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PeopleSoft HCM 9.2: PeopleSoft Human Resources Manage French Public Sector

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
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 the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Typographical Convention	*Description*
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft HCM Related Links

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

"HCM Abbreviations" (Application Fundamentals)

PeopleSoft Spotlight Series

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Chapter 1

Getting Started with Manage French Public Sector

Manage French Public Sector Overview

The Manage French Public Sector business process enables French customers to hire public sector employees and provides functionality to manage probation periods, tenure, step increments, grade promotions, secondment, and budgetary headcount.

You can use the standard HR functionality and reports by merging French Public Sector data with HR data.

Manage French Public Sector Business Processes

The business processes for Manage French Public Sector are:

- Administer hiring.
- Rate employees.
- Process tenure.
- Manage the promotion probation period.
- Calculate seniority.
- Process career advancement.
- Process grade promotions.
- Administer reclassification.
- Manage requests.
- Manage secondment.
- Manage headcount.
- Merge French Public Sector data with HR data.

We discuss these business processes in the business process chapters in this PeopleBook.

Manage French Public Sector Integrations

The Manage French Public Sector business process integrates with the following PeopleSoft HCM applications:

- PeopleSoft HR Manage Employee Reviews.
- PeopleSoft HR Administer Workforce.
- PeopleSoft HR Manage Profiles.
- PeopleSoft HR Manage Positions.

We discuss integration considerations in this PeopleBook.

Related Links

“Identifying Integrations for Your Implementation” (Application Fundamentals)

Manage French Public Sector Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Manage French Public Sector also provides component interfaces to help you load data from your existing system into Manage French Public Sector tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	***Component Interface***	***References***
FPMGROSSIND_PNL	CI_FPMGROSSIND_PNL	See *Setting up French Public Sector Tables.*
FPMSALMATRX_PNL	CI_FPMSALMATRX_PNL	See *Setting up French Public Sector Tables.*.
FPMSALSTEP_PNL	CI_FPMSALSTEP_PNL	See *Setting up French Public Sector Tables.*.
FPMRANK_PNL	CI_FPMRANK_PNL	See *Setting up French Public Sector Tables.*.
FPMCONVTABL_PNL	CI_FPMCONVTABL_PNL	See *Administering Reclassification*.

Component	***Component Interface***	***References***
FPMPROMTABL_PNL	CI_FPMPROMTABL_PNL	See *Processing Grade Promotions*.
FPM_CA_CTG_GRP	CI_FPM_CA_CTG_GRP	See *Managing Headcount*.
FPMFINLAWB_GRP	CI_FPMFINLAWB_GRP	See *Managing Headcount*.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) article on My Oracle Support for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

See the product documentation for *PeopleTools: Setup Manager* and *PeopleSoft Enterprise Components*.

Chapter 2

Understanding Manage French Public Sector

Manage French Public Sector

The Manage French Public Sector business process in HR enables you to complete the hiring process for French public sector employees and manage these employees through probation periods, tenure, step increments, grade promotions, and secondment. You can also manage budgetary headcount using Manage French Public Sector.

After you have established French Public Sector data, you can merge it with HR data to utilize HR functionality and reports.

Manage French Public Sector Business Processes

Manage French Public Sector supports the following business processes:

- Administer Hiring.

  Record new French public sector employees in the system and enter key data such as personal information, civil service position, and assignment and career data.

- Rating Employees.

  Identify employees to be rated and calculate final ratings for each employee using a system-calculated adjustment constant.

- Processing Trainee Tenure.

  Calculate tenure dates and then identify employees ready to be granted tenure. Approve or deny employees' probation periods and grant tenure.

- Managing the Promotion Probation Period.

  Assign a promotion probation period to employees whose grade change implies a corps change and then validate or deny the promotion.

- Calculating Seniority and Length of Service.

  Calculate an employee's seniority and length of service in a step and within grade, corps, or category.

- Processing Career Advancement.

  Process automatic step or substep increments by first calculating step increment dates, then identifying employees whose step increment dates fall within a specified period, and then advancing employees through a collective process. You can also process step or substep increments in simulation or manually.

- Processing Grade Promotions.

  Grade promotions involve a grade increase. First, you define promotion criteria and select promotable employees using those criteria. Then, review and edit the list of promotable employees. You can also process grade promotions in simulation.

- Administering Reclassification.

  Reclassification involves updating career data with changes stemming from a change in the employee's grade and step. To begin reclassification, enter the requirements for reclassification and specify the grade and step to assign to employees meeting these requirements. Then run the reclassification in simulation. Review the list of employees generated in simulation and validate those on the list who should be reclassified. Finally, run the Reclassification Validation process to generate reclassification actions in the appropriate employee records.

- Managing Requests.

  Request management enables you to enter changes to employee records as requests if the action needs to be approved before changes to the employee data occur. You can create, accept, refuse, and delete requests.

- Managing Secondment.

  Secondment management enables you to track employees on internal and external secondment. First you must define authorized actions for employees on secondment. Then you enter the host organization for employees on external secondment or add a concurrent job for employees on internal secondment. French Public Sector also enables you to calculate deductions and contributions for employees that are on external secondment.

- Managing 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 business process helps you supervise how the budget is used.

- Merging French Public Sector Data With HR Data.

  The merge process provides an interface between French Public Sector and various HR business processes such as training. 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.

Related Links

Understanding the Hiring Process
Understanding the Tenure Process
Understanding Promotion Probation Period Setup
Understanding Seniority and Length of Service
Understanding the Career Advancement Processes
Understanding Retroactivity in Manage French Public Sector

Chapter 3

Setting Up French Public Sector Tables

Understanding French Public Sector Setup

Before you can perform business processes specific to Manage French Public Sector (FPS), you must establish FPS-specific system parameters that define basic operational rules and drive the software package.

The main setup steps for HR Manage French Public Sector are:

1. Define status codes.
2. Enter civil service positions.
3. Set up actions.

   When you set up actions, you need to:

   a. Enter action codes.

   b. Indicate the components where the action is available.

   c. Create action groups if you want to restrict available actions by user role.

   d. Indicate the actions available for specific status codes, civil service positions, and user roles.

   e. List any supporting documents that an action requires.

4. Set up FPS Installation.
5. Set up factors affecting compensation:

   a. Modify correspondence between gross and increased indexes.

   b. Define types of points.

   c. Set up salary scales.

   d. Set up salary grades.

   e. Define steps and substeps and advancement rules.

6. Set up corps and grades.
7. Define job codes.

   Enter job codes using the global Job Code Table component.

See “Defining Job Subfunction and Job Function Codes” (Application Fundamentals).

8. Define any job code premiums that apply.

   Do this using the Jobcode Premiums component.

9. Enter data used for employees on secondment.

   - Set up host organizations.
   - Establish the employer contribution rate.

Defining Status and Population Codes

To set up status and population codes, use the Status/Population Codes (FPMSTATUSEE_PNL) component.

This section provides an overview of employee status and population codes and discusses how to add or change an employee status code.

Page Used to Define Status and Population Codes

Page Name	***Definition Name***	***Usage***
Status/Population Codes Page	FPMSTATUSEE_PNL	Add or change an employee status code.

Understanding Employee Status

The Manage French Public Sector business process manages both civil servants and contract workers. Using employee status, you can identify various populations of civil servants and contract workers and define the management rules for each.

A corps groups civil servants that have the same employee status and grade. Each corps has its own employee status that defines functions and organizes employees' careers.

You must decide how employee compensation is determined for each employee status. There are two modes of employee compensation:

- The employee is associated with a salary grade or a step.

  Salary grade and step data is managed on the Career Data pages.

  Note: The Career Data pages are the Increment Step/Promotion FPS, Freeze Advancement/Demotion FPS, and Delete Career Data FPS pages. These are located in the **Workforce Administration** > **Job Information** menu.

Note: If the **Career Data Authorized** check box is not selected for a given employee status on the Status/Population Codes page, the Career Data pages will not be accessible for an employee with this status. In addition, during the hiring process, the Career - Classification and Career - Comp. Seniority pages may be hidden for the employee in the Employee Record FPS component **(Workforce Administration > Job Information > French Public Sector Jobs).**

See Managing Career Data, Understanding the Hiring Process.

- The employee's compensation amount is directly selected (free compensation).

  Enter free compensation using the Update Compensation FPS (FPAEESALARY_PNL) component **(Workforce Administration > Job Information > Update Compensation FPS).**

The Manage French Public Sector business process distinguishes between these two modes of compensation by giving access to a data group with career (grade/step) or a data group without career (free compensation).

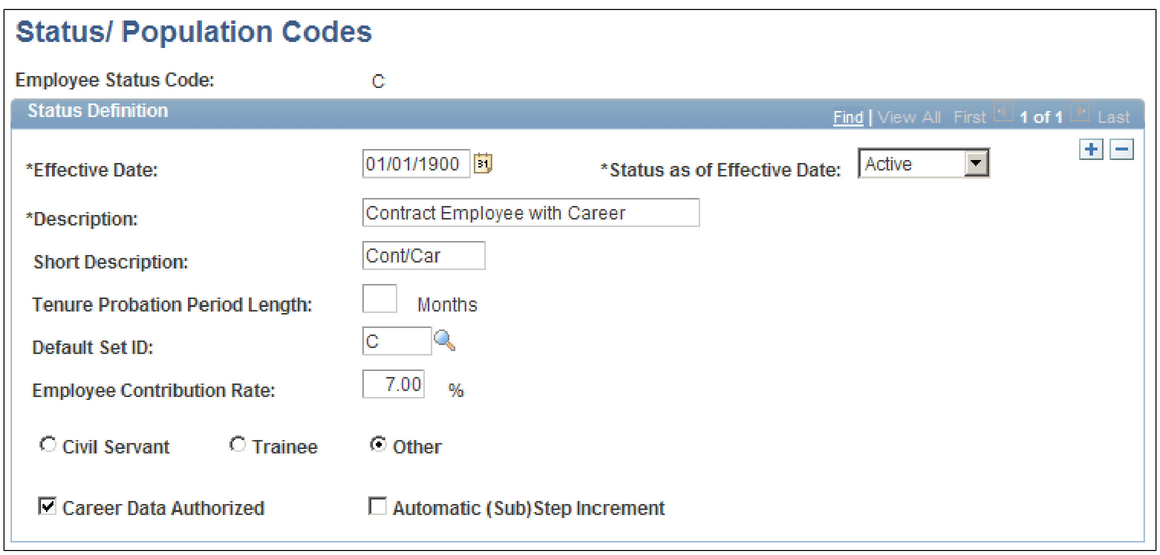
Status/Population Codes Page

Use the Status/Population Codes page (FPMSTATUSEE_PNL) to add or change an employee status code.

Navigation:

Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > Status/Population Codes > Status/Population Codes

This example illustrates the fields and controls on the Status/Population Codes page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Tenure Probation Period Length	Enter the length of the probation period for trainees.

Field or Control	***Description***
Default SetID	Select the setID that matches the employee status code. **Note:** You must set up SetIDs that match employee status codes.
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: *Trainee* See Understanding the Tenure Process *Civil Servant* *Other* Select *Other* for contract employees.
Career Data Authorized	Select to indicate this employee status code is associated with a grade and a step. **Note:** If the **Career Data Authorized** check box is not selected for a given employee status, the Career Data pages will not be accessible for an employee with this status. In addition, during the hiring process, the Career - Classification and Career - Comp. Seniority pages might be hidden for the employee in the Employee Record FPS component (Workforce Administration, Job Information, French Public Sector Jobs).
Automatic (Sub) Step Increment	Select to authorize the automatic processing of step or substep increments.

Related Links

“Understanding PeopleSoft HCM System Data Regulation” (Application Fundamentals)
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. To define civil service positions, use the Civil Service Positions (FPMLEGALSTA_PNL) component.

This section discusses how to define civil service positions.

Pages Used to Define Civil Service Positions

Page Name	***Definition Name***	***Usage***
Civil Service Position Def. Page	FPMLEGALSTA_PNL1	Add or change a civil service position.
Civil Service Position Dtls. Page	FPMLEGALSTA_PNL2	Enter civil service position details.
Proration Ratio Page	FPMFRACPYMT_PNL	Record the proration ratios of a civil service position.

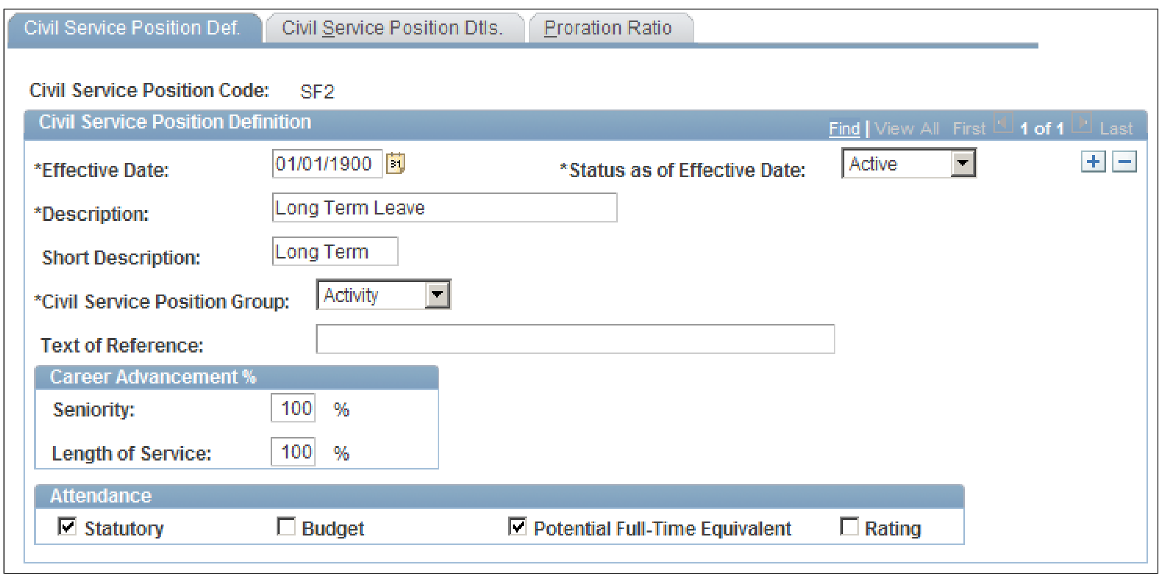
Civil Service Position Def. Page

Use the Civil Service Position Def. (civil service position definition) page (FPMLEGALSTA_PNL1) to add or change a civil service position.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Civil Service Positions** > **Civil Service Position Def.**

This example illustrates the fields and controls on the Civil Service Position Def. page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Civil Service Position Group	Select the civil service position group that corresponds to the official civil service position.
Text of Reference	Enter the text that is associated with the position.

Career Advancement %

Field or Control	***Description***
Seniority and **Length of Service**	Enter the percentages that are used to calculate seniority and length of service.

Attendance

Field or Control	***Description***
Statutory, Budget, Potential Full-Time Equivalent, and **Rating**	Select the check boxes that apply to the civil service position. 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.

Related Links

Understanding Employee Ratings
Understanding Budgetary Headcount

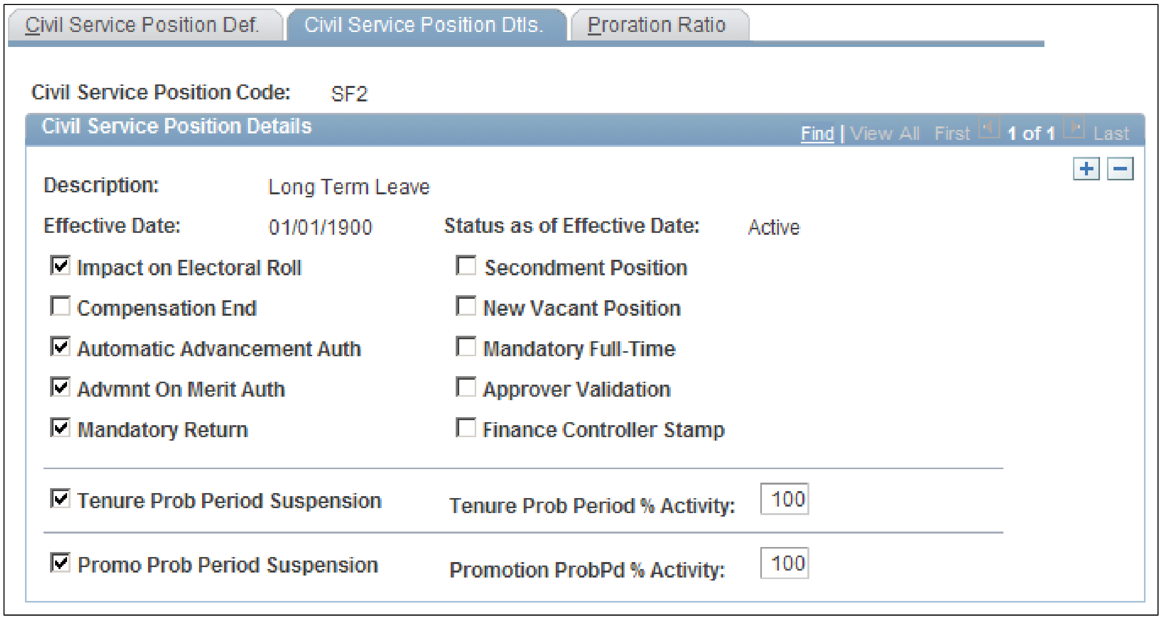
Civil Service Position Dtls. Page

Use the Civil Service Position Dtls. (civil service position details) page (FPMLEGALSTA_PNL2) to enter civil service position details.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Civil Service Positions** > **Civil Service Position Dtls.**

This example illustrates the fields and controls on the Civil Service Position Dtls. page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Impact on Electoral Roll	Select if the position does not authorize participation in elections. Informational only.
Compensation End	Select if the position suspends employee compensation. Informational only.
Automatic Advancement Auth (automatic advancement authorization)	Select if the position authorizes automatic advancement. If the employee's position does not authorize automatic advancement, the advancement date is postponed until the end of the position. The Manage French Public Sector business process calculates the seniority that the employee can carry over after advancement.
Advmnt on Merit Auth (advancement on merit authorization)	Select if the position authorizes advancement on merit.
Mandatory Return	Select if the first action taken after terminating the position is regarded as a return action.
Secondment Position	Select if the civil service position leads to a secondment position.

Field or Control	*Description*
New Vacant Position	Select if the position is vacant. You can vacate a position in the Assignment data. If this check box is selected, it means that an employee with this civil service position does not occupy his position (POSITION_NBR). **Note:** Civil service position is different from position (POSITION_NBR).
Mandatory Full-Time	Select to indicate that this civil service position is not authorized for a part-time employee.
Approver Validation	For leave-type or termination-type positions, select if the civil service position change needs validation. The system uses this functionality only for CAE (commitment accounting entity) control. See Understanding Budgetary Headcount.
Finance Controller Stamp	For leave-type or termination-type positions, select if the position change needs a stamp. This field is for informational purposes only and is valid only when CAE control is active.
Tenure Prob Period Suspension (tenure probation period suspension) and **Tenure Prob Period % Activity** (tenure probation period percent activity)	Select to suspend the tenure probation period. When you suspend the tenure probation period, the tenure date is postponed taking into account the time the employee spent in this civil service position. Only 0 and 100% values for probation period percent activity are considered.
Promo Prob Period Suspension (promotion probation period suspension) and **Promotion ProbPd % Activity** (promotion probation period percent activity)	Select to suspend the promotion probation period. Only 0 and 100% values for probation period percent activity are considered.

Related Links

Understanding Secondment Management

Proration Ratio Page

Use the Proration Ratio page (FPMFRACPYMT_PNL) to record the proration ratios of a civil service position.

Navigation:

Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > Civil Service Positions > Proration Ratio

Access the Proration Ratio page **(Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > Civil Service Positions > Proration Ratio).**

This example illustrates the fields and controls on the Proration Ratio page. You can find definitions for the fields and controls later on this page.

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

Field or Control	***Description***
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.
Main Salary	Enter the numerator and denominator of the fraction that is applied to the main salary. The system uses 100 as the default denominator.
Secondary Salary	Enter the numerator and denominator of the fraction that is applied to the secondary salary, including bonus. The system uses 100 as the default denominator.
Allowances	Enter the numerator and denominator of the fraction. The system uses 100 as the default denominator. You can grant allowances under these conditions: • In addition to the main salary when the employee receives only part of the main salary, such as for an employee on a gradual retirement plan. • Instead of the main salary, such as for an employee on training leave.

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

Setting Up Actions

In the Manage French Public Sector business process, you manage employee records by event. Actions describe the event that affects the employee record. To define actions, use these components: Actions (ACTION_TBL), Status/Actions (FPMACTSTATU_PNL), CS Position/Actions (FPMACTLEGAL_PNL), Action Groups (FPMACTNGRP_PNL), Action Authorization (FPMSCTYACTN_PNL), and Actions — Types of Documents (FPMACTDOC_PNL).

This section discusses how to set up actions.

Pages Used to Set Up Actions

Page Name	***Definition Name***	***Usage***
Actions Page	ACTION_TBL_GBL	Define an action code. This page is described elsewhere in the PeopleBook documentation.
Reason Summary Page	ACTION_TBL2	Displays the reasons associated with the selected action code.
FPS Action Page	FPMACTION_PNL2	Specify the FPS components that can use an action.
Status/Actions Page	FPMACTSTATU_PNL	Authorize actions by employee status.
Action Groups Page	FPMACTNGRP_PNL	Define an action group.
CS Position/Actions Page	FPMACTLEGAL_PNL	Authorize actions by civil service position.
Action Authorization Page	FPMSCTYACTN_PNL	Define action groups that are authorized for a user role.
Type of Document Page	FPMDOCTYP_PNL	Define types of supporting documents.
Actions - Types of Documents Page	FPMACTDOC_PNL	List supporting documents that are required for an action.

Actions Page

Use the Actions page (ACTION_TBL_GBL) to define an action code.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Job Actions** > **Actions**

Use this page to define action codes. This page is documented in the *PeopleSoft HR PeopleBook: Administer Workforce.*

Related Links

"Understanding PARs" (PeopleSoft Human Resources Administer Workforce)

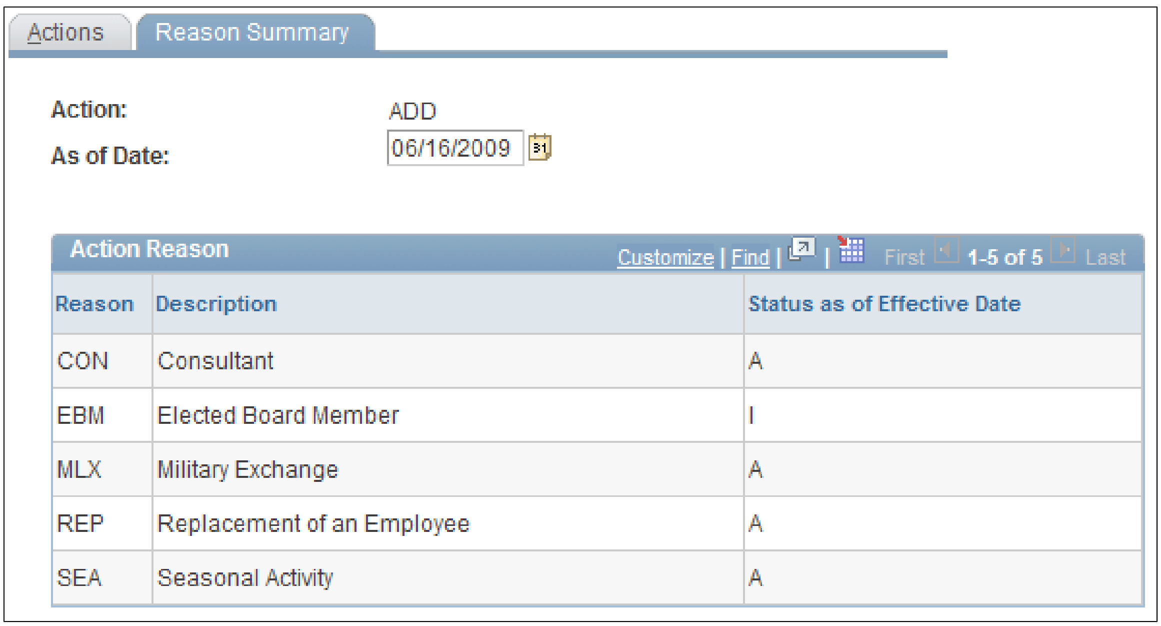
Reason Summary Page

Use the Reason Summary page (ACTION_TBL2) to displays the reasons associated with the selected action code.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Actions** > **Reason Summary**

This example illustrates the fields and controls on the Reason Summary page. You can find definitions for the fields and controls later on this page.



Reason	Description	Status as of Effective Date
CON	Consultant	A
EBM	Elected Board Member	I
MLX	Military Exchange	A
REP	Replacement of an Employee	A
SEA	Seasonal Activity	A

Review the reasons associated with each action.

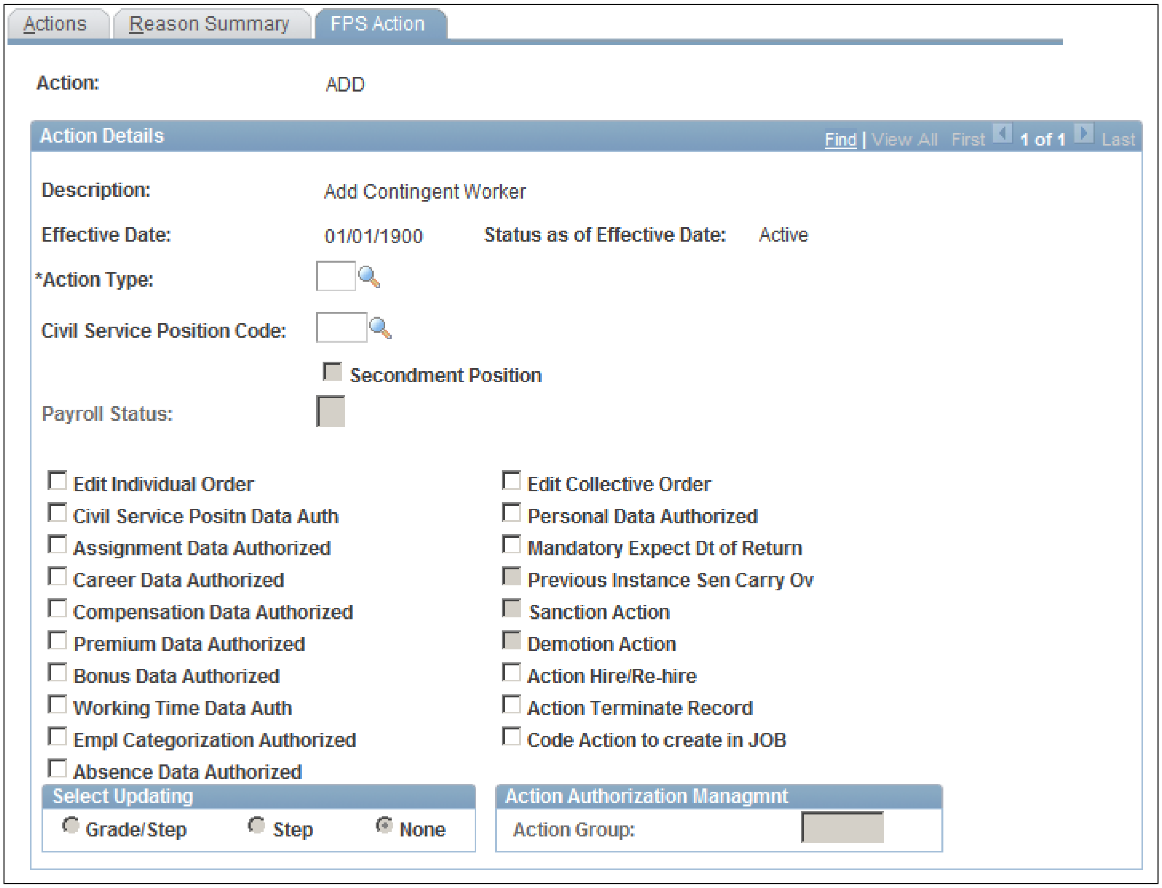
FPS Action Page

Use the FPS Action page (FPMACTION_PNL2) to specify the FPS components that can use an action.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Actions** > **FPS Action**

This example illustrates the fields and controls on the FPS Action page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Description, Effective Date, Status as of Effective Date	Displays the values defined on the Action page.
Action Type	Select the action type for the action. Action types group related actions.
Civil Service Position Code	Select a code if the action implies a civil service position change.
Secondment Position	Indicates whether the civil service position is a secondment position, based on the information entered on the Civil Service Position Dtls. page for the code.

Field or Control	*Description*
Payroll Status	Select the payroll status (EMPL_STATUS) of the employee depending on the employee's civil service position. Available statuses are: • Active. • Deceased. • Leave of Absence. • Leave With Pay. • Retired With Pay. • Retired. • Suspended. • Terminated. • Terminated With Pay. • Terminated Pension Pay Out. • Short Work Break. • Retired – Pension Administration. **Note:** The Payroll Status field becomes available when a Civil Service Position Code is entered. **Note:** The payroll status value is included in the job data update during the merge process. See Understanding the Merge Process.
Edit Individual Order and **Edit Collective Order**	Select to edit reports for the action. Up to five reports per status and action can be defined on the Documents/Employee Status page. See Documents/Employee Status Page.
Civil Service Positn Data Auth (civil service position data authorization), **Assignment Data Authorized, Career Data Authorized, Compensation Data Authorized, Premium Data Authorized, Bonus Data Authorized, Working Time Data Auth.** (working time data authorized), **EE Categorization Authorized** (employee categorization authorized), **Absence Data Authorized,** and **Personal Data Authorized**	Select each type of employee data that is affected by the action. By selecting and deselecting these check boxes, you restrict the action codes that are available in each FPS component.
Mandatory Expect Dt of Return (mandatory expected date of return)	Select if an expected return date is required. This is used for some interruption actions.

Field or Control	***Description***
Previous Instance Sen Carry Ov (previous instance seniority management carryover)	Select to have the action carry over Previous Instance Seniority on a same step. Available only if you select **Career Data Authorized.**
Sanction Action, Demotion Action, Action Hire/Rehire, and **Action Terminate Record**	Select if this type of action is available for the selected action displayed at the top of the page. **Sanction Action** and **Demotion Action** are available only if you select **Career Data Authorized.** If you select **Sanction Action** or **Demotion Action,** the action becomes available in the Freeze Advancement/Demotion FPS component **(Workforce Administration > Job Information)** If you select **Action Hire/Rehire** , the action becomes available in the hiring components **(Workforce Administration > Personal Information > Organizational Relationships > Initialize Status FPS** and **Workforce Administration > Job Information > French Public Sector Jobs > Employee Record FPS).**
Code Action to Create in JOB	This check box is not implemented for the current process and you must modify the system to make use of it. If implemented, this check box enables you to limit the job action data in French Public Sector that is merged into the JOB table during the merge process. Select *Code Action to Create in JOB* to create a new data row in the JOB table during the merge process for the action displayed at the top of the page. **Note:** When implemented, the **Code Action to Create in JOB** option enables you to record events (actions) in the FPS components that are ignored by the merge process (these actions/events would not appear in Job Data). **Note:** The merge process is described elsewhere in this PeopleBook. See Understanding the Merge Process.
Grade/Step, Step, and **None**	Select the option that indicates what the action enables you to modify. Available only if you select **Career Data Authorized.**
Action Group	Enter the action group to which you want to assign the action. Use these action groups to grant data permission security according to user role. This field is available only if you have selected Action Authorization Management in the FPS Installation component. **Note:** Action groups are created on the Action Groups page. See FPS Installation Parameters 1 Page.

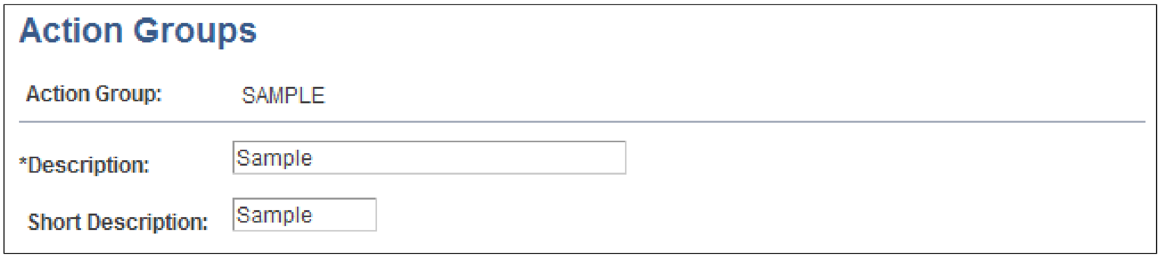
Action Groups Page

Use the Action Groups page (FPMACTNGRP_PNL) to define an action group.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Action Groups** > **Action Groups**

This example illustrates the fields and controls on the Action Groups page. You can find definitions for the fields and controls later on this page.



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 FPS Action page.

Note: You must associate action groups with user roles on the Action Authorization page.

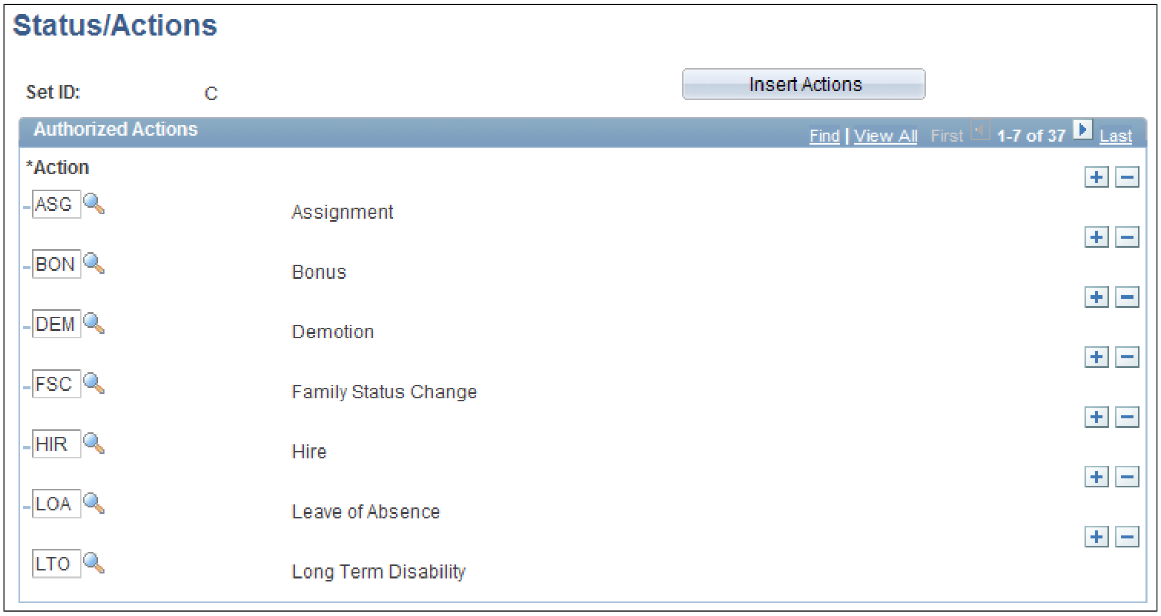
Status/Actions Page

Use the Status/Actions page (FPMACTSTATU_PNL) to authorize actions by employee status.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Status/Actions** > **Status/Actions**

This example illustrates the fields and controls on the Status/Actions page. You can find definitions for the fields and controls later on this page.



To associate a specific employee status/population code with authorized actions:

1. Enter a setID.

   The system uses employee statuses as SetIDs to filter action codes and grades. It uses the SetID to define action codes that can be shared by two or more employee statuses.

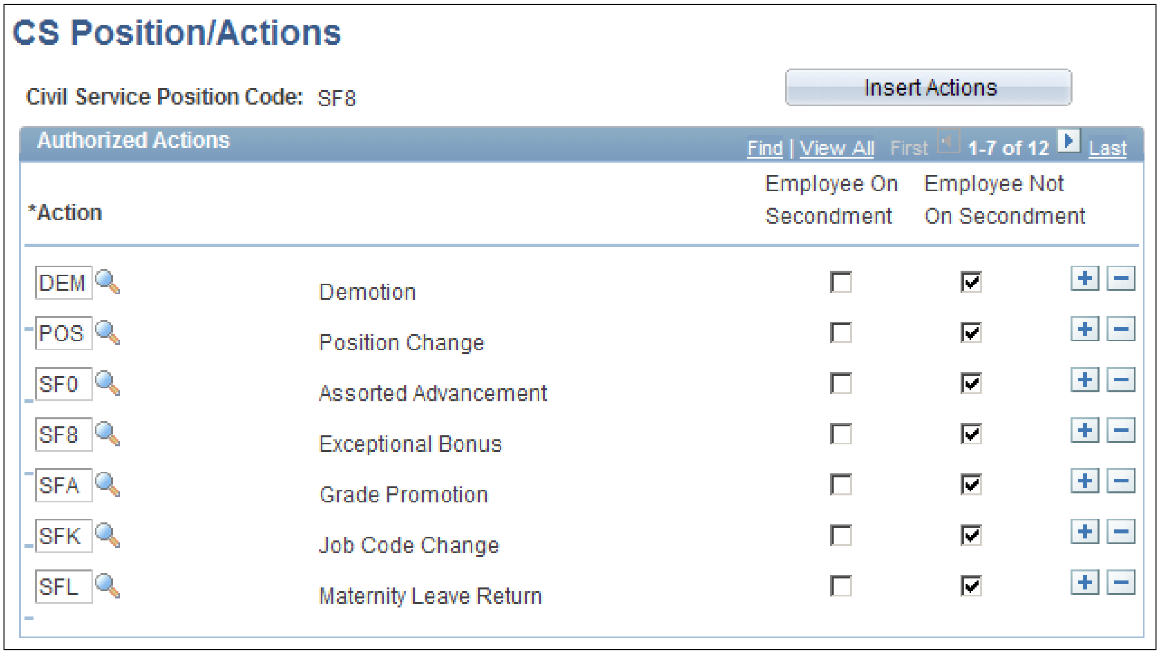
2. Click **Insert Actions** to list all existing actions.

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

CS Position/Actions Page

Access the CS Position/Actions page **(Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > CS Position/Actions > CS Position/Actions).**

This example illustrates the fields and controls on the CS Position/Actions page. You can find definitions for the fields and controls later on this 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 **Insert Actions** to list all existing actions.
3. Add or delete actions using the Add and Delete buttons.
4. Indicate whether the action is available to employees on secondment using the **Employee on Secondment** check box.

   Some actions can be performed only in the employee's home organization.

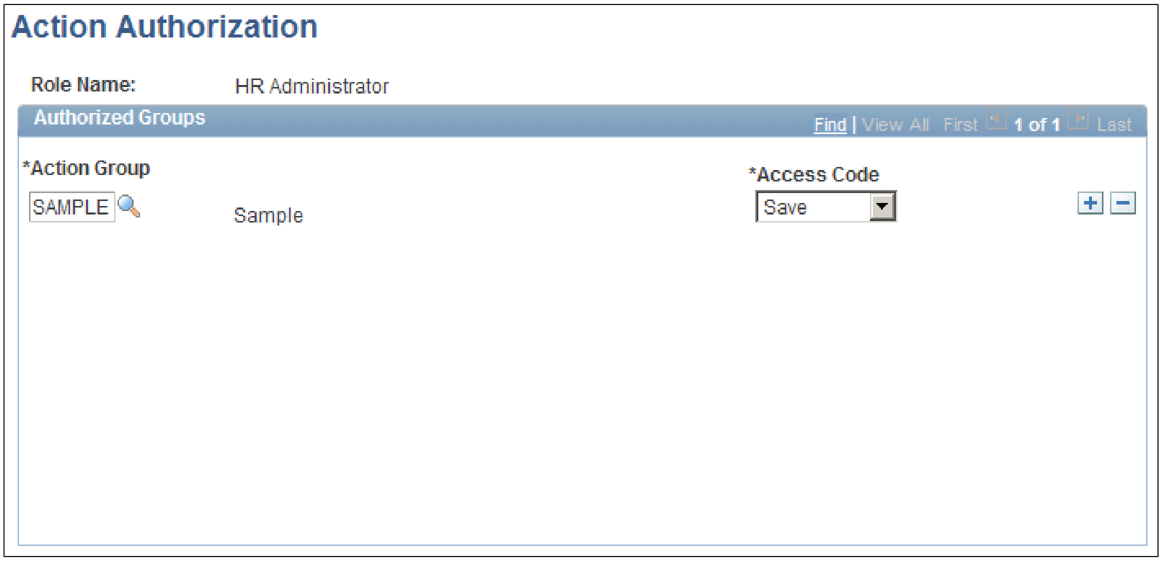
Action Authorization Page

Use the Action Authorization page (FPMSCTYACTN_PNL) to define action groups that are authorized for a user role.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Action Authorization** > **Action Authorization**

This example illustrates the fields and controls on the Action Authorization page. You can find definitions for the fields and controls later on this page.



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

Field or Control	***Description***
Action Group	Select the action group.
Access Code	Values are: *Save:* The user role is authorized for this group of actions. *None:* The user role is not authorized for this group of actions.

Related Links

[FPS Action Page]

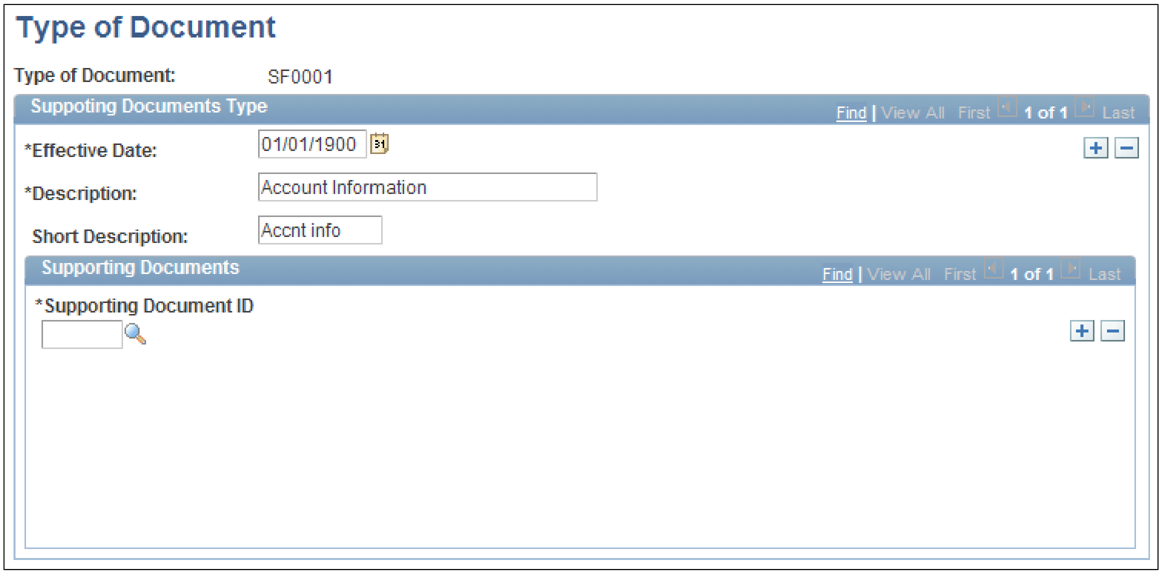
Type of Document Page

Use the Type of Document page (FPMDOCTYP_PNL) to define types of supporting documents.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Type of Document** > **Type of Document**

This example illustrates the fields and controls on the Type of Document page. You can find definitions for the fields and controls later on this page.



Define types of supporting documents and specify their supporting document IDs.

Note: Create document IDs using the SUPPORT_DOC_TABLE component **(Set Up HCM > Common Definition > Letters and Documents > Supporting Documents).**

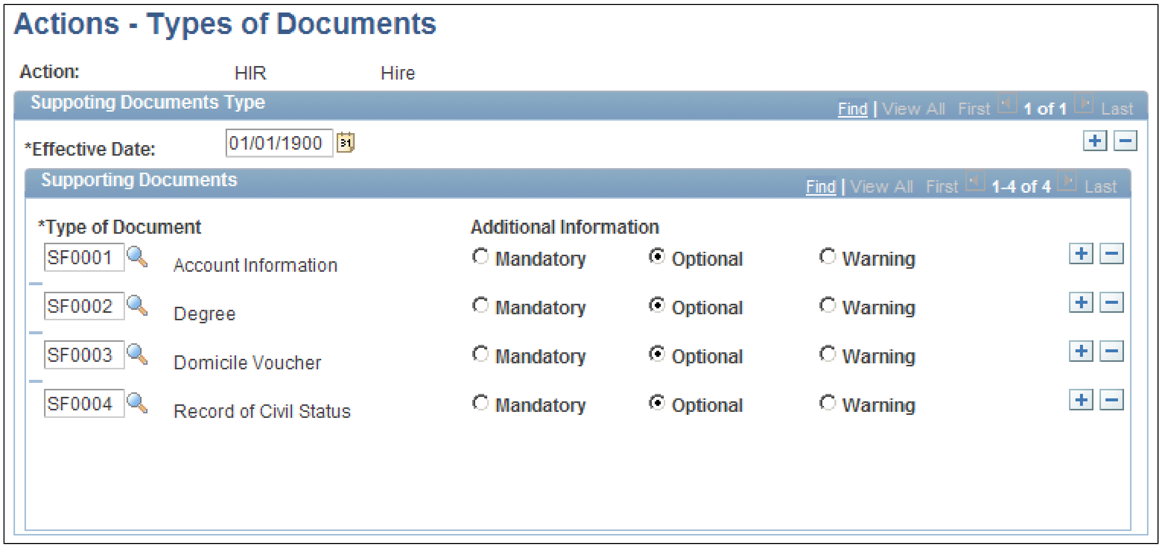
Actions - Types of Documents Page

Use the Actions - Types of Documents page (FPMACTDOC_PNL) to list supporting documents that are required for an action.

Navigation:

Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > Actions - Types of Documents > Actions - Types of Documents

This example illustrates the fields and controls on the Actions - Types of Documents page. You can find definitions for the fields and controls later on this page.



You can associate a list of supporting documents (for example, degrees, rent receipts) with an action. When Manage 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. (Optional) Indicate whether this document is **Mandatory** or **Optional,** or if you want a **Warning** if the document is missing.

   These options are for informational purposes only. You can build a query that uses these fields to identify whether missing documents are required (mandatory), optional, or missing but optional (warning).

You can associate multiple documents with an action.

Setting Up Retroactivity Rules

To set up retroactivity rules, use the Retro Prcs Rules/Action component (FPMACTPRTY_PNL) and the Retro Prcs Action Rules component (RUN_FPMACTPR). This section discusses how to set up retroactive process rules and actions.

Pages Used to Set Up Retroactivity Rules

Page Name	***Definition Name***	***Usage***
Retro Prcs Rules/Action Page	FPMACTPRTY_PNL	Set up the system to delete an action or end the retroactivity process after a retroactive event.
Retro Prcs Action Rules Page	PRCSRUNCNTL	Run the Retro Prcs Action Rules report (FPMACTPR) that lists the retroactivity rules for each action code.

Related Links

Understanding Retroactivity in Manage French Public Sector

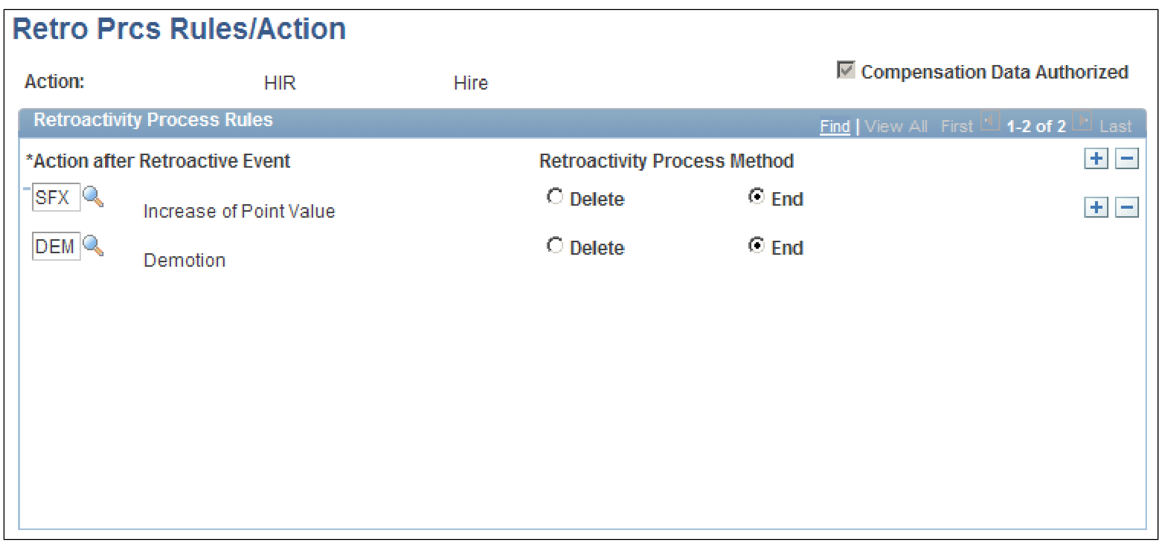
Retro Prcs Rules/Action Page

Use the Retro Prcs Rules/Action (retroactive process rules/action) page (FPMACTPRTY_PNL) to set up the system to delete an action or end the retroactivity process after a retroactive event.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Retro Prcs Rules/Action** > **Retro Prcs Rules/Action**

This example illustrates the fields and controls on the Retro Prcs Rules/Action page. You can find definitions for the fields and controls later on this page.



When deleting retroactive events, 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 deletes so that one retroactivity process is applied to all deleted actions.

For example, suppose that an employee is hired on 1 January 2002 in step *01*.

Assume that the employee then receives a step increment to step 02 on 1 January 2004, and another step increment to step 03 on 1 January 2006.

