

JOYCE

How to Request a Position

Last Revised: 9/27/2022

Step 1: Log-in to JOYCE

1. Go to <https://quest.library.illinois.edu/Joyce/>
2. Log-in using your NetID and password

Step 2: Departments Tab

Check that you are on the departments tab



JOYCE: Jazzy Online Yellow Card Entry

Departments Business Office Human Resources IT Help Desk Reports Instructions Approved Job Descriptions

Departmental Queues

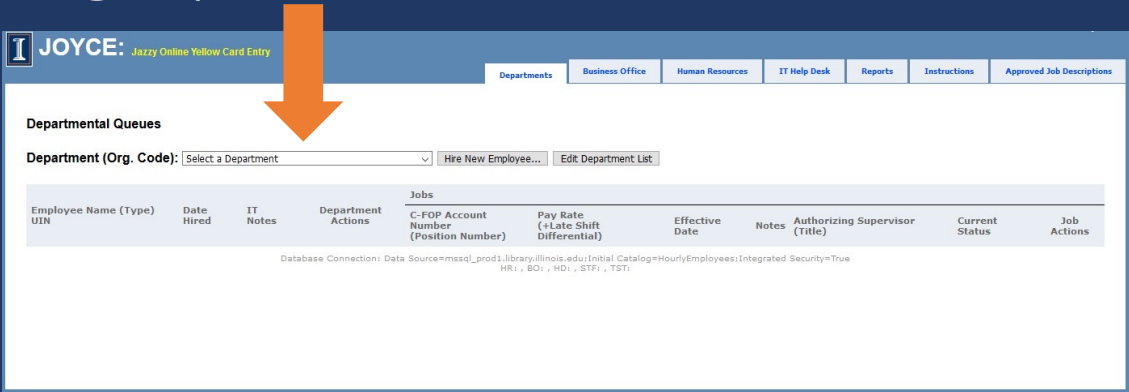
Department (Org. Code): Hire New Employee... Edit Department List

Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	Jobs		Effective Date	Notes	Authorizing Supervisor (Title)	Current Status	Job Actions
				C-FOP Account Number (Position Number)	Pay Rate (+Late Shift Differential)					

Database Connection: Data Source=mssql_prod1.library.illinois.edu;Initial Catalog=HourlyEmployees;Integrated Security=True
HR | BO | HD | ST | TST

Step 3: Select the Org. Code/Department

1. Click on the “Select a Department” drop-down menu
2. Select the org. code/department you are adding a position for



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Departmental Queues

Department (Org. Code): Hire New Employee... Edit Department List

Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	Jobs						
				C-FOP Account Number (Position Number)	Pay Rate (+Late Shift Differential)	Effective Date	Notes	Authorizing Supervisor (Title)	Current Status	Job Actions

Database Connection: Data Source=mssql_prod1.library.illinois.edu;Initial Catalog=HourlyEmployees;Integrated Security=True
HR; ; SO; ; HD; ; ST; ; TST;

Step 4: Determine How to Request the Position

- a. If they are listed for the org go to slide 7
- b. If they are not listed for the org go to slide 8

Step 4a

If the person is listed in the org, select “Add Job” on their current position. If you do not see the button for “Add Job” please submit a ticket to Library IT letting them know you need access to that org. code

