# Table of Contents

- Introduction .................................................................................................................. 3
- Browser ......................................................................................................................... 3
- Security .......................................................................................................................... 3
- Private Data .................................................................................................................... 4
- Human Resource Application ....................................................................................... 4
- Navigation within HR-Campus ..................................................................................... 4
- Person Search (Institution) ............................................................................................ 5
- Search Results ............................................................................................................... 6
- Select Employee ............................................................................................................ 7
- Profile Information ....................................................................................................... 8
  - Names .......................................................................................................................... 8
  - Personal Information .................................................................................................. 9
  - Contact Information ................................................................................................... 10
  - Emergency Contact Information ............................................................................. 11
  - I-9 Information Processing ....................................................................................... 11
- Employment Information ............................................................................................. 13
  - Employment Dates ..................................................................................................... 14
  - Contact Information ................................................................................................... 14
  - Comments Information ............................................................................................. 15
  - Faculty Pay Option .................................................................................................... 15
  - Supervisor Relationship Maintenance ....................................................................... 16
- Job Information ............................................................................................................ 18
- Leave Information ........................................................................................................ 19
  - Work Schedules ........................................................................................................ 19
  - Leave Pre-Approval ................................................................................................... 21
Introduction
The Campus Human Resources application provides a system for campus administrative staff in the areas of Human Resources and Academic Affairs to perform campus-based employee transactions without the reliance on manual processes or paper forms. This application is closely integrated with the HR/SCUPPS and Employee Home applications.

Browser
For optimal browser performance use Firefox, Chrome or Safari. Do not use Internet Explorer as it may not open or display properly.

Security
Two new security roles have been created for HR-Campus:

HR_CAMPUS_HRPROCESSOR is the only security role that will allow campus staff to add, update or delete HR_Campus records.

HR_CAMPUS_NON_HRPROCESSOR is the only security role that will allow campus staff to add, update or delete Credential records.

In addition, the following roles will allow VIEW-ONLY access to the HR-Campus application:

- HR_SUPERUSER
- HR_VIEWER
- NON_HR_VIEWER
- HR_APPROVER
- PAYROLL_SUPERUSER
- PAYROLL_VIEWER
- HR_LICENSE_VIEWER
- HR_SYSTEMWIDE_SUPERUSER
- HR_SYSTEMWIDE_VIEWER
• HR_SYSTEMWIDE_NON_HR_VIEWER
• PAYROLL_SYSTEMWIDE_SUPERUSER
• PAYROLL_SYSTEMWIDE_VIEWER

Refer to the Security Administration Application Documentation (Login using your StarID@minnstate.edu required) for details on how to request security.

Private Data
Due to the private data that is maintained in this application, HR-Campus is not available outside of the firewall. Certain person-related data elements are considered private and are not displayed to users without a business reason to view it. This is controlled by security roles. NON_HR_VIEWER, HR_LICENSE_VIEWER, HR_SYSTEMWIDE_NON_HR_VIEWER and HR_APPROVER are prevented from viewing the following data elements: Legal and former name (if a preferred name exists), personal information such as SSN, birth date, gender, marital status, ethnicity, mailing address, phone numbers, personal e-mail address, emergency contact information and I-9.

Human Resource Application
When you log in with your Star ID and password, you will land on the Employee Home screen. The Campus Human Resource application is an option that will appear as HR-Campus in the Administrative Application list, based on the security granted for that application.

Navigation within HR-Campus
The landing page in the HR-Campus application is the Person Search (Institution) screen. To navigate to any other functionality within the application, click on HR-Campus in the top left navigation bar to display the dropdown list.
Person Search (Institution)

Person Search (Institution) allows you to search by a person’s SEMA4 ID, technical ID, legal name or preferred name at the selected institution. You may enter any combination of these fields but at least one field needs to be completed. The search will return a list of all results that match the criteria you entered. The primary use of this list is to identify a single employee for which to view or update employment details. If you would like to see all people with a TechId at the institution matching the search criteria, you may uncheck the “Show Current Institution Employees Only” check box either before or after clicking the search button.
Search for an employee by entering the SEMA4 ID, Technical ID, Last Name, First Name, Middle name, or preferred name (if applicable) in the associated field and click Search. This application does not allow searching by SSN.

The following rules apply for using the Person Search:

- The leading zeros in SEMA4 and Tech ID are not necessary.
- Last, first and middle name may be partially entered and results will return all records that contain the value that was entered.
- If searching by middle name, you must also complete one of the other fields.
- You may search by legal name, or preferred name if one exists.
- All institutions that the user has authorization for will be available to select.
- If there is only one matching result in the search, that person’s profile page will open.
- If no employee meets the search criteria for the institution, an error message will display.

**Search Results**

Search results will display a list of matching records. These results include the employee’s name, SEMA4 ID, institutions, Technical ID’s, and modules, just as displayed in SCUPPS. If an employee has a preferred name it will display under the Name column.
Select Employee

Select an employee from the search results by clicking on either the Profile or SCUPPS button. By selecting the SCUPPS button, a new tab will open bringing you to the employee’s assignment tab in SCUPPS. If Profile is selected the employee’s profile information section displays.

NOTE: The sections displayed may be limited depending on the security role of the logged in user.

To return to the search screen from an employee record, click on HR-Campus in the top left corner or click on the back arrow in your browser.
Profile Information

Profile information includes information that is currently part of the SCUPPS Human Resources record. To go to a section, click on the Title of the section, or the right arrow.

The Profile Information will display based on your security role. The Profile Information may contain the following sections:

- Names (Legal, Preferred, Former)
- Personal Information (SSN, DOB, Gender, etc.)
- Contact Information (Email, Phone, Address)
- Emergency Contact Information
- I-9 Information

Names

The names section includes the legal name including Title Prefix, First Name, Middle Name, Last Name, Name Suffix, and Title Suffix. A preferred name will display in the preferred section and if one exists, that is the name that will be displayed at the top of the screen. Any former names (name history) will be displayed in the Former section.

Depending on your security rights you may have the ability to add, edit and delete Preferred and Former Names. The Legal name cannot be deleted but can be edited. If the Legal name has been changed it will display the former Legal name in the Former name section. You may have to refresh the page before it will display.
**Personal Information**

**Personal information** consists of Legal Information and Statistical Information that is currently part of the SCUPPS Human Resources record. Legal Information includes Social Security Number, Date of Birth, Gender, Military Family, Birth Country, Origin State, and Origin County.