Suppose that during the month of July, the employee receives a seniority bonus of three months, which implies that the step increment should have occurred three months prior to 1 January 2006—on 1 October 2005. In this case, when the seniority bonus is recorded retroactively, it will cause the step increment recorded on 1 January 2006 to be suppressed and a new one to be inserted on 1 October 2005. For this to occur, you should indicate—during the retroactivity setup—that when the action after a retroactive event is a step increment, the process should delete this action for the action code of *seniority bonus*.

Now, assume that another employee is hired on 1 January 2002 in step 01. This employee receives a step increment to step 02 on 1 January 2003, and another step increment to step 03 on 1 January 2005.

If we assume that a mistake was made on 1 January 2003 and the step increment is deleted, this will have an impact on upcoming step increments that need to be managed by the retroactivity process. In this case, what is important for the retroactivity process is not the action that is deleted but the fact that an action has been deleted. This retroactivity event is considered a suppression or deletion and the corresponding action code will be SUP. In the set up, you must therefore define the rules for retroactive deletions regardless of the specific action code that has been deleted.

Field or Control	***Description***
Action	The action that is inserted or deleted in the employee record that generates retroactivity.
Action after Retroactive Event	Enter 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	Define the retroactive process method for each action: *Delete:* The process deletes events that occur after the retroactive event but before the career reconstitution. These are principally step increment or reclassification actions that the system can restore. *End:* The event ends the retroactivity process and the career reconstitution without deleting the retroactive event. Select this option for events the system cannot restore, such as grade promotions. See Understanding Retroactivity in Manage French Public Sector.

Retro Prcs Action Rules Page

Use the Retro Prcs Action Rules (retroactive process action rules) page (PRCSRUNCNTL) to run the Retro Prcs Action Rules report (FPMACTPR) that lists the retroactivity rules for each action code.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Reports FPS** > **Retro Prcs Action Rules** > **Retro Prcs Action Rules**

This example illustrates the fields and controls on the Retro Prcs Action Rules page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Run	Click the **Run** button to generate the Retro Prcs Action Rules report (FPMACTPR) that lists the retroactivity rules for each action code.

Defining Individual and Collective Orders

To set up individual and collective orders, use these components: Type of Document (FPMDOCTYP_PNL), Documents (FPMDOCWORD_PNL), and Documents/Employee Status (FPMSTATACTDOC_PNL). This section provides an overview of individual and collective orders and discusses how to select documents to print.

Pages Used to Define Individual and Collective Orders

Page Name	Definition Name	Usage
Documents Page	FPMDOCWORD_PNL	Defines orders and document codes to be printed.
Documents/Employee Status Page	FPMSTATACTDOC_PNL	Select the documents to print that notify an employee of an action.

Understanding Individual and Collective Orders

To notify employees of an action affecting them, you can specify up to five documents to print when an action occurs. The employee status code and the action determine the list of documents to print.

The documents can contain information for an individual or for a group of employees. You determine this when you define the action, by selecting **Edit Individual Order** and/or **Edit Collective Order** on the FPS Action page. Individual orders contain information for an individual, such as a document indicating that an employee was given tenure. Collective orders provide information for a group of employees, such as a document listing all employees that had an advancement during a given month.

Related Links

FPS Action Page

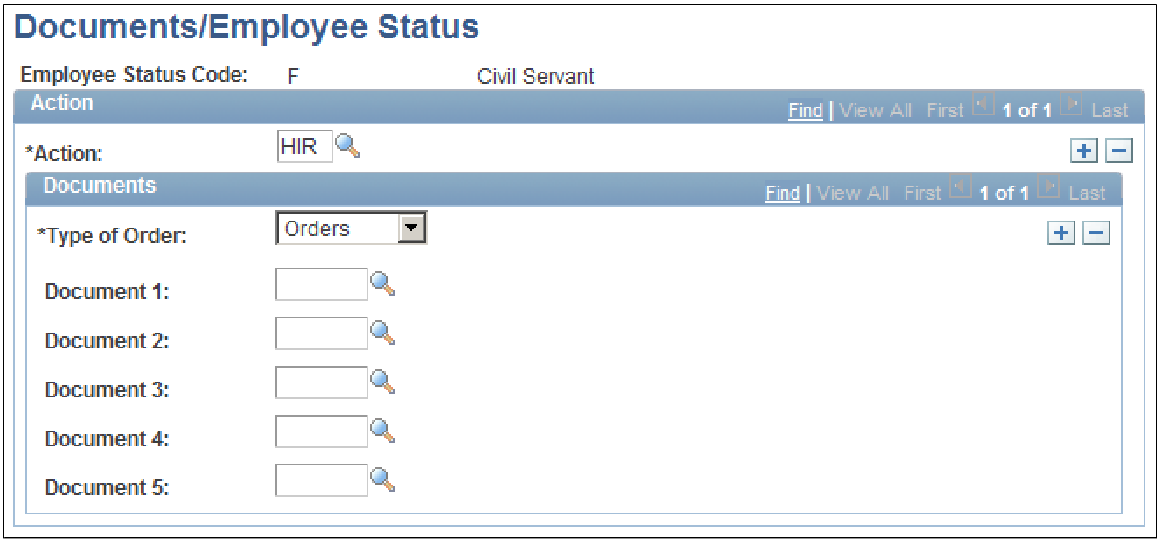
Documents/Employee Status Page

Use the Documents/Employee Status page (FPMSTATACTDOC_PNL) to select the documents to print that notify an employee of an action.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Documents/Employee Status** > **Documents/Employee Status**

This example illustrates the fields and controls on the Documents/Employee Status page. You can find definitions for the fields and controls later on this page.



When you enter the page, you select the employee status for which you are listing documents.

Field or Control	***Description***
Action	Select the action for which you want to list documents. Add a new row to define additional actions for the employee status code.
Type of Order	Select the type of order for which to list documents: *Orders:* List documents to print when notifying an employee of the action. *Abrogation:* List documents to print when there is a repeal of an event confirmed by an order. *Return:* List documents to print when a civil service action (such as parental leave) implies a return and you are sending notice of the return action.

Field or Control	***Description***
Document 1 - 5	List up to five documents that the system should print to notify an employee (with this employee status code) when the action occurs. You define the code and description of the documents in the Documents component. See Defining Individual and Collective Orders.

Setting Up FPS Installation

The FPS installation component (FPMSYSTEM_PNL) enables you to define the different parameters that are used by Manage French Public Sector processes, set up default values, and store counters such as request and order numbers.

This section discusses how to set up FPS installation parameters.

Pages Used to Create FPS Installation

Page Name	***Definition Name***	***Usage***
FPS Installation Parameters 1 Page	FPMSYSTEM_PNL1	Set up installation parameters.
FPS Installation Parameters 2 Page	FPMSYSTEM_PNL2	Set the action code and action reason defaults, which are used for hiring, rehiring, and tenure.
Seniority Bonus Headings Page	FPMBON_ITM_PNL	Define the seniority bonus headings, which are used to grant seniority equivalents and seniority bonus.
FPS Installation Parameters 3 Page	FPMSYSTEM_PNL3	Assign default seniority bonus headings.

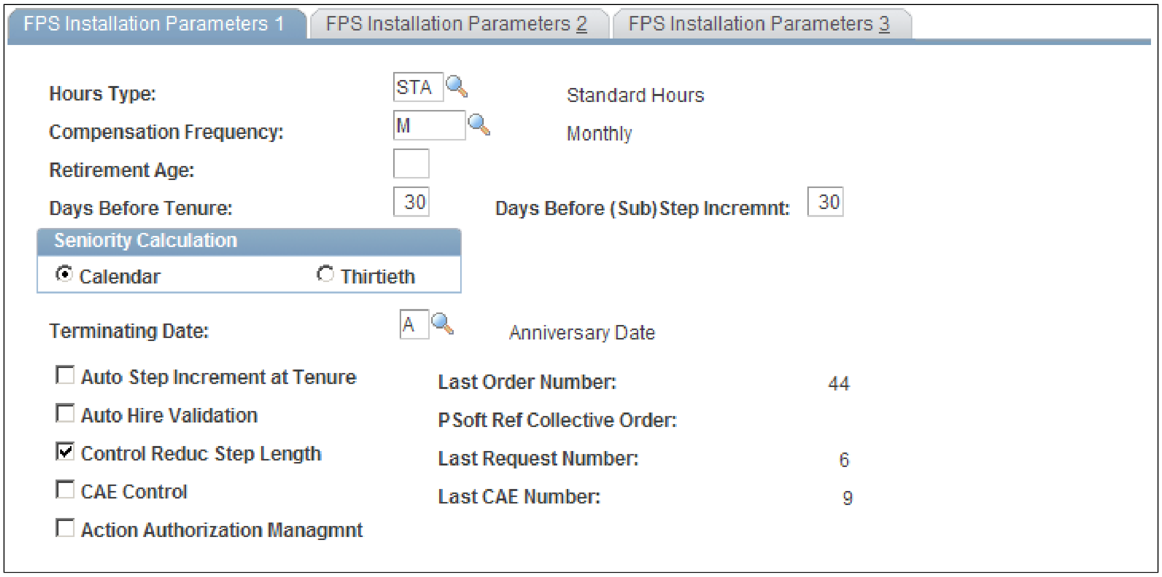
FPS Installation Parameters 1 Page

Use the FPS Installation Parameters 1 page (FPMSYSTEM_PNL1) to set up installation parameters.

Navigation:

Set Up HCM > **Install** > **Product Specific** > **FPS Installation** > **FPS Installation Parameters 1**

This example illustrates the fields and controls on the FPS Installation Parameters 1 page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Hours Type	Select the default value for how you track time. This is the schedule that most employees work.
Compensation Frequency	Select the default value for how often you pay employees.
Retirement Age	Enter the default value for the age at which most employees retire. This value is used as the default retirement age when you define a new grade.
Days Before Tenure	Enter the value that is used by the tenure process to search for the next employees to be given tenure. The tenure process selects trainees whose tenure date is earlier than today's date plus the number of days you enter here. The default value is 30 days. For example, if today is June 12 and a trainee's tenure date is July 1, if the number of days is: • *30,* the process selects the employee for tenure validation. • *15,* the process does not select the employee. This same value is used to validate promotion probation periods. You cannot validate the probation period before the probation period end date.

Field or Control	***Description***
Days Before (Sub)Step Incremnt (days before substep or step increment)	The system uses this value to search for employees due for step or substep increments. The system selects trainees whose advancement date is earlier than the processing date plus the number of days you enter here. You can select between 1 and 99 days before tenure. For example, if the processing date is June 12 and a employee's advancement date is July 1, if the number of days is: • *30,* the process selects the employee for step or substep increment. • *15,* the process does not select the employee.
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	Select the date that determines when an advancement takes effect. Values are: *A:* At the anniversary date. *B:* At the beginning of the month. *E:* At the beginning of next month.
Auto Step Increment at Tenure	Select to have Auto Step Increment at Tenure selected by default when defining a new grade.
Auto Hire Validation	Select to have Auto Hire Validation selected by default when defining a new job code.
Control Reduc Step Length (control reduction step length)	Select to have Control Reduc Step Length selected by default when defining a new corps.
CAE Control (commitment accounting entity 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 Managmnt (action authorization management)	This is a system-wide option. It is applied to FPS workforce administration 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 be notified by an order.
PSoft Ref Collective Order (PeopleSoft reference collective order)	This value is updated and stored in the system when a collective order is edited.

Field or Control	*Description*
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 updated and stored in the system parameters when a new CAE (Commitment Accounting Entity) is created. The system updates this number only when the **CAE Control** field is selected. See Understanding Budgetary Headcount.

Related Links

Managing CAE

Setting Up Actions

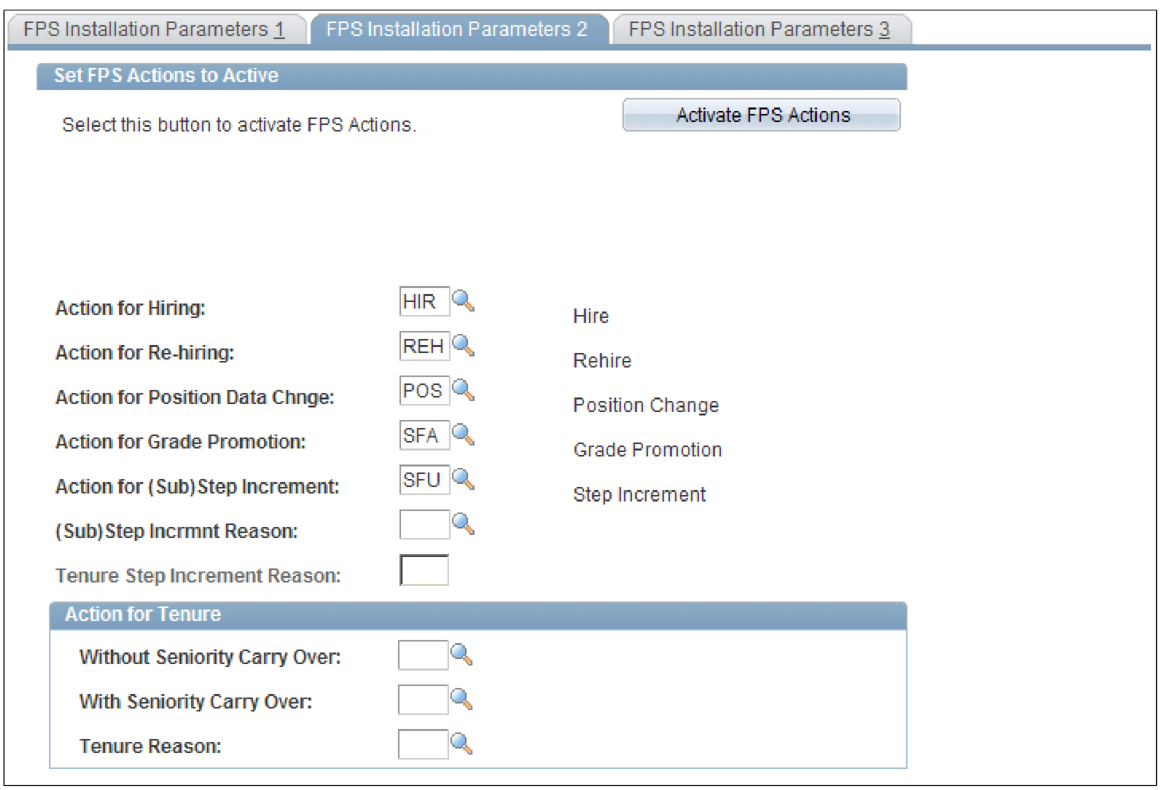
FPS Installation Parameters 2 Page

Use the FPS Installation Parameters 2 page (FPMSYSTEM_PNL2) to set the action code and action reason defaults, which are used for hiring, rehiring, and tenure.

Navigation:

Set Up HCM > **Install** > **Product Specific** > **FPS Installation** > **FPS Installation Parameters 2**

This example illustrates the fields and controls on the FPS Installation Parameters 2 page. You can find definitions for the fields and controls later on this page.



Note: The default action codes you define on this page are for FPS components only.

Field or Control	*Description*
Action for Hiring	Select an action code to use as the default in the Initialize Status FPS and Employee Record FPS components. See Initializing Employee Status, Updating the Employee Record.
Action for Re-hiring	Select an action code to use as the default when rehiring employees.
Action for Position Data Change	Select an action code to use as the default when updating FPS incumbent records when position data is modified.
Action for Grade Promotion	Select an action code to use as the default for grade promotion.
Action for (Sub)Step Increment	Select an action code to use as the default for step increment.
(Sub)Step Incrmnt Reason (substep or step increment reason)	Select a reason code to use as the default for step increments.
Tenure Step Increment Reason	Enter the reason for the step increment done at tenure. This field is available when you select the **Auto Step Increment at Tenure** check box on the FPS Installation Parameters 1 page.

Action for Tenure

Defines the action code reserved for tenure.

Field or Control	*Description*
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. Automatic step increment at tenure is linked to Grade Definition. The code is initialized by the value entered.
Tenure Reason	Select the reason code to use as a default for tenure.

Activate FPS Actions

The Manage French Public Sector business process is delivered with the FPS actions set to *inactive.*

Click the **Activate FPS Actions** button to change the effective status of the FPS actions to *active.*

When the FPS actions are activated, the page is automatically refreshed and an **Inactivate FPS Actions** button appears.

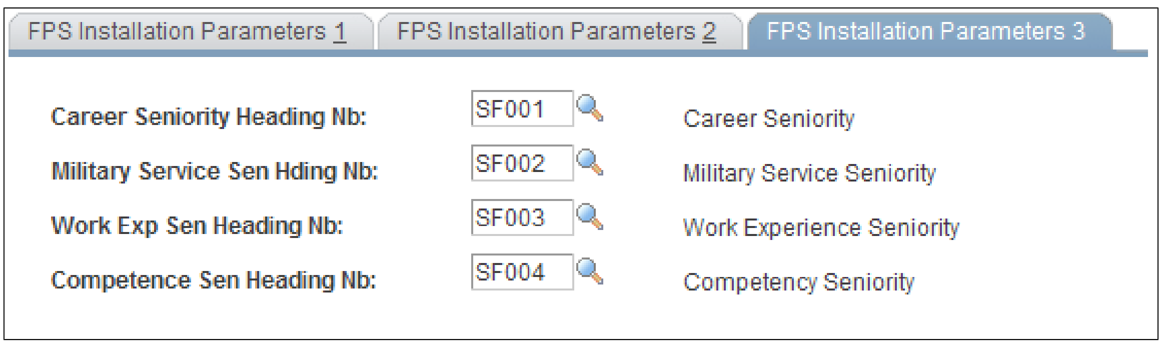
FPS Installation Parameters 3 Page

Use the FPS Installation Parameters 3 page (FPMSYSTEM_PNL3) to assign default seniority bonus headings.

Navigation:

Set Up HCM > **Install** > **Product Specific** > **FPS Installation** > **FPS Installation Parameters 3**

This example illustrates the fields and controls on the FPS Installation Parameters 3 page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Career Seniority Heading Nb (career seniority heading number)	Enter the seniority bonus heading for seniority obtained in another organization.
Military Service Sen Hding Nb (military service seniority heading number)	Enter the seniority bonus heading for seniority obtained during military service.
Work Exp Sen Heading Nb (work experience seniority heading number)	Enter the seniority bonus heading for equivalent work experience outside the public sector.
Competence Sen Heading Nb (competence seniority heading number)	Enter the seniority bonus heading for equivalent competencies.

Modifying the Correspondence Between Gross and Increased Indexes

To modify the correspondence between gross and increased indexes, use the Gross/Increased Index component (FPMGROSSIND_PNL).

Gross and increased indexes are used in the Salary Grade Steps (FPMSALSTEP_PNL) component . An index is attached to each step of the salary grade table in order to define the base compensation associated with a step. The annual base compensation for civil servants is determined as follows: increased index * point value. The point value is defined in the Types of Point (FPMPOINTYP_PNL) component .

This section discusses how to modify the correspondence between gross and increased indexes.

Page Used to Modify the Correspondence Between Gross and Increased Indexes

Page Name	***Definition Name***	***Usage***
Gross/Increased Index Page	FPMGROSSIND_PNL	Modify the correspondence between gross and increased indexes.

Related Links

Defining Steps, Substeps, and Advancement Rules
Defining Types of Points

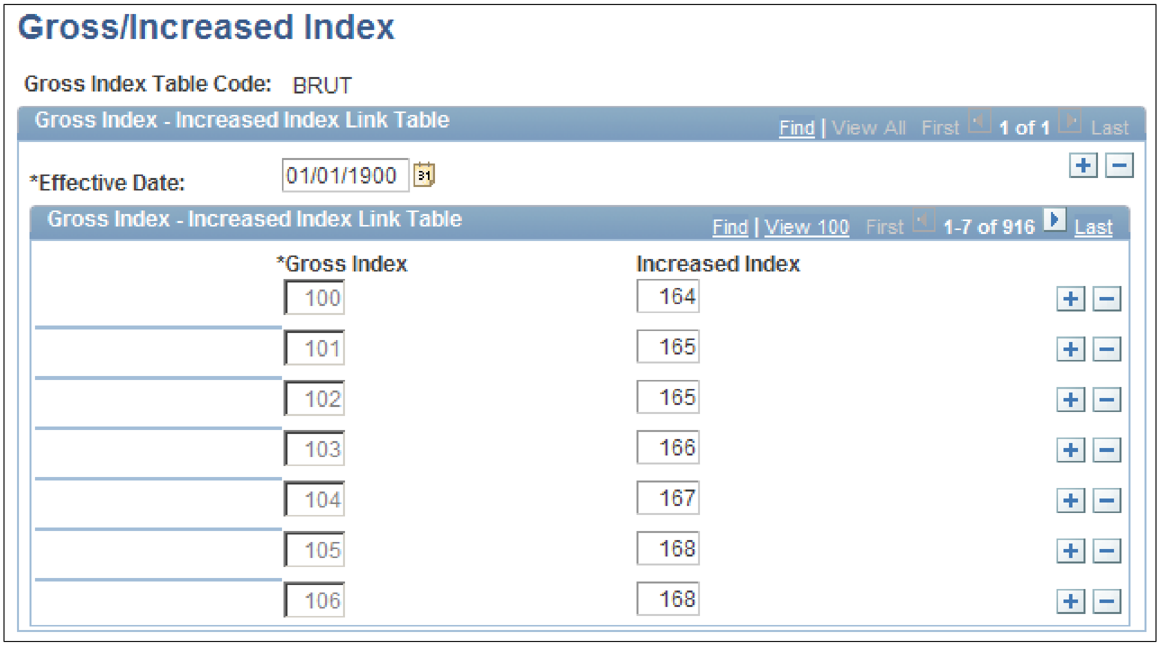
Gross/Increased Index Page

Use the Gross/Increased Index page (FPMGROSSIND_PNL) to modify the correspondence between gross and increased indexes.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Gross/ Increased Index** > **Gross/Increased Index**

This example illustrates the fields and controls on the Gross/Increased Index page. You can find definitions for the fields and controls later on this 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

To define types of points, use the Types of Points component (FPMPOINTYP_PNL). This section provides an overview of points and discusses how to define them.

Pages Used to Define Types of Points

Page Name	***Definition Name***	***Usage***
Types of Points Page	FPMPOINTYP_PNL	Add or change point types.
Index / Amounts Page	FPMINDEXAMT_PNL	Set up the relationship between the reference and the amount.

Understanding Points

You use points to calculate compensation amounts associated with various increased indexes or references. You can create several point types that correspond to various populations.

There are two general types of points in Manage French Public Sector:

- 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.

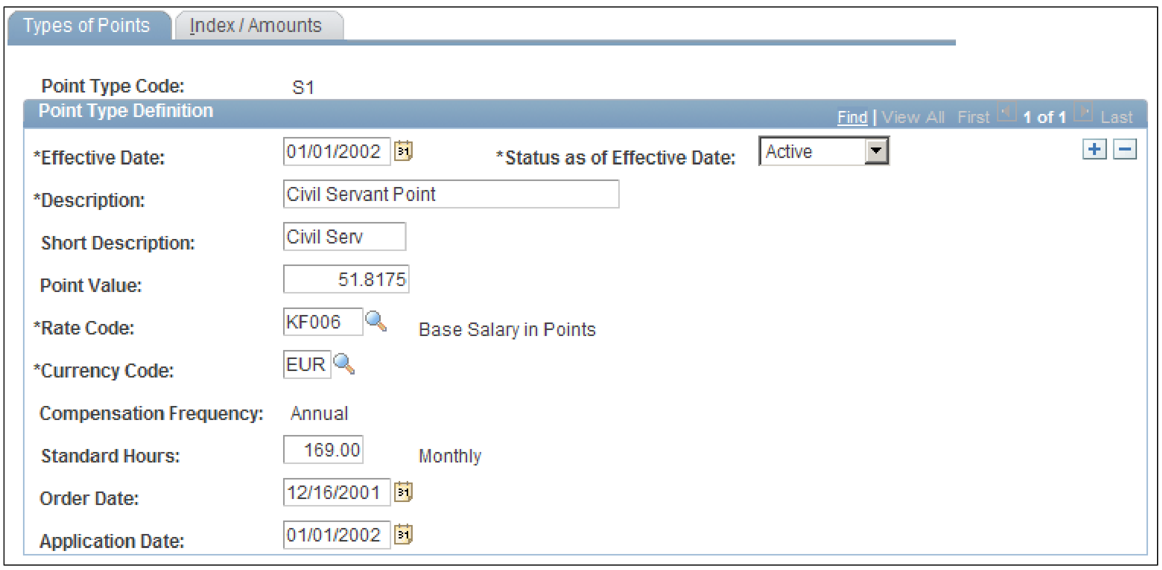
Types of Points Page

Use the Types of Points page (FPMPOINTYP_PNL) to add or change point types.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Types of Points** > **Types of Points**

This example illustrates the fields and controls on the Types of Points page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Point Type Code	Displays the point type code. Codes prefixed with an X are those that set up compensation grids with references. Codes without this prefix are general types of points.
Point Value	Enter a point value for a general type of point. This field is not for points with the X prefix.

Field or Control	***Description***
Rate Code	Select a rate code value to calculate the compensation amounts. If it is a general type of point, the system displays only points rate codes (instead of flat amount rate codes) with an annual frequency. If the point type code is prefixed by *X,* the system displays only flat amount rate codes with annual, monthly, or hourly frequency.
Standard Hours	Enter a standard hours value to calculate the compensation amounts.
Order Date	Enter the order date. The order date is the date that the decree setting the point value is issued.
Application Date	Specify the application date. For example, assume that a decree setting up a new point value is issued on 1 July 2006 (order date) and that the decree states that the new value is applicable as of 1 August 2006 retroactive to 1 January 2006. In this case, 1 August would be the application date and 1 January would be the effective date.

Note: There is PeopleCode—located in the FPMPOINTYP_TBL record, EFFDT.RowInit event—to generate all increased indexes for general types of points.

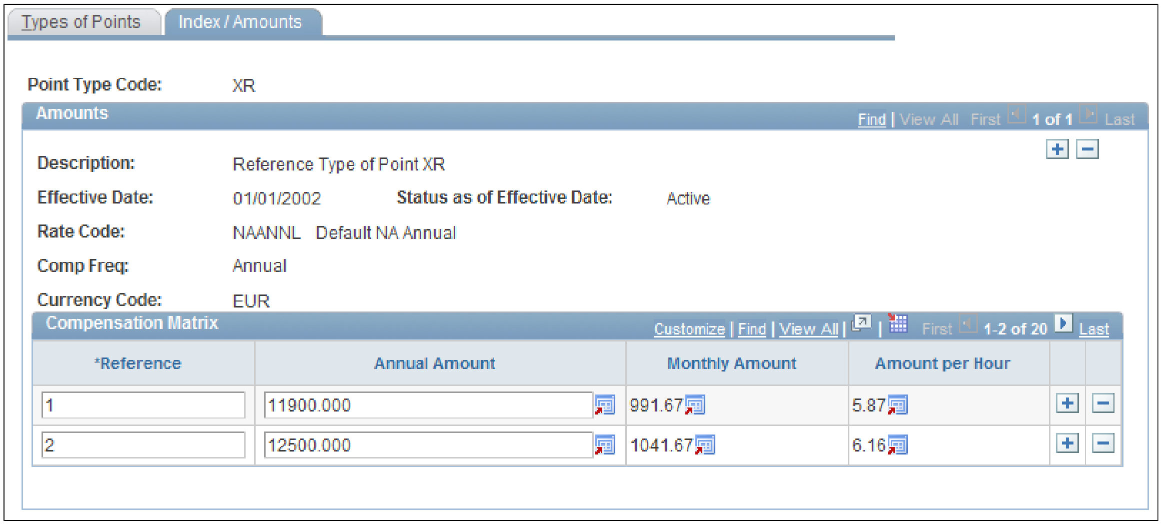
Index / Amounts Page

Use the Index / Amounts page (FPMINDEXAMT_PNL) to set up the relationship between the reference and the amount.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Types of Points** > **Index / Amounts**

This example illustrates the fields and controls on the Index / Amounts page. You can find definitions for the fields and controls later on this page.



For each point type, the system displays the associated rate code, currency, and frequency. Click the Add button to add a new row if required.

To set up the reference grid:

- Enter an annual amount, a monthly amount, and/or an amount per hour according to the frequency that is defined for the rate code.

  Depending on the frequency of the selected rate, you can enter one amount—either the hourly, the monthly or the annual one. The other two amounts are display only.

- 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.

- The amounts in the display only fields are automatically calculated.

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

Setting Up Salary Scales

To define salary scales, use the Salary Scales component (FPMSCALE_PNL). This section provides an overview of salary scales and discusses how to set up salary scales.

Page Used to Set Up Salary Scales

Page Name	***Definition Name***	***Usage***
Salary Scales Page	FPMSCALE_PNL	Set up salary scales.

Understanding Salary Scales

During their career, employees are assigned to steps that determine their compensation level. One way of defining steps is a salary scale.

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.

Related Links

Setting Up Salary Grades

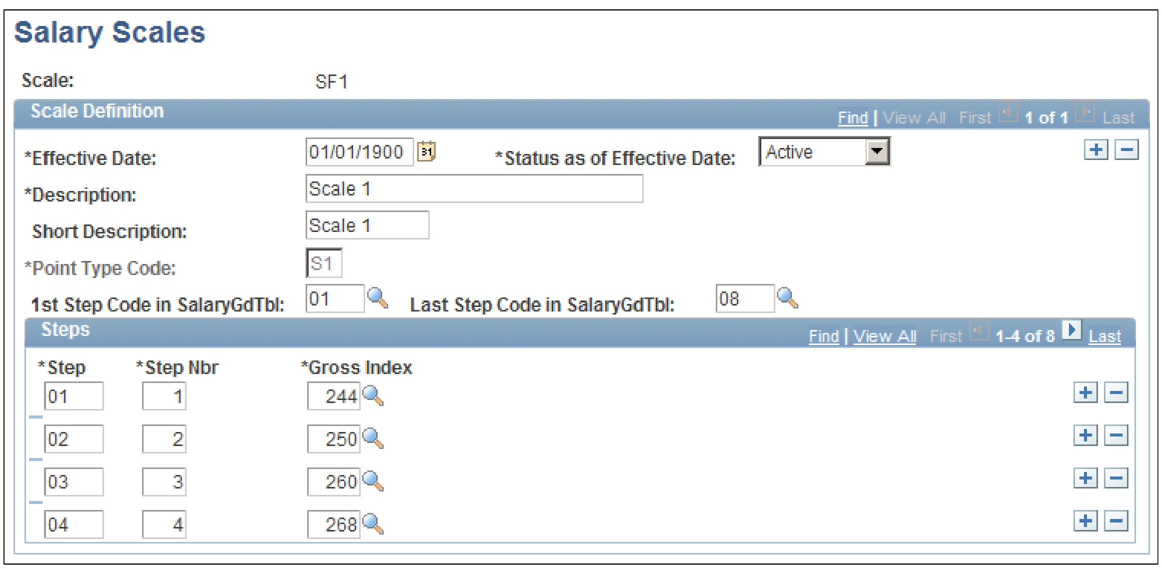
Salary Scales Page

Use the Salary Scales page (FPMSCALE_PNL) to set up salary scales.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Salary Scales** > **Salary Scales**

This example illustrates the fields and controls on the Salary Scales page. You can find definitions for the fields and controls later on this 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.
3. Enter the step, step number and gross index that are associated with the scale.

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

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

5. Save the page.

Setting Up Salary Grades

To set up salary grades, use the Application Sector component (FPMAPPLAREA_PNL), Salary Grade Types component (FPMMATXTYP_PNL) and the Salary Grade Tables component (FPMSALMATRX_PNL). This section provides an overview of salary grades and discusses how to define the salary grades.

Pages Used to Set Up Salary Grades

Page Name	***Definition Name***	***Usage***
Application Sector Page	FPMAPPLAREA_PNL	Define application sector for the salary grade table.
Salary Grade Type Page	FPMMATXTYP_PNL	Add or modify salary grade table types.
Salary Grade Tables Page	FPMSALMATRX_PNL	Define the salary grade table.

Understanding 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 before 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 Manage French Public Sector are partly or totally classified as *off-scale* groups that use a scale that is not based on the number of points. 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.

Understanding Salary Grade Table (SGT) 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 identify whether or not it is for the 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 manually enter 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

Application Sector Page

Use the Application Sector page (FPMAPPLAREA_PNL) to define application sector for the salary grade table.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Application Sector** > **Application Sector**

This example illustrates the fields and controls on the Application Sector page. You can find definitions for the fields and controls later on this page.

Enter a description and short description of the application sector.

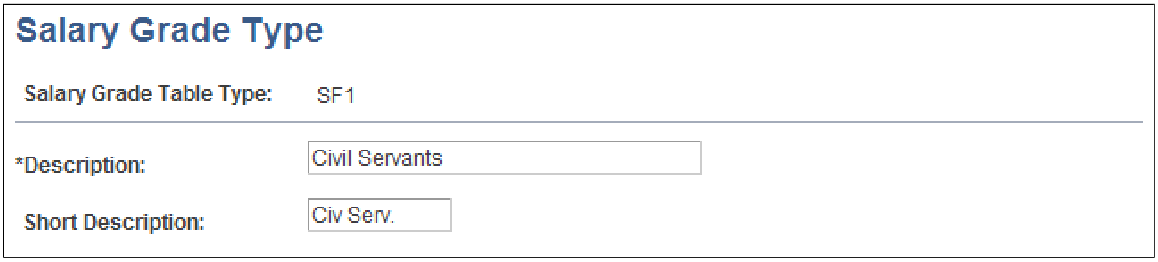
Salary Grade Type Page

Use the Salary Grade Type page (FPMMATXTYP_PNL) to add or modify salary grade table types.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Salary Grade Type** > **Salary Grade Type**

This example illustrates the fields and controls on the Salary Grade Type page. You can find definitions for the fields and controls later on this page.



Enter a description and short description of the salary grade table type.

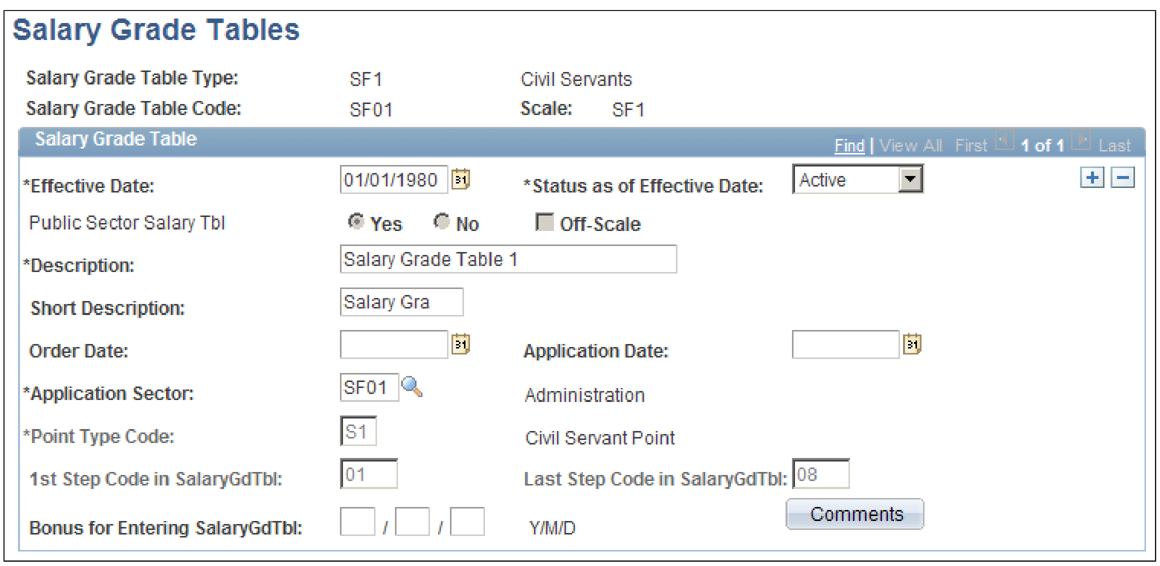
Salary Grade Tables Page

Use the Salary Grade Tables page (FPMSALMATRX_PNL) to define the salary grade table.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Salary Grade Tables** > **Salary Grade Tables**

This example illustrates the fields and controls on the Salary Grade Tables page. You can find definitions for the fields and controls later on this page.



To add a salary grade table, enter the salary grade table type, code, and scale code. The scale code is optional.

Field or Control	***Description***
Public Sector Salary Tbl (public sector salary table)	Select if the salary grade table is for the public sector. Once you save this page, you cannot modify this field.
Off-Scale	Select if the salary grade table is off-scale. If you do not select this check box, the salary grade table is composed of steps. Otherwise, it can be composed of substeps. Once you save this page, you cannot modify this field.
Order Date	Enter the issue date of the government order or decree that defines the salary grade table.
Application Sector	Select the application sector for the salary grade table.
Application Date	Enter the date that the salary grade table becomes active; this date should usually be equal to the effective date.
Point Type Code	Displays a value if you have selected a scale. Otherwise, enter a value. Once you save this page, you cannot modify this field.
1st Step Code in SalaryGdTbl (first step code in salary grade table) and **Last Step Code in SalaryGdTbl** (last step code in salary grade table)	Displays a value if you have selected a scale. The value is updated when you save the Salary Grade Steps page.
Bonus for Entering SalaryGdTbl (bonus for entering salary grade table)	Enter the value in years/months/days.
Comments	Click to enter or view comments about the salary grade table.

Defining Steps, Substeps, and Advancement Rules

To define steps, use the Salary Grade Steps component (FPMSALSTEP_PNL). This section provides an overview of steps, substeps, and advancement rules and discusses how to define salary grade table steps and substeps and advancement rules.

Page Used to Define Steps, Substeps, and Advancement Rules

Page Name	***Definition Name***	***Usage***
Salary Grade Steps Page	FPMSALSTEP_PNL	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.

Understanding Steps, Substeps, and Advancement Rules

After establishing salary grade tables, you need to:

- 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.

Salary Grade Steps Page

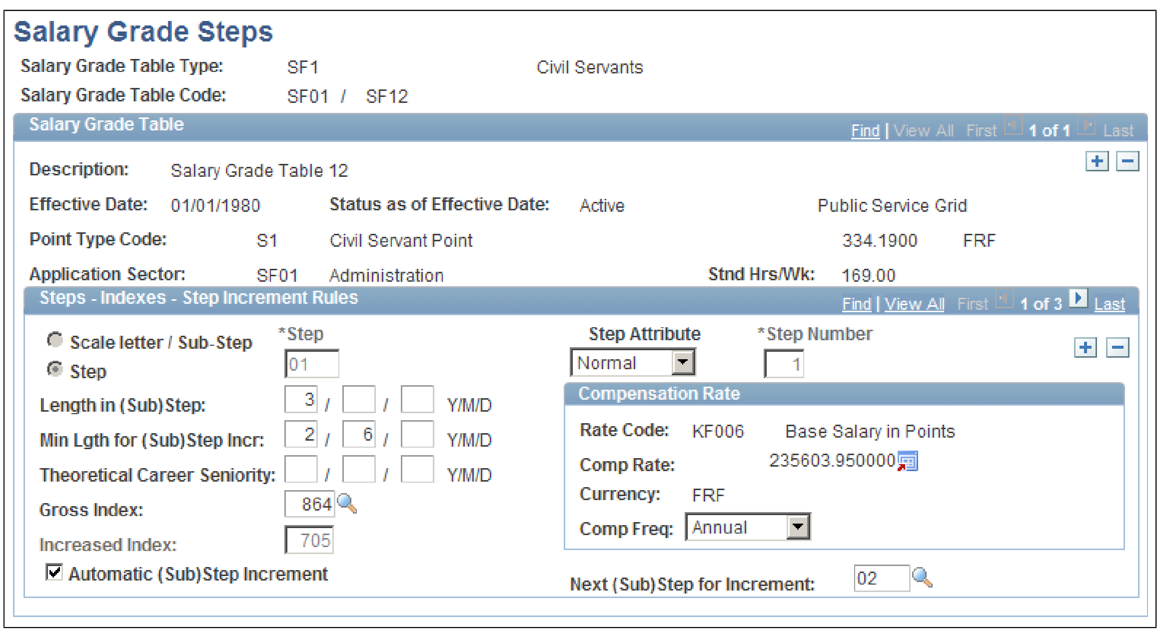
Use the Salary Grade Steps page (FPMSALSTEP_PNL) to view the steps and indexes that are associated with a salary grade table scale.

Set up steps and substeps for salary grade tables with no scale. Set up advancement rules.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Salary Grade Steps** > **Salary Grade Steps**

This example illustrates the fields and controls on the Salary Grade Steps page. You can find definitions for the fields and controls later on this page.



For salary grade tables that are not associated with a scale, you must:

1. Enter the salary grade table type and code.
2. Enter steps by specifying the step or substep, step number, and index associated with the step/substep.

Note: You can't enter steps for salary grade tables that are associated with a scale.

The fields displayed on the page vary depending on whether you select **Scale letter / Sub-Step** or **Step.**

Field or Control	***Description***
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, you can 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 off scale, it can be composed of steps and sub steps, and you must select the appropriate radio button for each row in the **Steps - Indexes - Step Increment Rules** group box. If the salary grade table is not off scale, it can be composed only of steps, in which case the **Step** radio button is selected and display only.
Step or **Substep**	Enter the step or substep code.
Step Attribute	Select a step attribute. Values are *Normal, Temporary* and *Exceptional.*
Step Number	Enter the step number that indicates the rank of the step in the salary grade table.
Length in (Sub)Step	Enter the average duration in step or substep, in years, months, and 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)	Enter the minimum length of time that an employee must stay in a step or substep before the system applies a seniority bonus.

Field or Control	*Description*
Theoretical Career Seniority	Enter the 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: 1. Who entered the grade with zero seniority. 2. Whose civil service position has been constantly active. 3. Whose step increments have been processed based on the average statutory length. **Note:** These three conditions are the official definition of theoretical career seniority, but the system does not check for these conditions when you assign career seniority. Theoretical career seniority enables you to position an employee entering your organization in the salary grade table according to the seniority equivalents granted and the salary grade table entry.
Gross Index	Select the index for a step. This field is not available if you selected **Scale Letter/Sub-Step.**
Increased Index	Define for a step. This field is not available if you selected **Scale Letter/Sub-Step.**
Equiv. Incrs Index (equivalent increased index)	Displays the index for the scale letter/sub-step. This field is not displayed if you select a step.
Annual Compensation Value	This field is available only if you select **Scale letter/Sub-Step.** An annual amount (base compensation) should be entered in this case.
Automatic (Sub)Step Increment and **Next (Sub)Step for Increment**	Select to indicate employees can automatically move to the next step or substep. If you select the check box, you must enter the next step or substep.

Compensation Rate

This group box is displayed only if you select a Step. It is not displayed for **Scale Letter/Sub-Step.**

Field or Control	*Description*
Rate	Displays the rate code that is associated with the salary grade table type of point.
Comp Rate (compensation rate)	Displays the annual amount in the currency that is associated with the rate code.

Field or Control	*Description*
Comp Freq (compensation frequency)	You can modify the frequency and view the corresponding compensation. This functionality is for reference only: the modifications are not recorded by the system.

Defining Corps

To define corps, use the Corps component (FPMCORPS_PNL).

A corps groups civil servants by employee status and grade; a corps contains one or more grades. The public sector statuses determine the civil service category of each corps.

This section discusses how to add and change corps.

Page Used to Define Corps

Page Name	*Definition Name*	*Usage*
Corps Page	FPMCORPS_PNL	Add or change corps data.

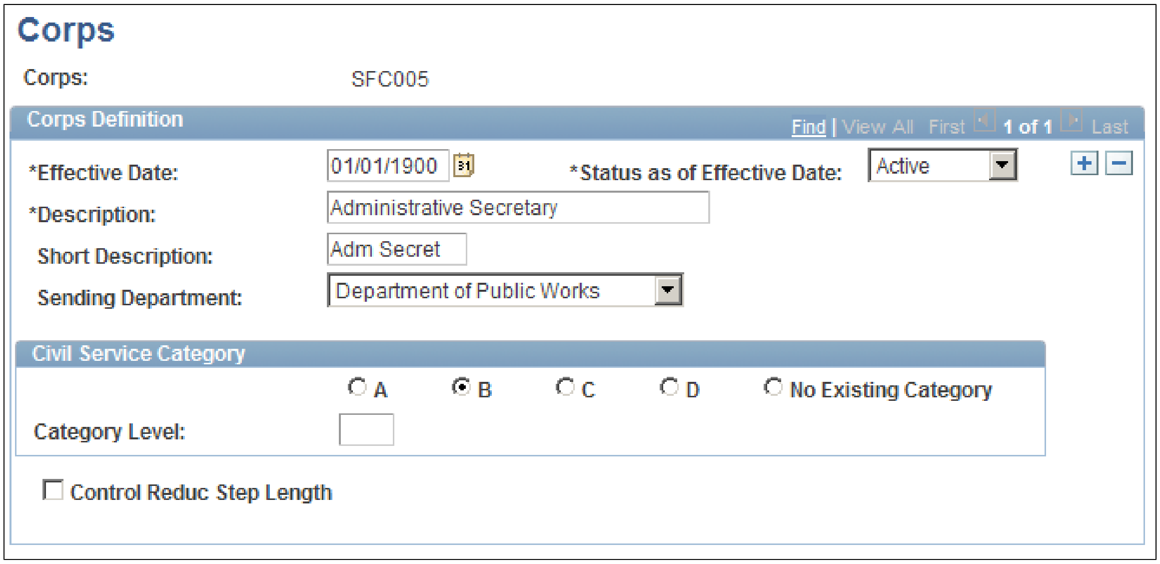
Corps Page

Use the Corps page (FPMCORPS_PNL) to add or change corps data.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Corps** > **Corps**

This example illustrates the fields and controls on the Corps page. You can find definitions for the fields and controls later on this page.



To add or change corps:

1. Enter the corps code.
2. Enter a description and the sending department.
3. Select the corps classification and category level in the **Civil Service Category** group box.
4. Select **Control Reduc Step Length** (control reduction step length) to have the system check that the day compilation is lower than the difference between the step increment minimum length and the step length when an employee is granted a bonus.

Setting Up Grades

To set up grades, use the Grade Groups component (FPMRANKGRP_PNL) and Grades components (FPMRANK_PNL). This section provides an overview of grades and grade groups.

Pages Used to Set Up Grades

Page Name	***Definition Name***	***Usage***
Grade Groups Page	FPMRANKGRP_PNL	Group grades within a corps.
Grade Definition Page	FPMRANK_PNL1	Set up the grade's relationship with corps, salary grade tables, job codes.
Grade Other Information Page	FPMRANK_PNL2	Enter period lengths, retirement age, and pension plan code.

Page Name	Definition Name	Usage
Grade Premiums Page	FPMRNKCD_RATECODE	Attach collective premiums to a grade

Understanding Grades and Grade Groups

Employees' 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.

A grade group is a concept that falls halfway between grades and corps that is used in Territorial and Hospital Public Sectors. It enables you to group grades depending on one corps. One example of how you might use grade groups is to promote employees who belong to this group.

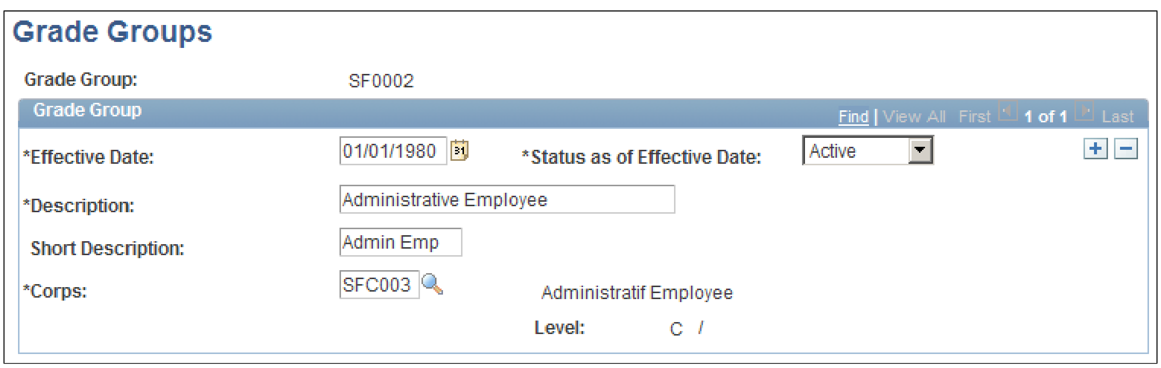
Grade Groups Page

Use the Grade Groups page (FPMRANKGRP_PNL) to group grades within a corps.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Grade Groups**

This example illustrates the fields and controls on the Grade Groups page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Corps	Select the corps that is associated with the grade group.

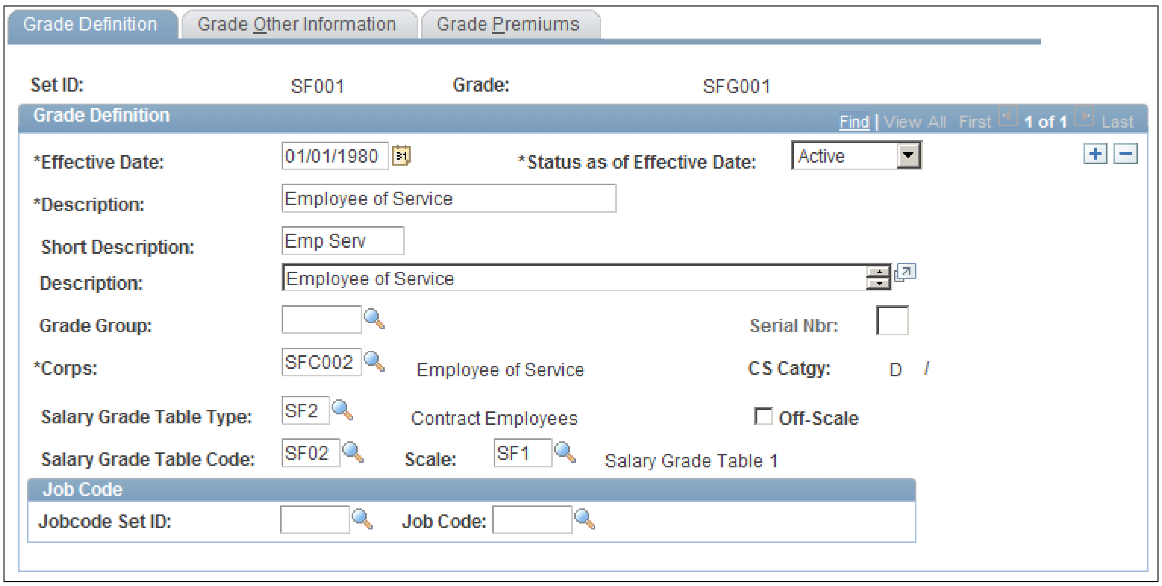
Grade Definition Page

Use the Grade Definition page (FPMRANK_PNL1) to set up the grade's relationship with corps, salary grade tables, job codes.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Grades** > **Grade Definition**

This example illustrates the fields and controls on the Grade Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Grade Group	If the grade is part of a grade group, select the grade group code.
Corps	Select the corps associated with this grade. See Defining Corps.
CS Catgy (civil service category)	Displays the civil service category.
Salary Grade Table Type	Select the salary grade table type.
Off-Scale	Select if you can enter an off-scale salary.
Salary Grade Table Code	Select the salary grade table for the grade. Employees are assigned successive steps of the salary grade table that is associated with their grade.

