employees, you must record them in French Public Sector and enter key data such as personal information, civil service position, and assignment and career data. You enter some of this data on pages specific to French Public Sector. You will enter some data on pages that are identical to other PeopleSoft Human Resource components.

Prior to entering employee-specific data, you must define the primary permission list defaults, page settings, and department tables.

The hiring process is composed of four main steps:

- Creating an employee ID.
- Initializing employee status.
- Updating the employee record.
- Validating the hiring process.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

Creating an Employee ID

Creating an employee ID involves:

- Assigning an employee ID to the employee, manually or automatically.
- Entering the employee personal data supporting documents required for hiring.
- Assigning the employee to a business unit and department for inclusion in the HRMS security system.
- Assigning a job code.

The pages and processes used for French Public Sector are similar to those used for all employees. You can find more detailed information about these topics in the PeopleSoft Human Resources PeopleBook.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce"

Initializing Employee Status

This step creates a legal relationship between the employee and the organization. Initializing the employee status consists of describing employee status, compensation mode for employee whose statuses do not imply career management, civil service position, and secondment.

In this section, we discuss how to:

- Initialize employee status.
- Create a hiring action.
- Enter civil service position data.

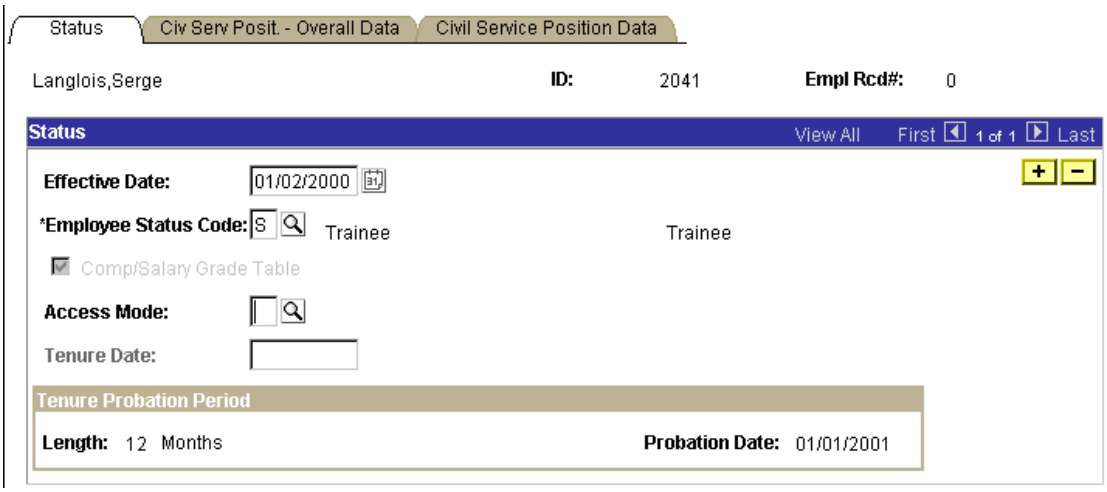
Pages Used to Initialize Employee Status

Page Name	*Object Name*	*Navigation*	*Usage*
Status	FPAEESTATUS_PNL1H	Administer Workforce, Administer Workforce (FPS), Use, Initialize Status, Status	Initialize employee status and select the compensation mode.

Page Name	*Object Name*	*Navigation*	*Usage*
Civ Serv Posit. - Overall Data (civil service position - overall data)	FPAEELEGAL_PNL1H	Administer Workforce, Administer Workforce (FPS), Use, Initialize Status, Civil Service Position - Overall Data	Create the hiring action.
Civil Service Position Data	FPAEELEGAL_PNL2H	Administer Workforce, Administer Workforce (FPS), Use, Initialize Status, Civil Service Position Data	Enter civil service position data.

Initializing Employee Status

Access the Status page.



Status Page

Select only employees who have existing employee IDs and no existing records.

Employee Status Code Enter the employee status code.

An employee has the same status during the record activity, except trainees who change their status at tenure.

The system activates and deactivates some fields in the Employee Record component based this code.

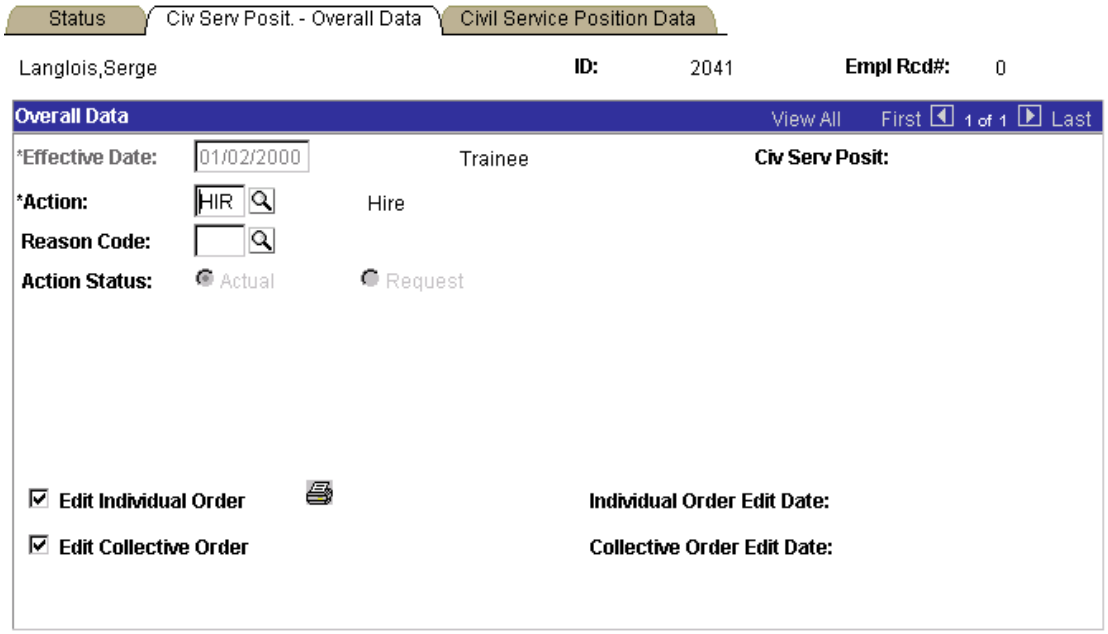
Compensation on Salary Grade Table	This check box appears for employees whose statuses do not imply career management. If you select this check box for those employee status codes, assign a job code with a salary grade table and a step. Or enter the compensation amount directly in the Compensation field in the Employee Record component. Two modes of compensation: • Compensation on salary grade table, which implies the assignment of a job code with a salary grade table and a step. • Free compensation, where the amount is directly captured in the Compensation field in the Employee Record component.
Tenure Date	Available for Civil Servant statuses only.
Length	If the status is ***Trainee,*** the system updates the **Tenure Probation Period** group box. The **Length** value corresponds to the duration that is defined on the Status page. The End Date is the effective date, plus the length of the probation period, minus 1 day.

See Also

"Setting Up French Public Sector Tables," Defining Status and Population Codes

Creating a Hiring Action

Access the Civ Serv Posit. - Overall Data page.



Civ Serv Posit. - Overall Data page

To create a hiring action:

1. Enter the Action and Action Reason.
2. Select Edit Individual Order or Edit Collective Order.
3. Click the Print icon to edit the individual order (you can postpone this step until the next stage).
4. Save the data.

Once you edit the order definitively, you cannot modify the hire data. If you must delete the hire, access **Launch Collective Process (FPS), Process.**

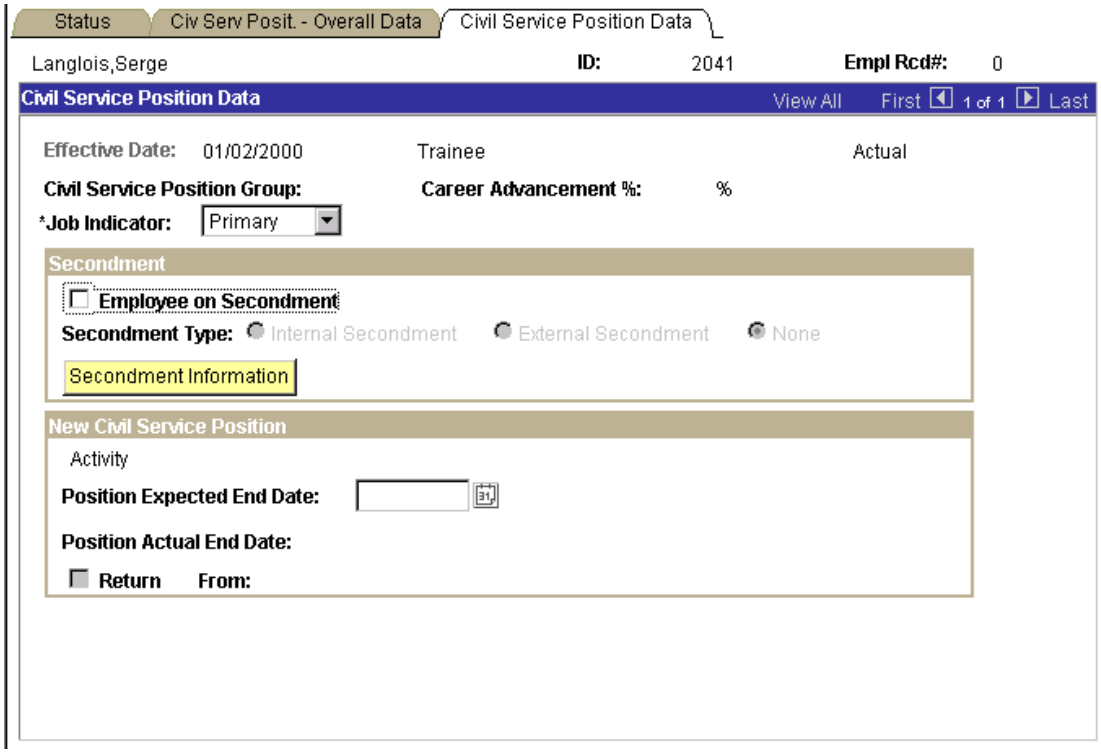
Action	Defined by the code that corresponds to the hiring action. The actions are defined on the Actions page. The default comes from the FPS Installation Parameters, if they have been set up.
Action Reason Code	Defined on the Actions Reason Table page.
Action Status	Request status is not allowed during the hiring process.
Edit Individual Order and **Edit Collective Order**	The edition of an Individual or Collective Order for each action is defined on the Actions page.

See Also

"Setting Up French Public Sector Tables," Setting Up Actions

Entering Civil Service Position Data

Access the Initialize Status - Civil Service Position Data page.



Initialize Status - Civil Service Position Data

To enter civil service position data:

1. Enter the Job Indicator.
2. In the Secondment group box, indicate if the employee is on secondment. Only External Secondment is available for record number 0.

The system displays the New Civil Service Position data that is associated with the Hire action. Enter the **Position Expected End Date**, if known.

Job Indicator	Determines if the record is ***Primary or Secondary.***
Secondment Information	Click to enter detailed secondment information.
Position Expected End Date	Not mandatory for the hiring action. It can be mandatory for break type actions, such as leaves. To make this field mandatory, access the Action Details page.

Updating the Employee Record

Depending on the employee status and compensation mode, the Employee Record component contains five, six, or seven pages. Depending on your setup, the Employee Record can be completed by granting seniority bonuses.

You set up Career Management on the Status/Population Codes page.

During the hiring process, French Public Sector defaults the Employee Record effective date from the last employee civil service position date.

You select the Employee Record component from the Use menu.

In the displayed search view, select only employees whose statuses and civil service positions have been initialized but whose employee records are not captured and whose hiring is not yet validated.

Three scenarios are possible:

- Employees whose statuses allow career data.
- Employees whose statuses do not authorize career data and who are compensated on salary grade table.
- Employees whose statuses do not allow career data and with free compensation.

When you save the component, the system validates the hiring process if you have:

- Allocated a step to the employees whose statuses allow career dates.
- Assigned the employee a job code with an activated Automatic Hiring Validation set up.

The system displays a message indicating that the hiring has been validated. Otherwise, you must access the Hiring Validation component.

After hiring employees, you might need to update their records. Access the component that you want to update. The pages are identical to those in the Employee Record component.

In this section, we discuss how to:

- Use the Overall Data page.
- Use the Career pages.
- Use the Assignment - Work Location page.
- Use the Assignment - Job Information page.
- Create free compensation.

See Also

"Setting Up French Public Sector Tables," Defining Status and Population Codes

Validating the Hiring Process

"Updating Employee Records"

Using the Overall Data Page

Access the Overall Data page in the Employee Record component. Enter the hire code in the Action Code field. Enter the contract number if the hiring validation is automatic. If the hiring validation is manual, the contract is created in the Validate Hire component.

Using the Career Pages

You can access the Career pages only for employees whose statuses allow career data.

In the hiring process, you are not required to assign a step to employees having Career access. You can assign the step can be assigned at hiring validation.

The Seniority group box on the Career - Compensation Seniority page does not apply to the hiring process.

Using the Assignment - Work Location Page

1. Access the Assignment - Work Location page.
2. If you manage part or all of your system by position, assign a Position Number.

   This field populates the other fields on the page.
3. Select Override Position Data to modify this data.
4. If you do not use the Position Number field, enter the Department and Company.

   The Department depends on the Business Unit.

Using the Assignment - Job Information Page

To set up assignment - job information for employees whose statuses do not authorize career data and who are compensated on the salary grade table:

1. Access the Assignment - Job Information page.
2. Enter a job code that is associated with a salary grade table.

   The system displays the name of the corresponding salary grade table.
3. Select a step.

Compensation data appears in the compensation group box.

4. If you select Forced compensation, you can modify the compensation amount in the compensation component after the hiring validation.

Creating Free Compensation

If the Compensation/Salary Grade Table check box is not selected when you initialize status, the employee is freely compensated. To create free compensation, enter the Rate Code on the Compensation page. Default values appear in the Frequency, Currency and Compensation Rate fields. You can modify these values.

Assigning Seniority Bonuses

During the hire, you can assign a seniority equivalent to reduce the time that an employee spends in a step. For employees who are in a grade with no step, the Seniority Equivalent component enables you to assign seniority bonuses to the employee. There are various seniority equivalents, depending on the employee's competencies, work experience, and career seniority that are acquired in another organization or during military service. At hiring validation, French Public Sector takes these equivalents into account and determines the employee's step.

In this section, we discuss how to create seniority bonuses.

Page Used to Assign Seniority Bonuses

Page Name	*Object Name*	*Navigation*	*Usage*
Sen Bonus -Overall Data (seniority bonus - overall data)	FPABONUS_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Seniority Bonus, Seniority Bonus –Overall Data	Enter the seniority bonus code.
Sen Bonus Days	FPABONUS_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Seniority Bonus, Seniority Bonus Days	Enter the seniority equivalent.

Creating Seniority Bonuses

To enter seniority bonus equivalents:

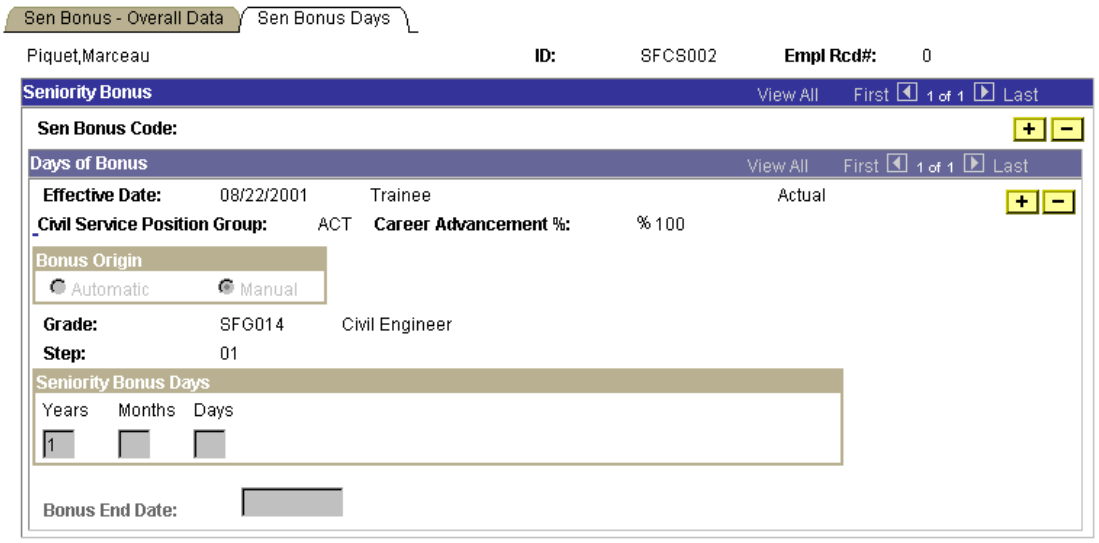
1. Access the Seniority Bonus component.

   You can select only employees who have an existing record, but whose hiring is not yet validated.

2. Enter the Seniority Bonus Code on the Seniority Bonus - Overall Data page.

3. Enter the seniority equivalent in the Seniority Bonus Days field on the Seniority Bonus Days page.

4. Use the **Add** button to enter bonuses.



Seniority Bonus Days page

Note. Seniority headings that are authorized for equivalent calculation are defined in **Define Business Rules (FPS), Setup FPS, FPS Installation Parameters.**

Validating the Hiring Process

After you've entered the data, you can compare the employee's data with the job requirements. After you've reviewed employee and assignment data, you can save the data to validate the hiring process.

Depending on circumstances, this step can be automatic or manual. It is manual if:

- The step has not been allocated when entering an employee job data with career.

- The Hiring Automatic Validation setup of the employee's job code (with or without career) is not active.

French Public Sector comparisons focus on degrees. The system groups degrees by subject. Degrees are ranked by level. Degrees on the same level are equivalent.

When matching competencies, if a position requires a degree, the employee must have a degree that pertains to the same subject and with an equal or higher level. If the degree is mandatory, the employee must have the exact degree.

See Also

PeopleSoft Human Resources PeopleBook: Manage Competencies

Pages Used to Validate the Hiring Process

Page Name	*Object Name*	*Navigation*	*Usage*
Hiring Validation	FPAEERATIFY_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Validate Hire, Hiring Validation	Validate the hire.
Hiring Validation - Match Compet (hiring validation - match competencies	FPAEERATIFY_PNL3	Administer Workforce, Administer Workforce (FPS), Use, Validate Hire, Hiring Validation - Match Competencies	Compares the employee's competencies to those that are required for the assigned job code.
Hiring Validation - Match Accomp (hiring validation - match accomplishments)	FPAEERATIFY_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Validate Hire, Hiring Validation - Match Accomplishments	Compares the employee's accomplishments to those that are required for the assigned job code.

Validating the Hiring Process

To validate the hiring process:

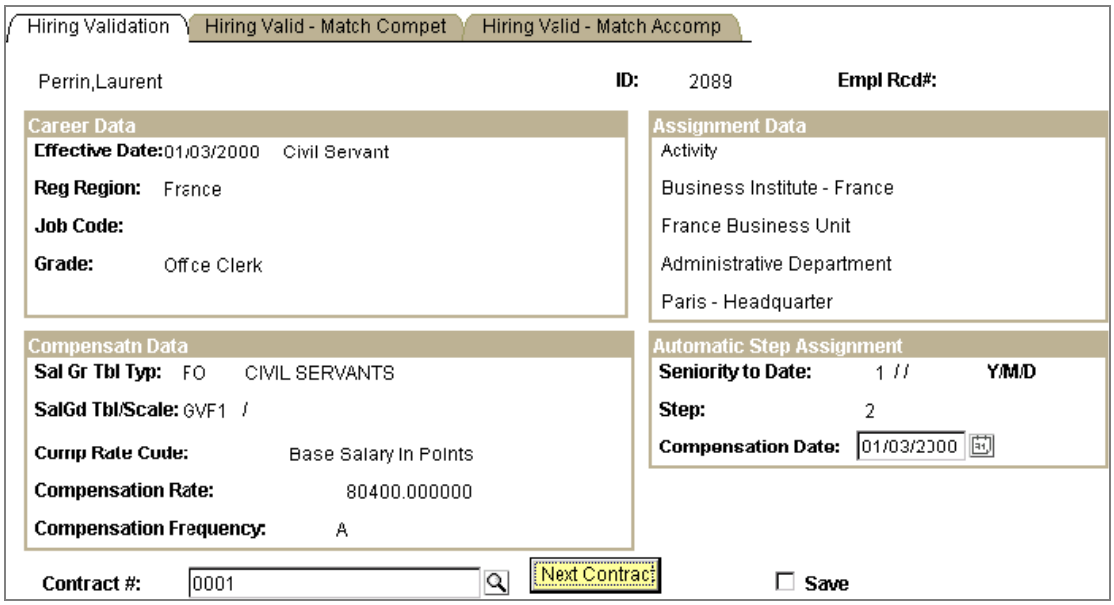
1. Access the Validate Hire Component.

Select only employees who have existing records and whose hiring must be manually validated. Employees whose hiring validation is automatic do not appear in the dialog box.

2. Review the displayed data.

3. Select Save to validate the hire.

   If the employee is lacking competencies or accomplishments the system issues a message, but the process continues. Once you save the page, the employee's personal status is *Employee.*



Hiring Validation page

Automatic Step Assignment For employees in a grade but with no step, the system assigns a step when hiring is validated. The system accounts for the seniority bonus or the salary grade table entry bonus. If a seniority bonus other than that granted for civil service applies, the salary grade table entry bonus is ignored.

Rehiring an Employee

To rehire an employee, you must re-create the employee's terminated record. Select the terminated employee on the Re-Hire page and complete the hiring process. You must update the Employee Record and, in some cases, validate the hire components.

Adding Concurrent Jobs

Access the Add Concurrent Employee Record page to add a concurrent employee record (in case of a dual position or multiple jobs). Enter the employee ID and the new record number, and complete the hiring process.

See Also

"Managing Secondment"

Hiring an Applicant

If you use HRMS Recruit Workforce menu, a process enables you to hire applicants directly. The prehiring option is available in the Recruit Workforce (GBL) menu.

You can perform the hiring procedure using the Administer Workforce (FPS) menu. Initialize the status and enter the Employee Record and Supporting Documents pages.

See Also

Peoplesoft Human Resources PeopleBook: Recruit Workforce, "Hiring Applicants"

Deleting an Employee Hiring

Deleting an employee hiring process requires the FPA250 SQR program. Even after the employee data is deleted, these tables retain the records:

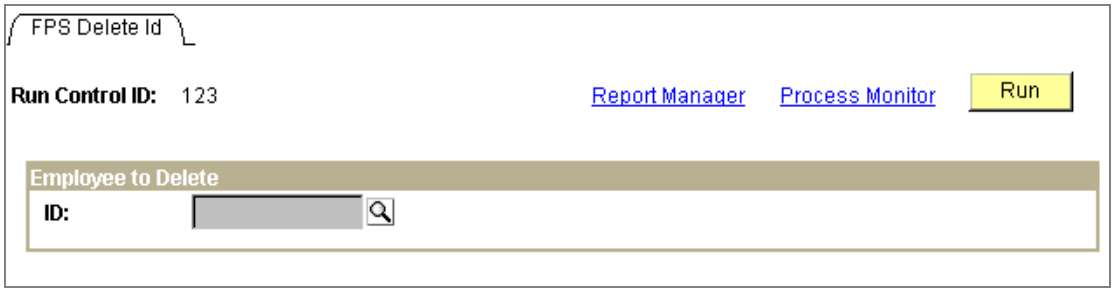
- Personal Data
- Status
- Civil Service Position
- Career
- Assignment
- Compensation
- Work Time
- Employee Categorization

Page Used to Delete an Employee Hiring

Page Name	*Object Name*	*Navigation*	*Usage*
FPS Delete Id	RUNCTL_FPA250	• Administer Workforce, Administer Workforce (FPS), Process, Delete ID • Administer Workforce, Launch Collective Process (FPS), Process, FPS Delete ID.	Delete an employee hiring.

Deleting an Employee ID

Access the FPS Delete ID page.



FPS Delete ID page

Deleting an employee ID implies deleting all job records that are associated with the employee. You cannot reuse a deleted employee ID.

CHAPTER 4

Updating Employee Records

This chapter provides an overview of updating employee data and discusses how to:

- Update employee data.
- Manage personal data.
- Manage sanctions and demotions.
- Manage career data.
- Manage civil service positions.
- Manage employee status.
- Manage assignments.
- Manage compensation data.
- Manage employee premiums.
- Manage work time.
- Managing employee categorization.
- Manage seniority bonuses.
- Manage absences.
- Track supporting documents.

Understanding Employee Data Updating

After hiring is validated, the major activity in PeopleSoft Human Resources is updating employee records, using the components on the Administer Workforce (FPS) menu. Most pages in these components are identical to those that are used in the hiring process. Unlike the hiring process, you can access different parts of the employee record separately.

You make a transaction update by inserting, deleting, or modifying an event or data in an employee's record. Each event or action is recorded in a specific component, with its own effective date. This enables you to have a complete history and simulate or plan future events.

You can also update records by collective process. These processes can apply to all employees or to a specific employee category. The processes can be run automatically, at a predetermined time, or manually, by request. You start collective processes on the Launch Collective Processes (FPS) menu.

Many components that are used to update employee records contain the Overall Data page. This is a generic page that you use to enter and process actions, edit individual and collective orders, and delete actions.

Updating Employee Data

In this section, we discuss how to:

- Enter an action.
- Edit an order.
- Delete an action.

Entering an Action

Available actions depend on the user's role, the component, the employee's status, and the civil service position:

- By selecting Action Authorization Management on the Action Details page, actions are limited to the action groups that are available to the user.

  You define the action group/user relationship on the Action Groups and Action Authorization pages.

- Only actions that are authorized for the component can be selected.

  You authorize Actions on the Action Details page.

- The employee's status affects the available actions.

  This relationship is established on the Authorized Actions/Status page.

- The system controls whether the employee's civil service position permits the action on the effective date.

  If the action is not authorized, a message informs the user, and the user modifies the action. The relationship between action and civil service position originates on the CS Position/Actions page.

To enter an action:

1. Access the Overall Data page for the desired component.
2. Enter the effective data and sequence number for the action.

The civil service position does not manage the effective sequence.

3. Select the action.

4. Select the action status.

Editing Individual or Collective Orders

To edit an order:

1. Access the Overall Data page in the desired component.

2. Select Edit Individual Order or Edit Collective Order. The system assigns an order number.

3.  Click the **Print** button to edit the order.

4. Select whether this is the final edition.

   If you select *yes,* the Edit Date appears. The edited order list depends on the employee's status and action that you ordered. The system produces a Crystal report.

Deleting an Action

To delete an action:

1. Select Order Abrogation for the orders that have been edited. Abrogated documents are edited, and the abrogation date is displayed. Once the order abrogation is edited, the move is deleted and the data is stored.

2. Use the Delete button for actions without orders or with incomplete orders. The move is deleted in the employee record and the data is stored in the delete moves table.

Pages Used to Delete Actions

Page Name	*Object Name*	*Navigation*	*Usage*
Career Storage 1	FPAEECARHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, Career Storage, Career Storage 1	View an employee's previous career data.

Page Name	*Object Name*	*Navigation*	*Usage*
Career Storage 2	FPAEECARHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, Career Storage, Career Storage 2	View an employee's previous career data.
Career Storage 3	FPAEECARHIST_PNL3	Administer Workforce, Administer Workforce (FPS), Inquire, Career Storage, Career Storage 3	View an employee's previous career data.
Assignment Storage 1	FPAEEPOSHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, Assignment Storage, Assignment Storage 1	View an employee's previous assignment data.
Assignment Storage 2	FPAEEPOSHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, Assignment Storage, Assignment Storage 2	View an employee's previous assignment data.
Assignment Storage 3	FPAEEPOSHIST_PNL3	Administer Workforce, Administer Workforce (FPS), Inquire, Assignment Storage, Assignment Storage 3	View an employee's previous assignment data.
Compensation Storage 1	FPAEESALHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, Compensation Storage, Compensation Storage 1	View an employee's previous compensation data.
Compensation Storage 2	FPAEESALHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, Compensation Storage, Compensation Storage 2	View an employee's previous compensation data.
Work Time Storage 1	FPAEEWORHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, Work Time Storage, Work Time Storage 1	View an employee's previous work time data.
Work Time Storage 2	FPAEEWORHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, Work Time Storage, Work Time Storage 2	View an employee's previous work time data.

Page Name	*Object Name*	*Navigation*	*Usage*
EE Categorization Storage 1 (employee categorization storage 1)	FPAEEOTHHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, EE Categorization, EE Categorization Storage 1	View an employee's previous categorization data.
EE Categorization Storage 2 (employee categorization storage 2)	FPAEEOTHHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, EE Categorization, EE Categorization Storage 2	View an employee's previous categorization data.
CS Position Storage 1	FPAEELEGHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, CS Position Storage, CS Position Storage 1	View an employee's previous civil service positions.
CS Position Storage 2	FPAEELEGHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, CS Position Storage, CS Position Storage 2	View an employee's previous civil service positions.
Seniority Bonus Storage 1	FPABONHIST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, Seniority Bonus Storage, Seniority Bonus Storage 1	View an employee's previous seniority bonus data.
Seniority Bonus Storage 2	FPABONHIST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, Seniority Bonus Storage, Seniority Bonus Storage 2	View an employee's previous seniority bonus data.
Premiums Storage 1	FPAEEPREMHST_PNL1	Administer Workforce, Administer Workforce (FPS), Inquire, Premiums Storage, Premiums Storage 1	View an employee's previous premium data.
Premiums Storage 2	FPAEEPREMHST_PNL2	Administer Workforce, Administer Workforce (FPS), Inquire, Premiums Storage, Premiums Storage 2	View an employee's previous premium data.