Note: Birth country, origin state, origin county and military family information is required so that we can sync up and manage information where a student becomes an employee.

**Statistical Information** consists of Marital Status, Race and Ethnicity, Disability and Veteran Status.
Contact Information
The contact information tab allows you to review, add, edit or delete institutional and personal contact information for an employee. Data includes email, phone and address.
Emergency Contact Information
The Emergency Contact Information tab will allow you to view, add, edit or delete emergency contacts. The emergency contact name, primary and secondary phone number and if there are multiple contacts listed, one must be selected as the primary contact.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Primary Phone</th>
<th>Secondary Phone</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim James</td>
<td>(218) 866-8688</td>
<td>(218) 868-8669</td>
<td>Y</td>
</tr>
<tr>
<td>Kurt Vile</td>
<td>(763) 566-5555</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

I-9 Information Processing
After an employment offer has been made and accepted all new employees must provide employment eligibility information via Federal form I-9 (Employment Eligibility Verification). An existing employee may also be prompted to complete a new I-9 upon rehire or expiration of verification documents. Once an employee has completed Section 1 of their I-9 form Human Resources can verify their employment eligibility by completing Section 2. Human Resources can delete an I-9 before it has been verified.

Selecting the Verify button will open the Verify Employee Work Eligibility Screen and the Verification Type will default to “Initial”. Select the Document List and enter the Document Title, Issuing Authority, Document Number and Expiration Date if one exists.
Once the information is entered and the Accept button is selected a window will open with the option of opening or saving the I-9 PDF. This will be the only opportunity to print the form so make sure to either open and print, or save the file. If the form is not saved or printed you can delete the verification and re-enter the verification information. Using the information the employee and the verifier entered, the system will complete Section 1 and 2 of the I-9 form except for the Signatures and Today’s Date. After an I-9 has been verified it can no longer be deleted by the employee or Human Resources.

Human Resources must complete Section 3 when updating and/or reverifying Form I-9. When an employee is rehired to the same institution within three years, has a name change or original documents have expired, reverification of employment eligibility may be necessary. Selecting the Reverify button opens the Verify Employee Work Eligibility screen with a Verification Type of Subsequent. Select the Document List and enter the Document Title, Issuing Authority and Expiration Date and select Accept.
Reviewer must retrieve the original paper I-9 form with Sections 1 and 2 data completed and fill in the necessary Section 3 fields and refile.

**Employment Information**

The Employment tab displays information that is part of the Employment tab in SCUPPS. The information includes state specific and institution specific information and the following sections are available:

- Dates
- Contact Information
- Comments
- Supervisor Relationship Maintenance
Employment Dates
Dates displayed include Original State Hire, Last State Hire, Original Institution Hire, Last Institution Hire, Separation (Last date of employment), Separation History, and Date of Death.

Authorized users have the ability to delete a separation history record. When you click on Toggle History to view a separation record, a delete button was added so you do not need to go to SCUPPS to delete history.

Contact Information
The Office Locations section displays Work Phone, Building, Room, PO Box, Primary, Department, Receives Institution Mail, and Privacy. The Organizational Units section displays the Organizational Unit Abbreviation and Long Description, Effective dates and indicates if there is more than one record, which one is the Primary record.
Comments Information
The Comment section allows HR users with HR_SUPERUSER, HR_SYSTEMWIDE_SUPERUSER, HR_CAMPUS_HR_PROCESSOR, or HR_SYSTEMWIDE_CAMPUS_PROCESSOR permission to enter, edit and delete institution specific comments. Comments entered will only display for the institution that the comment is entered for. Comments that are selected Private will only display for users with private data security.

Faculty Pay Option
Eligible faculty may elect to have their primary assignment pay distributed over a 9 month or a 12 month period in Employee Home. Eligible faculty and State University MSUAAASF employees will have a Faculty Pay Option section under the Employment tab in HR Campus.

For all faculty hired before October 5th, 2017 the Faculty Pay Option will be set to match their current pay from the HR SCUPPS system. For those hired on or after October 5th, 2017 their Faculty Pay Option will default to a 12 – Month Pay Option. To make a change to an employee’s pay option select “Add faculty Pay Option” button.

Select the Pay Option and click save.
The HR SCUPPS system will display all pay option records with a “Date Created” within the fiscal year selected. Select “show pay option” from the Disbursements section in the assignment tab.

The pay option records will also display within the edit form of the assignment.

Supervisor Relationship Maintenance
The Supervisor Relationship section will display Supervised Employees and Supervisor Routing Rules related to the ETime function and is used in the case of leave requests and timesheet approval.
Normally, supervisors establish their own routing rules in the event of a planned absence. This section allows HR personnel to create/edit/delete a routing rule in the event that a supervisor is unable to do so themselves. Routing rules should not be set up indefinitely and if an approver separates their routing should be ended. To create a new Routing Rule select the Add Supervisor Routing Rule button which will open a new window.

Enter the Begin and End Dates and Select the Assigned Supervisor and click save.

This section also displays Routing FROM Another Supervisor and can only be viewed.

The Supervised Employees section lists all employees that report to the selected supervisor.
To make changes to employees that report to a supervisor select the Edit button under the Supervised Employees section. Select the new supervisor and the employees that need to be moved.

**Job Information**

Jobs information displays the selected employees Supervisor, Job Class, Job Class Seniority Date, Bargaining Unit, Appointment Status, Assignment information, and Salary details. You can view past job information by changing the fiscal year. If the employee has more than one job at an institution, all jobs will be listed. This job information is for your review only and it cannot be updated.
Leave Information

The Leave tab displays information that was previously located on the Jobs tab in SCUPPS and the following sections are available:

- Work Schedules
- Leave Pre-Approval
- Leave/OT Requests

Work Schedules

During the intake process, the system will automatically create a work schedule for a new employee if the position is full-time non-faculty. For more details, reference the Employee Intake – SCUPPS and HR Campus Updates document.
To add/edit/view a Work Schedule, select a Job record from the E-Time Setup drop down.