Field or Control	Description
Scale	Select the salary scale.
Job Code SetID	Enter the SetID corresponding to the job code you want to enter in the **Job Code** field.
Job Code	Enter the grade's default job code.

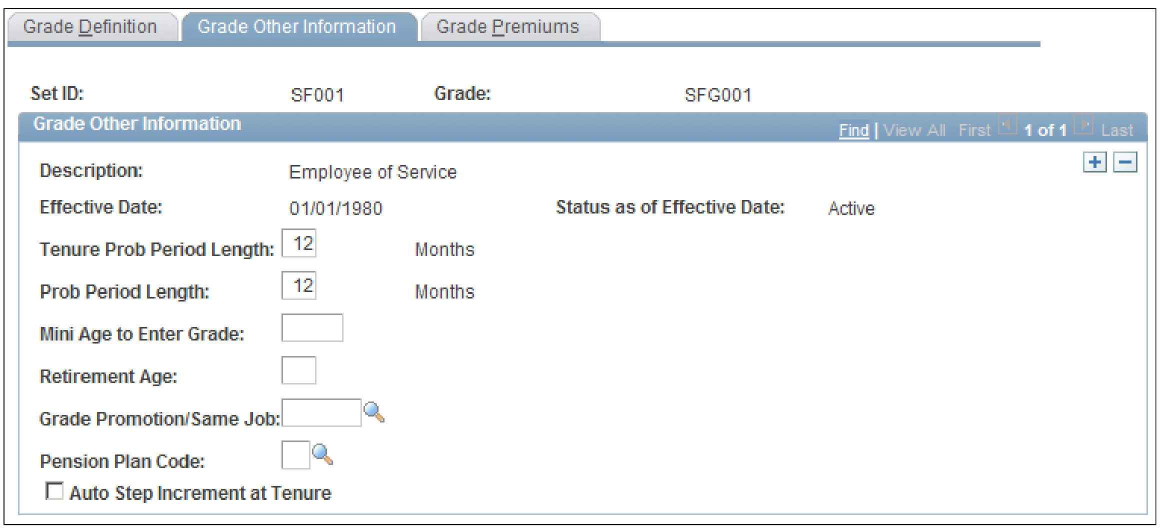
Grade Other Information Page

Use the Grade Other Information page (FPMRANK_PNL2) to enter period lengths, retirement age, and pension plan code.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Grades** > **Grade Other Information**

This example illustrates the fields and controls on the Grade Other Information page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Tenure Prob Period Length (tenure probation period length)	Enter the length of the probation period when the employee enters the organization.
Prob Period Length	Enter the length of the probation period for grade promotions.
Mini Age to Enter Grade (minimum age to enter grade)	Enter the minimum age required to enter the grade.
Retirement Age	Enter the retirement age.

Field or Control	***Description***
Grade Promotion/Same Job	Enter the grade for automatic grade promotion. Informational only.
Pension Plan Code	Select a pension plan code.
Auto Step Increment at Tenure	Select if an automatic step increment should occur when tenure is validated.

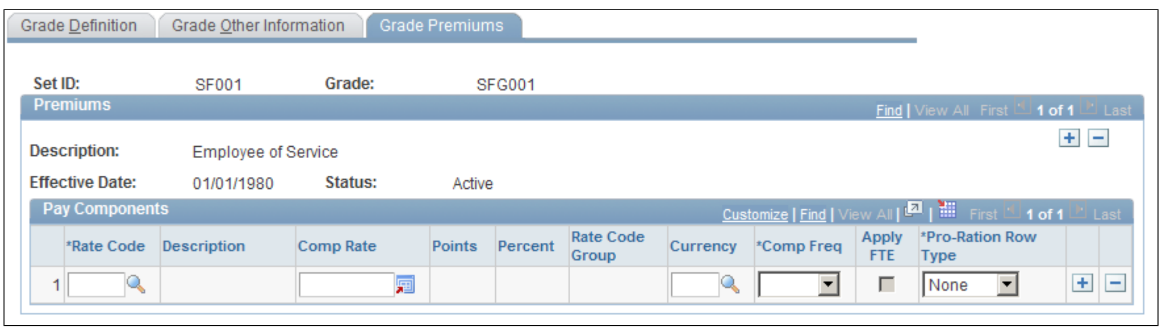
Grade Premiums Page

Use the Grade Premiums page (FPMRNKCD_RATECODE) to attach collective premiums to a grade.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Grades** > **Grade Premiums**

This example illustrates the fields and controls on the Grade Premiums page. You can find definitions for the fields and controls later on this page.



In the Manage French Public Sector business process, 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.

Field or Control	*Description*
Rate Code	Enter the rate code associated with the premium. Depending on the rate code type (flat amount, percentage, or points), 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, use a rate code or 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 unavailable, and the **Rate Code Group** field is available for entry. 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.
Percent	If you selected a *Percentage* rate code, this field becomes available and you can enter the percentage.
Comp Freq (compensation frequency)	Select the compensation frequency.
Apply FTE	If you selected a rate code other than *Percentage,* this field is selected or not based on the rate code definition.
Pro-Ration Row Type	If **Apply FTE** is selected, indicate if the premium is considered main or secondary compensation.

Related Links

Understanding the Merge Process

Defining Job Codes and Occupation Codes

To define job code premiums and occupations, use the Jobcode Premiums (FPMJB_RATECODE) and Occupations (FPNBUSINESS_PNL) components.

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 among 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.

This section discusses how to define job code premiums and occupations.

Pages Used to Define Job Code Premiums and Occupation Codes

Page Name	***Definition Name***	***Usage***
Jobcode Premiums Page	FPMJB_RATECODE	Attach collective premiums to a job code. The fields on this page are similar to those on the Grade Premiums page.
Occupation Page	FPNBUSINESS_PNL	Define occupation codes.

Jobcode Premiums Page

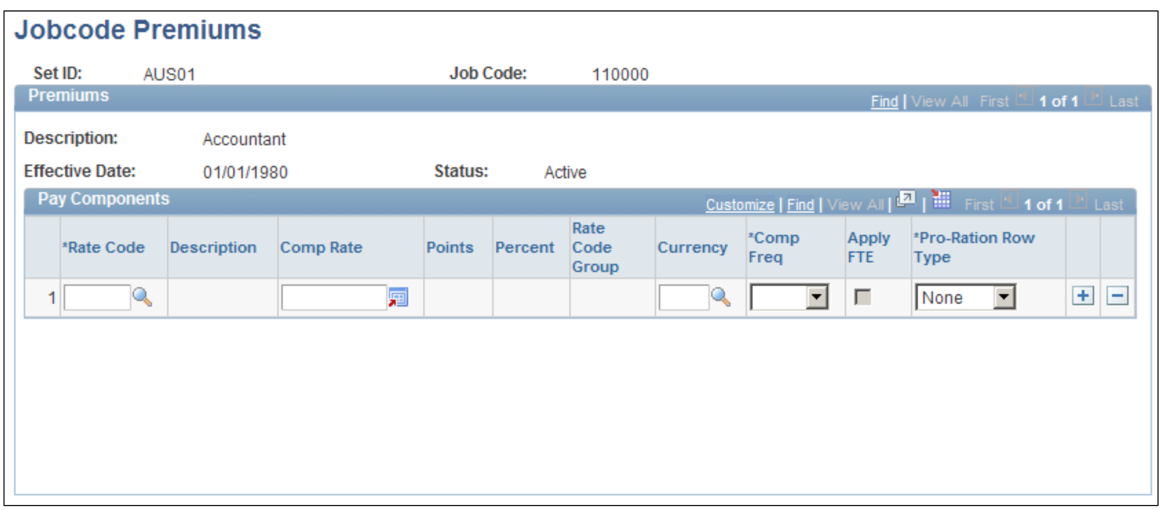
Use the Jobcode Premiums page (FPMJB_RATECODE) to attach collective premiums to a job code.

The fields on this page are similar to those on the Grade Premiums page.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Jobcode Premiums** > **Jobcode Premiums**

This example illustrates the fields and controls on the Jobcode Premiums page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Rate Code	Enter the rate code associated with the premium. Depending on the rate code type (flat amount, percentage, or points), 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, use a rate code or 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 unavailable, and the **Rate Code Group** field is available for entry. 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.
Percent	If you selected a *Percentage* rate code, this field becomes available and you can enter the percentage.
Comp Freq (compensation frequency)	Select the compensation frequency.
Apply FTE	If you selected a rate code other than *Percentage,* this field is selected or not based on the rate code definition.
Pro-Ration Row Type	If **Apply FTE** is selected, indicate if the premium is considered main or secondary compensation.

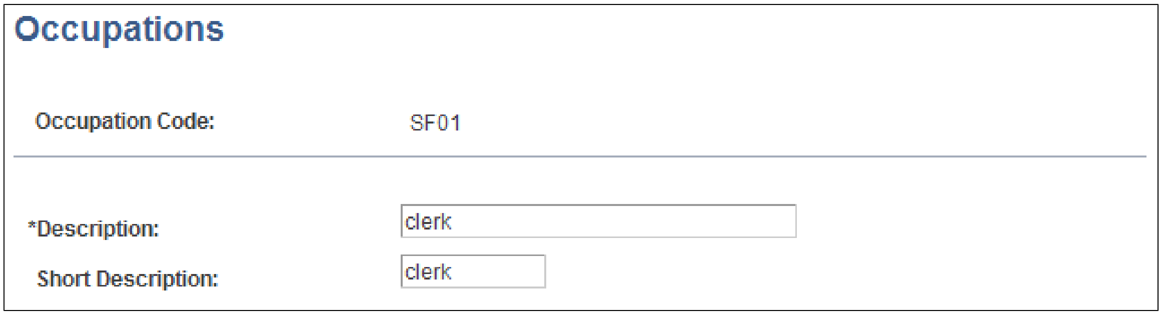
Occupation Page

Use the Occupations page (FPNBUSINESS_PNL) to define occupation codes.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Occupations** > **Occupations**

This example illustrates the fields and controls on the Occupations page. You can find definitions for the fields and controls later on this page.



Enter a description and short description of the occupation code.

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. They are Type of organization and Subtype of organization.

To set up organizations, use these components: Type of Organization (FPMORGTYPE_PNL), Sub-types of Organization (FPMORG_PNL), and Organizations (FPMINDBTORG_PNL). This section discusses how to add or change an organization.

Pages Used to Set Up Host Organizations

Page Name	***Definition Name***	***Usage***
Type of Organization Page	FPMORGTYPE_PNL	Add or change an organization type.
Sub-types of Organization Page	FPMORG_PNL	Add or change an organization subtype.
Organization Page	FPMINDBTORG_PNL1	Add or change an organization.
Address Page	FPMINDBTORG_PNL2	Enter an organization's address.

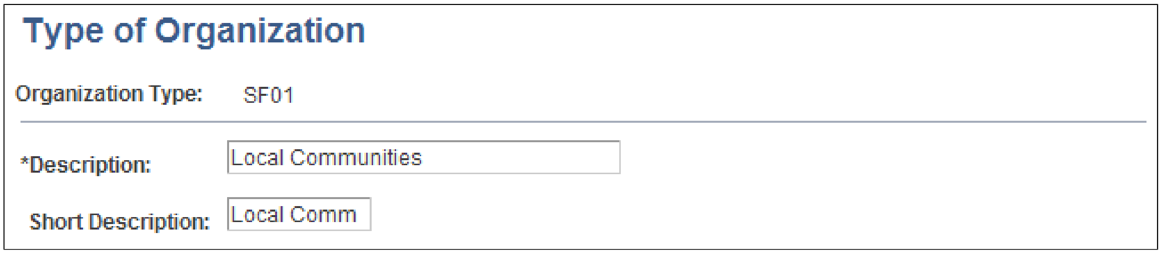
Type of Organization Page

Use the Type of Organization page (FPMORGTYPE_PNL) to add or change an organization type.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Type of Organization** > **Type of Organization**

This example illustrates the fields and controls on the Type of Organization page. You can find definitions for the fields and controls later on this page.



Enter a description and short description of the organization type.

Sub-types of Organization Page

Use the Sub-types of Organization page (FPMORG_PNL) to add or change an organization subtype.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Sub-types of Organization** > **Sub-types of Organization**

This example illustrates the fields and controls on the Sub-types of Organization page. You can find definitions for the fields and controls later on this page.

Enter a description and short description of the organization sub-type.

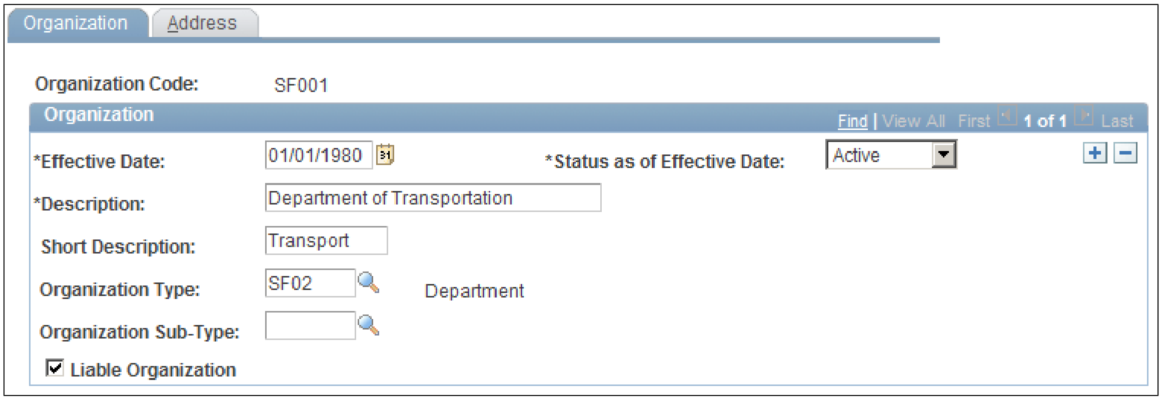
Organization Page

Use the Organization page (FPMINDBTORG_PNL1) to add or change an organization.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Organizations** > **Organization**

This example illustrates the fields and controls on the Organization page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Organization Type	Select an organization type.
Organization Sub-Type	The available values depend on the organization type.
Liable Organization	Select to indicate that the organization is liable for the "employer" civil pension contribution.

Address Page

Use the Address page (FPMINDBTORG_PNL2) to enter an organization's address.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Organizations** > **Address**

This example illustrates the fields and controls on the Address page. You can find definitions for the fields and controls later on this page.

Specify the address of the organization.

Establishing the Employer Contribution Rate

To set up employer contribution rates, use the Employer Contribution Rate component (FPMCNTRB_EMPLY_PNL). This section discusses how to establish the employer contribution rate.

Page Used to Establish the Employer Contribution Rate

Page Name	***Definition Name***	***Usage***
Employer Contribution Rate Page	FPMCNTRB_EMPLY_PNL	Establish employer contribution rate.

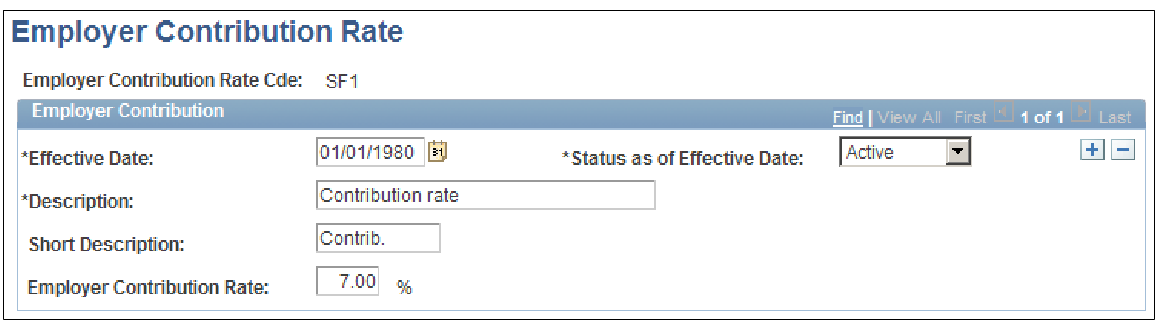
Employer Contribution Rate Page

Use the Employer Contribution Rate page (FPMCNTRB_EMPLY_PNL) to establish employer contribution rate.

Navigation:

Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > Employer Contribution Rate > Employer Contribution Rate

This example illustrates the fields and controls on the Employer Contribution Rate page. You can find definitions for the fields and controls later on this page.



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

Related Links

Managing Contributions for Employees on External Secondment

Defining Degree Subject Codes

To define codes for degree subjects, use the Degree Subject FPS component (FPMSUBJECTS_PNL). This section lists the page used to define FPS degree subject codes.

Page Used to Define Degree Subject Codes

Page Name	***Definition Name***	***Usage***
Degree Subject FPS Page	FPMSUBJECTS_PNL	Define subject for degrees. Degrees and subjects are tracked in person profiles in PeopleSoft HR Manage Profiles.

Running Manage French Public Sector Table Reports

This section discusses how to run Manage French Public Sector setup reports.

Pages Used to Run Manage French Public Sector Setup Reports

Page Name	***Definition Name***	***Usage***
Action List - Report 1 Page	PRCSRUNCNTL	Run the Action List - Report 1 (FPMACT1) that lists action definition part 1.
Action List - Report 2 Page	PRCSRUNCNTL	Run the Action List - Report 2 (FPMACT2) that lists action definition part 2.
Actions/CS Position Page	PRCSRUNCNTL	Run the Actions/CS Position report (FPMACTLE) that lists actions authorized by civil service position.
Retro Prcs Action Rules (retroactive process action rules) Page	PRCSRUNCNTL	Run the Retro Prcs Action Rules report (FPMACTPR) that lists retroactivity rules.
Actions/Status Page	PRCSRUNCNTL	Run the Actions/Status report (FPMACTST) that lists actions authorized by status.
Occupation Page	PRCSRUNCNTL	Run the Occupation report (FPMBUISN) that lists occupation codes.

Page Name	***Definition Name***	***Usage***
Corps Page	PRCSRUNCNTL	Run the Corps report (FPMCORPS) that lists corps definitions.
Amount Index Page	PRCSRUNCNTL	Run the Index Value report (FPMINDEX) that lists index/amount values.
Job Code Page	PRCSRUNCNTL	Run the Job Code report (FPMJOBCD) that lists job code definitions.
Civil Service Position Page	PRCSRUNCNTL	Run the Civil Service Position report (FPMLEGAL) that lists civil service position definitions.
Types of Points Page	PRCSRUNCNTL	Run the Type of Point report (FPMPOINT) that lists type of point definitions.
Grade List - Report 1 Page	PRCSRUNCNTL	Run the Grade List - Report 1 (FPMRANK1) that lists grade definition part 1.
Grade List - Report 2 Page	PRCSRUNCNTL	Run the Grade List - Report 2 (FPMRANK2) that lists grade definition part 2.
Sal Grade Table/Scale - Steps Page	PRCSRUNCNTL	Run the Sal Grade Table/Scale - Steps report (FPMSALST) that lists the salary grade table steps.

Chapter 4

Hiring French Public Sector Employees

Understanding the Hiring Process

When you hire employees you must record them in Manage French Public Sector (FPS) 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 and some in global Human Resource components.

The hiring process is composed of four main steps:

1. Creating an employee ID.
2. Initializing employee status.
3. Updating the employee record.
4. (Optional) Assigning seniority bonus.
5. Validating the hiring process.

Note: The FPS hiring process is a one-way process. Once a step has been completed, it cannot be revised until the hiring is validated.

Related Links

"Understanding Job Data" (PeopleSoft Human Resources Administer Workforce)

Prerequisites

Before entering employee-specific data, you must define the primary permission list defaults and department tables.

Related Links

"Understanding PeopleSoft Security" (Application Fundamentals)
"Setting Up Person of Interest Types" (Application Fundamentals)

Creating an Employee ID

Use the Add a Person component (PERSONAL_DATA) to add a new employee to the system. To create an employee ID, you:

- Assign an employee ID to the employee, manually or automatically.

- Enter the employee's personal details on the Biographical Details page.
- Select the hiring action code on the Regional page.

  The default hiring action code is defined on the FPS Installation page, but you can select a different code. The action code should have the Personal Data Authorized check box selected on the FPS Action page.

  See FPS Action Page.
- Enter the employee personal data supporting documents required for hiring.

  On the Regional page, the French Public Sector group box lists the supporting documents required for hiring.
- Define the organizational relationship and the type of employee.

  On the Organizational Relationships page, you select the type of employee, either a *Commercial Employee* or a *French Public Sector Employee.*
- Assign the FPS employee to a business unit and department, and assign a job code.

  When you select *French Public Sector Employee* as the employee type on the Organizational Relationships page, the system displays the **Business Unit, Department,** and **Job Code** fields.

  Note: The department that you enter should have a company, an establishment, and a location defined.

When you save the Add a Person component, the system creates an employee with the status *Pending Validation* if it is a French Public Sector employee. You can find more detailed information about these topics in the *PeopleSoft HR PeopleBook: Administer Workforce.*

Related Links

“(Classic) Adding a Person” (PeopleSoft Human Resources Administer Workforce)
“Understanding Job Data” (PeopleSoft Human Resources Administer Workforce)

Initializing Employee Status

This step creates a legal relationship between the employee and the organization. Initializing the employee status consists of defining employee status, civil service position, and secondment.

This section discusses how to initialize employee status.

Note: The pages in the Initialize Status FPS component (HIRE_DATA) are identical to those in the Add Concurrent Empl Record FPS and Re-Hire Employee FPS components. The difference between these components is that you use one set of pages when initially hiring an employee and the others when adding a concurrent job or rehiring an employee.

Pages Used to Initialize Employee Status

Page Name	*Definition Name*	*Usage*
Status Page	FPAEESTATUS_PNL1H	Initialize employee status and select the compensation mode.
Civ Serv Pos. - Overall Data Page	FPAEELEGAL_PNL1H	Create the hiring action.
Civil Service Position Data Page	FPAEELEGAL_PNL2H	Enter civil service position data.

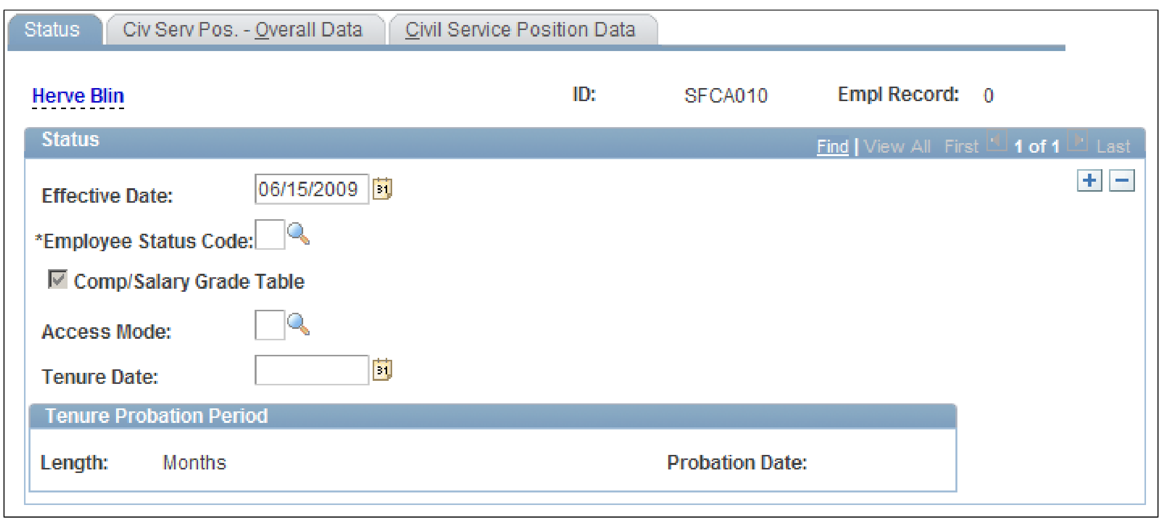
Status Page

Use the Status page (FPAEESTATUS_PNL1H) to initialize employee status and select the compensation mode.

Navigation:

Workforce Administration > **Personal Information** > **Organizational Relationships** > **Initialize Status FPS** > **Status**

This example illustrates the fields and controls on the Status page. You can find definitions for the fields and controls later on this page.



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

Field or Control	*Description*
Employee Status Code	Select the employee status code. An employee's status doesn't change as long as the employee record is active, with the exception of trainees whose status changes at tenure. For a given employee record number, an employee should have only one status (with the exception of trainees who become civil servants); a change of status implies the creation of a new employee record. The system activates and deactivates some fields in the Employee Record FPS component based on this code.
Comp/Salary Grade Table (compensation on salary grade table)	There are two modes of compensation: • Compensation on salary grade table. This implies the assignment of a job code with a salary grade table and a step. Select this check box if the employee has a job code with a salary grade. • Free compensation. In this mode the amount is directly captured in the Compensation field in the Employee Record FPS component. Leave this check box deselected if the employee has free compensation. This check box is available only for employees whose statuses do not imply career management (the Career Data Authorized check box is not selected on the Status/Population Codes page). If you select this check box for these employee status codes, assign a job code with a salary grade table and a step on the Assignment - Job Information page in the Employee Record FPS component. Otherwise, enter the compensation amount directly in the Compensation field in the Employee Record FPS component. See Defining Status and Population Codes, Updating the Employee Record.
Access Mode	Select the method by which the employee obtained the position. Values are: *C* (Competition): The employee passed a competitive entry examination. *R* (Recruitment): The employee was interviewed, selected, and recruited.
Tenure Date	Available for Civil Servant statuses only.

Field or Control	*Description*
Length and **Probation Date**	If the status is *Trainee,* the system updates the **Tenure Probation Period** group box. The **Length** corresponds to the duration that is defined when setting up the status code on the Status/Population Codes page. The probation date is the effective date, plus the length of the probation period, minus 1 day.

Related Links

Defining Status and Population Codes

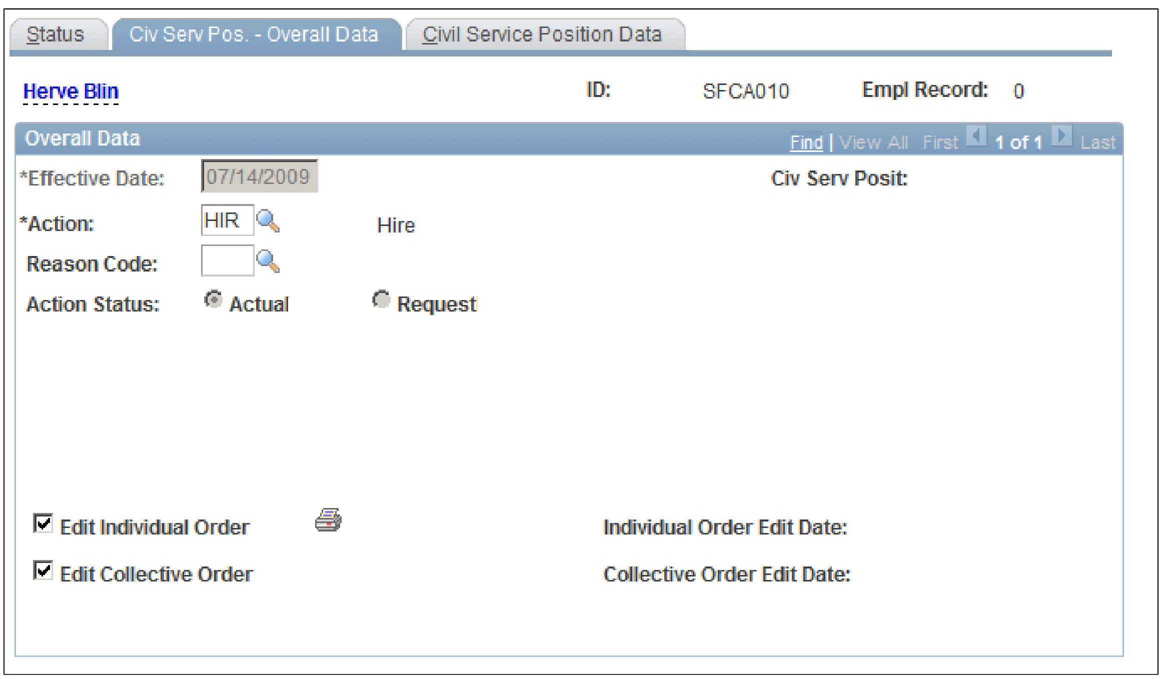
Civ Serv Pos. - Overall Data Page

Use the Civ Serv Pos. - Overall Data (civil service position - overall data) page (FPAEELEGAL_PNL1H) to create the hiring action.

Navigation:

Workforce Administration > **Personal Information** > **Organizational Relationships** > **Initialize Status FPS** > **Civ Serv Pos. - Overall Data**

This example illustrates the fields and controls on the Civ Serv Pos. - Overall Data page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Action	Select an action code that corresponds to the hiring action. The hiring action is defined on the FPS Action page. The default comes from the FPS Installation, if you have defined a default hiring action.
Reason Code	Select a reason for the action. Reasons are defined on the Action Reason page.
Action Status	Request status is not allowed during the hiring process.
Edit Individual Order and **Edit Collective Order**	Select either check box if you want to update the list of documents printed for the hire. These check boxes are available only if the action code is set up to enable editing of individual or collective orders. This is defined on the FPS Action page.
Individual Order Edit Date and **Collective Order Edit Date**	These fields display the dates that the individual and collective orders were edited.
	Click the print icon to edit the individual order (you can postpone this step until the next stage). When you click this icon, you will receive a message asking if your edits are definitive (final). If you answer *yes,* the system sends the order to the employee and the changes become official. Otherwise, you will receive a copy of the order in draft form. **Note:** Once the order is definitive, you cannot modify the hire data. If you must delete the hire, use the Delete ID FPS page.

Related Links

Setting Up Actions

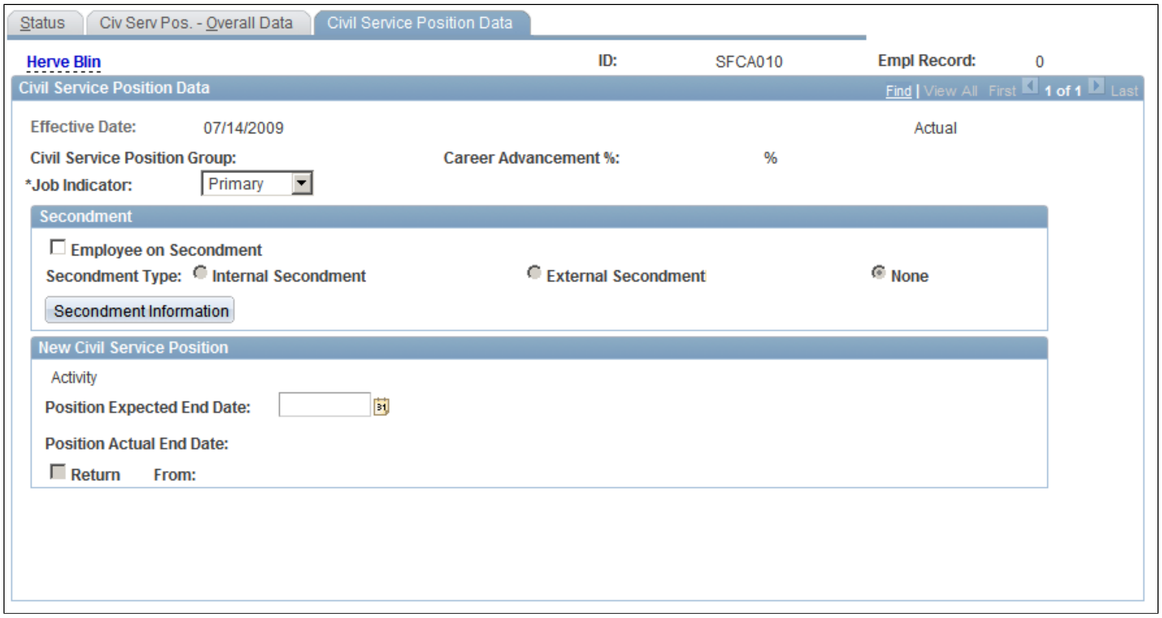
Civil Service Position Data Page

Use the Civil Service Position Data page (FPAEELEGAL_PNL2H) to enter civil service position data.

Navigation:

Workforce Administration > **Personal Information** > **Organizational Relationships** > **Initialize Status FPS** > **Civil Service Position Data**

This example illustrates the fields and controls on the Civil Service Position Data page. You can find definitions for the fields and controls later on this page.



To enter civil service position data:

1. Select the job indicator.

   This determines if the record is *Primary* or *Secondary.*

2. In the **Secondment** group box, indicate if the employee is on secondment.

   Only External Secondment is available for employee record number (Empl Rcd#) 0.

3. Click **Secondment Information** to enter detailed secondment information.

4. If you know it, enter the expected end date of the position.

   The end date is not mandatory for the hiring action. It can be mandatory for break type actions, such as leaves. To make this field mandatory for an action code, select the **Mandatory Expect Dt of Return** check box on the FPS Action page.

The system displays the New Civil Service Position data that is associated with the Hire action.

Related Links

FPS Action Page

Updating the Employee Record

This section provides an overview of the employee record and discusses how to update them.

Pages Used to Update the Employee Record

Page Name	***Definition Name***	***Usage***
Overall Data Page	FPAEEHIRE_PNL	Enter the hiring action and contract number.
Career - Classification Page	FPAEECAREER_PNL2H	Enter career classification information. Accessible only if the employee's status allows career data.
Career - Comp. Seniority Page	FPAEECAREER_PNL3H	Enter compensation and seniority information. Accessible only if the employee's status allows career data.
Assignment - Work Location Page	FPAEEPOST_PNL2H	Enter work location information.
Assignment - Job Information Page	FPAEEPOST_PNL3H	Enter job information.
Working Time Page	FPAEEWORKRT_PNL2H	Enter an employee's working time.
Employee Categorization Page	FPAEEOTHER_PNL2H	Enter other employee information.
Compensation Page	FPAEESALARY_PNL2H	Enter free compensation information for employees whose statuses do not allow career data and who are not compensated on a salary grade table.

Understanding the Employee Record

The search view for the Employee Record FPS component (HIRE) displays 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.

During the hiring process, the system uses the employee's last civil service position date as the effective date for the employee record.

Employee Status and Available Pages

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

Three scenarios are possible:

- Employees whose statuses allow career data.

A status allows career data if the Career Data Authorized check box is selected on the Status/Population Codes page for that status. If the employee's status authorizes career data, the following pages are available: Overall Data, Career - Classification, Career - Comp. Seniority, Assignment - Work Location, Assignment - Job Information, Working Time, and Employee Categorization.

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

  The career pages of this component are not available; you must enter a job code associated with a salary grade table. The following pages are available: Overall Data, Assignment - Work Location, Assignment - Job Information, Working Time, and Employee Categorization.

- Employees whose statuses do not allow career data and who have free compensation.

  The following pages are available: Overall Data, Assignment - Work Location, Assignment - Job Information, Working Time, Employee Categorization, and Compensation.

Hiring Validation

When you save the Employee Record FPS component the system validates the hiring process if you have:

- Allocated a step to an employee whose status allows career data.
- Assigned the employee a job code that has Automatic Hiring Validation activated.

The system displays a message indicating that the hiring has been validated. Otherwise, you must access the Validate Hire FPS component (FPAEERATIFY_PNL).

Employee Record Updates

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 FPS component.

Related Links

Defining Status and Population Codes
Validating the Hiring Process
Understanding Employee Data Updating

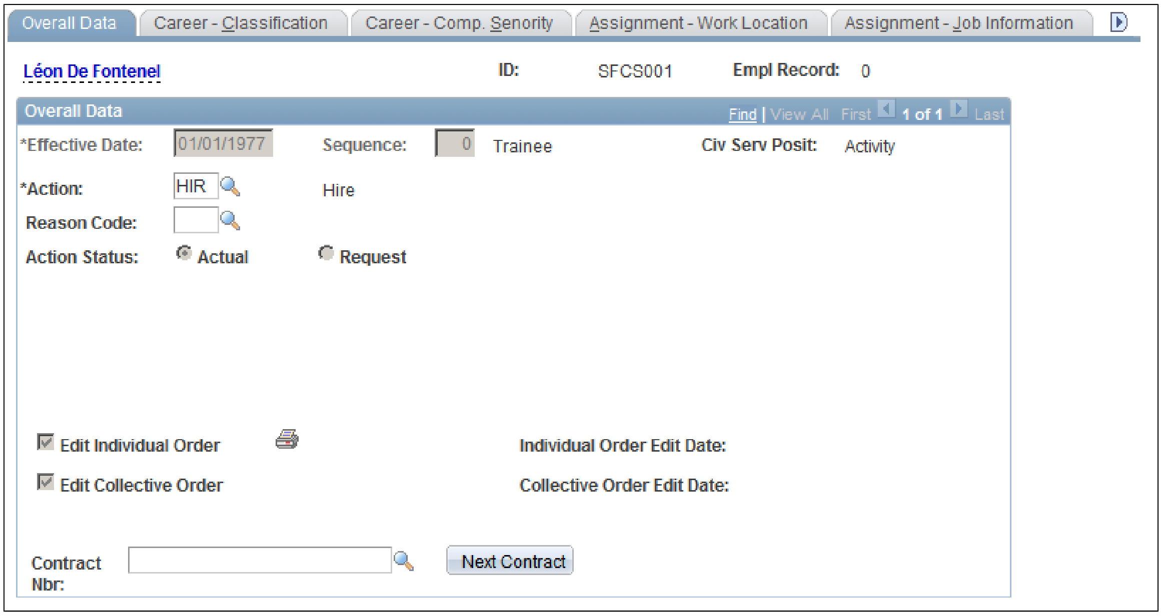
Overall Data Page

Use the Overall Data page (FPAEEHIRE_PNL) to enter the hiring action and contract number.

Navigation:

Workforce Administration > Job Information > French Public Sector Jobs > Employee Record FPS > Overall Data

This example illustrates the fields and controls on the Overall Data page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Action	Select an action code that corresponds to the hiring action. The actions are defined on the FPS Action page. The default comes from the FPS Installation, if you have entered a default hiring action. See FPS Action Page. See FPS Installation Parameters 2 Page.
Action Reason Code	Enter a reason for the action. Defined on the Actions Reason page.
Action Status	Request status is not allowed during the hiring process.
Edit Individual Order and **Edit Collective Order**	Select either check box if you want to update the list of documents printed for the hire. These check boxes are available only if the action code is set up to enable editing of individual or collective orders. This is defined on the FPS Action page.
Individual Order Edit Date and **Collective Order Edit Date**	Displays the dates that the individual and collective orders were edited.

Field or Control	***Description***
	Click the print icon to edit the individual order. When you click this icon, you will receive a message asking if your edits are definitive (final). If you answer *yes,* the system sends the order to the employee and the changes become official. Otherwise, you will receive a copy of the order in draft form. **Note:** Once the order is definitive, you cannot modify the hire data. If you must delete the hire, use the Delete ID FPS page.
Contract # (contract number)	Enter the contract number if the hiring validation is automatic. If the hiring validation is manual, the contract is created in the Validate Hire FPS component. See Validating the Hiring Process.

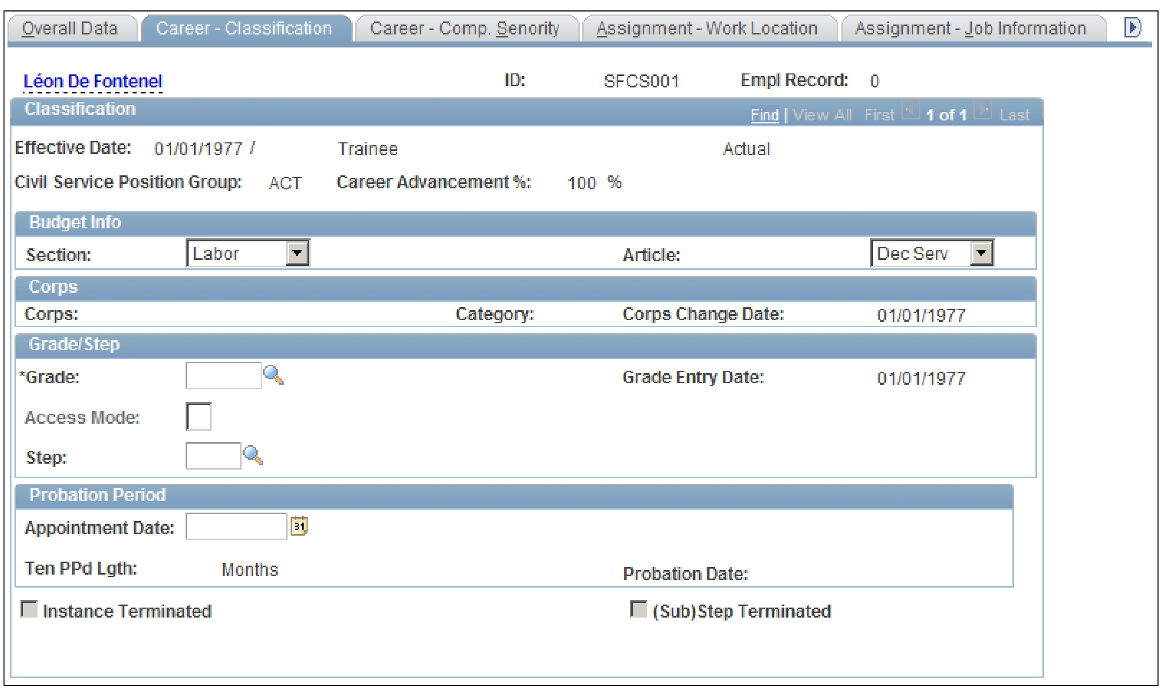
Career - Classification Page

Use the Career - Classification page (FPAEECAREER_PNL2H) to enter career classification information.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Employee Record FPS** > **Career - Classification**

This example illustrates the fields and controls on the Career - Classification page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Grade and **Step**	Enter the employee's grade and step information. During the hiring process, you are not required to assign a step to employees having Career access. If you do not assign the step in the Employee Record FPS component, the system assigns a step in the Validate Hire FPS component. The system assigns the step based on: • Salary grade table setup. • Any seniority bonus days granted to the employee in the Hiring Seniority Bonus FPS component.
Ten PPd Lgth (tenure probation period length) and **Probation Date**	The system displays the length of the tenure probation period and the date when it ends. The probation period length displayed here is defined during grade set up on the Grade Other Information page. This value overrides the value defined in the Initialize Status FPS component. See Grade Other Information Page, Initializing Employee Status.

The other fields on this page are similar to those on the Career - Classification page in the Increment Step/ Promotion FPS component.

Related Links

Career - Classification Page

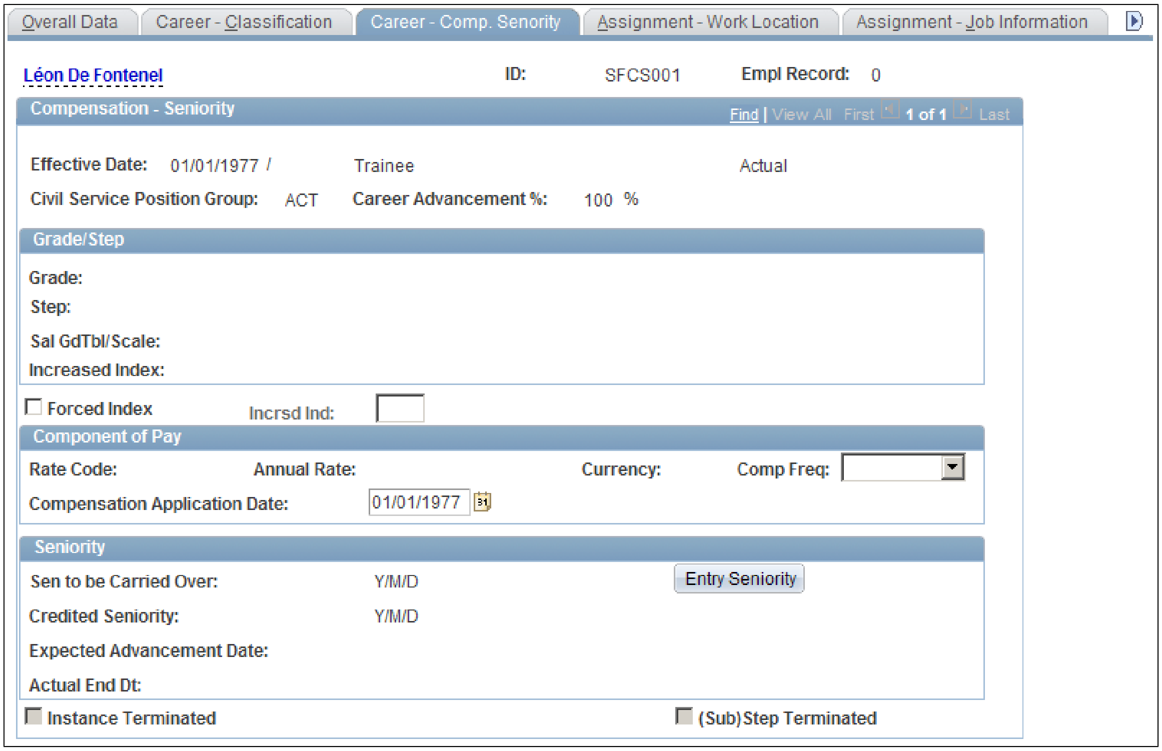
Career - Comp. Seniority Page

Use the Career - Comp. Seniority (career - compensation seniority) page (FPAEECAREER_PNL3H) to enter compensation and seniority information.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Employee Record FPS** > **Career - Comp. Seniority**

This example illustrates the fields and controls on the Career - Comp. Seniority page. You can find definitions for the fields and controls later on this page.



The Seniority group box does not apply to the hiring process.

Note: The **Seniority** group box contains various seniorities that are computed by batch processes. Seniority is always calculated from the hire date to the current date or to the next effective date recorded in the Career Data component. As a consequence, on the date of hire, these seniorities are all equal to zero.

The fields on this page are similar to those on the Career - Comp. Seniority page in the Increment Step/ Promotion FPS component.

Related Links

Career - Comp. Seniority Page

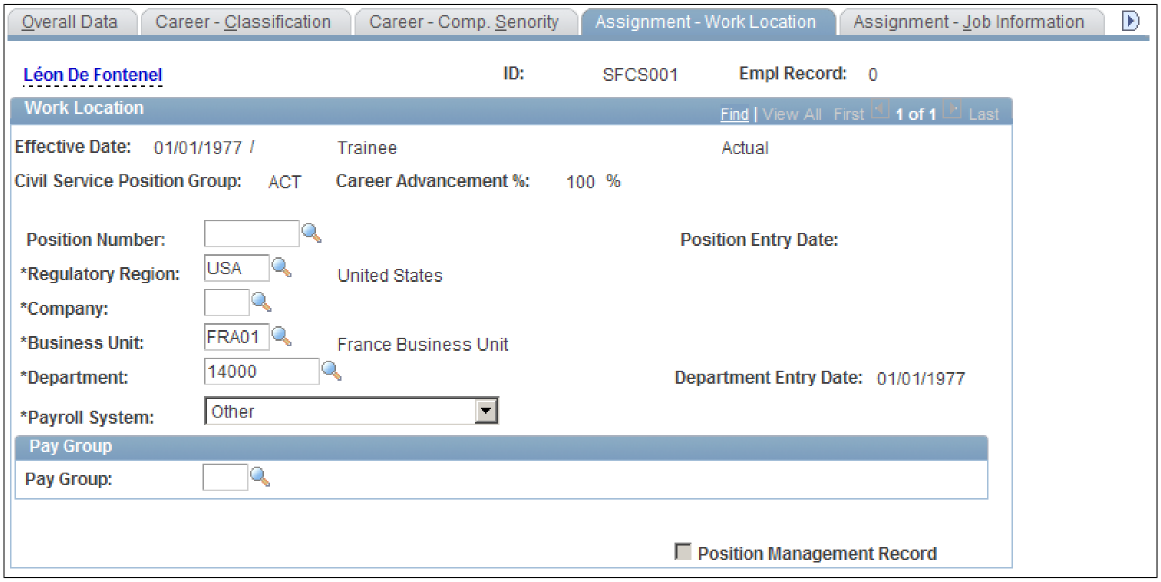
Assignment - Work Location Page

Use the Assignment - Work Location page (FPAEEPOST_PNL2H) to enter work location information.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Employee Record FPS** > **Assignment - Work Location**

This example illustrates the fields and controls on the Assignment - Work Location page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Position Number, **Company**, and **Department**	There are two methods for populating this page: • If you manage part of your system by position, enter a position number. The system populates the other fields on this page based on the selected position. Select **Override Position Data** to modify this data. • If you do not use positions, enter the company and department. The department depends on the business unit.
Payroll System, **Pay Group**, **Eligibility Group**, **Exchange Rate Type**, **Use Rate as of Date**, and **Holiday Schedule**	Select *Payroll for North America, Payroll Interface, Other,* or *Global Payroll* in the **Payroll System** field. If you select *Payroll for North America, Payroll Interface,* or *Other,* you must specify the employee's pay group in the **Pay Group** field. If your payroll system is PeopleSoft Global Payroll, the following additional fields become available: **Eligibility Group, Exchange Rate Type, Use Rate as of Date,** and **Holiday Schedule.** You can enter values in these fields, or select the check boxes under **Use Pay Group Value** to accept the defaults defined at the pay group level in Global Payroll.