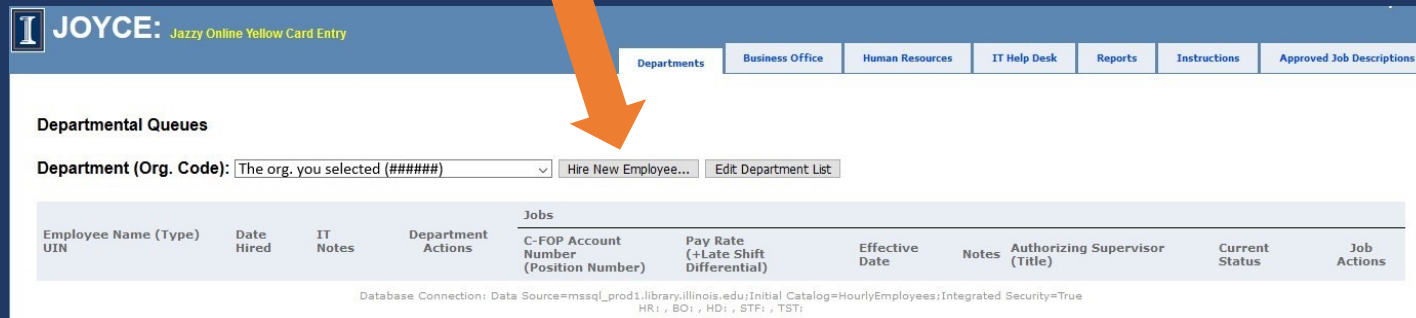


The screenshot shows the JOYCE system interface. At the top, there is a navigation bar with the logo and the text "JOYCE: Jazzy Online Yellow Card Entry". Below this, there are several tabs: "Departments", "Business Office", "Human Resources", "IT Help Desk", "Reports", "Instructions", and "Approved Job Descriptions". The main content area is titled "Departmental Queues". Under this title, there is a dropdown menu for "Department (Org. Code)" with the text "The org. you selected (#####)" and two buttons: "Hire New Employee..." and "Edit Department List". Below this is a table with the following columns: "Employee Name (Type) UIN", "Date Hired", "IT Notes", "Department Actions", "C-FOP Account Number (Position Number)", "Pay Rate (+Late Shift Differential)", "Effective Date", "Notes", "Authorizing Supervisor (Title)", "Current Status", and "Job Actions". The "Department Actions" column contains two buttons: "Add Job" and "End All Jobs". The "Job Actions" column contains two buttons: "Edit" and "Print". An orange arrow points to the "Add Job" button.

Go to slide 10 next

Step 4b

If the person is not listed in the org, select “Hire New Employee...”



I JOYCE: Jazzy Online Yellow Card Entry

Departments | Business Office | Human Resources | IT Help Desk | Reports | Instructions | Approved Job Descriptions

Departmental Queues

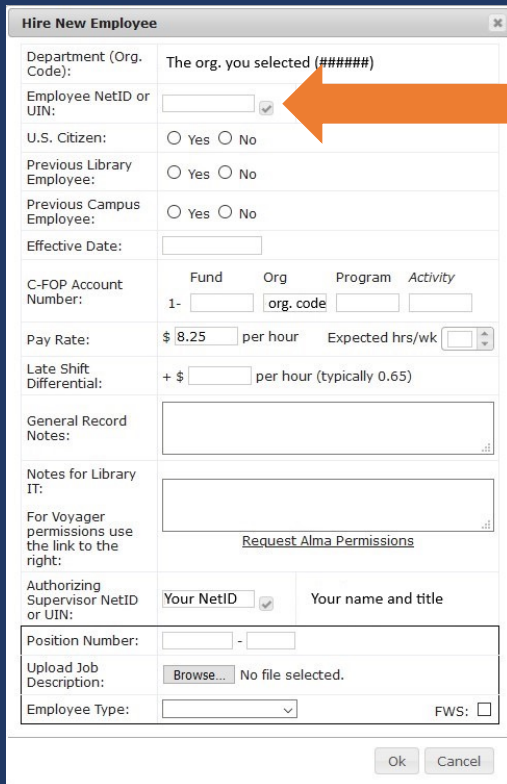
Department (Org. Code): [Hire New Employee...](#) [Edit Department List](#)

				Jobs						
Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	C-FOP Account Number (Position Number)	Pay Rate (+Late Shift Differential)	Effective Date	Notes	Authorizing Supervisor (Title)	Current Status	Job Actions

Database Connection: Data Source=mssql_prod1.library.illinois.edu;Initial Catalog=HourlyEmployees;Integrated Security=True
HR: , BC: , HD: , STF: , TST:

Step 4b

Enter the employee's NetID or UIN
If they are brand new to the U of I and do not have a NETID or UIN, please enter their first and last name in this box and add their email to the general record notes so they can be contacted.

