



Processing a Change in Full/Part/Quasi Status Overview

When updating an employee from full-time, part-time, or quasi status, the change must be made first to the Position. Before making the change to the Position, review the employee's Job Record to determine the highest effective dated row. The effective date used on the Position update transaction must be greater than the highest effective date on the employee's Job Record so that the Position change will flow over to the employee's Job Record correctly.

After updating the applicable fields on the Position, navigate to the employee's Job Record to update the applicable fields that affect pay using the same effective date as the Position change and incrementing the **Effective Sequence** field by one. Because the employee's compensation has to be updated, use an Action in Job Data of "Pay Rate Change" and the applicable Reason for the change.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Steps 1 and 19). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



Updating a Change in Status from Full/Part/Quasi

Before beginning, navigate to the employee's Job Record to check the effective date of the highest effective dated row. When updating the Position, the effective date used must be after the effective date on the employee's highest effective dated Job Data row.

Step	Action
1.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Job Information > Job Data

The **Job Data Find an Existing Value** page displays.

Job Data

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

Choose from recent searches

✎

🔖 Saved Searches

Choose from saved searches

✎

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

^ Show fewer options

☐ Case Sensitive

☐ Include History

☐ Correct History

Search

Clear

i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Search for the applicable employee by entering the Employee ID in the Empl ID field. ▼ Search Criteria Empl ID begins with Empl Record =



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Step	Action
3.	Click the Include History checkbox. ☐ Case Sensitive ☒ Include History ☐ Correct History
4.	Click the Search button. Search Clear

The **Job Data** page for the employee displays (**Work Location** tab).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 1

Work Location Details ?

*Effective Date: 06/10/2024 Job History Go To Row + -

Effective Sequence: 0 *Action: Pay Rate Change

HR Status: Active Reason: FY25 Statewide Increase

Payroll Status: Active *Job Indicator: Primary Job

Position Number: CJS00279 Victims Serv Grant Prog Specia

Position Entry Date: 04/10/2023

Regulatory Region: USA United States

Company: CJS Dept of Criminal Justice Svcs

Business Unit: 14000 Dept of Criminal Justice Svcs

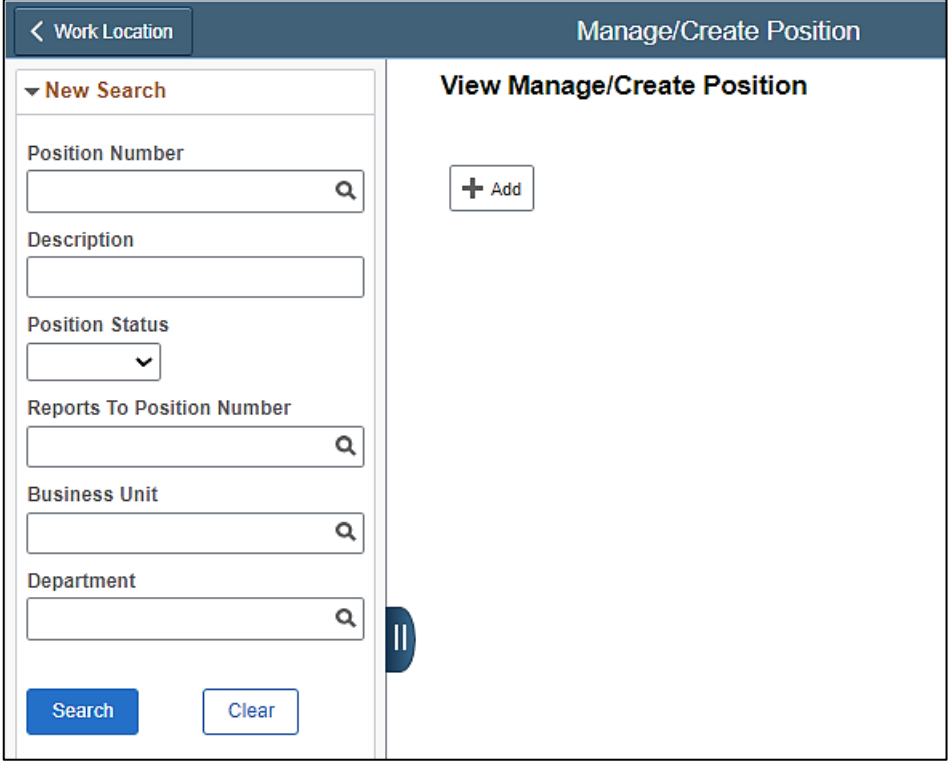
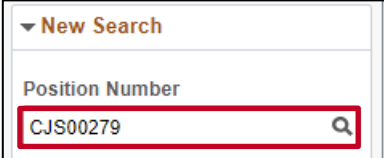
Department: 10330 Victims Services