Related Links

Assignment - Work Location Page

“Understanding Payroll System and Pay Group Assignments for a Payee” (PeopleSoft Global Payroll)

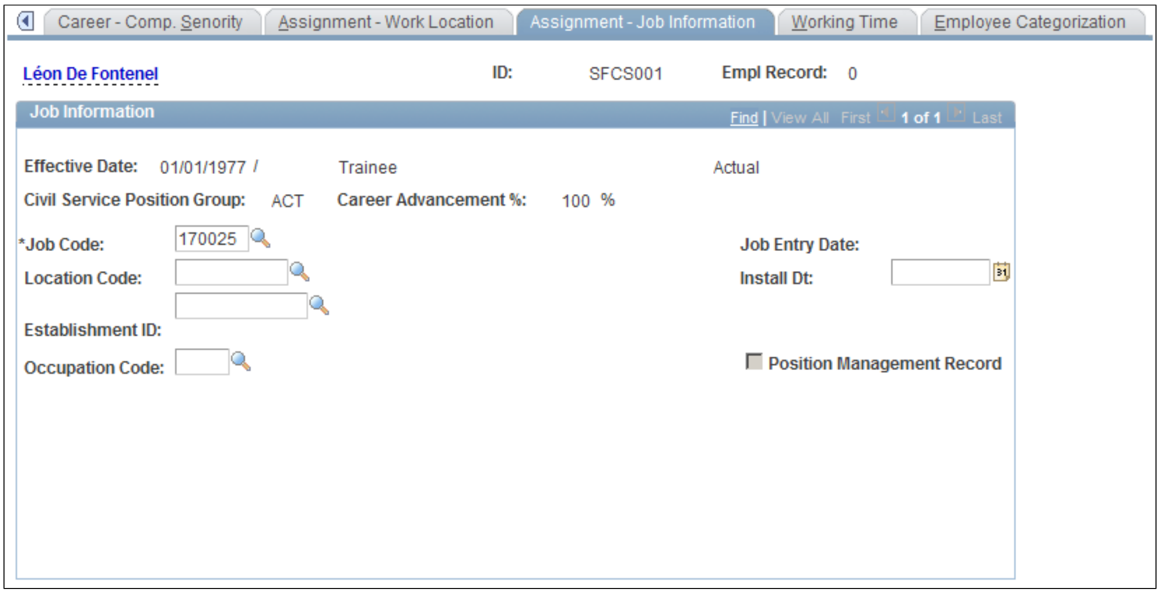
Assignment - Job Information Page

Use the Assignment - Job Information page (FPAEEPOST_PNL3H) to enter job information.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Employee Record FPS** > **Assignment - Job Information**

This example illustrates the fields and controls on the Assignment - Job Information page. You can find definitions for the fields and controls later on this page.



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

1. Select a job code that is associated with a salary grade table.

   The system displays the name of the corresponding salary grade table.

2. Select a step.

   Compensation data appears in the compensation group box.

3. (Optional) Select **Forced compensation** to modify the compensation amount in the Update Compensation FPS component after the hiring validation.

   This check box appears for employees who are compensated on a salary grade table and whose statuses do not authorize career data.

Related Links

Assignment - Job Information Page

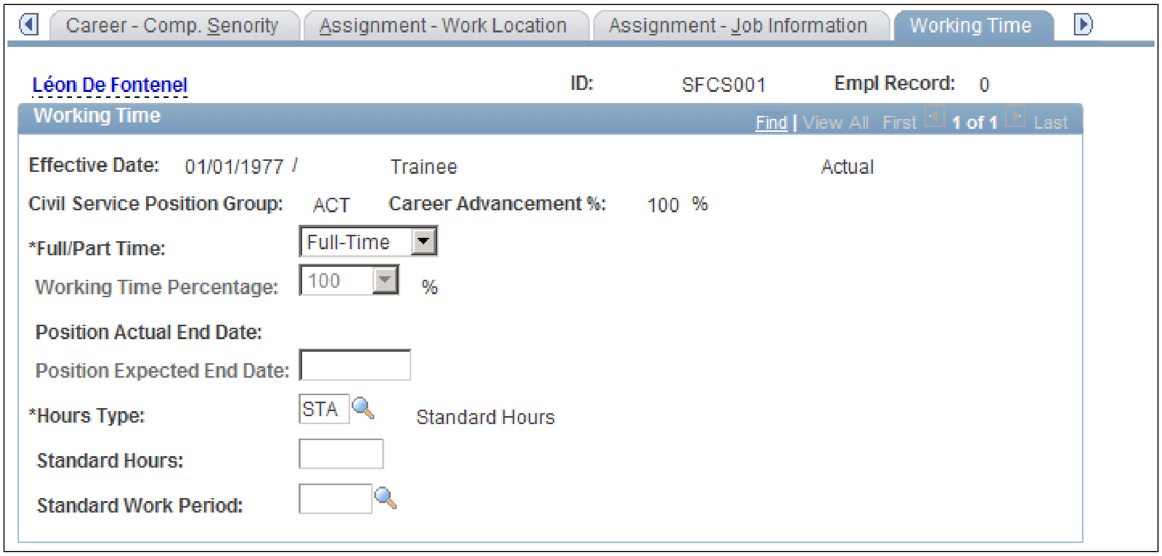
Working Time Page

Use the Working Time page (FPAEEWORKRT_PNL2H) to enter an employee's working time.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Employee Record FPS** > **Working Time**

This example illustrates the fields and controls on the Working Time page. You can find definitions for the fields and controls later on this page.



Enter the **Hours Type** if there is no default value or the default value specified in the FPS installation is incorrect.

The fields on this page are similar to those on the Working Time page in the Update Work Time FPS component.

Related Links

Working Time Page

Compensation Page

Use the Compensation page (FPAEESALARY_PNL2H) to enter free compensation information for employees whose statuses do not allow career data and who are not compensated on a salary grade table.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Employee Record FPS** > **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 a rate code on the Compensation page. Default values appear in the **Frequency, Currency,** and **Compensation Rate** fields. You can modify these values.

The fields on this page are similar to those on the Compensation - 2 page in the Update Compensation FPS component.

Related Links

Compensation - 2 Page

Assigning Seniority Bonuses

During the hire process, you can assign a seniority equivalent to define the step that should be assigned to the employee entering the organization. For employees who are in a grade with no step, the Hiring Seniority Bonus FPS component (HIRE_BONUS) 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 other organizations or during military service. At hiring validation, French Public Sector takes these equivalents into account and determines the employee's step.

This section discusses how to create seniority bonuses.

Pages Used to Assign Seniority Bonuses

Page Name	*Definition Name*	*Usage*
Sen Bonus - Overall Data Page	FPABONUS_PNL1H	Enter the seniority bonus code.
Sen Bonus Days Page	FPABONUS_PNL2H	Enter the seniority equivalent. You can select only employees who have an existing record, but whose hiring is not yet validated.

Defining Seniority Bonuses

The seniority durations (in years/months/days) entered in the Hiring Seniority Bonus FPS component are used to calculate the seniority that employees would have at the time they are hired. These durations are considered to be the theoretical seniority of an employee in the salary grade table to which he is attached.

A theoretical career seniority should also be defined for each step using the Salary Grade Steps component (FPMSALSTEP_PNL).

An employee's step is determined by comparing the theoretical seniority of the employee when he is hired to the theoretical career seniority of the step. The step assigned to the employee is the one for which the theoretical seniority of the employee is higher than the theoretical career seniority of the step, and smaller than the theoretical career seniority of the next step.

If a seniority bonus equivalent to the national service is the only seniority bonus assigned to the employee, the bonus for entering the salary grade table, defined in the Salary Grade Table component (FPMSALMATRX_PNL), is added to the "national service" seniority to make the theoretical seniority of the employee.

Related Links

Setting Up FPS Installation

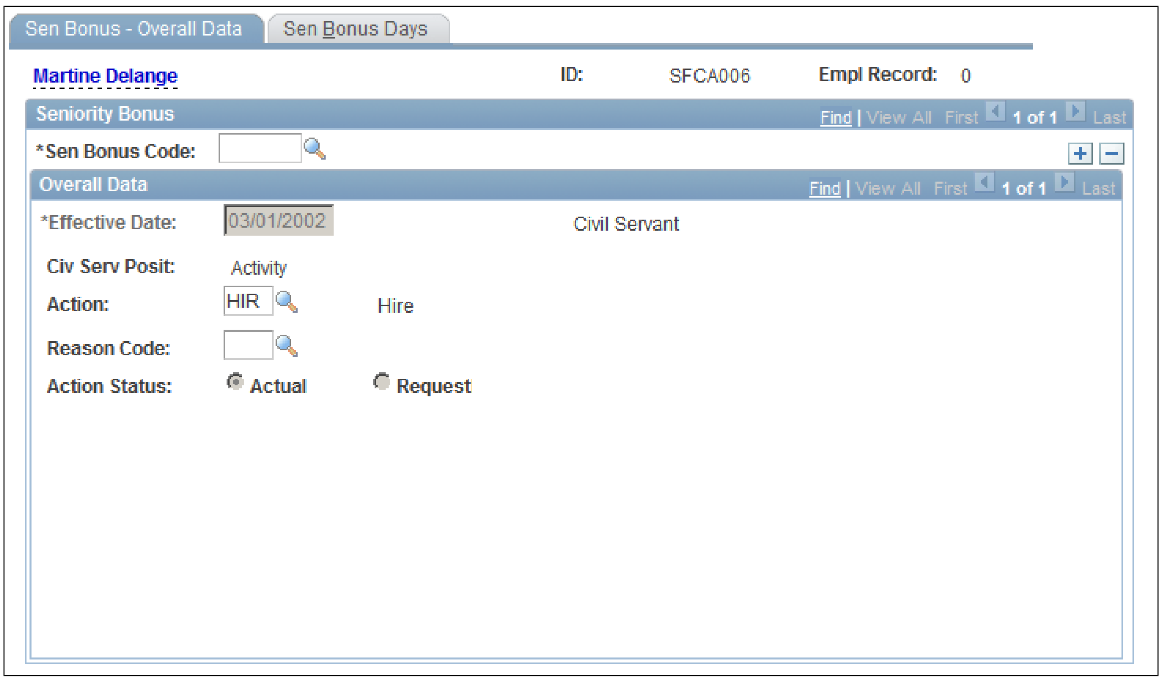
Sen Bonus - Overall Data Page

Use the Sen Bonus - Overall Data (seniority bonus - overall data) page (FPABONUS_PNL1H) to enter the seniority bonus code.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Hiring Seniority Bonus FPS** > **Sen Bonus - Overall Data**

This example illustrates the fields and controls on the Sen Bonus - Overall Data page. You can find definitions for the fields and controls later on this page.



Enter the seniority bonus code and the action code.

Note: Seniority headings that are authorized for equivalent calculation are defined in the FPS Installation component.

Related Links

FPS Installation Parameters 3 Page

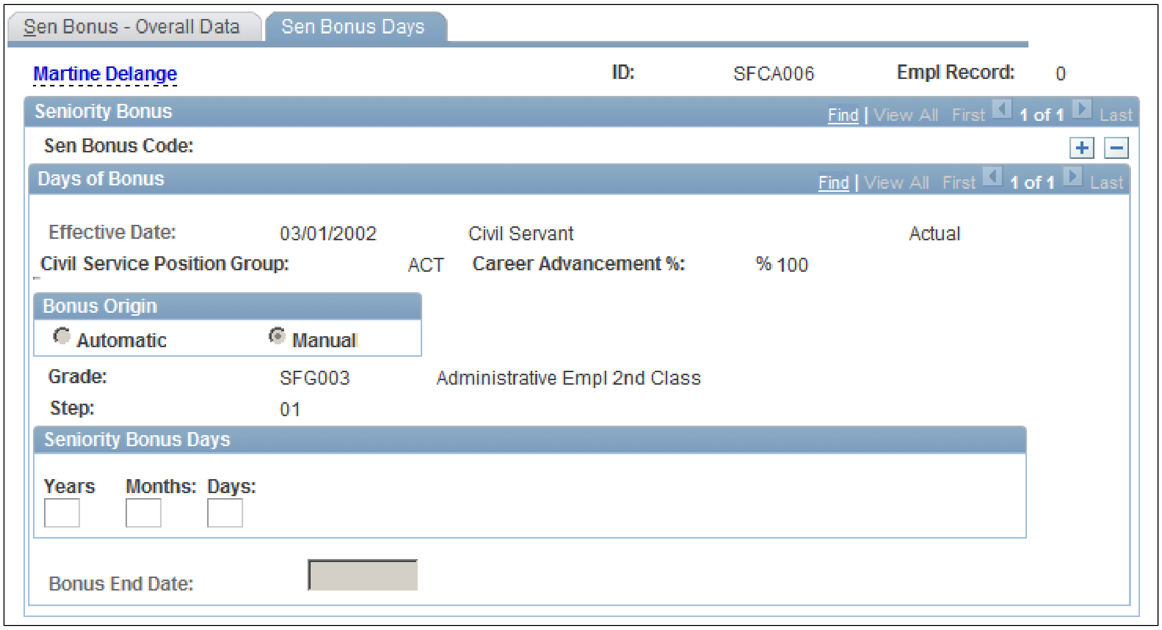
Sen Bonus Days Page

Use the Sen Bonus Days (seniority bonus days) page (FPABONUS_PNL2H) to enter the seniority equivalent.

Navigation:

Workforce Administration > Job Information > French Public Sector Jobs > Hiring Seniority Bonus FPS > Sen Bonus Days

This example illustrates the fields and controls on the Sen Bonus Days page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Seniority Bonus Days	Enter the number of years, months, and days of seniority the employee should receive for his or her experience.

Click the **Add** button to enter additional bonuses.

Validating the Hiring Process

This section provides an overview of the hiring validation process.

Pages Used to Validate the Hiring Process

Page Name	*Definition Name*	*Usage*
Hiring Validation Page	FPAEERATIFY_PNL1	Validate the hire. You can select only those employees who have existing records and whose hiring must be manually validated. You can't select employees whose hiring validation is automatic.

Page Name	***Definition Name***	***Usage***
Hiring Valid - Match Compet Page	FPAEERATIFY_PNL2	Displays a comparison of the employee's competencies with those that are required by the job.
Hiring Valid - Match Accomp Page	FPAEERATIFY_PNL3	Displays a comparison of the employee's accomplishments with those that are required by their job.

Understanding the Hiring Validation Process

After you've entered the employee's data, you can compare it 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 assigned when entering employee job data with career.
- The Hiring Automatic Validation setup of the employee's job code (with or without career) is not active.

The FPS comparison between employee data and job requirements takes all competencies and accomplishments into account. In addition to the usual matching competency function, the system groups degrees by subject and then ranks them by level. Degrees on the same level are equivalent.

When the system matches 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.

The Validate Hire FPS component can only perform the competency and accomplishment matching if you have set up a profile for the new employee and a non-person profile for the person's job.

Prerequisites

For the system to compare employee competencies and accomplishments with the job requirements, you must set up the following:

- A non-person profile for the employee's job code.
- A person profile for the employee.
- Match evaluation types for the user ID that is used to perform the probation period validation.

Use the Manage Profiles business process to define person and non-person profiles. For hiring validation to work, set up the non-person profiles as follows:

- Profile type must be ROLE.
- Add the competencies required by the job and include an importance level and proficiency rating.
- Add the accomplishments required for the job and assign an importance level.

- For those competencies and accomplishments that are required to validate the probation period, select the FP Hiring Requirements check box in the French Public Sector section.

Set up employees' profiles as follows:

- Profile type must be PERSON.
- Add the employee's competencies to the profile. Make sure that you select a proficiency rating and an evaluation type.
- Add the employee's accomplishments to the profile.

When you select the Validate Hire FPS option, the system checks your User ID to determine which competency evaluation types to use. Only those competencies on the person profile with an evaluation type that matches those enabled for your user ID are considered in the hiring validation.

Use the Match Evaluation Types page to define the evaluation types for user IDs.

Related Links

"Understanding Profile Comparisons" (PeopleSoft Human Resources Manage Profiles)

Hiring Validation Page

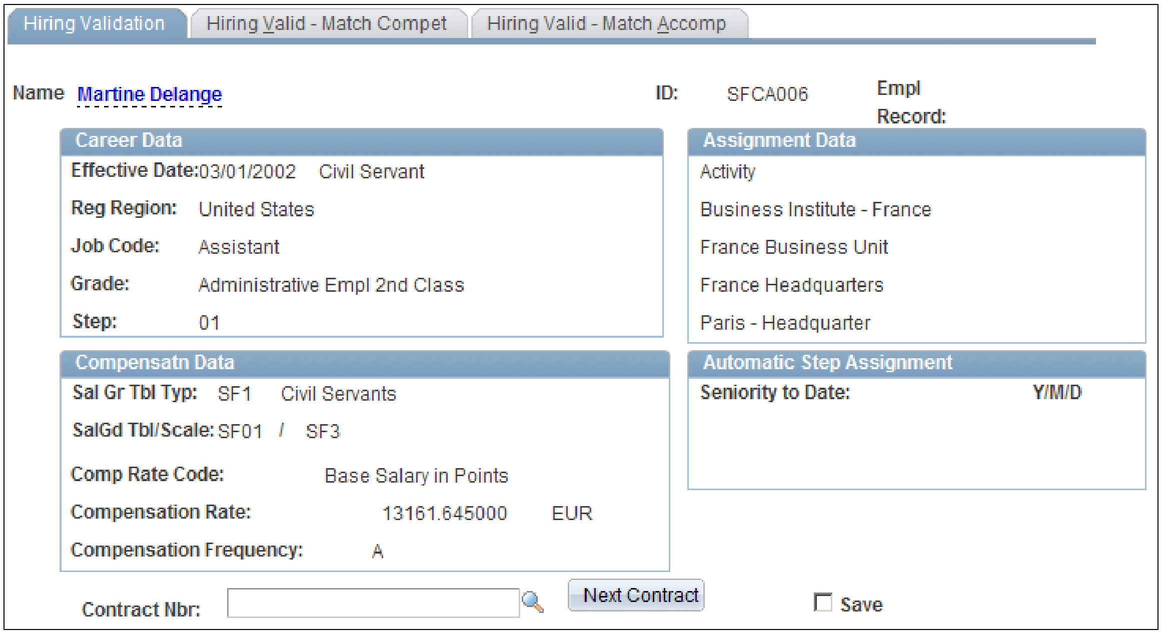
Use the Hiring Validation page (FPAEERATIFY_PNL1) to validate the hire.

You can select only those employees who have existing records and whose hiring must be manually validated. You can't select employees whose hiring validation is automatic.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Validate Hire FPS** > **Hiring Validation**

This example illustrates the fields and controls on the Hiring Validation page. You can find definitions for the fields and controls later on this page.



To validate the hiring process:

1. Review the displayed data, including data on the other pages of the component.
2. Click **Next Contract** to create a contract.
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 status is *Active.*
4. For employees in a grade but with no step, the system assigns a step when hiring is validated and displays it in the **Automatic Step Assignment** group box.

   The system accounts for the seniority bonus or the salary grade table entry bonus entered in the Salary Grade Table component (FPMSALMATRX_PNL). If a seniority bonus other than that granted for civil service applies, the salary grade table entry bonus is ignored.

Hiring Valid - Match Compet Page

Use the Hiring Valid - Match Compet (hiring validation - match competencies) page (FPAEERATIFY_PNL2) to displays a comparison of the employee's competencies with those that are required by the job.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Validate Hire FPS** > **Hiring Valid - Match Compet**

This page displays the results of the comparison of the employee's competencies with those required by the job. The system compares the profile defined for the employee's job code (of profile type ROLE) with the employee's profile (of type PERSON). The fields are the same as the Competency Match page in the Validate Probation Period component.

Related Links

Approving and Denying Probation Periods

Hiring Valid - Match Accomp Page

Use the Hiring Valid - Match Accomp (hiring validation - match accomplishments) page (FPAEERATIFY_PNL3) to displays a comparison of the employee's accomplishments with those that are required by their job.

Navigation:

Workforce Administration > Job Information > French Public Sector Jobs > Validate Hire FPS > Hiring Valid - Match Accomp

This page displays the results of the comparison of the employee's accomplishments with those required by the job. The fields are the same as the Accomplishment Match page in the Validate Probation Period component.

Related Links

Approving and Denying Probation Periods

Rehiring an Employee

To rehire an employee, you must re-create the employee's terminated record using the Re-Hire Employee FPS component. To do this, select the terminated employee and complete the hiring process. You must update the employee record and, in some cases, validate the hire component. The rehire is automatically validated if a step has been assigned to the employee in the Employee Record FPS components and if the job code authorizes the automatic validation. If these conditions are not met, the validate the hire using the Validate Hire FPS component.

Pages Used to Rehire an Employee

Page Name	***Definition Name***	***Usage***
Status Page	FPAEESTATUS_PNL1H	Enter the employee's status.
Civ Serv Pos. - Overall Data (civil service position - overall data) Page	FPAEELEGAL_PNL1H	Enter an action, action reason, and action status.
Civil Service Position Data Page	FPAEELEGAL_PNL2H	Enter information about this position, including whether it is the employee's primary or secondary job.

Adding Concurrent Jobs

Use the Add Concurrent Empl Record FPS component (HIRE_DATA_BIS) 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.

Pages Used to Add Concurrent Jobs

Page Name	***Definition Name***	***Usage***
Status Page	FPAEESTATUS_PNL1H	Enter the employee's status.
Civ Serv Posn - Overall Data page (civil service position - overall data) Page	FPAEELEGAL_PNL1H	Enter an action, action reason, and action status.
Civil Service Position Data Page	FPAEELEGAL_PNL2H	Enter information about this position, including whether it is the employee's primary or secondary job.
Secondment Information Page	FPAEELEGAL_SEC	Enter secondment information for this position, including the business unit, the department (for security purposes), and the job code associated with the new record.

Deleting an Employee Hiring

To delete an employee hire, run the Delete FP Hire SQR process (FPA250). This section discusses how to delete an employee ID.

Page Used to Delete an Employee Hiring

Page Name	***Definition Name***	***Usage***
Delete ID FPS Page	RUNCTL_FPA250	Delete an employee hiring.

Delete ID FPS Page

Use the Delete ID FPS page (RUNCTL_FPA250) to delete an employee hiring.

Navigation:

Workforce Administration > Job Information > Delete ID FPS > Delete ID FPS

The Delete FP Hire (FPA250) process deletes an employee ID. Even after the employee data is deleted, the following tables retain the employee's records:

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

You cannot reuse a deleted employee ID.

Chapter 5

Updating Employee Records

Understanding Employee Data Updating

After hiring is validated, the major activity in PeopleSoft HR is updating employee records using Workforce Administration components. Most pages in these components are identical to those that are used in the hiring process as part of the Employee Record FPS component (HIRE). 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 running a 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. Run the collective processes by selecting **Workforce Administration** > **Collective Processes.**

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.

Related Links

Understanding Grade Promotions
Understanding the Career Advancement Processes
Understanding Reclassification
Understanding Secondment Management
Understanding the Tenure Process

Entering an Action

Available actions depend on:

- The user's role.

  If you select the Action Authorization Management check box on the FPS Installation Parameters 1 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.

- The component.

  Only actions that are authorized for the component can be selected. You authorize Actions on the FPS Action page.

- The employee's status.

  Only actions that are authorized for the employee's status can be selected. This relationship is established on the Status/Actions page.

- The employee's civil service position.

  The system controls whether the employee's civil service position permits the action on the effective date. 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 date and sequence number for the action.

   The civil service position does not determine the effective sequence.
3. Select the action.
4. Select the action status, either Actual or Request.

Related Links

Setting Up FPS Installation
Setting Up Actions
Defining Civil Service Positions
Understanding Request Management

Editing Individual or Collective Orders

This section discusses how to edit an order.

Pages Used to Edit Individual or Collective Orders

Page Name	***Definition Name***	***Usage***
Individual Orders Edit FPS Page	RUNCTL_FPA110J	Run the Individual Orders Edit FPS report (FPA110). This report edits all individual orders for a period, status and action code.
Collective Orders Page	RUNCTL_FPA110C	Run the Edit Collective Orders report (FPA110). This report edits all collective orders for a period, status and action code.

Page Name	***Definition Name***	***Usage***
Collective Orders Updates FPS Page	RUNCTL_FPA115	Run the Collective Order Number Updating report (FPA115). This report attributes a number to collective orders.

Editing an Order

When you edit an order, you generate 1 to 5 documents that you have previously defined for the action.

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 **Send to Printer** to edit the order.
4. Select whether this is the final edit.

   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 report for each document.

Related Links

Defining Individual and Collective Orders

Deleting an Action

To delete an action:

- 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.

- Click 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.

Managing Personal Data

Use the Modify a Person component to modify employees' person information such as their address and marital status.

See “Understanding the Process of Updating Person and Job Information” (PeopleSoft Human Resources Administer Workforce).

Managing Career Data

This section provides an overview of career data.

Pages Used to Manage Career Data

Page Name	***Definition Name***	***Usage***
Career - Overall Data Page	FPAEECAREER_PNL1	Enter an action that adds or modifies employee career data. You can access only employees whose statuses allow career management.
Career - Classification Page	FPAEECAREER_PNL2	Enter career classification data.
Career - Comp. Seniority Page	FPAEECAREER_PNL3	View compensation and seniority data.
Entry Seniority Catg/Body/Grd Page	FPAEECAREER_SEC	Record seniority that has been earned in another organization or during military service.
Career - Overall Data Page	FPAEECAREER_PNL1D	View and delete previously recorded career data.
Career - Classification Page	FPAEECAREER_PNL2D	View and delete previously recorded career data.
Career - Comp. Seniority Page	FPAEECAREER_PNL3D	View and delete previously recorded career data.
Prior Career History FPS Page	FPAEEHISTCARE_PNL	Enter and view an employee's previous duties, seniority, and employers.
Employee Career/Action FPS Page	RUNCTL_FPACRYSTAL2	Run the Employee Career/Action FPS report (FPAEE_CA) that lists employee career data.

Understanding Career Data

The Career component (FPAEECAREER_PNL) enables you to manage actions that affect employees' careers, mainly grades and step successions such as advancement, promotion, and demotion. This is one of the principal Manage French Public Sector business processes.

Several collective processes are associated with career data:

- Seniority calculation.

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

Related Links

Calculating Seniority and Length of Service
Calculating Step Increment Dates
Understanding Promotion Probation Period Setup
Understanding Reclassification
Understanding Retroactivity in Manage French Public Sector

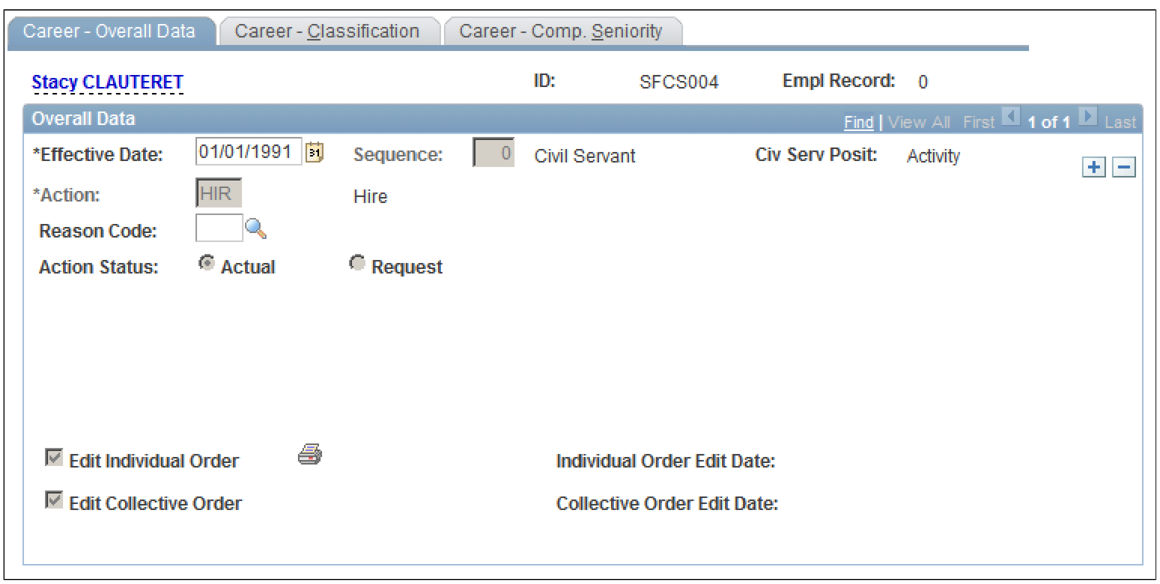
Career - Overall Data Page

Use the Career - Overall Data page (FPAEECAREER_PNL1) to enter an action that adds or modifies employee career data.

Navigation:

Workforce Administration > Job Information > Increment Step/Promotion FPS > Career - Overall Data

This example illustrates the fields and controls on the Career - Overall Data page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Sequence	Enter the sequence number. This enables you to enter several actions on the same date and in the same part of the employee record.

Field or Control	Description
Action Status	Select a status. Values are: *Actual:* The default status. *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.

Related Links

Understanding Request Management

Understanding Employee Data Updating

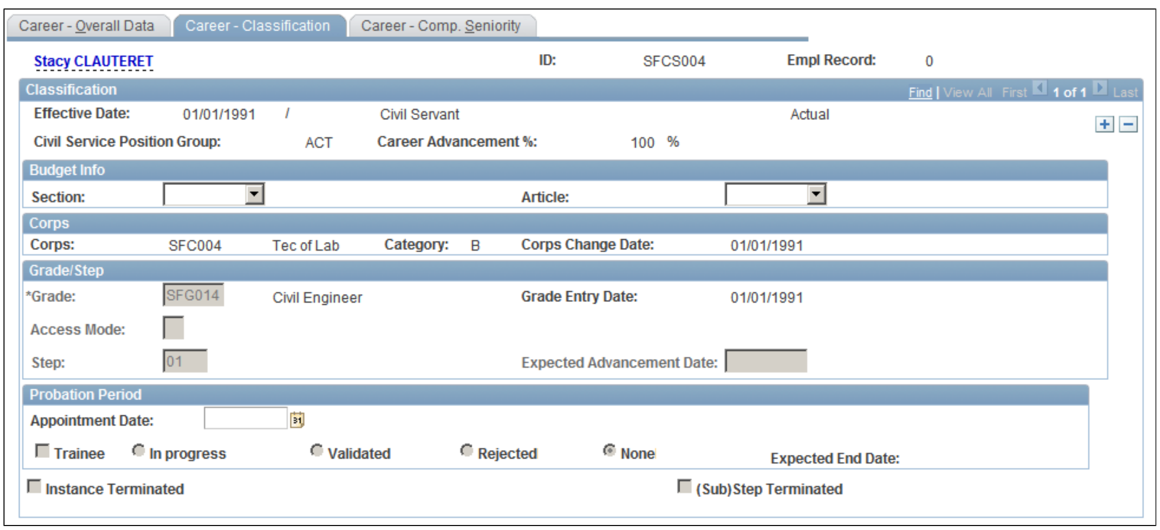
Career - Classification Page

Use the Career - Classification page (FPAEECAREER_PNL2) to enter career classification data.

Navigation:

Workforce Administration > **Job Information** > **Increment Step/Promotion FPS** > **Career - Classification**

This example illustrates the fields and controls on the Career - Classification page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Section and **Article**	Select the section and the article. This information is required if your system controls budget headcount.

Field or Control	***Description***
Corps	Displays the corps name. When the corps changes, the entry date for the new corps is updated with the effective date.

Grade/Step

The action that you entered on the Career - Overall Data page determines whether or not you can modify 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.

Field or Control	***Description***
Grade	Only valid grades for the employee's status are available. The corps and category that are associated with the grade appear automatically.
Access Mode	You can access this field only for grade promotions.
Step	When you update the employee record, entering the step is mandatory. Only steps belonging to the salary grade table are available.
Expected Advancement Date	Displays the advancement date. 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

Field or Control	***Description***
Trainee	This field is available only when you select a grade promotion implying a corps change for an employee who is a civil servant. Select to indicate a promotion probation period is required.

Field or Control	*Description*
Expected End Date	Displays 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.
Ten PPd Lgth (tenure probation period length)	If the employee is a trainee, the system displays the trainee's tenure probation period length in grade.
Probation Date	Available for trainees only. Calculated by the tenure date calculation process. It accounts for possible statutory breaks during probation period length and part-time.

Related Links

Understanding the Career Advancement Processes
Understanding Promotion Probation Period Setup
Understanding the Tenure Process

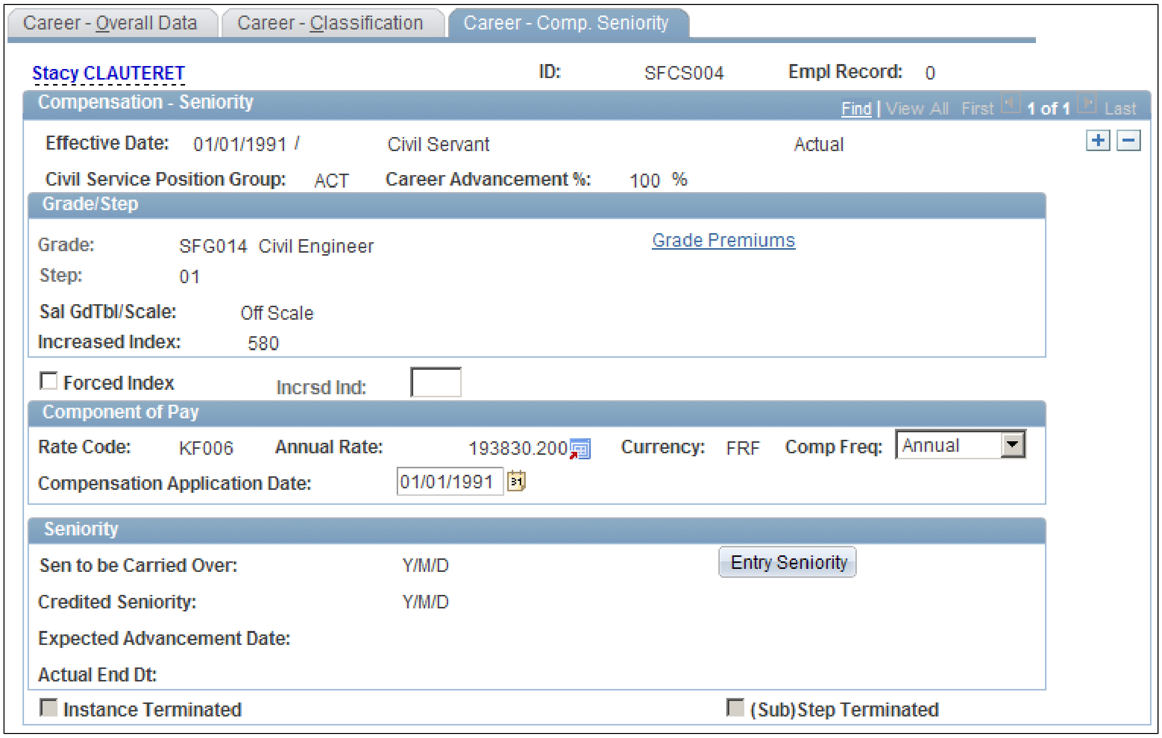
Career - Comp. Seniority Page

Use the Career - Comp. Seniority (career - compensation seniority) page (FPAEECAREER_PNL3) to view compensation and seniority data.

Navigation:

Workforce Administration > **Job Information** > **Increment Step/Promotion FPS** > **Career - Comp. Seniority**

This example illustrates the fields and controls on the Career - Comp. Seniority page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Grade Premiums	Click to access the Grade Premiums page of the Grades 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: grade, Salary Grade table, and scale.
Forced Index and **Incrsd Ind** (increased index)	Select the **Forced Index** check box to modify the index that corresponds to the employee's grade and step in the Salary Grade table. Enter the new index value in the **Incrsd Ind** field, which becomes available for entry when you select **Forced Index.**

Component of Pay

Field or Control	***Description***
Annual Rate, Currency, and **Comp Freq** (compensation frequency)	Click the Display in Other Currency button to convert the compensation rate to another currency. 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	The compensation application date is the date that the compensation corresponding to the grade/step/index becomes effective. You can modify this date if the effective date comes before the application date.

Seniority

Field or Control	***Description***
Sen to be Carried Over (seniority to be carried over) and **Credited Seniority**	Display values that are calculated during the collective seniority process.
Entry Seniority	Click to record seniority that was 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 deselected for a new row. Manage French Public Sector uses both indicators in the seniority calculation collective process. See Understanding Seniority and Length of Service.

Entry Seniority Catg/Body/Grd Page

Use the Entry Seniority Catg/Body/Grd (entry seniority category, body, and grade) page (FPAEECAREER_SEC) to record seniority that has been earned in another organization or during military service.

Navigation:

Click **Entry Seniority** on the Career - Comp. Seniority page.

This example illustrates the fields and controls on the Entry Seniority Catg/Body/Grd page. You can find definitions for the fields and controls later on this page.

You can record seniority that was earned in another organization or during military service. 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 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.

The different seniority levels entered on this page does not add to or substitute for credited seniority in a step. Thus, they are not considered in the advancement process. However, they are integrated into the criteria considered when listing promotable employees.

Related Links

Understanding Seniority and Length of Service

Saving Career Data

When saving a new action, the system:

- Overrides the Expected Advancement Date field from the previous row with the actual end date provided by the new action.

  The end date equals the next move effective date, minus 1 day.
- Selects the Instance Terminated check box in the prior row.

  A move is terminated as soon as it is followed by another move.
- Selects the Step Terminated check box in the previous row unless the last move that was inserted is an action that authorizes Previous Instance Seniority Carry Over.

Seniority carryover is defined in the Previous Instance Sen Carry Ov field on the FPS Actions page **(Set Up HCM > Product Related > Workforce Administration > Workforce Data FPS > Actions).**

Related Links

Setting Up Actions

Deleting Career Data

You can delete an action that is specifically recorded in the Career component. When you do this, the system checks for consistency. For instance, when you delete a step increment action, the system checks that a seniority bonus that is associated with the step has not been granted. If it has, the system issues a warning message. You must then delete the seniority bonus before deleting the step increment.

To do this, use the Delete Career Data FPS (FPAEEDELCAREER_PNL) component.

Related Links

Deleting an Action

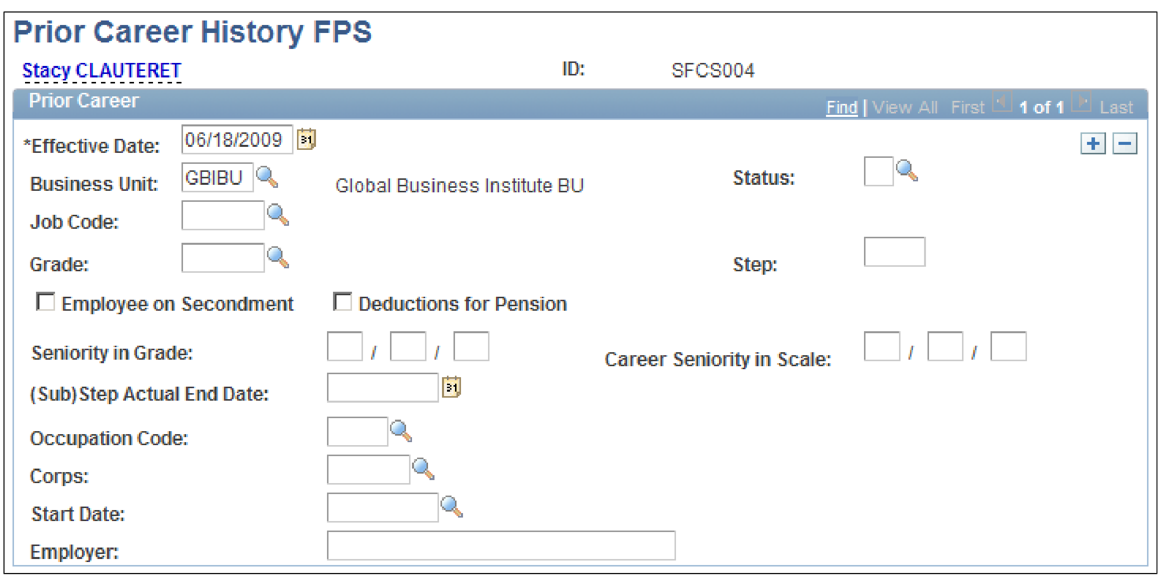
Prior Career History FPS Page

Use the Prior Career History FPS page (FPAEEHISTCARE_PNL) to enter and view an employee's previous duties, seniority, and employers.

Navigation:

Workforce Administration > Personal Information > Biographical > Prior Career History FPS > Prior Career History FPS

This example illustrates the fields and controls on the Prior Career History FPS page. You can find definitions for the fields and controls later on this page.



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

Managing Sanctions and Demotions

The Sanction/Demotion component (FPAEESANCTION_PNL) 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 data and seniority calculation. You can view these actions in the Career component. However, you cannot enter a sanction or demotion in that component.

This section discusses how to manage sanctions and demotions.

Pages Used to Manage Sanctions and Demotions

Page Name	***Definition Name***	***Usage***
Sanct/Demotion - Overall Data Page	FPAEESANCTION_PNL1	Enter a sanction or demotion action.
Sanction/Demotion Page	FPAEESANCTION_PNL2	Enter the sanction or demotion details.

Sanct/Demotion - Overall Data Page

Use the Sanct/Demotion - Overall Data (sanction/demotion - overall data) page (FPAEESANCTION_PNL1) to enter a sanction or demotion action.

Navigation:

Workforce Administration > **Job Information** > **Freeze Advancment/Demotion FPS** > **Sanct/ Demotion - Overall Data**

To enter a sanction or demotion:

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

   The available actions include only sanction and demotion actions. You define whether an action is a sanction or demotion action when setting up the action on the FPS Action page.
3. Enter the action status.
4. Select whether to edit an individual or collective order for this action.

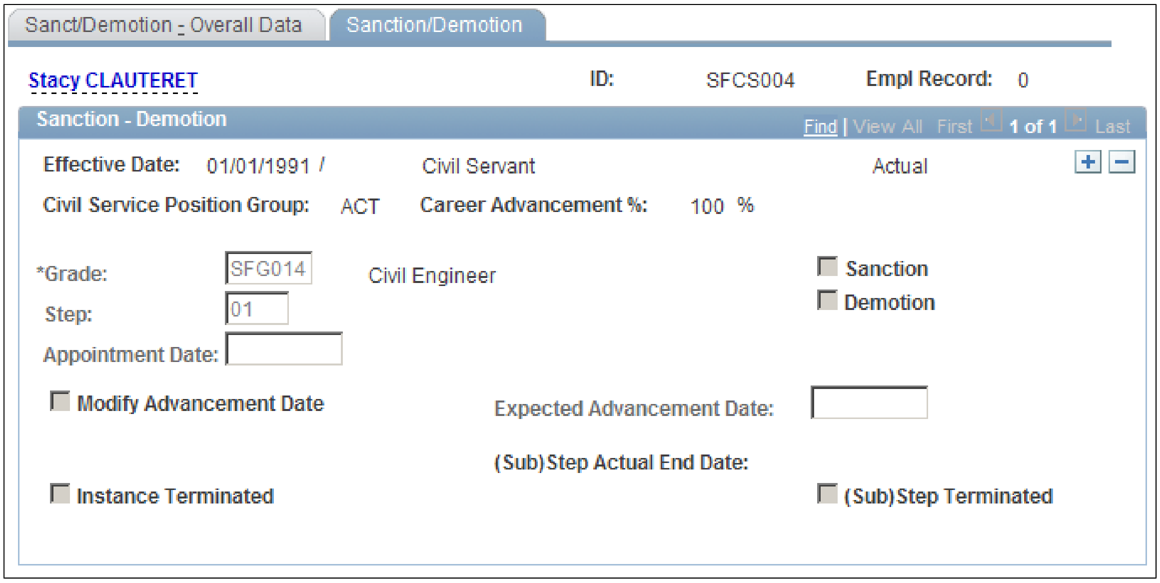
Sanction/Demotion Page

Use the Sanction/Demotion page (FPAEESANCTION_PNL2) to enter the sanction or demotion details.

Navigation:

Workforce Administration > **Job Information** > **Freeze Advancment/Demotion FPS** > **Sanction/Demotion**

This example illustrates the fields and controls on the Sanction/Demotion page. You can find definitions for the fields and controls later on this page.



If you entered a sanction action code, the system selects the **Sanction** check box to indicate the action is a sanction. To enter sanction details:

1. Enter an appointment date.

2. Select **Modify Advancement Date** to change the employee's advancement date and enter the new advancement date in **Expected Advancement Date.**

If you entered a demotion action code, the system selects the **Demotion** check box to indicate the action is a demotion. To enter demotion details:

1. Enter an appointment date.

2. Enter the new step.

After you have recorded a sanction or a demotion, you can go to the 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, the system asks you 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 Civil Service Positions

This section provides an overview of civil service positions and discusses how to enter civil service position data.

Pages Used to Manage Civil Service Position

Page Name	***Definition Name***	***Usage***
Civil Serv Posn Overall Data Page	FPAEELEGAL_PNL1	Enter an action that adds or modifies employee civil service position.
Civil Service Position Data Page	FPAEELEGAL_PNL2	Enter civil service position data.
Secondment Information Page	FPAEELEGAL_SEC	Enter secondment data.
Statutory Position / Employee Page	RUNCTL_FPACRYSTAL2	Run the CS Position/Employee report (FPAEE_PO) that lists employee civil service position data.

Understanding Civil Service Positions

With this part of the employee record, you can track employees' civil service positions. Each action that is entered in the Chg Civil Service Position FPS component (FPAEELEGAL_PNL) 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, Manage 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 Chg Civil Service Position FPS component.

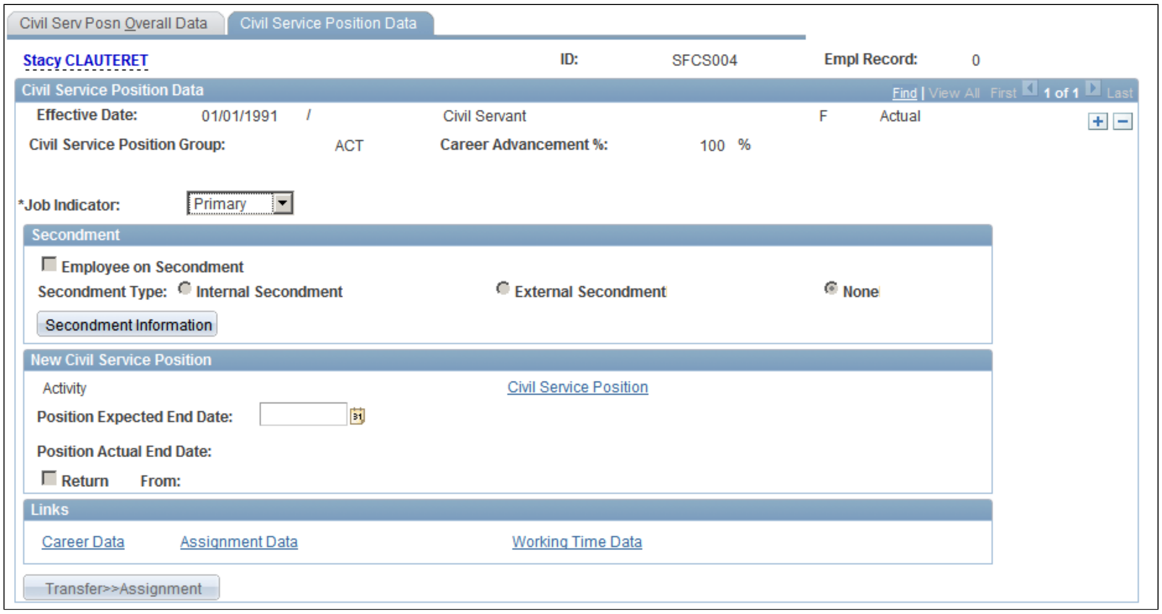
Civil Service Position Data Page

Use the Civil Service Position Data page (FPAEELEGAL_PNL2) to enter civil service position data.

Navigation:

Workforce Administration > **Job Information** > **Chg Civil Service Position FPS** > **Civil Service Position Data**

This example illustrates the fields and controls on the Civil Service Position Data page. You can find definitions for the fields and controls later on this page.



To enter civil service position data:

1. View and modify secondment data, if needed, by clicking the **Secondment Information** button.
2. Enter the civil service position expected end date.

   The expected end date is mandatory if the action requires a date of return.

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.

If the civil service position setup indicates that the new position requires full-time status, Manage French Public Sector verifies this. If the employee works part-time, you cannot save the data. Click **Civil Service Position** to view setup information for the civil service position.

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's assignment data and manually modify the position.

Related Links

Understanding Secondment Management

Managing Employee Status

This section discusses 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	***Definition Name***	***Usage***
Status Page	FPAEESTATUS_PNL1	View and change an employee's status.