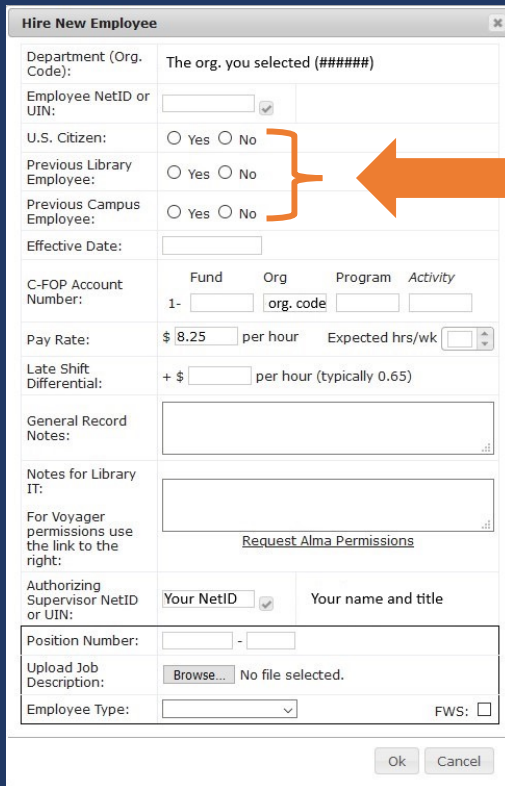


The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu showing "The org. you selected (#####)"; "Employee NetID or UIN:" with a text input field and a checked checkbox; "U.S. Citizen:" with "Yes" and "No" radio buttons; "Previous Library Employee:" with "Yes" and "No" radio buttons; "Previous Campus Employee:" with "Yes" and "No" radio buttons; "Effective Date:" with a date picker; "C-FOP Account Number:" with a table for Fund, Org, Program, and Activity; "Pay Rate:" with a value of \$ 8.25 per hour and an "Expected hrs/wk" spinner; "Late Shift Differential:" with a value of + \$ per hour; "General Record Notes:" with a large text area; "Notes for Library IT:" with a text area and a "Request Alma Permissions" link; "Authorizing Supervisor NetID or UIN:" with a dropdown menu showing "Your NetID" and a checked checkbox, and a "Your name and title" field; "Position Number:" with a dropdown menu; "Upload Job Description:" with a "Browse..." button and "No file selected."; and "Employee Type:" with a dropdown menu and an "FWS:" checkbox. At the bottom are "Ok" and "Cancel" buttons. An orange arrow points to the "Employee NetID or UIN" field.

Step 4b

Answer yes or no to the next three questions.

If you are unsure what the answer is, please contact the employee.



Hire New Employee

Department (Org. Code): The org. you selected (#####)

Employee NetID or UIN:

U.S. Citizen: Yes No

Previous Library Employee: Yes No

Previous Campus Employee: Yes No

Effective Date:

C-FOP Account Number: Fund 1- Org. code Program Activity

Pay Rate: \$ 8.25 per hour Expected hrs/wk

Late Shift Differential: + \$ per hour (typically 0.65)

General Record Notes:

Notes for Library IT:

For Voyager permissions use the link to the right: [Request Alma Permissions](#)

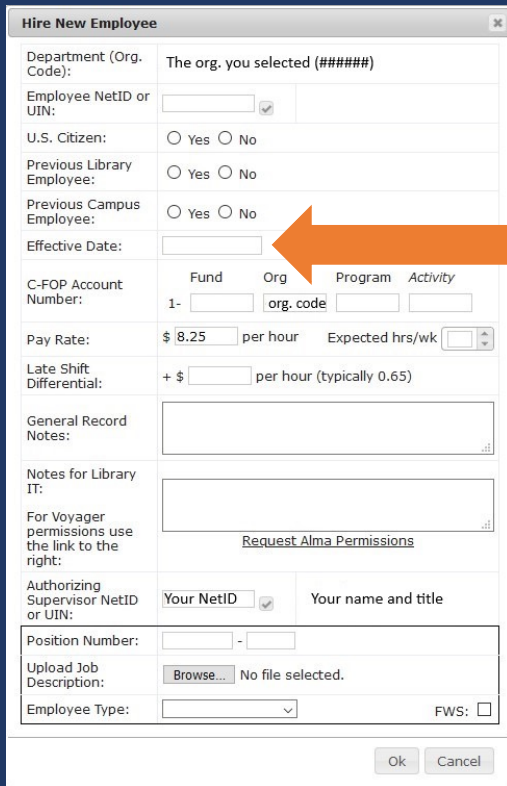
Authorizing Supervisor NetID or UIN: Your NetID Your name and title

Position Number: -

Upload Job Description: No file selected.

Employee Type: FWS:

Step 5: Effective Date

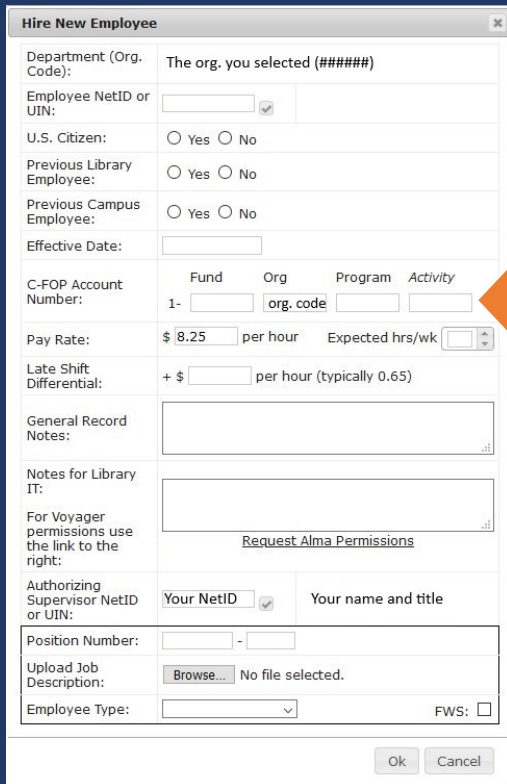


The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu showing "The org. you selected (#####)"; "Employee NetID or UIN:" with a text box and a checked checkbox; "U.S. Citizen:" with radio buttons for "Yes" and "No"; "Previous Library Employee:" with radio buttons for "Yes" and "No"; "Previous Campus Employee:" with radio buttons for "Yes" and "No"; "Effective Date:" with a text box and an orange arrow pointing to it from the right; "C-FOP Account Number:" with a table for "Fund", "Org", "Program", and "Activity"; "Pay Rate:" with a text box showing "\$ 8.25 per hour" and "Expected hrs/wk" with a spinner; "Late Shift Differential:" with a text box showing "+ \$ per hour (typically 0.65)"; "General Record Notes:" with a text area; "Notes for Library IT:" with a text area and a link "Request Alma Permissions"; "Authorizing Supervisor NetID or UIN:" with a dropdown menu showing "Your NetID" and a checked checkbox, and a text box for "Your name and title"; "Position Number:" with a text box; "Upload Job Description:" with a "Browse..." button and "No file selected."; "Employee Type:" with a dropdown menu and "FWS:" checkbox; and "Ok" and "Cancel" buttons at the bottom.

