

Human Resources – Employee Profile Setup

AiM 10.2

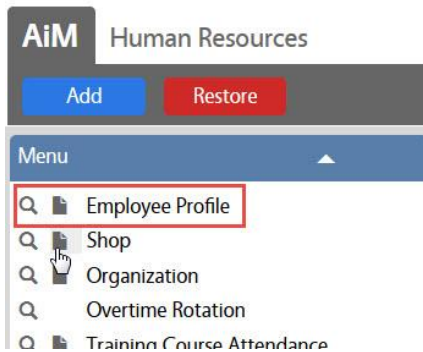
2020

Need help: call IMS 862-3388 <https://sscaimapp.assetworks.com/fmax>

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Employee Profile

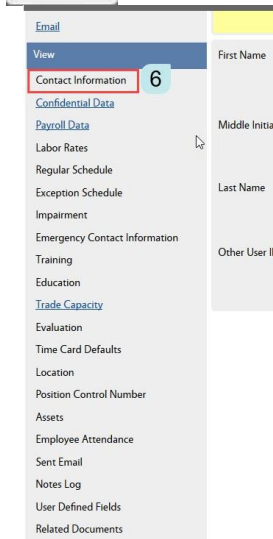


- Open the Human Resources Module
- Click the Paper Icon next to Employee Profile

- Employee identifier – Compass ID
- Name Block –
 - First Name
 - Middle Initial
 - Last name (include suffix)
- Primary Shop – Shop
- Defaults Block – the default Time Type and Labor Class for timecards.
 - Maintenance uses –
 - Time Type – Straight Time
 - Labor Class – Direct
 - Grounds uses –
 - Time Type – Straight Time
 - Labor Class – match most used charge out rate
- Employee Type –
 - Shop Person – employee can be assigned to a shop and charge time. *This is the one we use.
 - Employee – employee is not assigned to a shop and cannot charge time

The following indicates which information is entered on the various View Menu screens.

- Click **Done** on each screen to return to the main screen



- Click on Contact Information

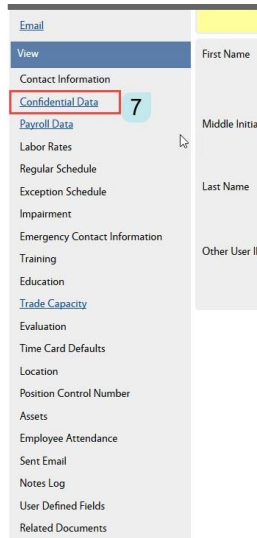
The following fields should be completed by the listed group, if applicable.

A. HR Departmental Administrator

- Home Phone
- Personal Cell
- Personal Email

B. IMS Staff

- Work Cell Phone
- Office Phone
- TAMU NetID
- Compass Login
- SSC Login
- Work Email



- Click on Confidential Data

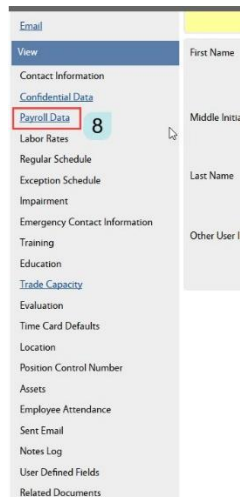
AiM Confidential Data

Done Cancel

708116 Last Edited by THERESA DABAL On 07/11/2017

| | | | |
|--------------------|---|-------------|----------------------|
| TAMU UIN | <input type="text" value="501002815"/> | Exit Reason | <input type="text"/> |
| Birth Date | <input type="text" value="Aug 23, 1900"/> | Exit Date | <input type="text"/> |
| Sex | <input type="text"/> | | |
| Veteran | <input type="text" value="No"/> | | |
| Ethnicity | <input type="text"/> | | |
| Citizenship | <input type="text"/> | | |
| Security Clearance | <input type="text"/> | | |

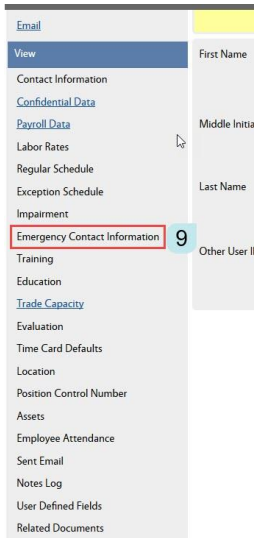
- Enter the TAMU UIN number
- Enter the Birth Date with the year of 1900
- Exit Reason and Exit Date are completed at termination.