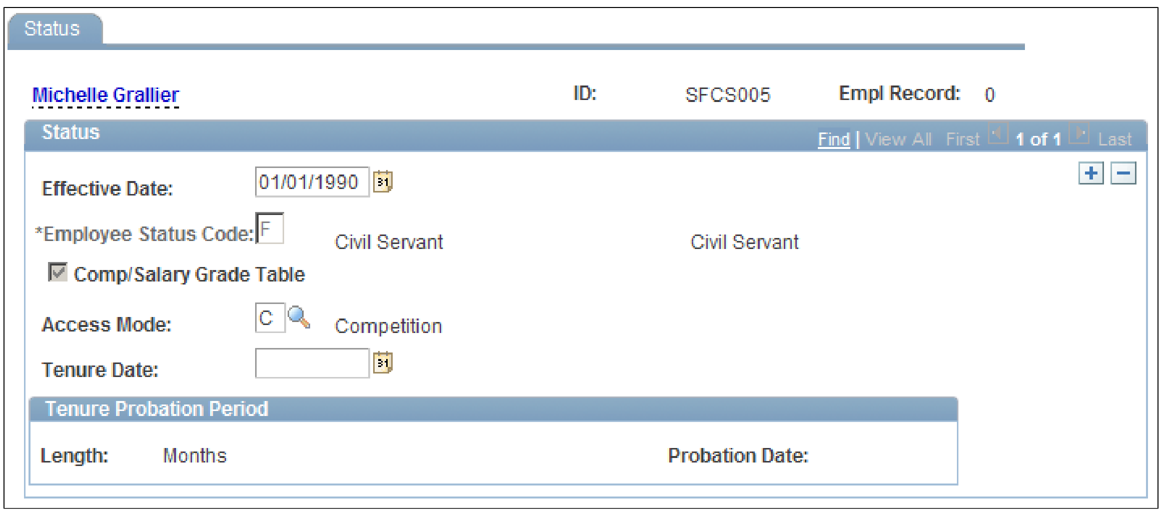
Status Page

Use the Status page (FPAEESTATUS_PNL1) to view and change an employee's status.

Navigation:

Workforce Administration > **Job Information** > **Update Status FPS** > **Status**

This example illustrates the fields and controls on the Status page. You can find definitions for the fields and controls later on this page.



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

Field or Control	***Description***
Employee Status Code	Enter the new employee status.
Access Mode	Select how the employee reached the new status, *C (Competition)* or *R (Recruitment)*.
Comp/Salary Grade Table (compensation/salary grade table)	This check box is available for entry only for employees whose statuses do not imply career management.
Tenure Date	Enter the tenure date for Civil Servant and Trainee statuses only.

Tenure Probation Period

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

Field or Control	*Description*
Length	Displays the tenure probation period length in the trainee's grade for trainees.
Probation Date	Displays 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.

Related Links

Understanding the Tenure Process
Understanding the Hiring Process

Managing Assignments

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

This section discusses how to manage assignments.

Pages Used to Manage Assignments

Page Name	*Definition Name*	*Usage*
Assignment - Overall Data Page	FPAEEPOST_PNL1	Add a new assignment.
Assignment - Work Location Page	FPAEEPOST_PNL2	Record changes of position, business unit, company and department.
Assignment - Job Information Page	FPAEEPOST_PNL3	View and modify job data.

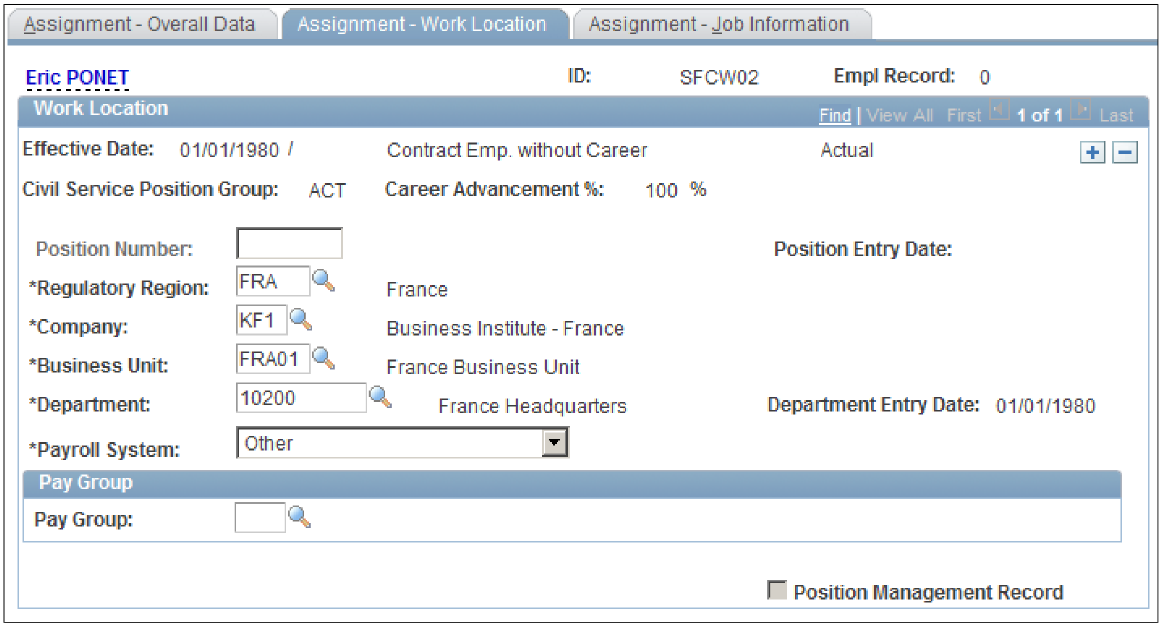
Assignment - Work Location Page

Use the Assignment - Work Location page (FPAEEPOST_PNL2) to record changes of position, business unit, company and department.

Navigation:

Workforce Administration > Job Information > Update Assignment FPS > Assignment - Work Location

This example illustrates the fields and controls on the Assignment - Work Location page. You can find definitions for the fields and controls later on this page.



To record changes:

- If you manage part of your system by position, enter a position number in the **Position Number** field.

  The system populates the following fields: **Regulatory Region, Company, Business Unit, Department, Payroll System,** and **Pay Group.** Select **Override Position Data** to modify these values if needed.

  Warning! In case of partial position management, modifying position data on the Organizational Development, Position Management menu can affect the civil servant assigned to that position on this page.

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

You must also enter the employee's pay group. If you are using PeopleSoft Global Payroll, you must enter additional information.

Related Links

“Defining Pay Groups” (PeopleSoft Global Payroll)

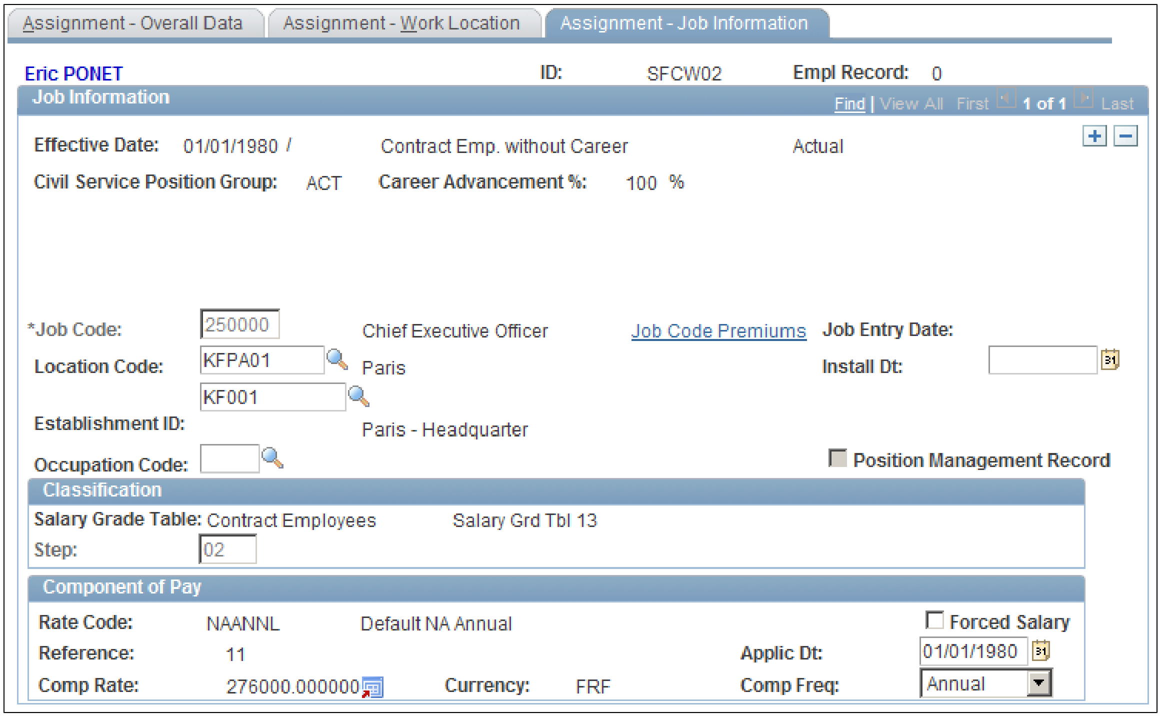
Assignment - Job Information Page

Use the Assignment - Job Information page (FPAEEPOST_PNL3) to view and modify job data.

Navigation:

Workforce Administration > **Job Information** > **Update Assignment FPS** > **Assignment - Job Information**

This example illustrates the fields and controls on the Assignment - Job Information page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Job Code Premiums	Click to access the Job Code Premiums component.
Step	Enter the step on the Salary Grade Table for the employee.
Forced Salary	Select to be able to adjust the component of pay data on the Compensation - 2 page.
Component of Pay	Displays compensation elements.

The Classification and Component of Pay group boxes are available only for employees without careers who are compensated on salary grade table.

Managing Compensation Data

This section provides an overview of compensation management and discusses how to update compensation for employees.

Pages Used to Update Compensation Data

Page Name	***Definition Name***	***Usage***
Compensation - 1 Page	FPAEESALARY_PNL1	Enter an action that adds or modifies employee compensation data.
Compensation - 2 Page	FPAEESALARY_PNL2	Update compensation for employees.

Understanding Compensation Management

The compensation pages affect only employees without career data. The pages distinguish between employees in salary grade tables and employees with free compensation.

The base compensation of employees without career data and in salary grade tables are defined automatically by their job codes and steps. You manage this data in the Update Assignment FPS component by forcing indexes or amounts.

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

In Manage 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 - 2	Base Compensation, Forced Salary
Employee Without Career - outside Salary Grade table	Compensation - 2	Compensation
All statuses	Employee Premiums	Financial bonuses

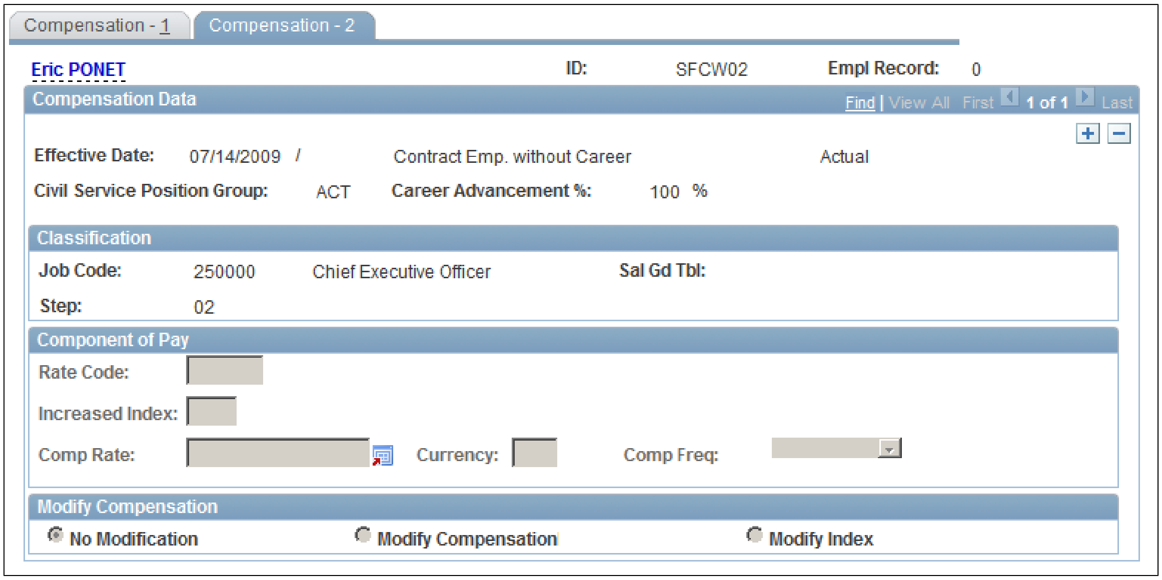
Compensation - 2 Page

Use the Compensation - 2 page (FPAEESALARY_PNL2) to update compensation for employees.

Navigation:

Workforce Administration > **Job Information** > **Update Compensation FPS** > **Compensation - 2**

This example illustrates the fields and controls on the Compensation - 2 page. You can find definitions for the fields and controls later on this page.



Updating Compensation for Employees in Salary Grade Tables

To update compensation for employees in salary grade tables:

1. Select *Modify Index* or *Modify Compensation.*

   These options are available only if Forced Salary is selected (for the specified period) on the Assignment - Job Information page.

2. Adjust the Component of Pay data.

Updating Compensation for Employees with Free Compensation

Only the **Component of Pay** group box appears for employees with free compensation.

To update compensation for employees with free compensation:

1. Select the **Rate Code.**

   The system populates **Frequency, Currency,** and **Comp Rate.**

2. Modify the values of these fields 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.

This section discusses how to update employee premiums.

Pages Used to Manage Employee Premiums

Page Name	*Definition Name*	*Usage*
Overall Data Page	FPAEEPREMIUM_PNL1	Enter an action that adds or modifies employee premium data.
Premiums Page	FPAEEPREMIUM_PNL2	Update employee premium data.

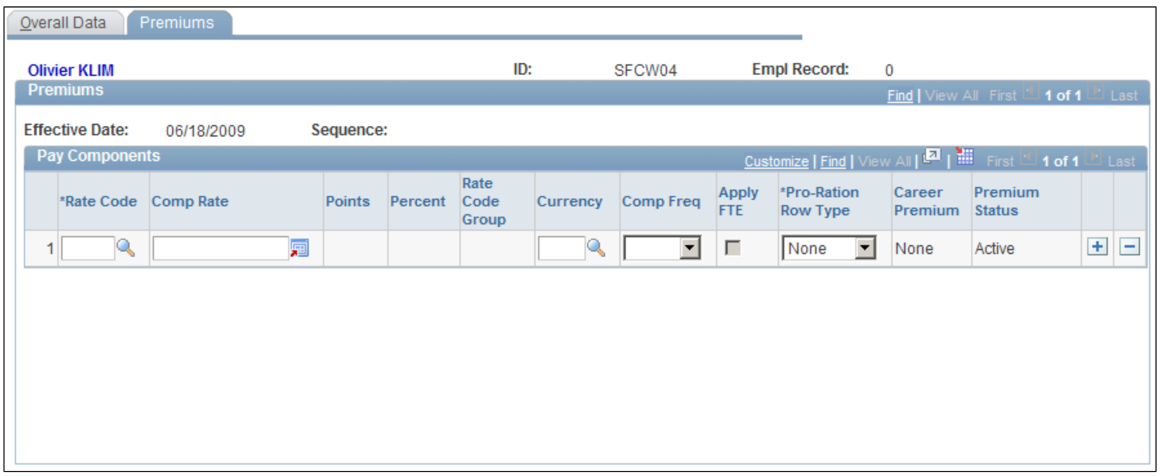
Premiums Page

Use the Premiums page (FPAEEPREMIUM_PNL2) to update employee premium data.

Navigation:

Workforce Administration > **Job Information** > **Grant Premiums FPS** > **Premiums**

This example illustrates the fields and controls on the Premiums page. You can find definitions for the fields and controls later on this page.



When you select the Rate Code, the system makes some fields unavailable depending on the type of rate code. This table summarizes which fields are available and unavailable for each type of rate code:

Rate Code Type	*Fields Available*	*Fields Unavailable*
A flat amount	**Comp Rate, Currency,** and **Comp Freq**	**Points, Percent,** and **Rate Code Group**
Percentage	**Percent** and **Rate Code Group**	**Rate Code, Comp Rate, Points, Currency,** and **Comp Freq**
Valued in points	**Points, Currency,** and **Comp Freq**	**Comp Rate, Percent,** and **Rate Code Group**

Field or Control	***Description***
Rate Code	Enter the rate code for the premium.
Currency	Optional.
Comp Freq (compensation frequency)	Optional.
Pro-Ration Row Type	Select a type. Values are *Main Salary, Secondary,* or *None.*
Career Premium	Displays a value that indicates 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	Displays the 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 actions (rows) in the career record can be separated into two groups:

- Open occurrences

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

Career Change	***Career Premium***	***Premium Status***
Neither grade nor step changes.	Any option.	No change.
Step or grade changes.	None.	No change.

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

- Closed occurrences

  The retroactivity 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.

Related Links

Saving Career Data
Understanding Retroactivity in Manage French Public Sector

Managing Work Time

This section discusses how to track an employee's work time.

Pages Used to Manage Work Time

Page Name	***Definition Name***	***Usage***
Overall Data Page	FPAEEWORKRT_PNL1	Enter an action that affects the employee's working time.
Working Time Page	FPAEEWORKRT_PNL2	Track an employee's working time.

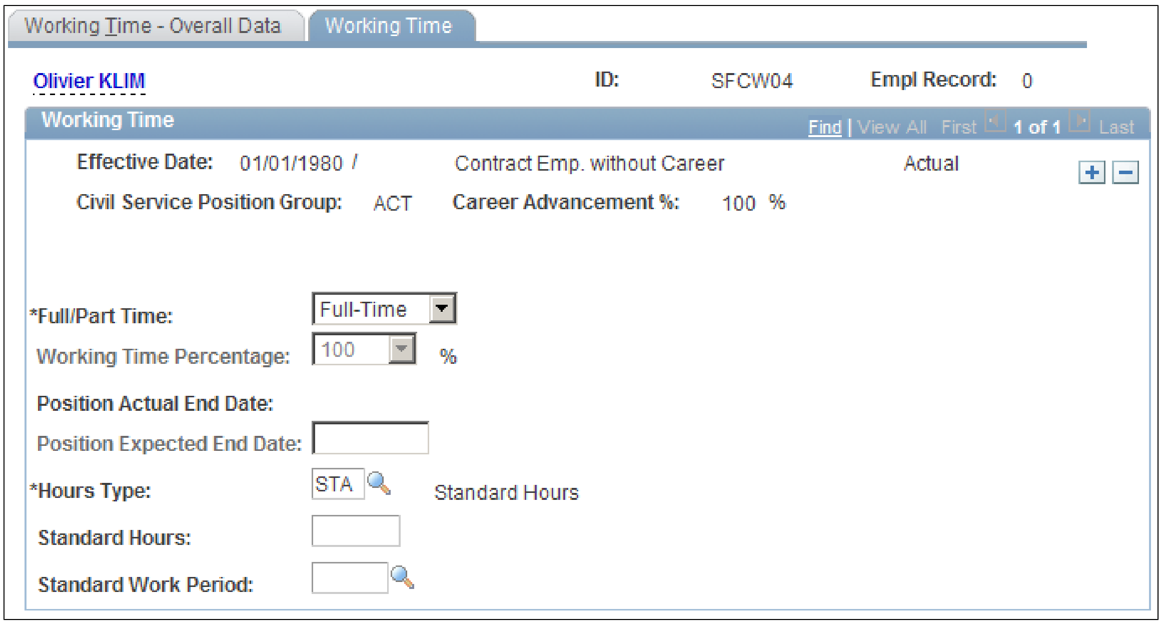
Working Time Page

Use the Working Time page (FPAEEWORKRT_PNL2) to track an employee's working time.

Navigation:

Workforce Administration > **Job Information** > **Update Work Time FPS** > **Working Time**

This example illustrates the fields and controls on the Working Time page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Full//Part Time	Indicate if the employee is full-time or part-time.
Working Time Percentage	Select a working-time percentage for part-time employees.
Position Actual End Date	Displays the **Position Expected End Date,** minus 1 day.
Position Expected End Date	Enter an expected end date. This field is either required or optional, depending on the action that you have inserted.
Hours Type	Select the type of hours; for example, *STA* (standard hours).
Standard Hours	Enter the number of hours that the employee works per standard work period.
Standard Work Period	Select the length of the standard work period, such as a weekly.

Managing Employee Categorization

This section discusses how to manage employee categorization.

Pages Used to Manage Employee Categorization

Page Name	***Definition Name***	***Usage***
Employee Categ - Overall Data Page	FPAEEOTHER_PNL1	View employee data.
Employee Categorization Page	FPAEEOTHER_PNL2	Maintain employee data that is not specific to French Public Sector.

Managing Seniority Bonuses

This section provides an overview of seniority bonus management and discusses how to assign day bonuses.

Pages Used to Manage Seniority Bonuses

Page Name	***Definition Name***	***Usage***
Sen Bonus - Overall Data (seniority bonus - overall data) Page	FPABONUS_PNL1	Add a new seniority bonus action.
Sen Bonus Days (seniority bonus days) Page	FPABONUS_PNL2	Assign day bonuses.
Delete Career Data FPS - Sen Bonus - Overall Data (delete career data FPS - seniority bonus - overall data) Page	FPABONUS_PNL1D	View and delete previously recorded seniority bonus data.
Delete Career Data FPS - Sen Bonus Days (delete career data FPS - seniority bonus days) Page	FPABONUS_PNL2D	View and delete previously recorded seniority bonus data.

Understanding Seniority Bonus Management

Review these considerations for managing seniority bonuses:

- You can assign day bonuses to employees to reduce the seniority that is necessary before step increment.
- Step duration reductions 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 bonus days must not exceed the difference between the average step duration and 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 substep increment.

Related Links

Defining Corps
Defining Steps, Substeps, and Advancement Rules

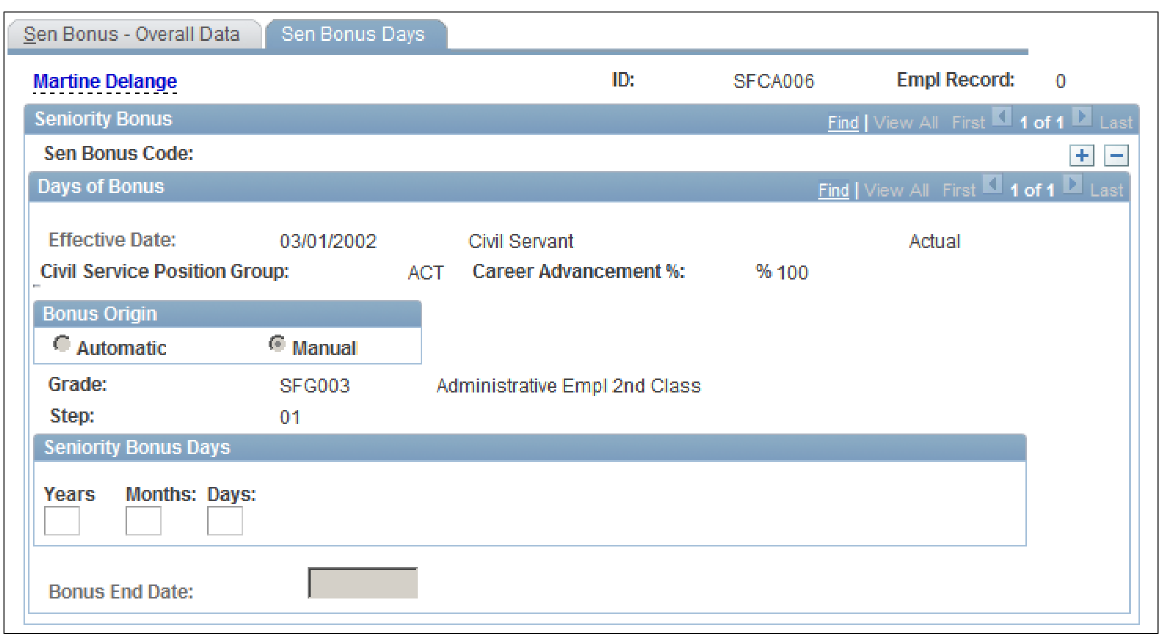
Sen Bonus Days Page

Use the Sen Bonus Days (seniority bonus days) page (FPABONUS_PNL2) to assign day bonuses.

Navigation:

Workforce Administration > **Job Information** > **Update Seniority Bonus FPS** > **Sen Bonus Days**

This example illustrates the fields and controls on the Sen Bonus Days page. You can find definitions for the fields and controls later on this page.



Enter the seniority bonus days and the bonus end date.

Managing Absences

This section discusses how to track an employee's absences.

Pages Used to Manage Absences

Page Name	***Definition Name***	***Usage***
Absences - Overall Data Page	FPAEEABSENCE_PNL1	Add an absence action.
Absences Page	FPAEEABSENCE_PNL2	Track an employee's absences.

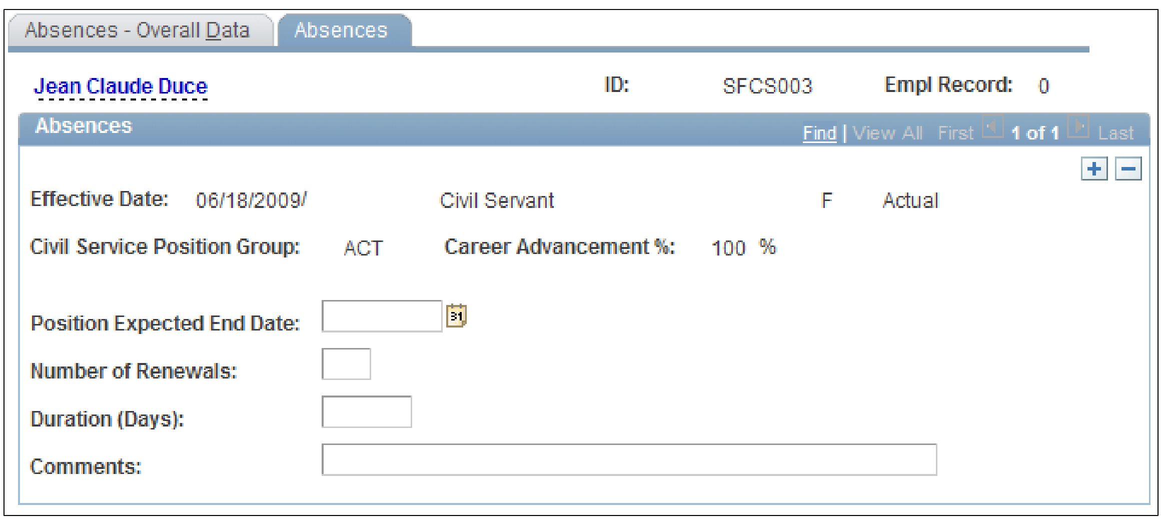
Absences Page

Use the Absences page (FPAEEABSENCE_PNL2) to track an employee's absences.

Navigation:

Workforce Administration > **Job Information** > **Absences FPS** > **Absences**

This example illustrates the fields and controls on the Absences page. You can find definitions for the fields and controls later on this page.



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

To track absences:

1. Enter a date in 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 (repeated absences) and the duration of the absence in days.

3. If necessary, enter a comment.

Tracking Supporting Documents

When you hire an employee or update certain employee personal data (address change or marital status change), the employee must provide certain supporting documents. Use the Supporting Documents FPS page to track the supporting documents the employee provides.

This section discusses how to track supporting documents.

Page Used to Track Supporting Documents

Page Name	***Definition Name***	***Usage***
Supporting Documents FPS Page	FPAEESUPDOC_PNL	Track an employee's supporting documents.

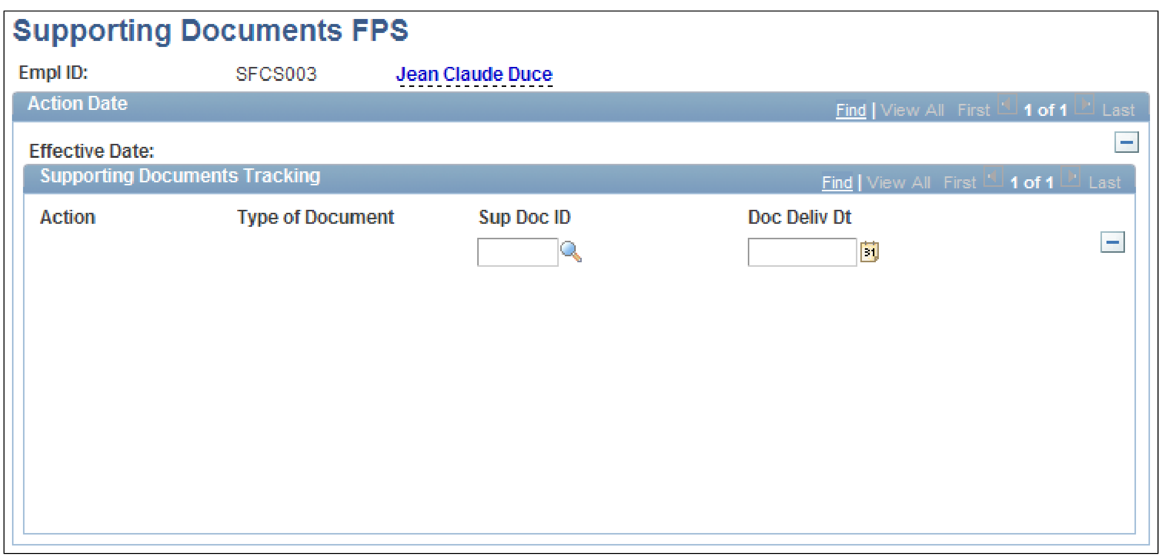
Supporting Documents FPS Page

Use the Supporting Documents FPS page (FPAEESUPDOC_PNL) to track an employee's supporting documents.

Navigation:

Workforce Administration > **Job Information** > **French Public Sector Jobs** > **Supporting Documents FPS** > **Supporting Documents FPS**

This example illustrates the fields and controls on the Supporting Documents FPS page. You can find definitions for the fields and controls later on this page.



The page displays the list of supporting documents automatically generated if you select the **Supporting Document Required** check box before saving the Hire Employee or Update Personal Information components.

Note: The **Supporting Document Required** check box is in the FPS collapsible section of the Regional tab in the Add a Person and Modify a Person components.

See “Add a Person or Modify a Person - Regional Page” (PeopleSoft Human Resources Administer Workforce), “Understanding the Process of Updating Person and Job Information” (PeopleSoft Human Resources Administer Workforce).

Enter the type of supporting document provided in **Sup Doc ID** (supporting document ID) and the date you received it in **Doc Deliv Dt** (document delivery date).

Reviewing Employee Data

This section provides a list of pages that you can use to review previous actions and data for an employee—that is, actions and data that have been deleted either manually or by automatic processes.

Pages Used to Review Employee Data

Page Name	***Definition Name***	***Usage***
Career Storage 1 Page	FPAEECARHIST_PNL1	View an employee's previous career data.
Career Storage 2 Page	FPAEECARHIST_PNL2	View an employee's previous career data.
Career Storage 3 Page	FPAEECARHIST_PNL3	View an employee's previous career data.
Assignment Storage 1 Page	FPAEEPOSHIST_PNL1	View an employee's previous assignment data.
Assignment Storage 2 Page	FPAEEPOSHIST_PNL2	View an employee's previous assignment data.
Assignment Storage 3 Page	FPAEEPOSHIST_PNL3	View an employee's previous assignment data.
Compensation Storage 1 Page	FPAEESALHIST_PNL1	View an employee's previous compensation data.
Compensation Storage 2 Page	FPAEESALHIST_PNL2	View an employee's previous compensation data.
Work Time Storage 1 Page	FPAEEWORHIST_PNL1	View an employee's previous work time data.

Page Name	***Definition Name***	***Usage***
Work Time Storage 2 Page	FPAEEWORHIST_PNL2	View an employee's previous work time data.
EE Categorization Storage 1 (employee categorization storage 1) Page	FPAEEOTHHIST_PNL1	View an employee's previous categorization data.
EE Categorization Storage 2 (employee categorization storage 2) Page	FPAEEOTHHIST_PNL2	View an employee's previous categorization data.
CS Position Storage 1 (civil service position storage 1) Page	FPAEELEGHIST_PNL1	View an employee's previous civil service positions.
CS Position Storage 2 (civil service position storage 2) Page	FPAEELEGHIST_PNL2	View an employee's previous civil service positions.
Seniority Bonus Storage 1 (seniority bonus storage 1) Page	FPABONHIST_PNL1	View an employee's previous seniority bonus data.
Seniority Bonus Storage 2 (seniority bonus storage 2) Page	FPABONHIST_PNL2	View an employee's previous seniority bonus data.
Premiums Storage 1 Page	FPAEEPREMHST_PNL1	View an employee's previous premium data.
Premiums Storage 2 Page	FPAEEPREMHST_PNL2	View an employee's previous premium data.
Biographical Details Page	FPAPERS_DT_HIST_1A	View name information retained after deleting an employee ID.
Contact Information Page	FPAPERS_DT_HIST_1B	View address and contact information retained after deleting an employee ID.
Regional Page	FPAPERS_DT_HIST_1C	View regional information retained after deleting an employee ID.
Employee Personal File Cncl FPS (employee personal file cancel FPS) Page	FPAEELEGAL_HIST3	View employee record information retained after deleting an employee ID.

Chapter 6

Rating Employees

Understanding Employee Ratings

The employee rating process involves the Manage Employee Reviews business process in PeopleSoft HR as well as Manage French Public Sector. You create employee ratings using Manage Employee Reviews, and identify employees to be rated and apply rating equalization adjustments using Manage French Public Sector.

The first step of the rating process is to identify employees to be rated. Using the Calculate Attendance Time FPS 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.

Then reviewers manually enter temporary ratings using Manage Employee Reviews.

After ratings have been assigned, you calculate a rating equalization adjustment constant that enables you to get a final rating calculated from the individual temporary rating. The Final Rating Application Engine process (HR_FPFIRA_CI) calculates the final ratings after the adjustment constant has been determined.

Related Links

"Manage Employee Reviews Business Processes" (PeopleSoft Human Resources Manage Employee Reviews)
"Manage Employee Reviews Business Process Overview" (PeopleSoft Human Resources Manage Employee Reviews)

Preparing Employee Rating Lists

This section lists the prerequisites and discusses how to prepare employee rating lists.

Pages Used to Prepare Employee Rating Lists

Page Name	***Definition Name***	***Usage***
Calculate Attendance Time FPS Page	RUNCTL_FPA1200	Run the Employees to be Rated SQR process (FPA1200) to calculate attendance in department/grade using civil service position history. You select the period and group of employees for which to calculate attendance time. You must run this process before you can generate a list of employees to be rated.
Review Attendance Time FPS Page	FPA_RATPRS	View attendance time calculation results.
Empl to be Rated Report FPS Page	RUNCTL_FPA1210	Run the Employee/Department List (FPARAT2) or the Employee ID List (FPA_RAT) reports. These reports create a list of employees who meet attendance time requirements.

Prerequisites

You must run the merge process between French Public Sector (FPS) and HR data.

Related Links

Understanding the Merge Process

Calculate Attendance Time FPS Page

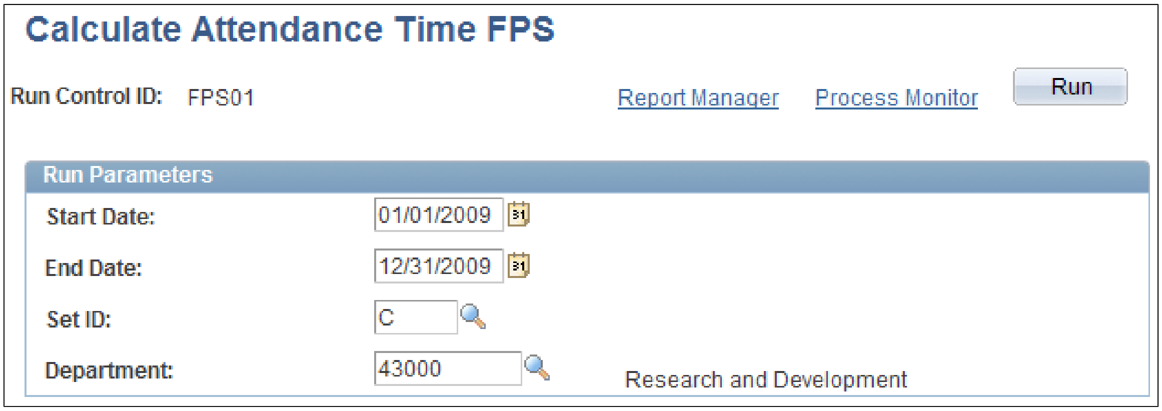
Use the Calculate Attendance Time FPS page (RUNCTL_FPA1200) to run the Employees to be Rated SQR process (FPA1200) to calculate attendance in department/grade using civil service position history.

You select the period and group of employees for which to calculate attendance time. You must run this process before you can generate a list of employees to be rated.

Navigation:

Workforce Development > Career Planning > Prepare Evaluation/Career Plan > Calculate Attendance Time FPS > Calculate Attendance Time FPS

This example illustrates the fields and controls on the Calculate Attendance Time FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Start Date and **End Date**	Enter the time period for which to calculate the employees' attendance days.
SetID and **Department**	Select the setID and department of the group of employees for which to calculate attendance days.

Note: Attendance time is calculated in thirtieths.

Empl to be Rated Report FPS Page

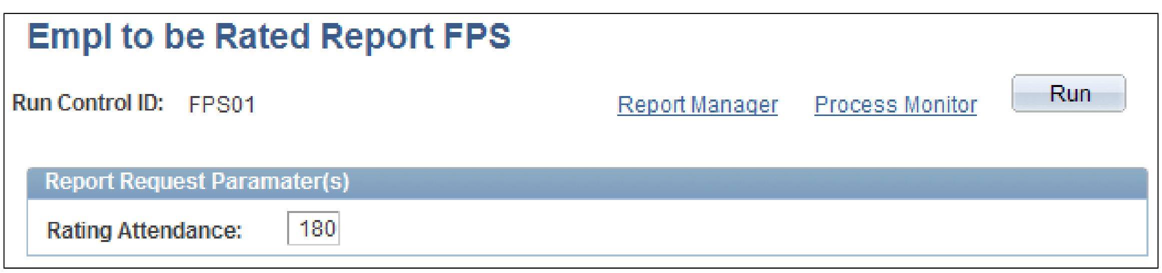
Use the Empl to be Rated Report FPS (employees to be rated report) page (RUNCTL_FPA1210) to run the Employee/Department List (FPARAT2) or the Employee ID List (FPA_RAT) reports.

These reports create a list of employees who meet attendance time requirements.

Navigation:

Workforce Development > **Career Planning** > **Prepare Evaluation/Career Plan** > **Empl to be Rated Report FPS** > **Empl to be Rated Report FPS**

This example illustrates the fields and controls on the Empl to be Rated Report FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Rating Attendance	Enter the minimum number of days of attendance required for the employee to be rated. The reports run from this page use this value to select a group of eligible employees from the employees selected by the Employees to be Rated process.

Report Information

Click Run to run the report. From the Process Scheduler Request page you can select two reports:

- Employees/Department List report (FPARAT2) lists employees to be rated by employee ID/ department.
- Employee ID List report (FPA_RAT) lists employees to be rated by employee ID.

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.

Calculating Employee Ratings

After the employees have been identified, the reviewer evaluates those who are to be rated and assigns a temporary rating. Now you need to calculate an adjustment constant to account for differences between reviewers and calculate the final rating.

This section discusses how to calculate employee ratings.

Pages Used to Calculate Employee Ratings

Page Name	*Definition Name*	*Usage*
Review Evaluation Status FPS Page	RUNCTL_FPA025	Run the Assessment Statuses SQR report (FPA025) that lists selected employees and whether they have been rated. Use this report to determine which employees have not been rated.
Calc Adjustment Constant FPS Page	RUNCTL_FPA030	Run the Adjustment constant calcul. (adjustment constant calculation) SQR report (FPA030). This report calculates the adjustment constant for each reviewer for one or more corps.
Create Final Rating FPS Page	RUNCTL_FPA035	Calculate the final rating.
Review Rating Prcs Rlts FPS (review rating process results) Page	FPA_FINRA_RSL_T_PNL	View the final rating results.

Related Links

“Manage Employee Reviews Business Processes” (PeopleSoft Human Resources Manage Employee Reviews)

“Understanding Profile Management” (PeopleSoft Human Resources Manage Profiles)

Review Evaluation Status FPS Page

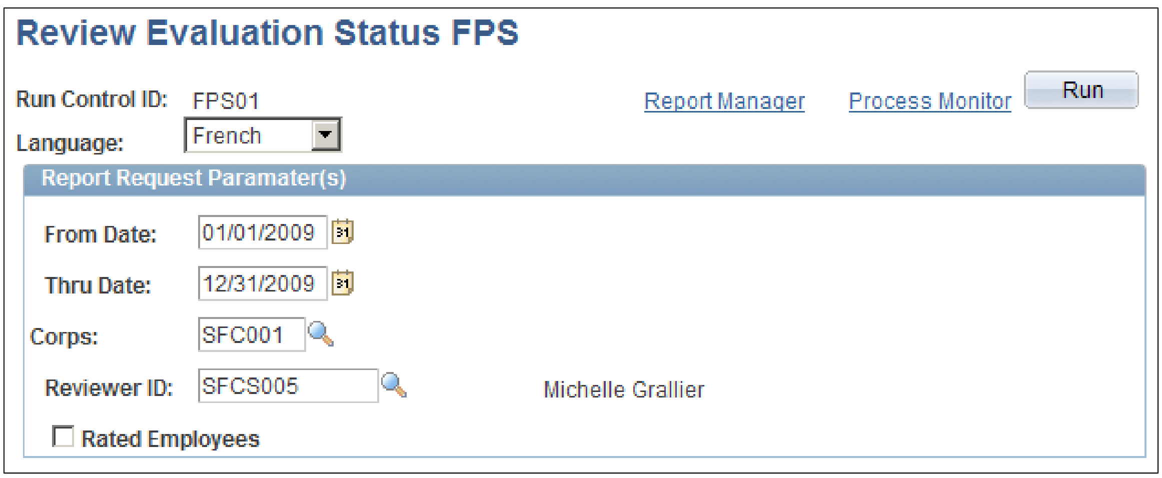
Use the Review Evaluation Status FPS page (RUNCTL_FPA025) to run the Assessment Statuses SQR report (FPA025) that lists selected employees and whether they have been rated.

Use this report to determine which employees have not been rated.

Navigation:

Workforce Development > **Career Planning** > **Prepare Evaluation/Career Plan** > **Review Evaluation Status FPS** > **Review Evaluation Status FPS**

This example illustrates the fields and controls on the Review Evaluation Status FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
From Date and **Thru Date**	Select the rating period.
Corps	Select a corps to include only employees of that corps or leave the field blank to include all corps.
Reviewer ID	Select a reviewer to have the report contain only the employees assigned to this reviewer. Leave the field blank to include employees assigned to all reviewers.
Rated Employees	Select to have the report list employees who have been rated. Leave the check box deselected to have the report list employees who have not been rated.

Calc Adjustment Constant FPS Page

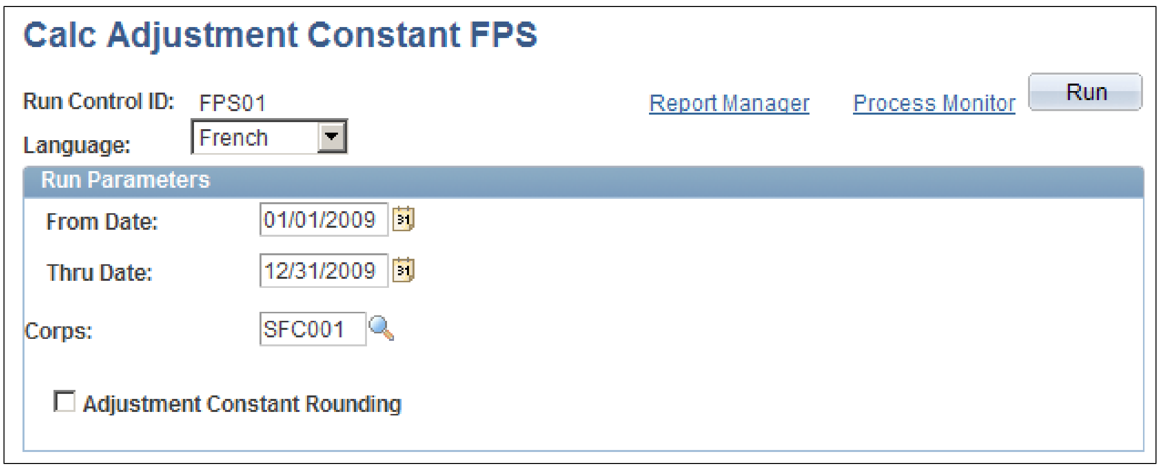
Use the Calc Adjustment Constant FPS (calculate adjustment constant) page (RUNCTL_FPA030) to run the Adjustment constant calcul.

(adjustment constant calculation) SQR report (FPA030). This report calculates the adjustment constant for each reviewer for one or more corps.

Navigation:

Workforce Development > **Career Planning** > **Prepare Evaluation/Career Plan** > **Calc Adjustment Constant FPS** > **Calc Adjustment Constant FPS**

This example illustrates the fields and controls on the Calc Adjustment Constant FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
From Date and **Thru Date**	Select the rating period.
Corps	Select a corps if you want to calculate the adjustment constant for that corps only. Leave the field blank to calculate the adjustment constant for all corps.
Adjustment Constant Rounding	Select to have the adjustment constant rounded to a multiple of .25 (for example, 1.25, 1.50, or 1.75).

The system calculates an adjustment constant to normalize the ratings of the various reviewers. The Adjustment Constant report (FPA030) 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 —the average of the total points minus the average of the reviewer's points.

Create Final Rating FPS Page

Use the Create Final Rating FPS page (RUNCTL_FPA035) to calculate the final rating.

Navigation:

Workforce Development > **Career Planning** > **Prepare Evaluation/Career Plan** > **Create Final Rating FPS** > **Create Final Rating FPS**

The Final Rating process (HR_FPFIRA_CI) applies the adjustment constant to the temporary rating to give the employee a final score.

For each employee, the final rating overrides the initial rating. The effective date is December 31; the initial rating is stored in an archive record.

Chapter 7

Processing Trainee Tenure

Understanding the Tenure Process

In the Manage French Public Sector business process, 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.

Prerequisites

The tenure process uses parameters from the following tables:

- FPS Installation
- Civil Service Position
- Grades

Related Links

Understanding French Public Sector Setup

Calculating Tenure Dates

This section provides an overview of tenure date calculation and discusses how to calculate tenure dates.

Page Used to Calculate Tenure Dates

Page Name	***Definition Name***	***Usage***
Calculate Tenure Date Page	RUNCTL_FPA005	Calculate the tenure date for individuals or groups.

Understanding Tenure Date Calculation

When determining exact tenure date and the probation period end date, the system takes into account part-time work and breaks that are due to civil service 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.

The tenure date calculation is in thirtieth or calendar days, depending on your FPS Installation setup. The tenure date is the probation period end date, minus one day. The tenure becomes effective on the anniversary date.

Related Links

Setting Up FPS Installation

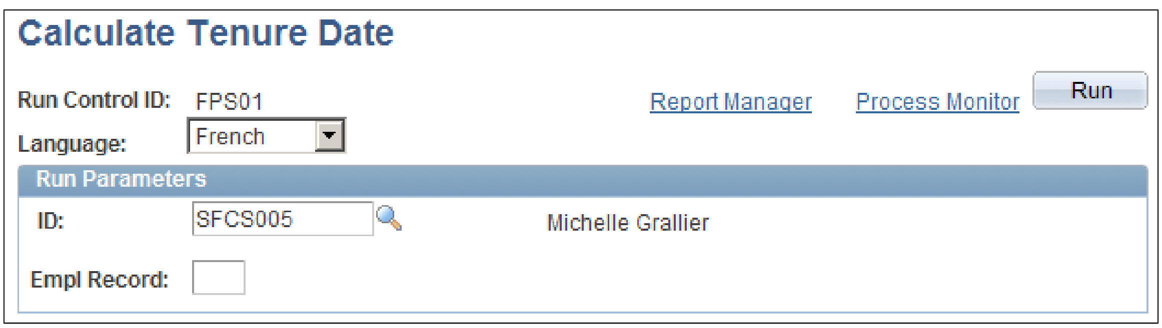
Calculate Tenure Date Page

Use the Calculate Tenure Date page (RUNCTL_FPA005) to calculate the tenure date for individuals or groups.

Navigation:

Workforce Administration > **Tenure FPS** > **Calculate Tenure Date** > **Calculate Tenure Date**

This example illustrates the fields and controls on the Calculate Tenure Date page. You can find definitions for the fields and controls later on this page.



Use this page to calculate the tenure date for one employee or a group of employees.

Field or Control	***Description***
ID and **Empl Rcd#** (employee record number)	Leave these fields blank to calculate the tenure date for all trainees.

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

Related Links

Career - Classification Page

Searching for Employees Who Are Eligible for Tenure

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

The Updt trainees to be given ten (update trainees to be given tenure) SQR process (FPA105) activates the Tenure flag for employees whose tenure date is between the system date and the duration that is defined in the FPS Installation Parameters 1 page. For example, if the duration is 30 days, the Tenure flag is activated for employees whose tenure date occurs within 30 days after processing.

Page Used to Search for Employees Who Are Eligible for Tenure

Page Name	***Definition Name***	***Usage***
Calculate Future Tenures Page	RUNCTL_FPA710	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. Workflow is optional in the tenure process.

The Trainees tbc list (trainees to be given tenure list) Application Engine process (FPTENURE) selects all trainees whose probation periods must be validated and who have an activated Tenure flag.

Page Used to Inform Supervisors

Page Name	***Definition Name***	***Usage***
Trainees to be given Tenure Page	PRCSRUNCNTL	Inform managers of trainees who have been granted tenure using workflow.

Approving and Denying Probation Periods

This section provides an overview of probation period approval or rejection, lists prerequisites and discusses how to approve and deny probation periods.

Pages Used to Approve and Deny Probation Periods

Page Name	***Definition Name***	***Usage***
Competency Match Page	FPAEETENURE_PNL4	Displays a comparison of the employee's competencies with those that are required by the job. It also displays the results of the employee's medical examination.
Accomplishment Match Page	FPAEETENURE_PNL3	Displays a comparison of the employee's accomplishments with those that are required by their job.
Tenure PPd Validation Page	FPATEN_VALID_PNL1	Validate or reject the tenure probation period.