You must enter the enter the first day you would like the employee to begin working.

This may be changed to a later date by HR during the hiring process to stay in compliance with government and campus rules.

Step 6: C-FOP



The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu showing "The org. you selected (#####)"; "Employee NetID or UIN:" with a text input and a checked checkbox; "U.S. Citizen:", "Previous Library Employee:", and "Previous Campus Employee:" each with "Yes" and "No" radio buttons; "Effective Date:" with a date input; "C-FOP Account Number:" with a table structure for Fund, Org, Program, and Activity, where the "Org" column contains "org. code" and an orange arrow points to this field; "Pay Rate:" with a value of "\$ 8.25 per hour" and "Expected hrs/wk" with a spinner; "Late Shift Differential:" with a value of "+ \$ per hour (typically 0.65)"; "General Record Notes:" and "Notes for Library IT:" with text areas; "For Voyager permissions use the link to the right:" with a link "Request Alma Permissions"; "Authorizing Supervisor NetID or UIN:" with "Your NetID" and a checked checkbox, and "Your name and title" with a text input; "Position Number:" with a text input; "Upload Job Description:" with a "Browse..." button and "No file selected."; "Employee Type:" with a dropdown menu and "FWS:" with a checkbox; and "Ok" and "Cancel" buttons at the bottom.

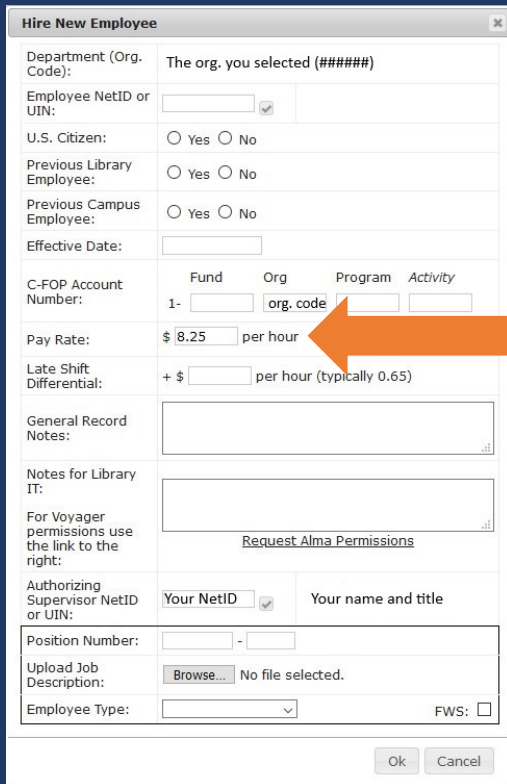
Enter the C-FOP account number. The org code will be filled-in automatically, make sure it is correct.

If you are unsure which C-FOP to use, please contact the Library Business Office at bhrsc@library.illinois.edu.

Step 7: Pay Rate

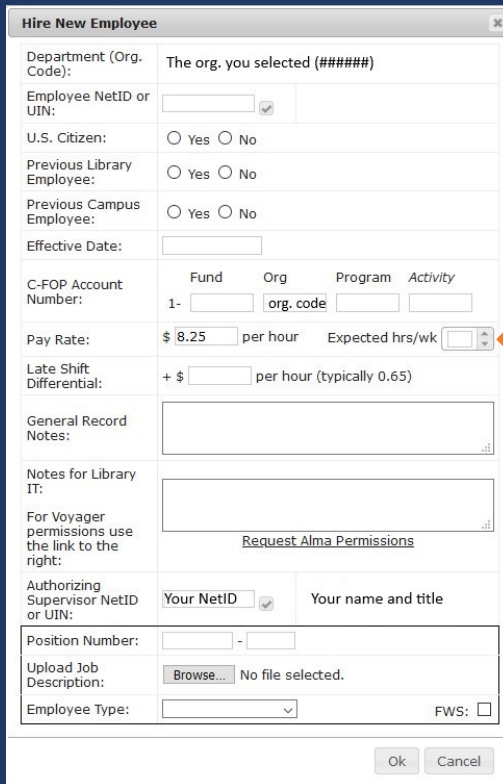
Replace the pay rate with the correct pay rate for the position.

Contact the Library Human Resources Hourly Employment Coordinator (information on the last slice) for current rates.