Page Name	*Object Name*	*Navigation*	*Usage*
Name History	FPAPERS_DT_HIST_1	Administer Workforce, Administer Workforce (FPS), Inquire, Employee Personal Data Cncl, Name History	Store Data after deleting an employee ID.
Address History	FPAPERS_DT_HIST_1B	Administer Workforce, Administer Workforce (FPS), Inquire, Employee Personal Data Cncl, Address History	Store Data after deleting an employee ID.
Personal History	FPAPERS_DT_HIST_2	Administer Workforce, Administer Workforce (FPS), Inquire, Employee Personal Data Cncl, Personal History	Store Data after deleting an employee ID.
ID History	FPAPERS_DT_HIST_3	Administer Workforce, Administer Workforce (FPS), Inquire, Employee Personal Data Cncl, ID History	Store Data after deleting an employee ID.
Employee Personal File Cncl	FPAEELEGAL_HIST3	Administer Workforce, Administer Workforce (FPS), Inquire, Employee Personal File Cncl	Store data after deleting an employee ID.

See Also

Deleting an Action

Managing Personal Data

In Personal Data, you modify the employee's address and marital status.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Entering Personal Data

Managing Sanctions and Demotions

The Sanction/Demotion component enables you to sanction or demote employees. A sanction freezes employee advancement. A demotion moves an employee to a lower step.

These actions affect the employee's Career table and seniority calculation. You can view these actions in the Career component. However, you cannot enter a sanction or demotion in that component.

In this section, we discuss how to:

- Enter a sanction or demotion action.
- Enter the sanction or demotion details.

Pages Used to Manage Sanctions and Demotions

Page Name	*Object Name*	*Navigation*	*Usage*
Sanct/Demotion - Overall Data (sanction/demotion - overall data)	FPAEESANCTION_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Sanction/Demotion, Sanction/Demotion – Overall Data	Enter a sanction or demotion action.
Sanction/Demotion	FPAEESANCTION_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Sanction/Demotion, Sanction/Demotion	Enter the sanction or demotion details.

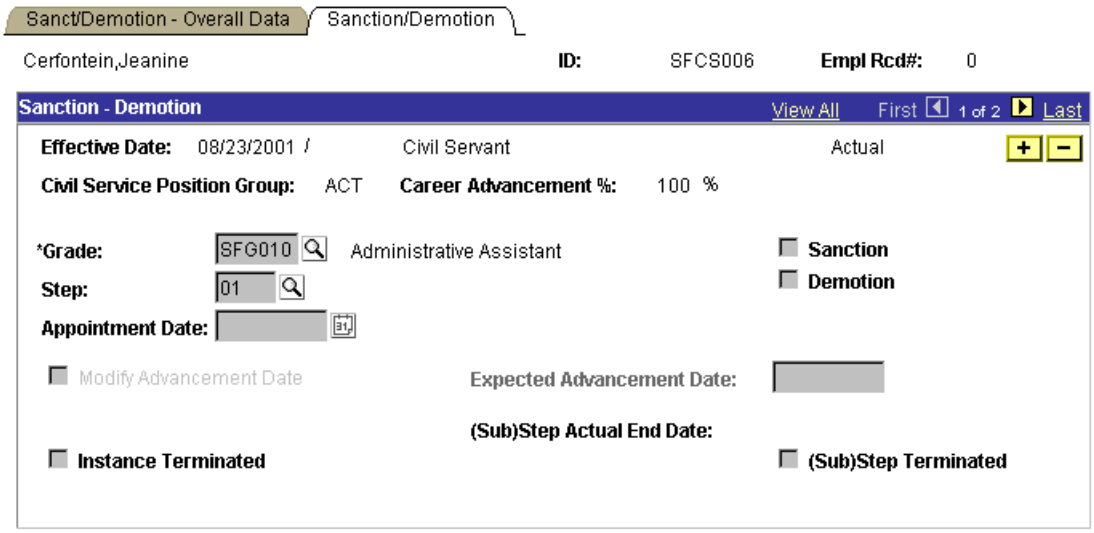
Entering a Sanction or Demotion

To enter a sanction or demotion:

1. Access the Sanct/Demotion - Overall Data page.
2. Add a new row.
3. Select the Action.
4. Complete the Overall Data page.

Enter Sanction or Demotion Details

Access the Sanction/Demotion page.



Sanction/Demotion page

Modify the **Step** field or the **Expected Advancement Date** field.

After you have recorded a sanction or a demotion, you can go to the employee's Career component and determine that the sanction is stored as an action (you cannot modify this action in the Career component).

When you save the next action in the Career component, French Public Sector asks if the selected action terminates the sanction or demotion. Until you answer yes, the system displays this message each time you save a new element in the Career component.

Managing Career Data

The Career component enables you to manage actions that affect employees' careers, mainly grades and step successions such as advancement, promotion, and demotion. This is one of French Public Sector's principal modules. Several collective processes are associated with Career data:

- Seniority calculation.
- Automatic step increment date calculation.
- Probation period management.
- Reclassification process.
- Retroactivity process.

In the dialog box that appears, you can access only employees whose statuses allow career management.

In this section, we discuss how to:

- Enter an action that adds or modifies employee career data.

- Enter career classification data.
- Enter career compensation seniority data.
- Record entry seniority.
- Save career data.
- Delete career data.
- Track an employee's prior career.

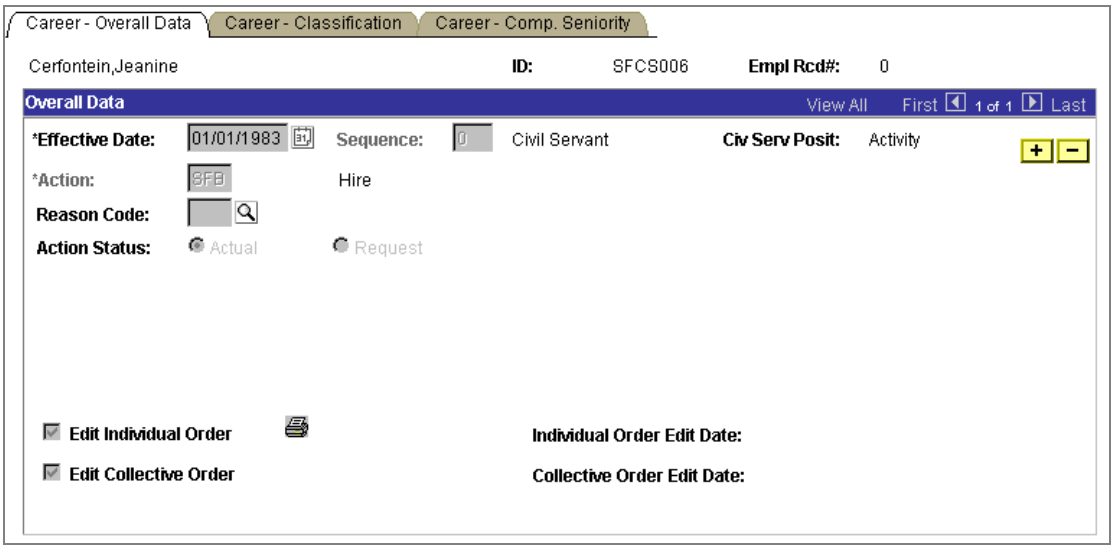
Pages Used to Manage Career Data

Page Name	*Object Name*	*Navigation*	*Usage*
Career - Overall Data	FPAEECAREER_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Career, Career - Overall Data	Enter an action that adds or modifies employee career data.
Career - Classification	FPAEECAREER_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Career, Career - Classification	Enter career classification data.
Career - Comp. Seniority (career – compensation seniority)	FPAEECAREER_PNL3	Administer Workforce, Administer Workforce (FPS), Use, Career, Career - Compensation Seniority	Enter career compensation seniority data.
Delete Career Data, Career - Overall Data	FPAEECAREER_PNL1D	Administer Workforce, Administer Workforce (FPS), Use, Delete Career Data, Career - Overall Data	View and delete previously recorded career data.
Career - Classification	FPAEECAREER_PNL2D	Administer Workforce, Administer Workforce (FPS), Use, Delete Career Data, Career - Classification	View and delete previously recorded career data.

Page Name	*Object Name*	*Navigation*	*Usage*
Career - Compensation Seniority	FPAEECAREER_PNL3D	Administer Workforce, Administer Workforce (FPS), Use, Delete Career Data, Career - Compensation Seniority	View and delete previously recorded career data.
Entry Seniority Catg/Body/Grd (entry seniority category, body, and grade)	FPAEECAREER_SEC	Administer Workforce, Administer Workforce (FPS), Use, Delete Career Data, Career - Compensation Seniority Click the Entry Seniority button on the Career - Compensation Seniority page.	Record seniority that has been earned in another organization or during military service.
Delete Career Data, Seniority Bonus - Overall Data	FPABONUS_PNL1D	Administer Workforce, Administer Workforce (FPS), Use, Delete Career Data, Seniority Bonus - Overall Data	View and delete previously recorded career data.
Delete Career Data, Seniority Bonus Days	FPABONUS_PNL2D	Administer Workforce, Administer Workforce (FPS), Use, Delete Career Data, Seniority Bonus Days	View and delete previously recorded career data.
Prior Career	FPAEEHISTCARE_PNL	Administer Workforce, Administer Workforce (FPS), Use, Prior Career	Track and employee's previous duties and employers.

Entering Career Data

Access the Career - Overall Data page.



Overall Data page

Sequence The sequence number enables you to enter several actions on the same date and in the same part of the employee record.

Action Status Values are ***Actual*** (the default) and ***Request.*** Select ***Request*** to submit the action for approval. When the system controls budget headcount, some Career, Civil Service Position and Work Time changes must be requested systematically.

Edit Individual Order and **Edit Collective Order** The system displays the order number on the second page. This number is saved, whether or not you edit the order.

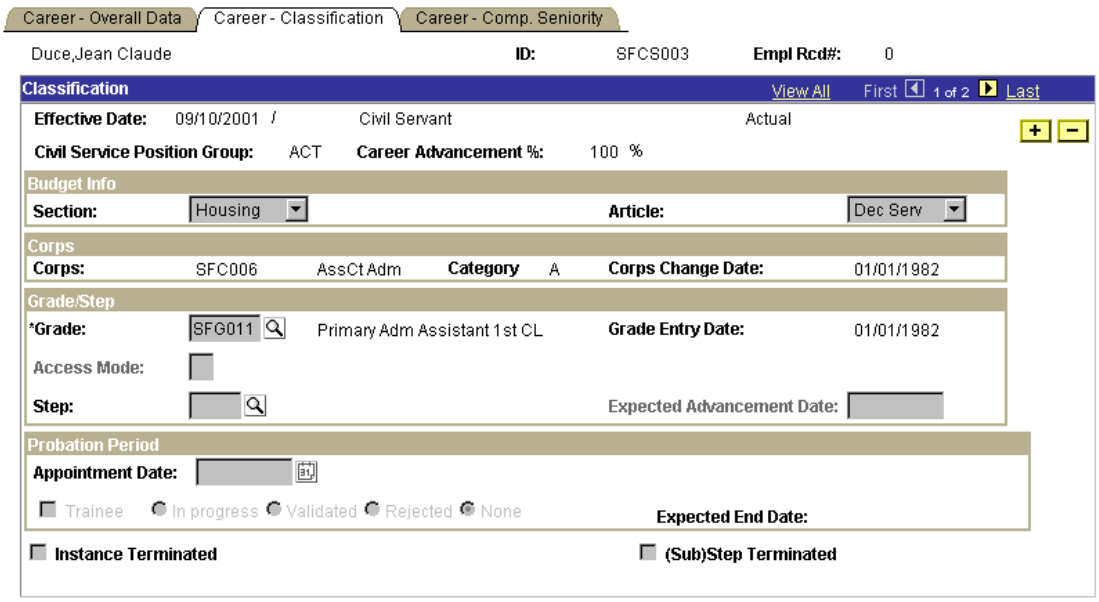
See Also

"Managing Requests"

Understanding Employee Data Updating

Entering Career – Classification Data

Access the Career -Classification page.



Career - Classification page

Section and **Article** — This information is required if your system controls budget headcount.

Corps — If a grade promotion implies a corps change, the new corps name is displayed. The entry date in the new corps is the effective date.

Grade/Step

Depending on the action that you entered on the Career - Overall Data page, you can modify (or not) the **Grade** and **Step** or **Scale-letter/Sub-step** fields in this group box. For grade promotion, the grades that are prompted are authorized by the employee's status.

Grade — Only valid grades for the employee's status are available. The corps and category that are associated with the grade appear automatically.

Step — In the hiring process, you are not required to assign a step to employees who have Career access. The step can be assigned automatically at hiring validation.

Access Mode — You can access this field only for grade promotions

Expected Advancement Date — Display-only. The Advancement Date Calculation process updates the advancement date. If a sanction occurs, you can modify the expected advancement date in the Sanction/Demotion component.

Probation Period

If the employee is a civil servant, you can access the Trainee group box only when you select a grade promotion implying a corps change. Then, you can select a promotion probation period in the **Probation Period** group box.

Expected End Date	System-displayed. During setup, this is the effective date, plus the promotion probation period length, minus 1 day. The exact end date accounts for part-time and civil service position breaks. The Probation Period End Date Calculation process produces the exact end date. While the employee is in a probation period, you cannot record grade promotion or step increment actions.
Tenure Probation Period Length	If the employee is a trainee, the system displays the trainee's tenure probation period length in grade.
Probation Date	Calculated by the tenure date calculation process. It accounts for possible statutory breaks during probation period length and part-time.

See Also

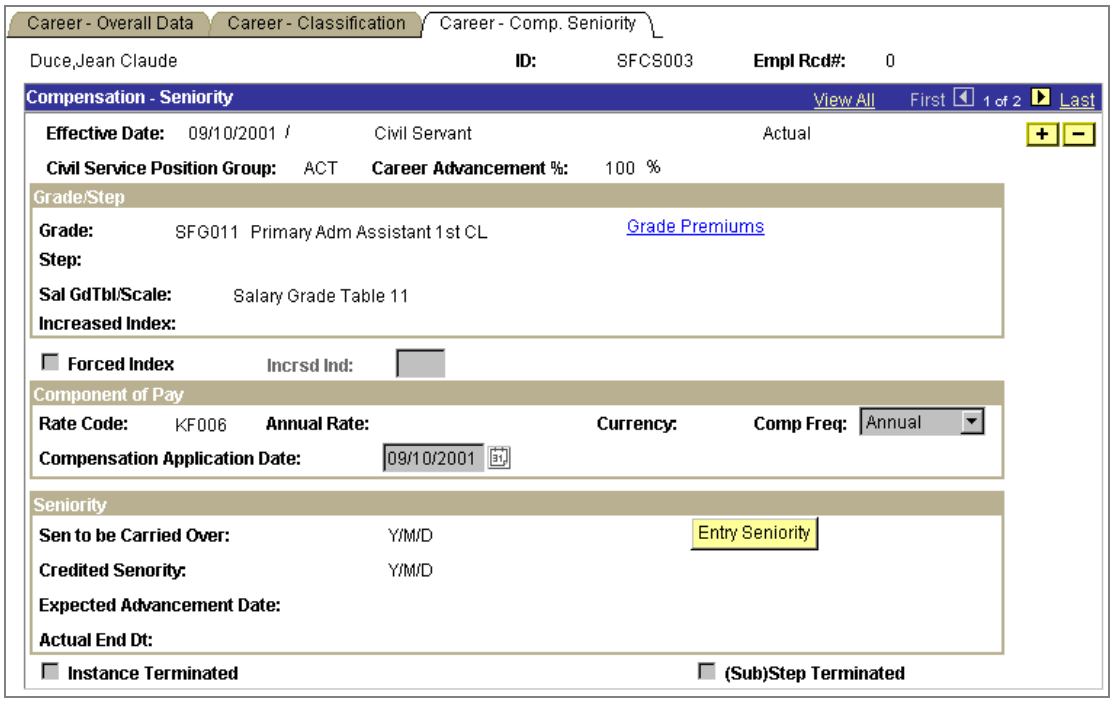
"Processing Career Advancement"

"Managing the Promotion Probation Period"

"Processing Trainee Tenure"

Entering Career – Compensation Seniority Data

Access the Career - Comp. Seniority page.



Career - Comp. Seniority page

Grade Premiums Click this link to access the Grade Premiums component.

Grade and **Step** Depending on the grade and step that you entered on the Career - Classification page, the system displays a summary page of the employee classification: corps, grade, Salary Grade table, and scale.

Forced Index Select to modify the index that corresponds to the employee's grade and step in the Salary Grade table. Then the **Increased Index** field is available for entry.

Component of Pay

Annual Rate, Currency, and **Comp Freq** (compensation frequency) You can convert the compensation rate to another currency by clicking the right mouse button. The system uses the triangulation method. You can also convert the compensation rate to another frequency. The system does not record the modification.

Compensation Application Date Displays the action date. You can modify this date, but it must be later than the action effective date that it is associated with.

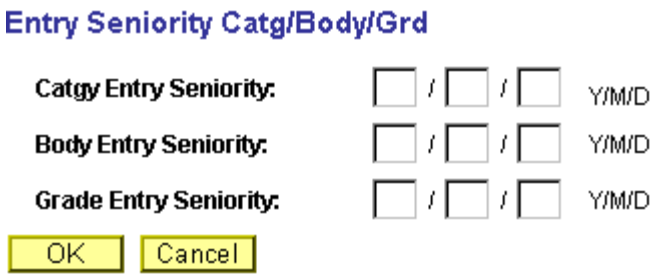
Compensation Application Date Displays the effective date. This can be modified if the effective date comes before the application date.

Seniority

Sen to be Carried Over (seniority to be carried over) and **Credited Seniority**	Both values are calculated during the collective seniority process.
Entry Seniority	Click this button to record seniority that is acquired in another organization or during military service. You can enter seniority in category, corps, and grade.
Instance Terminated and **(Sub)Step Terminated**	These check boxes are cleared for a new row. French Public Sector uses both indicators in the seniority calculation collective process.

Recording Entry Seniority Earned in Another Organization

Access the Entry Seniority Catg/Body/Grd page.



Entry Seniority Catg/Body/Grd page

You can record seniority that was earned in another organization or during military service. Entry seniorities do not add to or substitute for credited seniority in step. Thus, they are considered in the advancement process. However, they are integrated into the criteria considered when listing promotable employees.

To add entry seniority, enter the category, corps, and grade entry seniority only if they imply a category, corps, or grade change.

Note: A change of category implies a change of corps. A change of corps implies a change of grade.

When capturing each seniority at entry, the system checks to be sure that:

- Total seniority at entry in all corps in a category is lower than or equal to the seniority at entry in the category.
- Total seniority at entry in all grades in a corps is lower than or equal to the seniority at entry in the corps.

See Also

"Calculating Seniority and Length of Service"

Saving Career Data

When saving a new action, French Public Sector runs the following operations on the prior row:

- The Actual End Date field overrides the Expected Advancement Date field on the previous page.

  The end date equals the next move effective date, minus 1 day.

- The Instance Terminated check box in the prior row is selected.

  A move is terminated as soon as it is followed by another move.

- The Step Terminated check box in the previous row is selected unless the last move that was inserted is an action that authorizes Previous Instance Seniority Carry Over.

Seniority carryover is defined in the Seniority Carry Over field in the Setup FPS, Actions component.

Deleting Career Data

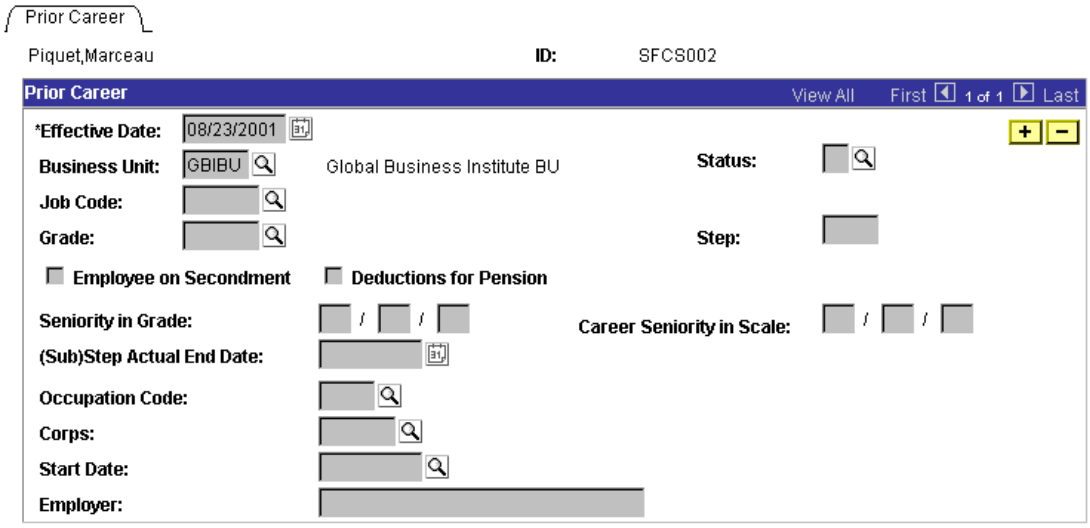
You can delete an action that is specifically recorded in the Career component. When you do so, the system checks the consistency. For instance, when you delete a step increment action, French Public Sector checks to be sure that a seniority bonus that is associated with the step has not been granted. If it has, a message is issued. You must delete the seniority bonus before deleting the step increment.

See Also

Deleting an Action

Tracking an Employee's Prior Career

Access the Prior Career page.



Prior Career page

To track an employee's career, enter the career data. This page is for your records only. No data is required.

Managing Civil Service Positions

With this part of the employee record, you can track employees' civil service positions. Each action that is entered in the Civil Service Position component creates a new civil service position that will be the employee's civil service position from the move's effective date onward. The employee keeps this civil service position until a new move modifies it.

For each new civil service position, French Public Sector verifies that all civil service positions match the moves (past and future) that are selected in the employee's record. If there are incompatibilities, you cannot insert a move in the Civil Service Position component.

In this section, we discuss how to:

- Enter an action that adds or modifies employee civil service position.
- Enter civil service position data.

Pages Used to Update Civil Service Position

Page Name	*Object Name*	*Navigation*	*Usage*
Civil Service Position - Overall Data	FPAEELEGAL_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Civil Service Position, Civil Service Position - Overall Data	Enter an action that adds or modifies employee civil service position.
Civil Service Position	FPAEELEGAL_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Civil Service Position, Civil Service Position	Enter civil service position data.

Adding a New Civil Service Position

Access the Civil Service Position - Overall Data page.

To add a new civil service position:

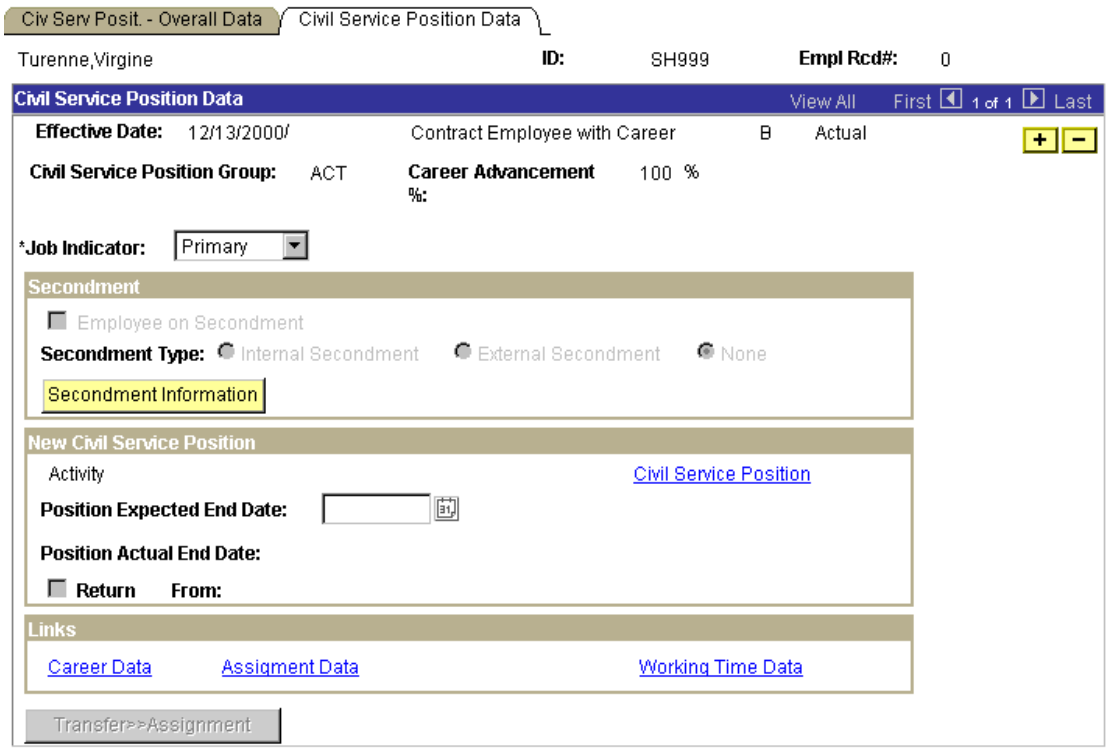
1. Add a new row.
2. Select the action.

   If the setup indicates that the new position requires full-time status, French Public Sector verifies this. If the employee works part-time, you cannot save the data.

   When a civil service position implies that the position is to be vacated, a message indicates that status. When you save the page, the Transfer Assignment button enables you to access the employee Assignment data and manually modify the position.
3. Complete the Overall Data page.

Entering Civil Service Position Data

Access the Civil Service Position Data page.



Civil Service Position Data page

To enter civil service position data:

1. View and modify secondment data, if needed.
2. Enter the civil service position dates.

If the previous action has created a new civil service position requiring a Return, the new action creates the return. When editing orders, an order is automatically edited to notify the return.

Manage Employee Status

In this section, we discuss how to view and change an employee's status.

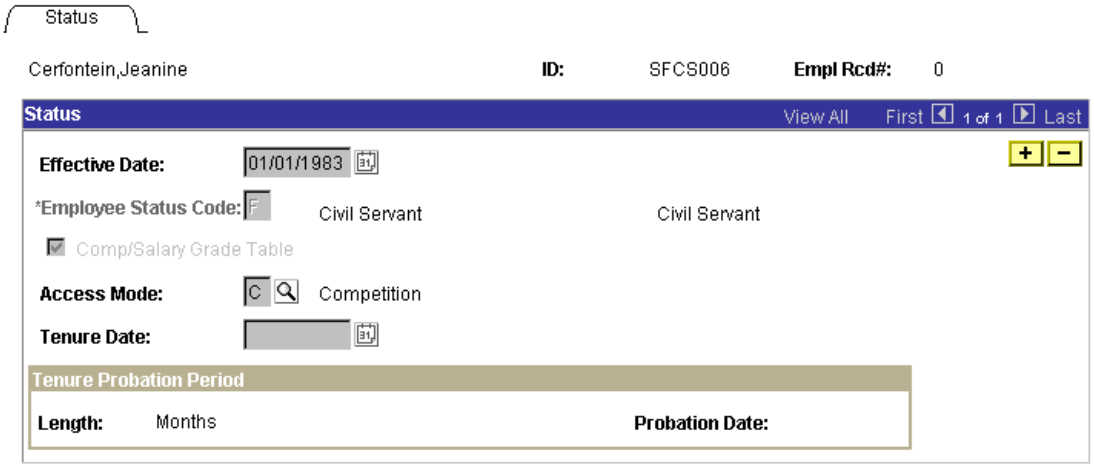
Note. If you are changing an employee's status from Without Career to With Career, PeopleSoft recommends that you create a new employee record.

Page Used to Update Employee Status

Page Name	Object Name	Navigation	Usage
Status	FPAEESTATUS_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Status, Status	View and change an employee's status.

Adding a New Employee Status

Access the Status page.



Status page

The availability of many fields on this page is dependent on employee status. Enter the fields as needed.

Access Mode Enter this field to add a new employee status,

Comp/Salary Grade Table This check box is available for entry only for employees whose statuses do not imply career management.

Tenure Date This field is available only for Civil Servant statuses.

Tenure Probation Period

This group box is available for entry if the status is ***Trainee*** before tenure.

Length The system displays the tenure probation period length in the trainee's grade for trainees.

Probation Date This is the probation period end date that is calculated by the process. It accounts for possible statutory breaks during probation period length and part-time work.

See Also

"Processing Trainee Tenure"

"Hiring French Public Sector Employees"

Manage Assignments

This part of the record enables you to update employees' assignment and job data. The module also determines base compensations for employees who are in the Salary Grade Table according to their job codes and steps.

In this section, we discuss how to:

- Add new assignments.
- View and modify job data.

Pages Used to Update Assignments

Page Name	*Object Name*	*Navigation*	*Usage*
Assignment - Overall Data	FPAEEPOST_PNL 1	Administer Workforce, Administer Workforce (FPS), Use, Assignment, Assignment - Overall Data	Add a new assignment.
Assignment - Work Location	FPAEEPOST_PNL 2	Administer Workforce, Administer Workforce (FPS), Use, Assignment, Assignment - Work Location	Record changes of position, business unit, company and department.
Assignment - Job Information	FPAEEPOST_PNL 3	Administer Workforce, Administer Workforce (FPS), Use, Assignment, Assignment - Job Information	View and modify job data.