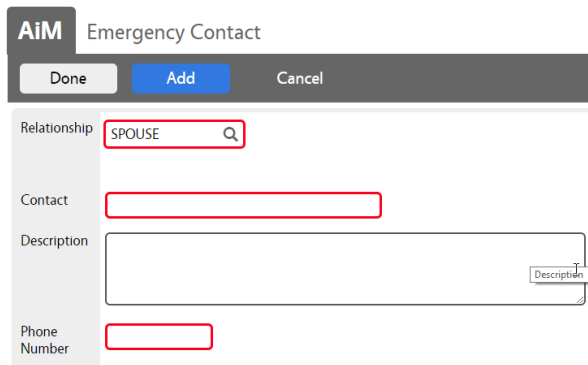
- Click on Payroll Data

| | | | |
|----------------------|--------------|-----------------------|-------------------|
| FLSA Status | EXEMPT | Job Family | |
| Pay Code | | Job Class | CARPENTER |
| Pay Grade | | Job Title | AIM ADMINISTRATOR |
| Base Salary | | Hire Date | Aug 12, 1998 |
| Annual Salary | | Service Date | Aug 03, 2012 |
| Base Bi-Weekly Hours | | Seniority Date | Aug 12, 1998 |
| Base Daily Hours | | Leave Status | |
| Distribution Code | | Employment Status | |
| Shift Premium | | Leave of Absence Date | |
| Percentage Effort | | Leave Renewal Date | |
| Associate Type | TRANSITIONED | Cost Center | 26543 |
| Position Type | PFT | Function Type | Support |
| | | Expense Class | |

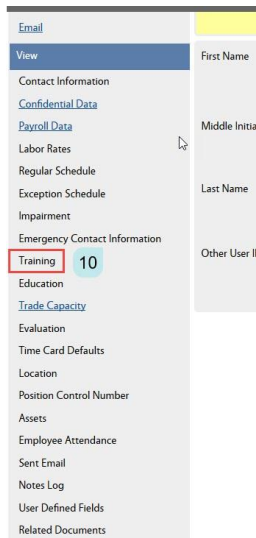
- FLSA Status –
 - Exempt
 - Non Exempt
- Associate Type
 - Transitioned – Worked for TAMU on August 12, 2012, and became an SSC employee.
 - Non Transitioned – Came to work for SSC after August 12, 2012.
- Position Type
 - PFT – Permanent Full Time
 - PPT – Permanent Part Time
 - TFT – Temporary Full Time
 - TPT – Temporary Part Time
- Job Class – Used for Maintenance Labor Rates (Leave Blank for Grounds)
- Hire Date –
- Seniority Date –
- Cost Center
- Function Type – Frontline, Management, Support



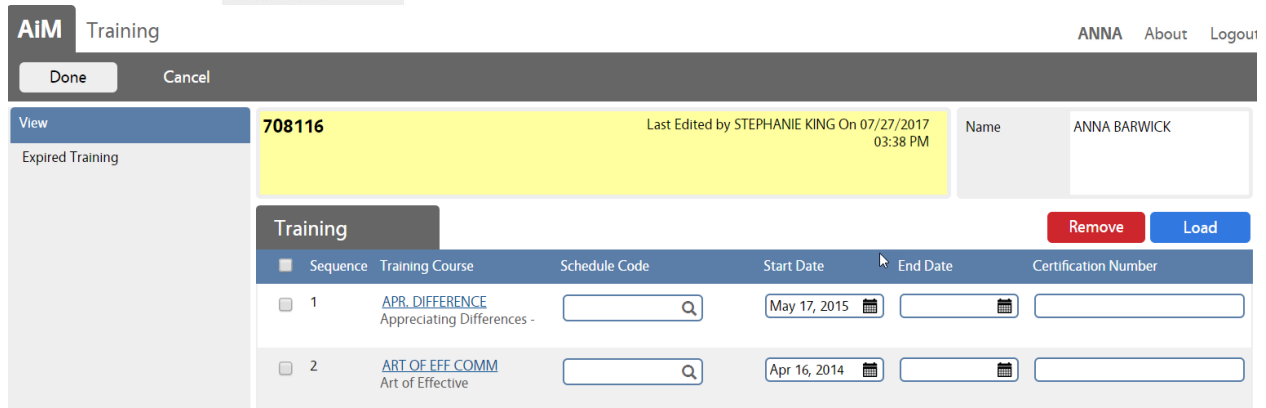
- Click on Emergency Contact Information