The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu showing "The org. you selected (#####)"; "Employee NetID or UIN:" with a text input and a checked checkbox; "U.S. Citizen:", "Previous Library Employee:", and "Previous Campus Employee:" each with "Yes" and "No" radio buttons; "Effective Date:" with a date input; "C-FOP Account Number:" with a dropdown menu showing "1-"; "Fund", "Org", "Program", and "Activity" with dropdown menus, where "Org" is set to "org. code"; "Pay Rate:" with a text input showing "\$ 8.25 per hour" and an orange arrow pointing to it; "Late Shift Differential:" with a text input showing "+ \$ per hour (typically 0.65)"; "General Record Notes:" with a text area; "Notes for Library IT:" with a text area and a link "Request Alma Permissions"; "For Voyager permissions use the link to the right:"; "Authorizing Supervisor NetID or UIN:" with a dropdown menu showing "Your NetID" and a checked checkbox, and a text input for "Your name and title"; "Position Number:" with a text input; "Upload Job Description:" with a "Browse..." button and "No file selected."; "Employee Type:" with a dropdown menu and "FWS:" checkbox; and "Ok" and "Cancel" buttons at the bottom.

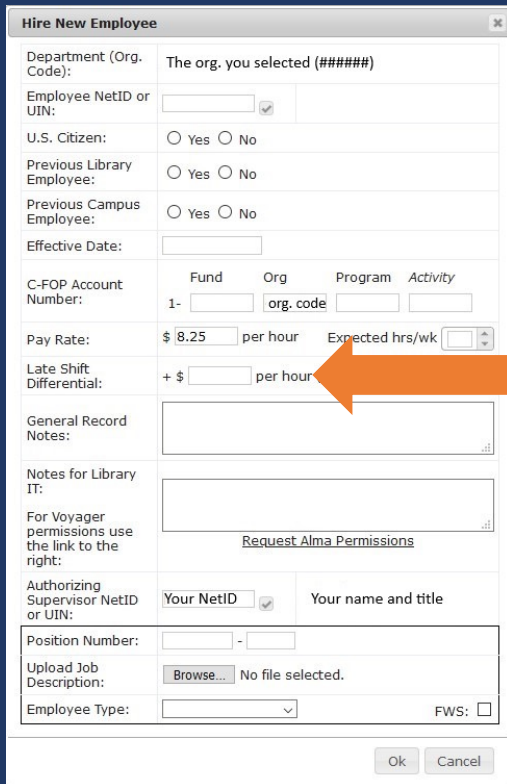
Step 8: Expected Hours



The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu; "Employee NetID or UIN:" with a text input and a checked checkbox; "U.S. Citizen:", "Previous Library Employee:", and "Previous Campus Employee:" each with "Yes" and "No" radio buttons; "Effective Date:" with a date input; "C-FOP Account Number:" with a table for "Fund", "Org", "Program", and "Activity"; "Pay Rate:" with a value of "\$ 8.25 per hour" and an "Expected hrs/wk" spinner control; "Late Shift Differential:" with a value of "+ \$ per hour (typically 0.65)"; "General Record Notes:" and "Notes for Library IT:" with text areas; "For Voyager permissions use the link to the right:" with a link labeled "Request Alma Permissions"; "Authorizing Supervisor NetID or UIN:" with a dropdown and "Your name and title" text; "Position Number:" with a text input; "Upload Job Description:" with a "Browse..." button and "No file selected." text; and "Employee Type:" with a dropdown menu and an "FWS:" checkbox. At the bottom are "Ok" and "Cancel" buttons. An orange arrow points to the "Expected hrs/wk" spinner control.

Enter the expected number of hours the employee will be working each week. If their schedule has not been determined yet, please provide your best guess.

Step 9: Late Shift Differential



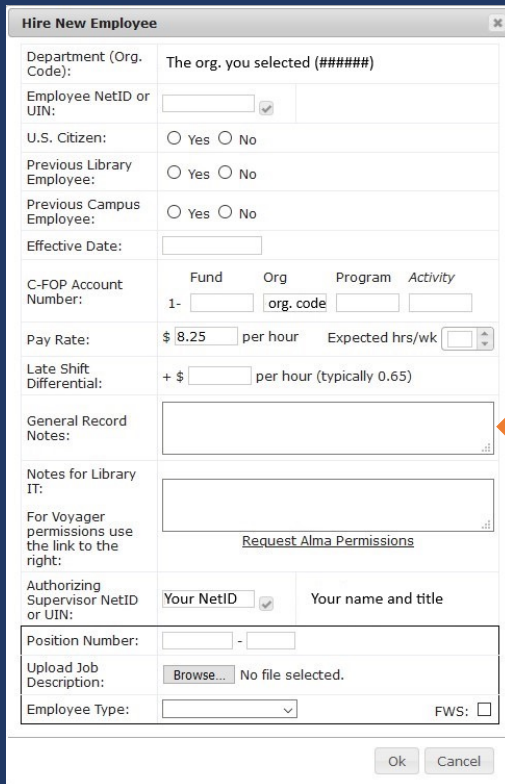
The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu; "Employee NetID or UIN:" with a text box and a checked checkbox; "U.S. Citizen:", "Previous Library Employee:", and "Previous Campus Employee:" each with "Yes" and "No" radio buttons; "Effective Date:" with a date picker; "C-FOP Account Number:" with a table for Fund, Org, Program, and Activity; "Pay Rate:" with a text box containing "\$ 8.25 per hour" and an "Expected hrs/wk" spinner; "Late Shift Differential:" with a text box containing "+ \$ per hour" and an orange arrow pointing to it; "General Record Notes:" with a text area; "Notes for Library IT:" with a text area and a link "Request Alma Permissions"; "Authorizing Supervisor NetID or UIN:" with a dropdown and "Your name and title"; "Position Number:" with a text box; "Upload Job Description:" with a "Browse..." button and "No file selected."; and "Employee Type:" with a dropdown and "FWS:" checkbox. At the bottom are "Ok" and "Cancel" buttons.

