

Human Resources - Setup

AiM

2020

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

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Module Overview

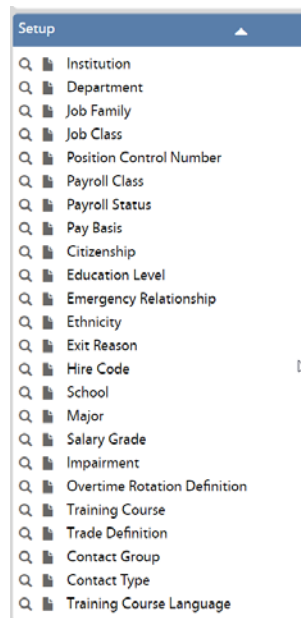
The Human Resources Module is where employee data and shop data is entered. Functions performed in this module include –

- Shop Setup
- Employee Profile
- Labor Rates
- Organization Setup
- Training

Permissions can be setup to limit who can see confidential data.

Setup Screens

Many of the Human Resource setup screens are optional and have no functionality in AiM. They are designed to document information if AiM is the only employee tracking and payroll system. They are also used to interface with external payroll systems. However, if the data needs to appear on an employee record, the setup must be completed first.



Institution

Setup

- Q [] Institution
- Q [] Department

Institution is the top tier of the organization hierarchy. Usually this is setup during initial system setup. This setup is required throughout AiM.

- ❖ Institution
- ❖ Department
- ❖ Organization

Setup

- Q [] Institution
- Q [] Department

- On the Human Resources Setup Menu, click the [] next to Institution

AiM Institution ANNA About Logout

Save 4 Cancel

View

Notes Log

User Defined Fields

FS 1

Last Edited by ANNA BARWICK On 01/24/2017 10:46 AM

Active 3 Yes ▾

Facility Services 2

1. Institution Identifier
2. Institution Description
3. Active or Inactive
4. Click

Department

Setup

Q [] Institution

Q [] Department

Department is the 2nd tier of the organization hierarchy. Usually this is setup during initial system setup. This setup is required throughout AiM.

- ❖ Institution
- ❖ Department
- ❖ Organization

Setup

Q [] Institution

Q [] Department

AiM Department ANNA About Logout

Save 5 Cancel

View

Notes Log

User Defined Fields

Related Documents

ATHL 1

Last Edited by ANNA BARWICK On 01/24/2017 10:52 AM

Athletics 2

Active 3 Yes

Institution 4 DA

DIRECTOR - ATHLETICS

Hatch Color

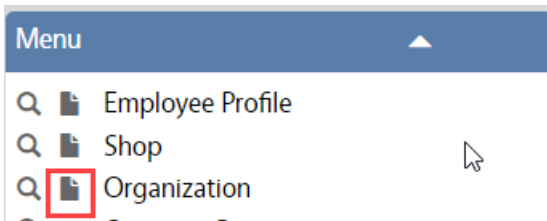
- On the Human Resources Setup Menu, click the [] next to Department


1. Department Identifier
2. Department Description
3. Active or Inactive
4. Institution – Chosen from the previously setup Institutions
5. Click **Save**

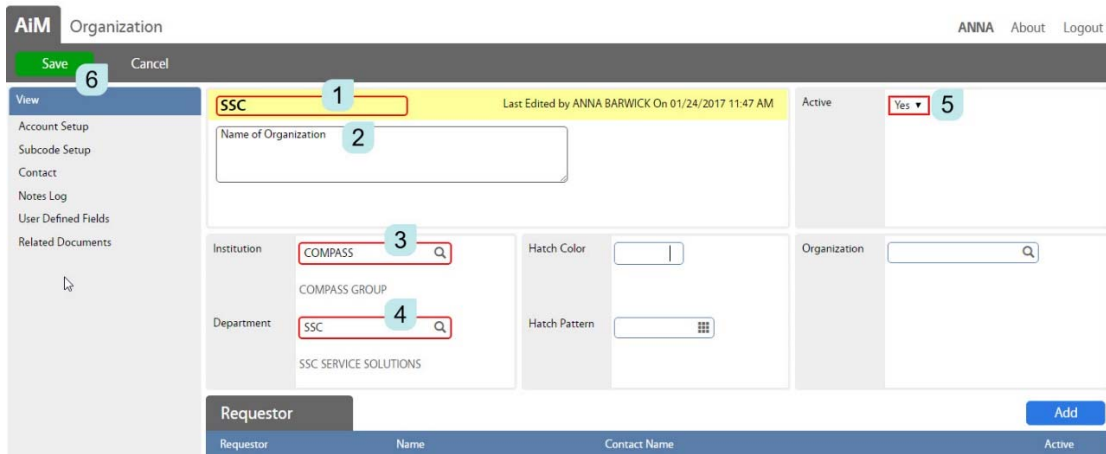
Organization


Organization is the 3rd tier of the organization hierarchy. Usually this is setup during initial system setup. Accounts can be tied to this level. This setup is required throughout AiM.

- ❖ Institution
- ❖ Department
- ❖ Organization



- On the Human Resources Menu, click the  next to Organization

A screenshot of the AiM 'Organization' setup form. The form is titled 'AiM Organization' and has a 'Save' button (labeled 6) and a 'Cancel' button. The form contains several fields: 'Organization Identifier' (labeled 1) with the value 'SSC', 'Name of Organization' (labeled 2), 'Institution' (labeled 3) with the value 'COMPASS', 'Department' (labeled 4) with the value 'SSC', and an 'Active' checkbox (labeled 5) which is checked. There are also fields for 'Hatch Color' and 'Hatch Pattern'. At the bottom, there is a 'Requestor' section with a table header and an 'Add' button. The table has columns for 'Requestor', 'Name', 'Contact Name', and 'Active'.