Adding a New Assignment

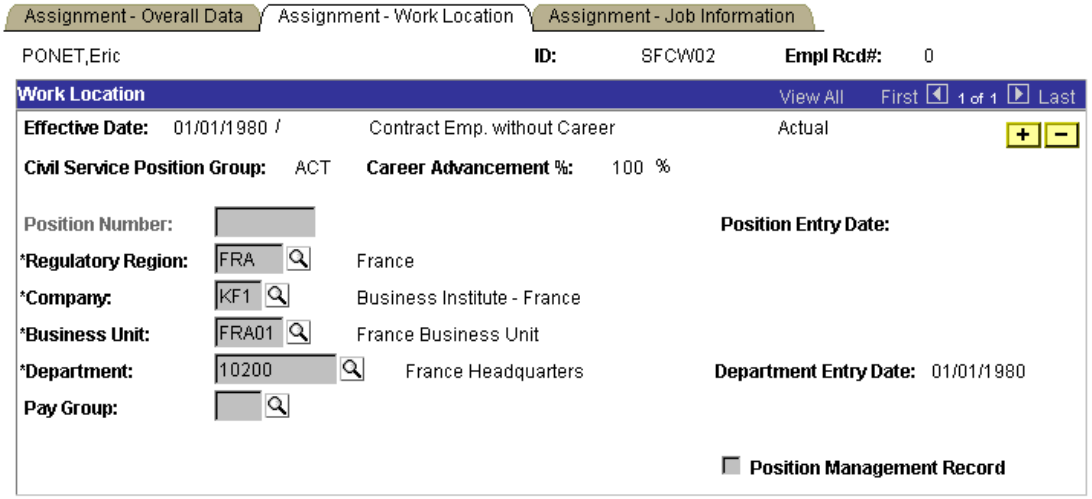
Access the Assignment - Overall Data page.

To add a new assignment:

1. Add a new row.
2. Select the Action and complete the Assignment - Overall Data page.

Recording Changes of Position, Business Unit, Company, and Department

Access the Assignment - Work Location page.



Assignment - Work Location page

To record changes:

1. In the Position Number field, enter a position number if you manage part or all of your system by position.

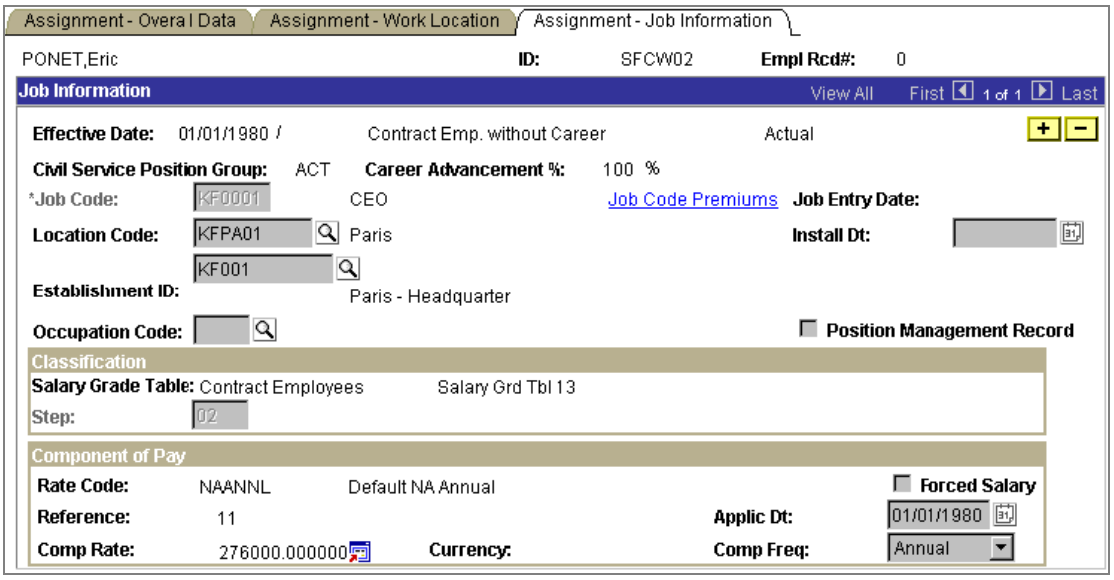
   These fields are automatically selected: **Regulatory Region, Company, Business Unit, Department,** and **Pay Group.** Modify these values if needed.

   Warning! In case of partial or total position management, modifying position data on the Develop Position, Manage Positions menu can affect the civil servant that is implied in the Assignment component.

2. If you do not manage your system by position, enter the **Business Unit** and **Department.**

Modifying Job Data

Access the Assignment - Job Information page.



Assignment - Job Information page

Job Code System-displayed.

Job Code Premiums Click this link to access the Job Code Premiums component.

Step Enter the step for Employee on Salary Grade Table.

Component of Pay Displays compensation elements.

Managing Compensation Data

The compensation pages affect only employees without careers. The pages distinguish between employees in Salary Grade tables and employees with free compensation.

The base compensations of employees without career and in Salary Grade tables are defined automatically by their job codes and steps. You manage this data in the Assignment component. In the Compensation component, you can modify these previously defined base compensations only by forcing indexes or amounts.

For employees without careers and with free compensation, you enter the compensation amounts directly.

In this section, we discuss how to:

- Update compensation for employees in Salary Grade tables.
- Update compensation for employees with free compensation.

Compensation Synopsis

In French Public Sector, employee compensation is managed on different pages, depending on status and compensation mode:

Status	*Pages*	*Managed Data*
Employee With Career	Career - Compensation Seniority	Compensation + Forced Index
Employee Without Career - in Salary Grade table	Assignment - Job Information, Compensation	Base Compensation, Forced Salary
Employee Without Career - outside Salary Grade table	Compensation	Compensation
All statuses	Employee Premiums	Financial bonuses

Pages Used to Update Compensation Data

Page Name	*Object Name*	*Navigation*	*Usage*
Compensation - 1	FPAEESALARY_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Compensation, Compensation - 1	Enter an action that adds or modifies employee compensation data.
Compensation - 2	FPAEESALARY_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Compensation, Compensation - 2	Enter employee compensation data.

Updating Compensation for Employees in Salary Grade Tables

To update compensation:

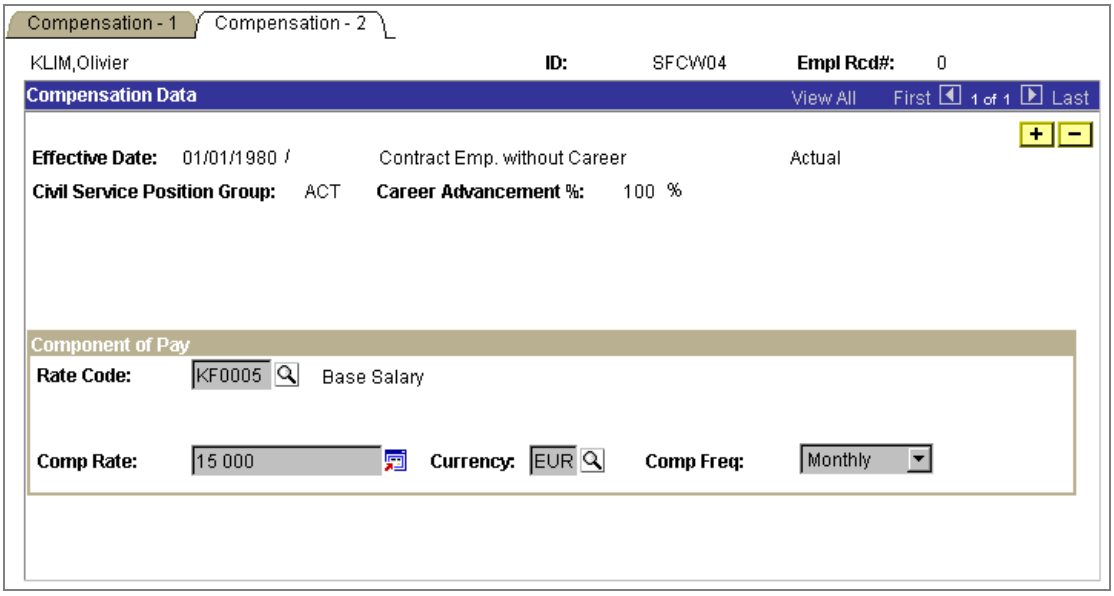
1. Access the Compensation - Overall Data page.
2. Add a new row.
3. Select the Action and complete the Overall Data page.
4. Access the Compensation – 2 page.
5. Select Modify Index or Modify Compensation.

   These options are available only if Force Salary is activated (for the specified period) on the Assignment page.

6. Adjust the Component of Pay data.

Updating Compensation for Employees With Free Compensation

Access the Compensation - Overall Data page.



Compensation - 2 page

To update compensation:

1. Add a new row.
2. Select the Action and complete the Overall Data page.
3. Access the Compensation - 2 page.
4. Enter the **Rate Code.**
5. The system populates **Frequency, Currency,** and **Comp** Rate: Modify these values as needed.

Managing Employee Premiums

Individual premiums can be assigned to employees. They can be expressed as a number of points, a flat amount, or a percentage. Individual premiums are tracked the same way for contract workers and civil servants.

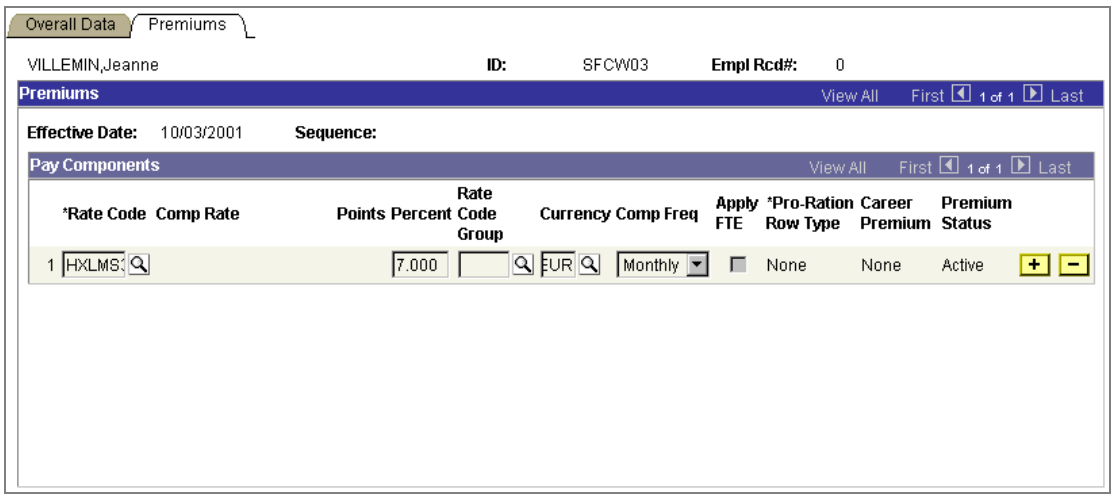
In this section, we discuss how to update employee premiums.

Pages Used to Update Employee Premiums

Page Name	*Object Name*	*Navigation*	*Usage*
Employee Premiums - Overall Data	FPAEEPREMIUM_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Employee Premiums, Employee Premiums - Overall Data	Enter an action that adds or modifies employee premium data.
Premiums	FPAEEPREMIUM_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Employee Premiums, Premiums	Enter employee premium data.

Updating Employee Premiums

Access the Premiums page.



Premiums page

Rate Code

If the rate code is an amount, the **Points, Percent,** and **Rate Code Group** fields are hidden. **Comp Rate, Currency,** and **Comp Freq** are available.

If the rate code is a percentage, **Rate Code, Comp Rate, Points, Currency,** and **Comp Freq** are hidden. **Percent** and **Rate Code Group** are available.

If the rate code is valued in points, **Comp Rate, Percent,** and **Rate Code Group** are hidden. **Points, Currency,** and **Comp Freq** are available.

Currency Optional.

Comp Freq Optional.

Career Premium Indicate whether the premium is granted for the current step or grade. Values are:

Grade/Step Sensitive: The premium is deactivated when a change in step occurs.

Grade sensitive: The premium is deactivated when a change in grade occurs.

None: The premium is granted regardless of career path.

This field is unavailable for entry if the employee is not a civil servant and therefore does not have grade/step career data.

Premium Status Values are:

Active: The premium is active.

On Hold: The premium is not aligned with the grade or grade and step data.

Reactivated: The premium is reactivated.

Linking the Career Premium and Premium Status Fields

The occurrences in the career record can be separated into two groups: open occurrences and closed occurrences.

- Open occurrences

Updates, deletions, or additions of open occurrences initiate online updates to the Premium Status field according the following scheme:

Career Change	*Career Premium*	*Premium Status*
Neither grade nor step changes.	Any option.	No change.
Step of grade changes.	None.	No change.
Step changes.	Grade- and step-sensitive.	On Hold if the step change effective date precedes the premium effective date.
Step changes.	Grade-sensitive.	No change.
Grade changes.	Step-sensitive.	On Hold if the grade change effective date precedes the premium effective date.

Career Change	*Career Premium*	*Premium Status*
Grade changes.	Grade-sensitive.	On Hold if the grade change effective date precedes the premium effective date.

- Closed occurrences

The retroactivity batch process manages the impact of updates, deletions, or additions of closed occurrences.

You must manually initiate the existing retroactivity process by updating Career data. After the career data has been rebuilt, following any career changes, the process scans the premiums for the employees with career changes and assesses whether the premiums agree with the grade and step data in the Career Table. If the premiums are not valid, they are flagged as On Hold.

See Also

Saving Career Data

Managing Work Time

In this section, we discuss how to:

- Enter an employee's working time.
- Track an employee's work time.

Pages Used to Manage Work Time

Page Name	*Object Name*	*Navigation*	*Usage*
Working Time – Overall Data	FPAEEWORKRT_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Work Time, Working Time - Overall Data	Enter an employee's working time.
Working Time	FPAEEWORKRT_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Work Time, Working Time	Track an employee's working time.

Entering an Employee's Working Time

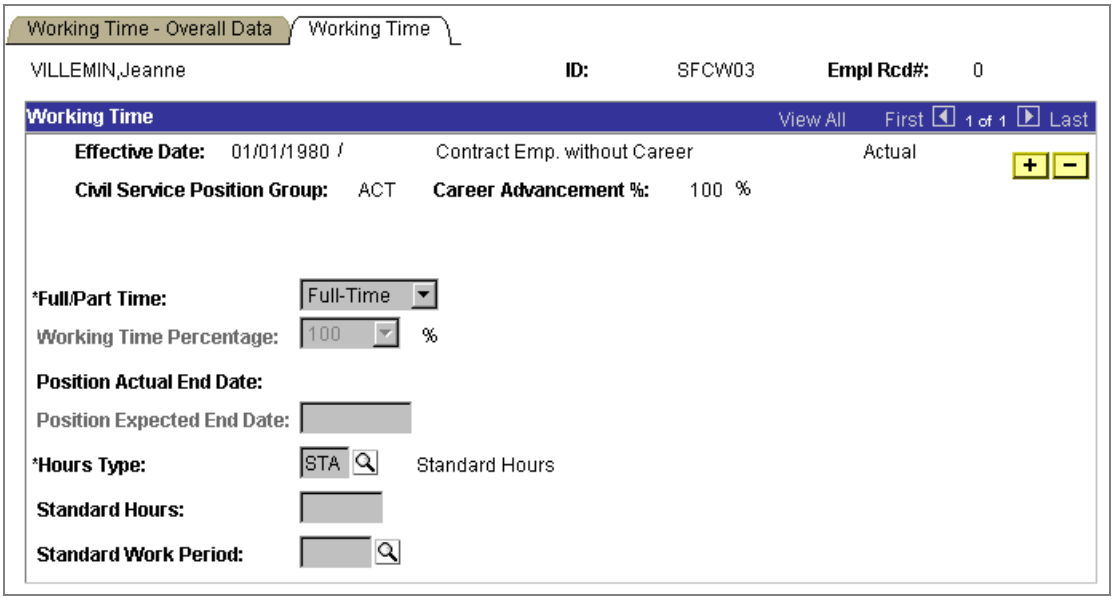
Access the Working Time - Overall Data page.

To enter an employee's working time:

1. Add a new row.
2. Select the Action.
3. Complete the Overall Data page.

Tracking an Employee's Working Time

Access the Working Time page.



Working Time page

Full//Part Time Indicate if the employee is full-time or part-time.

Working Time Percentage Select a working-time percentage.

Position Actual End Date The next row's effective date, minus 1 day.

Position Expected End Date This field is either required or optional, depending on the action that you have set up.

Hours Type Enter the type of hours; for example, ***STA*** (standard hours).

Standard Hours Select the number of hours that the employee works per week.

Manage Employee Categorization

The Employee Categorization component holds employee data that is not specific to French Public Sector.

Pages Used to Manage Employee Categorization

Page Name	*Object Name*	*Navigation*	*Usage*
Employee Categorization 1	FPAEEOTHER_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Employee Categorization	View employee data.
Employee Categorization 2	FPAEEOTHER_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Employee Categorization	Maintain employee data that is not specific to French Public Sector.

Managing Seniority Bonuses

- You can assign day bonuses to employees to reduce the seniority that is necessary before step increment.
- Step duration reductions that are granted are given in years, months, and days and are associated with the step.
- When an employee is in a substep, the step duration reduction is not granted within the substep, but within the step that corresponds to the scale letter.
- Step duration reductions are taken into account in the seniority calculation collective process.
- For step duration reductions, the system can control the number of bonus days.

If the corps setup authorizes a step duration reduction control, the number of days must not exceed the average step duration from which is subtracted the minimum step duration. Minimum and average step duration is defined on the Steps page. Seniority reduction control is defined on the Corps page.

Note. Day bonuses reduce the seniority that is necessary before step increment but they do not reduce the seniority necessary before sub-step increment.

In this section, we discuss how to:

- Add new seniority bonus data.
- Assign day bonuses.

See Also

"Setting Up French Public Sector Tables," Defining Steps and Substeps

"Setting Up French Pubic Sector Tables," Defining Corps

Pages Used to Manage Seniority Bonuses

Page Name	*Object Name*	*Navigation*	*Usage*
Sen Bonus - Overall Data (seniority bonus - overall data)	FPABONUS_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Seniority Bonus, Seniority Bonus - Overall Data	Add new seniority bonus data.
Sen Bonus Days	FPABONUS_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Seniority Bonus, Bonus Days	Assign day bonuses.

Adding New Seniority Bonus Data

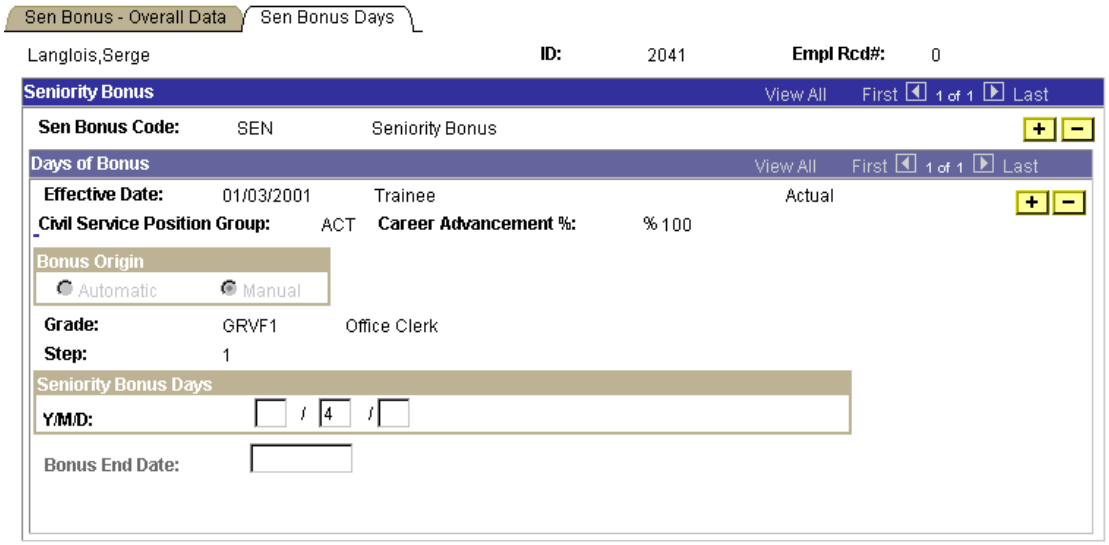
Access the Sen Bonus - Overall Data page.

To add new seniority bonus data:

1. Add a new row.
2. Select the Action.
3. Complete the Sen Bonus - Overall Data page.

Assigning Day Bonuses

Access the Sen Bonus Days page.



Sen Bonus Days page

Enter the seniority bonus days and the bonus end date.

Managing Absences

In this section, we discuss how to:

- Add an absence.
- Track an employee's absences.

Pages Used to Manage Absences

Page Name	*Object Name*	*Navigation*	*Usage*
Absences - Overall Data	FPAEEABSENCE_PNL1	Administer Workforce, Administer Workforce (FPS), Use, Absences, Absences - Overall Data	Add an absence.
Absences	FPAEEABSENCE_PNL2	Administer Workforce, Administer Workforce (FPS), Use, Absences, Absences	Track an employee's absences.

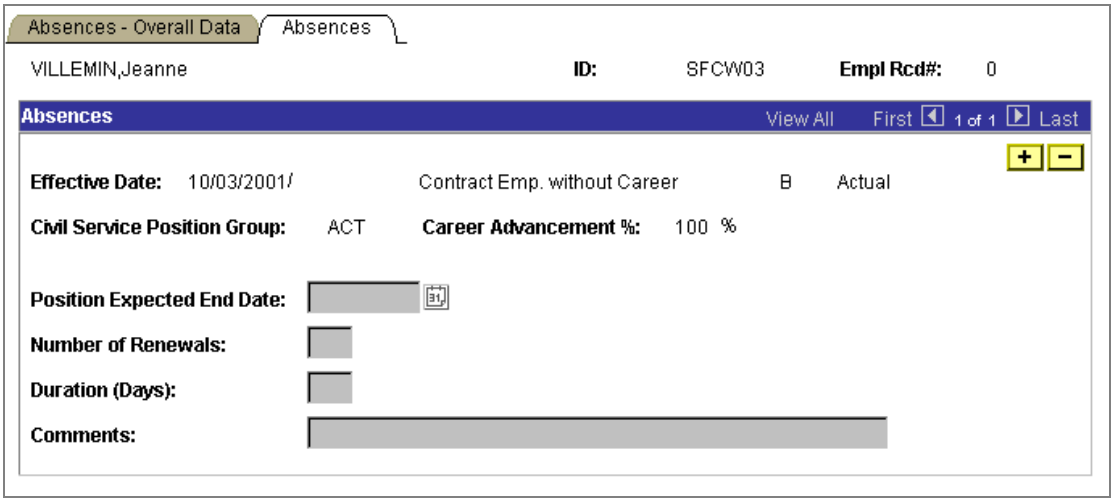
Adding an Absence

To add an absence:

1. Access the Absences - Overall Data page.
2. Add a new row.
3. Select the Action.
4. Complete the Absences - Overall Data page.

Tracking Absences

Access the Absences page.



Absences page

There is no interaction between the Civil Service Position module and Absences. An absence that is selected in the Civil Service Position module is not automatically retrieved in Absences, or vice versa. These two modules are independent.

To track absences:

1. Enter the Position Expected End Date field.

   Depending on the action and its setup, this field can be required or optional.

2. Enter the Number of Renewals and Duration (Days) fields.
3. If necessary, enter a comment.

Tracking Supporting Documents

On the Employee Supporting Documents page, you can list the supporting documents the employee must provide when he or she is hired.

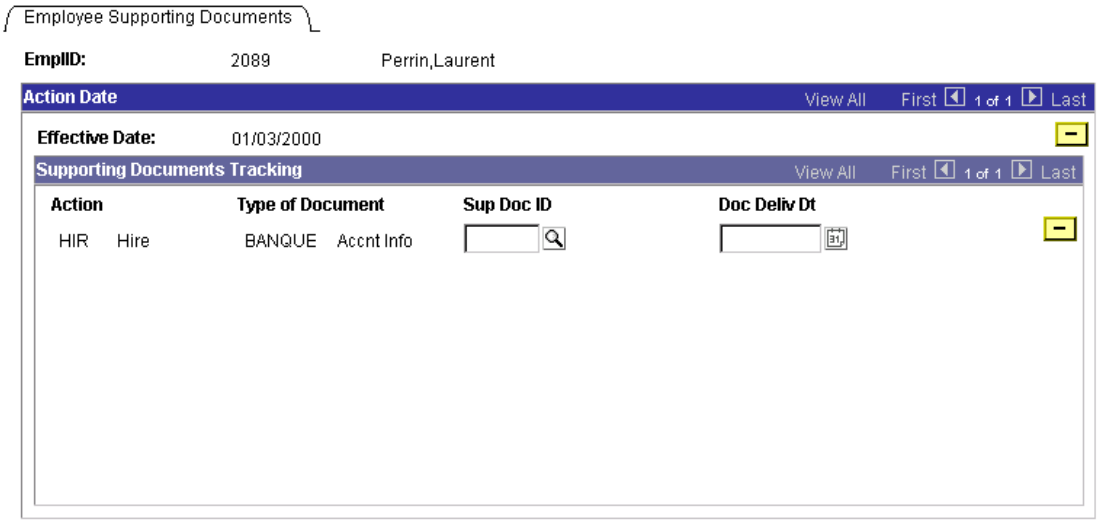
In this section, we discuss how to track supporting documents.

Page Used to Track Supporting Documents

Page Name	*Object Name*	*Navigation*	*Usage*
Employee Supporting Documents	FPAEESUPDOC_PNL	Administer Workforce, Administer Workforce (FPS), Use, Supporting Documents, Employee Supporting Documents	Track an employee's supporting documents.

Tracking Supporting Documents

Access the Employee Supporting Documents page.



Employee Supporting Documents page

To track supporting documents:

1. Insert a new row.
2. Enter the **Sup Doc ID** (supporting document ID) and **Doc Deliv Dt** (document delivery date) fields.

CHAPTER 5

Rating Employees

This chapter provides an overview of employee ratings and explains how to:

- Prepare employee-rating lists.
- Appraise employee ratings.
- Report ratings.

Understanding Employee Ratings

The rating process consists of a numeric rating, a letter that is associated with a rating scale, and a comment. Ratings are temporary. A rating equalization adjustment enables you to get a final rating calculated from the individual temporary rating. The reviewers manually enter temporary ratings. The Final Rating process in PeopleSoft Application Engine calculates the final ratings after the adjustment constant has been determined.

Using the Attendance Time Calculation page, the system creates a list of eligible employees, depending on attendance during a specified period. During this period, all civil service positions that are held by the employee are analyzed. Some civil service positions are defined as Absent for Rating and are subtracted from the total period length. The result is called *attendance time.*

Attendance time is evaluated:

- For the entire period (attendance time for employee review).
- For each grade to which the employee is assigned during the period.
- For each department to which the employee is assigned during the period.

The system examines the grade and department in which the employee has the longest attendance time during the rating period.

Preparing Employee Rating Lists

Once you define the period and employee group, you can specify the attendance time requirement on the Employees to be Rated page. The result is a report of eligible employees.

This report can be organized by:

- Employee ID, using FPA_RAT.
- Department list, using FPARAT2.
- Corps list, using FPARAT3.

Each report row contains the employee ID, grade, and department. The system selects the grade and department with the longest employee attendance time. If two grades or departments have the same attendance times, the latest one is used.

In this section, we discuss how to:

- Select the period and group of employees for which to calculate attendance time.
- View attendance time calculation results.
- Create a list of employees who meet attendance time requirements.

See Also

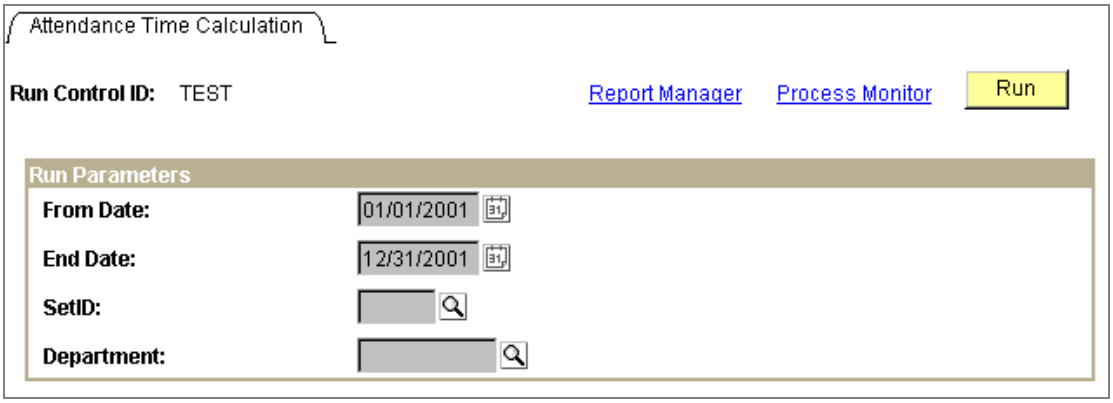
"Setting Up French Public Sector Tables," Defining Civil Service Positions

Pages Used to Prepare Employee Rating Lists

Page Name	*Object Name*	*Navigation*	*Usage*
Attendance Time Calculation	RUNCTL_FPA1200	Administer Workforce, Launch Collective Prcs (FPS), Process, Attendance Time Calculation	Select the period and group of employees for which to calculate attendance time.
Attendance Time	FPA_RATPRS	Administer Workforce, Launch Collective Process (FPS), Inquire, Attendance Time Synopsis	View attendance time calculation results.
List of Employees to be Rated	RUNCTL_FPA1210	Administer Workforce, Launch Collective Process (FPS), Report, List of Employees to be Rated	Create a list of employees who meet attendance time requirements.