The late shift differential box should be left blank.

If a late shift differential is needed, request the regular pay rate/position then add a separate job for their late shift pay rate/position.

Step 10: General Record Notes

Enter notes if there is anything you would like the Library Business Office or Library Human Resources to know.



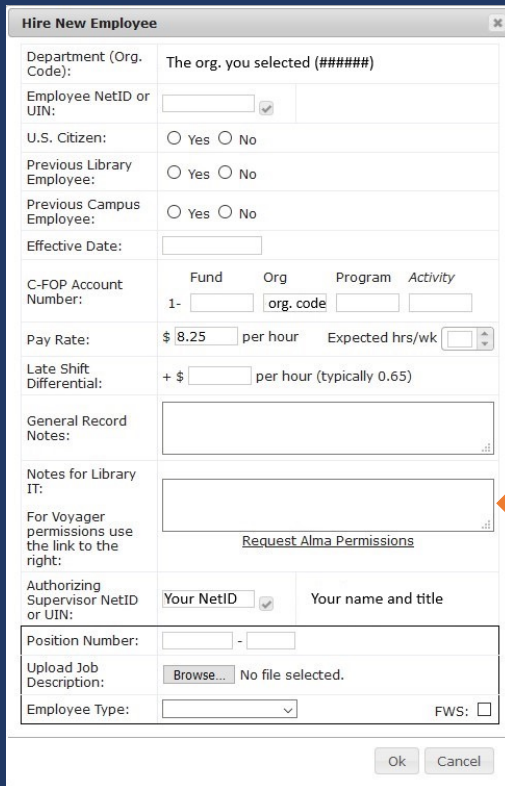
The screenshot shows a web form titled "Hire New Employee" with the following fields and options:

- Department (Org. Code): The org. you selected (#####)
- Employee NetID or UIN:
- U.S. Citizen: Yes No
- Previous Library Employee: Yes No
- Previous Campus Employee: Yes No
- Effective Date:
- C-FOP Account Number: Fund 1- Org. code Program Activity
- Pay Rate: \$ 8.25 per hour Expected hrs/wk
- Late Shift Differential: + \$ per hour (typically 0.65)
- General Record Notes: (highlighted with an orange arrow)
- Notes for Library IT: [Request Alma Permissions](#)
- For Voyager permissions use the link to the right:
- Authorizing Supervisor NetID or UIN: Your NetID Your name and title
- Position Number: -
- Upload Job Description: No file selected.
- Employee Type: FWS:

Buttons:

Step 11: Notes for Library IT

Enter notes for IT. This is where you let IT know what your employee will need permissions/access to. Be as descriptive as possible.