1. Organization Identifier (typically TAMU 4 letter code)
2. Organization Description
3. Institution – Chosen from the previously setup Institutions
4. Departments – Chosen from the previously setup Departments
5. Active or Inactive
6. Click 

Job Family/Job Class

- Job Family is a grouping of Job Classes.
- *SSC uses the Job Class on the Employee Profile to designate the Labor Rate for a Maintenance Shop Person.*
- A Job Class does not require a Job Family designation.
- Entry screens are bulk entry.

The image displays two screenshots of the AiM system interface. The top screenshot is for the 'Job Family' entry screen. It features a header with the AiM logo, a hamburger menu, and the text 'Job Family'. On the right side of the header, there are links for 'ANNA', 'About', and 'Logout'. Below the header is a dark grey bar with three buttons: 'Save' (green), 'Cancel', and 'Reset'. The main content area is a table with a blue header row containing 'Job Family', 'Description', and 'Active'. There are two rows of data below the header, each with a red-bordered input field for 'Job Family', a larger text input field for 'Description', and a dropdown menu for 'Active' with a downward arrow. The bottom screenshot is for the 'Job Class' entry screen. It has a similar header with 'AiM', a hamburger menu, and 'Job Class'. The right side of the header also has 'ANNA', 'About', and 'Logout'. Below the header is a dark grey bar with 'Save', 'Cancel', and 'Reset' buttons. The main content area is a table with a blue header row containing 'Job Class', 'Description', 'Job Family', and 'Active'. There are two rows of data below the header, each with a red-bordered input field for 'Job Class', a larger text input field for 'Description', a search input field for 'Job Family' with a magnifying glass icon, and a dropdown menu for 'Active' with a downward arrow.

Position Control Number

- The Position Control Number screen allows the organization to track hiring information.
- It is tied to a specific Organization.
- It can be tied to a Job Class.
- It can be noted if the position is advertised.
- Position Control Number can then be tagged to an Employee Profile.
- User Defined Fields track –
 - Shop/Team
 - Vacancy
 - Position Type
 - Permanent Full Time (PFT)
 - Permanent Part Time (PPT)
 - Temporary Full Time (TFT)
 - Temporary Part Time (TPT)
 - FLSA Status
 - Exempt Salary
 - Non Exempt

- Pay Grade
- Job # (For posted positions)
- Specialization
- Offer Made To
- Offer Date
- Background Submitted
- Background Passed
- Expected Start Date
- BG Check P/F Date
- Notes
- Required Driving

The screenshot shows the 'Position Control Number' form in the AiM system. The form is titled 'MAIN 123' and was last edited by ANNA BARWICK on 01/24/2017 at 02:38 PM. The form includes a 'User Defined Fields' section with a text area containing 'Maintenance Painter'. Below this are search fields for 'Institution' (68 ACCTS), 'Department' (68 ACCTS), and 'Organization' (SSC EMPLOYEE). The 'Job Class' is set to 'PAINTER'. On the right side, there are two dropdown menus: 'Active' and 'Advertised', both set to 'Yes'.

Payroll Class (SSC Position Type)

Payroll Class is used to define the different payroll classes used by an organization such as Permanent Full Time (PFT), Permanent Part Time (PPT), Temporary Full Time (TFT), Temporary Part Time (TPT)

- Payroll Class is a bulk entry screen.

The screenshot shows the 'Payroll Class' bulk entry screen in the AiM system. The screen has a header with 'AiM' and 'Payroll Class' and a sub-header with 'Save', 'Cancel', and 'Reset' buttons. The main area is a table with three columns: 'Payroll Class', 'Description', and 'Active'. There are two rows of input fields for each column, with the 'Active' column containing dropdown menus.

Payroll Status (SSC Associate Type)

- Payroll Status is used to define the different payroll statuses for employees within the organization. (Transitioned or Nontransitioned)

- Each Payroll Status can be designated as an Active or Inactive status. This ties to a System Flag that can prevent Timecards from being entered if the person is in an Inactive Payroll Status.
- Payroll Status is a bulk entry screen.

Pay Basis (*SSC FLSA Status*)

- Pay Basis is an additional field to document information about an employee's pay.
- The factor field is how many pay days in the year.
- It does not serve any specific functionality in AiM.
- It is a bulk entry screen.

Citizenship

- Used to define the different nationalities of an organizations employees.
- It is a bulk entry screen.

Education Level

- Used to document the level of education attained by an employee.
- It is a bulk entry screen.

Emergency Relationship

- Used to identify the relationship between the employee and their emergency contact.
- It is a bulk entry screen.

Ethnicity

- Used to define/display the different ethnicity types for associating with employees within an organization
- It is a bulk entry screen.

Exit Reason

- Used to define/display the different reasons an employee departs from employment.
- It is a bulk entry screen.

Hire Code - (*SSC Leave Status*)

- Used to document company hiring information.
- It is a bulk entry screen.

School

- Used to document the school an employee attended.
- Each school is setup on a separate screen.
- Can record School Name, City, and State.

Major

- Identify the field of study for an employee.
- It is a bulk entry screen.

Salary Grade

- Bulk entry screen to define/display salary grades with pay scales.

Impairment

- Define impairments that might impact an employee.

Trade Definition

- Identify specific trades the shop person can perform. Used for Work Planning and Scheduling.
- It is a bulk entry screen.

Contact Group

- A group of Contact Types
- Used to identify the category of a contact. Ex: Proctor, Employee, etc.
- In order for this to be added to a Contact Profile, there must also be a Contact Type.

Contact Type

- Used to identify the category of a contact. Ex: Proctor, Employee, etc.
- Can be added to the Contract Profile without the Contact Group.
- Designating “Allow Multiple” means that more than one can be added to a record.