Understanding Probation Period Approval or Rejection

Trainee Validation is a transaction process that enables a trainee's supervisor to select one of these:

- Validate the tenure probation period.
- Renew the probation period (once).
- Refuse 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. The system checks competencies and accomplishments as well as the physical exam, but does not prevent you from saving the transaction even if the physical exam is not yet recorded.

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

Prerequisites

For the system to validate a probation period, you must set up the following:

- A non-person profile for the employee's job code.
- A person profile for the employee.
- Match evaluation types for the user ID that is used to perform the probation period validation.

Use the Manage Profiles business process to define person and non-person profiles. For probation period validation to work, set up the non-person profiles as follows:

- Profile type must be ROLE.

- Add the competencies required by the job and include an importance level and proficiency rating.
- Add the accomplishments required for the job and assign an importance level.
- For those competencies and accomplishments that are required to validate the probation period, select the FP Tenure Requirements check box in the French Public Sector section.

Set up employees' profiles as follows:

- Profile type must be PERSON.
- Add the employee's competencies to the profile. Make sure that you select a proficiency rating and an evaluation type.
- Add the employee's accomplishments to the profile.

When you select the Validate Probation Period option, the system checks your User ID to determine which competency evaluation types to use. Only those competencies on the person profile with an evaluation type that matches those enabled for your user ID are considered in the probation period validation.

Use the Match Evaluation Types page to define the evaluation types for user IDs.

Competency Match Page

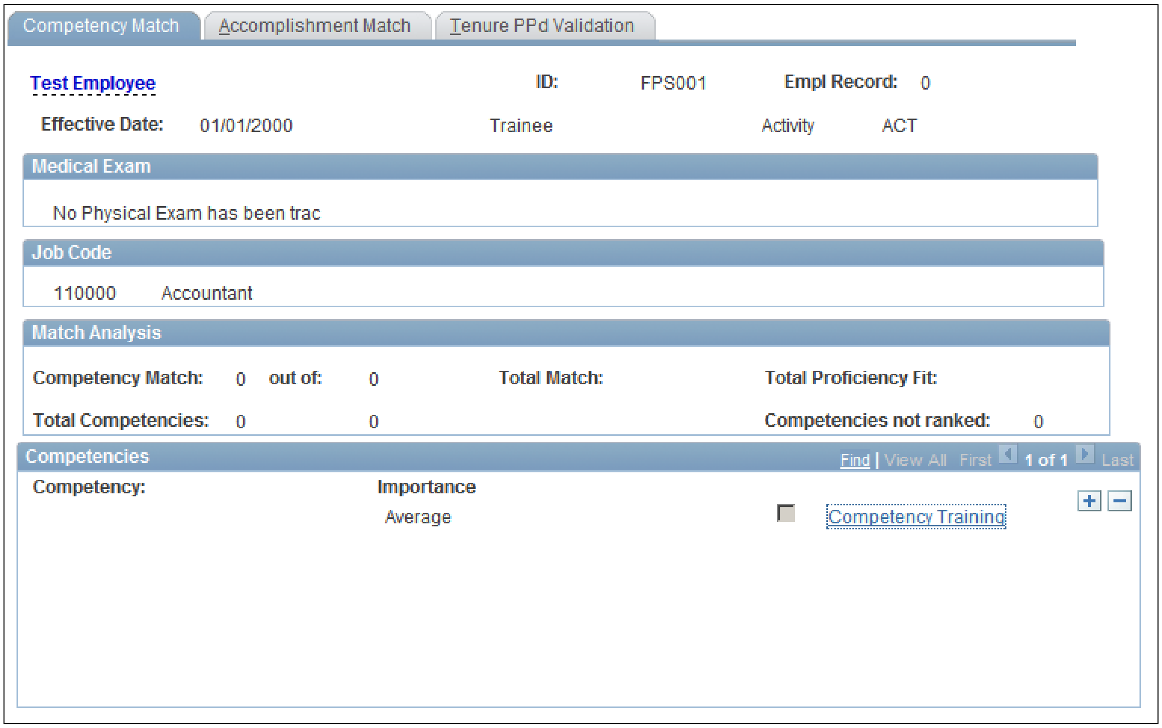
Use the Competency Match page (FPAEETENURE_PNL4) to displays a comparison of the employee's competencies with those that are required by the job.

It also displays the results of the employee's medical examination.

Navigation:

Workforce Administration > **Tenure FPS** > **Validate Probation Period** > **Competency Match**

This example illustrates the fields and controls on the Competency Match page. You can find definitions for the fields and controls later on this page.



Medical Exam

This group box shows the last physical exam results. It also indicates if the medical exam has not been tracked.

Job Code

This group box displays the employee's job code and description.

Match Analysis

This group box summarizes the competency match results. The system compares the profile defined for the job code (of profile type ROLE) with the employee's profile (of type PERSON). The competency matching works in the same way as the Person to Role match provided in the Manage Profiles business process.

Field or Control	***Description***
Competency Match	Indicates how many points the employee has been awarded out of the total possible for the role. Employees are awarded points if they have a required competency and a proficiency rating that is equal or greater than that required for the job. The number of points awarded for matching competencies depends on the importance level assigned to the competencies in the job profile.

Field or Control	***Description***
Total Match	Displays the maximum number of points available if the employee meets all the competency requirements.
Total Competencies	Displays the number of competencies included in the match.
Total Proficiency Fit	Displays the employee's points as a percentage of the total possible for the role.

For more details of how the competency matching works, refer to the *PeopleSoft HR: Manage Profiles PeopleBook.*

See “Understanding Profile Comparisons” (PeopleSoft Human Resources Manage Profiles).

Competencies

This group box lists the competencies that are in the profile for the job specified in the Job Code group box. The match indicator icon shows how well the employee meets the competency. A blue filled circle indicates that the employee possesses the required competency and has the required proficiency rating.

Field or Control	***Description***
Importance	Displays the importance level assigned to the competency.
Competency Training	Click to view details of courses scheduled that target the competency.

Related Links

“Understanding Profile Comparisons” (PeopleSoft Human Resources Manage Profiles)

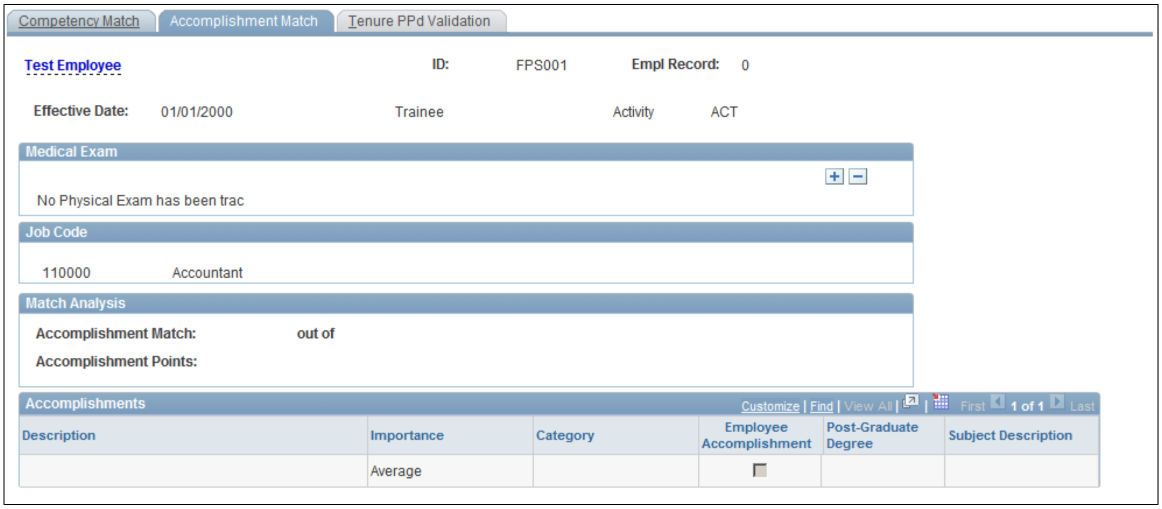
Accomplishment Match Page

Use the Accomplishment Match page (FPAEETENURE_PNL3) to displays a comparison of the employee's accomplishments with those that are required by their job.

Navigation:

Workforce Administration > Tenure FPS > Validate Probation Period > Accomplishment Match

This example illustrates the fields and controls on the Accomplishment Match page. You can find definitions for the fields and controls later on this page.



Medical Exam

This group box shows the last physical exam results. It also indicates if the medical exam has not been tracked.

Job Code

Displays the employee's job code and job code description.

Accomplishments

This group box lists the accomplishments in the profile for the employee's job.

Field or Control	***Description***
Description	Displays a description of the accomplishment.
Importance	Displays the Importance level assigned to the accomplishment in the job profile.
Employee Accomplishment	The system selects this check box if the employee has the accomplishment listed in their profile.
Subject	Displays the degree subject code for degrees.
Required	Indicates if a degree is required. The system selects this check box if the FP Degree Required check box is selected in the ROLE profile for a degree item.

Field or Control	***Description***
Level	Displays the level of the degree defined in the ROLE profile. For example, if the degree specified in the ROLE profile requires four years of study, this is the value that appears in this field.
Post-Graduate Degree	Indicates if the accomplishment is a post-graduate degree.
Subject Description	Displays the description of the degree subject code.

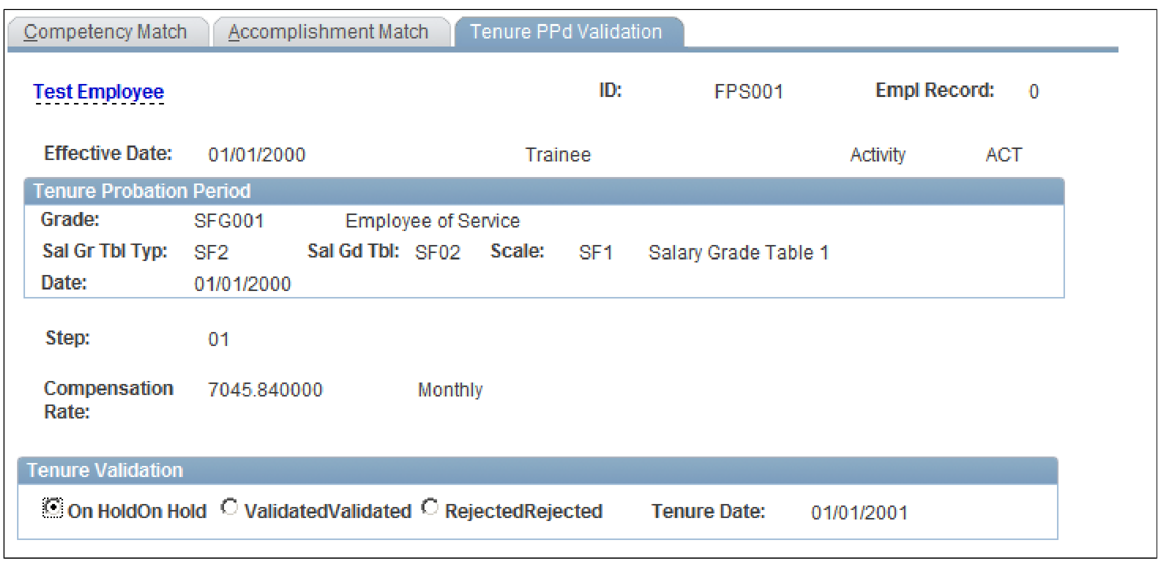
Tenure PPd Validation Page

Use the Tenure PPd Validation (tenure probation period validation) page (FPATEN_VALID_PNL1) to validate or reject the tenure probation period.

Navigation:

Workforce Administration > **Tenure FPS** > **Validate Probation Period** > **Tenure PPd Validation**

This example illustrates the fields and controls on the Tenure PPd Validation page. You can find definitions for the fields and controls later on this page.



The page displays trainee grade and step data. In the case of automatic step increment, the next step and corresponding compensation appear.

To validate or reject the tenure probation period, select *On Hold, Validated,* or *Rejected.*

Validating the probation period does not imply that the tenure becomes effective; you must still grant tenure.

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.

This section provides overviews of the rows created when saving the Assign Civil Servant Status component and tenure actions with or without step increment and discusses how to grant tenure.

Pages Used to Grant Tenure

Page Name	***Definition Name***	***Usage***
Tenure Page	FPAEETENURE_PNL1	Grant tenure. You can access only trainees whose probation period has been validated.
Competency Match Page	FPAEETENURE_PNL4	Displays a comparison of the employee's competencies with those that are required by the job.
Accomplishment Match Page	FPAEETENURE_PNL3	Displays a comparison of the employee's accomplishments with those that are required by their job.
New Status Page	FPAEETENURE_PNL2	Enter the new employee status code.

Understanding Rows Created When Saving the Assign Civil Servant Status Component

When you save the Assign Civil Servant Status 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 component.

Related Links

Setting Up FPS Installation

Understanding Tenure Actions with or without Step Increment

If tenure is Without Step Increment, the tenure action does not terminate the step. In the action setup, select the Previous Instance Sen Carry Ov check box on the FPS Action page.

If tenure is With Automatic Step Increment, deselect the Previous Instance Sen Carry Ov check box.

Related Links

FPS Action Page

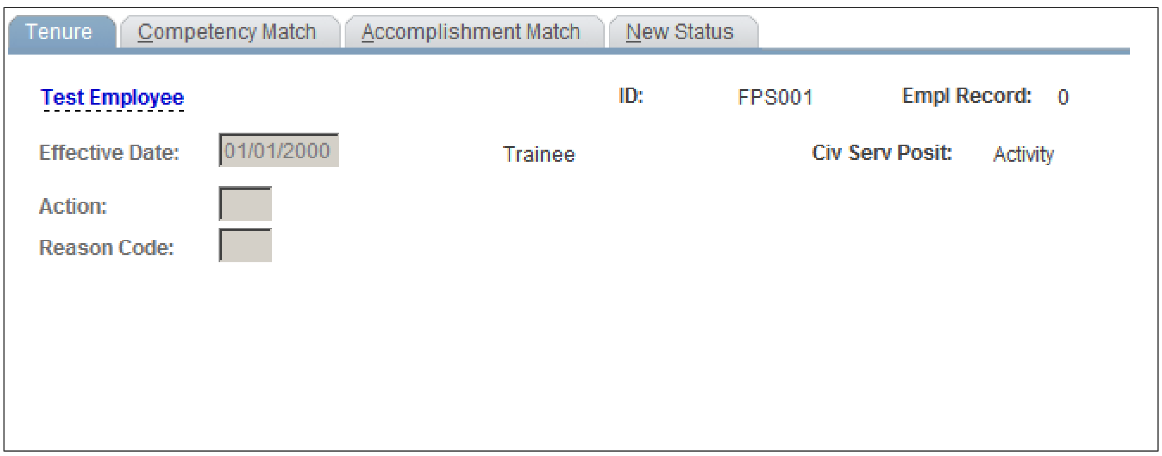
Tenure Page

Use the Tenure page (FPAEETENURE_PNL1) to grant tenure.

Navigation:

Workforce Administration > Tenure FPS > Assign Civil Servant Status > Tenure

This example illustrates the fields and controls on the Tenure page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Give Tenure	Click to grant tenure to the employee. The default values for the Tenure Action and Reason codes prompt from the FPS Installation table. The effective date is the tenure date.

Related Links

Setting Up FPS Installation

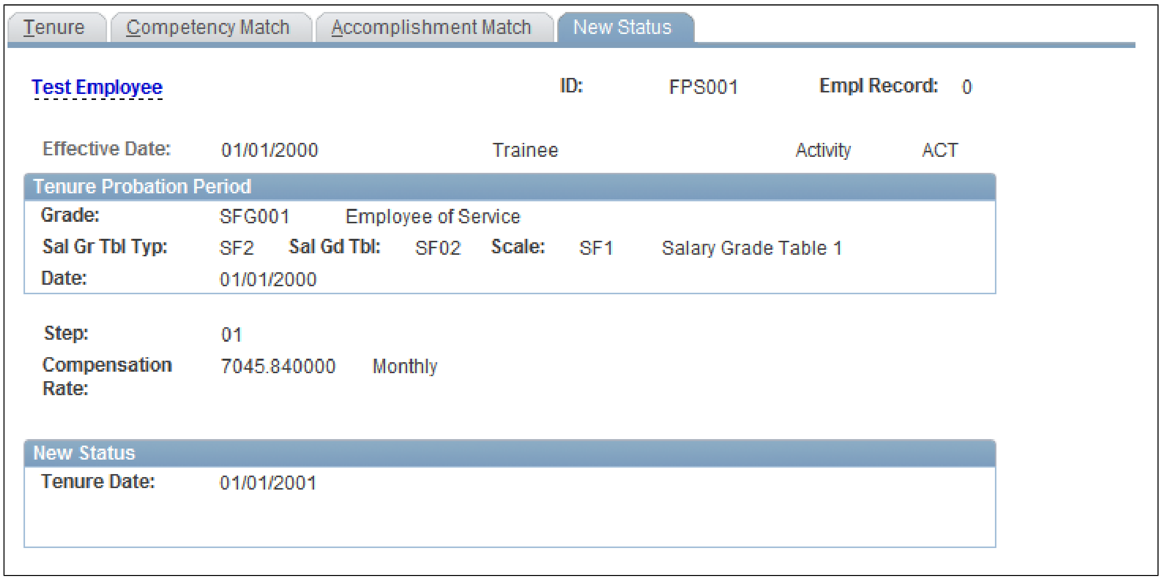
New Status Page

Use the New Status page (FPAEETENURE_PNL2) to enter the new employee status code.

Navigation:

Workforce Administration > **Tenure FPS** > **Assign Civil Servant Status** > **New Status**

This example illustrates the fields and controls on the New Status page. You can find definitions for the fields and controls later on this page.



Enter the new employee status code.

The category is Civil Servant.

Viewing Employee Status

This section discusses how to view employee status.

Page Used to View Employee Status

Page Name	***Definition Name***	***Usage***
Status Page	FPAEESTATUS_PNL1	View employee status. Once an employee is granted tenure, you can access both successive statuses (trainee and civil servant).

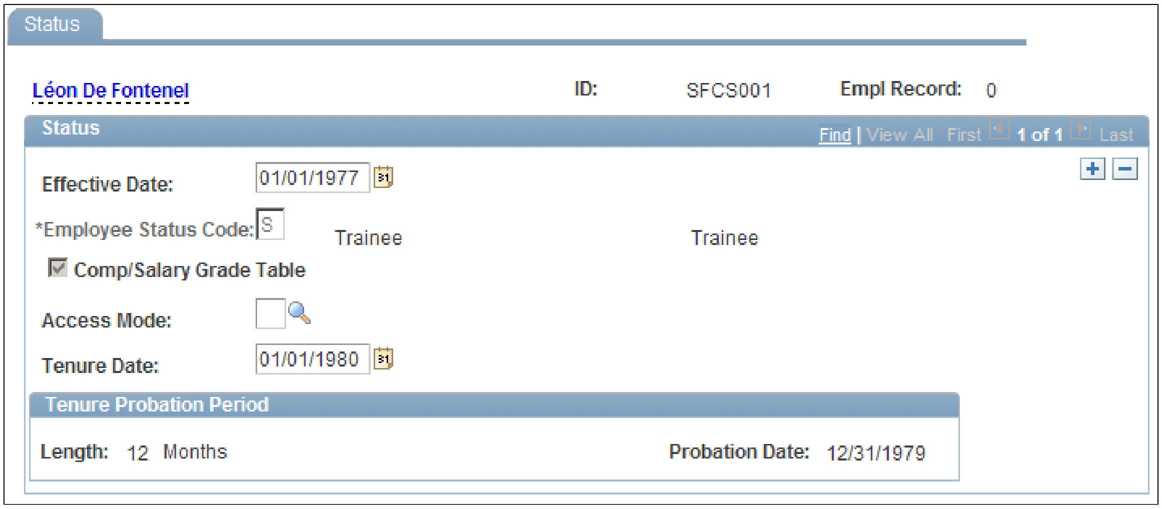
Status Page

Use the Status page (FPAEESTATUS_PNL1) to view employee status.

Navigation:

Workforce Administration > **Job Information** > **Update Status FPS** > **Status**

This example illustrates the fields and controls on the Status page. You can find definitions for the fields and controls later on this page.



The page displays probation period lengths and end dates.

Probation Period Renewal

Consult the Status page to renew the probation period. After a renewal, the Probation Period Renewal information appears.

Chapter 8

Managing the Promotion Probation Period

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 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, select the **Trainee** check box on the Career - Classification page.

Related Links

Setting Up FPS Installation
Defining Civil Service Positions
Setting Up Salary Grades
Career - Classification Page

Assigning a Promotion Probation Period

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

To set up a grade promotion that implies a corps change:

1. Access the Career - Overall Data page in the Increment Step/Promotion FPS component and insert a new row. Use *Grade Promotion* as the action.

   Note: Although *Grade Promotion* is the most common action in this situation, you can use any action you choose after Career Data Authorized is checked and Grade/Step is selected on the FPS Action page of the Actions component **(Set Up HCM > Product Related > Workforce Administration).**

2. Access the Career - Classification page in the Increment Step/Promotion FPS component.
3. Select the **Trainee** check box to indicate that the employee is beginning a probation period.

   This check box appears only for employees who are not trainees.

4. Set the probation period to *In Progress.*

Related Links

Understanding Grade Promotions

Calculating Promotion Probation Period End Dates

This section discusses how to calculate promotion probation period end dates.

Pages Used to Calculate Promotion Probation Period End Dates

Page Name	***Definition Name***	***Usage***
Calculate End of Probation Pd Page	RUNCTL_FPA005	Calculate the promotion probation period end dates.
Current PPd Schedule (current probation period schedule) Page	RUNCTL_FROMTHRU	Generate the Probation Period in Progress Schedule report (FPA405), which lists employees who have a promotion probation period during a selected period.

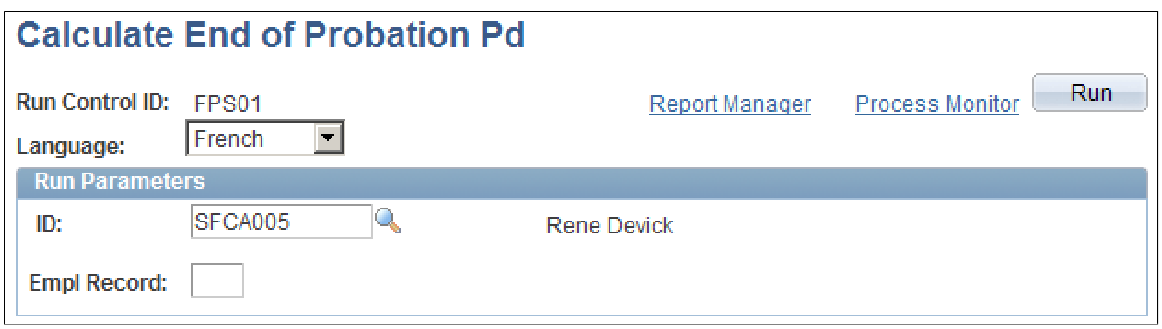
Calculate End of Probation Pd Page

Use the Calculate End of Probation Pd (calculate end of probation period) page (RUNCTL_FPA005) to calculate the promotion probation period end dates.

Navigation:

Workforce Administration > **Collective Processes** > **Identify Promotable Empls FPS** > **Calculate End of Probation Pd** > **Calculate End of Probation Pd**

This example illustrates the fields and controls on the Calculate End of Probation Pd page. You can find definitions for the fields and controls later on this page.



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

The Calculate End of Probation Period SQR process (FPA305) determines the exact probation period end date, accounting for civil service position breaks and part-time positions.

This process:

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

  Length is determined when you set up the new 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 employee.
- Displays the Period End Date on the Career-Classification page.

Validating or Denying Promotions

At the end of the promotion probation period, you must validate or deny the promotion. This section discusses how to:

- Validate a promotion
- Deny a promotion

Prerequisites

Before you can validate or deny a promotion, you must have run the End Date Calculation process (FPA305) that calculates the promotion probation period end date.

Validating a Promotion

To validate a promotion:

1. Access the Career - Classification page.
2. Scroll to the row with the last action that is recorded in the employee record.
3. Select **Validated.**
4. (Required) Enter the appointment in corps date.

Related Links

Career - Classification Page

Denying a Promotion

To deny a promotion:

1. Access the Career - Classification page.
2. Scroll to the row with the last recorded action in the employee record.

3. In the **Probation Period** group box, 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.

Related Links

Deleting Career Data

Chapter 9

Calculating Seniority and Length of Service

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. Since civil service positions carry different weights in seniority calculations, each civil service position has career advancement percentages that affect seniority and length of service calculations.

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 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 for the grades belonging to this corps.
- Category seniority equals total corps seniority for the corps belonging to the same category.

This explains how length of service calculations for steps, grades, corps and categories relate to each other:

- 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.

Related Links

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.

Note: Use the Update Seniority Bonus FPS component **(Workforce Administration > Job Information)** to grant reductions in step duration.

See Managing Seniority Bonuses.

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 seniority carryover functionality is applied only within the same grade.

Note: Credited seniority in the step is also generated in case of reclassification. If the reclassification 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.

Related Links

Understanding Reclassification

Prerequisites

Seniority and length of service calculations use information from the following tables:

- FPS Installation.

  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 for which the system calculates seniority carryover by selecting the Previous Instance Seniority Carry Over check box on the FPS Action page. 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 the Career table, but they neither modify nor terminate the employee's current step. The system calculates seniority move by move.

Related Links

Understanding French Public Sector Setup

Calculating Seniority and Length of Service

Business rules for calculating seniority and length of service 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 authorize the addition of the previous instance seniority to the current instance seniority. To determine whether an action terminates a step, view the **Step Terminated** check box on the Career - Classification page.

This section provides an overview of how seniority definitions account for steps not terminated and discusses how to calculate seniority and length of service.

Pages Used to Calculate Seniority and Length of Service

Page Name	***Definition Name***	***Usage***
Calculate Seniority Page	RUNCTL_FPA315	Start the seniority calculation.
Calculating Seniority and Length of Service Page	RUNCTL_FPA316	Calculate seniority and length of service between two dates for an employee.

Understanding How Seniority Definitions Account for Steps Not Terminated

When an action does not terminate a step, the system applies these 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.

Calculate Seniority Page

Use the Calculate Seniority page (RUNCTL_FPA315) to start the seniority calculation.

Navigation:

Workforce Administration > **Collective Processes** > **Manage Advancement FPS** > **Calculate Seniority** > **Calculate Seniority**

To calculate seniority:

1. 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.
2. 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.
3. Run the Calculate Seniority SQR process (FPA315).

Seniority and Length of Service Calculation

The results of the process enable you to determine the following for each move recorded in an employee career:

- 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.
- Seniority in the Salary Grade table.

The seniority calculated by this process corresponds to the theoretical career seniority that you define when you set up the step.

The automatic step increment process uses the results of some of these calculations.

Note: Entry seniorities are not taken into account in seniority calculations and processes.

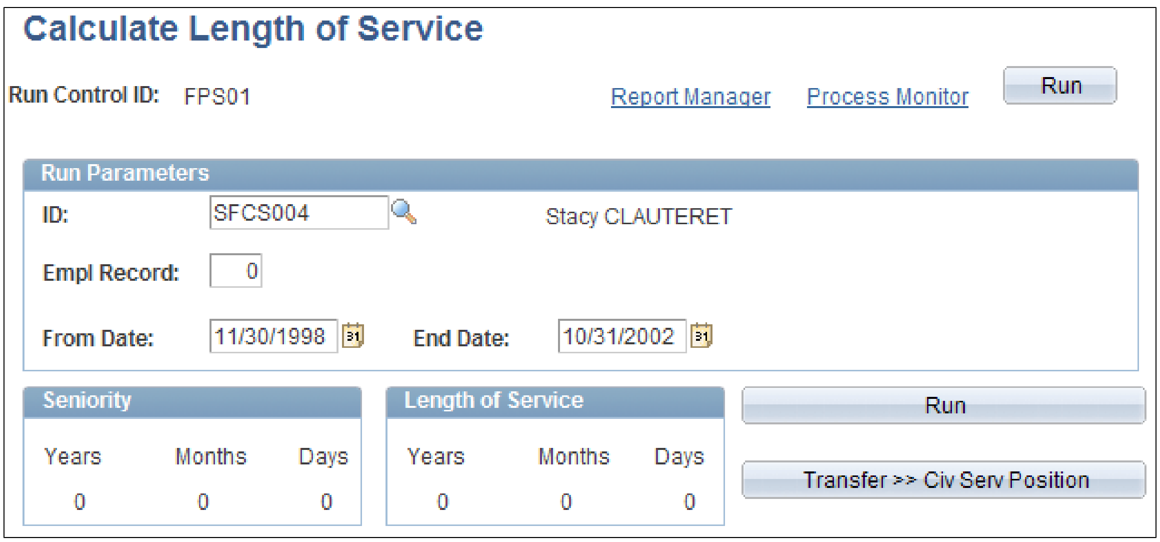
Calculating Seniority and Length of Service Page

Use the Calculate Length of Service page (RUNCTL_FPA316) to calculate seniority and length of service between two dates for an employee.

Navigation:

Workforce Administration > **Collective Processes** > **Manage Advancement FPS** > **Calculate Length of Service** > **Calculate Length of Service**

This example illustrates the fields and controls on the Calculate Length of Service page. You can find definitions for the fields and controls later on this page.



Enter the employee ID, employee record number, and period of time for which to calculate seniority and length of service.

Field or Control	***Description***
Run	Click to calculate and display the results.
Transfer >> Civ Serv Position (transfer >> civil service position)	Click to access the employee's civil service position history.

Viewing Seniority Information

This section discusses how to view seniority information.

Page Used to View Seniority Information

Page Name	***Definition Name***	***Usage***
Career Seniority FPS Page Review Career Seniority Page	FPAEESENSYNT_PNL	View seniorities that are associated with each employee career status. The system displays the various seniorities and lengths of service calculated for each action according to the definitions and rules that are explained in this chapter. With the step seniority and length of service, the step career seniority and theoretical seniority are displayed. You can select only employees with career management data when entering this page.

Chapter 10

Processing Career Advancement

Understanding the Career Advancement Processes

The career advancement process exists in three forms:

- Advancement date calculation SQR process (FPA005).

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

- Advancement processing.

  This 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 substep increments.

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

Prerequisites

All automatic step increment processes use the following tables:

- FPS Installation.

  The processes use these fields: Days Before (Sub)Step Increment, Action for (Sub)Step Increment, Seniority Calculation, and Terminating Date.

- Status/Population Codes.

  The system checks whether 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 Authorized and Automatic (Sub)Step Increment check boxes on the Status/Population Codes page must be selected.

- Salary Grade Steps.

  The processes use these fields on the Salary Grade Steps page: Length in Step or Sub-step, Minimum Length for (Sub)Step Incr, 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 whether 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 employee's civil service position changes.

Related Links

Understanding French Public Sector Setup

Calculating Step Increment Dates

This section provides an overview of the Advancement Date Calculation SQR process (FPA005) and discusses how to calculate step increment dates.

Page Used to Calculate Step Increment Dates

Page Name	***Definition Name***	***Usage***
Step Increment Date Page	RUNCTL_FPA005	Run the Advancement Date Calculation process that calculates the expected step or substep increment dates.

Understanding the Advancement Date Calculation SQR Process (FPA005)

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.

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, Status/Population Codes, Salary Grade Steps, and Civil Service Position tables.

The calculation does not consider part-time work.

The process creates the FPA005.LIS file that 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 - Comp. Seniority (career - compensation seniority) page to view the result of an individual employee advancement date calculation. Each time you launch the advancement process, the date is recalculated depending on the employee record.

Related Links

Understanding Seniority and Length of Service

Managing Career Data

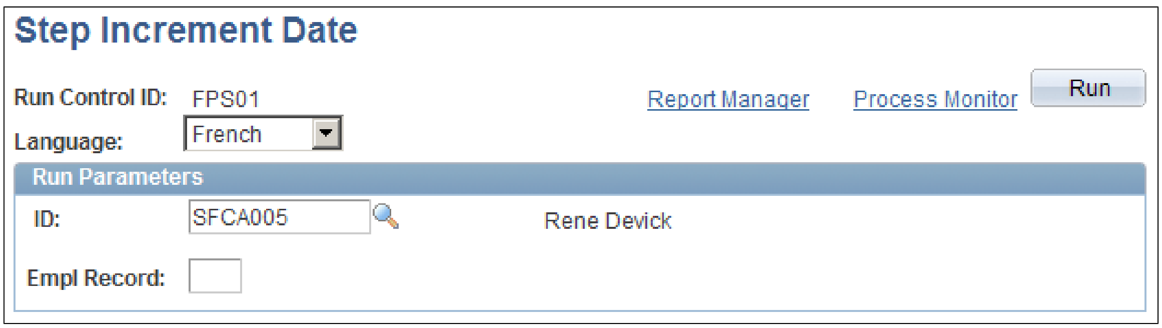
Step Increment Date Page

Use the Step Increment Date page (RUNCTL_FPA005) to run the Advancement Date Calculation process that calculates the expected step or substep increment dates.

Navigation:

Workforce Administration > **Collective Processes** > **Manage Advancement FPS** > **Step Increment Date** > **Step Increment Date**

This example illustrates the fields and controls on the Step Increment Date page. You can find definitions for the fields and controls later on this page.



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

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

Searching for Next Advancements

This section provides an overview of how to search for next advancements and lists the pages used to search for next advancements.

Pages Used to Search for Next Advancements

Page Name	*Definition Name*	*Usage*
Next Step Increment Page	RUNCTL_FPA710	Run the Employees to be Promoted process that Activates the advancement flag depending on FPS Installation and Step Increment Date.

Page Name	*Definition Name*	*Usage*
Reset Date and Adv Flag (reset date and advancement flag) Page	PRCSRUNCNTL	Run the Reset Date and Adv Flag SQR process (FPA325). This process resets advancement dates and advancement flags.

Understanding How to Search for Next Advancements

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

To search for next advancements, run the Employees to be Promoted SQR process (FPA310).

This process:

- Activates the Advancement Flag for employees whose advancement date is between the system date and the duration that is defined in the FPS Installation component.

  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 PeopleSoft HCM security rules.

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

The process creates the file FPA310.LIS that lists employees that are to be advanced.

Calculating Collective Advancement

This section provides an overview of collective advancement and lists the pages used to calculate collective advancement.

Pages Used to Calculate Collective Advancement

Page Name	***Definition Name***	***Usage***
Automatic Step Increment Page	RUNCTL_FPA320	Launch the Automatic Step Increment PSJob process (FPA001) to move all employees with an activated Advancement Flag. The Automatic Step Increment process (FPA001) combines two SQR processes, Employees to be Promoted process (FPA310) and the Step Increment process (FPA320). If you run the FPA001 process, you do not need to run the FPA310 process. You can run the Step Increment Date process (FPA005) and proceed immediately to the automatic step increment by running the FPA001 process.
Step Increment Page	RUNCTL_FPA320	Run the Step Increment process (FPA320).

Understanding Collective Advancement

Using the Step Increment SQR process (FPA320), you can automatically move all employees whose Advancement Flag has been activated. Before launching this process, indicate which corps to process.

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 table for step or substep increments.
- The step or substep is the Next Step for Advancement that is defined on the Salary Grade Steps page.

Advancing Employees Manually

To advance employees manually:

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

   This button appears after you launch the Advancement Date Calculation and Step Increment processes. The system inserts a new row with the following data:

   - The effective date—the increment date that is calculated by Advancement Date Calculation process (FPA005).
   - The action—the action for (sub)step increment that is defined by the FPS Installation.

- The step—the next (sub)step for increment that is defined on the Salary Grade Steps page.

3. Save the data.

Simulating Advancement

This section provides an overview of simulating advancement and lists the pages used to run simulations.

Pages Used to Run Simulations

Page Name	***Definition Name***	***Usage***
Step Increment Simulation Page	RUNCTL_FPA010	Start the Advancement Simulation SQR process (FPA010).
Delete Simulation Data Page	PRCSRUNCNTL	Clear the advancement simulations.
Reset Date and Adv Flag (reset date and advancement flags) Page	PRCSRUNCNTL	Reset the date and advancement flags created by your simulations.
Career Simulation Report Page	RUNCTL_FPACRYSTAL3	Run the Career Simulation Report (FPA_CARB) that lists the simulated career data after reclassification or simulation of step increment.

Understanding Simulating Advancement

Run the Advancement Simulation SQR process (FPA010) 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.

The Advancement Simulation process creates a list of employees and their career statuses after advancement simulation in the FPA010.LIS file. Run the Career Simulation Report to print a list of simulated career data.

Chapter 11

Running the Retroactivity Process

Understanding Retroactivity in Manage French Public Sector

Retroactivity is a way to manage the impact of inserting or deleting an action with a prior effective date. A prior effective date is an effective date older than the highest effective date in the employee's career data.

The retroactivity process consists of three steps:

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

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

The Retroactivity SQR process (FPA600) searches for the retroactivity flags and:

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

  The process deletes moves until the action ending the process is reached. If no action ending the process is met, the process deletes all the moves, including projected moves that might have already been recorded.

  Note: Obsolete actions as well as actions ending a process are defined using the Retro Prcs Rules/Action component **(Set Up HCM > Workforce Administration > Workforce Data FPS).** They depend on the action recorded for the retroactive move.

  See Setting Up Retroactivity Rules.

- Suspends bonuses that have been granted for a deleted grade or step.
- Generates abrogation for deleted events, if necessary.

  If the order related to an event has been edited, when the event is deleted, it has to be abrogated (an abrogation order needs to be edited).

- 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 where the bonus was granted, the bonus is regranted.
    - If the employee is no longer in the same step where the bonus was granted, you must manually grant the bonus.

      A reassignment button appears on the Sen Bonus Days page (seniority bonus days). Depending on the employee's career status, you can either reassign the bonus (for a projected bonus) or delete it.

Related Links

Setting Up Retroactivity Rules

Running the Retroactivity Process

This section discusses how to start retroactive processing.

Page Used to Run the Retroactivity Process

Page Name	***Definition Name***	***Usage***
Retroactive Processing Page	RUNCTL_FPA005	Start retroactive processing.

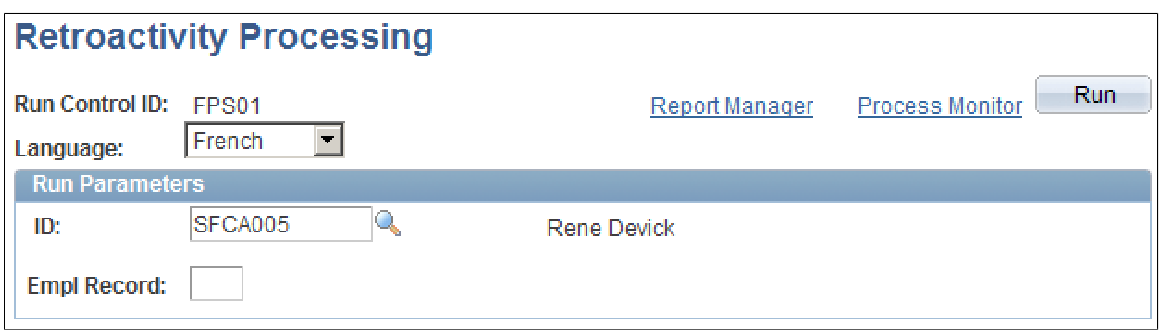
Retroactive Processing Page

Use the Retroactivity Processing page (RUNCTL_FPA005) to start retroactive processing.

Navigation:

Workforce Administration > **Collective Processes** > **Manage Advancement FPS** > **Retroactivity Processing**

This example illustrates the fields and controls on the Retroactivity Processing page. You can find definitions for the fields and controls later on this page.



To start retroactive processing, enter the run parameters and click **Run.** If you don't select an employee ID, the process applies to all employees with an active retroactive flag.

Chapter 12

Processing Grade Promotions

Understanding Grade Promotions

A 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 the following steps:

- Establishing promotion criteria.
- Listing employees that are promotable according to your criteria.

  This list is stored, but it can be modified.
- Storing and editing the list of promotable employees.

  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

This section discusses how to select and edit promotable employees.

Pages Used to Select and Edit Promotable Employees

Page Name	***Definition Name***	***Usage***
Promotable Employee Criteria Page	FPMPROMTABL_PNL	Define promotion criteria.
Select Promotable Employees Page	RUNCTL_FPA800	Select the promotable employee population by running the Extract Promotable Employees SQR process (FPA800).
Promotable Employees Page	FPAEEPROM_PNL	View details of employees who were selected for promotion. This page displays details of one employee at a time and you can scroll through each employee's information. The second Promotable Employees page in the component displays a summary list of employees selected for promotion.

Page Name	***Definition Name***	***Usage***
Promotable Employees Page	FPAEEPROMGRID_PNL	View and edit the list of employees that are selected for promotion.
Promotable Employees Report Page	RUNCTL_FPAPROM	Run the Promotable Employees report.
Decision Aid Page	FPMPROMTABL2_PNL	Define simulation criteria.
Decision Aid Page	FPAEEPROM01_PNL	View details of employees who were selected in the promotion simulation. This page displays details of one employee at a time and you can scroll through each employee's information. The second Decision Aid page in the component displays a summary list of employees selected in the promotion simulation.
Decision Aid Page	FPAEEPROM02_PNL	View the list of employees that are selected in the promotion simulation.

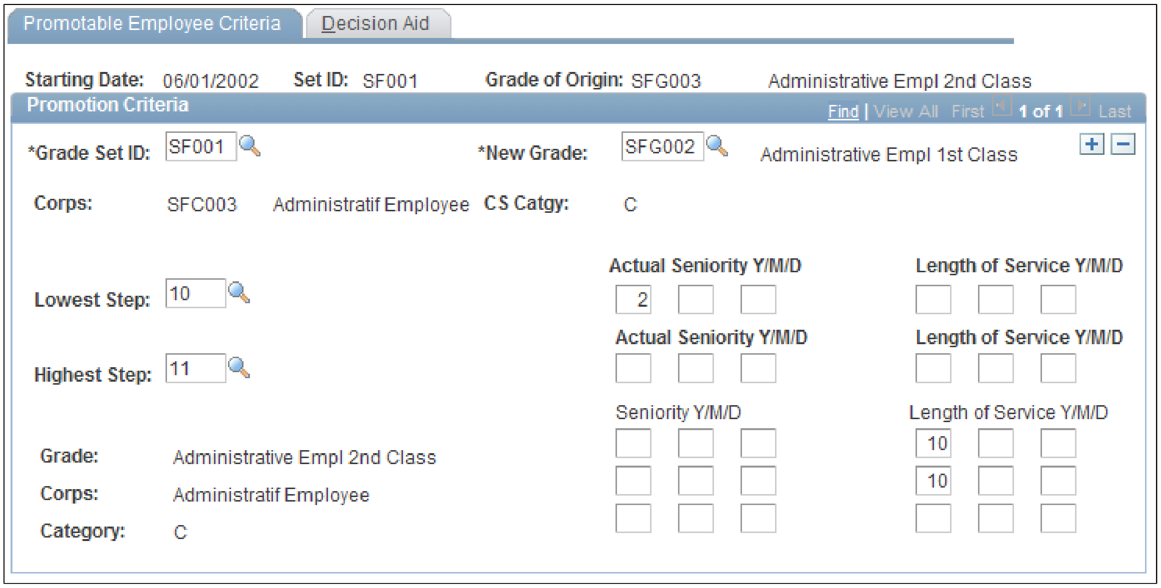
Promotable Employee Criteria Page

Use the Promotable Employee Criteria page (FPMPROMTABL_PNL) to define promotion criteria.

Navigation:

- **Workforce Administration** > **Collective Processes** > **Identify Promotable Empls FPS** > **Define Promotion Rules** > **Promotable Employee Criteria**
- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Promotable Empl Criteria** > **Promotable Employee Criteria**

This example illustrates the fields and controls on the Promotable Employee Criteria page. You can find definitions for the fields and controls later on this page.



To define promotion criteria:

1. Enter the grade after promotion in the **New Grade** field.

2. Enter the statutory criteria for step and seniority.

Each criterion is optional.

Select Promotable Employees Page

Use the Select Promotable Employees page (RUNCTL_FPA800) to select the promotable employee population by running the Extract Promotable Employees SQR process (FPA800).

Navigation:

Workforce Administration > **Collective Processes** > **Identify Promotable Empls FPS** > **Select Promotable Employees** > **Select Promotable Employees**

To create a list of promotable employees, enter the starting date (date of eligibility for promotion) and the grade of origin.

Note: The starting date is the date used to calculate seniority.

The Extract Promotable Employees SQR process (FPA800) creates a list of promotable employees according to statutory criteria. This list is stored, but it can be modified.

Promotable Employees Page

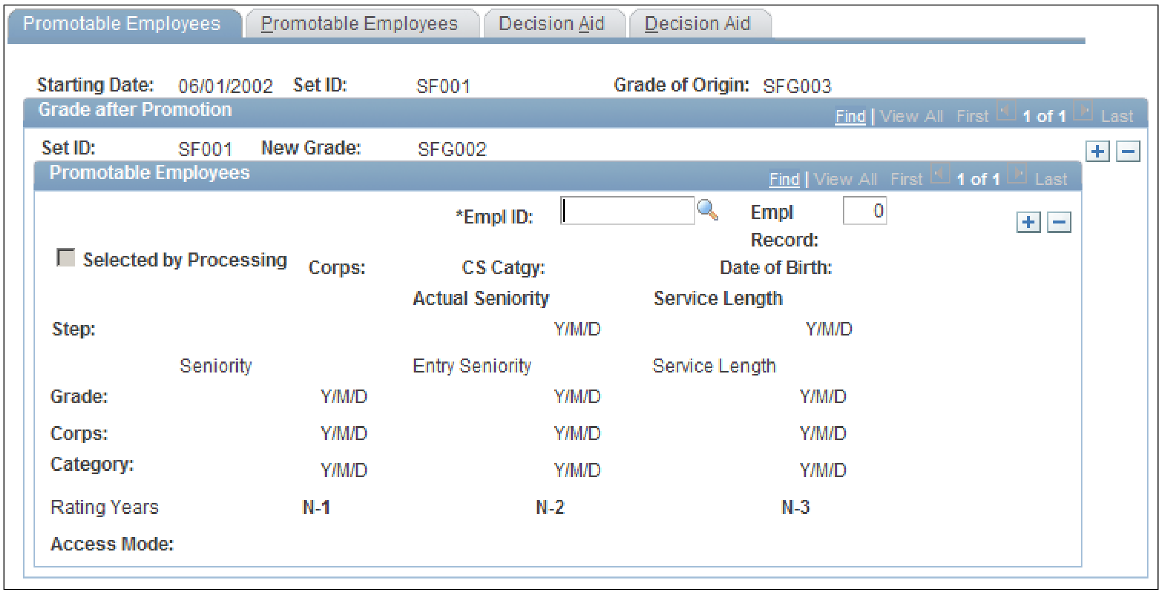
Use the Promotable Employees page (FPAEEPROM_PNL) to view details of employees who were selected for promotion.

This page displays details of one employee at a time and you can scroll through each employee's information. The second Promotable Employees page in the component displays a summary list of employees selected for promotion.

Navigation:

Workforce Administration > **Collective Processes** > **Identify Promotable Empls FPS** > **Review Promotable Employees** > **Promotable Employees**

This example illustrates the fields and controls on the Promotable Employees page. You can find definitions for the fields and controls later on this page.



Review the list of promotable employees. You can add or delete employees to include in the Promotable Employee report.

Promotable Employees Report Page

Use the Promotable Employees Report page (RUNCTL_FPAPROM) to run the Promotable Employees report.

Navigation:

Workforce Administration > **Collective Processes** > **Identify Promotable Empls FPS** > **Promotable Employees Report** > **Promotable Employees Report**

Enter the starting date and run the Promotable Employees report (FP_PROM). This report lists the employees promotable by a given date. You must run the Extract Promotable Employees process (FPA800) before running this report.

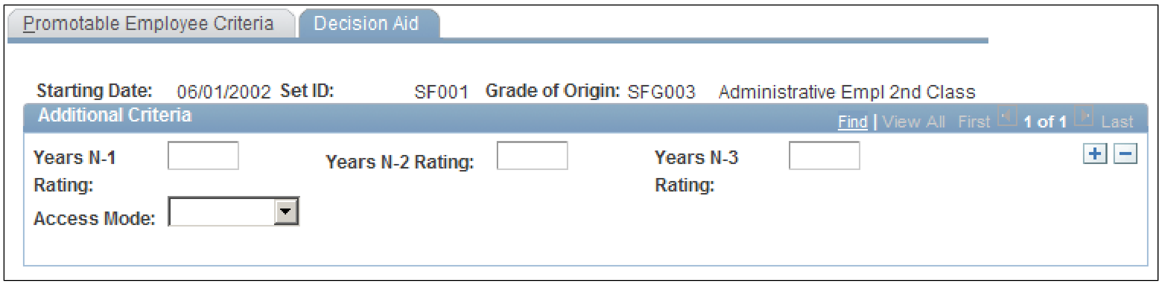
Decision Aid Page

Use the Decision Aid page (FPMPROMTABL2_PNL) to define simulation criteria.

Navigation:

- **Workforce Administration** > **Collective Processes** > **Identify Promotable Empls FPS** > **Define Promotion Rules** > **Decision Aid**
- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Promotable Empl Criteria** > **Decision Aid**

This example illustrates the fields and controls on the Decision Aid page. You can find definitions for the fields and controls later on this page.



Enter data to refine the selection of promotable employees. Simulation criteria are optional.

The simulation criteria you enter on this page affects the simulation data displayed in the Review Promotable Employees component.

Note: The system never stores the list of employees resulting from the simulation in the database.

Field or Control	***Description***
Years N-1 Rating, Years N-2 Rating, and **Years N-3 Rating**	Enter the minimum rating you want the employee to have received in the previous year (n-1), two years before the current year (n-2), and three years before the current year (n-3).
Access Mode	If the civil servant entered the grade of origin by advancement, select *Advancement.* If the civil servant entered the grade of origin by competition, select *Competition.*

Chapter 13

Administering Reclassification

Understanding Reclassification

The objective of reclassification is to update career data with changes that stem from a change in the employee's grade and step.