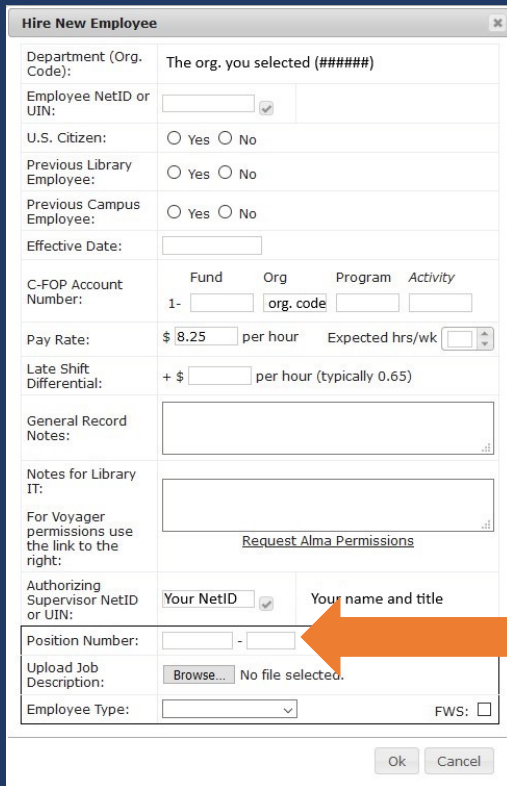
The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- Department (Org. Code):** The org. you selected (#####)
- Employee NetID or UIN:** A text input field with a checkmark icon.
- U.S. Citizen:** Radio buttons for Yes and No.
- Previous Library Employee:** Radio buttons for Yes and No.
- Previous Campus Employee:** Radio buttons for Yes and No.
- Effective Date:** A date input field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The first row shows "1-" followed by "org. code" and two empty fields.
- Pay Rate:** \$ 8.25 per hour. Expected hrs/wk: [input field]
- Late Shift Differential:** + \$ [input field] per hour (typically 0.65)
- General Record Notes:** A large text area.
- Notes for Library IT:** A large text area with a link "Request Alma Permissions" below it. An orange arrow points to this field.
- For Voyager permissions use the link to the right:** A text area.
- Authorizing Supervisor NetID or UIN:** "Your NetID" (checked) and "Your name and title" (input field).
- Position Number:** [input field] - [input field]
- Upload Job Description:** "Browse..." button and "No file selected."
- Employee Type:** A dropdown menu and "FWS:

At the bottom of the form are "Ok" and "Cancel" buttons.

Step 12: Position Number

Library Human Resources will enter the position number. Please leave this blank.



The screenshot shows a web form titled "Hire New Employee". The form contains several sections with input fields and checkboxes. An orange arrow points to the "Position Number" field, which is currently blank. The form includes fields for Department (Org. Code), Employee NetID or UIN, U.S. Citizen status, Previous Library Employee status, Previous Campus Employee status, Effective Date, C-FOP Account Number (with Fund, Org, Program, and Activity sub-fields), Pay Rate, Late Shift Differential, General Record Notes, Notes for Library IT, Authorizing Supervisor NetID or UIN, and Employee Type. The "Position Number" field is located below the "Authorizing Supervisor NetID or UIN" field and is currently empty.

Department (Org. Code):	The org. you selected (#####)			
Employee NetID or UIN:	<input type="text"/>	<input checked="" type="checkbox"/>		
U.S. Citizen:	<input type="radio"/> Yes <input type="radio"/> No			
Previous Library Employee:	<input type="radio"/> Yes <input type="radio"/> No			
Previous Campus Employee:	<input type="radio"/> Yes <input type="radio"/> No			
Effective Date:	<input type="text"/>			
C-FOP Account Number:	Fund	Org	Program	Activity
	1- <input type="text"/>	org. code <input type="text"/>	<input type="text"/>	<input type="text"/>
Pay Rate:	\$ 8.25	per hour	Expected hrs/wk	<input type="text"/>
Late Shift Differential:	+ \$ <input type="text"/> per hour (typically 0.65)			
General Record Notes:	<input type="text"/>			
Notes for Library IT:	<input type="text"/>			
For Voyager permissions use the link to the right:	Request Alma Permissions			
Authorizing Supervisor NetID or UIN:	Your NetID <input checked="" type="checkbox"/>	Your name and title		
Position Number:	<input type="text"/>	-	<input type="text"/>	
Upload Job Description:	<input type="button" value="Browse..."/>	No file selected.		
Employee Type:	<input type="text"/>	FWS: <input type="checkbox"/>		

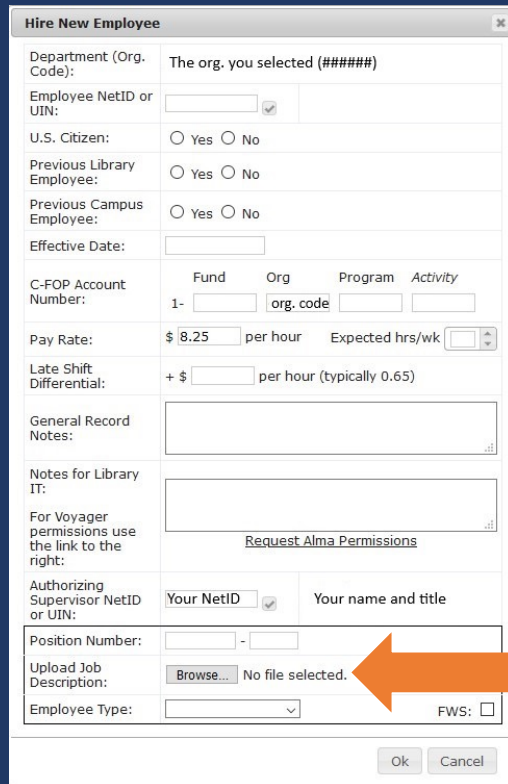
Ok Cancel

Step 13: Upload Job Description

Upload a job description.

Job descriptions must be uploaded for Graduate Hourly, Extra Help, and Academic Hourly positions.

Library Human Resources will contact you if a needed job description is not uploaded.