To add a work Schedule, click on the Add Work Schedule button on the right side of the screen.

The Add/edit Work Schedule screen displays.

The system defaults in the following data, which can be modified if necessary:
- The Begin Date defaults to today’s date
- The End Date defaults to 12/31/9999
- The Earn Code defaults RED
- The hours worked defaults in 8 hours Monday-Friday

To edit or delete a record click the Edit or Delete button.
**Leave Pre-Approval**

To add a Leave Pre-Approval, click on the Add Time Pre-Approval button on the right side of the screen.

The Leave Pre-Approval screen displays

Leave pre-approval must be set up for certain types of leave in order for the related earn codes to be available to the employee through eTimesheet.

<table>
<thead>
<tr>
<th>Field</th>
<th>Enter/Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>The date that the leave begins.</td>
</tr>
<tr>
<td>End Date</td>
<td>The date that the leave will end.</td>
</tr>
<tr>
<td>Approval Type</td>
<td>The type of leave the employee is taking</td>
</tr>
<tr>
<td>Total Hours/Total Amount</td>
<td>The total hours or dollar amount of leave approved for the employee.</td>
</tr>
<tr>
<td></td>
<td>Note: You enter either Total Hours or Total Amount, but not both.</td>
</tr>
</tbody>
</table>

**Leave/OT Requests**

You should not enter Leave/OT requests on behalf of an employee unless it is not possible for the employee or their supervisor to enter it through the eTimesheet system. To review, add or update Leave/OT on behalf of an employee, select appropriate job record from the drop down list.
The employee's Leave/OT Requests screen is displayed.

- To edit an existing Leave/OT Request, click the Edit button next to the request.
- To create a Leave/OT Request, click the Add Leave/OT Request button.
- If a timesheet is locked, you will not have the option to edit a request. You must first unlock the timesheet, then you may enter or edit a request.

<table>
<thead>
<tr>
<th>Field</th>
<th>Enter/Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>The first date of leave.</td>
</tr>
<tr>
<td>End Date</td>
<td>The last consecutive date of leave.</td>
</tr>
<tr>
<td></td>
<td>Note: If only one day of leave is being entered, the begin and end dates</td>
</tr>
<tr>
<td></td>
<td>will be the same.</td>
</tr>
<tr>
<td>Begin Time</td>
<td>The time of day when the leave begins.</td>
</tr>
<tr>
<td></td>
<td>Note: Time is entered HH:MM followed by AM or PM</td>
</tr>
<tr>
<td>End Time</td>
<td>The time of day when the leave ends.</td>
</tr>
<tr>
<td></td>
<td>Note: Time is entered HH:MM followed by AM or PM</td>
</tr>
<tr>
<td>Earn Code</td>
<td>The earn code for the leave or overtime being recorded</td>
</tr>
</tbody>
</table>
Note: The dropdown will not appear until you have entered Begin and End Dates.

<table>
<thead>
<tr>
<th>Leave Subtype</th>
<th>The subtype limited to the earn code selected. Note: The dropdown will not appear until you have selected an Earn Type.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>The total hours of leave for all dates between the Begin and End dates.</td>
</tr>
</tbody>
</table>

When a request is saved it will display with the new requests in date order with any existing requests. If the request was for multiple days, you will see a request for each date in the range.

**View Performance Review Information**

Performance review information maintained on the Jobs tab in SCUPPS is displayed under the Reviews tab. Information displayed includes Job, Review Type, Scheduled Date, Reviewer, and Completion Date. The employee’s performance review history can be exported to Excel by clicking on the Download in Excel button.

See the [Performance Review User Guide](#) for more information and steps to enter performance reviews.

**Performance Review Search**

You may search for and manage batches or groups of data by selecting Performance Review Search in the left navigation dropdown in HR Campus. This screen will be used to search for groups or lists of reviews that may then be updated, modified or if necessary, deleted.
See the Performance Review User Guide for more details.

Credentials Information

Minnesota State employees have the ability to provide their credential information, such as education attained, work experience and licenses/certificates, to the employer. This section will allow campus HR staff with a security role of either HR_CAMPUS_NON_HR_PROCESSOR or HR_CAMPUS_HR_PROCESSOR to verify and record receipt of official documentation that supports the credential information. The Credentials Information tab will allow you to view, edit or delete credentials. The following sections are available:

- Education
- Professional Licenses/Certificates
- Work Experience
- Documents

Accessing an Employee’s Credential Information

1. From Employee Home, select HR-Campus under Administrative Applications.
2. Search for the employee by SEMA4 ID, Tech ID, Last Name or First Name.
3. If the search provides multiple results, select the correct employee from the results by clicking on the Profile button.
4. Go to the Credentials Tab for the selected employee.

Verify Credentials

The verifier will request and retain official transcripts, work experience evaluation forms, and certificate and license documentation prior to beginning this process. The credentials page displays the number of items verified/and total number of items for each section.
The following navigation and rules apply to the Education, Professional Licenses/Certificates, and Work Experience sections:

- The evaluator will verify each record by indicating whether or not an official document has been received in support of the entry by selecting the Verified button.
- If employed at more than one institution, the employee will provide official documentation to one of the institutions who will perform the verification.
  - The verified credential information may be used by any other institution for evaluation purposes.
- Once an item of credential information has been verified, the employee can no longer update or delete it.
- The evaluator will have the option of “un-verifying” an item that was previously verified, in the event of a mistake.
- The system will capture the name of the user who performs the verification and the date of the verification.
- A user is not allowed to verify their own credentials nor upload documentation.

**Degrees**

Degree information entered by the employee will be displayed and includes: Degree Name, Granting Institution, Terminal Degree, Major/Minor, Emphasis and Completion Dates. The Terminal Degree flag is maintained by HR and will be display only to employees in Employee Home.
Using an official transcript you will select the check boxes for each record that can be verified and then select the “Save Verification” button.

Courses
Course information entered by the employee and is located on the second tab under the Education section and includes: Institution, Subject, Number, Title, Year, Term, Term Type Actual Credits, Semester Credits and Level.

Semester Credits is a calculated column that follows these rules:

- If Term Type selected is Semester, this value will be the same as Actual Credits
- If Term Type selected is Quarter, Actual Credits will be converted to semester credits by dividing by 1.5.