Calculating Attendance Time

Access the Attendance Time Calculation page.

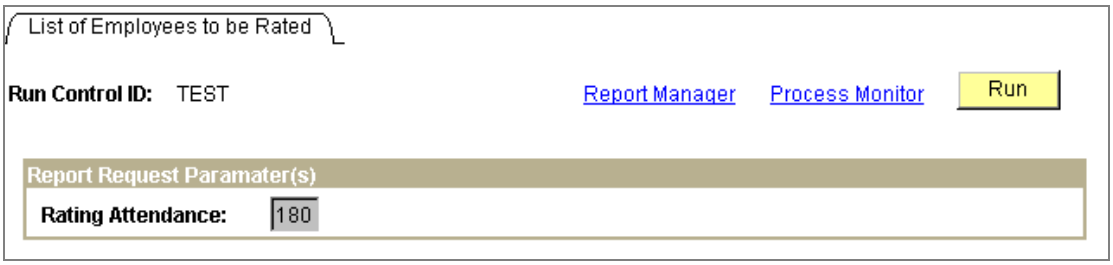


Attendance Time Calculation page

Attendance time is calculated in thirtieths.

Editing the List of Employees to be Rated

Access the List of Employees to be Rated page.



List of Employees to be Rated page

The list is edited for the period that you previously selected.

Rating Attendance Define the threshold in number of attendance days. If the employee attendance time during the period is greater than or equal to the threshold, the employee is listed.

Appraising Employee Ratings

After the employees have been identified, the reviewer evaluates (on the Employee Review page) those who are to be rated and assigns a temporary rating.

The system calculates an adjustment constant to normalize the ratings of the various reviewers. This process shows evaluation details such as the average rating, number of points by corps, and points by reviewer. The system calculates an adjustment constant for each reviewer.

On the Final Rating page, the system applies the adjustment to the temporary rating to give the employee a final score.

In this section, we discuss how to:

- Calculate the adjustment constant.
- Calculate the final rating.

See Also

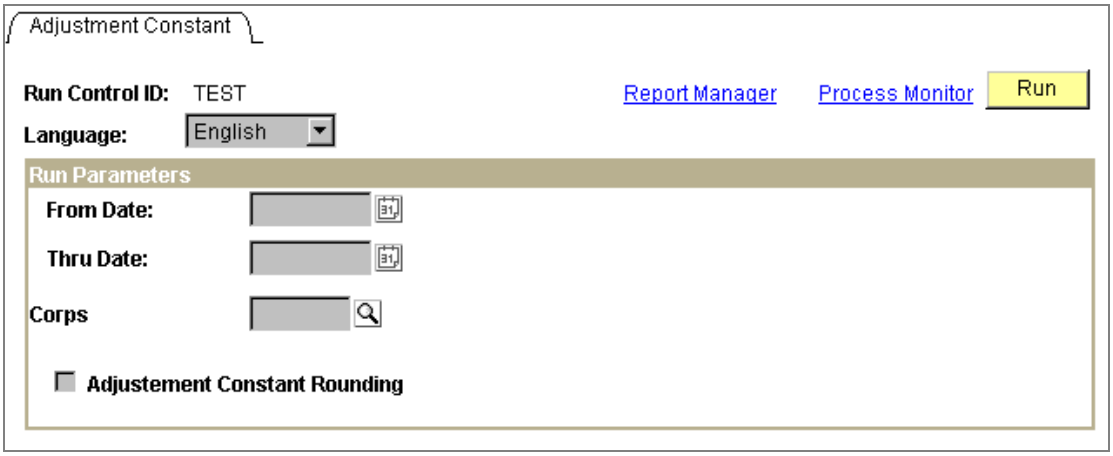
PeopleSoft Human Resources PeopleBook: Plan Salaries, "Reviewing Employee Performance," Conducting Employee Reviews

PeopleSoft Human Resources PeopleBook: Manage Competencies, "Tracking Employee Competencies and Accomplishments"

Pages Used to Appraise Employee Ratings

Page Name	*Object Name*	*Navigation*	*Usage*
Adjustment Constant	RUNCTL_FPA030	Administer Workforce, Launch Collective Process (FPA), Process, Adjustment Constant Calculation	Calculate the adjustment constant.
Final Rating	RUNCTL_FPA035	Administer Workforce, Launch Collective Process (FPS), Process, Final Rating	Calculate the final rating.
Final Rating Results	FPA_FINRA_RSL_T_PNL	Administer Workforce, Launch Collective Process (FPS), Inquire, Final Rating Results	View the final rating results.

Calculating the Adjustment Constant



Adjustment Constant page

Select the run parameters and click **Run**.

The report displays the Reviewer Adjustment Constant—the average of the total points, minus the average of the reviewer's points.

Calculating the Final Rating

Access the Final Rating page to run the rating process.

For each employee, a row is automatically added in the employee review to store the final rating. The effective date is 31/12; the review type is *Adjustment Result.*

Reporting Ratings

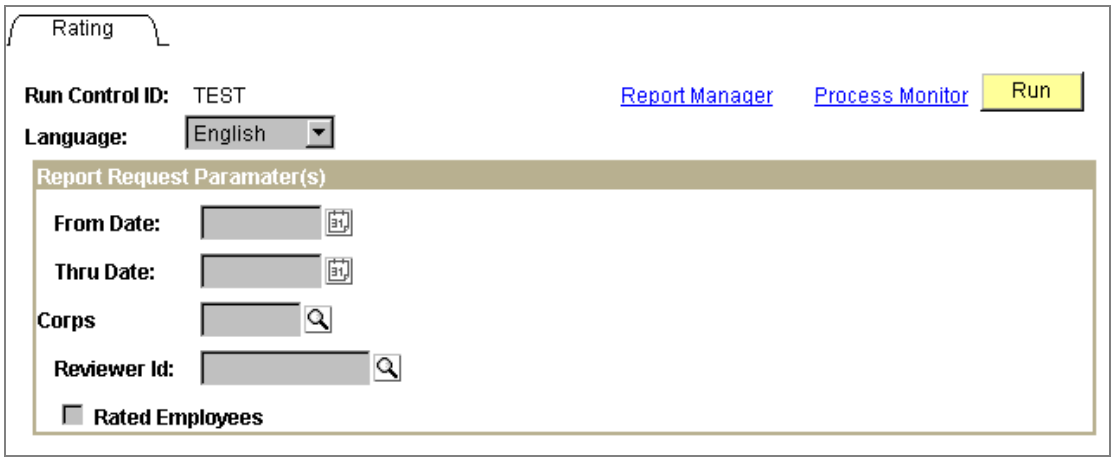
In this section, we discuss how to create a list of employees who have not been rated.

Page Used to Report Ratings

Page Name	*Object Name*	*Navigation*	*Usage*
Rating	RUNCTL_FPA025	Administer Workforce, Launch Collective Process (FPS), Report, Rating	Creates a list of employees who have not been rated.

Running the Rating Report

To run the rating report, enter the report parameters and click **Run**.



Rating page

CHAPTER 6

Processing Trainee Tenure

This chapter provides an overview of the tenure process for trainees and discusses how to:

- Calculate tenure dates.
- Search for employees to be given tenure.
- Inform supervisors.
- Approve and deny probation periods.
- Grant tenure.
- View employee status.

Understanding the Tenure Process

In French Public Sector, granting tenure to a trainee is a multistep process that implies many collective processes and transactions. You can also launch PeopleSoft Workflow during the process.

The tenure process uses the following tables:

- FPS Installation Parameters
- Civil Service Position
- Grades

Calculating Tenure Dates

The objective is to determine the exact tenure date and the probation period end date, taking into account breaks that are due to civil service and part-time positions.

The system considers:

- The hiring date and length of the tenure probation period.

  Length is determined when you set up the trainee's grade.

- The civil service positions held during the probation period.

Some civil service positions can suspend the tenure probation period and postpone the probation period end date.

- The work time percentage for trainees who work part time.

Depending on the setup, the calculation is in thirtieth or calendar. The tenure date is the probation period end date, minus one day. The tenure becomes effective on the anniversary date.

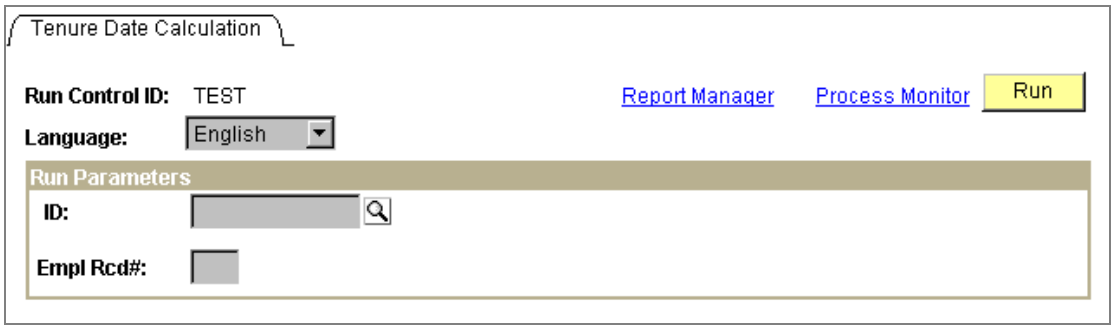
You can view the results of this calculation on the Career-Classification page.

Page Used to Calculate Tenure Dates

Page Name	*Object Name*	*Navigation*	*Usage*
Tenure Date Calculation	RUNCTL_FPA005	• Administer Workforce, Launch Collective Process (FPS), Process, Tenure Date Calculation • Administer Workforce, Manage Tenure (FPS), Process, Tenure Date Calculation	Calculate the tenure date for individuals or groups.

Determining Tenure Dates

Access the Tenure Date Calculation page.



Tenure Date Calculation page

You can calculate the tenure date for one employee or a group of employees.

ID and **Empl Rcd#** (employee record number)	Leave these fields blank to calculate for all trainees.

Searching for Employees Who Are Eligible for Tenure

The system enables you to search for employees whose tenure dates falls within a specific period after you process tenure dates.

Using the SQR program FPA105, the system:

Activates the Tenure flag for employees whose tenure date is between the system date and the duration that is defined in the setup. For example, if the duration is 30 days, the Tenure flag is activated for employees whose tenure date occurs within 30 days after processing.

Pages Used to Search for Employees Who Are Eligible for Tenure

Page Name	*Object Name*	*Navigation*	*Usage*
Next Tenure	RUNCTL_FPA710	• Administer Workforce, Launch Collective Process (FPS), Process, Next Tenure • Administer Workforce, Manage Tenure (FPS), Process, Next Tenures	Select the employees who are eligible for tenure.

Informing Supervisors

PeopleSoft Workflow enables you to send messages to supervisors of the trainees who are eligible for tenure to notify them that the tenure end date is near.

The request selects all trainees whose probation periods must be validated and who have an activated Tenure flag.

You can launch a workflow that adds the Tenure Validation/Accept Tenure activity to the trainee supervisor's worklist. Workflow is optional in the tenure process.

Page Used to Inform Supervisors

Page Name	*Object Name*	*Navigation*	*Usage*
Trainees to be given Tenure	PRCSRUNCNTL	• Administer Workforce, Launch Collective Process (FPS), Process, Trainees to be given Tenure • Administer Workforce, Manage Tenure (FPS), Process, Trainees to be given Tenure	Inform managers of trainees who have been granted tenure.

Approving and Denying Probation Periods

Trainee Validation is a transaction process that enables the trainee supervisor to choose one of the following:

- Validating the tenure probation period.
- Renewing the probation period (once).
- Refusing the trainee.

Note. You can renew the probation period only once. If, at the end of the second probation period, the tenure is not approved, the trainee is refused.

When saving, there is no blocking control.

Also, a workflow is launched to give tenure or renew the probation period. The *Renew Probation Period* or *Accept Tenure* activities are in the worklist.

In this section, we discuss how to validate or reject the tenure probation period.

Pages Used to Approve and Deny Probation Periods

Page Name	*Object Name*	*Navigation*	*Usage*
Competency Match	CM_PERSON_ROLE	Administer Workforce, Manage Tenure (FPS), Use, PPd Validation, Competency Match	Displays the employee's physical ability and matches employee competencies with those that are required by the position. The Medical Exam frame shows the last physical exam results. It also indicates if the medical exam has not been tracked.
Accomplishment Match	FPAEETENURE_PNL3	Administer Workforce, Manage Tenure (FPS), Use, PPd Validation, Accomplishment Match	Compares the employee's accomplishments with those that are required by the position.
Tenure PPd Validation (tenure probation period validation)	FPATEN_VALID_PNL1	Administer Workforce, Manage Tenure (FPS), Use, PPd Validation, Tenure PPd Validation	Displays trainee grade and step data. In the case of automatic step increment, the next step and corresponding compensation appear. Validate or deny tenure.

See Also

PeopleSoft Human Resources PeopleBook: Monitor Health and Safety, "Processing Rehabilitation, Claims, and Examination Data," Tracking Employee Medical Exam Results

Validating or Rejecting the Tenure Probation Period

To validate or reject the tenure probation period:

1. Access the Tenure PPd Validation page.
2. Select On Hold, Validated, or Rejected.

   The probation period validation does not imply that the tenure becomes effective.

You can renew a probation period only once.

To renew a probation period after the first rejection, select the Status option in the worklist and enter the second probation period length (number of days).

When the probation period is rejected for the second time, the tenure is not validated, and the trainee is terminated.

Granting Tenure

You must grant tenure to make the tenure effective.

In this section, we discuss how to:

- Grant tenure.
- Save the Tenure component.
- Set up the tenure actions.

Pages Used to Grant Tenure

Page Name	*Object Name*	*Navigation*	*Usage*
Tenure	EG_EMPL_TENURE	Administer Workforce, Manage Tenure (FPS), Use, Tenure, Tenure	Grant tenure.
Competency Match	CM_ROLE_PERSON	Administer Workforce, Manage Tenure (FPS), Use, Tenure, Competency Match	View competency data.
Accomplishment Match	CM_PERSON_ROLE2	Administer Workforce, Manage Tenure (FPS), Use, Tenure, Accomplishment Match	View accomplishment data.
New Status	FPAEETENURE_PNL2	Administer Workforce, Manage Tenure (FPS), Use, Tenure, New Status	Enter the new employee status code.

Granting Tenure

You can access only trainees whose probation period has been validated.

To grant tenure:

1. Access the Tenure page.
2. Select the Give Tenure button.

   The default values for the Tenure Action and Reason codes prompt from the FPS Installation Parameters table. The effective date is the tenure date.
3. Access the New Status page.
4. Enter the new employee status code.

   The category is Civil Servant.

Saving the Tenure Component

When you save the Tenure component, two rows are inserted into the employee record, one in the Status table and one in the Career table:

- The row that is inserted into the Status table shows the employee's new status after tenure.
- The row that is inserted into the Career table shows the tenure action, whether or not the tenure implies step increment.

The action code that corresponds to tenure is defined in the FPS Installation Parameters.

Setting Up the Tenure Actions With or Without Step Increment

If tenure is Without Step Increment, the action does not terminate the step. In the action setup, select the Previous Instances Seniority Carry Over check box. If tenure is With Automatic Step Increment, clear the check box.

Viewing Employee Status

Once an employee is granted tenure, you can access both successive statuses (trainee and civil servant).

Page Used to View Employee Status

Page Name	*Object Name*	*Navigation*	*Usage*
Status	FPAEESTATUS_PNL1	Administer Workforce, Manage Tenure (FPS), Use, Status	View employee status.

Viewing Employee Status

Consult the Status page to renew the probation period. They inform you about probation period lengths and end dates. After a renewal, the Probation Period Renewal information appears.

CHAPTER 7

Managing the Promotion Probation Period

This chapter explains how to:

- Assign a promotion probation period.
- Calculate promotion probation period end dates.
- Validate or deny a promotion.

Understanding Promotion Probation Period Setup

Promotion probation period functionality uses the following setup data:

- Days Before Tenure and Seniority Calculation data from the FPS Installation Parameters table.
- Promotion Probation Period Suspension data from the Civil Service Position table.
- Probation Period Length from the Grade table.
- Various fields from the Career table.

To create a promotion probation period for an individual employee, you select this option on the Career-Classification page. The employee must be categorized as a trainee.

Assigning a Promotion Probation Period

You assign a promotion probation period to an employee only when you are setting up a grade promotion implying a corps change.

To set up a grade promotion implying a corps change:

1. Access the Trainee frame on the Career-Classification page.
2. Select the Trainee check box to give the employee trainee status.
3. Set the probation period to *In Progress*.

See Also

"Updating Employee Records," Entering Career – Classification Data

Calculating Promotion Probation Period End Dates

This calculation determines the exact probation period end date, accounting for civil service position breaks and part-time positions.

The SQR program FPA305:

- Calculates the date, depending on the corps change date and the probation period length.

  Length is determined when you set up the trainee's grade.

- Considers the civil service positions that are held by an employee during the probation period.

  Some civil service positions can suspend the promotion probation period and postpone the probation period end date.

- Considers the work-time percentage for a part-time trainee.

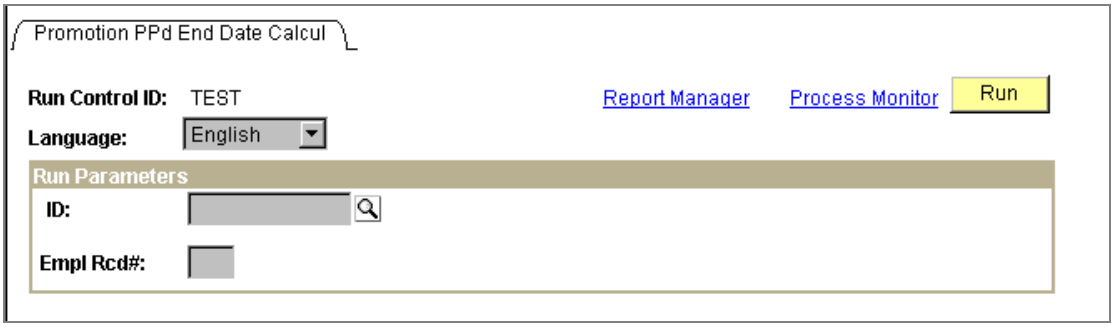
- Displays the Period End Date on the Career-Classification page.

In this section, we discuss calculating the promotion probation period end dates.

Page Used to Calculate Promotion Probation Period End Dates

Page Name	*Object Name*	*Navigation*	*Usage*
Promotion PPd End Date Calcul (promotion probation period end date calculation)	RUNCTL_FPA005	Administer Workforce, Launch Collective Prcs (FPS), Process, Calculation of Prom PPd End Dt	Calculate the promotion probation period end dates.

Calculating Period End Dates



Promotion PPd End Date Calcul page

To calculate period end dates:

Enter the run parameters.

To calculate the probation period end date for all trainees, leave the **ID** (employee ID) and **Empl Rcd#** (employee record number) fields blank.

Validating or Denying Promotions

Sometime during the promotion probation period, you must validate or deny the promotion. To do this, the system must know the promotion probation period end date, so you must have run the End Date Calculation. Use the Career-Classification page to validate promotions. Use the Delete Career Data page to deny promotions.

In this section, we discuss how to:

- Validate a promotion.
- Deny a promotion.

Validating a Promotion

To validate a promotion:

1. Access the Career-Classification page.
2. Position your cursor over the last action that is recorded in the employee record.
3. Select Validated.
4. (Required) Enter the appointment in corps date.

Denying a Promotion

To deny a promotion:

1. Access the Delete Career Data page.
2. Position your cursor over the last action that is recorded in the employee record.
3. In the Trainee frame, select Rejected.
4. Save the row.

   The move is deleted in the record. Data is stored in the Delete Moves table.
5. To delete other rows that are associated with the same promotion probation period, repeat these instructions.

See Also

"Updating Employee Records," Deleting Career Data

CHAPTER 8

Calculating Seniority and Length of Service

This chapter provides an overview of seniority and length of service and discusses how to:

- Set up seniority and length of service calculations
- Define seniority and length of service.
- Calculate seniority and length of service.
- View seniority information.

Understanding Seniority and Length of Service

Seniority is a measurement of time that is spent in a particular condition. For example, Category Seniority is the amount of time that an employee has spent in one category. The system measures from the date of entry into the category to the date of category change. If the employee has not changed categories, the date of the calculation is used as the end date. Corps Seniority, Grade Seniority, and Actual Step Seniority follow the same pattern.

Length of service resembles seniority except that it uses career advancement percentages that are associated with lengths of service. The system uses steps, grades, corps and categories for lengths of service.

Seniority and length of service calculations for steps, grades, corps and categories relate to each other as follows:

- Grade seniority equals total actual step seniority for the steps of the grade.
- Corps seniority equals total grade seniority.
- Category seniority equals total corps seniority.

Similarly:

- Grade length of service equals total actual step lengths of service.
- Corps length of service equals total grade length of service.
- Category length of service equals total corps length of service.

The system uses seniority values to calculate step increments and seniority and length of service are criteria for grade promotion.

Career Advancement Percentages

While assigned a category, corps, grade and step, an employee is also assigned a civil service position. Each civil service position carries a different weight in seniority calculations, represented by its career advancement percentage. You define two such percentages for each civil service position:

- The seniority career advancement percentage is used to calculate the employee's seniority between two dates.
- The length of service career advancement percentage is used to calculate the employee's length of service between two dates.

See Also

"Setting Up French Public Sector Tables," Defining Civil Service Positions

Seniority Credits

Seniority credits are applied only within the step.

Reduction in Step Duration

Managers can grant reductions in step duration to hasten an employee's step promotion. The seniority credits are durations expressed in years, months, and days. Reductions in step duration are assigned within a step and cannot be carried over.

Step Career Seniority is the actual step seniority, plus any reductions in step duration. The calculation accounts for the seniority career advancement percentage but not the work-time percentage.

Seniority Carryover at Step Increments in the Same Grade

An employee might be in a civil service position that does not authorize advancement on the previously scheduled advancement date. In this case, the advancement is postponed until the employee holds a civil service position that authorizes advancement.

The *Credited Seniority* is the seniority that is to be carried over from the previous career classification. When calculating advancement dates, the credited seniority is added to the career seniority.

When advancement occurs, the employee's seniority can be greater than the average step seniority. The difference is the seniority carryover.

Seniority to be Carried Over is the career seniorities, plus the credited seniority, minus the reductions in step duration and the average step duration.

This functionality is applied only within the same grade.

Note. Credited seniority in the step is also generated in case of reclassification. If the promotion simulation is validated, the employee is granted a step increment with grade change. A conversion formula is applied to the Actual Seniority in previous step. The result of this conversion enables you to enter the Seniority Credited in the new step.

See Also

"Administering Reclassification"

Setting Up Seniority and Length of Service Calculations

To set up seniority and length of service calculations you use the following pages:

- FPS Installation Parameters

  Indicate how the system calculates seniority, either thirtieth or calendar. The tenure, seniority, and advancement processes use this setup.

- Civil Service Position.

  Define the Seniority and Service Length Career Advancement Percentages for each civil service position.

- Salary Grade Table - Steps.

  Define the advancement rules for each Salary Grade Table/Scale/Step and indicate the average Length in (Sub)Step, Minimum Length for (Sub)Step Increment, and Theoretical Career Seniority.

- Actions.

  Define the actions that authorize seniority carryover in the Previous Instance Seniority Carry Over field. The system records these actions in the Career table, but they do not terminate the current step. For example, tenure without step increment and forced index assignment are moves that are recorded in Career, but they neither modify nor terminate the employee's current step. The system calculates seniority move by move.

Calculating Seniority and Length of Service

Business rules are principally about taking into account steps that are not terminated; that is, the management of many successive actions within the same step—some actions authorizing accrual of the previous instance seniority and the current instance seniority.

You enable the system to calculate seniority carryover by selecting the Previous Instance Seniority Carry Over options on the Action page.

For each action, you can see the Step Terminated flag on the Career - Classification page.

In this section, we discuss how the system handles steps that are not terminated in seniority definitions, seniority and length of service calculation, and how to:

- Start the seniority calculation.
- Calculate seniority and length of service.

Accounting for Steps Not Terminated In Seniority Definitions

When an action does not terminate a step, the system applies the following rules:

- Actual step seniority accrues.
- Reductions in step duration granted for the grade and step are accrued in Step Career Seniority.

All reductions in step duration are retrieved in the first step row. Step Career Seniority is calculated by row.

- No seniority is carried over.
- Credited Seniority is equal to the credited seniority in the step, plus the previous instance career seniority.

Seniority and Length of Service Calculation

Seniority and length of service calculation FPA315 enables you to determine, for each move recorded in an employee career, the following values:

- Actual Seniority in step.
- Seniority in grade, corps, or category.
- Length of Service in step, grade, corps, or category.
- Career Seniority in step
- Seniority that is to be carried over in step and Credited Seniority in step.
- Entry Seniority in step.

This seniority corresponds to the theoretical Career Seniority that you define when you set up the step.

The results of some of these calculations are used by the automatic step increment process.

Note. Entry seniorities are not taken into account in seniority calculations and processes. They are described in *Career* in *Administer Workforce (FPS)* section.

Pages Used to Calculate Seniority and Length of Service

Page Name	*Object Name*	*Navigation*	*Usage*
Seniority Calculation	RUNCTL_FPA315	Administer Workforce, Launch Collective Process (FPS), Process, Seniority Calculation	Start the seniority calculation.
Calculator	RUNCTL_FPA316	Administer Workforce, Launch Collective Process (FPS), Process, Calculator	Calculate seniority and length of service between two dates for an employee.

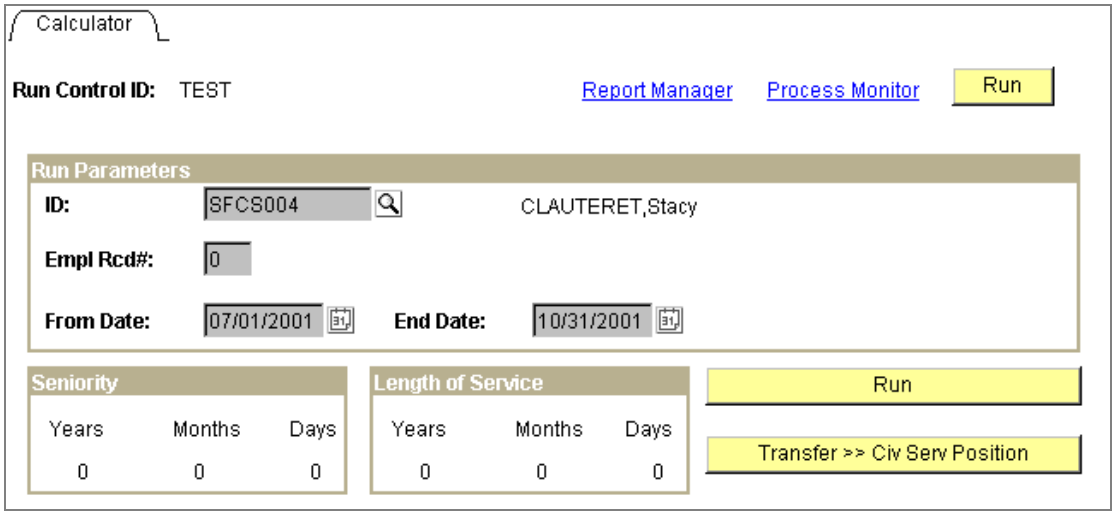
Starting the Seniority Calculation

To calculate seniority:

1. Access the Seniority Calculation page.
2. Enter the run parameters.

   Processing can be launched for one employee or for all employees with career data. For all employees, leave the Employee ID and Record Number fields blank.
3. Enter the Thru Date (through date) to request seniority calculation on a date that falls before or after the current date. If you do not enter the Thru Date, the system uses the current date.

Calculating Seniority and Length of Service



Calculator page

Run Parameters — Enter the run parameters. When modified, the system resets the Seniority and Length of Service values.

Run — Calculates and displays the results

Transfer >>Civ Serv Position (transfer >> civil service position) — Click to access the employee's civil service position history.

Viewing Seniority Information

A synopsis page enables you to view the various seniorities that are associated with each employee career status.

In the dialog box that appears, you can select only the employees with Career management.

The various seniorities and lengths of service are displayed for each action. The definitions and rules that are defined in this section are applied.

With the step seniority and length of service, the step career seniority and entry theoretical seniority are displayed.

Page Used to View Seniority Information

Page Name	*Object Name*	*Navigation*	*Usage*
Career Seniority	FPAEESENSYNT_PNL	• Administer Workforce, Administer Workforce (FPS), Inquire, Career Seniority • Administer Workforce, Launch Collective Process (FPS), Inquire, Career Seniority	View seniorities that are associated with each employee career status.

CHAPTER 9

Processing Career Advancement

This chapter provides an overview of the career advancement processes and discusses how to:

- Process career advancements.
- Search for next advancements.
- Calculate collective advancement.
- Simulate advancement.

In the Manage French Public Sector business process, career advancement pertains to automatic step or substep increment.

Unless otherwise indicated, all business rules that are defined for step increments are also applied to substep increments within the same scale letter.

Understanding the Career Advancement Processes

All automatic step increment processes use the following tables:

- FPS Installation Parameters.

  The processes use Days Before Step Increment, Action for Step Increment, Seniority Calculation, and Terminating Date.

- Status/Population Codes.

  The system checks to see if the automatic step increment is authorized for each status. Processes are run only for employees whose statuses authorize career management and automatic step increment. The Career Data Authorization and Automatic Advancement setups must be selected.

