



JUSTICE ADMINISTRATIVE
COMMISSION



Positions and Employee IDs in People First

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Senior Human Resources Coordinator
May 3, 2016

Objectives...

- Lookup Positions
- Position Attributes
- Position Funding
- Security Role
- Lookup Employee IDs



Solving the position mystery...

- Position Maintenance encompasses the assignment of specific job classification specifications and attributes to positions
- Numerous screens in People First



How do I get there...



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Org Management

Current User:

My Quick Links

- [My Direct Reports](#)
- [Current Benefits](#)
- [Benefits Confirmation Statement](#)
- [Emergency Contact](#)
- [Contact Information](#)
- [Training History](#)
- [Form W-4](#)
- [Historical Staffing Data](#)
- [FSA Snapshot as of 12/31/15](#)
- [FSA & HSA Information](#)

Helpful Websites

- [Deferred Compensation](#)
- [Employ Florida](#)
- [Employee Search \(411\)](#)
- [Florida Retirement System](#)
- [Job Site](#)
- [MyBenefits](#)
- [MyFlorida.com](#)
- [Payroll Information](#)

Org Management Home Page



Position Maintenance

Maintain position information.



Class Maintenance

View class information.



Actions

Perform position and organization actions.



Organization Maintenance

Maintain organization units.



Broadband Maintenance

View broadband information.



Table Maintenance

View custom tables.





Looking up positions...

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Organization Management

Ready to navigate.

Search

My Default View Reset * Search by Employee Go

First:

Last:

User ID or Emp ID:

Pos ID:

From: 04/14/2016 To: 04/14/2016

Results

	Pos Title	Pos ID	Emp ID	Emp Name	Org Code	Org Desc	Job Type
<input checked="" type="checkbox"/>	SENIOR HUMAN RESOURCES COORDINATOR	21013047	00839790	JAMIE E JOHNSON	21300800000000000000000000000000	JUSTICE ADMINISTRATIVE COMM	Justice Admin Comm.

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Position Maintenance

Infotype	Description	Exists
1000	Object Maintenance	✓
1001	Object Relationships	✓
1002	Description	
1007	Vacancy	✓
1013	Employee Group/Subgroup	✓
9105	Security	✓
9120	Pay Additives	✓
9121	Position Attributes	✓
9122	Additional Attributes	✓
9123	Job Roles	
9124	Position Funding	✓
9126	Addresses	✓
9128	Alternate FLAIR Acct Code	
9130	License/Cert & State Prop	



Looking up OPS positions...

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Home Management PAR Employee Information Health & Insurance Performance & Talent Management Training **Org Management**
Current User: 839790 - JAMIE JOHNSON - SENIOR HUMAN RESOURCES COORDINATOR

Organization Management

Ready to navigate.

Search

My Default View Reset * Search by Employee Go * Search by Position Go

First: Title:

Last: Pos ID: 21300* ← OPS position number

User ID or Emp ID: From: 04/25/2016 To: 04/25/2016

Position Maintenance

Infotype	Description	Exists
1000	Object Maintenance	✓
1001	Object Relationships	✓
1002	Description	
1007	Vacancy	✓
1013	Employee Group/Subgroup	✓
9105	Security	✓
9120	Pay Additives	
9121	Position Attributes	✓
9122	Additional Attributes	✓
9123	Job Roles	
9124	Position Funding	✓
9126	Addresses	✓
9128	Alternate FLAIR Acct Code	
9130	License/Cert & State Prop	

Results

	Pos Title	Pos ID	Emp ID	Emp Name	Org Code	Org Desc	Job Type
☑	JAC-OPS	21300001	01159529		21300800000000000000000000000000	JUSTICE ADMINISTRATIVE COMM	Temp
☐	JAC-OPS	21300002	00662788		21300800000000000000000000000000	JUSTICE ADMINISTRATIVE COMM	Temp
☐	JAC-OPS	21300003	00000000		21300800000000000000000000000000	JUSTICE ADMINISTRATIVE COMM	Temp
☐	JAC-OPS	21300004	01112794		21300800000000000000000000000000	JUSTICE ADMINISTRATIVE COMM	Temp
☐	JAC-OPS	21300005	00000000		21300800000000000000000000000000	JUSTICE ADMINISTRATIVE COMM	Temp

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Security – Role Code...



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Current User: JAMIE JOHNSON - SENIOR HUMAN RESOURCES COORDINATOR

Security

Object ID: 21013047 SENIOR HUMAN RESOURCES COORDI
 Object Type: Position

Security->Overview

Role	Position Number	Position Description	Effective Date	End Date	Effective Time
A	21013047	SENIOR HUMAN RESOURCES COORDINATOR	04/04/2016	12/31/9999	13:47:30
X	21013047	SENIOR HUMAN RESOURCES COORDINATOR	11/26/2012	04/04/2016	08:24:23
H	21013047	SENIOR HUMAN RESOURCES COORDINATOR	10/18/2011	11/26/2012	14:44:08
H	21013047	SENIOR HUMAN RESOURCES COORDINATOR	10/26/2007	10/18/2011	00:00:00
E	21013047	PROFESSIONAL ACCOUNTANT SUPERVISOR	03/10/2004	10/25/2007	00:00:00

Row 1 of 5

Menu New

Security->Detail

Effective Date * 04/04/2016 End Date * 12/31/9999 Effective Time 13:47:30
 Role Code * A - Agency HR with Statewide View



This screen is view only

Edit Save Cancel

Position Attributes...