Department Entry Date: 04/10/2023

Location: CENT1 Washington Building

Establishment ID: DCJS Dept of Criminal Justice Serv. Date Created: 06/08/2024

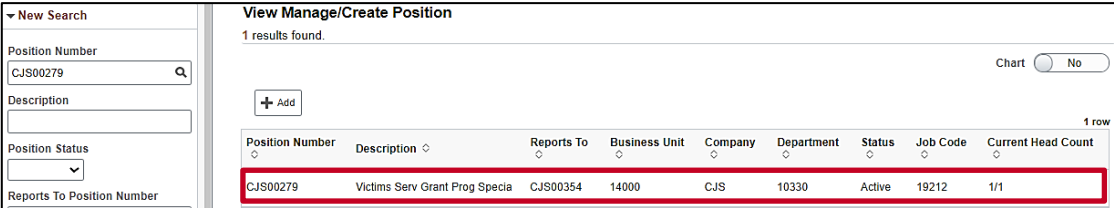
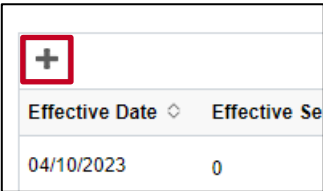
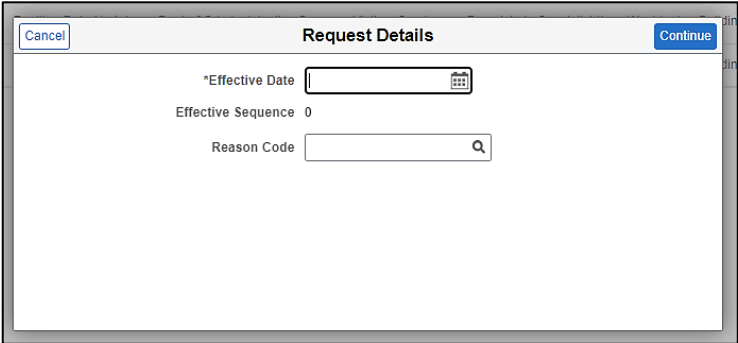
5.	Locate the employee's highest effective dated row and make note of that date. *Effective Date: 06/10/2024
	When updating the Position, the effective date used must be after the highest effective date found on the employee's Job Record in order for the Position change to flow to the Job Record correctly.

Step	Action
6.	Access the employee's Position to make the update to their full/part/quasi status using the following path: NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position The View Manage/Create Position page displays. 
7.	Enter the employee's Position Number in the Position Number field. 
8.	Click the Search button. 



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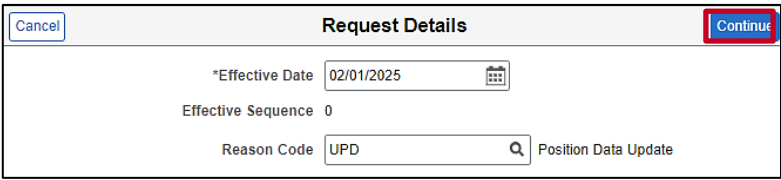
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Step	Action
	The employee's Position displays. 
9.	Click anywhere in the Position row to select it. 
	The Position Details page displays. 
10.	Click the Add a New Row (+) button. 
	The Request Details page displays in a pop-up window. 