- Salary Grade Table - Steps.

  The processes use Length in Step or Sub-step, Minimum Length for (Sub)Step, Theoretical Career Seniority, Automatic (Sub)Step Increment, and Next (Sub)Step for Increment. The processes consider only employees whose current steps allow automatic advancement.

- Civil Service Positions.

The system checks to see if automatic step increment is authorized for each civil service position. The employee's civil service position at the advancement date must authorize automatic advancement. If it does not, advancement is postponed until the end of the period.

Processing Career Advancements

The global advancement process exists in three forms:

- Advancement date calculation.

  Calculates the expected step or substep increment date for one employee or all employees.

- Advancement processing.

  Comprises several successive processes. All employees whose automatic step or substep increment is pending are listed and moved through collective processing.

- Advancement simulation.

  Enables you to simulate future automatic step or sub-step increments.

For each process, the affected employee status must authorize career management and automatic step increment. The current step must also authorize automatic advancement.

The Advancement Process

Before starting the advancement process, you must calculate seniority. The advancement process begins on the date when the employee was assigned his or her current step or substep.

Once it has started, the process considers:

- The credited seniority, which is determined by the seniority process.
- The career advancement percentage that is associated with civil service position seniority.
- Reductions in step duration for step increments, but not for substep increments.
- All setup data that is established in the FPS Installation Parameters, Status/Population Codes, Salary Grade - Steps, and Civil Service Position tables.

The calculation does not consider part-time work.

The process results in the creation of the FPA005.LIS file, which contains employee ID, seniority, and advancement date data for a list of employees. Possible errors are also indicated on the report (such as credited seniority longer than the average length).

Use the Career - Compensation Seniority page to view the result of an individual employee advancement date calculation. For each launch, the date is recalculated depending on the employee record.

See Also

"Calculating Seniority and Length of Service"

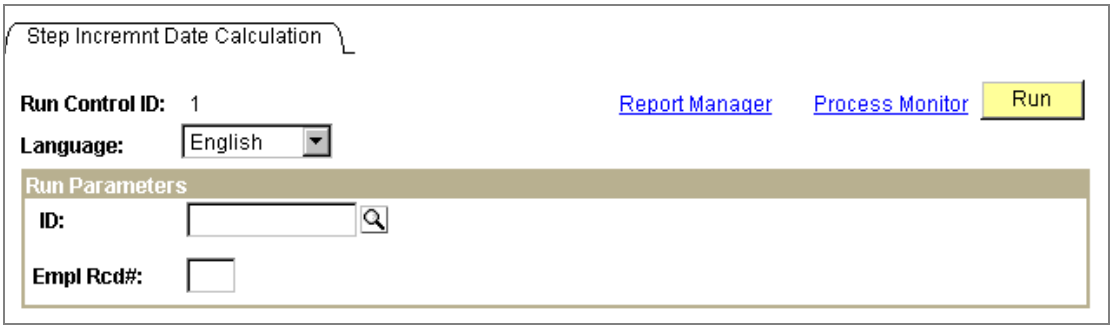
"Updating Career Records," Managing Career Data

Page Used to Process Career Advancement

Page Name	*Object Name*	*Navigation*	*Usage*
Step Incremnt Date Calculation (step increment date calculation)	RUNCTL_FPA005	Administer Workforce, Launch Collective Process (FPS), Process, Step Increment Date	Determine the expected step or substep increment dates.

Calculating Step Increment Dates

Access the Step Incremnt Date Calculation page.



Step Incremnt Date Calculation page

You can calculate the advancement date for one employee or all employees.

ID and **Empl Rcd#** (employee record number) Leave these fields blank to calculate for all employees.

Searching for Next Advancements

The system enables you to search for employees whose advancement date falls within a specific period after you process career advancement. You define this period in the Days Before (Sub) Step Increment field in the FPS Installation Parameters component.

Using the SQR program FPA301, the system:

- Activates the Advancement Flag for employees whose advancement date is between the system date and the duration that are defined in the setup.

For example, if the duration is 30 days, the advancement flag is activated for all employees whose advancement date is expected within 30 days after processing.

- Considers only employees whose current statuses and steps or substeps authorize automatic advancement and whose civil service positions on the expected advancement dates authorize automatic advancement.
- Accounts for HRMS security rules.

The system defines the department and employee scope that are affected by the process, depending on the user's operator code.

After each processing, employees that are to be promoted are listed in the FPA310.LIS file.

Advancing Employees Manually

To advance employees manually:

1. Access the Career - Classification page.
2. Click the Step Increment button.

   The system inserts a new row with the following data:

   - The effective date—the increment date that is calculated by FPA005.
   - The action—the action for (sub)step increment that is defined by the FPS Installation Parameters.
   - The step—the next (sub)step for increment that is defined by the Salary Grade Table - Steps page.
3. Save the data.

Pages Used to Search for Next Advancements

Page Name	*Object Name*	*Navigation*	*Usage*
Next Step Increment	RUNCTL_FPA310	Administer Workforce, Launch Collective Process (FPS), Process, Next Step Increment	Activate the advancement flag depending on FPS Installation Parameters and Step Increment Date.
Reset Date and Advancement Flag	PRCSRUNCNTL	Administer Workforce, Launch Collective Process (FPS), Process, Reset Date and Adv Flag	Reset advancement dates and advancement flags. Reset the test process.

Calculating Collective Advancement

Using SQR process FPA320, you can automatically move all employees whose Advancement Flag has been activated.

You must first indicate which corps the process involves.

The process updates the employees' Career records. A new row is inserted with the following field values:

- The Effective Date is the expected advancement date.
- The Action and Reason codes are defined in the FPS Installation Parameters table for step or substep increments.
- The step or substep is the Next Step for Advancement that is defined in the Step table.

Pages Used to Calculate Collective Advancement

Page Name	*Object Name*	*Navigation*	*Usage*
Automatic Step Increment	RUNCTL_FPA320	Administer Workforce, Launch Collective Process (FPS), Process, Automatic Step Increment	Launch FPA 320 to move all employees with an activated Advancement Flag. Combines FPA310 and FPA 320
Step Increment	RUNCTL_FPA320	Administer Workforce, Launch Collective Process (FPS), Process, Step Increment	Start the FPA320 process.

Simulate Advancement

SQR process FPA010 enables you to simulate future automatic step increments.

You must first calculate the advancement dates and select the period to be examined. Otherwise, the system simulates advancement for all dates that are available in the database. You can simulate advancement for a corps or an employee. The employee's status and civil service position must authorize advancement. Simulations are stored on the Career 2 table.

After each process, the career statuses of employees after advancement simulation are listed in the FPA010.LIS file.

Pages Used to Run Simulations

Page Name	*Object Name*	*Navigation*	*Usage*
Step Increment Simulation	RUNCTL_FPA010	Administer Workforce, Launch Collective Process (FPS), Process, Step Increment Simulation	Start the advancement simulation process.
Delete Simulation Table	PRCSRUNCNTL	Administer Workforce, Launch Collective Process (FPS), Process, Delete Simulation Table	Clear the advancement simulations.
Reset Date and Advancement Flag	PRCSRUNCNTL	Administer Workforce, Launch Collective Process (FPS), Process, Reset Date and Advancement Flag	Reset the date and advancement flags created by your simulations.

CHAPTER 10

Running the Retroactivity Process

This chapter provides an overview of retroactivity in French Public Sector and discusses how to:

- Set up retroactivity
- Run the retroactivity process.

Understanding Retroactivity

Retroactivity is a way to manage the impact of inserting or deleting an action with an old effective date. This process consists of three steps:

- Deleting obsolete moves.
- Processing abrogation.
- Reconstituting career data.

Setting Up Retroactivity

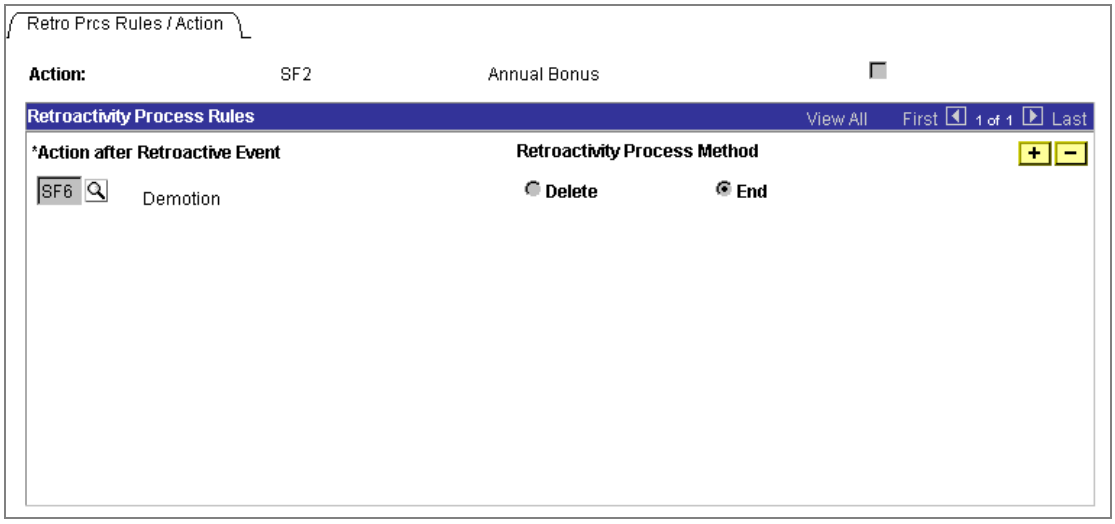
In this section, we discuss how to set up retroactivity.

Pages Used to Set Up Retroactivity

Page Name	Object Name	Navigation	Usage
Retro Prcs Rules/Action (retroactive process rules/action)	FPMACTPRTY_PNL	• Define Business Rules, Define Business Rules (FPS), Setup FPS, Retro Prcs Rules/Action • Administer Workforce, Launch Collective Process (FPS), Setup, Retro Prcs Rules/Action	Set up the system to delete an action or end the retroactivity process after a retroactive event.

Setting Up Retroactive Process Rules and Actions

Access the Retro Prcs Rules/Action page.



Retro Prcs Rules/Action page

To set up retroactive process rules and actions, select the rules and their process methods.

When deleting retroactive moves, the events to be deleted and the events that end the process are listed on a single action: the SUP Retroactive Delete action. This action uses a specific code to manage retroactive delete so that one retroactivity process is applied to all deleted actions.

Action The action that is inserted or deleted in the employee record that generates retroactivity.

Action after Retroactive Event	The action that is encountered in Career data with an effective date that is greater than the effective date of the retroactive event.
Retroactivity Process Method: Delete and **End**	Define the retroactive process method for each action. **Delete:** The process deletes the event before the career reconstitution. These are principally step increment or reclassification actions, which the system can restore. **End:** The event ends the retroactivity process and the career reconstitution. The system cannot restore these actions, such as grade promotions.

Running the Retroactivity Process

Each time that a retroactive move is recorded during a Career transaction, the system activates a retroactivity flag on the employee record. A message indicates when a retroactive move has been inserted or deleted.

The FPA600 SQR process searches for the retroactivity flags and does the following:

- Deletes previous actions that are obsolete following the retroactive move.

  Moves are successfully deleted until the action ending the process is reached. If no action ending the process is met, French Public Sector deletes all the moves, including projected moves that might have already been recorded.

- Suspends bonuses that have been granted for a deleted grade or step.

- Abrogates to delete an event, if necessary.

- Restores the employee career.

  The objective is to generate the automatic step increments that must occur after a retroactive move. The reconstitution consists of calculating advancement dates and moving employees. Both processes occur as many times as needed until the action ending the process is reached or until today's date (projected moves are not reconstituted).

- Processes the suspended bonuses, while the reconstitution runs.

  - If the employee is still in the same step when the bonus is granted, the bonus is regranted.

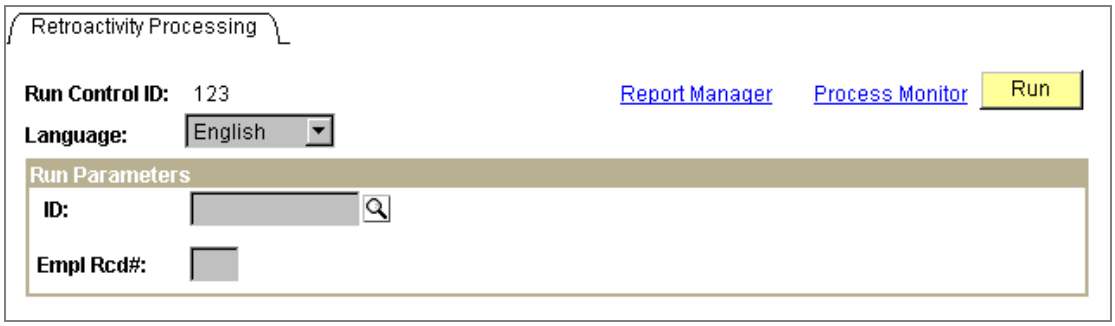
  - If the employee is no longer in the same step when the bonus is granted, you must manually grant the bonus. A reassignment button is positioned over the Seniority Bonus Days page. Depending on the employee's career status, you can either reassign the bonus (for a projected bonus) or delete it.

In this section, we discuss how to process retroactivity.

Pages Used to Process Retroactivity

Page Name	*Object Name*	*Navigation*	*Usage*
Retroactivity Processing	RUNCTL_FPA005	Administer Workforce, Launch Collective Process (FPS), Process, Retroactivity Processing	Start retroactive processing.

Starting Retroactive Processing



Retroactivity Processing page

To start retroactive processing, enter the run parameters and click **Run.** If an ID is not entered, the process applies to all employees with an active retroactive flag.

CHAPTER 11

Processing Grade Promotions

This chapter provides an overview of grade promotions and discusses how to select, edit, and view promotable employees.

Understanding Grade Promotions

Grade promotion is a grade increase within the same corps. Generally, advancement is on merit: The promoted employees appear on an annual advancement table that is established with the consent of the appropriate committee.

The promotable employee functionality consists of listing promotable employees according to the criteria that you establish on the Promotable Employee Criteria page.

By starting the SQR FPA800 process from that page, you can tell the system to list promotable employees according to statutory criteria. This list is stored, but it can be modified.

Once the Select Promotable Employees process has been executed, the list of promotable employees is stored. The career administrator can define additional criteria based on previous employee ratings. These changes are made online and are not stored.

Selecting and Editing Promotable Employees

In this section, we discuss how to:

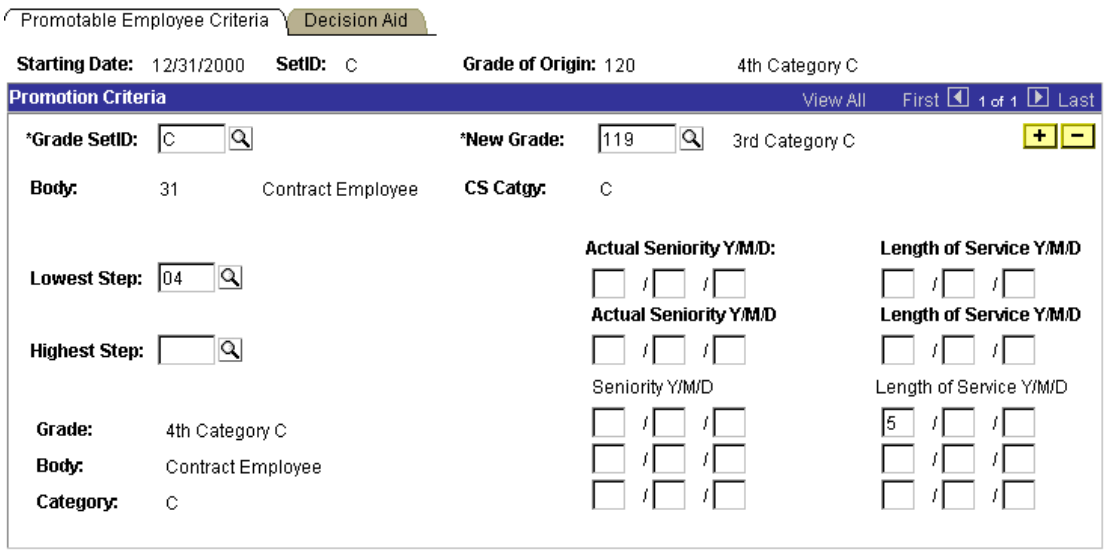
- Define promotion criteria.
- View employees that are selected for promotion, and add or remove employees from the list.
- Edit promotable employees for a particular date.
- Define simulation criteria.

Pages Used to Select and Edit Promotable Employees

Page Name	Object Name	Navigation	Usage
Promotable Employee Criteria	FPMPROMTABL_PNL	Administer Workforce, Launch Collective Process (FPS), Setup, Prom Employees Select Criteria	Define promotion criteria.
Select Promotable Employees	RUNCTL_FPA800	Administer Workforce, Launch Collective Process (FPS), Process, Select Promotable Employees	Run FPA800 to select the promotable employee population.
Promotable Employees	FPAEEPROM_PNL	Administer Workforce, Launch Collective Process (FPS), Inquire, Promotable Employees – Pages	View employees that are selected for promotion. Add or remove employees from the list.
Promotable Employees Edit	RUNCTL_FPAPROM	Administer Workforce, Launch Collective Process (FPS), Report, Promotable Employees Edit	Edit, for a specified date, employees that are selected for all the promotion propositions.
Decision Aid	FPAEEPROM01_PNL	Administer Workforce, Launch Collective Process (FPS), Setup, Prom Employees Select Criteria, Decision Aid	Define simulation criteria. View the results of the process.
Decision Aid	FPAEEPROM02_PNL	Administer Workforce, Launch Collective Process (FPS), Inquire, Promotable Employees, Decision Aid	View the promotion simulation.

Defining Promotion Criteria

Access the Promotable Employee Criteria page.



Promotable Employee Criteria page

To define promotion criteria:

1. Enter the grade before promotion.
2. Enter the grade after promotion.
3. Enter the statutory criteria for step and seniority.

Each criterion is optional.

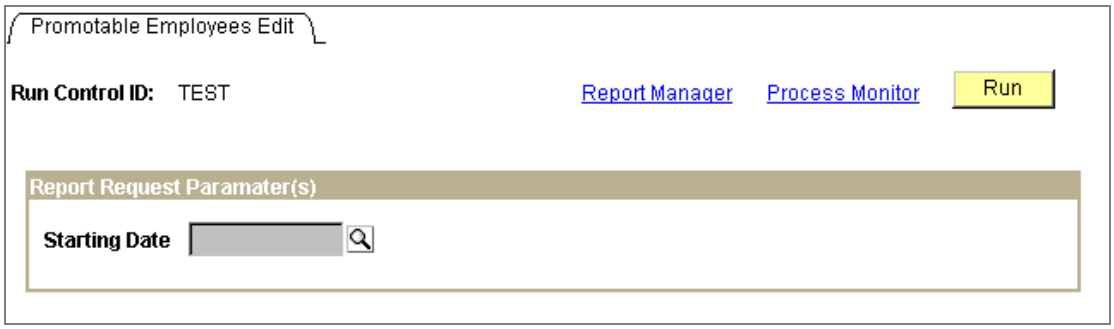
Selecting Promotable Employees

To create the list of promotable employees:

1. Access the Select Promotable Employees page.
2. Enter the date and the grade of origin.

Editing the Promotable Employee List

Access the Promotable Employees Edit page.

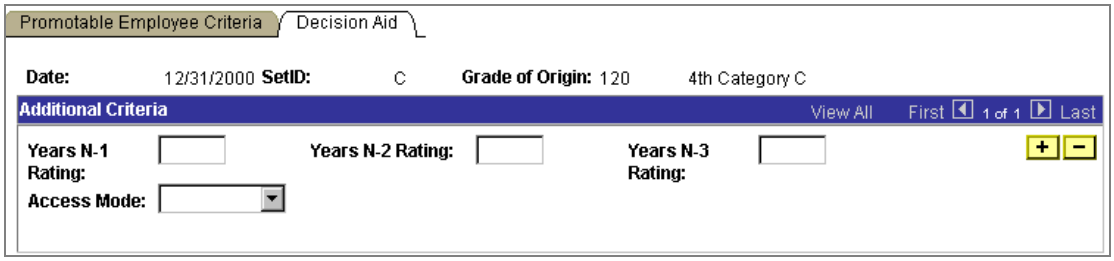


Promotable Employees Edit

Enter the date and start the Crystal process called FP-PROM.

Defining the Simulation Criteria

Access the Decision Aid page.



Decision Aid

Enter data to refine the selection. Simulation criteria are optional.

CHAPTER 12

Administering Reclassification

This chapter provides an overview of reclassification and discusses how to:

- Set up the reclassification process.
- Process reclassification simulations.
- Validate reclassifications.
- Process career updates.

Understanding Reclassification

The objective of reclassification is to update Career data with changes stemming from a change in the grade and step.

The process determines which employees meet the conditions to access a new grade/step within a particular time frame either prior to the reclassification date or during the period between the reclassification date and the application administration date. The reclassification date is the effective date of the Reclassification table.

The reclassification process includes several additional steps:

- Defining the reclassification conditions and procedures on the reclassification chart.
- Simulating reclassification and saving the results in a temporary table.
- Validating reclassifications, collectively or individually.
- Inserting valid reclassifications into the employee records.

Setting Up the Reclassification Process

The reclassification process relies on the reclassification ID. This ID establishes which circumstances result in reclassification and the effects of the reclassification. This data is stored in the Reclassification table.

In this section, we discuss how to:

- Specify the grade, step, action, and reason that are required for reclassification.

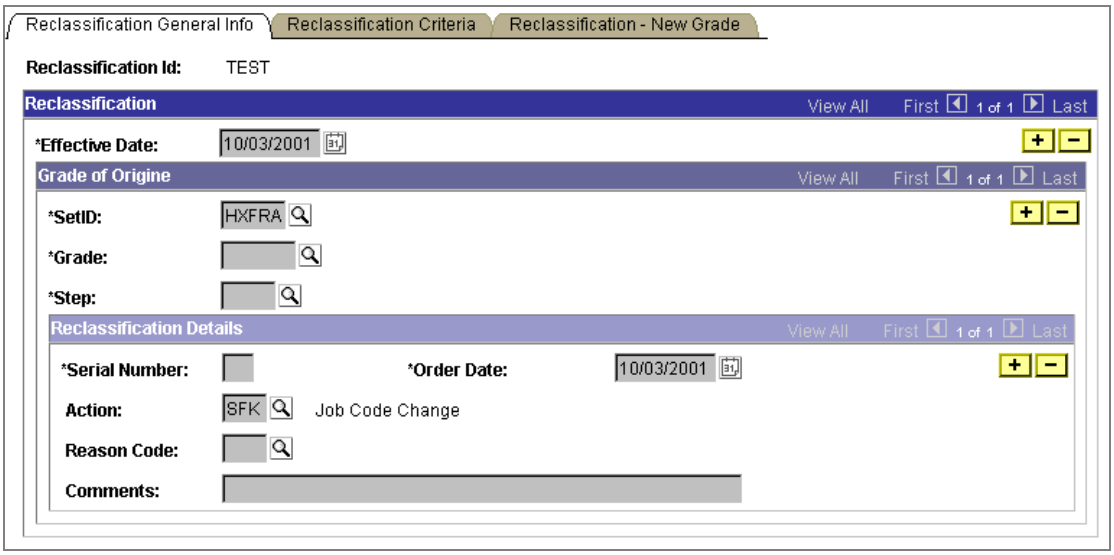
- Specify the requirements for reclassification.
- Enter the grade and step after reclassification.

Pages Used to Set Up the Reclassification Process

Page Name	*Object Name*	*Navigation*	*Usage*
Reclassification General Info (reclassification general information)	FPMCONVTABL_PNL1	Administer Workforce, Manage Reclassification (FPS), Setup, Reclassification Table, Reclassification General Info	Indicate the grade, step, action, and reason that are required for reclassification.
Reclassification Criteria	FPMCONVTABL_PNL2	Administer Workforce, Manage Reclassification (FPS), Setup, Reclassification Table, Reclassification Criteria	Indicate requirements before reclassification for each option in each grade and step that is affected.
Reclassification - New Grade	FPMCONVTABL_PNL3	Administer Workforce, Manage Reclassification (FPS), Setup, Reclassification Table, Reclassification – New Grade	Enter the grade and step after reclassification. Define the seniority correction formula.

Entering General Reclassification Information

Access the Reclassification General Info page.



Reclassification General Info page

Enter the data that permits reclassification: grade, step, action, and reason code.

Grade Enter the value before reclassification.

Step Enter the value before reclassification.

Serial Number You can differentiate among several reclassification options for the same grade and step before reclassification. Sort assumptions from the most attractive and restricting (lowest serial number) to the least attractive (highest serial number). To sort the different options in the same grade and step, refer to the new status index value. The most attractive option is the one that shows the highest index after reclassification.

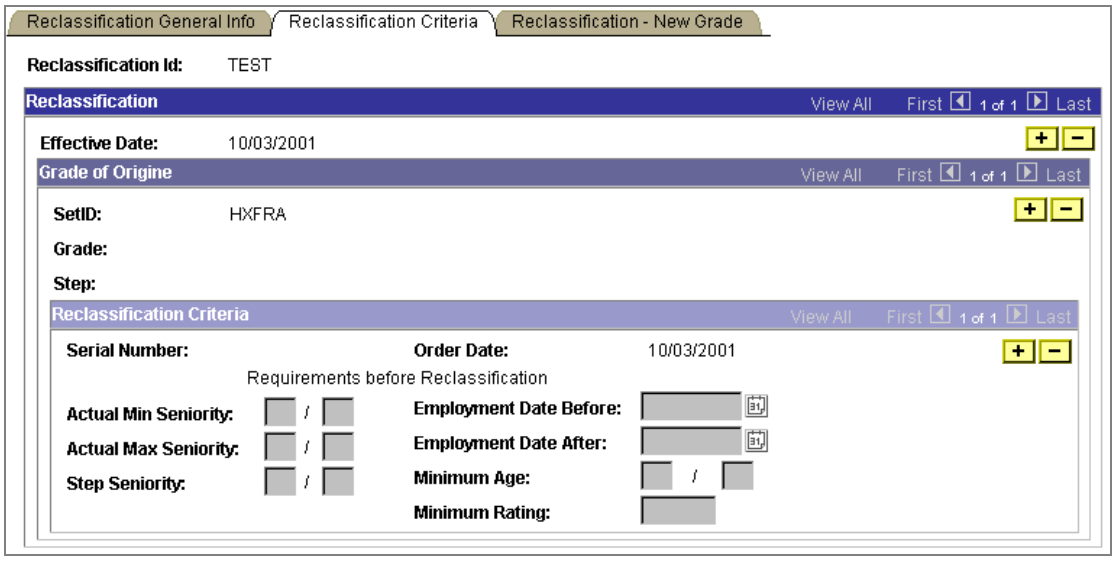
Action and **Reason** Enter the code that qualifies the reclassification.

See Also

"Setting Up French Public Sector Tables," Defining an Action Code

Entering Reclassification Criteria

Access the Reclassification Criteria page.

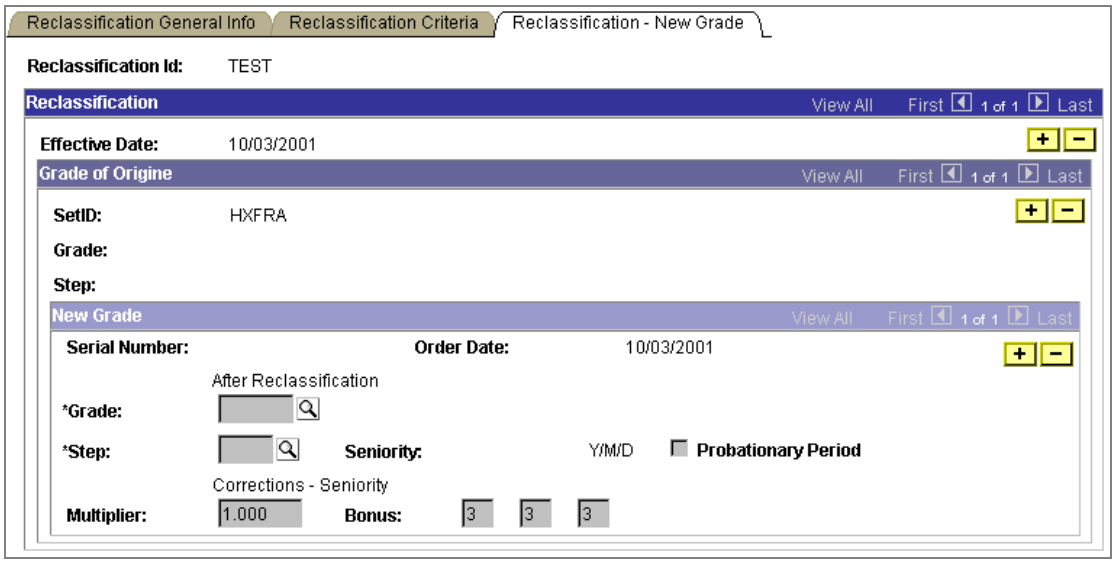


Reclassification Criteria page

Seniority and age conditions are in years and months. All conditions displayed on this page are optional.

Entering New Grade Data

Access the Reclassification - New Grade page.



Reclassification - New Grade page

Grade Enter the value after reclassification.

Step Enter the value after reclassification.

Probationary Period Select if required in the new grade.

Corrections - Seniority	Step seniority after reclassification = step seniority before reclassification × multiplier + reduction in step duration in years, months, and days.
Multiplier	Value is ***1*** when 100 percent seniority is retrieved, ***0.5*** when 50 percent is retrieved, and so on.