Using an official transcript you will select the check boxes for each record that can be verified and then select the “Save Verification” button.
Professional Licenses/Certificates
Professional Licenses and Certificates entered by the employee will be displayed and includes: Type, Title, Grantor, Date and Expiration Date. To verify Licenses and Certificates select the check boxes for each record that can be verified and then select the “Save Verification” button.
Work Experience

Work Experience entered by the employee will be displayed and includes: Type, Employer Type, Employer, Academic Rank, Work Title, Dates, Percent of Full-Time and Actual Years. To verify Work Experience select the check boxes for each record that can be verified and then select the “Save Verification” button.

Documents

Official documents that were used in the verification process may be uploaded into the system so that they can be accessed by other employing institutions. You may upload one or more PDF files by either clicking in the box, or dragging and dropping a pdf document into the application. If a document is loaded in error, you may delete the document by clicking on the Delete button next to the uploaded file.
Inter Faculty Organization (IFO) Seniority Programs
As of April 26, 2018 IFO seniority programs will be maintained in HR Campus under the Credentials Tab.

To add an IFO Seniority Program click on the New Seniority Program button.

The Add/Edit IFO Seniority Program window opens.
### Add/Edit Inter Faculty Organization (IFO) Seniority Program

<table>
<thead>
<tr>
<th><strong>Into this field...</strong></th>
<th><strong>Enter/Select...</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>The <em>program name</em> in which the employee has seniority.</td>
</tr>
<tr>
<td>Fiscal Year Start</td>
<td>The <em>fiscal year</em> in which the employee began work.</td>
</tr>
<tr>
<td>Ending Fiscal Year</td>
<td>For new employees, leave this field blank. -- OR -- For existing employees, a program is run in February of each year to increment the fiscal year end and recalculate the year’s seniority.</td>
</tr>
<tr>
<td>Years Seniority</td>
<td><strong>Note:</strong> For existing employees, a program is run in February of each year to increment the fiscal year end and recalculate the year’s seniority.</td>
</tr>
</tbody>
</table>

To Edit/Delete an existing record select the Program link.
Note: The Program and Fiscal Year Start fields cannot be changed once a record has been saved. If incorrect data was entered, delete the record and reenter.

**MN State College Faculty (MSCF) Seniority Programs**
As of April 26, 2018 MSCF seniority programs will be maintained in HR Campus under the Credentials Tab.

To add an MSCF Seniority Program click on the New Seniority Program button.

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Integrated Statewide Record System (ISRS) User Guide
HR-Campus User Guide
Last Updated 7/31/2018
The Add/Edit MSCF Seniority Program window opens.

### Into this field... Enter/Select...

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Field</td>
<td>The <em>assigned field</em> in which the employee has seniority.</td>
</tr>
<tr>
<td>Year-term Start</td>
<td>The <em>year</em> and <em>term</em> during which the assigned field was granted.</td>
</tr>
<tr>
<td>Year End</td>
<td>An <em>end year</em> for the assigned field. You may not enter a future year.</td>
</tr>
</tbody>
</table>

*Note:* Enter only in situations where a faculty member held fields, was laid off, and claimed in another field. The former field would be listed but with a year end.

To Edit/Delete an existing record select the Program link.
Note: The Assigned and Fiscal Year Start fields cannot be changed once a record has been saved. If incorrect data was entered, delete the record and reenter.

MSCF: Evaluate Employee Credential Information
You need one of the following security role to access the campus credential evaluation process:

- HR_CAMPUS_HR_PROCESSOR
- HR_SYSTEMWIDE_CRED_EVALUATOR
- NON_HR_VIEWER (View ONLY Access)

NOTE: Credential data from the old Salary and Credentialing application has been imported for people who have not yet completed all TLC requirements. Employees who attempt to access the old application will receive the following message: “The system you are attempting to access is no longer active as of August 30, 2017. Contact your college HR office for assistance and information regarding the new online system.”

After a MSCF faculty member completes the intake process by entering all their credential information they will select a button signifying that they are ready to be evaluated. When this button is selected the system will create a Position Evaluation record. The record will populate the Bargaining Unit, Job Class and Appointment type using the Position Number entered by the supervisor in the Welcome Email.
This information is used to determine the appropriate fields to display for the evaluations and the correct recipients to receive the email notifications.

Credentials that have been verified will be available to evaluate for Minimum Qualifications or Salary Placement. If no credentials have been verified you will not be able to perform an evaluation.

Employees that have gone through the intake process will have the ability to use the system to notify you that they are ready for an evaluation. An existing employee will need to contact you through another method such as an email after they have entered their credentials. You will then need to select the “New Position Evaluation” button.

This will open a new window and you will need to select the Bargaining Unit and Job Class Code.

Evaluate Credentials for Minimum Qualifications (MSCF)
To evaluate an employee’s credentials for Minimum Qualifications select the “New Minimum Qualification Evaluation.”
A window will open and depending on the employees Appointment Type you will enter the Assignment Area or select the Credential Field. If the employee is Full-Time Unlimited you will chose the Credential Field from a pre-determined drop-down list.

If the employee is an Adjunct/Temporary Part-Time you will type in the Assignment Field in the free form text box.

Once the Assignment Area or Credential Field is saved the shell for the Minimum Qualification evaluation is built including: Final Evaluation, Work Experience, Licenses/Certificates, Degrees and Courses. The Credential Field or Assignment Area will display with a red background, signifying that the evaluation is not complete. Once the evaluation is complete the background color will change to green. The Final Evaluation Decision should be completed once all the credentials have been evaluated.
### Evaluate Work Experience for Minimum Qualifications

Selecting “Evaluate Work Experience” will display all verified work experience and Minnesota State Work Experience for the employee. The Minnesota State Work Experience is not entered by the employee and does not need to be verified since the data is coming directly out of the ISRS database. Work experience outside of Minnesota State will be listed first and if they have Minnesota State work experience it will be listed next.