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Step	Action
11.	Select the applicable effective date for the change using the Effective Date Calendar icon. Note: The effective date must be after the date captured in Step 5. 
12.	Select the applicable reason for the update using the Reason Code Lookup icon. 
13.	Click the Continue button. 

The **Step 1 of 4: Position Data** page displays.

Position Number: CJS00279
Headcount Status: Filled
Current Head Count: 1 of 1

Next >

1 Position Data
Visited

2 Specific Information
Not Started

3 Budget Incumbents
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Position Data

Effective Date: 02/01/2025
Effective Sequence: 0
Reason Code: UPD

Review Date:

*Position Months: 12.00
Stmnt of Economic Interest Req: No
VPA Covered: Yes

Position Information

*Position Status: Approved
*Status: Active
Action Date: 02/14/2025
Alternate Work Schedule: Yes
Key Position: No
Budgeted Position: Yes
Confidential Position: No

Max Head Count: 1
Status Date: 09/21/2022
SOC Code / Extension: 21-1099
Job Sharing Permitted: No
Available for Telework: Yes
*EEO-4 Job Category: Professionals
*Workers' Comp Code: 8810

Job Information

*Business Unit: 14000
*Job Code: 19212
*Regular/Temporary: Regular
*Regular Shift: Not Applicable

Dept of Criminal Justice Svcs
Prog Admin Specialist II
Union Code:
Short Title: 19212
Description: Program Administration Specialist II

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Step	Action
14.	In the Job Information section, update the Full/Part Time field using the dropdown button provided. Job Information *Business Unit 14000 Q Dept of Criminal Justice Svcs *Full/Part Time Full-Time ▼ *Job Code 19212 Q Prog Admin Specialist II Union Code Q
15.	Click the Next button located in the top right corner. Next >
The Step 2 of 4: Specific Information page displays. Note: No changes are needed on this page. Position Number CJS00279 Headcount Status Filled Current Head Count 1 of 1 < Previous Next > 1 Position Data Visited 2 Specific Information Visited 3 Budget Incumbents Not Started 4 Review and Submit Not Started Step 2 of 4: Specific Information Effective Date 02/01/2025 Reason Code UPD Position Data Update Effective Sequence 0 Approval Status Not Available Specific Information Mail Drop ID Telephone Drug Program No ▼ Signature Authority ▼ Privatization No Agency Use 1 License 1 Agency Use 2 License 2 Agency Use 3 0000000000 License 3 Physical Requirements Yes Fingerprinting Required No Certifications No Safety Sensitive Position No Language No Critical/Hard to Hire No	
16.	Click the Next button. Next >



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Step

Action

The **Step 3 of 4: Budget Incumbents** page displays.

Note: No changes are needed on this page.

Position Number CJS00279

Headcount Status Filled

Current Head Count 1 of 1

< Previous

Next >

1 Position Data
Visited

2 Specific Information
Visited

3 Budget Incumbents
Visited

4 Review and Submit
Not Started

Step 3 of 4: Budget Incumbents

Effective Date 02/01/2025

Reason Code UPD Position Data Update

Effective Sequence 0

Approval Status Not Available

Current Budget

Earnings 0.000

Deductions 0.000

Tax 0.000

Cdn Tax 0.000

Total 0.00

Incumbents

Update Incumbents Yes

Include Salary Plan/Grade Yes

Force Update for Title Changes Yes

1 row

Name	Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Effective Date	Action	Action Reason	Override Position Data	Job Data
			1 Full-Time	40.00	06/10/2024	Pay Rate Change	FY25 Statewide Increase	N	Job Data

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Click the **Next** button.