Processing Reclassification Simulations

After you enter the run parameters, the reclassification simulation process is as follows:

- The system calculates seniority.
- The system selects each grade and step combination from the reclassification chart.

If the same grade and step combination has several reclassification options, each is identified by a serial number in the reclassification chart. These options are processed in ascending order.

- The system selects employees whose data matches the reclassification requirements that are defined by the reclassification ID.

Requests and future actions are not considered.

- If an employee has a succession of open-ended contracts, the reclassification period can cover several contracts.

Reclassification criteria are matched for the periods during which the employee was active.

- If the employee meets all the reclassification conditions on the reclassification effective date, reclassification occurs, and the system generates a new position in the temporary Career 2 table on the reclassification effective date.
- If the employee does not meet the conditions on the effective date, but meets them by the application administrative date, the system checks to see if the criteria are met on the effective date of previous Career rows.

The grade and step of the employee must be those that are defined in the criteria. If a row is retrieved, reclassification occurs on the move date. If no row is retrieved, reclassification occurs on the application administrative date.

- When reclassification is simulated, identical career statuses (same grade and step, steps that are not terminated in French Public Sector) with an effective date after the reclassification date are corrected.

The system generates a row with the same effective date and an increased serial number.

- The values from the reclassification process are stored on the Career 2 table; old data on that table is overwritten.

See Also

"Calculating Seniority and Length of Service"

Page Used to Process Reclassification Simulations

Page Name	*Object Name*	*Navigation*	*Usage*
Reclassification Simulation	RUNCTL_FPA700	Administer Workforce, Manage Reclassification (FPS), Process, Reclassification Simulation	Start the reclassification simulation.

Validating Reclassifications

The Reclassification Validation page displays employees' career statuses before and after reclassification.

Pages Used to Validate Reclassifications

Page Name	*Object Name*	*Navigation*	*Usage*
Reclassification Validation	FPAREGRADE_RAT_PNL	Administer Workforce, Manage Reclassification (FPS), Use, Reclassification Validation	Validate the reclassification.

To validate each employee reclassification, activate the flag in front of each reclassification that is to be applied. Or use the Validate All option to validate all listed employees and then manually deselect those that you want to omit.

Processing Career Updates

Once you save the validation, the Career Update process generates reclassification actions in the valid employee records.

During the process (depending on the reclassification action code), the system checks the Action table to see if an order (individual or collective) must be created. If so, the system generates the order elements.

If the inserted row's effective date precedes the effective date of a move that is already saved in Career, the retroactivity indicator (Retroactivity Flag) is generated.

Once the reclassification processing is closed, you must start the retroactivity processing.

See Also

"Running the Retroactivity Process"

Page Used to Process Career Updates

Page Name	*Object Name*	*Navigation*	*Usage*
Career Update	RUNCTL_FPA710	Administer Workforce, Manage Reclassification (FPS), Process, Career Update	Start the career update process to generate reclassification actions in the valid employee records.

CHAPTER 13

Managing Requests

This chapter provides an overview of managing requests and discusses how to manage requests.

Understanding Request Management

You can record an event or action in employee records as an action or as a request. The system enables you to create, accept, refuse, and delete requests. You can also manage sanction and demotions requests.

Request management appears in the following components:

- Career
- Assignment
- Compensation
- Work Time
- Employee Categorization
- Civil Service Position
- Seniority Bonus
- Employee Premiums
- Absences
- Sanction/Demotion

In transaction mode, the system controls requests. In collective processing, requests are not considered.

Managing Requests

In this section, we discuss how to:

- Create a request.

- Accept a request.
- Refuse a request.
- Delete a request.
- Request a sanction or demotion.

Creating a Request

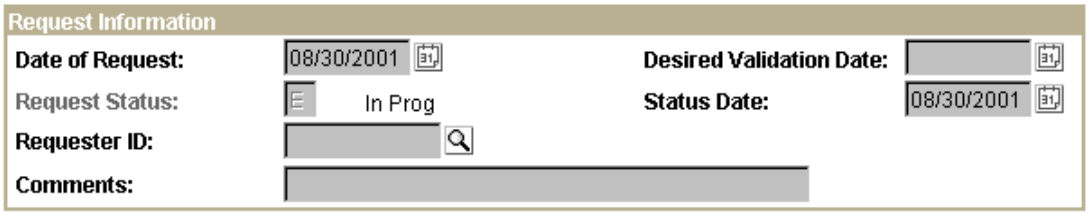
Creating a request is like recording an action.

To create a request:

1. Access the part of the employee record that is affected by the request.
2. Insert a new action.
3. Select Request.
4. In the Request Information group box, enter the request data.

   If the request is recorded in another part of the employee record, no move with an effective date that is subsequent to the request effective date can be recorded in this part of the employee record (the parts are not linked).

After the request is created, the request status is *In Progress*. A reference number is assigned automatically to each new request.



Request Information group box

Accepting a Request

An *In Progress* request can be validated and accepted.

To accept a request:

1. Access the request.
2. Select Request Validation.

3. Select Move Effective Data and Request Status Date.

   Modify when necessary.

4. Confirm the validation.

   The request status is Accepted. Data in the Request frame is grayed. The action status is *Actual.*

Refusing a Request

You can refuse a request if the order has not been edited. Once an order is edited, you must abrogate the request to refuse it.

Refusing a request consists of manually modifying the move by selecting the rejected request status.

To refuse a request:

1. Access the Request record.
2. In the Request Status field, select *Rejected.*
3. In the Request Status Date field, enter the refusal date.
4. Save the request.

   The move is deleted in the employee record. The data is stored in the delete move table.

See Also

"Updating Employee Records," Deleting an Action

Deleting a Request

You can delete a request if the order has not been edited. Once an order is edited, you must abrogate the request to delete it.

To delete a request, activate the delete row. The data is deleted and is not stored

See Also

"Updating Employee Records," Deleting an Action

Requesting a Sanction or Demotion

To request a sanction or demotion:

1. Access the Sanction/Demotion - Overall Data page.
2. Add a new row.
3. Select the Action.
4. Select Request.
5. Save the request.

   The row is inserted in the Career component (it is display-only). Recording a sanction request is the same as recording a sanction or a demotion.

Accepting or Refusing a Sanction or Demotion

To accept a sanction request or demotion, validate it in the Sanction/Demotion component or the Career component. The system updates both parts of the employee record.

To refuse a sanction request, delete it in Delete Career Status.

CHAPTER 14

Managing Secondment

This chapter provides an overview of managing secondment and describes how to:

- Set up external secondments.
- Set up internal secondments.
- End or return from secondments.
- Authorize actions for employees on secondment.
- Manage contributions for employees on secondment.

Understanding Secondment Management

French Public Sector manages employee secondment by distinguishing between external and internal secondment. The home organization differs from the host organization during external secondment. During internal secondment, the home and host are the same.

Setting Up External Secondment

This section describes how to:

- Set up received employees.
- Set up sent employees.
- Enter secondment information.

Page Used to Set Up External Secondments

Page Name	*Object Name*	*Navigation*	*Usage*
Secondment Information	FPAEELEGAL_SEC	Click the Secondment Information button on the Civil Service Position Data page.	Enter secondment data.

Setting Up Received Employees

The Employee on Secondment position is recorded during the Initialize Status step of the hiring process.

To hire an employee on external secondment:

1. Access the Civil Service Position Data page.
2. Select Employee on Secondment.
3. Select External Secondment.
4. Click the Secondment Information button to indicate the employee's home organization.

See Also

"Hiring French Public Sector Employees"

Setting Up Sent Employees

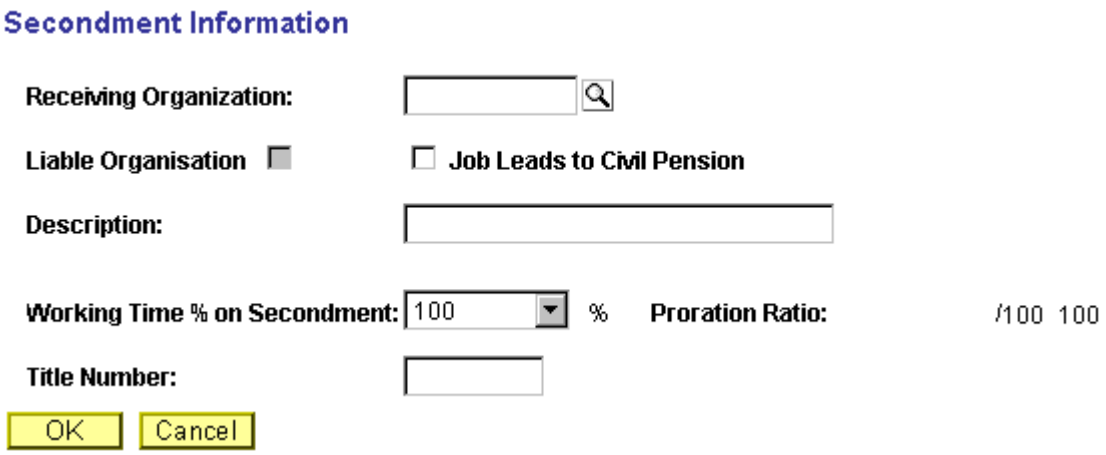
The secondment position is recorded in the Civil Service Position component.

To register a sent employee:

1. Access the Civil Service Position page.
2. Select an action generating a secondment position.
3. Select External Secondment in the Secondment Type box.
4. Indicate the secondment expected end date.

Entering Secondment Information Page

Access the Secondment Information page.



Secondment Information page

Receiving Organization Enter an organization.

The Liable Organization check box is automatically selected if appropriate.

Job Leads to Civil Position Select if the secondment position must imply a call from the "employee" contribution. Depending on the job in the host organization, either the host organization must calculate and deduct the employee contribution, or the home organization must calculate it and send the employee the share to be paid.

Title Number Used to identify call letters.

See Also

"Setting Up French Public Sector Tables," Defining Civil Service Positions

Managing Contributions for Employees on External Secondment

Setting Up Internal Secondment

For internal secondment, the employee has two records in PeopleSoft Human Resources French Public Sector: the initial record and the secondment record. In the initial record, the employee's civil service position is *On Secondment*. In the secondment record, the employee is *Employee on Secondment* with an *Active* civil service position. Then both careers can develop concurrently.

This section describes how to:

- Record secondment on the employee's initial record.
- Create a secondment record.

Recording Secondment on the Employee's Initial Record

To record secondment:

1. Access the Civil Service Position Data page.
2. Capture an action generating a secondment position.
3. Select Internal Secondment in the Secondment Type group box.
4. Indicate the secondment expected end date.

Creating a Secondment Record

Creating a concurrent employee record is just like hiring a new employee. The action code is set up in the Hiring component.

To create a new internal secondment record:

1. Access the Status page of the Add Concurrent Employee Record component.
2. Enter the employee ID and change the record number to 9.

In PeopleSoft Human Resources French Public Sector, an internal secondment record number is always 9. This record number is mandatory.

3. Fill in the Status page.
4. Access the Civil Service Position Data page.
5. Select Employee on Secondment.
6. Select Internal Secondment.
7. Enter the employee's business unit, department, and job code.
8. Save.

When saving, the system checks if, on the given date, the employee's civil service position is Secondment in the initial record. If this is not the case, an error message appears, and you must record the secondment in the initial record.

See Also

"Updating Employee Records," Managing Civil Service Positions

Hiring French Public Sector Employees

Ending or Returning from Secondment

This section describes how to:

- Update records for received employees.
- Update records for sent employees.

Updating Records for Received Employees

The end of secondment in a host organization implies the end of the employee's records in the organization.

To end secondment for received employees:

1. Access the Civil Service Position page in Civil Service Position component.
2. Enter an end position type of event.

See Also

"Updating Employee Records," Managing Civil Service Positions

Updating Records for Sent Employees

When employees return from secondment, they change their civil service position in the home organization.

To process returning employees:

1. Access the Civil Service Position page.
2. Enter an action.
3. Select None in the Secondment Type group box.

See Also

"Updating Employee Records," Managing Civil Service Positions

Authorizing Actions for Employees on Secondment

To define authorized actions for each civil service position:

1. Access the CS Position/Action page.

2. Distinguish between employees on secondment and employees not on secondment for each action.

See Also

"Setting Up French Public Sector Tables," Authorizing Actions by Civil Service Position

Managing Contributions for Employees on External Secondment

This section describes how to:

- Set up secondment contributions.
- Calculate the contribution share.
- Edit call letters.
- Assess modifications to the secondment period.
- Identify and calculate deductions.

Pages Used to Manage Contributions for Employees on External Secondment

Page Name	*Object Name*	*Navigation*	*Usage*
Contribution Calculation	RUNCTL_FPA1100	Administer Workforce, Launch Collective Process (FPS), Process, Contribution Calculation	Calculate employee contributions.
Payment Contribution Summary Table	FPACNTRBTOT_PNL	Administer Workforce, Launch Collective Process (FPS), Inquire, Payment Contribution Summary Table	View the employees liable to contribute for civil pension for a given semester.
Contribution Call Letters	RUNCTL_FPA1150	Administer Workforce, Launch Collective Process (FPS), Report, Contribution Call Letters	Edit call letters.

Setting Up Secondment Contributions

To set up secondment contributions, you must define the host organization, the status/population codes, the employer rate, and the secondment itself.

Defining the Host Organization

Use Type of Organization, Sub-Types of Organization, and Organizations pages to define host organization types and subtypes, and the organizations themselves.

Linking Contribution Rates and Statuses

You associate an employee contribution rate code with each status on the Status/Population Codes page.

Defining the Employer Rate Contribution

You define the actual employer contribution rate value on the Employer Contribution Rate page.

See Also

"Setting Up French Public Sector Tables," Setting Up Host Organizations, Defining Status and Population Codes, and Establishing the Employer Contribution Rate

Setting Up External Secondment

Setting Up Internal Secondment

Calculating the Contribution Share

The share equals the rate multiplied by the contribution basis.

The contribution basis is expressed by the following formula:

```
Contribution basis = Increased index * Point value * Employee proration ratio
in the host organization
```

A secondment proration ratio is determined from the secondment work time percentage. It depends on civil service position and work time percentage.

If an employee is in a step, the contribution basis takes into account:

- The increased index (deducted from gross index) in the home organization.
- The point value in the home organization.
- The secondment proration ratio.

If an employee is in a sub-step, the contribution basis takes into account:

- The annual compensation associated with the scale-letter / sub-step in home organization.
- The secondment proration ratio.

Editing Call Letters

Call letters are those elements on the settlement/payment record that define the employer and employee contribution shares. You edit call letters for the employee share in Crystal FPACNTR. For employer share, use Crystal FPACNTR2.

To edit call letters:

1. Access the Call Letters page in correction mode.
2. Enter the employee ID and record number.
3. Enter the start date or the end date. These dates define the edition period.

Assessing Modifications to the Secondment Period

A semester can be divided in several periods within the semester dates or limited by an event associated with one of the following elements:

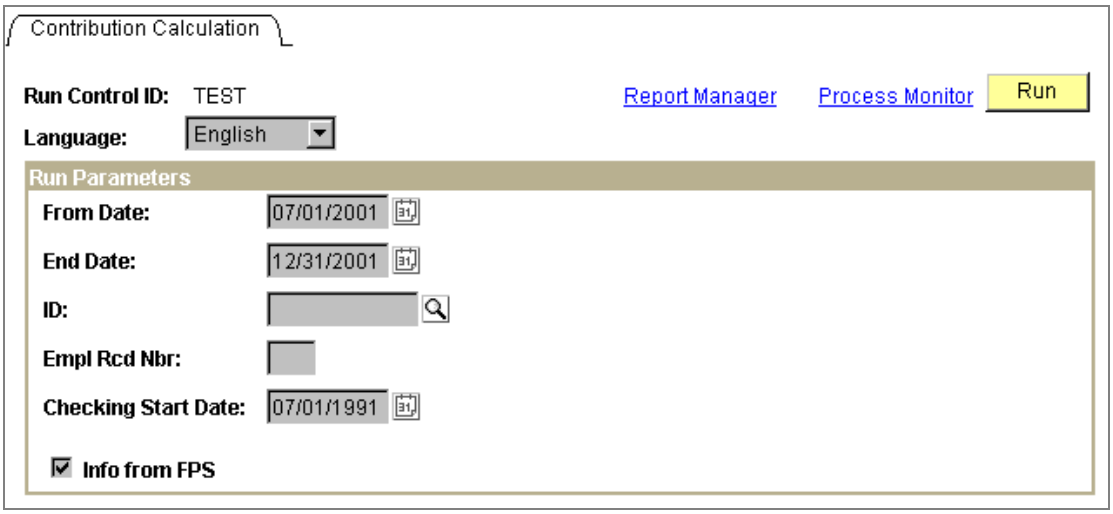
Event Impact Type	***Events That Might Require Dividing the Semester***
Secondment start or end date.	Modification of civil service position.
Modification of the employer contribution rate.	Modification of the employer rate value.
Modification of the employee contribution rate.	Modification of the employee rate value associated with a status.
Modification of the contribution basis.	• Modification of the increased index. • Modification of the point value. • Modification of the annual compensation value associated with a scale-letter / sub-step. • Modification of the secondment work time percentage.

Calculations are on a thirtieth pro rata basis and are rounded down to the nearest franc.

The system determines the employee contribution amount for a semester by compiling the results of each semester elementary period. The results for each period and the total semester are stored.

Identifying and Calculating Deductions

Access the Contribution Calculation page in correction mode.



Contribution Calculation page

Start Date and **End Date**	The end date is automatically set to six months after the start date, but you can modify this.
Employee ID and **Record Number**	Enter one or both. When left blank, the system calculates all employees' contributions.
Checking Start Date	The system checks that no retroactive modifications affect existing calculations between the check start date and the semester start date. By default, the period checked is 10 years.
Info From FPS	Select to import required data from the home organization.

Click Run. The system identifies employee deductions by employee ID, semester, title number, and sequence number.

CHAPTER 15

Merging French Public Sector and PeopleSoft Human Resources Files

This chapter provides an overview of the merge process between French Public Sector (FPS) and PeopleSoft Human Resources and discusses how to:

- Set up the merge.
- Execute the merge.
- View the merged records.

Understanding the Merge Process

The merge process provides an interface between French Public Sector and various PeopleSoft Human Resources business processes such as training and hiring. This process is mandatory.

As soon as the personnel manager completes the first step in the FPS hiring process, the pre-hired employee is available in all PeopleSoft Human Resources components except those listed on the Prehire Unauthorized Component page.

If an employee is transferred from one department to another, the effect on PeopleSoft Human Resources security begins only after the merge is executed.

The merge process consists of feeding and updating the standard JOB, JOB_JR, and COMPENSATION tables (job data) with various French Public Sector tables. The system considers only actual actions, not requests. The merge process is possible only after the hire is validated.

Each event in the employee record corresponds to a move in the merged record. When the same event, such as an action or effective date, appears in various parts of the employee record, only one row is created in the merged record.

When two events, such as action codes, in two different parts of the record have been registered on the same data, the processing generates two rows in the merged record.

See Also

"Updating Employee Records," Compensation Synopsis and Managing Employee Premiums

"Setting Up French Public Sector Tables," Setting Up Grades and Denying Component Access

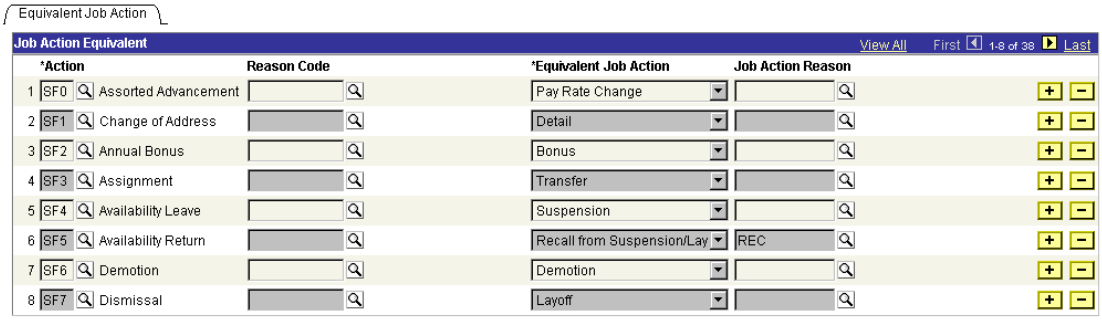
Setting Up the Merge

In this section, we discuss how to establish links between FPS and PeopleSoft Human Resources.

Page Used to Set Up the Merge

Page Name	*Object Name*	*Navigation*	*Usage*
Equivalent Job Action	FPMACTION_JOB_PNL	Define Business Rules, Define Business Rules (FPS), Setup FPS, Equivalent Job Action	Establish links between the FPS and PeopleSoft Human Resources fields.

Linking French Public Sector and PeopleSoft Human Resources Actions



Equivalent Job Action page

Action Corresponds to the FPS code.

Reason Code This code is not required. If an action/reason is used to update some employee records, it must have a corresponding entry in the table. Otherwise, the merge process fails.

Equivalent Job Action Corresponds to the PeopleSoft Human Resources code.

Job Action Reason The reason code is not mandatory.

Executing the Merge

Various SQL programs enable you to merge data:

- FPA501 processes the merge for a particular employee ID and record number.

You start this process manually.

- FPA503 updates the JOB, JOB_JR, and COMPENSATION tables for all employee IDs and record numbers that have been modified since the last update according to the following guidelines:
  - If a row is deleted in the employee record, the record is stored by the hiring date.
  - If there are only updates and creations, the record is reconstituted from the earliest effective date.

  It is recommended that you run this process each night. You must schedule this process.

- FPA504 processes the merge for all employee IDs and record numbers.

  This process is delivered by PeopleSoft and can be run using sqrw.exe. Run this process once before going live to create JOB data.

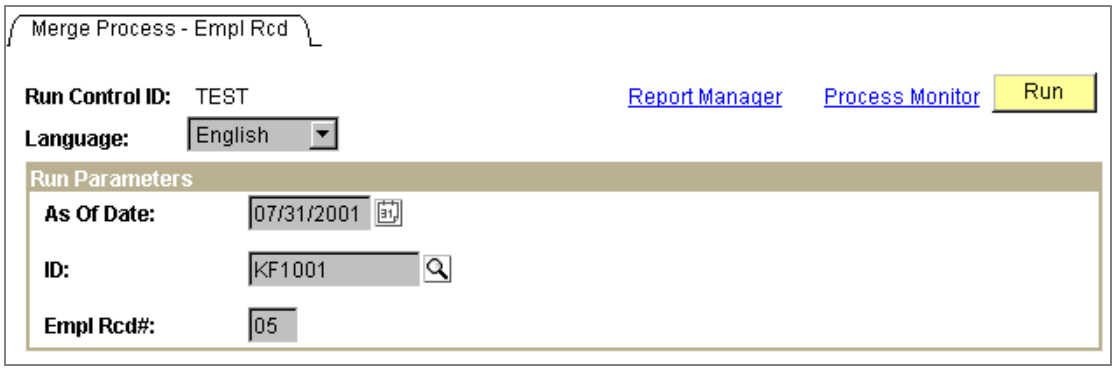
In this section, we discuss how to run FPA501 to merge data for a specified employee and record number.

Pages Used to Execute the Merge

Page Name	*Object Name*	*Navigation*	*Usage*
Merge Process - Empl Rcd (merge process - employee record)	RUNCTL_FPA50X	Administer Workforce, Launch Collective Process (FPS), Process, Merge Process - Empl Rcd	Run FPA501 to merge data for a specified employee ID and record number.
Merge Process - All	PRCSRUNCNTL	Administer Workforce, Launch Collective Process (FPS), Process, Merge Process - All	Run FPA503.

Running FPA501

Access the Merge Process - Empl Rcd page.



Merge Process - Empl Rcd page

Select the date and employee ID.

The date that you select enables the system to select and merge all actions with effective dates that are later than or equal to the selected date. To merge the entire career of an employee, enter a date that is earlier than or equal to the hire date.

Viewing Merged Records

At the end of the merge process, you can view a synopsis of the employee record and the merged result.

Pages Used to View Merged Records

Page Name	*Object Name*	*Navigation*	*Usage*
Job Data - Career	FPAJOB_SUM1	Administer Workforce, Administer Workforce (FPS), Inquire, Job Data, Job Data - Career	View an employee's job data career information.
Job Data - Assignment	FPAJOB_SUM2	Administer Workforce, Administer Workforce (FPS), Inquire, Job Data, Job Data - Assignment	View an employee's job data assignment information.
Job Data - Compensation	FPAEESCP_PNL	Administer Workforce, Administer Workforce (FPS), Inquire, Job Data, Job Data - Compensation	View an employee's job data compensation information.
Job Data	FPAJOB_SUM4	Administer Workforce, Administer Workforce (FPS), Inquire, Job Data, Job Data	View an employee's job data information.

Page Name	*Object Name*	*Navigation*	*Usage*
Job Data History 1	FPAJOB_SUM_PNL	Administer Workforce, Administer Workforce (FPS), Inquire, Job Data History, Job Data History 1	View an employee's career history derived from all the merged records.
Job Data History 2	FPAJOB_SUM2_PNL	Administer Workforce, Administer Workforce (FPS), Inquire, Job Data History, Job Data History 2	View an employee's career history derived from all the merged records.
Merge Process Results	FPA_CI_RSLT_PNL	Administer Workforce, Launch Collective Process (FPS), Inquire, Merge Process Results	View the merge process results.

CHAPTER 16

Managing Headcount

This chapter provides an overview of budgetary headcount and enables you to:

- Set up the headcount management system.
- Manage the commitment accounting entity.
- Calculate the workforce.

Understanding Budgetary Headcount

Every year, the Finance Act determines the administrative budget, which contains the headcount for the next budget year. The headcount is allocated by grade. The Manage Budget Headcount module helps you supervise how the budget is used.

Common Terms in This Chapter

PeopleSoft Human Resources French Public Sector uses two new concepts: the Commitment Accounting Entity Category (CAEC) and the Commitment Accounting Entity (CAE).

Commitment Accounting Entity Category

The Finance Act is composed of budget lines. Some lines allocate a given number of employees per grade or grade group. The grade or grade group described in a single budget line is called the Commitment Accounting Entity Category (CAEC). The CAEC represents the most refined level at which the organization monitors headcount. Headcount is expressed in whole numbers.

Commitment Accounting Entity

The CAE is a budget position ratio associated with one employee during a limited period. The CAE is described by the employee ID, employee record number, CAEC corresponding to the employee grade, employee proration ratio, and CAE start date.

Once hired, an employee is assigned a CAE. The CAE is active as long as:

- The employee has a civil service position implying budget attendance. Thus the employee is not active when terminated or on leave.
- The employee's successive grades are all in the same CAEC.

- The employee doesn't change the work time percentage.

Both work time percentage changes and grade promotions associated with a CAEC change imply a CAE reallocation.

Setting Up the Headcount Management System

This section describes how to:

- Set CAE controls.
- Define CAECs.
- Associate a grade with a CAEC.
- Record Finance Act data.
- Enter budgeted headcount.
- Calculate authorized budgeted headcount from budgeted headcount.
- Calculate authorized headcount management and manage hiring freezes
- Lock in CAECs.
- Distribute budgeted headcount to administrative structures.

Pages Used to Set Up the Headcount Management System

Page Name	*Object Name*	*Navigation*	*Usage*
CAE Category	FPM_CA_CTG_PNL1	Administer Workforce, Manage Headcount (FPS), Setup, CAE Categories	Enter the budget line for each CAEC.
CAEC Composition	FPM_CA_CTG_PNL2	Administer Workforce, Manage Headcount (FPS), Setup, CAE Categories, CAE Composition	Enter the grade for each CAEC.
Finance Act Definition	FPMFINLAWB_PNL1	Administer Workforce, Manage Headcount (FPS), Setup, Fact with BL on Request, Finance Act Definition	Enter the details of the Finance Act, including the Initial Finance Act and any amendments.

Page Name	Object Name	Navigation	Usage
Budget Lines	FPMFINLAWB_PNL2	Administer Workforce, Manage Headcount (FPS), Setup, Fact with BL on Request, Budget Lines	Enter budget line data, including budgeted headcount, for each CAEC.
From BH to BHA	FPMFINLAWC_PNL1	Administer Workforce, Manage Headcount (FPS), Setup, Budget Line Detail, From BH to BHA	Determine the authorized budget headcount from the budgeted headcount.
From BHA to AHM	FPMFINLAWC_PNL2	Administer Workforce, Manage Headcount (FPS), Setup, Budget Line Detail, From BHA to AHM	Determine the authorized headcount management from the authorized budgeted headcount.
Control Panel – 1	FPMFINLAWC_PNL3	Administer Workforce, Manage Headcount (FPS), Setup, Budget Line Detail, Control Panel –1	Summarize headcount and recorded moves by CAEC.
Control Panel – 2	FPMFINLAWC_PNL4	Administer Workforce, Manage Headcount (FPS), Setup, Budget Line Detail, Control Panel - 2	Retrieve the AHM and all mass and transaction freezes. View usable headcount.
Control Panel – 3	FPMFINLAWC_PNL5	Administer Workforce, Manage Headcount (FPS), Setup, Budget Line Detail, Control Panel - 3	View actions captured in employee records. Updated automatically if the CAE control is activated.
Locking Ins	FPMFINLAWB_PNL3	Administer Workforce, Manage Headcount (FPS), Setup, Fact with BL on Request, Locking Ins	Lock in headcount on one CAEC to overstaff another CAEC.
BHAD	FPADPTCAHDCNT_PNL	Administer Workforce, Manage Headcount (FPS), Setup, BHAD	Distribute headcount between departments.
CAEC/Grade	FPM_CA_CTG_RK_PNL1	Administer Workforce, Manage Headcount (FPS), Setup, CAEC/Grade	View the CAECs to which a grade belongs.