- Click Add
- Choose Relationship
- Enter Contact Name
- Enter Phone Number
- Click



- Click on Training



The Training class must be setup as a course prior to being added to an employee. If a new course needs to be added, please contact HR liason, or Business Administrator.

- Click **Load**
- Search for the desired course(s)
- Check the boxes and Click **Done** to add course to employee
- Start Date = date the course was completed
- End Date = date the course needs to be retaken or the certification expires
- Certification Number – License number if applicable

- Email
- View
- Contact Information
- [Confidential Data](#)
- [Payroll Data](#)
- Labor Rates
- Regular Schedule
- Exception Schedule
- Impairment
- Emergency Contact Information
- [Training](#)
- Education
- Trade Capacity
- Evaluation
- Time Card Defaults
- Location 11**
- Position Control Number
- Assets
- Employee Attendance
- Sent Email
- Notes Log
- User Defined Fields
- Related Documents

- Click on Location

AiM Location ANNA About Logout

Done Cancel

708116 Last Edited by STEPHANIE KING On 07/27/2017 03:38 PM Name ANNA BARWICK

Location **Add**

| Primary | Property | Description | Location | Status | Region | Facility | Occupant Type | Start Date | End Date |
|---------|----------|-------------|----------|--------|--------|----------|---------------|------------|----------|
|---------|----------|-------------|----------|--------|--------|----------|---------------|------------|----------|

- Click **Add**

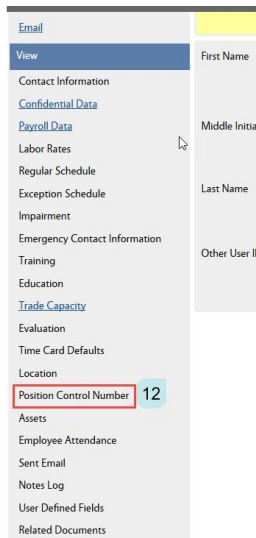
AiM Location

Done **Add** Cancel

708116 Last Edited by On 05/30/2018 02:06 PM

| | | | |
|---------------|----------------------|-----------------|----------------------|
| Primary | <input type="text"/> | Start Date | <input type="text"/> |
| Occupant Type | <input type="text"/> | End Date | <input type="text"/> |
| Region | <input type="text"/> | Floor | |
| Facility | <input type="text"/> | Location Type | |
| Property | <input type="text"/> | Location Status | |
| Location | <input type="text"/> | | |

- Enter the Property number, click magnify glass
- Choose Location from the list – Can use OUTSIDE
- Enter Start Date
- Click **Done**



- Click on Position Control Number

AiM Position Control Number ANNA About Logout

Done Cancel

708116 Last Edited by STEPHANIE KING On 07/27/2017 03:38 PM Name ANNA BARWICK

Position Control Number Add

| Sequence | Institution | Department | Organization | PCN | Start Date | End Date |
|----------|-------------|------------|--------------|---------|--------------|----------|
| 1 | COMPASS | SSC | MAINTENANCE | M-00016 | Aug 03, 2012 | |

The Position Control Number (PCN) must be setup in AIM prior to being added to an employee. If a new PCN needs to be added, please contact HR liason.