Next >

The **Step 4 of 4: Review and Submit** page displays.

Position Number CJS00279

Headcount Status Filled

Current Head Count 1 of 1

< Previous

Submit

1 Position Data
Visited

2 Specific Information
Visited

3 Budget Incumbents
Visited

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

Effective Date 02/01/2025

Reason Code UPD Position Data Update

Effective Sequence 0

Approval Status Not Available

Summary Of Changes

Description	Proposed Value	Current Value
Action Date	2024-10-10	2023-04-11

18.

Review the changes made (**Proposed Value** column) and then click the **Submit** button.

Note: Use the **Previous** button if the change is not reflected accurately.

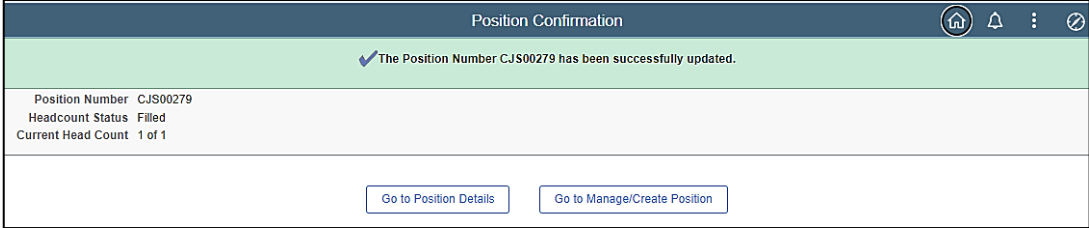
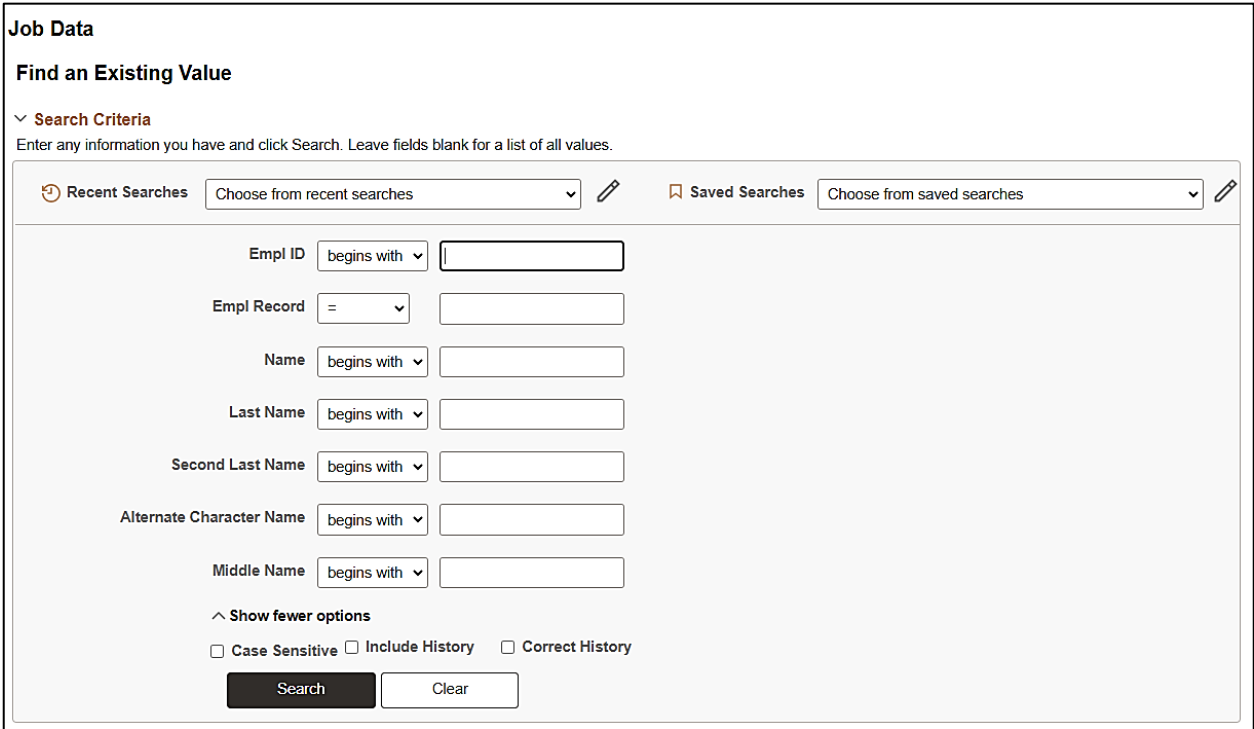
< Previous