**Work Experience:**

<table>
<thead>
<tr>
<th>Applies</th>
<th>Work Experience Type</th>
<th>Employer Type</th>
<th>Academic Rank</th>
<th>Work Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Percent of Full-Time</th>
<th>Actual Years</th>
<th>Creditable Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>Teaching</td>
<td>K-6 Elementary Education</td>
<td>Teacher (Pre-K - 12)</td>
<td>Teacher</td>
<td>01/01/2000</td>
<td>01/01/2005</td>
<td>100</td>
<td>5.01</td>
<td>5.01</td>
</tr>
<tr>
<td>Apply</td>
<td>Teaching</td>
<td>2-Year Community/Technical College</td>
<td>Instructor</td>
<td>Faculty</td>
<td>01/02/2005</td>
<td>01/01/2010</td>
<td>100</td>
<td>5.00</td>
<td>6.01</td>
</tr>
</tbody>
</table>

Total Creditable Years: 11.02
Select “Apply” or “Do Not Apply” for all records and if necessary change the Creditable Years. When “Apply” is checked for a record the “Total Creditable Years” will calculate. If there are overlapping dates on the work experience records the following warning will display. This is just a warning and the evaluation can still be completed.

Click “Save Work Experience Evaluation” once it has been determined which records apply to the evaluation.

**Evaluate Professional Licenses/Certificates for Minimum Qualifications**
Selecting “Evaluate Licenses/Certificates” will display all verified licenses and certificates for the employee.

Select “Apply” or “Do Not Apply” for all records and Click “Save License/Certificate Evaluation”.

**Evaluate Degrees for Minimum Qualifications**
Selecting “Evaluate Degrees” will display all verified Degrees for the employee.
Select “Apply” or “Do Not Apply” for all records and Click “Save Degree Evaluation”.

**Evaluate Courses for Minimum Qualifications**

Selecting “Evaluate Courses” will display all verified Courses for the employee.

<table>
<thead>
<tr>
<th>Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>Apply</td>
</tr>
<tr>
<td>Apply</td>
</tr>
<tr>
<td>Apply</td>
</tr>
<tr>
<td>Apply</td>
</tr>
</tbody>
</table>

Select “Apply” or “Do Not Apply” for all records and click “Save Course Evaluation. When “Apply” is checked for a record the “Total Applied Credits” will calculate splitting the courses by Undergraduate or Graduate.

**Minimum Qualifications: Final Evaluation Decision**

Once all credentials have been evaluated select “Final Evaluation Decision” and a new window will open.
If “Meets Min Quals” decision is selected, pick an Effective Year Term, add notes if necessary and select save. If the employee does not meet minimum qualifications, select Decision “Does Not Meet Min Quals” and click Save. If the employee is an Adjunct/TPT and does not meet minimum qualifications but has an Exception, then you may select the Exception, Effective Year Term, Notes if necessary and click Save.

Exception Values:
- Emergency Staffing
- Pending Credentials
- Special Expertise
- Renowned Qualifications
- Emerging Field

Once an evaluation is complete you will no longer be able to edit or delete the record. The results of the evaluation including the Decision and Effective Term will be displayed in Campus HR and in Employee Home under the employees Job tab.

**Credential Field: Occupational Therapy Assistant**

**Decision:** Meets Min Quals  **Effective Term:** Fall 2017

**Evaluate Credentials for Salary Placement (MSCF)**

To evaluate an employee’s credentials for Salary Placement select “New Salary Placement Evaluation” located in the Salary Placement tab under the Evaluation section. Salary Placement Evaluations are completed by campus and system office HR. You will only have access to complete the steps based on your security role.
A window will open and you can select the Salary Evaluation Type and click save.

When the Salary Evaluation record is saved the shell for the Salary Evaluation is built including: Final Campus Evaluation and Work Experience. The Salary Evaluation Type will display with a red background, signifying that the evaluation is not complete.

A campus HR user will evaluate Work Experience and make a Grid Step and Effective Year Term decision for Salary Placement. System office HR will then evaluate Degrees and courses and make a Grid Lane decision. This section will only display the sections that a campus evaluator needs to evaluate. Once system office HR has completed their portion it will display the results of each section including Degrees and Courses.
Evaluate Work Experience for Salary Placement
Selecting “Evaluate Work Experience” will display all verified work experience and Minnesota State Work Experience for the employee. The Minnesota State Work Experience is not entered by the employee and does not need to be verified since the data is coming directly out of the ISRS database. Work experience outside of Minnesota State will be listed first and if they have Minnesota State work experience it will be listed next.

<p>| Work Experience: |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Applies</th>
<th>Work Experience Type</th>
<th>Employer Type</th>
<th>Employer Rank</th>
<th>Academic Rank</th>
<th>Work Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Percent of Full-Time</th>
<th>Creditable Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Teaching</td>
<td>K-6 Elementary Education</td>
<td>Evergreen</td>
<td>Teacher (Pre-K - 12)</td>
<td>Teacher</td>
<td>01/01/2000</td>
<td>01/01/2005</td>
<td>100</td>
<td>5.01</td>
</tr>
<tr>
<td>✔️</td>
<td>Teaching</td>
<td>2-Year Community/Technical College</td>
<td>Concordia</td>
<td>Instructor</td>
<td>Faculty</td>
<td>01/02/2005</td>
<td>01/01/2010</td>
<td>100</td>
<td>6.01</td>
</tr>
</tbody>
</table>

Total Creditable Years: 11.02

Save Work Experience Evaluations

<p>| Minnesota State Work Experience: |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Applies</th>
<th>Work Experience Type</th>
<th>Employer Type</th>
<th>Employer Rank</th>
<th>Academic Rank</th>
<th>Work Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Creditable Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Teaching</td>
<td>2-Year Community/Technical College</td>
<td>DV-Pine Technical and Community College</td>
<td>Technical College Faculty</td>
<td>01/26/2012</td>
<td>12/18/2015</td>
<td>2.753</td>
<td>2.75</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Teaching</td>
<td>2-Year Community/Technical College</td>
<td>DV-Northland Community &amp; Technical College</td>
<td>Technical College Faculty</td>
<td>01/15/2014</td>
<td>06/30/2014</td>
<td>0.01</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Teaching</td>
<td>2-Year Community/Technical College</td>
<td>DV-Hennepin Technical College</td>
<td>Technical College Faculty</td>
<td>08/06/2007</td>
<td>05/18/2012</td>
<td>5</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Creditable Years: 7.73

Save Work Experience Evaluations

Select “Apply” or “Do Not Apply” for all records and if necessary change the Creditable Years. When “Apply” is checked for a record the “Total Creditable Years” will calculate. If there are overlapping dates on the work experience records the following warning will display. This is just a warning and the evaluation can still be completed.