Setting CAE Controls

Manual CAE management is optional. To automatically update the CAE when you modify employee records, activate the CAE Control flag in on the FPS Installation Parameters 1 page. You must activate it when setting up PeopleSoft HR French Public Sector. When the CAE Control check box is selected, the Last CAE Number field displays the last number assigned.

If the CAE Control flag is activated, an employee with a career path is assigned one CAE as long as he or she has a civil service position implying budget attendance.

To define attendance for each civil service position:

1. Access the Civil Service Position Definition page.
2. Select the Attendance type. This set-up enables you to calculate civil service position and budget headcount as well as potential full-time equivalents (PFTEs). If the Budget check box is selected, employees need a CAE for this civil service position. If the Budget check box is not selected, the CAE is deallocated for this civil service position.

The budget position ratio of a budgeted employee is the proration ratio applied to the main compensation.

To define the proration ratio for a civil service position:

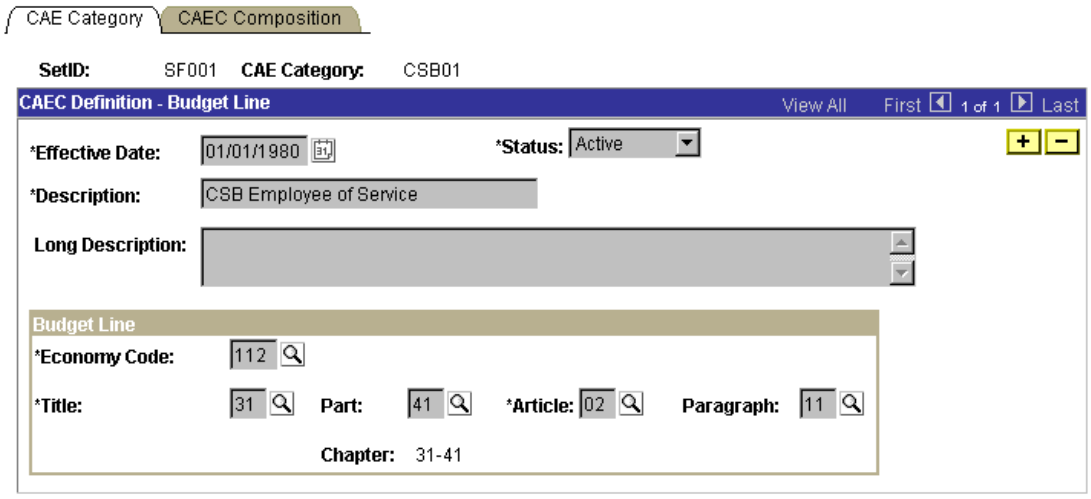
1. Access the Proration Ration page.
2. Enter the rations associated with each work time percentage.

See Also

"Setting Up French Public Sector Tables," Setting Up FPS Installation Parameters and Defining Civil Service Positions

Defining CAECs

Access the CAE Category page.

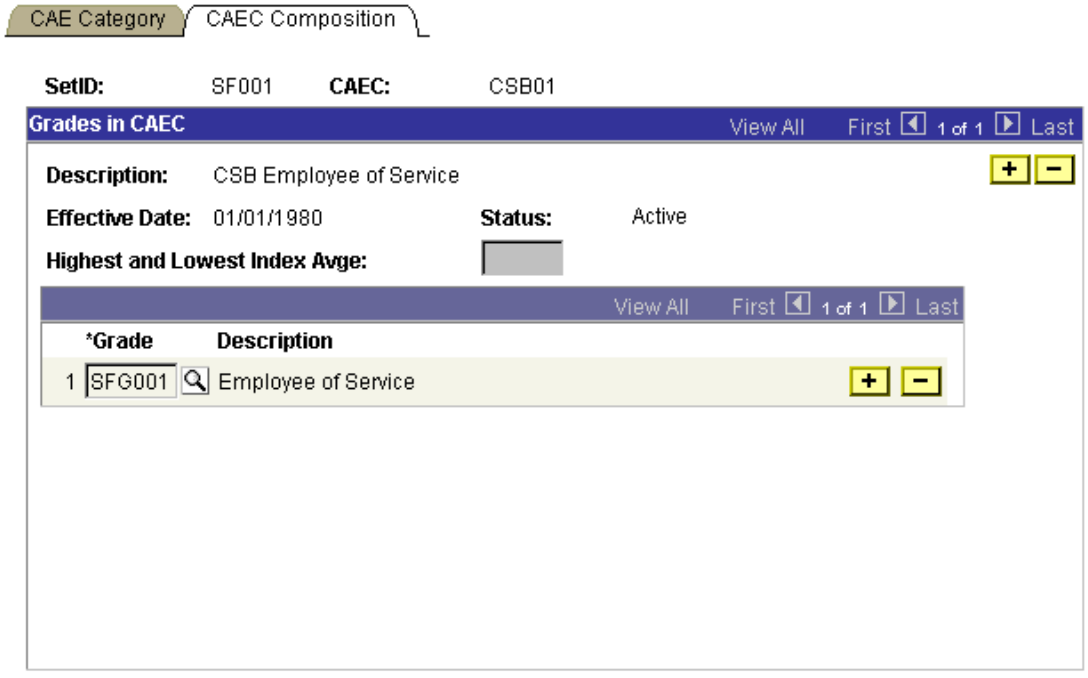


CAE Category page

Chapter The system populates this field once you enter the title and part.

Associating a Grade With a CAEC

Access the CAEC Composition page.



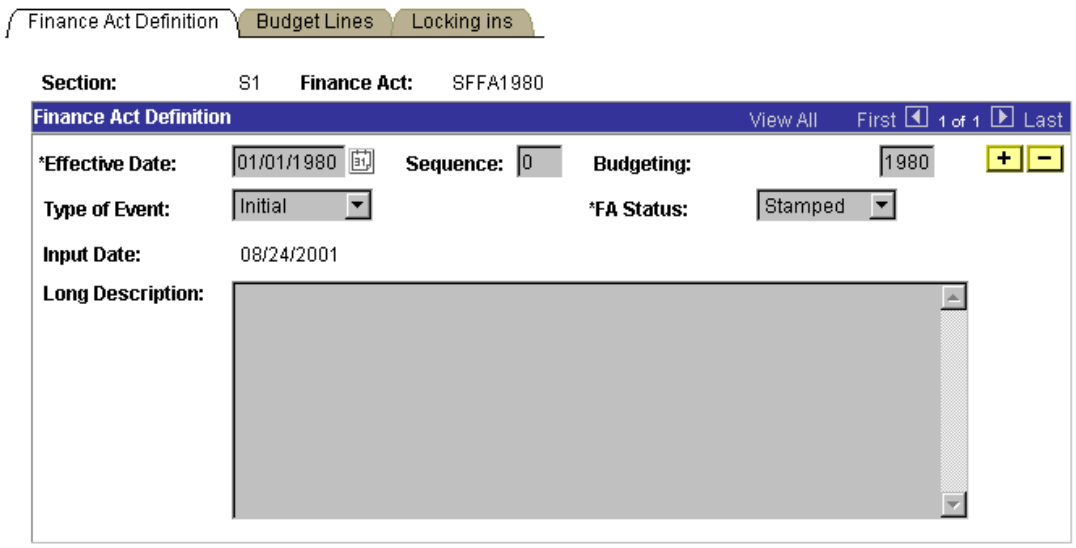
CAEC Composition page

Highest and Lowest Index Average Enter the average of the highest and lowest indexes of the grade.

Grade Enter a grade list, depending on the CAEC setID. You can view the relationship between CAECs and grades on the CAEC/Grade page. If a grade has been associated with different CAECs, the system displays all the CAECs.

Recording Finance Act Updates

Access the Finance Act Definition page.



Finance Act Description page

The first row in the Finance Act Definition group box is the Initial Finance Act; the effective date is January 1st. The type of event must be ***Initial***. Amendments to the initial act can occur any time during the budget year.

Sequence Enables you to record several instances in the FA on the same date.

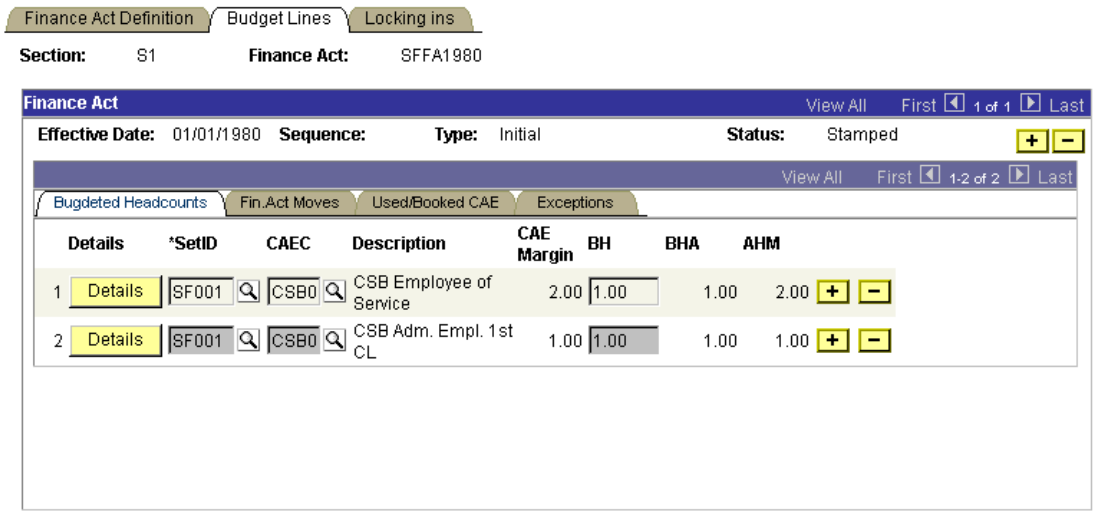
Budget Year Enter the year taken into account by the FA. The budget year of the effective-date year is used as the default value.

Type of Event Enter the event qualifying the FA update. Amendments introduced to the FA result from an order or an internal move, or are rectified.

Description Describe the FA modifications.

Entering Budgeted Headcount

Access the Budget Lines page.



Budget Lines page – Budgeted Headcounts tab

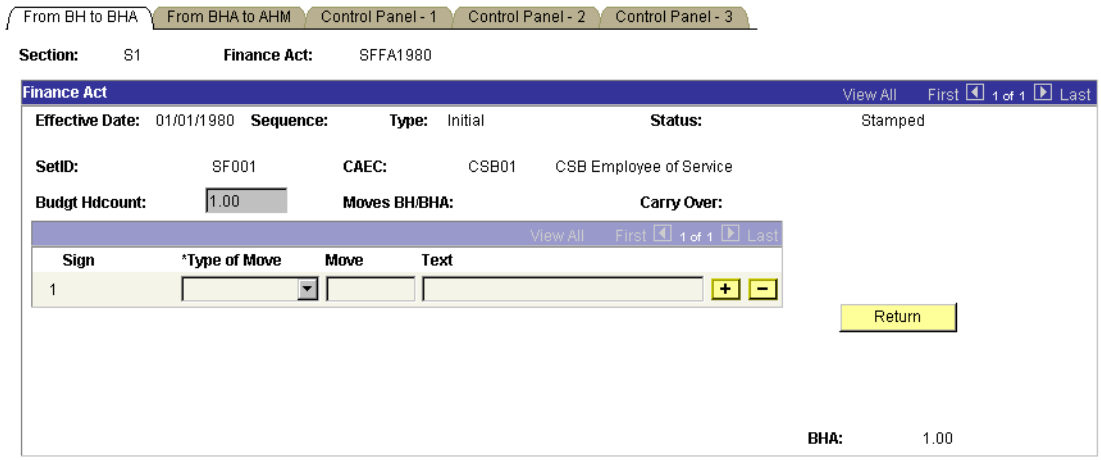
Enter the budgeted headcount, budget line by budget line. Each budget line (BL) is identified by a CAEC. Use the tabs to view additional budget data populated from the Budget Line Details component.

To describe the position creations or deletions that affect a CAEC, click the corresponding Detail button on the Budget Line page. The component you access contains 5 pages.

CAE Margin The CAE margin equals the used headcount minus the CAEs booked (stamped or not), allocated, or locked in.

Calculating Authorized Budgeted Headcount from Budgeted Headcount

Access the From BH to BHA page for the correct CAEC.



From BH to BHA page

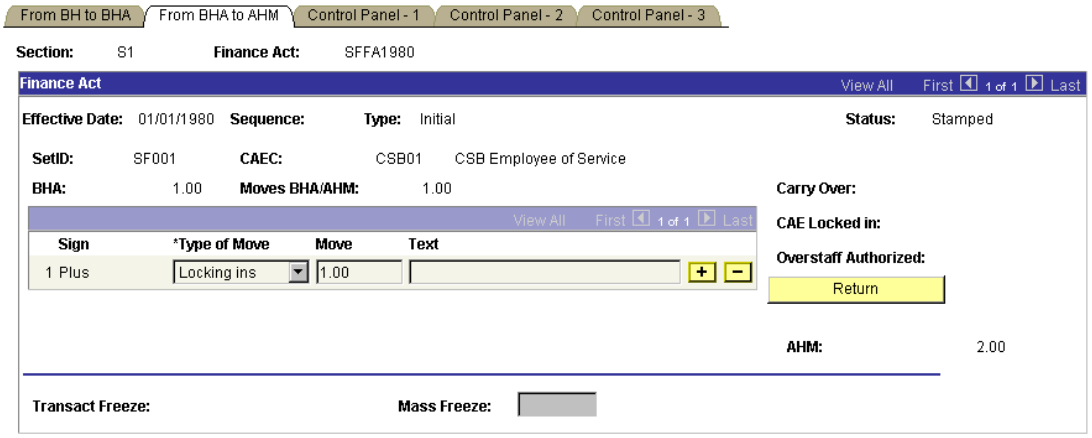
Type of Move Types include potential budget overstaffing, locking in, or transfers.

Move	Enter the number of budgeted positions. If the number is negative, include the negative sign. This updates the **Sign** field.
Text	Enter any comments.
Return	Click to view all the CAECs on the Budget Lines page.

The system compiles the moves, stores the total in the **Moves BH/BHA** field, and adds the total to the budgeted headcount (BH) to create the authorized budget headcount (BHA). If the same type of move has been previously recorded, the carry over is calculated and displayed.

Calculating Authorized Headcount Management and Managing Freezes

Access the From BHA to AHM page for the correct CAEC.



From BHA to AHM page

You must have previously calculated the BHA on the From BH to BHA page; many of the fields on this page are similar to the From BH to BHA page.

Mass Freeze	The system subtracts AHM from total freezes to calculate usable headcount.
Transaction Freezes	The system derives this value from the freeze percentages applied when an employee leaves.

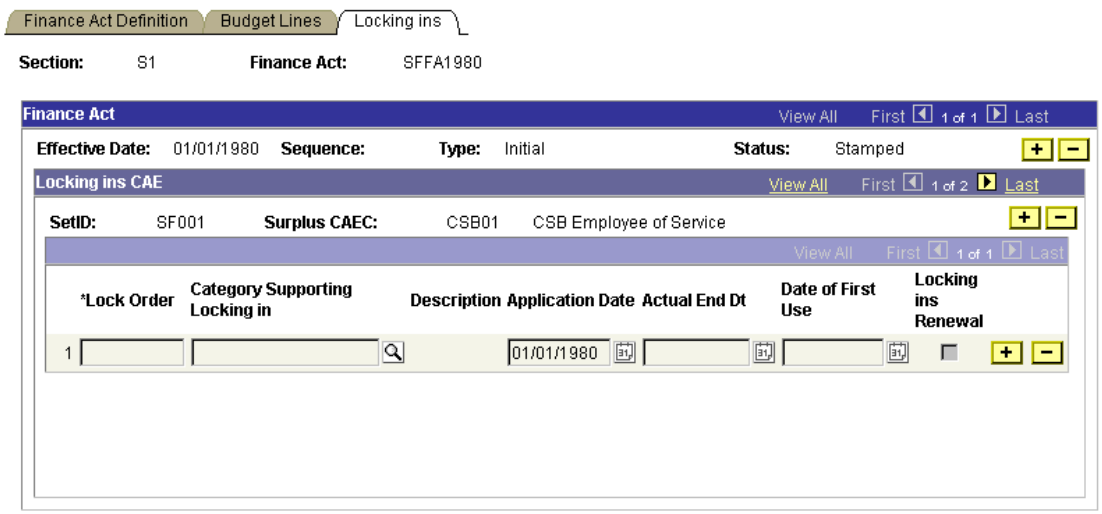
The system compiles the moves, stores the total in the **Moves BHA/AHM** field, and adds the total to BHA to create AHM. If the same type of move has been previously recorded, the carry over is calculated and displayed. The system also displays authorized overstaffing or locked-in CAE. CAE lock-ins might be made by a headcount manager after an employee is hired, returns from leave, or is granted a promotion.

See Also

Booking CAE With an Insufficient Margin

Locking In CAECs

Access the Locking Ins page.



Locking ins page

If the margin of the CAEC corresponding to an employee grade is not sufficient when an employee is hired, returns from leave, or is granted a promotion, you can lock in the necessary proration ratio in another CAEC. This enables you to overstaff the CAEC. In theory, the average indexes of CAECs that can be locked in are higher than the overstaffed CAEC indexes.

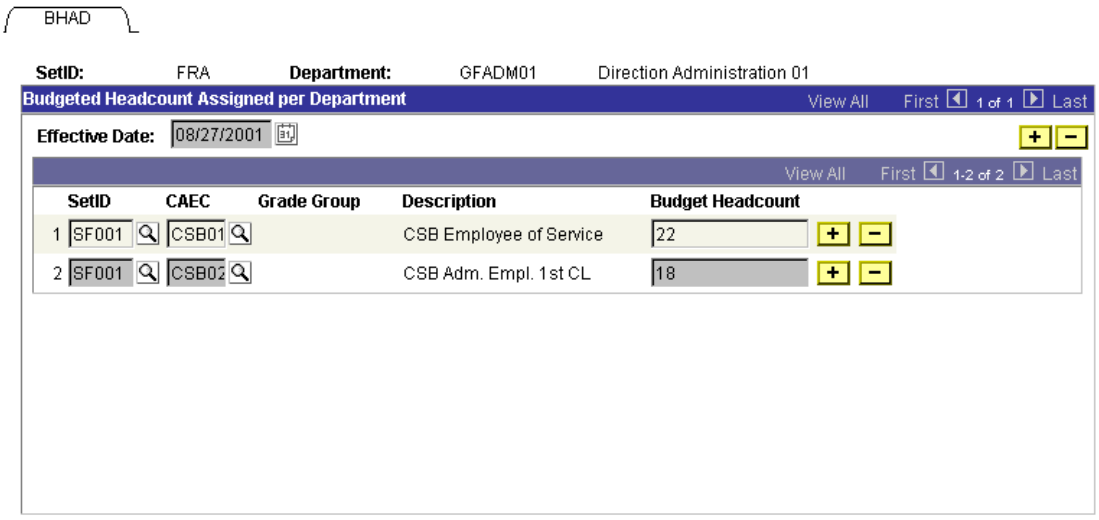
Category Supporting Locking In Select the CAEC.

Lock Order Assign a sequence to prioritize lock-ins.

Locking Ins Renewal Select to extend the lock in.

Distributing Budgeted Headcount to Administrative Structures

Access the BHAD page.



BHAD page

Determine the headcount allocated for each structure by CAEC or grade group. To allocate by CAEC, enter the setID and the CAEC. To allocate by grade group, enter the grade group.

Note. Be sure that the budgeted headcount entered here is not greater than the CAEC usable headcount.

Managing CAE

This section provides an overview of CAE management and describes how to:

- Determine when CAE should be allocated.
- Prepare hires.
- Change budget attendance.
- Allocate CAE for new hires.
- Book CAE.
- Stamp CAE allocations.
- Delete CAE.
- Delete employee records.
- Deallocate CAE.
- Stamp CAE deallocations.
- Change CAE.

- Prepare CAE changes.
- Deallocate active CAE.
- Stamp CAE changes.
- Update counters.
- Book CAE with an insufficient margin.
- Prebook.
- Lock in CAEs.
- Unlock CAEs.
- Overstaff.

Understanding CAE Management

You use CAE management to monitor how the organization uses budgeted headcount. CAE management is active only if you have activated the CAE Control flag when setting up PeopleSoft Human Resources French Public Sector.

The *available margin* is the number of opened headcounts in a given CAEC that the organization can use to hire or promote employees.

Three different types of actions affect the CAE:

- Hiring or return actions, which reduce the available margin and imply a CAE allocation.
- Leaves or terminations, which increase the available margin and imply a CAE deallocation.
- Grade changes (with CAEC change) and the work-time percentage changes implying a CAE change. These actions entail the deallocation of the active CAE and the allocation of a new CAE.

For actions implying a change in budget attendance, the financial controller must stamp grade or work-time percentage to make changes effective in the employee record.

Each type of action must be validated. The process includes four successive steps, which can be made by different managers. The information is routed from one manager to the other via workflow.

To validate a CAE action:

1. Update the employee record: prepare the hiring, vacation, or grade change request, or the work time percentage change.

2. Allocate or deallocate CAE.
3. Obtain the financial controller's stamp.
4. Validate the action in the employee record.

See Also

"Hiring French Public Sector Employees," Validating the Hiring Process

Pages Used to Manage CAE

Page Name	*Object Name*	*Navigation*	*Usage*
CAE Allocation	FPA_CA_CR_PNL1	Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation, CAE Allocation	Request a CAE allocation for an employee.
CAE Booking	FPA_CA_CR_PNL2	• Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation, CAE Booking • Administer Workforce, Manage Headcount (FPS), Use, CAE Change, CAE Booking	Book CAE requests.
Headcount Manager Rejection	FPA_CA_CR_PNL4	• Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation, Headcount Manager Rejection • Administer Workforce, Manage Headcount (FPS), Use, CAE Change, Headcount Manager Rejection	Reject CAE allocation requests. Used by headcount managers.

Page Name	*Object Name*	*Navigation*	*Usage*
CAE Allocation Stamp	FPA_CA_STMP_PNL 1	Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation Stamp	Accept or deny a CAE allocation request.
CAE Details	FPA_CA_STMP_PNL 2	• Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation Stamp • Administer Workforce, Manage Headcount (FPS), Use, CAE Deallocation Stamp, CAE Detail	View CAE data.
Delete CAE	FPA_CE_DENI_GRP	Administer Workforce, Manage Headcount (FPS), Use, Delete CAE	Delete CAE.
Delete Employee Record	RUNCTL_FPA250	Administer Workforce, Manage Headcount (FPS), Use, Delete Employee Record	Delete employee records after a CAE is denied.
CAE Deallocation	FPA_CA_DS_PNL1	Administer Workforce, Manage Headcount (FPS), Use, CAE Deallocation, CAE Deallocation	Request a CAE deallocation for an employee.
CAE Detail	FPA_CA_DS_PNL2	Administer Workforce, Manage Headcount (FPS), Use, CAE Deallocation, CAE Detail	View CAE data.
CAE Deallocation Stamp	FPA_CA_STMP_DS_ PNL	Administer Workforce, Manage Headcount (FPS), Use, CAE Deallocation Stamp, CAE Deallocation Stamp	Accept or deny a CAE deallocation request.

Page Name	Object Name	Navigation	Usage
CAE Deallocation and Alloc	FPA_CA_CHNG_PNL 1	Administer Workforce, Manage Headcount (FPS), Use, CAE Change, CAE Deallocation and Allocation	View data for the new CAE allocation and launch the deallocation process.
Deallocation for Change	FPA_CA_CHNG_PNL 4	Select the Deallocation CAE button on the CAE Deallocation and Allocation page.	Deallocate active CAE.
CAE Change Stamp	FPA_CACH_STMP_P NL1	Administer Workforce, Manage Headcount (FPS), Use, CAE Change Stamp	Accept or deny a CAE change request.
Counter Update	RUNCTL_FPA2050	Administer Workforce, Manage Headcount (FPS), Process, Counter Update	Launch FPA2050.
CAE to be Deallocated	FP_AVLBL_CA_PNL	Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation	Prebook or lock in CAE.
CAEC to be Locked In	FPM_CA_LCK_HDC NT	Administer Workforce, Manage Headcount (FPS), Use, CAE Allocation	View CAECs that can support a lock-in and select a lock-in.
Unlock CAE	FPA_CA_OVF_RO_P NL1	Administer Workforce, Manage Headcount (FPS), Use, Reduction in Overstaff, Unlock CAE	End lock-ins for CAECs.
CAE Procedures State	FPA_CA_STATUS	Administer Workforce, Manage Headcount (FPS), Use, Procedures, CAE Procedures State	View CAE status.
CAE 1	FPA_CA_DISP_PNL1	Administer Workforce, Manage Headcount (FPS), Use, CAE Inquire, CAE 1	View CAE data.
CAE 2	FPA_CA_DISP_PNL2	Administer Workforce, Manage Headcount (FPS), Use, CAE Inquire, CAE 2	View CAE data.

Page Name	*Object Name*	*Navigation*	*Usage*
CAE/Employee	FPA_CA_BY_SC_PNL	Administer Workforce, Manage Headcount (FPS), Use, CAE/Employee Inquire	View CAE data by employee.
CAEC Summary	FP_CA_CSB_PNL	Administer Workforce, Manage Headcount (FPS), Inquire, CAEC Summary	View all information for a CAE, including the employee to whom it is attributed, the status of the CAE, and the allocation date and stamp.

Determining When CAE Should Be Allocated

The CAE uses a budget position ratio, equivalent to the employee proration ratio, in the CAEC corresponding to the employee grade. Only employees whose statuses authorize career data management are taken into account by the budget control.

Note. Activate the Budget Attendance flag on the Civil Service Position Definition page and the system tracks administrative situations needing CAE allocation.

A new CAE must be allocated when:

- An employee is hired into civil service position that implies budget attendance.
- An employee changes from a civil service position without budget attendance to a civil service position with budget attendance. (This can occur upon return from parental or disability leave.)

Preparing Hires

To prepare new hires for CAE allocation:

1. Access the Employee Record component.
2. Enter the Section and Article fields on the second page, Career Classification. This is mandatory.
3. If your organization includes several sectors, and if a Finance Act has been defined for each of them, indicate the section the employee is attached to, from the budget viewpoint. The sector corresponds to the FA Section.
4. To identify the budget line with a sufficient CAE margin to meet the employee hire, you must indicate if the employee is under the direction of the minister's office, central administration or decentralized departments. The data is equivalent to the article identifying a CAEC.

5. Continue the hire process as indicated in the Employee whose status allows career data area in the Hiring Employees section.

6. Manually validate the hire once the CAE is booked and stamped.

7. Save the employee record. A workflow process informs the manager that an employee has been hired and a CAE must be allocated.

See Also

"Hiring French Public Sector Employees"

Changing Budget Attendance

When an employee changes civil service positions and returns to the budgeted headcount, the system launches a CAE allocation process.

To change budget attendance:

1. Access the Civil Service Position page on the Administer Workforce (FPS) menu.

2. Select the Request button.

3. Enter the request information.

4. The request can be validated and accepted only after the CAE is allocated, booked, and stamped. If the financial controller rejects the CAE stamp, you must delete the CAE.

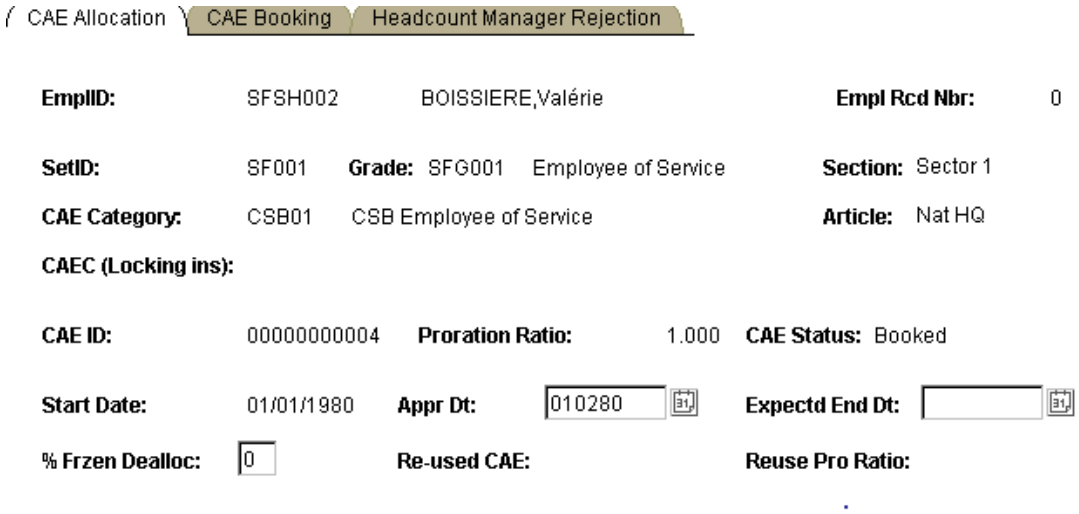
See Also

"Managing Requests"

Deleting CAE

Allocating CAE for New Hires

Access the CAE Allocation page.