Submit



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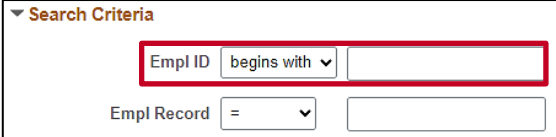
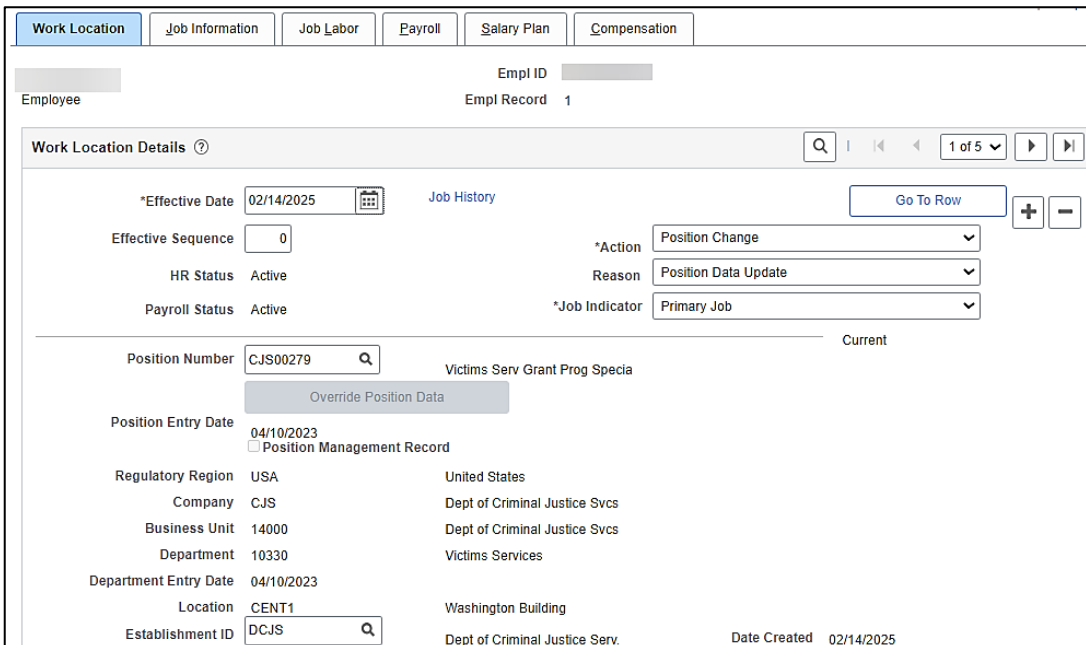
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Step	Action
	The Position Confirmation page displays. 
19.	Re-access the employee's Job Record to make the update. Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Job Information > Job Data
	The Job Data Find an Existing Value page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.



