

Where Do I Make This Change in HCP?

Action	HCP Form to Complete	Employee Mass Update Form	Reminders
Add an employee distribution	Manage Existing Employees & Positions, RC to -> Manage Employee -> Change/Adjust -> Add Distribution	Empl Distribution	<i>Once distribution is created, complete step of selecting the Fund and Chart1.</i>
Removing an employee distribution	Manage Existing Employees & Positions, RC to -> Manage Employee -> Empl Expense –RC on Distribution -> Navigate -> Go To Review Empl Details and zero out Distribution Percentage for the distribution	Empl Distribution	
Adding or editing Reg Salary for an employee	Manage Existing Employees & Positions, RC to -> Employee Details	Empl Reg Pay	
Adding or editing employee FTE	Manage Existing Employees & Positions, RC to -> Manage Employee -> Change/Adjust -> Empl FTE	Empl FTE	
Change the status of an employee (LOA)	Manage Existing Employees & Positions, RC to -> Manage Employee -> Change Empl Status	N/A	
Add an Additional Earning to an employee	Manage Existing Employee & Positions ->	N/A	
Transfer / Separate an employee	Manage Existing Employees & Positions, RC to -> Manage Employee -> Transfer/Separate	N/A	<i>Once Transferred or Separated these actions cannot be undone.</i>
Assign an employee to a vacant position	Create and Manage Vacant Positions, RC to -> Assign Employee to a Vacant Position -> Assign Existing Employee	N/A	

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Assign a To-Be-Hired (TBH) employee to a vacant position	Create and Manage Vacant Positions, RC to -> Assign Employee to a Vacant Position -> Assign To Be Hired	N/A	
Create a To-Be-Hired (TBH) employee	Create and Manage Vacant Positions, RC to -> Create New Position -> 1. Create Position	N/A	<i>Once position is created, complete step 2. Add Distribution.</i>
Create a New Position (Vacant)	Create and Manage Vacant Positions, RC to -> Create New Position -> 1. Create Position	N/A	<i>Once position is created, complete step 2. Add Distribution and then assign either a TBH or Existing Employee to the position.</i>
Mass Extend Appointment End Date of employee(s)	Mass Extend Appointment End Dates	N/A	<i>The process of Mass Extending cannot be undone, please review your work before Launching.</i>
Create a Vacant Position	<i>See creating a New Position</i>	N/A	
Creating a new Pooled Position	Create & Manage Pooled Positions RC to -> Create Pooled Position -> 1. Create New Position	N/A	<i>Once Pooled Position is created, complete step 2. Add Distribution.</i>
Edit the Distribution on an existing Pooled Position	Create & Manage Pooled Positions RC to -> Manage Pooled Position -> Change/Adjust -> Positon Distribution	N/A	
Edit FTE &/or Headcount on an existing Pooled Position	Create & Manage Pooled Positions RC to -> Manage Pooled Position -> Change/Adjust -> Positon FTE & Headcount	N/A	
Edit the Regular Salary on an existing Pooled Position	Create & Manage Pooled Positions RC to -> Manage Pooled Position -> Change/Adjust -> Positon Rate	N/A	
Adding a DeptID Adjustment	Dept ID Comp Adjustments	N/A	<i>HCP spreads value evenly into 12 months of Fiscal Year</i>