

University of Connecticut

Department Change: All Employees

Overview

Department Processors for an employee's <u>current</u> Department are responsible for initiating a department change. Once the Smart HR *Department Change* template is complete, the template is submitted to the <u>receiving</u> Department for approval and is finalized centrally.

There are **five** Smart HR *Department Change* templates in Core-CT, one for each employee population. The five templates are nearly identical, except some include a **Work Dept/Non-Academic** field. The five are as follows:

- UC_DC_DEPT_STU: Department Change Student
- UC_DC_DEPT_GRD: Department Change Graduate
- UC_DC_DEPT_CLS: Department Change Classified
- UC_DC_DEPT_UNCL: Department Change Unclassified
- UC_DC_DEPT_SPEC: Department Change Special Payroll

Once the receiving Department Approver approves the Smart HR *Department Change* template, the Department Processor of the receiving department should initiate the appropriate data change template(s) to update the employee's new job information. Updates can include:

- Supervisor ID*
- Location Code
- Funding

*Note: When a Department is changed, the manager of that department is defaulted to that employee's supervisor. The receiving department's Department Processor should perform a Supervisor ID change for the new employee once the department change is effective in Job.

Work Dept/Non-Academic field

The **Department** field controls workflow in Core-CT, meaning the employee's information will route to the department specific in this field. For regional campuses, the **Work Dept/Non-Academic** field is included on department change templates where the employee may have a regional campus and an academic campus. The table below outlines what information should be included in the **Department** and **Work Dept/Non-Academic** fields, depending on the employee-type:

	Department field	Work Dept/Non-Academic field
Special Payroll	Regional Campus	Academic Department
Non-Special Payroll	Academic Department	Regional Campus

Use this job aid to process a department change for an employee in Core-CT. This example uses the *Unclassified Department Change* template.

Process Steps

Step	Action	Screenshot		
1	Navigation: Main Menu > Workforce	kforce Administration > Smart HR Template > Smart HR Transactions		
2	 From the Smart HR Transactions page, enter the following: Transaction Type: All Select Template: UC_DC_DEPT_UNCL Click Create Transaction. 	Smart HR Transactions Select a template and press Create Transaction. Transaction Template ? Transaction Type All Select Template UC_DC_DEPT_UNCL Q UConn Department Change - Unclassified Employees		
3	 On the Enter Transaction Details, enter the following: Employee ID: Enter the employee ID for the employee whose department is changing. If unknown, click the magnifying glass to search for the employee. Employment Record Number: This will auto-populate with the most recent employee has more than one Active employment record, select the one the employee is changing departments for. Job Effective Date: Enter the date the department change is effective. This will auto-populate to today's date. 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Department Change - Unclassified Employees Organizational Relationship Employee *Employee ID 010487 Sam Smith *Employee ID 010487 Sam Smith *Employment Record Number 2 (UCP 03-Program Asst I) ✓ *Job Effective Date 07/19/2016) Action Data Change Reason Code General Data Change Continue Cancel		

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Step	Action	Screenshot		
	On the Enter Transaction Information page, the Department and Location Code will auto-populate with the employee's <u>current</u> information.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Return to Enter Transaction Details Page Save for Later Cancel		
4	Update the Department, Location Code and/or Work Dept/Non- Academic fields.	Department Change Work Location - Job Fields *Department UOC01123 Location Code UOC078999 Job Labor - Bargaining Unit and Labor Agreement		
	Enter Comments if your department requires additional information.	Bargaining Unit UNCL Other Job Data Work Dept/Non-UOC01278 Academic Comments		
	Then, click Save and Calculate.			
5	At the bottom of the template, an Attachment section will open. If applicable, search for and attach an attachment to include with the department change. Click the plus sign (+) to add additional attachments.	Attachment Find View All 2 First (1 of 1) Last 'Description Attached File 1 Sam_Smith_Chem_Department_C Sam_Smith_Chem_Department_Change.doc Attach Open Delete •		
6	When all information on the template is complete, click Submit to route the department change template to the receiving departments' Smart HR Approver for approval.	t Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Return to Enter Transaction Delials Page Pepartment Change Work Location - Job Fields Department UOC01123 Location Code UOC078999 Job Labor - Bargaining Unit and Labor Agreement Bargaining Unit and Labor Agreement Bargaining Unit and Labor Agreement Bargaining Unit MOL Other Job Data Work Deptivion-UUC01278 Academic Comments Comments Sam Smith transferred to the Chemistry Department at Waterbury effective 07/19/2016. Cancel Save and Calculate Submit Attachment Find View All P First 1 of 1 Last Description Attached File Tam_Smith_Chem_Department_Change.doc Attach Open Delete Delete		