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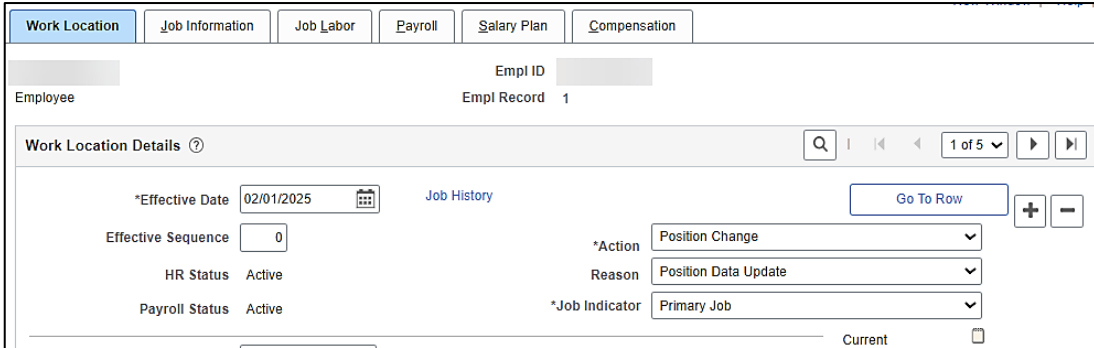
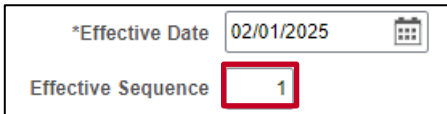
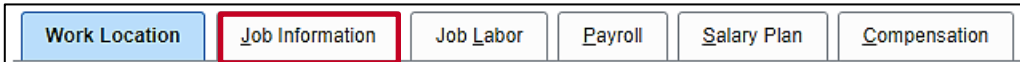
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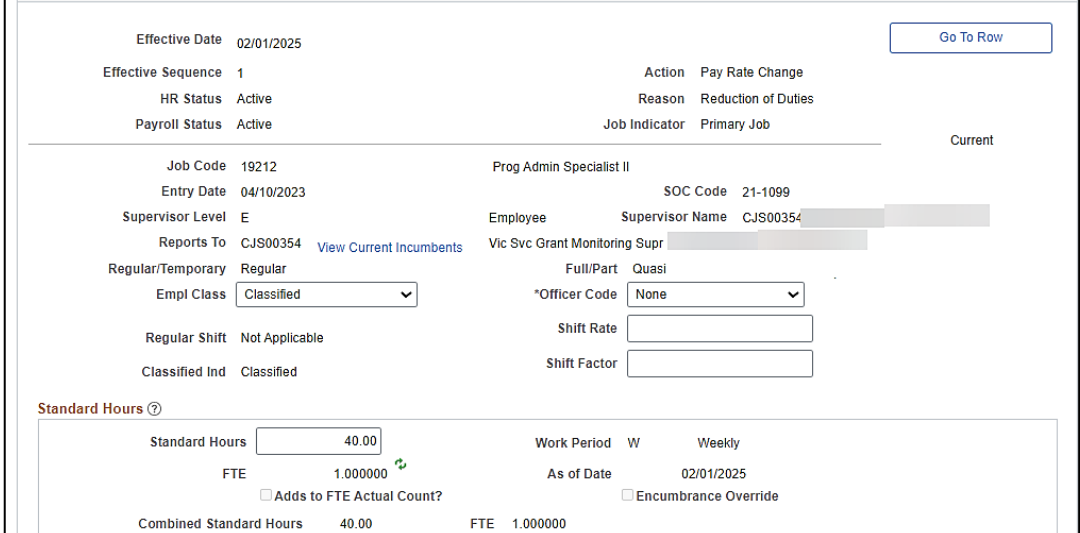
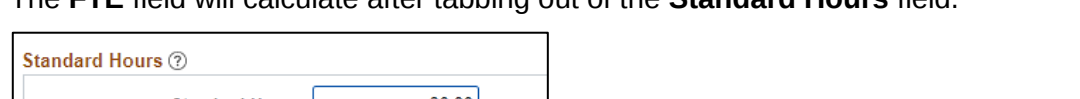
Step	Action
20.	Search for the applicable employee by entering the Employee ID in the Empl ID field. 
21.	Click the Include History checkbox. 
22.	Click the Search button. 
The Job Data page for the employee displays (Work Location tab). 	
	The highest effective dated row should now be the Position Data Update just completed.
	Click the Add a New Row (+) button to add a new row. 