- Click Add

AiM Position Control Number

Done Add Cancel

2 Last Edited by ANNA BARWICK

| | | | |
|--------------|----------------------|------------|----------------------|
| PCN | <input type="text"/> | Start Date | <input type="text"/> |
| Institution | <input type="text"/> | End Date | <input type="text"/> |
| Department | <input type="text"/> | | |
| Organization | <input type="text"/> | | |

- Enter or Search for the desired PCN. *The best method is to have the PCN and enter it. You can obtain the PCN from the Position Report. Any questions contact HR liason.
- Once selected, the Institution, Department, and Organization will auto populate
- Start Date = Date the employee started this position. PCN can only be assigned to one employee at a time.
- Click Done
- Click save

Update the PCN's user defined fields

- Click on PCN
- Click on 1
- Click on PCN
- Click on Edit
- Click on User Defined Fields
- Update vacant to occupied or vice versa
- Click Done
- Click Save

Steps To Take When Employee Separates

1. Employee Profile –
 - a. Confidential Data Screen - Enter Term Date
 - b. Position Control Screen – Enter Term Date
2. Position Control Screen
 - a. User Defined Fields – Change Vacant to Vacant

Steps To Take When Employee Transfers

1. Employee Profile –
 - a. Main Page – Change Primary Shop
 - b. Position Control Screen
 - i. If using same number – no change
 - ii. If PCN is changing – add term date and add new PCN
2. Position Control Screen
 - a. User Defined Fields – Update Shop on any affected PCN
3. Shop Screen
 - a. Old Shop – Enter an expire date for employee
 - b. New Shop – Add employee with a start date

Primary Shop Abbreviations

| Primary Shop for Employee Profile | Description |
|-----------------------------------|-------------|
| CUSTODIAL | CUSTODIAL |

EDCS

| | |
|-------------|---------------------|
| E-ADMIN | EDCS ADMINISTRATION |
| EDCS | EDCS |
| TEAM A | EDCS TEAM A |
| TEAM B | EDCS TEAM B |
| TEAM C | EDCS TEAM C |
| TEAM D | EDCS TEAM D |
| E-CORPORATE | EDCS CORPORATE |

Grounds

| | |
|-----------------|--|
| GAM - GROUNDS | Grounds - The Gardens at Texas A&M University |
| GBL - GROUNDS | Grounds - George Bush Library |
| GR-ADMIN | GROUNDS ADMINISTRATION |
| GREENHOUSES | Grounds - Greenhouses, Color beds, Color bowls, Pots, Rooftop Garden |
| GR Special Proj | Grounds - Special Projects |
| HEQ | Grounds - Heavy Equipment |
| HORT | Grounds - HORT |
| IRRIGATION | Grounds - Irrigation |
| L&O | Grounds - Lawn and Ornamental |
| LCON | Grounds - Landscape Construction |
| MECHANICS | Grounds - Mechanics shop |
| GR REC SPORTS | Grounds - Recreational Sports |
| GR RELLIS | RELLIS - GROUNDS |
| SANITATION | Grounds - Sanitation Trash disposal |
| STRUCTURAL PEST | Grounds - STRUCTURAL PEST |
| TREE | Grounds - Arboriculture Tree care |
| TURF | Grounds - TURF |

Maintenance

| | |
|-----------------|-----------------------------------|
| AMPT | ASSET MANAGEMENT PROGRAM TEAM |
| ATHLETICS | Athletics - Maintenance |
| AWC | AGGIEWORKS/ CUSTOMER REQUEST TEAM |
| COMM | Communication Center |
| CREATIVE DESIGN | Viz Lab/Graphic Design |
| ELEC | Electrical Shop - Maintenance |
| ELEVATOR | ELEVATOR SHOP |
| FAS | FIRE ALARM & SUPPRESSION |
| FSW | Facilities Warehouse |
| GBL | GBL - MAINTENANCE |

| | |
|--------------|----------------------------------|
| GRAPHICS | GRAPHICS |
| HR | Human Resources |
| HSC | HSC - MAINTENANCE |
| HVAC | HVAC - MAINTENANCE |
| IMS | IMS |
| M-ADMIN | MAINTENANCE ADMINISTRATION |
| NIGHT | Night & Weekend - Maintenance |
| PLUB | Plumbing |
| REC SPORTS | Rec Sports - Maintenance |
| TRADES | TRADES |
| UCC | University Complex - Maintenance |
| ZONE A | Zone A Maintenance |
| ZONE B | Zone B Maintenance |
| ZONE C | Zone C Maintenance |
| ZONE D | Zone D Maintenance |
| ZONE R NORTH | Zone R North Maintenance |
| ZONE R SOUTH | Zone R South Maintenance |