Work Experience:

There are overlapping dates on the Work Experience Records. Please make appropriate adjustments if necessary.
Click “Save Work Experience Evaluation” once it has been determined which records apply to the evaluation.

**Salary Placement: Final Campus Evaluation Decision**
Once Work Experience records have been evaluated select “Final Campus Evaluation Decision” and a new window will open.

Select the Grid Step, Effective Year Term and enter notes if necessary.

If Salary Placement Type “Column Change” is selected you will select “Ready for Evaluation” button and choose the Current Grid Step and Effective Year Term.
Evaluate Degrees for Salary Placement
Evaluating Degrees for salary Placement is completed by the system office. Selecting “Evaluate Degrees” will display all verified Degrees for the employee.

Select “Apply” or “Do Not Apply” for all records and Click “Save Degree Evaluation”.

Evaluate Courses for Salary Placement
Selecting “Evaluate Courses” will display all verified Courses for the employee.

Select “Apply” or “Do Not Apply” for all records and click “Save Course Evaluation.  When “Apply” is check for a record the “Total Applied Credits” will calculate splitting the courses by Undergraduate or Graduate.

Salary Placement: Final Placement Evaluation Decision
After all credentials have been evaluated and campus HR has picked the Grid Step and Effective date the system office will review and determine the Grid Lane and Click save.
Once an evaluation is complete you will no longer be able to edit or delete the record. The results of the evaluation including the Step, Grid and Effective Term will be displayed in Campus HR and in Employee Home under the employees Job tab.

**Salary Evaluation Type: Initial Salary Placement**

**Grid Series:** MSC  **Grid Step:** 0006  **Grid Lane:** 03  **Effective Term:** Spring 2018

**Evaluate Credentials for TLC Compliance (MSCF)**

All two-year college faculty in unlimited position, including counselors and librarians are required to meet the teaching and learning competency requirements. The evaluation of these requirements is performed by the system office after the employee has entered their course information in Employee Home. The teaching and learning competency consists of four courses:

- Course construction (credit course)
- Teaching/instructional methods (credit course)
- Student outcomes assessment/evaluation (credit course)
- Philosophy of community and technical college education (non-credit course)

To evaluate an employee’s teaching and learning competency requirements select the TLC link under the Credentials Tab.
If the employee was hired through the intake process their four TCL records will be built out once they select they are ready to be evaluated. If the employee was hired outside of the intake process the following button will display and will need to be selected to display the records to evaluate.

Select the “Evaluate” button for the requirement course that is being evaluated. This will open a new window to select the Status of the Course:

The requirements in course construction, teaching/instructional methods, and student outcomes assessment/evaluation may be waived for individuals who at the time of hire have:
- A degree in education, or have documented evidence of successful completion of equivalent coursework in the specified teaching and learning content areas, or
- Three years of successful, full-time (or equivalent) secondary, postsecondary, industry, or trade apprenticeship teaching experience in the field for which they are being hired.

The requirement in philosophy of community and technical college education may be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework.

If a Status of Complete or Equivalent is chosen a course must be selected and a completion date entered.

If Status “Waived” is selected a Waiver Reason must be chosen.

Once a course has been evaluated it will display course details, the date the evaluation was completed on and a waiver reason if applicable.
At the time of hire, an initial evaluation will be completed based on the credentials that have been submitted and verified. Subsequent evaluations may be done each time a qualifying course is completed. At the completion of each requirement the employee and Campus HR will be notified via email.

**MSCF Evaluation Email Notification**

Email notifications are automatically sent to certain recipients depending on the type of evaluations. All [template emails](#) can be found in SharePoint under Topic Credentials and Communication document type.

**Recipient List**

- Salary Placement - faculty member, campus HR, system office and MSCF union
- Minimum Qualifications - faculty member, campus HR and system office
- TLC Requirements – faculty member, system office and campus HR

**MSCF Evaluation History**

As part of the HR-TSM project, MSCF Faculty Credentialing has been migrated from a third-party application to HR Campus. Select historical data currently residing in the third-party product has been migrated into ISRS. If the selected employee has data that was migrated from the third-party application it can be viewed under the Credentials Tab. The data that has been migrated is read only and cannot be updated. If the employee had multiple evaluations from different institutions they will all be listed.

There are three tabs connecting evaluation results for Minimum Qualifications, Salary Placement and TCL. If the faculty member had multiple evaluations of the same type they will be listed in by Reviewed date descending. The review forms are collapsed into a blue box but selecting the Expand button will display all the data relevant to that form.
View New Hire Activity

To navigate directly to view new hire activity go to the HR-Campus link in the top left navigation bar and select View New Hire Activity from the dropdown list.

The View New Hire Activity screen provides a view of the new hire activity performed by supervisors at the selected institution after a hiring offer is accepted. When a supervisor begins the onboarding process by sending the new employee a welcome e-mail using the Manage Employee Status screen, the information will be displayed on the New Hire Activity screen. If the employee already exists in the system, the application will reflect the action taken for the employee for the new job.

- The data displayed includes Token Status, Position Number, Supervisor, Job Title, Hire Date, Name, Tech ID, Star ID Created, Assignment Created, Initial Salary, I-9 Status, and Evaluation Status.
- The listed data may be sorted by Supervisor or Hire date.
• Once an employee has completed the token process and has been assigned a Tech ID, the Name column will display Last Name, First Name.

• A filter is set to suppress a Token Status of “Revoked”. The default view will not display revoked tokens, but you may select the **Show Revoked Tokens** checkbox in the upper left corner of the screen to show Revoked Tokens.

### View New Hire Activity

<table>
<thead>
<tr>
<th>Token</th>
<th>Position</th>
<th>Supervisor</th>
<th>Job Title</th>
<th>Hire Date</th>
<th>Name</th>
<th>Tech Id</th>
<th>StarID Created?</th>
<th>Assignment Created</th>
<th>Initial Salary</th>
<th>I-Status</th>
<th>Evaluation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued</td>
<td>00612800</td>
<td>Delmon, D.K</td>
<td>Information Technology</td>
<td>04/22/2018</td>
<td>Capman, Doug</td>
<td>14001556</td>
<td>Y</td>
<td>N</td>
<td>Lane 14</td>
<td>Salary</td>
<td>73280</td>
</tr>
</tbody>
</table>

### Create Tech ID

There will be times when the system will not allow an employee to independently complete the intake process and Human Resources will have to affiliate the employee intake record with an existing Minnesota State employee or student. If a Welcome email was sent to a new employee and was delivered, a “Create” link will display in the Tech ID column.