The process determines which employees meet the criteria for reclassification and can 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 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.

This section discusses how to set up the reclassification process.

Pages Used to Set Up the Reclassification Process

Page Name	*Definition Name*	*Usage*
Reclassification General Info Page	FPMCONVTABL_PNL1	Specify the grade, step, action, and reason that are required for reclassification.
Reclassification Criteria Page	FPMCONVTABL_PNL2	Enter the criteria and requirements before reclassification for each option in each grade and step that is affected.

Page Name	Definition Name	Usage
Reclassification - New Grade Page	FPMCONVTABL_PNL3	Enter the grade and step after reclassification. Define the seniority correction formula.

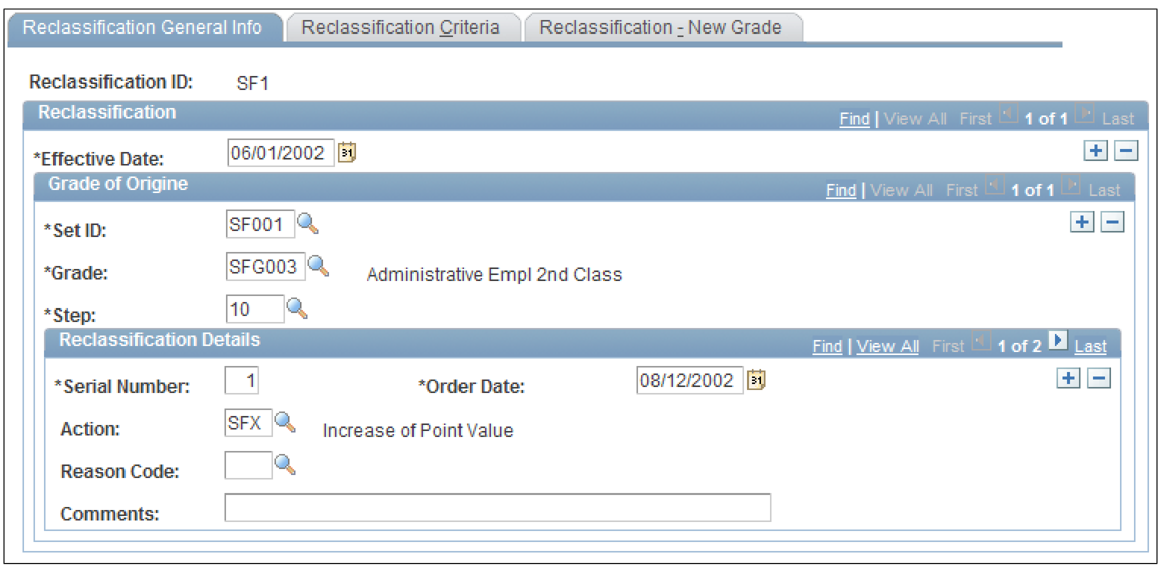
Reclassification General Info Page

Use the Reclassification General Info (reclassification general information) page (FPMCONVTABL_PNL1) to specify the grade, step, action, and reason that are required for reclassification.

Navigation:

Workforce Administration > Collective Processes > Reclassify Employee FPS > Define Reclassification > Reclassification General Info

This example illustrates the fields and controls on the Reclassification General Info page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Grade	Enter the value before reclassification.
Step	Enter the value before reclassification.
Serial Number	Enter the serial number if there are several possible reclassifications for the selected grade and step. The lowest serial number is assigned to the reclassification that is most beneficial to the employee. The system checks whether an employee meets the criteria for the lowest serial number. If criteria are not met, the system reviews the criteria for serial numbers in ascending order.

Field or Control	***Description***
Order Date	Enter the date on which the government issued the order that defines the rules of the reclassification.
Action and **Reason Code**	Enter the action code and reason that qualify for the reclassification.

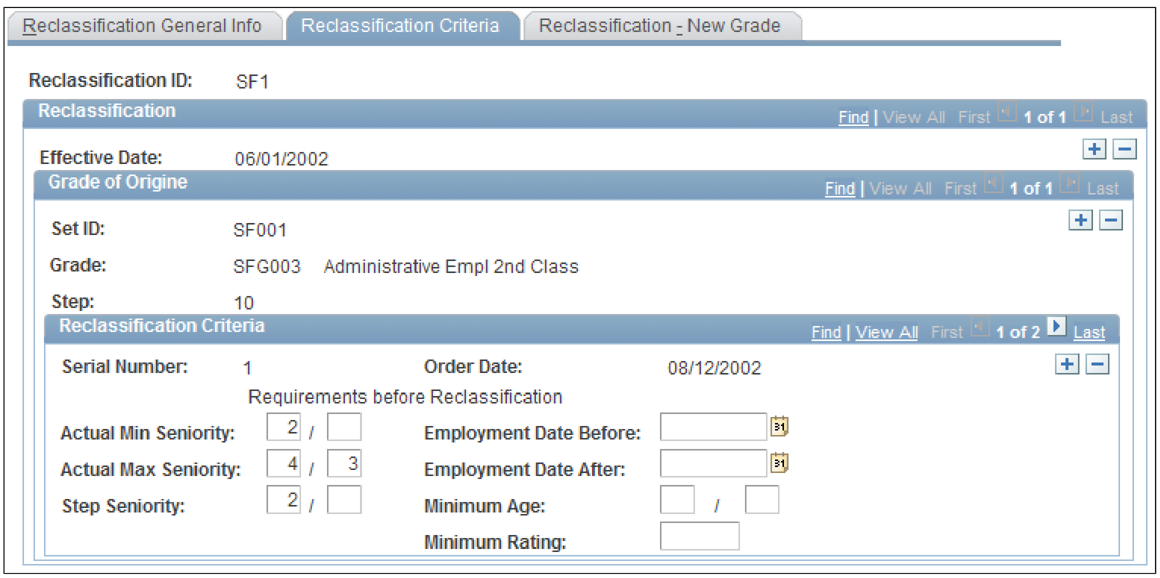
Reclassification Criteria Page

Use the Reclassification Criteria page (FPMCONVTABL_PNL2) to enter the criteria and requirements before reclassification for each option in each grade and step that is affected.

Navigation:

Workforce Administration > **Collective Processes** > **Reclassify Employee FPS** > **Define Reclassification** > **Reclassification Criteria**

This example illustrates the fields and controls on the Reclassification Criteria page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Actual Min Seniority	Specify the actual minimum seniority used to determine if an employee meets the criteria for reclassification. The employee meets the criteria if his actual step seniority is higher than the Actual Min Seniority entered here.

Field or Control	Description
Actual Max Seniority	Specify the actual maximum seniority used to determine if an employee meets the criteria for reclassification. The employee meets the criteria if his actual step seniority is smaller than the Actual Max Seniority entered here.

Field or Control	Description
Step Seniority	Specify the step seniority. The employee meets the criteria if his step seniority is higher than the step seniority defined here.

Field or Control	Description
Employment Date Before	Specify an employment date before date. The employee meets the criteria if his hire date is smaller than, or before, the employment date before date. This is based on the first effective date of the employee record.

Field or Control	Description
Employment Date After	Specify an employment date after date. The employee meets the criteria if his hire date is greater than, or after, the employment date after date.
Minimum Age	Specify a minimum age. The employee meets the criteria if his age is greater than the minimum age entered here.
Minimum Rating	Specify a minimum rating. The employee meets the criteria if he has a rating higher than the one defined here (based on the last employee review).

All conditions displayed on this page are optional.

Reclassification - New Grade Page

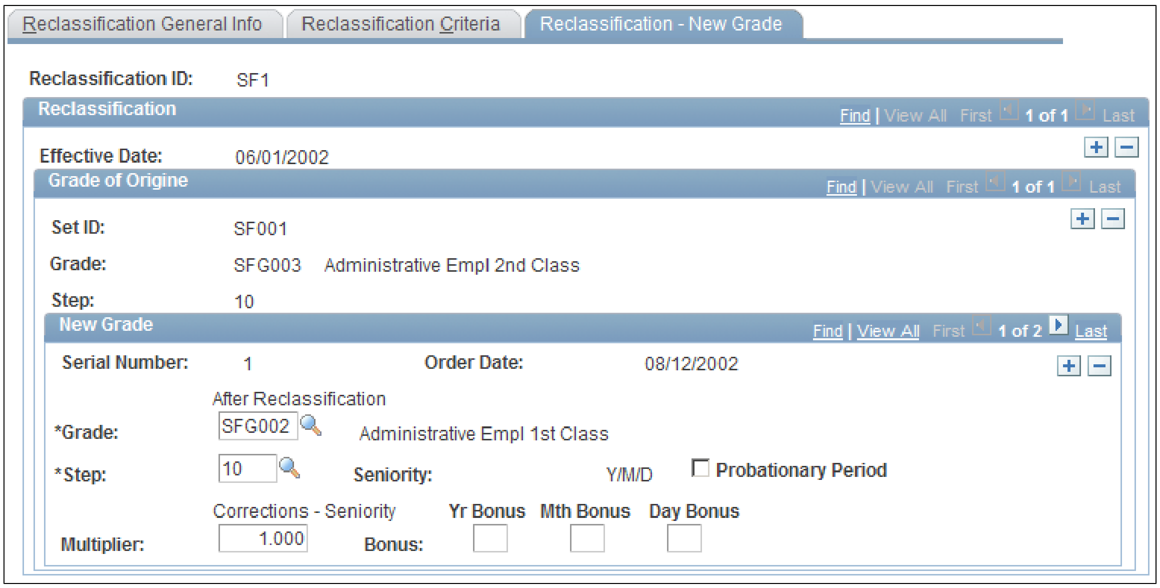
Use the Reclassification - New Grade page (FPMCONVTABL_PNL3) to enter the grade and step after reclassification.

Define the seniority correction formula.

Navigation:

- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Workforce Data FPS** > **Reclassification Table** > **Reclassification - New Grade**
- **Workforce Administration** > **Collective Processes** > **Reclassify Employee FPS** > **Define Reclassification** > **Reclassification - New Grade**

This example illustrates the fields and controls on the Reclassification - New Grade page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Grade	Enter the value after reclassification.
Step	Enter the value after reclassification.
Probationary Period	Select if required in the new grade.
Corrections - Seniority	After reclassification, the employee's seniority is corrected by applying this formula: Step seniority after reclassification = step seniority before reclassification × multiplier + reduction in step duration in years, months, and days.
Multiplier	This is the factor applied to the seniority before reclassification to calculate the seniority after reclassification. Value is *1* when 100 percent seniority is retrieved, *0.5* when 50 percent is retrieved, and so on.

Field or Control	*Description*
Bonus and **Seniority**	Enter the year/month/day for the bonus and seniority. After reclassification, the step seniority that the employee acquired before the reclassification can be converted as follows: Seniority after reclassification = (multiplier * seniority before) + bonus.

Processing Reclassification Simulations

This section provides an overview of the Reclassification Simulation process and discusses how to run the Reclassification Simulation process.

Page Used to Process Reclassification Simulations

Page Name	*Definition Name*	*Usage*
Reclassification Simulation Page	RUNCTL_FPA700	Run the reclassification simulation process.

Understanding the Reclassification Simulation Process

The Reclassification Simulation SQR process (FPA700) works 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 classifications (same grade and step, steps that are not terminated in Manage 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.

Related Links

Understanding Seniority and Length of Service

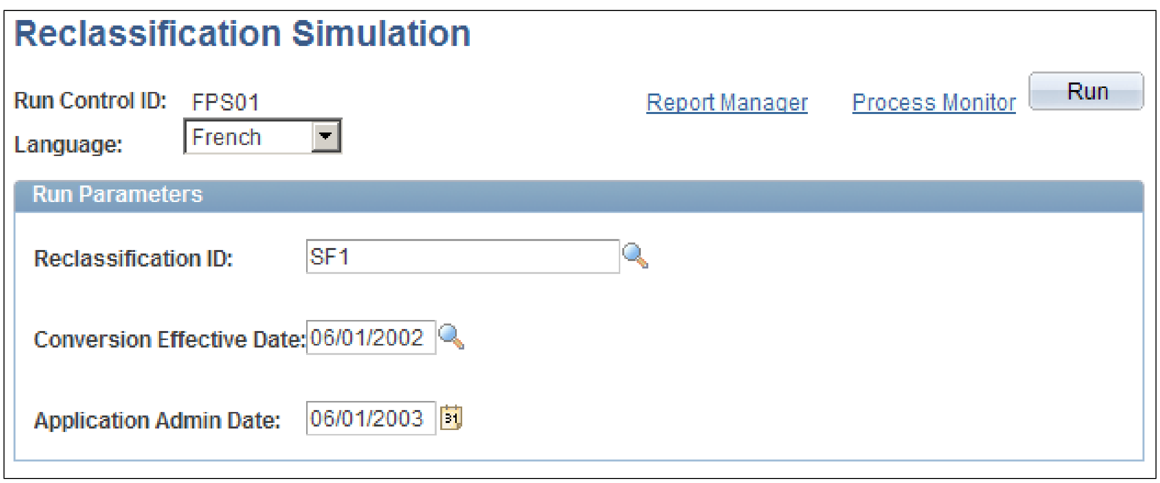
Reclassification Simulation Page

Use the Reclassification Simulation page (RUNCTL_FPA700) to run the reclassification simulation process.

Navigation:

Workforce Administration > **Collective Processes** > **Reclassify Employee FPS** > **Reclassification Simulation** > **Reclassification Simulation**

This example illustrates the fields and controls on the Reclassification Simulation page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Reclassification ID	Enter the reclassification ID to use for the process.

Field or Control	*Description*
Conversion Effective Date	Select the conversion effective date. The process compares the reclassification criteria against the employee's data on this date to determine whether to reclassify the employee.
Application Admin. Date (application administration date)	Enter the application administration date. If an employee does not meet the reclassification criteria on the conversion effective date, the process checks to see if the employee meets the reclassification criteria by this date.

Validating Reclassifications

This section discusses how to validate reclassifications.

Page Used to Validate Reclassifications

Page Name	*Definition Name*	*Usage*
Reclassification Validation Page	FPAREGRADE_RAT_PNL	Validate the reclassification. The page displays employees' career statuses before and after 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 clear those that you want to omit.

Processing Career Updates

This section discusses how to process career updates.

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. In this case, you must start retroactive processing once the reclassification processing ends.

Page Used to Process Career Updates

Page Name	*Definition Name*	*Usage*
Update Career Page	RUNCTL_FPA710	Run the Reclassification Validation process (FPA710) to generate reclassification actions in the valid employee records. Prior to running the Update Career process (FPA710), you must run the Reclassification Simulation process (FPA700) and validate reclassification online.

Related Links

Understanding Retroactivity in Manage French Public Sector

Chapter 14

Managing 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 demotion requests.

Request management appears in the following components:

- Increment Step/Promotion FPS (career data).
- Update Assignment FPS.
- Update Compensation FPS.
- Update Work Time FPS.
- Update Categorization FPS (employee categorization data).
- Chg Civil Service Position FPS (civil service position data).
- Update Seniority Bonus FPS.
- Grant Premiums FPS (employee premiums data).
- Absences FPS.
- Freeze Advancement/Demotion FPS (sanction/demotion actions).

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

Managing Requests

This section discusses how to:

- Create a request
- Accept a request
- Refuse a request
- Delete a request

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 a given part of the employee record, no move with an action status of *Actual* and 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.

Accepting a Request

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

To accept a request:

1. Access the request.
2. Select the Status Date.

   Modify the data in the component when necessary.
3. Click **Validate Request.**
4. Click Save to confirm the validation.

   The request status is Accepted. Data in the Request frame is unavailable for entry. 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 *Request Rejected.*
3. In the 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.

Related Links

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

Related Links

Deleting an Action

Requesting a Sanction or Demotion

This section discusses how to request a sanction or demotion.

Pages Used to Request a Sanction or Demotion

Page Name	***Definition Name***	***Usage***
Sanct/Demotion - Overall Data Page	FPAEESANCTION_PNL1	Create a demotion or sanction action/ request.
Sanction/Demotion Page	FPAEESANCTION_PNL2	Enter the sanction or demotion details.

Sanct/Demotion - Overall Data Page

Use the Sanct/Demotion - Overall Data (sanction/demotion - overall data) page (FPAEESANCTION_PNL1) to create a demotion or sanction action/request.

Navigation:

Workforce Administration > **Job Information** > **Freeze Advancment/Demotion FPS** > **Sanct/ Demotion - Overall Data**

Recording a sanction request is the same as recording a sanction or a demotion.

Related Links

Managing Sanctions and Demotions

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 the Delete Career Data FPS component.

Running Request Reports

This section discusses how to run request reports.

Pages Used to Run Request Reports

Page Name	***Definition Name***	***Usage***
Assignment - Request tbc FPS Page	RUNCTL_FPACRYSTAL1	Generate the Assignment - Request tbc FPS report (FPA-AFFE). This report lists requests for assignment changes that need to be approved.
Career - Request tbc FPS Page	RUNCTL_FPACRYSTAL1	Generate the Career - Request tbc FPS report (FPA-CARR). This report lists requests for career changes that need to be approved
Assignment - Rqst Rejected FPS (assignment - request rejected FPS) Page	RUNCTL_FPACRYSTAL1	Generate the Assignment - Rqst Rejected FPS report (FPAHISTA) that lists rejected assignment change requests.
Career - Request Rejected FPS Page	RUNCTL_FPACRYSTAL1	Generate the Career - Request Rejected FPS report (FPAHISTC) that lists rejected career change requests.
CS Position - Rqst Reject. FPS (civil service position - request rejected FPS) Page	RUNCTL_FPACRYSTAL1	Generate the CS Position - Rqst Reject. FPS report (FPAHISTP) that lists rejected civil service position requests.
Compensatn - Rqst Reject. FPS (compensation - request rejected FPS) Page	RUNCTL_FPACRYSTAL1	Generate the Compensatn - Rqst Reject. FPS report (FPAHISTS) that lists rejected compensation change requests.
Work Time - Rqst Rejected FPS Page	RUNCTL_FPACRYSTAL1	Generate the Work Time - Rqst Rejected FPS report (FPAHISTW) that lists rejected work time change requests.
CS Position Request tbc FPS Page	RUNCTL_FPACRYSTAL1	Generate the CS Position Request tbc FPS report (FPA-POSI) that lists civil service position change requests requiring approval.
Compensation - Request tbc FPS Page	RUNCTL_FPACRYSTAL1	Generate the Compensation - Request tbc FPS report (FPA-REMU) that lists compensation change requests requiring approval.

Page Name	***Definition Name***	***Usage***
Work Time - Request tbc FPS Page	RUNCTL_FPACRYSTAL1	Generate the Work Time - Request tbc FPS report (FPA-TDTR) that lists work time change requests requiring approval.

Chapter 15

Managing Secondment

Understanding Secondment Management

Manage French Public Sector manages employee secondment by distinguishing between external and internal secondment:

- For an external secondment, the employee's home organization differs from the host organization.
- For an internal secondment, the home and the host organization are the same.

While on external secondment, an employee is referred to as a received employee by the host organization and a sent employee by the home organization.

Prerequisites

Before you begin entering secondment positions, you must define authorized actions for employees on secondment for each civil service position.

To define authorized actions for employees on secondment:

1. Access the CS Position/Actions page.
2. Distinguish between employees on secondment and employees not on secondment for each action.

Related Links

CS Position/Actions Page

Setting Up External Secondments

This section discusses how to set up external secondments.

Page Used to Set Up External Secondments

Page Name	***Definition Name***	***Usage***
Secondment Information Page	FPAEELEGAL_SEC	Enter secondment data.

Hiring an Employee on External Secondment

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 **Secondment Information** to enter the employee's home organization on the Secondment Information page.

Related Links

Initializing Employee Status

Registering a Sent Employee

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

To register a sent employee:

1. Access the Civil Serv Posn Overall Data page.
2. Select an action generating a secondment position.
3. Access the Civil Service Position Data page.
4. Select External Secondment in the Secondment group box.
5. Indicate the secondment expected end date.

Secondment Information Page

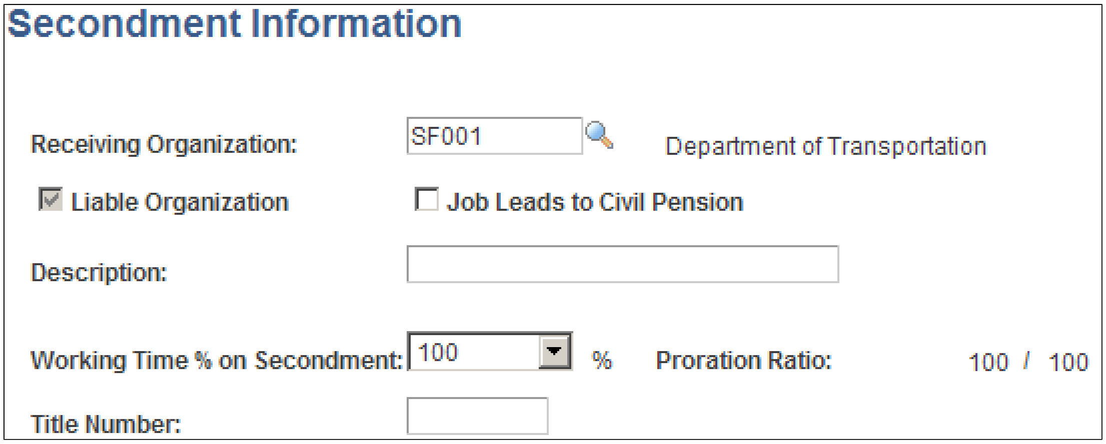
Use the Secondment Information page (FPAEELEGAL_SEC) to enter secondment data.

Navigation:

Workforce Administration > **Personal Information** > **Organizational Relationships** > **Initialize Status FPS** > **Civil Service Position Data**

Click the **Secondment Information** button on the Civil Service Position Data page.

This example illustrates the fields and controls on the Secondment Information page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Receiving Organization and **Liable Organization**	Select the organization. The Liable Organization check box is automatically selected if appropriate for this organization.
Job Leads to Civil Pension	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 (the check box is selected), or the home organization must calculate it and send the employee the share to be paid (the check box is deselected).
Title Number	Enter call letters identifying the position. This information is mandatory if contributions are calculated in your organization.

Related Links

Defining Civil Service Positions
Managing Contributions for Employees on External Secondment

Setting Up Internal Secondments

For internal secondment, the employee has two records in Manage 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 discusses how to:

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

Recording Secondment on the Employee's Initial Record

To record a secondment:

1. Access the Civil Serv Posn Overall Data page.
2. Select an action generating a secondment position.
3. Access the Civil Service Position Data page.
4. Select **Internal Secondment** in the **Secondment** group box.
5. 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 Add Concurrent Empl Record FPS component.

To create a new internal secondment record:

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

   Note: In Manage French Public Sector, an internal secondment record number is always 9. This record number is mandatory.

3. Complete 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 you save, 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.

Related Links

Managing Civil Service Positions
Understanding the Hiring Process

Ending or Returning from Secondment

This section discusses 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 Serv Posn Overall Data page in the Chg Civil Service Position FPS component.
2. Select a terminating type of event.

Related Links

Managing Civil Service Positions

Updating Records for Sent Employees

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

To process returning employees:

1. Access the Civil Serv Posn Overall Data page.
2. Select an action.
3. Access the Civil Service Position page.
4. Select **None** in the **Secondment** group box.

Related Links

CS Position/Actions Page

Managing Contributions for Employees on External Secondment

This section provides overviews of the contribution share calculation and secondment period modifications and lists prerequisites.

Pages Used to Manage Contributions for Employees on External Secondment

Page Name	***Definition Name***	***Usage***
Calculate Contribution FPS Page	RUNCTL_FPA1100	Run the Calls for Entitlement SQR process (FPA1100) that identifies and calculates employee contributions.

Page Name	***Definition Name***	***Usage***
Payment Contribution Summary Table Page	FPACNTRBTOT_PNL	View the employees liable to contribute for civil pension for a given semester and indicate whether the contributions have been paid.
Contribution Call Letter FPS Page	RUNCTL_FPA1150	Edit call letters.

Understanding Contribution Share Calculation

The civil pension contribution share equals the rate multiplied by the contribution basis.

Contributions are based on the grade/step of the employee in the home organization and are then calculated by the home organization while the employee is sent on secondment to another organization.

The contribution basis is expressed by the following formula:

```
Contribution basis = Increased index x Point value x Proration ratio in host org
```

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 substep, the contribution basis takes into account:

- The annual compensation associated with the scale-letter / substep in home organization.
- The secondment proration ratio.

Understanding Secondment Period Modifications

A semester can be divided into several periods. Within the semester, dates are 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.

Event Impact Type	***Events That Might Require Dividing the Semester***
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 / substep. • Modification of the secondment work time percentage.

Calculations are on a thirtieth pro rata basis and are rounded down to the nearest Euro.

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.

Prerequisites

Before you calculate secondment contributions, you must define the host organization, the status/ population codes, the employer rate, and the secondment itself. You must leave the Job Leads to Civil Pension check box deselected and assign a title number on the Secondment Information page.

To set up secondment contributions:

- Use the Type of Organization, Sub-types of Organization, and Organization pages to define host organization types and subtypes, and the organizations themselves.
- Link contribution rates and statuses by associating an employee contribution rate code with each status on the Status/Population Codes page.
- Define the employer rate contribution on the Employer Contribution Rate page.
- Run the merge process between Manage French Public Sector (FPS) and HR data.

Related Links

Setting Up Host Organizations
Defining Status and Population Codes
Establishing the Employer Contribution Rate
Setting Up External Secondments
Setting Up Internal Secondments
Understanding the Merge Process

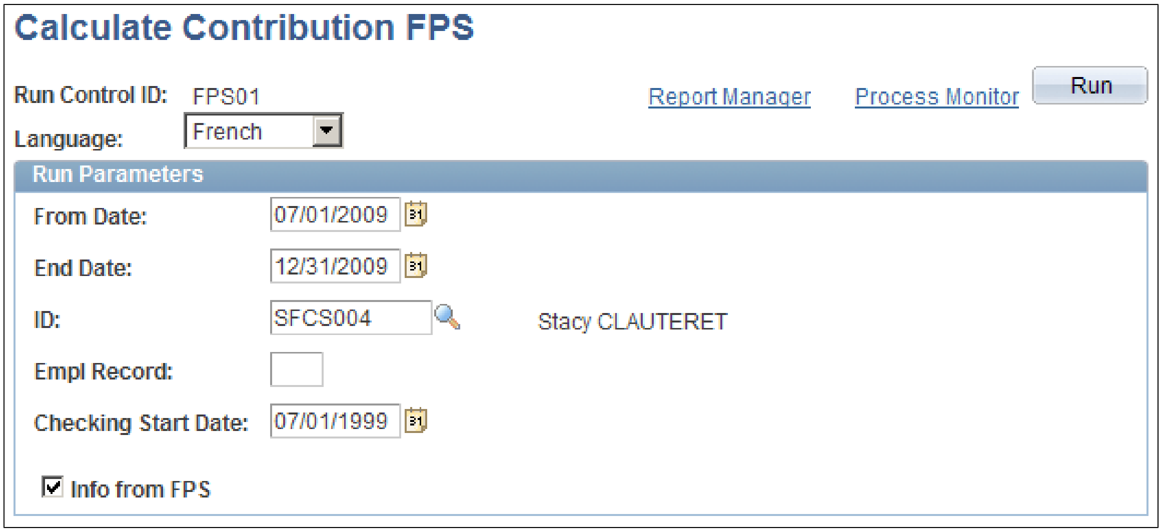
Calculate Contribution FPS Page

Use the Calculate Contribution FPS page (RUNCTL_FPA1100) to run the Calls for Entitlement SQR process (FPA1100) that identifies and calculates employee contributions.

Navigation:

Workforce Administration > Collective Processes > Calculate Contribution FPS > Calculate Contribution FPS

This example illustrates the fields and controls on the Calculate Contribution FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
From Date and **End Date**	The end date is automatically set to six months after the start date, but you can modify this date.
ID and **Empl Rcd Nbr** (employee 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.

After the calculation, you can review the contributions and access the Review Payment Cont FPS component **(Workforce Administration** > **Collective Processes)** to indicate whether the employee payment has been made.

Contribution Call Letter FPS Page

Use the Contribution Call Letter FPS page (RUNCTL_FPA1150) to edit call letters.

Navigation:

Workforce Administration > **Collective Processes** > **Contribution Call Letter FPS** > **Contribution Call Letter FPS**

Call letters are those elements on the settlement/payment record that define the employer and employee contribution shares. Contribution call letters contain the employee's address and the contribution amounts. You must run the Calls for Entitlement process (FPA1100) before editing call letters.

To edit call letters:

1. Enter the employee ID and record number.
2. Enter the start and end dates. These dates define the edit period.
3. Run one of the following reports:
    - FPACNTR: edit call letters for the employee share.
    - FPACNTR2: edit call letters for the employer share.

Chapter 16

Merging French Public Sector and HR Files

Understanding the Merge Process

Use the merge process to synchronize data in the JOB, JOB_JR, and COMPENSATION tables (Job Data tables) with data in Manage French Public Sector tables.

Note: The merge process is available only after a hire is validated.

The following French Public Sector data is included in the merge process:

- Civil Service Position
- Step Increment/Promotion
- Assignment Data
- Work Time Data
- Categorization Data

Following a merge, the data in the JOB, JOB_JR, and COMPENSATION tables mirrors the data in the Manage French Public Sector tables and is available for payroll processing.

The system observes these rules when merging data from French Public Sector into the JOB, JOB_JR, and COMPENSATION tables:

- For each event or action recorded in one of the French Public Sector components, a row is created in the Job Data records with the same effective date and action.
- The system includes only actual actions in the merge process, not requests.
- If a single action is recorded with the same effective date in more than one French Public Sector Component, the system creates one row for the actions in the Job Data records.
- If different actions are recorded with the same effective date in the French Public Sector components, multiple rows are generated in the Job Data records with a different sequence number for each action.

  Apart from the action code and the sequence number, all other fields are similar in the Job Data rows.

There are three SQRs and one Application Engine process used to merge data:

- FPA504 Full Employee Merge SQR.

  Run this SQR once during initial setup or data conversion to create job data.

  This SQR merges all French Public Sector employee data into the JOB, JOB_JR, and COMPENSATION tables.

Note: Launch this process from the Prepare Merge Process FPS page by clicking the **Run** button and then selecting the Full Employee Merge check box on the Process Scheduler Request page.

- FPA503 Daily Employee Merge SQR.

  Run this SQR on a daily basis to pick up and merge changes to employee data that occur after the initial FPA504 process is run. It updates the JOB, JOB_JR, and COMPENSATION tables for all employee IDs and record numbers that have been modified since the last update.

  This SQR uses the FPAEEUPDROW record to check for updates to French Public Sector data and to merge these changes into the Job Data records, and uses the FPAEEDELROW record to perform deletions and recreate all data in the Job Data records.

  The FPA503 SQR performs deletions and updates according to these rules:

  - Each time a change is recorded in the Chg Civil Service Position FPS, the Increment Step/ Promotion FPS, the Update Assignment FPS, the Update Work Time FPS, the Update Compensation FPS, and the Update Categorization FPS components, or a batch process modifies the Grade/Step of an employee (as in the case of automatic step increments or retroactivity), the FPA503 Daily Employee Merge SQR stores the impacted EMPLID, EMPL_RCD#, and effective date of the change in the FPAEEUPDROW record.
  - Similarly, whenever a row is deleted in the Chg Civil Service Position FPS, Delete Career Data FPS, Update Assignment FPS, Update Work Time FPS, Update Compensation FPS, or Update Categorization FPS components, the FPA503 Daily Employee Merge SQR stores the impacted EMPLID and EMPL_RCD# in the FPAEEDELROW record.
  - When the daily merge process is run, if the SQR finds a row in FPAEEDELROW for an EMPLID/EMPL_RCD# combination, it recreates the job data in JOB, JOB_JR, and COMPENSATION from the hire date. Otherwise, the SQR queries the FPAEEUPDROW record and identifies the oldest effective date stored in this record for a given EMPLID/EMPL_RCD# combination. The job data (JOB, JOB_JR, COMPENSATION) for this EMPLID/EMPL_RCD# combination will then be recreated starting from this effective date.
  - At the end of the merge process, the system clears out all of the data in the FPAEEDELROW and FPAEEUPDROW records. This way, only employees impacted by a new change will be processed the next time the merge process is run.

  Note: Launch this process from the Prepare Merge Process FPS page by clicking the **Run** button and then selecting the Merge Process check box on the Process Scheduler Request page.

- FPA501 Single Employee Merge SQR.

  Run this SQR to update the JOB, JOB_JR, and COMPENSATION tables for a particular EMPLID and EMPL_RCD#. It is used for individual hires when you want to update job data.

  Note: Launch this process from the Merge Employee Record FPS page by clicking the **Run** button.

- Application Engine process HR_FPA_CI.

  During the merge process (for full, daily, or single employee merges), this Application Engine process loads data from the French Public Sector tables into Job Data tables using a component interface.

Generating Components of Pay During the Merge Process

For civil servants, the base compensation generated in the Compensation record comes from the index (attached to the step) multiplied by the point value. In addition, there might be individual premiums granted in the Grant Premiums FPS (FPAEEPREMIUM) component. Also, grade or job code premiums defined in the Grades (FPMRANK_PNL) and Jobcode Premiums (FPMJB_RATECODE) components are taken into account based on the grade and job code of the employee.

For non civil servants, the base compensation comes from the Update Compensation FPS (FPAEESALARY_PNL) component. Then individual premiums in the Grant Premiums FPS (FPAEEPREMIUM) component and job code premiums defined in the Jobcode Premiums (FPMJB_RATECODE) component are added.

Related Links

Managing Employee Premiums

Managing Compensation Data

Setting Up Grades

Executing the Merge

This section discusses how to merge employee data.

Pages Used to Execute the Merge

Page Name	*Definition Name*	*Usage*
Prepare Merge Process FPS Page	RUNCTL_FPA503	Create processing streams for merging data when running the full employee merge using SQR FPA504 or the daily employee merge using SQR FPA503. The system determines which employees are processed in which streams.
Merge Employees FPS Page	RUNCTL_FPAMERGE	Run the Application Engine process HR_FPA_CI to update job data for the full or daily employee merge. This process uses the processing streams created on the Prepare Merge Process FPS page.
Merge Employee Record FPS Page	RUNCTL_FPA50X	Run the Merge process (FPA501) to merge data for a specified employee ID and record number.

Prepare Merge Process FPS Page

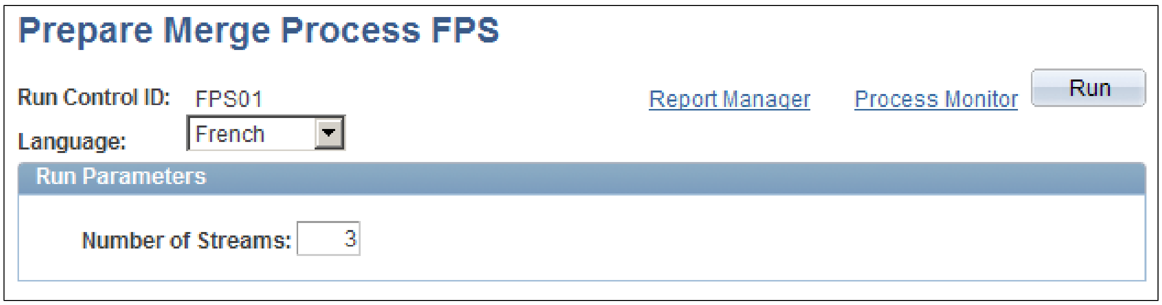
Use the Prepare Merge Process FPS page (RUNCTL_FPA503) to create processing streams for merging data when running the full employee merge using SQR FPA504 or the daily employee merge using SQR FPA503.

The system determines which employees are processed in which streams.

Navigation:

Workforce Administration > Collective Processes > Prepare Merge Process FPS > Prepare Merge Process FPS

This example illustrates the fields and controls on the Prepare Merge Process FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Number of Streams	Specify the number of streams to use to merge French Public Sector employee data into the job records. The system determines the most efficient allocation of employees to streams. You do not need to select the employees to process in each stream.
Run	Click the Run button to bring up the Process Scheduler Request page. On this page, select one of the following options: • *Full Employee Merge*: Select to run the FPA504 SQR and create processing streams for the full employee merge. • *Merge Process*: Select to run the FPA503 SQR and create processing streams for the daily merge.

Merge Employees FPS Page

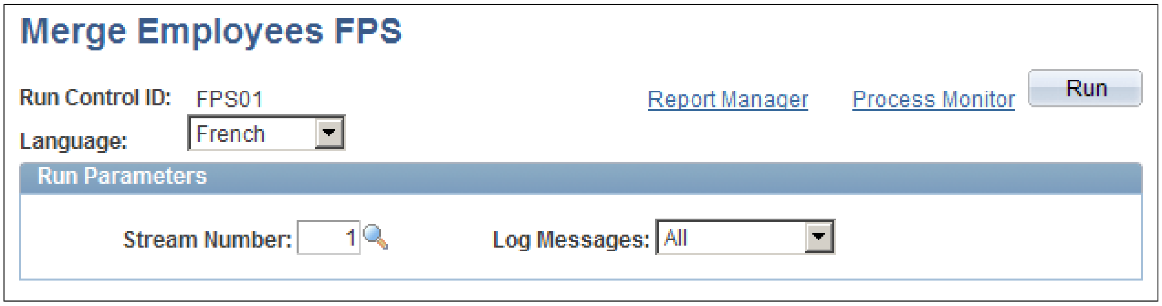
Use the Merge Employees FPS page (RUNCTL_FPAMERGE) to run the Application Engine process HR_FPA_CI to update job data for the full or daily employee merge.

This process uses the processing streams created on the Prepare Merge Process FPS page.

Navigation:

Workforce Administration > Collective Processes > Merge Employees FPS > Merge Employees FPS

This example illustrates the fields and controls on the Merge Employees FPS page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Stream Number	Select the data stream to merge into the Job Data records. Merge employee data stream by stream until the process is complete. **Note:** Define the number of streams to use to process employee data on the Prepare Merge Process FPS page.
Log Messages	Select one of the following options to generate error and warning messages related to the merge process in the message log: • *All*: If you select this option, all updates performed by the component interface that loads French Public Sector data into the Job Data tables will be reported in the message log (this includes the list of fields that are updated and their value). In addition, the log will report the time the update started and ended, as well as warning messages that might be generated by Job or Compensation PeopleCode. • *Errors Only*: If you select this option, the log file will report only errors that prevent the component interface used in the merge process from saving French Public Sector data in the Job Data component (if the component interface saves successfully, the log will be empty). Use the information in the log file to troubleshoot and fix the cause of the error messages before rerunning the merge process. • *None*: If you select this option, the system will not generate the error log or any other information on the merge. When the merge process is complete, you can view the message log in the Review Merge Results FPS component **(Workforce Administration > Collective Processes).**

Merge Employee Record FPS Page

Use the Merge Employee Record FPS page (RUNCTL_FPA50X) to run the Merge process (FPA501) to merge data for a specified employee ID and record number.

Navigation:

Workforce Administration > **Job Information** > **Merge Employee Record FPS** > **Merge Employee Record FPS**

This example illustrates the fields and controls on the Merge Employee Record FPS page. You can find definitions for the fields and controls later on this page.

Select the **As of Date,** the employee **ID,** and the EmplRcd# (employee record number).

The date that you enter enables the system to select and merge all actions for the specified EmplID (ID) and EmplRcd# 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

This section discusses pages used to view merged records.

Pages Used to View Merged Records

Page Name	***Definition Name***	***Usage***
Job Data - Career Page	FPAJOB_SUM1	View an employee's career information.
Job Data - Assignment Page	FPAJOB_SUM2	View an employee's assignment information.
Job Data - Compensation Page	FPAEESCP_PNL	View an employee's compensation information.

Page Name	***Definition Name***	***Usage***
Job Data Page	FPAJOB_SUM4	View an employee's job data information.
Job Data History 1 Page	FPAJOB_SUM_PNL	View an employee's career history derived from all the merged records.
Job Data History 2 Page	FPAJOB_SUM2_PNL	View an employee's career history derived from all the merged records.
Review Merge Results FPS Page	FPA_CI_RSLT_PNL	View the merge process results.

Chapter 17

Managing Headcount

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 business process helps you supervise how the budget is used.

Common Terms in This Chapter

Field or Control	***Description***
Commitment Accounting Entity Category (CAEC)	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 (CAE)	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's work time percentage doesn't change. 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 discusses how to set up the headcount management system.

Pages Used to Set Up the Headcount Management System

Page Name	***Definition Name***	***Usage***
CAE Category Page	FPM_CA_CTG_PNL1	Enter the budget line information for each CAEC.
CAEC Composition Page	FPM_CA_CTG_PNL2	Associate a grade with a CAEC.
Finance Act Definition Page	FPMFINLAWB_PNL1	Record the details of the Finance Act, including the Initial Finance Act and any amendments.
Budget Lines Page	FPMFINLAWB_PNL2	Enter budget line data, including budgeted headcount, for each CAEC.
Locking ins Page	FPMFINLAWB_PNL3	Lock in headcount on one CAEC to overstaff another CAEC.
From BH to BHA Page	FPMFINLAWC_PNL1	Calculate the authorized budget headcount from the budgeted headcount.
From BHA to AHM Page	FPMFINLAWC_PNL2	Calculate the authorized headcount management from the authorized budgeted headcount.
Control Panel - 1 Page	FPMFINLAWC_PNL3	View a summary of headcount and recorded moves by CAEC.
Control Panel - 2 Page	FPMFINLAWC_PNL4	Retrieve the AHM and all mass and transaction freezes. View usable headcount.
Control Panel - 3 Page	FPMFINLAWC_PNL5	View actions captured in employee records and each action's impact. Updated automatically if the CAE control is activated.
Budgeted Headcount AD Page	FPADPTCAHDCNT_PNL	Distribute headcount between departments.
CAEC / Grade Page	FPM_CA_CTG_RK_PNL1	View the CAECs to which a grade belongs.
From BH to BHA Page	FPMFINLAWD_PNL1	View transfers of budgeted headcount that result in authorized budget headcount.

Page Name	***Definition Name***	***Usage***
From BHA to AHM Page	FPMFINLAWD_PNL2	View lock-ins of authorized budgeted headcount that result in authorized headcount management.
Control Panel - 1 Page	FPMFINLAWC_PNL3	View a summary of headcount and recorded moves by CAEC.
Control Panel - 2 Page	FPMFINLAWC_PNL4	Retrieve the AHM and all mass and transaction freezes. View usable headcount.
Control Panel - 3 Page	FPMFINLAWC_PNL5	View actions captured in employee records and each action's impact. Updated automatically if the CAE control is activated.

Setting CAE Controls

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 Manage 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 Def. page.
2. Select the Attendance type.

   This setup 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.

   Note: If an employee transfers from a civil service position that has the Budget check box selected to a civil service position that has the Budget check box deselected, the CAE related to the old position is deallocated.

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 Ratio page.
2. Enter the ratios associated with each work time percentage.

Related Links

Setting Up FPS Installation

Defining Civil Service Positions

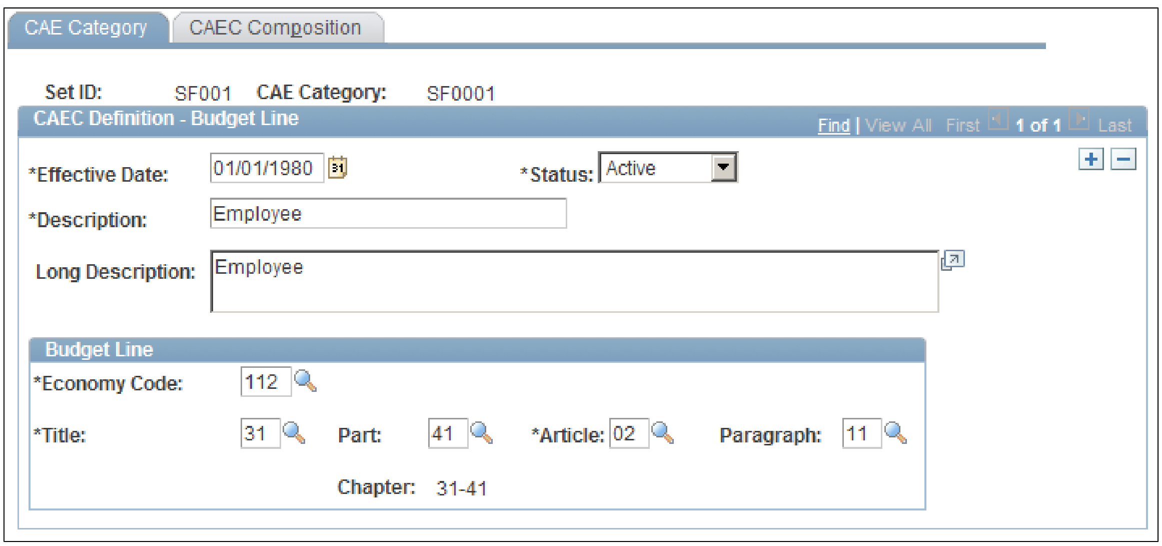
CAE Category Page

Use the CAE Category page (FPM_CA_CTG_PNL1) to enter the budget line information for each CAEC.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **CAE Category** > **CAE Category**

This example illustrates the fields and controls on the CAE Category page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Chapter	The system populates this field once you enter the title and part.

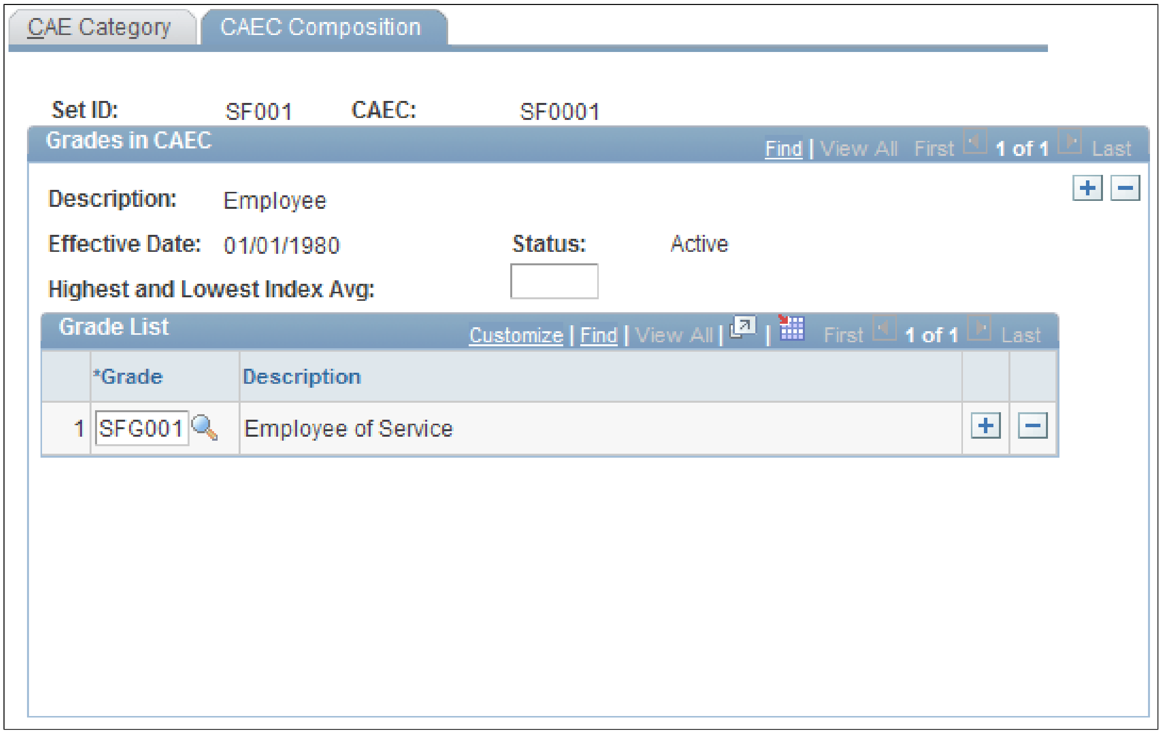
CAEC Composition Page

Use the CAEC Composition page (FPM_CA_CTG_PNL2) to associate a grade with a CAEC.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **CAE Category** > **CAEC Composition**

This example illustrates the fields and controls on the CAEC Composition page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Highest and Lowest Index Avg (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.

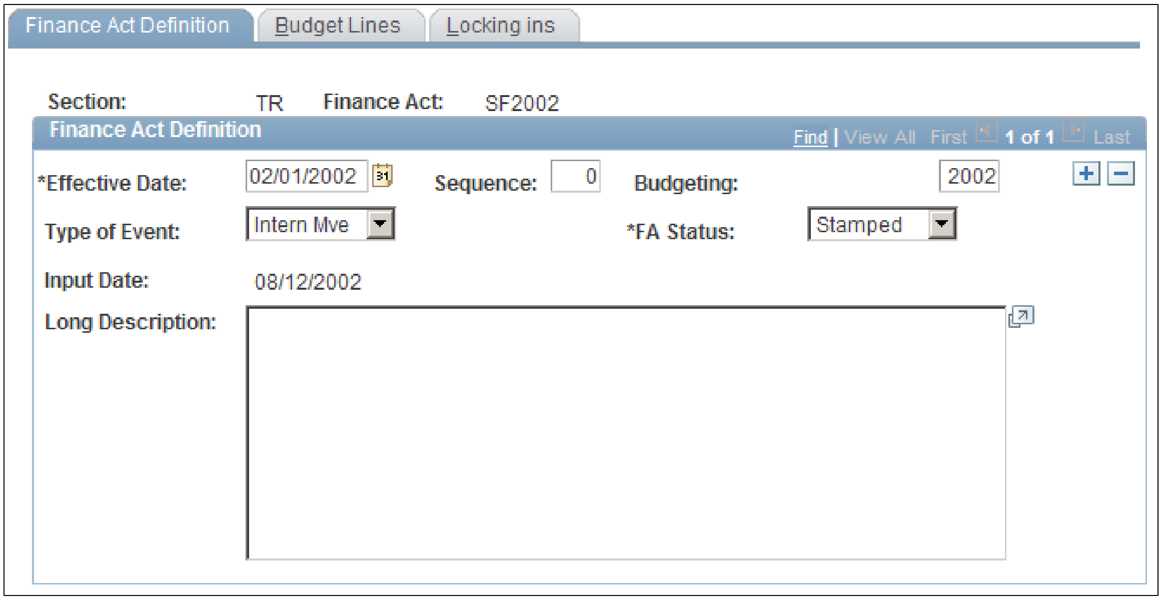
Finance Act Definition Page

Use the Finance Act Definition page (FPMFINLAWB_PNL1) to record the details of the Finance Act, including the Initial Finance Act and any amendments.