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Step	Action
	The Job Data page refreshes (Work Location tab), and the row count increments by 1. 
23.	Select the applicable effective date using the Effective Date Calendar icon. 
	Use the same effective date that was used for the Position update.
24.	Increment the Effective Sequence field by 1 since the same effective date as the Position Update is being used. 
25.	Click the Action field dropdown button and select "Pay Rate Change". 
26.	Select the applicable reason using the Reason field dropdown button. 
27.	Click the Job Information tab. 

Step	Action
	The Job Information tab displays. 
28.	Review the Full/Part field and ensure accuracy based on the Position update that was made. 
29.	Update the Standard Hours field to reflect the employee's new hours and tab out of the field. 
	The FTE field will calculate after tabbing out of the Standard Hours field. 



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Step	Action
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The **Job Data** page refreshes (**Job Information** tab).

30.

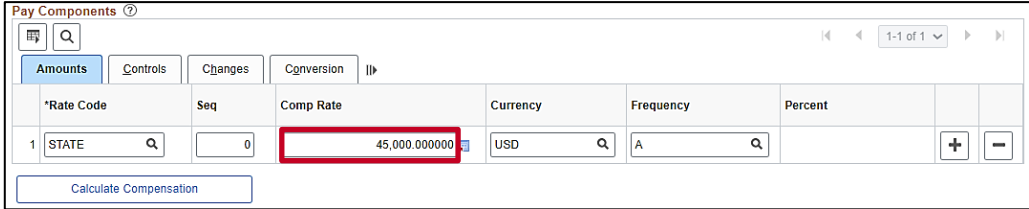
Click the **Compensation** tab.

The **Compensation** tab displays.