By clicking on the “Create” link the you will be presented with the Person Search (Systemwide) page. Search for an employee by entering the SEMA4 ID, SSN, Last Name, First Name, or Middle name in the associated field and click Search. The systemwide results of the search will be displayed with the option to select the correct employee to create the Tech ID by clicking on the blue “Select” button. Once this process has been complete the employee can use their token to update their profile and/or create a StarID.

### Person Search (Systemwide)

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>SEMA4 ID</th>
<th>Institution</th>
<th>Tech Id</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testman, Aaron</td>
<td>x0x3x1464</td>
<td>01300226</td>
<td>SI Cloud SF</td>
<td>System Office</td>
<td>002361616</td>
</tr>
<tr>
<td>Testman, Beverly F.</td>
<td>X0x3x6172</td>
<td>11077274</td>
<td>Prospective Admissions</td>
<td>Accounts Payable</td>
<td>1326201</td>
</tr>
</tbody>
</table>
Create Person

If the employee does not come up in the Systemwide search, the Create Person button will appear in the results window.

When this button is clicked the Create Employee screen will open and you will need to fill out the required demographics. Once saved the affiliation and TechId are created. The employee will still need to activate their StarID by clicking on the welcome email link, or navigating directly to https://starid.minnstate.edu/
### Description of New Hire Activity Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Token Status</td>
<td>The status of the single-use, secure token issued to a new or existing hire to enter onboarding information.</td>
</tr>
<tr>
<td>Position Number</td>
<td>Position Number selected by the supervisor during the Employee Intake process.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Last Name, First Name of the supervisor.</td>
</tr>
<tr>
<td>Job Title</td>
<td>Job Title.</td>
</tr>
<tr>
<td>Hire Date</td>
<td>Hire Date entered by the supervisor during the Employee Intake Process.</td>
</tr>
<tr>
<td>Name</td>
<td>Employee First Name that was entered by the supervisor on the Employee Intake process.</td>
</tr>
</tbody>
</table>
| Tech ID        | Technical ID of the new or existing employee  
|                | Note: If the person has not yet been set up in the database, the field will be blank. If the person has been set up, or is an existing employee the Technical ID will display. The Tech ID is a link to the person's profile page. |
| StarID Created | Y indicates that a StarID has been created.  
|                | N indicates that a StarID has not yet been created.                                                                                         |
| Assignment Created | Y indicates that an assignment was created in SCUPPS.  
|                   | N indicated that an assignment has not yet been created in SCUPPS.                                                                         |
| Initial Salary | Salary/step/credit rate entered during the intake.                                                                                           |
| I-9 Status     | Ready indicates that the employee has entered their I-9 information.  
|                | Verified indicates that HR has verified the employees I-9 blank indicates that the employee has not yet entered their I-9 information        |
| Evaluation Status | Ready indicates that the employee has entered their credentials and are ready to be evaluated.  
|                   | Completed means that HR has completed both the Minimum Qualification and Salary Placement Evaluation.                                        |

### Process New Hire

After a new hire has completed the intake process and has been granted a Tech ID they will display on the Process New Hire page. To navigate directly to Process New Hires page go to the HR Admin link in the top left navigation bar and select **Process New Hires** from the dropdown list.
The list will provide a gateway for a user to:

- View/update data created automatically by the system during the Employee Intake process (i.e. profile, employment dates, job, appointment status, work schedule, insurance eligibility and SRP eligibility)
- Edit a number of fields from the intake that may have been entered incorrectly.
- View process status (i.e. existence of bargaining, assignment and SEMA4 data)
- Create an employee bargaining record in SCUPPS
- Create an employee assignment/pay disbursement record in SCUPPS
- Run HR7010 to allow them to see, in greater detail, what info might be missing for the new-hire.

For more detailed information please see the Process New Hire user guide.

View/Process Employee Events

To navigate directly to the View/Process Employee Events screen go to the HR Admin link in the top left navigation bar and select from the dropdown list.
The View/Process Employee Events screen provides a view of different employee events that can be managed by HR Staff. To display events, select the Event Type you would like to view by selecting it from the drop down.

**View/Process Employee Events**

![Image of View/Process Employee Events](image)

**Progression Increase**

A system generated email will be sent monthly to supervisors, notifying them of eligible employees under their supervision that are due for a progression increase in the following month, as recorded in the Performance Review data maintained in HR-Campus. Once the supervisor has completed their task, HR will process the record.

Please see the [Employee Event - Progression Increase User Guide](#) for additional details.

**Performance Reviews**

A system generated email will be sent monthly to supervisors, notifying them of employees under their supervision that are due for a performance review in the following month, as recorded in the Performance Review data maintained in HR-Campus. Once the supervisor has completed their task, HR will process the record.

Please see the [Employee Event – Performance Review User Guide](#) for additional details.

**System Office Evaluation Screen**

You must have HR_SYSTEMWIDE_CRED_EVALUATOR role to have access to the Evaluation screen. To navigate directly to System Office Evaluations go to the HR Admin link in the top left navigation bar and select **Evaluations** from the dropdown list.
The Evaluation screen provides a view of all evaluations that are ready to be acted upon by the system office. There are two sections, Salary Placement and TLC Evaluations.