Navigation:

- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **FAct with BL on Request** > **Finance Act Definition**
- **Workforce Administration** > **Headcount FPS** > **Define Headcount Data** > **Fact with BL on Request** > **Finance Act Definition**

This example illustrates the fields and controls on the Finance Act Definition page. You can find definitions for the fields and controls later on this page.



The first row in the Finance Act Definition group box is the Initial Finance Act; the effective date is January 1. The type of event must be *Initial.* Amendments to the initial act can occur any time during the budget year.

Field or Control	***Description***
Sequence	Enter the sequence number. Use sequence number to record several instances in the Finance Act on the same date.
Budgeting	Enter the year taken into account by the Finance Act. The budget year of the effective-date year is used as the default value.
Type of Event	Enter the event qualifying the Finance Act update. Amendments introduced to the Finance Act result from an order or an internal move, or a rectification of the act.
FA Status (Finance Act Status)	Valid values are: • *Stamped*: the Finance Act has been approved by government. • *Adjourned*: the Finance Act is suspended. • *To Be Stmp* (To Be Stamped): the Finance Act is pending approval.
Input Date	Enter an input date. This is the date the Finance Act is recorded.

Field or Control	***Description***
Long Description	Enter a description of the FA modifications.

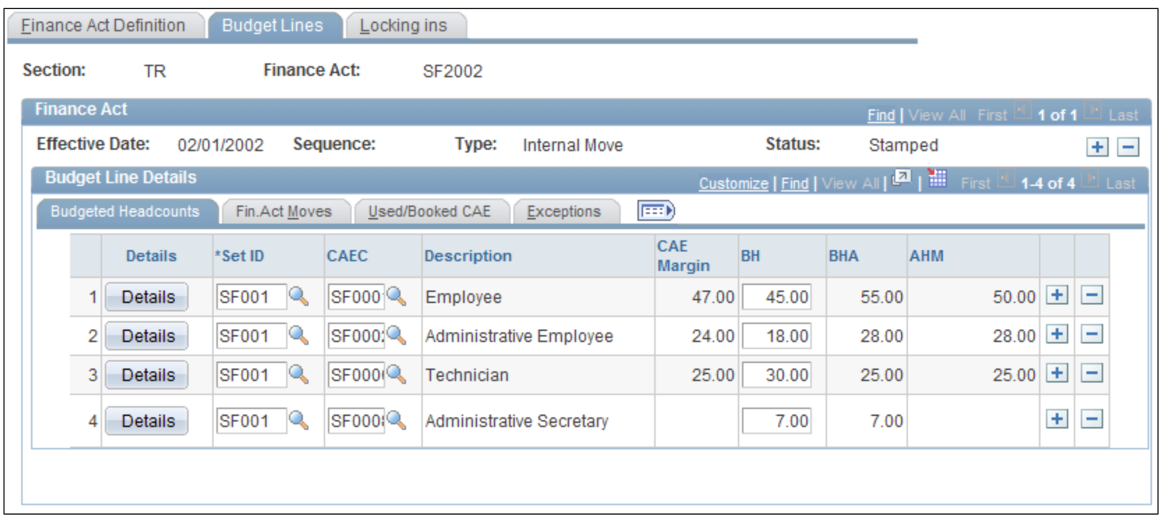
Budget Lines Page

Use the Budget Lines page (FPMFINLAWB_PNL2) to enter budget line data, including budgeted headcount, for each CAEC.

Navigation:

- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **FAct with BL on Request** > **Budget Lines**
- **Workforce Administration** > **Headcount FPS** > **Define Headcount Data** > **Fact with BL on Request** > **Budget Lines**

This example illustrates the fields and controls on the Budget Lines page. You can find definitions for the fields and controls later on this page.



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 **Details** button. The Budget Line Details component you access contains 5 pages.

Field or Control	***Description***
CAE Margin	Displays the CAE margin which equals the authorized headcount minus the CAEs booked (stamped or not), allocated, or locked in.

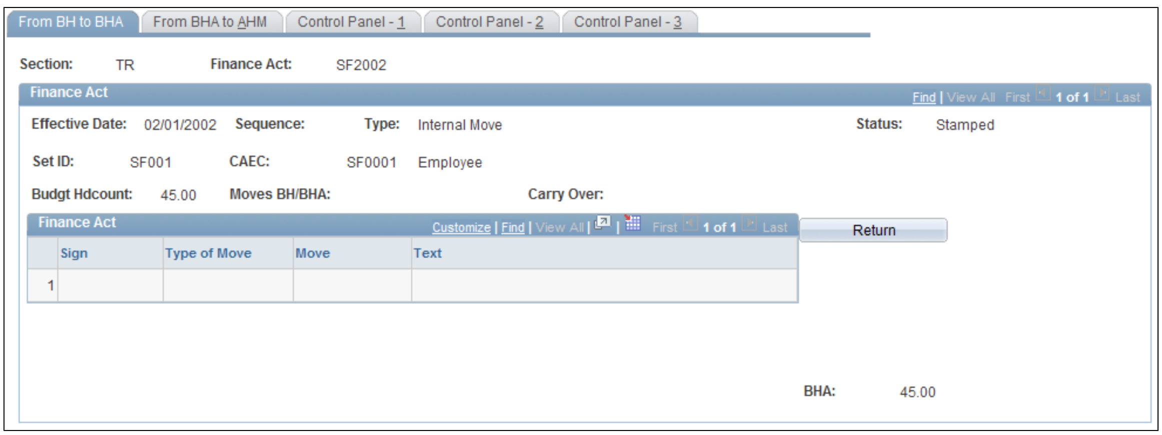
From BH to BHA Page

Use the From BH to BHA page (FPMFINLAWC_PNL1) to calculate the authorized budget headcount from the budgeted headcount.

Navigation:

- **Workforce Administration** > **Headcount FPS** > **Define Headcount Data** > **Budget Line Detail** > **From BH to BHA**
- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **Budget Line Detail** > **From BH to BHA**

This example illustrates the fields and controls on the From BH to BHA page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Type of Move	Select the move type. Types include potential budget overstaffing, locking in, or transfers. These moves result from an order or a rectification of the FA.
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 return to the Budget Lines page and view all the CAECs.

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.

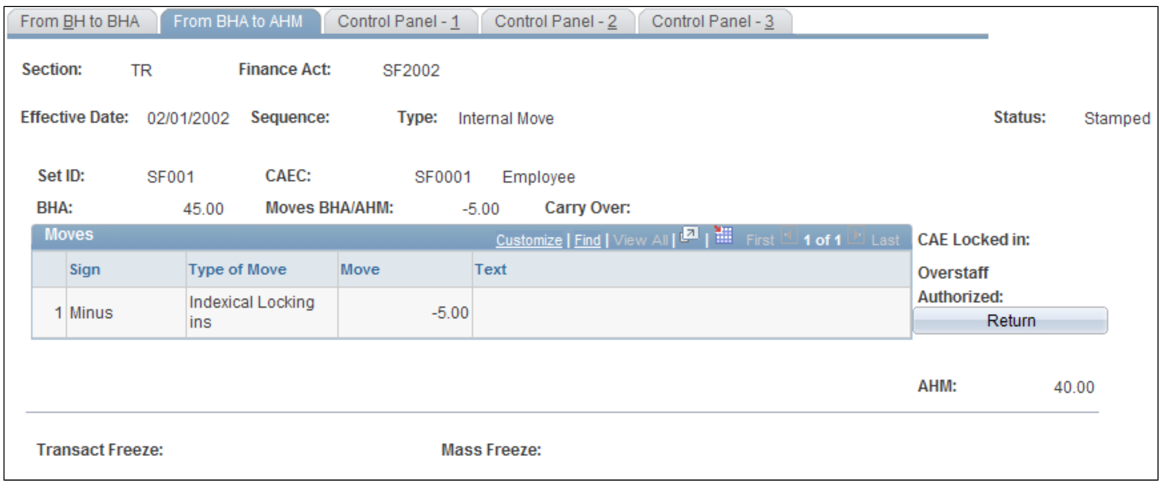
From BHA to AHM Page

Use the From BHA to AHM page (FPMFINLAWC_PNL2) to calculate the authorized headcount management from the authorized budgeted headcount.

Navigation:

- **Workforce Administration** > **Headcount FPS** > **Define Headcount Data** > **Budget Line Detail** > **From BHA to AHM**
- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **Budget Line Detail** > **From BHA to AHM**

This example illustrates the fields and controls on the From BHA to AHM page. You can find definitions for the fields and controls later on this 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 those on the From BH to BHA page. The moves entered in this page are internal decisions.

Field or Control	***Description***
Mass Freeze	Enter the mass freeze number.
Transact Freeze (transaction freezes)	The system derives this value from the freeze percentages applied when an employee leaves. The system calculates effective headcount by subtracting total freezes from AHM.

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.

Related Links

Calculating the Workforce

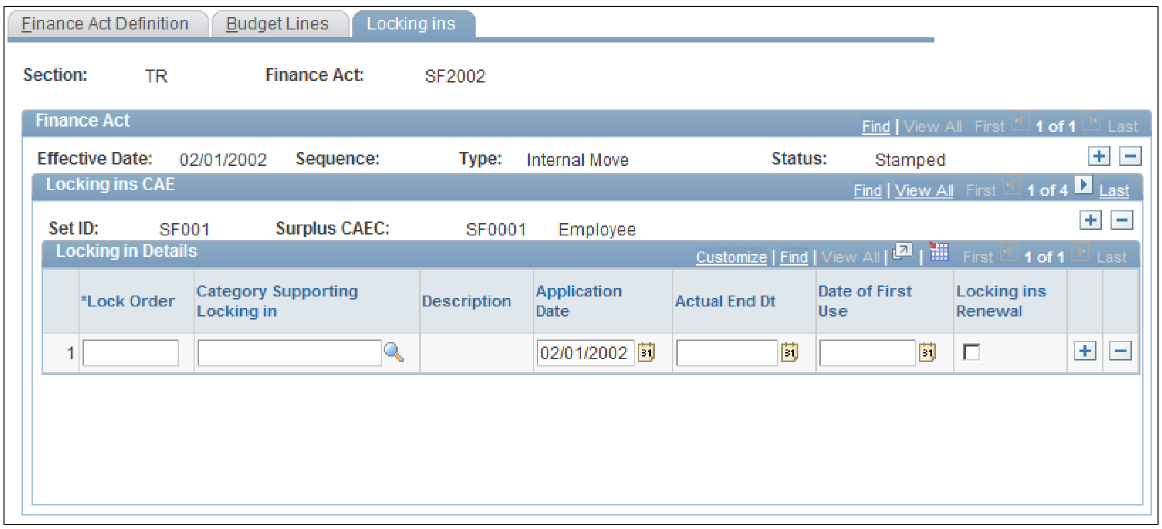
Locking ins Page

Use the Locking ins page (FPMFINLAWB_PNL3) to lock in headcount on one CAEC to overstaff another CAEC.

Navigation:

- **Set Up HCM** > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **FAct with BL on Request** > **Locking ins**
- **Workforce Administration** > **Headcount FPS** > **Define Headcount Data** > **Fact with BL on Request** > **Locking ins**

This example illustrates the fields and controls on the Locking ins page. You can find definitions for the fields and controls later on this 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.

Use this page to set up in advance the CAECs that can be locked in by another CAEC. The system uses this list to determine if there is sufficient margin for the **Surplus CAEC.**

Field or Control	***Description***
Lock Order	Assign a sequence to prioritize lock-ins.
Category Supporting Locking in	Select the CAEC.
Locking ins Renewal	Select to extend the lock in.

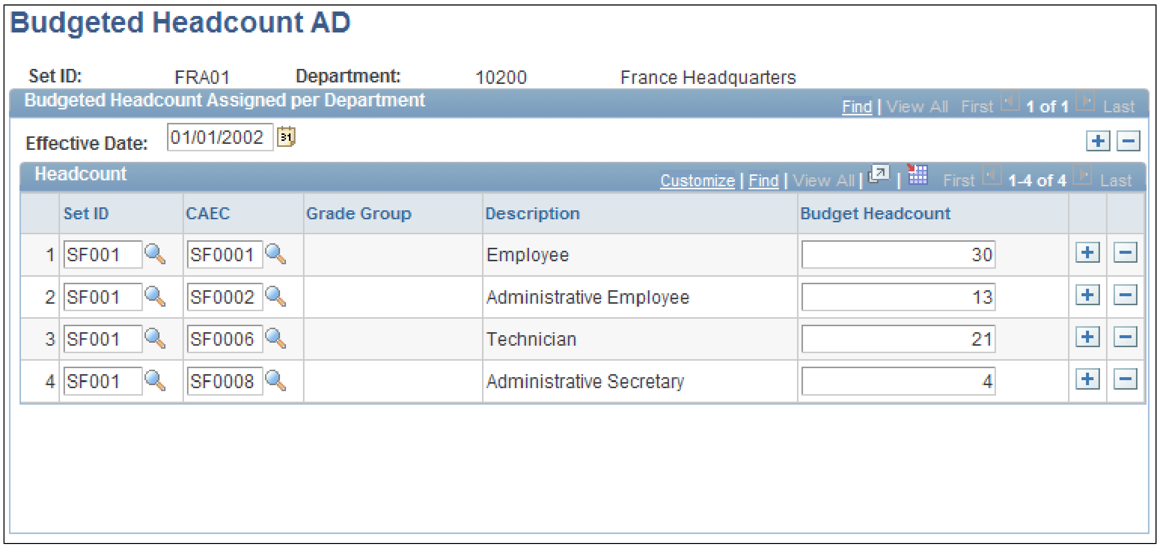
Budgeted Headcount AD Page

Use the Budgeted Headcount AD page (FPADPTCAHDCNT_PNL) to distribute headcount between departments.

Navigation:

Set Up HCM > **Product Related** > **Workforce Administration** > **Manage Headcount FPS** > **Budgeted Headcount AD** > **Budgeted Headcount AD**

This example illustrates the fields and controls on the Budgeted Headcount AD page. You can find definitions for the fields and controls later on this page.



Determine the headcount allocated for each department 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 discusses how to manage CAE.

Pages Used to Manage CAE

Page Name	***Definition Name***	***Usage***
CAE Allocation Page	FPA_CA_CR_PNL1	Request a CAE allocation for a new hire.
CAE Booking Page	FPA_CA_CR_PNL2	Book CAE requests.

Page Name	*Definition Name*	*Usage*
Headcount Manager Rejection Page	FPA_CA_CR_PNL4	Reject CAE allocation requests. This page is used by headcount managers.
CAE Allocation Stamp Page	FPA_CA_STMP_PNL1	Accept or deny a CAE allocation request.
CAE Details Page	FPA_CA_STMP_PNL2	View CAE data.
Delete CAE Page	FPA_CE_DENI_GRP	Delete CAE.
Delete ID FPS Page	RUNCTL_FPA250	Delete employee records after a CAE is denied.
CAE Deallocation Page	FPA_CA_DS_PNL1	Request a CAE deallocation for an employee.
CAE Detail Page	FPA_CA_STMP_PNL2	View CAE data.
CAE Deallocation Stamp Page	FPA_CA_STMP_DS_PNL	Accept or deny a CAE deallocation request.
CAE Deallocation and Alloc Page	FPA_CA_CHNG_PNL1	Prepare CAE changes. View data for the new CAE allocation and launch the deallocation process.
CAEC Deallocation Page	FPA_CA_CHNG_PNL4	Deallocate active CAE.
CAE Change Stamp Page	FPA_CACH_STMP_PNL1	Accept or deny a CAE change request.
CAE Procedures State Page	FPA_CA_STATUS	View CAE status.
CAE 1 Page	FPA_CA_DISP_PNL1	View CAE data.
CAE 2 Page	FPA_CA_DISP_PNL2	View CAE data.
CAE/Employee Page	FPA_CA_BY_SC_PNL	View CAE data by employee.
CAEC Summary Page	FP_CA_CSB_PNL	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.

Page Name	Definition Name	Usage
CAE Information Page	FPACAEDELETE_PNL1	View information for a CAE. Available information includes allocation dates, deallocation dates (if any), Finance act information, and lock in information.
Delete CAE and Job Data Page	FPACAEDELETE_PNL2	View the actions that implied the last CAE change and delete the corresponding moves

Understanding CAE Management

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 Manage French Public Sector.

The *available margin* is the number of open headcounts in a given CAEC that the organization can use to hire or promote employees.

Actions That Affect the CAE

Three different types of actions affect the CAE:

- Hiring or return actions that reduce the available margin and imply a CAE allocation.
- Leaves or terminations that 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.

Stamping and Validating Actions

For actions implying a change in budget attendance, the financial controller must stamp the CAE allocation or deallocation. Then the HR administrator must validate civil service position, grade, or work-time percentage moves 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.

Related Links

Validating the Hiring Process

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 Def. 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 FPS component.
2. Enter values in the Section and Article fields on the Career - Classification page (this is mandatory):
   - 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.
   - 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.
3. Continue the hire process as indicated in the Employee whose status allows career data area in the Hiring Employees section.
4. Save the employee record. A workflow process informs the manager that an employee has been hired and a CAE must be allocated.
5. Manually validate the hire once the CAE is booked and stamped.

Related Links

Understanding the Hiring Process

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 Serv Posn Overall Data page **(Workforce Administration > Job Information > Chg Civil Service Position FPS).**
2. Select *Request* for the action status.
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 and then the employee record.

Related Links

Understanding Request Management

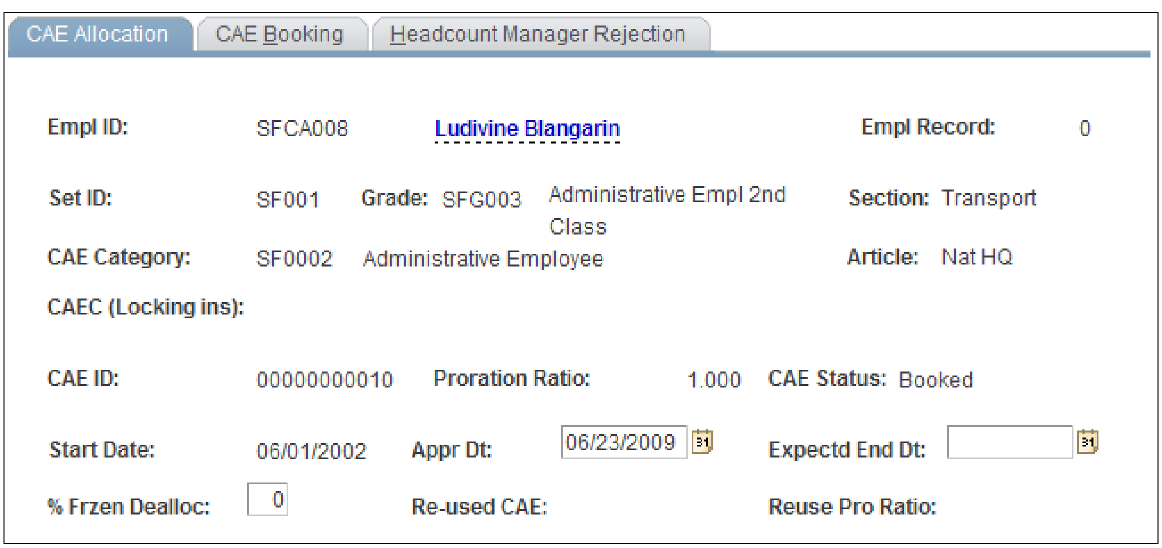
CAE Allocation Page

Use the CAE Allocation page (FPA_CA_CR_PNL1) to request a CAE allocation for a new hire.

Navigation:

Workforce Administration > Headcount FPS > Manage CAE > CAE Allocation > CAE Allocation

This example illustrates the fields and controls on the CAE Allocation page. You can find definitions for the fields and controls later on this page.



Once in receipt of the new hire, the manager must allocate CAE for the position. Allocating CAE confirms that there is ample headcount for the grade assigned to the employee being hired and creates a new CAE for the employee.

Field or Control	***Description***
EmplID ID, Empl Rcd Nbr(employee record number), **Grade, Section,** and **Article**	The system displays these values to help identify the CAE to be created.
CAE Category	Displays the CAEC associated with the grade.
CAE ID	Displays the value that is generated by the system.
Proration Ratio	Displays the ratio that depends on the employee civil service position and work time percentage.
CAE Status	Displays a value of *Booked.*
Appr Dt (approval date)	Enter the approval date.
Expected End Dt	Enter the expected end date, if known.
% Frzen Dealloc (frozen percentage at deallocation)	Enter the percentage of the FTE that is frozen. When the CAE is deallocated, and there is a hiring or promotions freeze, a percentage of the headcount is frozen and can not be used for hiring or promotion.

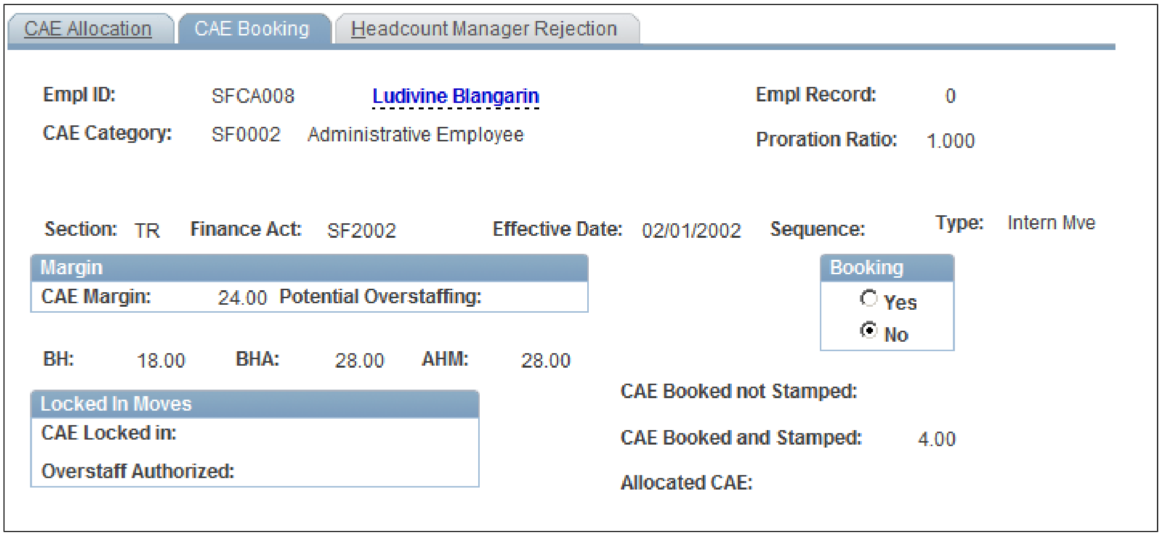
CAE Booking Page

Use the CAE Booking page (FPA_CA_CR_PNL2) to book CAE requests.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Allocation** > **CAE Booking**

This example illustrates the fields and controls on the CAE Booking page. You can find definitions for the fields and controls later on this page.



Margin

The values in this group box are automatically populated. Compare the CAE margin 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.

Related Links

Booking CAE with an Insufficient Margin

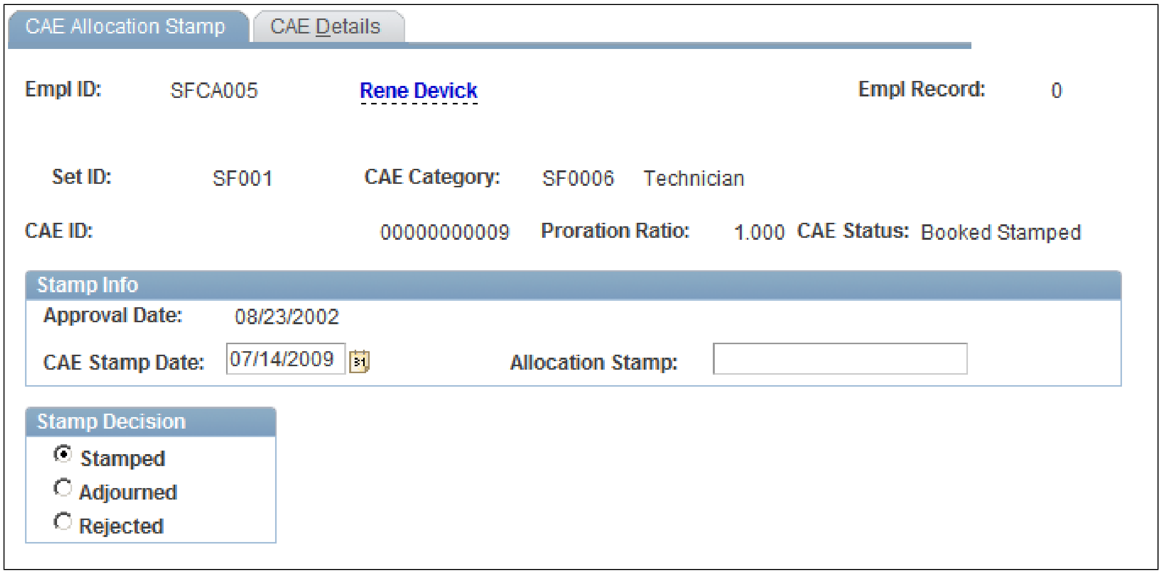
CAE Allocation Stamp Page

Use the CAE Allocation Stamp page (FPA_CA_STMP_PNL1) to accept or deny a CAE allocation request.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Allocation Stamp** > **CAE Allocation Stamp**

This example illustrates the fields and controls on the CAE Allocation Stamp page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Stamp Decision	Update the CAE status. The values are: *Stamped:* The CAE is booked and stamped. Enter the CAE stamp date and the allocation stamp reference number. 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. *Adjourned:* The CAE is adjourned and the system notifies the headcount manager. *Rejected:* The CAE is rejected and the system warns the headcount manager to delete the CAE.

Delete CAE Page

Use the Delete CAE page (FPA_CE_DENI_GRP) to delete CAE.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **Delete CAE**

Select the **Delete CAE** check box.

At the end of the transaction, the system modifies Finance Act counters. A new workflow item is routed to the personnel manager, who must store the deleted hiring record.

Delete ID FPS Page

Use the Delete ID FPS page (RUNCTL_FPA250) to delete employee records after a CAE is denied.

Navigation:

Workforce Administration > **Job Information** > **Delete ID FPS** > **Delete ID FPS**

When a CAE request is denied and deleted for a new hire, you must delete the employee record.

Select the employee ID to delete, then run the process to delete and store the employee data.

Related Links

Deleting an Employee Hiring

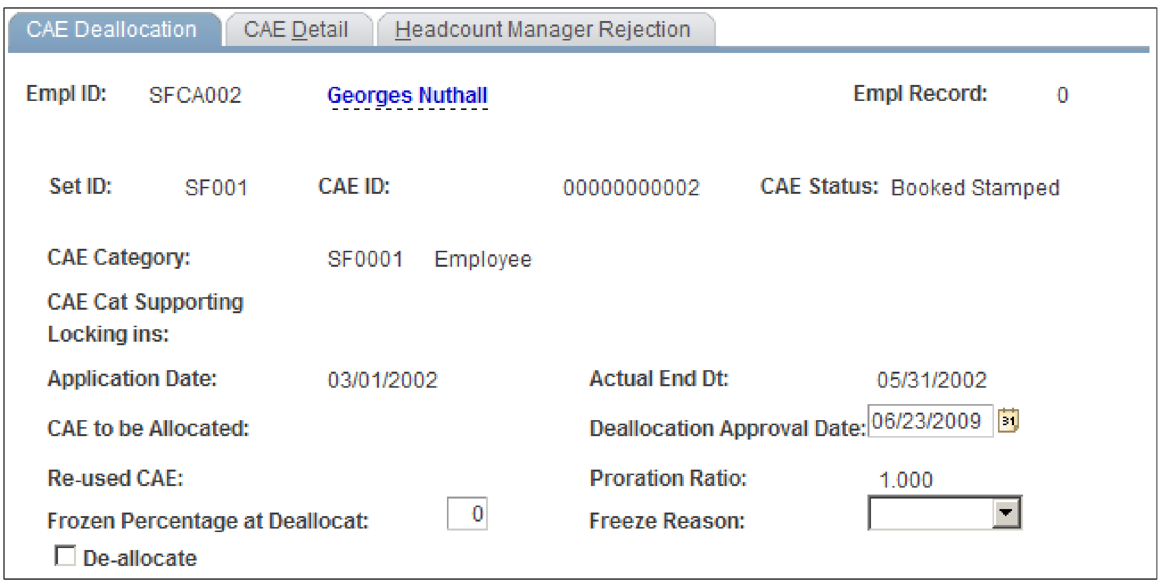
CAE Deallocation Page

Use the CAE Deallocation page (FPA_CA_DS_PNL1) to request a CAE deallocation for an employee.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Deallocation** > **CAE Deallocation**

This example illustrates the fields and controls on the CAE Deallocation page. You can find definitions for the fields and controls later on this page.



When an employee changes civil service positions and the new civil service position is a leave or a termination, the change removes the employee from the budget headcount, and you must deallocate the assigned CAE.

Field or Control	***Description***
Actual End Date	Displays the effective date of the move recorded on the Civil Service Position page. It is the CAE deallocation date.

Field or Control	*Description*
Frozen Percentage at Deallocat (frozen percentage at deallocation)	Enter this value if part of the ratio is frozen.
De-allocate	Select this check box.
Proration Ratio	Displays the budget position ratio.
Freeze Reason	Enter the reason for the freeze.

When you save the record, the system creates an addition to the personnel manager's task list.

Related Links

Changing Budget Attendance

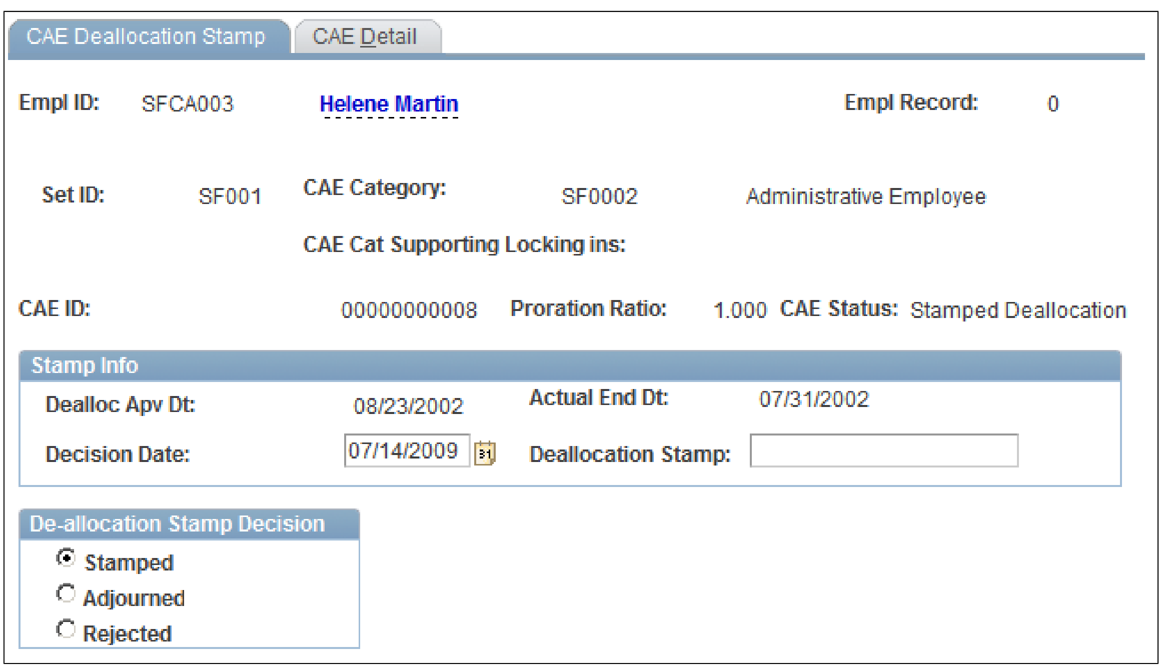
CAE Deallocation Stamp Page

Use the CAE Deallocation Stamp page (FPA_CA_STMP_DS_PNL) to accept or deny a CAE deallocation request.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Deallocation Stamp** > **CAE Deallocation Stamp**

This example illustrates the fields and controls on the CAE Deallocation Stamp page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
De-allocation Stamp Decision	Update the CAE status. Values are: *Stamped:* The CAE is approved and you enter the decision date and the deallocation stamp number. *Adjourned:* The decision is adjourned (postponed) and the system notifies the personnel manager. *Rejected:* The stamp is rejected and the system informs the personnel manager. The manager can then delete the civil service position change request.

Related Links

Understanding Request Management

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 Increment Step/Promotion FPS component.
2. Enter the CAEC-altering data. Select Request for the action status.
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 Working 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.
6. 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 Working Time page.

CAE Deallocation and Alloc Page

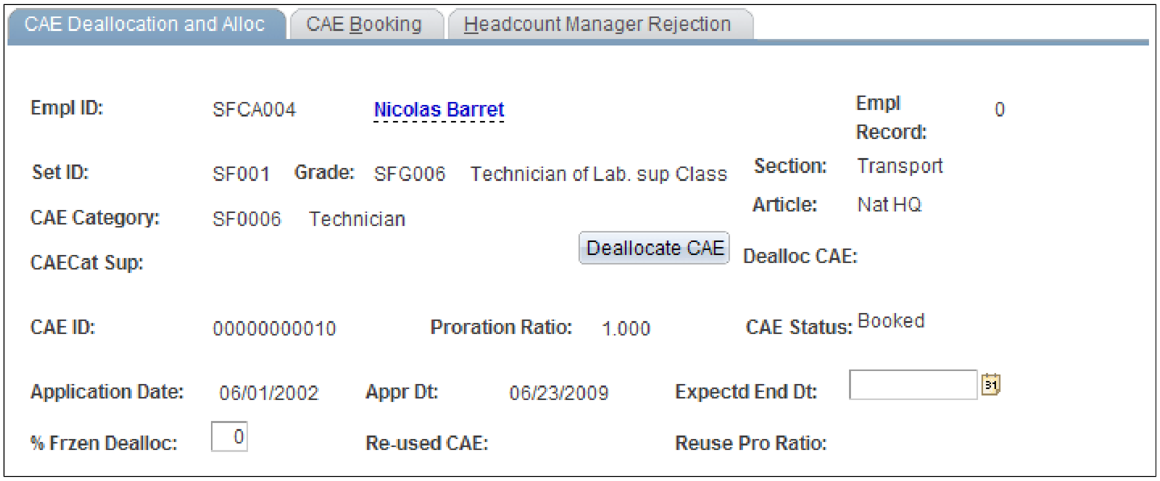
Use the CAE Deallocation and Alloc (CAE deallocation and allocation) page (FPA_CA_CHNG_PNL1) to prepare CAE changes.

View data for the new CAE allocation and launch the deallocation process.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Change** > **CAE Deallocation and Alloc**

This example illustrates the fields and controls on the CAE Deallocation and Alloc page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Deallocate CAE	Click to access the CAEC Deallocation 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.
% Frzen Dealloc (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.

CAEC Deallocation Page

Use the CAEC Deallocation page (FPA_CA_CHNG_PNL4) to deallocate active CAE.

Navigation:

- **Workforce Administration** > **Headcount FPS** > **Manage CAE** > **CAE Change** > **CAE Deallocation and Alloc**
- Click the **Deallocate CAE** button on the CAE Deallocation and Alloc page.

This example illustrates the fields and controls on the CAEC Deallocation page. You can find definitions for the fields and controls later on this page.

Enter the deallocation approval date, and, if necessary, the frozen percentage at deallocation and freeze reason.

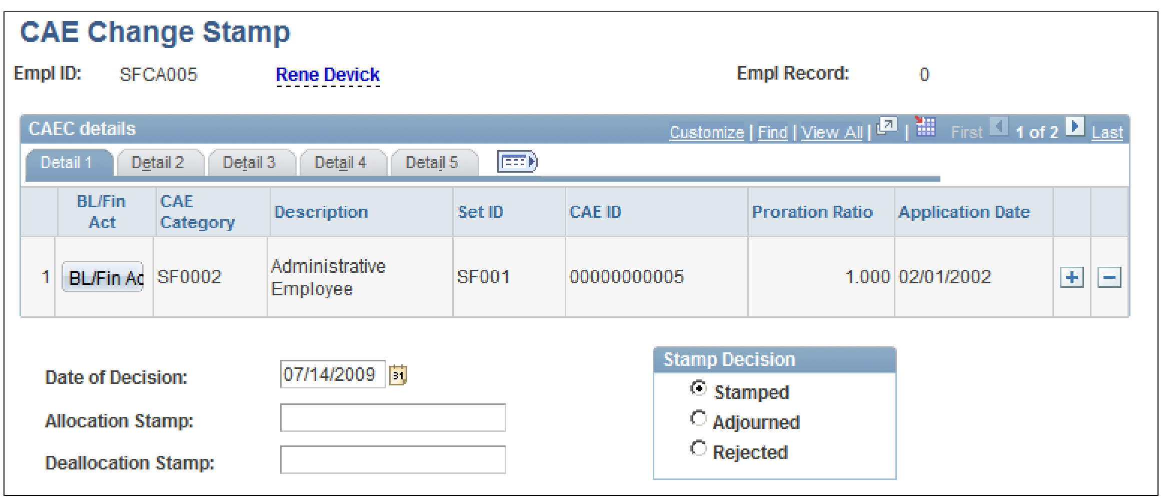
CAE Change Stamp Page

Use the CAE Change Stamp page (FPA_CACH_STMP_PNL1) to accept or deny a CAE change request.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Change Stamp** > **CAE Change Stamp**

This example illustrates the fields and controls on the CAE Change Stamp page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Stamp Decision	Update the CAE status. Values are: *Stamped:* The old CAE is stamped deallocated and the new CAE is booked stamped. Enter the allocation stamp and deallocation stamp references, if necessary. *Adjourned:* The CAE is adjourned and the system emails the headcount manager. *Rejected:* The CAE is rejected and you must cancel the existing CAE using the Delete CAE page.
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 and Working Time

In the task list, the Grade Change Validation activity enables you to access the career and working time portion of the employee record, where you approve the grade promotion and/or work time change. If the stamp has been denied, the system issues an error message, and the grade or working time change request cannot be validated.

Updating Counters

Two procedures are used to update counters:

- Transactional updates.

  Each time a headcount manager or financial controller saves an action, the system updates the following counters: CAE Booked not Stamped, CAE Booked and Stamped, CAE De-allocated not Stamped, and CAE De-allocated and Stamped.

- Update by deferred processing.

  This process updates individual or all counters by request.

Both processes consider the effective dates and update CAE status from Booked to Active or De-allocated to Inactive as appropriate.

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 and result in transactional updates are:

- Hiring preparations.
- Return preparations.
- Leaves.

- Promotions and demotions.
- Work time percentage changes.
- Financial controller stamps and rejections.

The flow is unweighted 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 Update Counter 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.

CAE Information Page

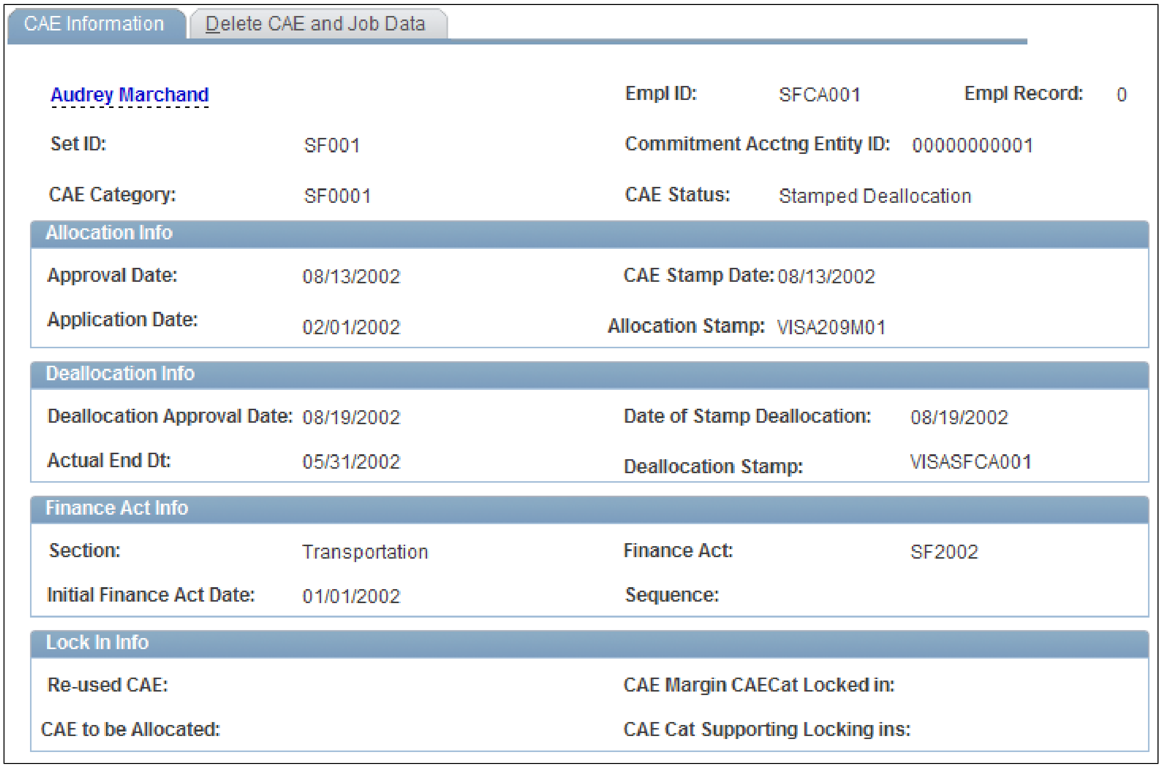
Use the CAE Information page (FPACAEDELETE_PNL1) to view information for a CAE.

Available information includes allocation dates, deallocation dates (if any), Finance act information, and lock in information.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **Delete CAE and Related Actions** > **CAE Information**

This example illustrates the fields and controls on the CAE Information page. You can find definitions for the fields and controls later on this page.



Once you have allocated CAE and the corresponding move (grade promotion, civil service position change, or working time change) has been approved, you cannot delete the move. However, in certain cases, you may have to delete the move. You can delete the move only by using the Delete CAE and Related Actions component.

When entering the Delete CAE and Related Actions component, the search box displays only the latest CAE for each employee, whether the CAE is booked, active, or deallocated.

This page displays information about the CAE, including:

- Allocation and deallocation approval dates, stamps, and stamp dates.
- Financial Act information for the CAE.
- Lock in information, if applicable.

  The section "Booking CAE with an Insufficient Margin" defines the fields in the Lock In Info group box.

  See Booking CAE with an Insufficient Margin.

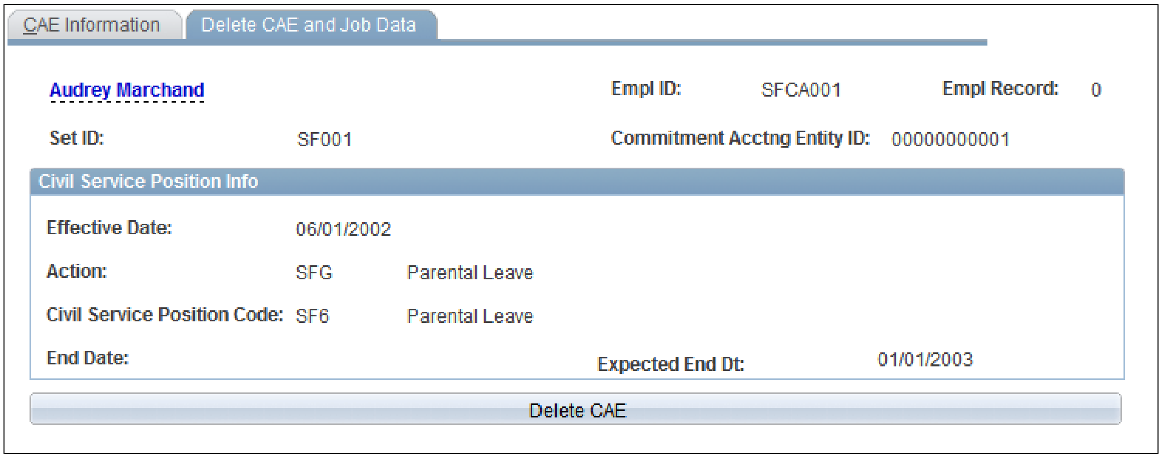
Delete CAE and Job Data Page

Use the Delete CAE and Job Data page (FPACAEDELETE_PNL2) to view the actions that implied the last CAE change and delete the corresponding moves.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **Delete CAE and Related Actions** > **Delete CAE and Job Data**

This example illustrates the fields and controls on the Delete CAE and Job Data page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Delete CAE	Click to delete the CAE and the action related to the move. If the move is: • A hire, the system marks the CAE as deleted and deletes the emplID. • A return (whether or not the return is associated with a grade and/or working time change), the system marks the CAE as deleted and suppresses the corresponding moves. • A grade and/or working time change, the system marks the current CAE as deleted and changes the end date of the previous CAE so that the employee is active under the previous CAE. The system deletes the career and/or working time moves associated with the deleted CAE. • A leave or termination, the system changes the CAE end date so that the CAE is active again and deletes the civil service position corresponding to the leave or termination.

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.

Before prebooking, locking in, or overstaffing, access the CAE Allocation page and enter the approval date and expected end date of the CAE you are booking.

This section discusses how to book CAE with an insufficient margin.

Pages Used to Book CAE with an Insufficient Margin

Page Name	*Definition Name*	*Usage*
CAE to be Deallocated Page	FP_AVLBL_CA_PNL	Prebook or lock in CAE.
CAEC to be Locked in Page	FPM_CA_LCK_HDCNT	View CAECs that can support a lock-in and select a lock-in.
Unlock CAE Page	FPA_CA_OVF_RO_PNL1	End lock-ins for CAECs.

CAE to be Deallocated Page

Use the CAE to be Deallocated page (FP_AVLBL_CA_PNL) to prebook or lock in CAE.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Allocation** > **CAE Allocation**

This component can only be accessed from the CAE Allocation page using a PeopleTools modal function, via a button or right click.

The page displays all CAEs that:

- Belong to the same CAEC.
- Will be deallocated after today's date.
- Will be deallocated on the application date of the CAE you are processing.

Select the CAE to be reused in the **Link CAE Control** column. The system does not recalculate the margin. The selected CAE is considered reused 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. Click the Lock In CAEC button on the CAE Booking page.

CAEC to be Locked in Page

Use the CAEC to be Locked in page (FPM_CA_LCK_HDCNT) to view CAECs that can support a lock-in and select a lock-in.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Allocation** > **CAE Allocation**

This component can only be accessed from the CAE Allocation page using a PeopleTools modal function, via a button or right click.

This page displays the CAECs that can support a lock in.

Field or Control	***Description***
Lock Order	Displays the lock order that determines the priority of CAECs to be locked in.
Locking In	Select *Yes* when you have identified a CAEC with a sufficient CAE margin. The category selected supports a lock-in while an Authorized Overstaffing is generated in the CAEC to be allocated.

Unlock CAE Page

Use the Unlock CAE page (FPA_CA_OVF_RO_PNL1) to end lock-ins for CAECs.

Navigation:

Workforce Administration > **Headcount FPS** > **Manage CAE** > **CAE Allocation** > **CAE Allocation**

This component can only be accessed from the CAE Allocation page using a PeopleTools modal function, via a button or right click.

Select **End Lock In** for those CAECs you want to unlock. The **CAE Margin** and **Overstaff Authorized** 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. The system reduces overstaffing as soon as it is possible.

Calculating the Workforce

This section provides an overview of the workforce calculation, lists prerequisites, and discusses how to calculate the workforce.

Pages Used to Calculate the Workforce

Page Name	***Definition Name***	***Usage***
Employees/Grade and Dept (employees/ grade and department) Page	RUNCTL_FPA2000	Launch the Employees/Grade and Dept process (FPA2000). 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 Page	FPAHEADCNT01_PNL	View FTEs by grade and gender for a given year and department.
Headcount Results 2 Page	FPAHEADCNT02_PNL	View headcount data by grade and gender for a given year and department.
Headcount Results 3 Page	FPAHEADCNT03_PNL	View headcount data by corps for a given year and department.
BHAS Inquire 1 Page	FPACAHDCNT01_PNL	View Budgeted Headcount AD, headcount by CAEC, year, and department.
BHAS Inquire 2 Page	FPACAHDCNT02_PNL	View Budgeted Headcount AD, headcount by grade group data, year, and department.
Calculate FTE Page	RUNCTL_FPA2001	Launch Calculate FTE process (FPA2001). The system calculates physical workforce, WFTEs, paid FTEs, PFTEs, and indexical mass.

Understanding Workforce Calculations

You can calculate your workforce on a monthly basis.

There are two main processes to calculate your workforce. The first process, the Headcount/Grade and Dept SQR process (FPA2000), displays its results on inquiry pages. The second process, the Calculate FTE SQR process (FPA2001), can be used by external analysis tools.

Both processes apply the following rules:

- The headcount is determined for each month in the calendar year captured at the beginning of the process.
- Statutory headcount, budget headcount, WFTE (working FTE), and PFTE (paid FTE) 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.

Prerequisites

You must launch the Merge process before calculating the workforce.

Related Links

Understanding the Merge Process