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Current User: JAMIE JOHNSON - SENIOR HUMAN RESOURCES COORDINATOR

Position Attributes->Overview

	Position ID	Description	Effective Date	End Date
<input checked="" type="checkbox"/>	21013047	SENIOR HUMAN RESOURCES COORDINATOR	10/01/2011	12/31/9999
<input type="checkbox"/>	21013047	SENIOR HUMAN RESOURCES COORDINATOR	10/01/2009	09/30/2011
<input type="checkbox"/>	21013047	SENIOR MANAGEMENT ANALYST	10/26/2007	09/30/2009
<input type="checkbox"/>	21013047	PROFESSIONAL ACCOUNTANT SUPERVISOR	05/06/2005	10/25/2007

Page 1 of 2

Menu New

Position Attributes->Details

Effective Date: 10/01/2011 * End Date: 12/31/9999 *

Position: 21013047 * SENIOR HUMAN RESOURCES COORDINA

Pay Plan: 84 - Justice Admin Comm. *
 Class Code: 3377 - SENIOR HUMAN RESOURCES COORDINATOR *
 Pay Grade: 025

CBU: 89 - NOT REPRESENTED *
 Physical County: 037 * Leon
 HQ County: 037 Leon
 Occupation Group: 105 - BUSINESS OPERATIONS
 EEO 4: 02 - Professionals

Exempt Category 2:
 Full Time Equivalent: 1.00 *
 Fill Priority:
 CS to SES:



Position Funding...



Position Funding->Overview

	Position ID	Description	Effective Date	End Date
<input checked="" type="checkbox"/>	21013047	SENIOR HUMAN RESOURCES COORDINATOR	10/01/2011	12/31/9999
<input type="checkbox"/>	21013047	SENIOR HUMAN RESOURCES COORDINATOR	10/26/2007	09/30/2011
<input type="checkbox"/>	21013047	PROFESSIONAL ACCOUNTANT SUPERVISOR	06/19/2004	10/25/2007
<input type="checkbox"/>	21013047	PROFESSIONAL ACCOUNTANT SUPERVISOR	03/10/2004	06/18/2004

Page 1 of 1

Menu New

Position Funding->Details

Effective Date: 10/01/2011 * End Date: 12/31/9999 *

Position: 21013047 * SENIOR HUMAN RESOURCES COORDINA

Flair Account Code: 211010000692130080000010000 JUDICAL ADMINISTRATIVE COMMISSI

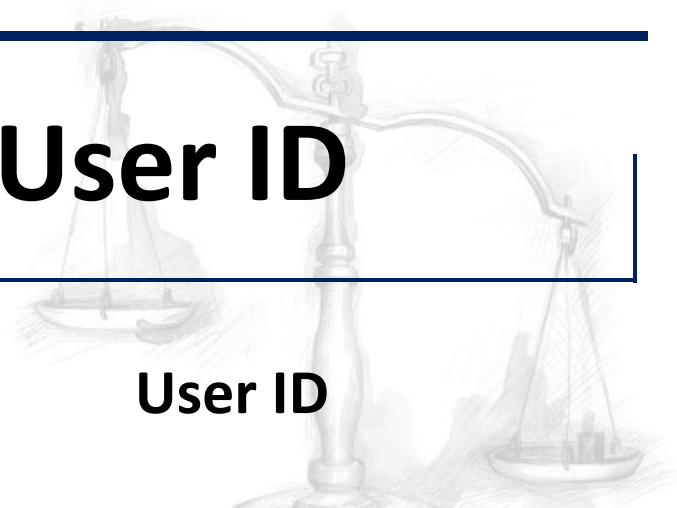
Organization Code: 213008000000000000000000 JUSTICE ADMINISTRATIVE COMM

Flair Account Code Details	
Agency	21 *
Grant Fund Code	10 *
State Fund Code	1 *
FID	000069 *
Budget Entity	21300800 *
IBI Code	00
Category Code	010000 *
Year	00

DOE Budget Entity	00000000
Flair Organization Code	213008000000 *
State Program Component	1602000000 *
2nd State Program Component	000000
Expansion Option	
Expansion Option Version	
Inter-Department ID	0000003377
Funding ID	
Federal Grant Indicator	<input type="checkbox"/>
Warrant Distribution Number	0000000000



Employee ID versus User ID



Employee ID

User ID

PeopleFirst
HR

Home Management PAR Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: JAMES JOHNSON - SENIOR HUMAN RESOURCES COORDINATOR

Search by Employee ID

Emp ID	Emp Name	Emp Type	Pos ID	Pos Title	Agency	Org.	Org. Desc
0128441	JENNIFER L HENDERSON	Justice Admin Career	21013476	SENIOR HUMAN RESOURCES COORDINATOR	JAC - Justice Admin Career	21030400	JUSTICE ADMINISTRATIVE COM

Employee Selected
Name: JENNIFER L HENDERSON
User ID: 0128441

Current Employee ID

PeopleFirst
HR

Home Management PAR Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: JAMES JOHNSON - SENIOR HUMAN RESOURCES COORDINATOR

Search by Employee ID

Emp ID	Emp Name	Emp Type	Pos ID	Pos Title	Agency	Org.	Org. Desc
0128441	JENNIFER L HENDERSON	Justice Admin Career	21013476	SENIOR HUMAN RESOURCES COORDINATOR	JAC - Justice Admin Career	21030400	JUSTICE ADMINISTRATIVE COM

Employee Selected
Name: JENNIFER L HENDERSON
User ID: 0128441

Original PF ID = User ID



What's the difference...

- Employee ID – use for paperwork
- User ID – use to sign on to People First



Questions...