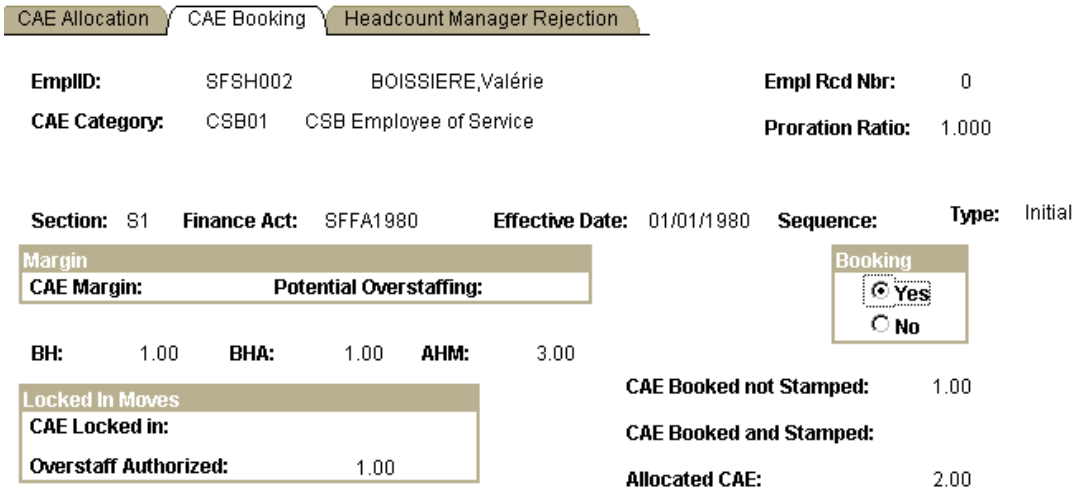
CAE Allocation page

Once in receipt of the new hire, the manager must allocate CAE for the position. This action confirms that there is ample headcount for the grade assigned to the employee being hired and creates a new CAE for the employee.

Employee ID, Name, Employee Record Number, Grade, Section, Article	The system displays these values to help identify the CAE to be created.
CAEC Category	The system retrieves the CAEC associated with the grade.
CAE ID	This system generates this value.
Proration Ratio	Display only. This ratio depends on the employee civil service position and work time percentage.
CAE Status	The value is ***Booked.***
Appr Dt (approval date)	Enter the approval date.
Expected End Dt	Enter the expected end date, if known.
Frozen Percentage at De-allocation	Corresponds to the CAE percentage that won't add up to the available margin at the CAE deallocation.

Booking CAE

Access the CAE Booking page.



CAE Booking page

Margin These values are automatically populated. Compare the CAE margin and here with the proration ratio at the top of the page.

Booking If the available CAE margin is higher than the employee proration ratio, book the CAE by selecting Yes. The number of CAEs booked but not stamped increases with the proration ratio. The CAE margin is likewise reduced.

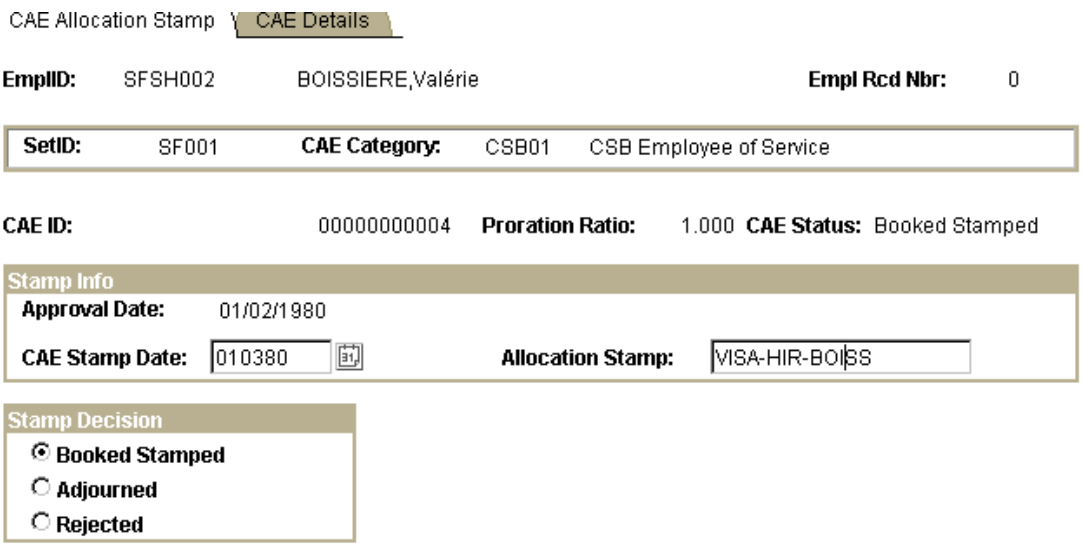
If the margin is lower than the proration ratio, you cannot access the Booking group box.

See Also

Booking CAE With an Insufficient Margin

Stamping CAE Allocations

Access the CAE Allocation Stamp page.



CAE Allocation Stamp page

Stamp Decision Update the CAE status.

If the CAE is booked and stamped, enter the CAE stamp date and the allocation stamp reference. The system updates the Finance Act counters for the appropriate budget line and adds an entry on the personnel manager's task list. The hire can be finalized.

- If the CAE is rejected, the system warns the headcount manager to delete the CAE.
- If the CAE is adjourned, the system notifies the headcount manager.

Deleting CAE

Access the Delete CAE page.

Select the **Delete CAE** checkbox.

At the end of the transaction, Finance Act counters are modified. A new workflow item is routed to the personnel manager, who must store the deleted hiring record.

Deleting Employee Records

Access the Delete Employee Record page.

When a CAE request is denied and deleted, you must delete the employee record.

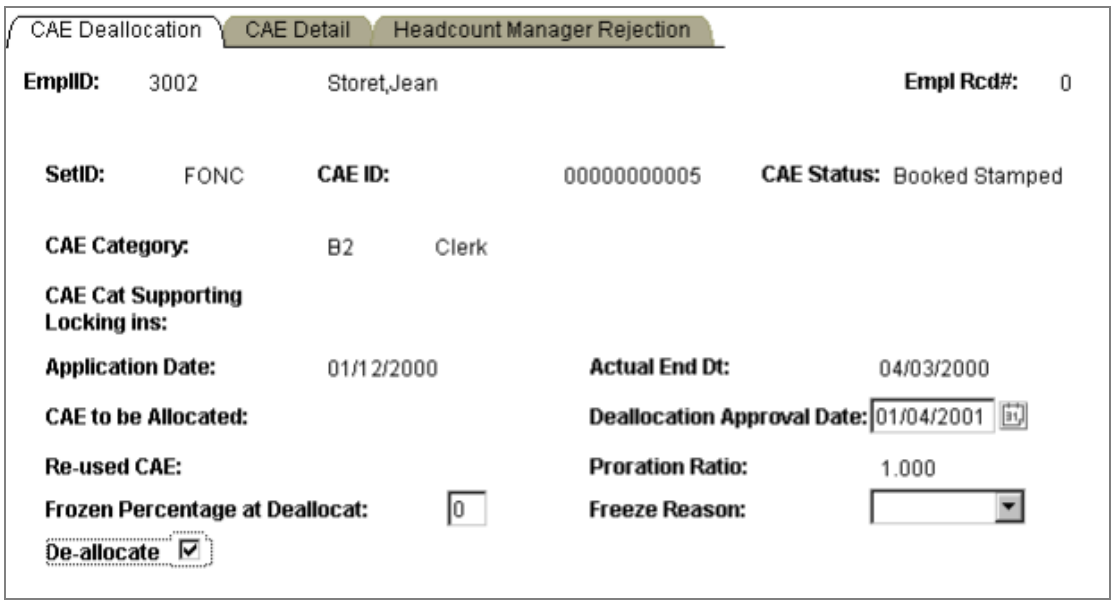
Select the employee ID to delete, then run the process to delete and store the employee data.

See Also

"Hiring French Public Sector Employees," Deleting an Employee Hiring

Deallocating CAE

Access the CAE Deallocation page.



CAE Deallocation page

When a civil service position change removes an employee from the budget headcount, you must deallocate the assigned CAE.

Actual End Date — Displays the effective date of the move recorded on the Civil Service Position page. It is the CAE deallocation date.

Frozen Percentage at Deallocat (frozen percentage at deallocation) — Enter this value if part of the ratio is frozen.

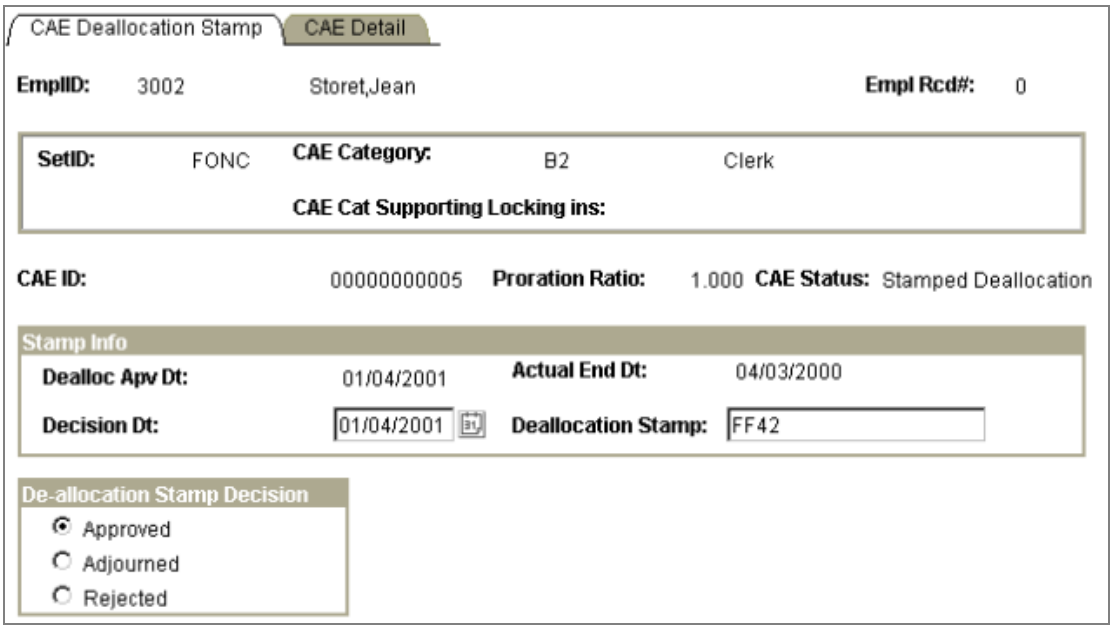
De-allocate — Select this check box.

CAE Proration Ratio — Displays the budget position ratio.

Save — The system creates an addition to the personnel manager's task list.

Stamping CAE Deallocations

Access the CAE Deallocation Stamp page.



CAE Deallocation Stamp page

De-allocation Stamp Decision

Update the CAE status.

If the CAE is approved, enter the decision date and the deallocation stamp.

If the stamp is rejected, the system informs the personnel manager. The manager can then delete the civil service position change request.

If the decision is adjourned (postponed), the system notifies the personnel manager.

See Also

"Managing Requests"

Changing CAE

You must change CAE when an action modifies the CAEC or the proration ratio.

Two transactions imply a CAEC change: a grade change request (with CAEC change) and a work time percentage change.

To change CAEC for a grade promotion:

1. Access the Career component.
2. Enter the CAEC-altering data.

3. Save the data. The system asks if a work time percentage change is planned in the same employee record on the grade change date.

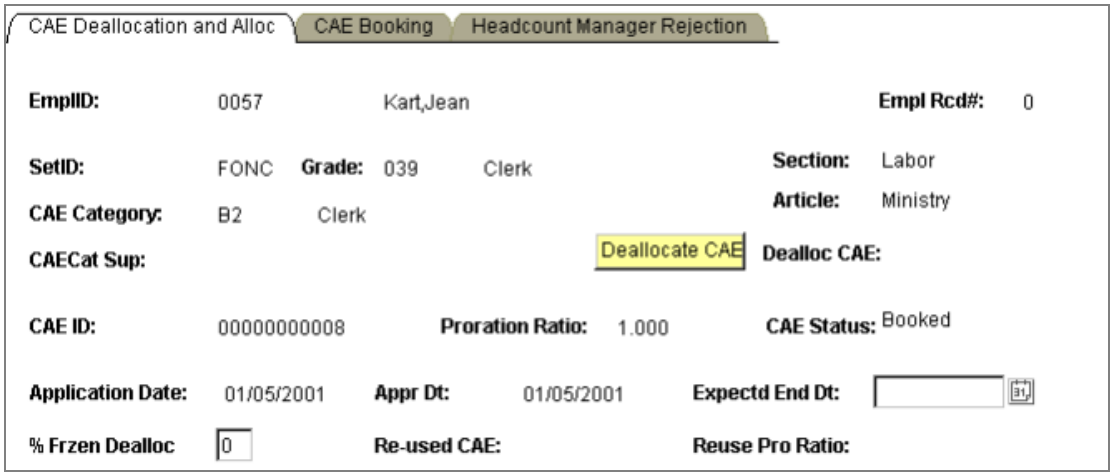
4. Select Yes or No.

5. If you selected Yes, access the Work Time page. When saving the request, the system enables you to process both requests (grade change and work time percentage change) at the same time. If you selected No, the system asks the personnel manager to process the grade change request.

Note. If you change work time percentage without changing the grade, go directly to the Work Time page.

Preparing CAE Changes

Access the CAE Deallocation and Allocation page.



CAE Deallocation and Alloc page

Deallocate CAE button Click to access the Deallocation for Change page and deallocate active CAE.

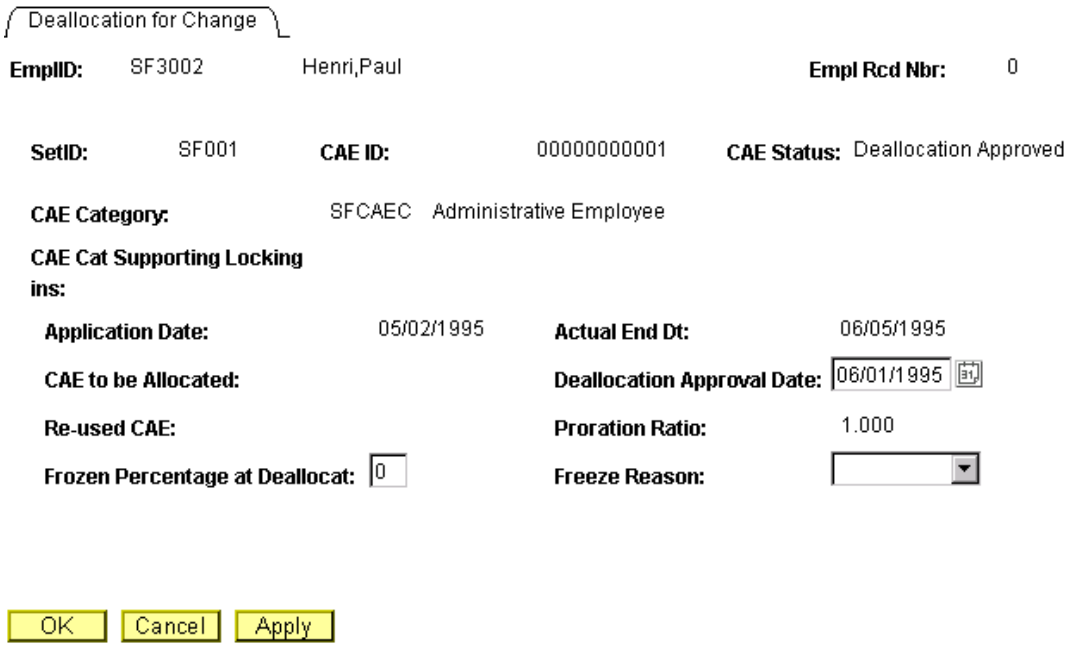
After you deallocate the CAE, the Deallocate CAE ID appears, and the CAE approval date and CAE ID are updated.

Percent Frozen Deallocation Corresponds to the CAE percentage that won't add up to the available margin at the CAE deallocation.

After you save the data, go to the CAE Booking page and book the CAE.

Deallocating Active CAE

Access the Deallocation for Change page.

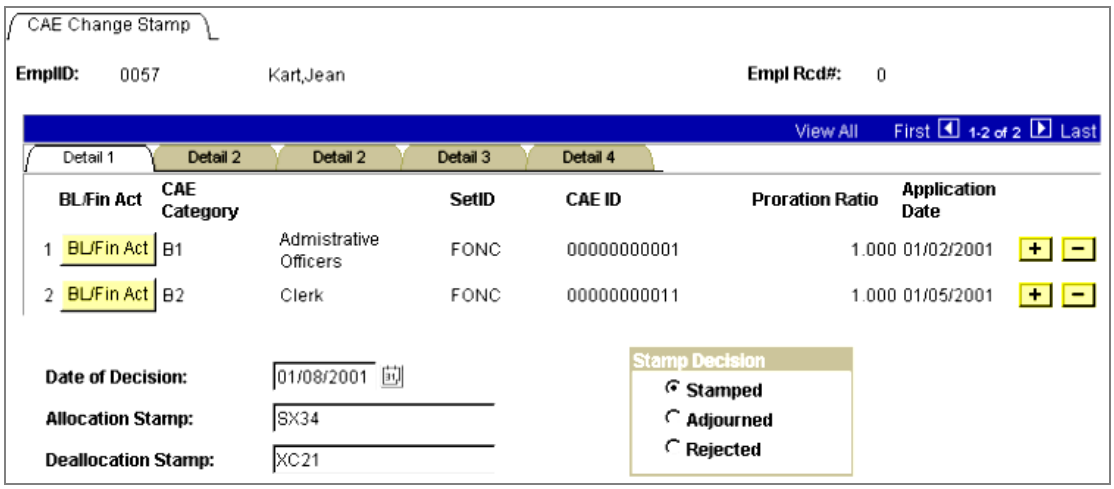


Deallocation for Change page

Enter the deallocation approval date, and, if necessary, the frozen percentage at deallocation and freeze reason.

Stamping CAE Changes

Access the CAE Change Stamp page.



CAE Change Stamp page

Stamp Decision Update the CAE status.

If the CAE is stamped, the old CAE is stamped deallocated and the new CAE is booked stamped. Enter the allocation stamp and deallocation stamp references, if necessary.

If the CAE is rejected, you must cancel the existing CAE using the Delete CAE page.

If the CAE is adjourned, the system emails the headcount manager.

BL/Fin Act Click to view the budget line associated with the affiliated CAEC for the effective FA on the effective date.

Validating Grade Changes

In the task list, the Grade Change Validation activity enables you to access the employee record Career option, where you approve the grade promotion. If the stamp has been denied, the system issues an error message, and the grade change request cannot be validated.

Updating Counters

Two procedures are used to update counters:

- Transaction type. Each time a headcount manager or financial controller saves an action, the system launches updates the following counters: CAE Booked not Stamped, CAE Booked and Stamped, CAE De-allocated not Stamped, and CAE De-allocated and Stamped.

- Deferred processing. This process updates individual or all counters by request.

These processes consider the effective dates and update CAE status when it changes from Booked to Active or De-allocated to Inactive.

Transactional Update

For each transaction, the system first updates the counters associated with the active Finance Act. Then the counters consider the flows associated with the move of an employee.

Moves that affect CAEs are:

- Hiring preparations.
- Return preparations.
- Leaves.
- Promotions and demotions.
- Work time percentage changes.
- Financial controller stamps and rejections.

The flow is single if the employee is 100% compensated. Its value is 1 for a budget entry or –1 for a budget absence. If the employee is not 100% compensated, the flow is weighted by the proration ratio.

Update by Deferred Processing

To launch this process:

1. Access the Counter Update page.
2. Enter the section and Finance Act.
3. Enter the as of date; otherwise, the system uses today's date.
4. To update a specific CAEC, enter its ID. Leave this field blank to process all CAECs.

The process also updates the CAE statuses. When the application date is reached, the status changes from Booked Stamped to Active. When the deallocation date is reached, the status changes from De-allocated Stamped to Deallocated.

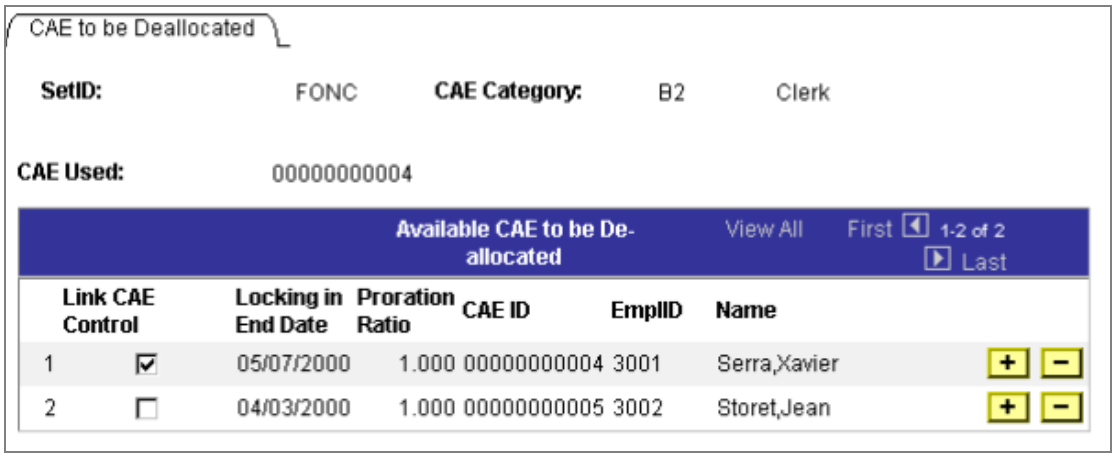
The process also identifies two errors. When the application date is reached, CAEs Booked not Stamped become Booked Overdue not Stamped. When the deallocation date is reached, CAEs De-allocated no Stamped become De-allocated Overdue not Stamped.

Booking CAE With an Insufficient Margin

You may need to book CAE when the CAEC margin is either zero or less than the employee proration ratio. To allocate this CAE, you can prebook, lock in, or overstaff.

Prebooking

First, access the CAE Allocation page and enter the approval date and expected end date, if known. Then access the CAE to be Deallocated page.



CAE to be Deallocated page

The page displays all CAEs that:

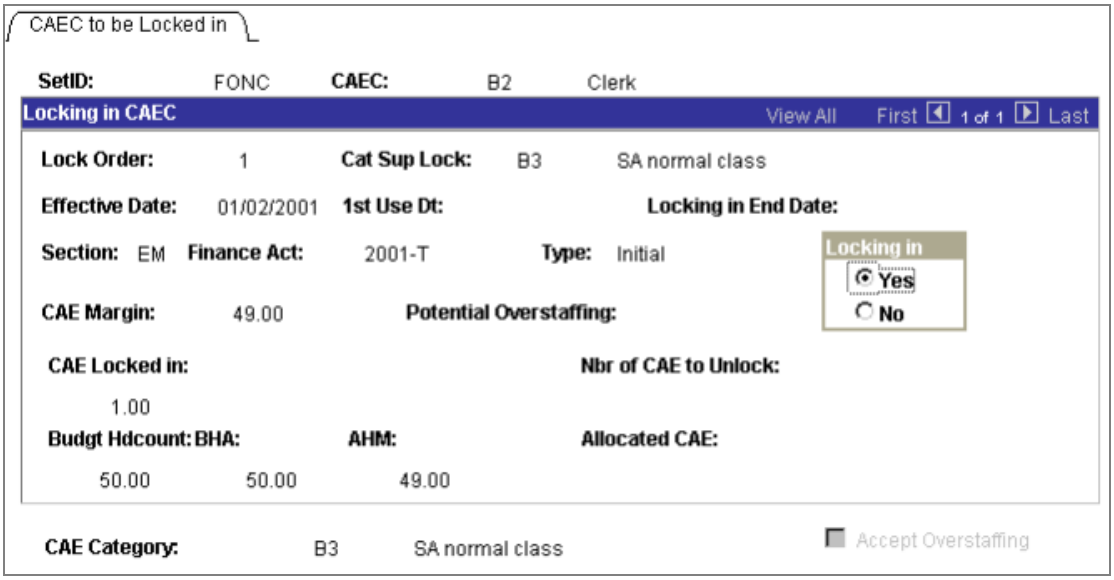
- Belong to the same CAEC.
- Will be deallocated after today's date.
- Will be deallocated the application date of the CAE you are processing.

Select the CAE to be re-used in the Link CAE Control column. The system does not recalculate the margin. The selected CAE is considered re-used CAE. The CAE being processed is considered CAE to be allocated.

If no deallocation is expected before the new CAE application date, you can lock in another CAE. To lock in, you check another CAEC's available margin and lock in the necessary budget position ratio. This generates an overstaffing in the CAEC with an insufficient margin. Select the Lock In CAEC button on this page.

Locking In CAECs

Access the CAEC to be Locked In page.



CAEC to be Locked in page

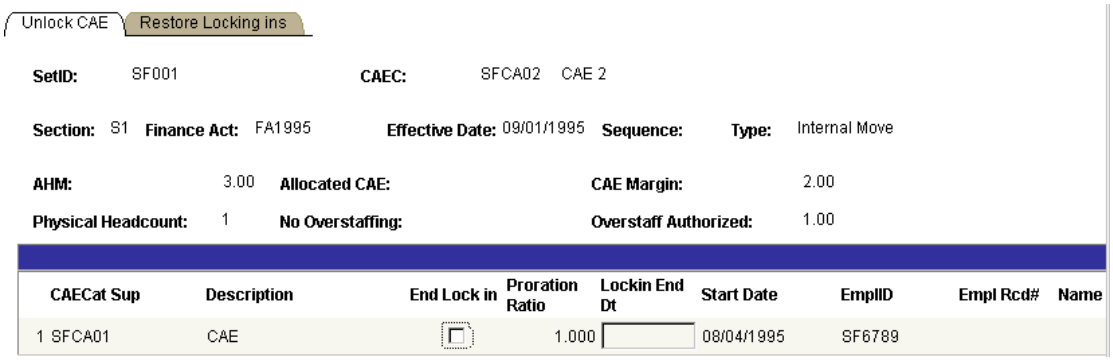
This page displays the CAECs that can support a lock in.

Locking In When you have identified a CAEC with a sufficient CAE margin, select Yes. The category selected supports a lock-in while an Authorized Overstaffing is generated in the CAEC to be allocated.

Lock In Order This number determines the priority of CAECs to be locked in.

Unlocking CAEs

Access the Unlock CAE page.



Unlock CAE page

Select **End Lock In** for those CAECs you wish to unlock. The **CAE Margin** and **Authorized Overstaffing** values are automatically updated. The associated CAE proration ratio is subtracted from both values.

Overstaffing

When pre-booking and locking in are not possible, you can generate a special overstaffing in the CAEC and create the CAE.

To overstaff:

1. Access the CAE Allocation page.
2. Enter the approval date, and expected end date, if known.
3. Access the CAE Booking page.
4. Click the Overstaffing button.

The system increases the number of Potential Overstaffing and CAEs Booked not Stamped by the value of the employee proration ratio.

The financial controller must stamp the overstaffing activity. Once lock ins are available, you must reduce overstaffing.

Calculating the Workforce

You can calculate your workforce on a monthly basis. You must launch the Merge process before calculating the workforce.

The system provides two main processes. The first displays its results on inquiry pages. The second can be used by external analysis tools. Both apply the same rules:

- The headcount is determined for each month in the calendar year captured at the beginning of the process.
- Statutory headcount, budget headcount, WFTE, and PFTE are calculated at the same time, depending on the civil service position setup.
- An employee's civil service position at the end of the month determines its place in the calculation.
- Paid FTE values consider the employee proration ratios, which are determined by civil service positions and work time percentages.
- Employees at retirement age are not considered for headcount.
- If an employee's last civil service position is an interrupted position, the headcount calculations consider the position's expected end date.

See Also

Merging French Public Sector and PeopleSoft Human Resources Files

Pages Used to Calculate the Workforce

Page Name	*Object Name*	*Navigation*	*Usage*
Employees/Grade and Department	RUNCTL_FPA2000	Administer Workforce, Manage Headcount (FPS), Process, Employees/Grade and Department	Launch the FPA2000 process. The process calculates the civil service position, budget workforce, and FTEs. The end of the month headcount is calculated by grade, corps, category, department, and gender.
Headcount Results 1	FPAHEADCNT01_PNL	Administer Workforce, Manage Headcount (FPS), Inquire, Headcount Results, Headcount Results 1	View FTES by grade, gender and corps for a given year and department.
Headcount Results 2	FPAHEADCNT02_PNL	Administer Workforce, Manage Headcount (FPS), Inquire, Headcount Results, Headcount Results 2	View additional headcount data by grade, gender and corps for a given year and department.
Headcount Results 3	FPAHEADCNT03_PNL	Administer Workforce, Manage Headcount (FPS), Inquire, Headcount Results, Headcount Results 3	View additional headcount data by grade, gender and corps for a given year and department.
BHAS Inquire 1	FPACAHDCNT01_PNL	Administer Workforce, Manage Headcount (FPS), Inquire, BHAS Inquire, BHAS Inquire 1	View BHAS, headcount, department, CAEC, Structure, grade group by year, and department.
BHAS Inquire 2	FPACAHDCNT02_PNL	Administer Workforce, Manage Headcount (FPS), Inquire, BHAS Inquire, BHAS Inquire 2	View additional BHAS, headcount, department, CAEC, Structure, grade group data by year, and department.
FTE Calculation	RUNCTL_FPA2001	Administer Workforce, Manage Headcount (FPS), Process, FTE Calculation	Launch FPA2001. The system calculates physical workforce, WFTEs, paid FTEs, PFTEs, and indexical mass.

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