### Evaluations

**Salary Placement Evaluations**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Tech ID</th>
<th>Name</th>
<th>Evaluation Status</th>
<th>Campus Evaluation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>13869520</td>
<td>Hsu, Yen</td>
<td>Ready</td>
<td>12/15/2017</td>
</tr>
<tr>
<td>Lt Superior</td>
<td>12168946</td>
<td>Spidel, Arnold M.</td>
<td>Ready</td>
<td>12/16/2017</td>
</tr>
<tr>
<td>Ruerland CC</td>
<td>00025667</td>
<td>Chris, J P</td>
<td>Ready</td>
<td>10/26/2017</td>
</tr>
<tr>
<td>Ruerland CC</td>
<td>09124118</td>
<td>Keneally, Angelic F</td>
<td>Ready</td>
<td>09/26/2017</td>
</tr>
</tbody>
</table>

**TLC Evaluations**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Tech ID</th>
<th>Name</th>
<th>Evaluation Status</th>
<th>Separated</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCSU South CC</td>
<td>1032746</td>
<td>Aaboejerger, Dustin M.</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Century</td>
<td>00015700</td>
<td>Babalehyan, Francelie M.</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>Anoka-Ram CC</td>
<td>00247054</td>
<td>Di, Marguerite F.</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>North Mankato</td>
<td>12711659</td>
<td>Bommel, Kayla M.</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Anoka-Ram CC</td>
<td>13266303</td>
<td>Butke, Shad F.</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

The data displayed includes Institution, Tech ID, Name and Evaluation Status. The listed data may be sorted by Institution, Name and Evaluation Status. Clicking on the Tech ID link will bring you to the employee’s page. Once an evaluation is completed it will drop off the list.

### Description of Evaluation Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>The Institution where the evaluation is located.</td>
</tr>
<tr>
<td>Tech ID</td>
<td>Technical ID of the employee</td>
</tr>
<tr>
<td>Name</td>
<td>Last Name, First Name</td>
</tr>
<tr>
<td>Evaluation Status</td>
<td>Salary Placement Evaluation</td>
</tr>
<tr>
<td></td>
<td>- Ready</td>
</tr>
<tr>
<td></td>
<td>- HR Campus has completed step placement. EMPL_CRED_SALARY_EVAL record exists created and all required fields are complete except for GRID_LANE_CODE.</td>
</tr>
<tr>
<td></td>
<td>TLC Evaluations</td>
</tr>
<tr>
<td></td>
<td>- Incomplete</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>o All four records in EMPL_CRED_TLC_EVAL have the status of Incomplete.</td>
</tr>
<tr>
<td></td>
<td>o Record exists in EMPL_CRED_EVAL_POSN with barg_unit_code 210 and</td>
</tr>
<tr>
<td></td>
<td>empl_appt_type_group_code = U and no records in EMPL_CRED_TLC_EVAL.</td>
</tr>
<tr>
<td></td>
<td>• In Progress</td>
</tr>
<tr>
<td></td>
<td>o Employee has at least 1 but less than 4 courses that have the status of Complete.</td>
</tr>
<tr>
<td>Campus Evaluation Date</td>
<td>The date the campus evaluator completed the campus evaluation.</td>
</tr>
<tr>
<td>Separated</td>
<td>Value:</td>
</tr>
<tr>
<td></td>
<td>• Y – Separated from all institutions</td>
</tr>
</tbody>
</table>

**Holiday Schedule**

To navigate directly to Holiday Schedule screen go to the HR Admin link in the top left navigation bar and select **Holiday Schedule** from the dropdown list.

The Holiday screen allows a user to maintain/view their institution Holiday Schedule.

If your institution follows the state holiday schedule (HOL) the system will automatically populate the dates during the fiscal year roll process. For campuses that do not follow the state holiday schedule, you will need to manually enter the dates. To review a list of all the state
holidays expand the collapsed State FY Holiday Schedule section located at the bottom of the screen.

For institutions that do not follow the state holiday schedule you can save time by selecting the “Add All State Holidays” button and then delete/add holidays where necessary.
To add a Holiday select the Add Holiday button.

A window will open with the Fiscal Year and Schedule code defaulted. Add the Holiday date and then select Save.

To delete a Holiday select the delete button.

**Fiscal Year Roll Request**

To navigate directly to Fiscal Year Roll Request screen go to the HR Admin link in the top left navigation bar and select **Fiscal Year Roll** from the dropdown list.
The purpose of the FY Roll screen is to create a roll request for an institution. This will roll assignment, bargaining and pay information from one fiscal year to the next fiscal year by bargaining unit. A system administrator establishes the valid roll date for the new fiscal year. Once this is done, an HR Campus Processor is able to create a roll request for their institution. After the roll request for next year has been entered, the system will show editable fields for the request along with last years request values (to help the user complete the fields for the current year). The information on this screen must be completed one day prior to the roll date.

See the Fiscal Year Roll Request document for more details.

**Appointment Letter**

To navigate directly to Appointment Letter screen go to the HR Admin link in the top left navigation bar and select from the dropdown list.

The Appointment Letter page in HR Campus provides HR employees an easy way to setup templates for appointment letters that are distributed to faculty at the beginning of the academic year and throughout the year as changes occur. Once the templates are setup HR employees can simply run the applicable HR4050 report to automatically create appointment letters for all employees within specified employee category.

See the Appointment Letter - Report HR4050 document for more details.

**Seniority Programs**

To navigate directly to Seniority Programs screen go to the HR Admin link in the top left navigation bar and select from the dropdown list.
The purpose of this screen is to maintain the Seniority Program information available for an institution. See the Maintain Seniority Program document for more details.

**Affiliate Person**

To navigate directly to the Affiliate Person screen go to the HR Admin link in the top left navigation bar and select from the dropdown list. This functionality is intended to be used when a person already exists at another institution, but needs to perform job duties at your institution. An example would be your campus president, as an employee of the System Office, but supervisor of campus employees, needs an affiliation to your institution to perform supervisory tasks, such as approving timesheets.

Once selected, the screen will switch to the Person Search System-Wide view. Search by desired field(s), when the results are returned, you will notice the Select button next to them. Click Select, next to the person you wish to affiliate with your campus. A message window will display giving you the option to Approve or Cancel. Once you click Approve, the affiliation will be created and it will bring you to the Persons profile page. Once the affiliation has been created, the system will generate an institution tech id and institution demo record, and the person will be able to access the necessary function at your institution via the Employee Home application.
Log Out
To log out of HR Campus, click on *Logout* in the top right of the screen.

Additional Documentation
To access additional documentation, go to the below links, or go to Help within the application. Log in using your *StarID@minnstate.edu* and your StarID password required.

Need Help?
For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal: [https://servicedesk.minnstate.edu/](https://servicedesk.minnstate.edu/)

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