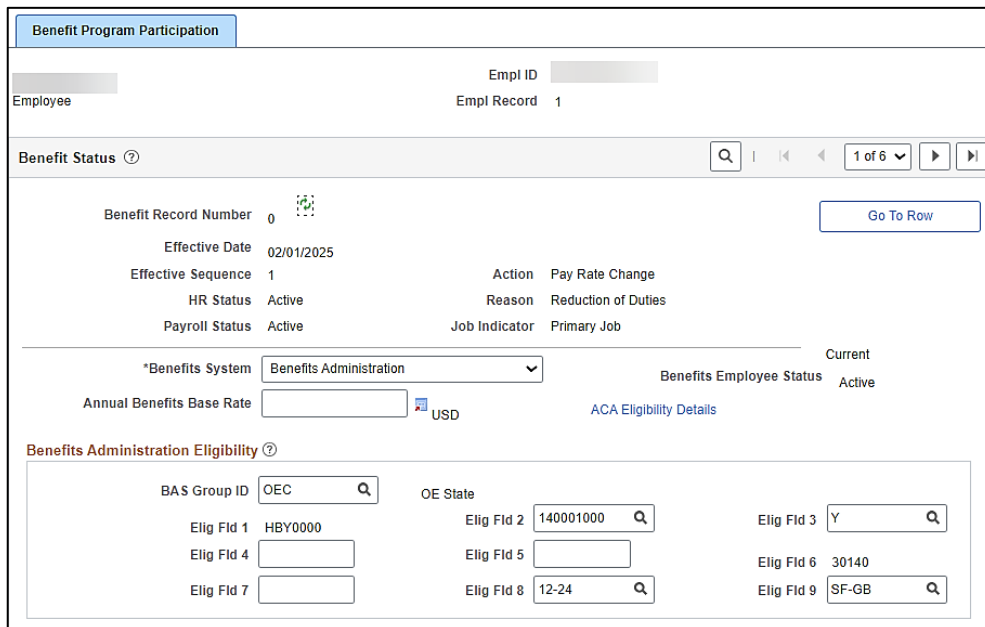


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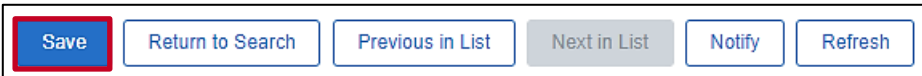
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Step	Action
31.	Click the Default Pay Components button. 
32.	In the Pay Components section, update the Comp Rate field. 
	This calculation must be completed manually as Cardinal does not auto-calculate the Comp Rate. This calculation is based on the adjusted annual compensation percentage in correlation to the employee's new hours.
33.	Click the Calculate Compensation button. 
34.	Click the Benefits Program Participation link. 

The **Benefits Program Participation** page displays.



The screenshot shows the 'Benefit Program Participation' page. At the top, there's a 'Benefit Program Participation' tab. Below it, the 'Employee' section shows 'Empl ID' and 'Empl Record 1'. The 'Benefit Status' section includes a search bar, a table with columns for 'Benefit Record Number', 'Effective Date', 'Effective Sequence', 'HR Status', 'Payroll Status', 'Action', 'Reason', and 'Job Indicator'. The table shows one record with 'Benefit Record Number' 0, 'Effective Date' 02/01/2025, 'Effective Sequence' 1, 'HR Status' Active, 'Payroll Status' Active, 'Action' Pay Rate Change, 'Reason' Reduction of Duties, and 'Job Indicator' Primary Job. Below the table, there's a 'Go To Row' button. The 'Benefits System' section shows a dropdown menu set to 'Benefits Administration' and a 'Benefits Employee Status' dropdown set to 'Active'. The 'Annual Benefits Base Rate' field is empty, with a 'USD' currency selector. The 'ACA Eligibility Details' link is visible. The 'Benefits Administration Eligibility' section includes a table with columns for 'BAS Group ID', 'OE State', and 'Elig Fld'. The table shows one record with 'BAS Group ID' OEC, 'OE State' 140001000, and 'Elig Fld' Y. Other eligibility fields are also listed: Elig Fld 1 HBY0000, Elig Fld 2 140001000, Elig Fld 3 Y, Elig Fld 4, Elig Fld 5, Elig Fld 6 30140, Elig Fld 7, Elig Fld 8 12-24, and Elig Fld 9 SF-GB.

Step	Action								
35.	Update the Elig Fld 9 field. 								
	Use the chart below to select the applicable values when updating the Elig Fld 9 field: <table border="1"> <thead> <tr> <th>Valid Values</th><th>Definitions</th></tr> </thead> <tbody> <tr> <td>SF-GB</td><td>Full Time Employee</td></tr> <tr> <td>SP-GB</td><td>Part Time Employee</td></tr> <tr> <td>SQ-GB</td><td>Quasi Employee</td></tr> </tbody> </table>	Valid Values	Definitions	SF-GB	Full Time Employee	SP-GB	Part Time Employee	SQ-GB	Quasi Employee
Valid Values	Definitions								
SF-GB	Full Time Employee								
SP-GB	Part Time Employee								
SQ-GB	Quasi Employee								
36.	Click the Save button. 								
37.	Highlight the employee's Employee ID and copy it (right click on mouse and select "Copy") to run the Employee Activity Report. 								
38.	Run the Employee Activity Report for the employee using the following navigation path: NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report								
39.	Print the report and place the printed transaction in the employee file for future audit requests. Note: For additional information on the Employee Activity Report and the steps used to run this report, refer to the Cardinal Human Resources Reports Catalog. The HCM Reports Catalogs can be found on the Cardinal website in Reports Catalogs under Resources.								