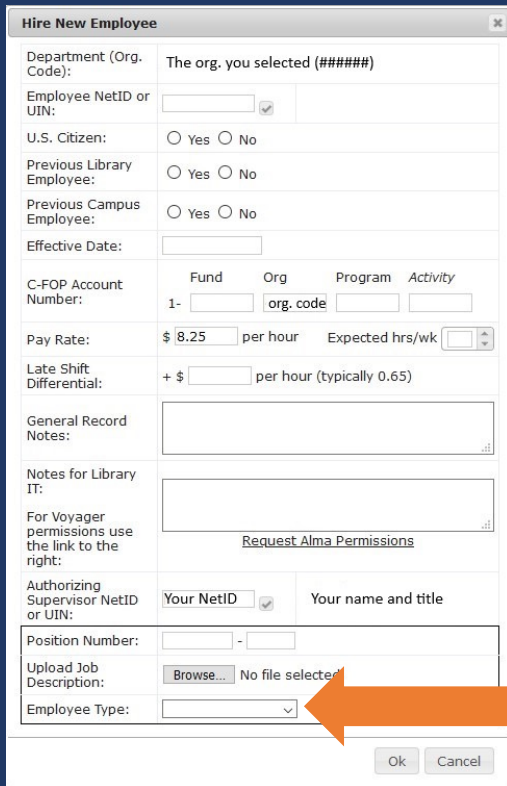
The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- Department (Org. Code):** A dropdown menu with the selected value "The org. you selected (#####)".
- Employee NetID or UIN:** A text input field with a checkmark icon.
- U.S. Citizen:** Radio buttons for "Yes" and "No".
- Previous Library Employee:** Radio buttons for "Yes" and "No".
- Previous Campus Employee:** Radio buttons for "Yes" and "No".
- Effective Date:** A date input field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The "Org" column contains "org. code".
- Pay Rate:** "\$ 8.25 per hour" and "Expected hrs/wk" with a spinner.
- Late Shift Differential:** "+ \$ per hour (typically 0.65)".
- General Record Notes:** A large text area.
- Notes for Library IT:** A large text area with a link "Request Alma Permissions".
- For Voyager permissions use the link to the right:** A link to "Request Alma Permissions".
- Authorizing Supervisor NetID or UIN:** A dropdown menu with "Your NetID" selected and a text input field for "Your name and title".
- Position Number:** A text input field.
- Upload Job Description:** A "Browse..." button and the text "No file selected." An orange arrow points to this field.
- Employee Type:** A dropdown menu.
- FWS:** A checkbox.

At the bottom of the form are "Ok" and "Cancel" buttons.

Step 14: Employee Type

Select the employee type for the position.



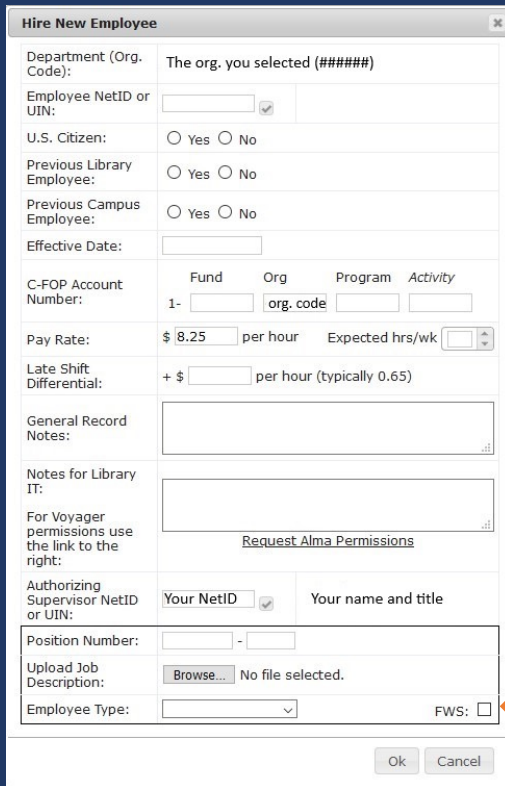
The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- Department (Org. Code):** A text field with the value "The org. you selected (#####)".
- Employee NetID or UIN:** A text field with a checkmark icon.
- U.S. Citizen:** Radio buttons for "Yes" and "No".
- Previous Library Employee:** Radio buttons for "Yes" and "No".
- Previous Campus Employee:** Radio buttons for "Yes" and "No".
- Effective Date:** A date selection field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The "Org" column contains "org. code".
- Pay Rate:** A field showing "\$ 8.25 per hour" and "Expected hrs/wk" with a spinner.
- Late Shift Differential:** A field showing "+ \$ per hour (typically 0.65)".
- General Record Notes:** A large text area.
- Notes for Library IT:** A text area with a link "Request Alma Permissions".
- For Voyager permissions use the link to the right:** A text area.
- Authorizing Supervisor NetID or UIN:** A field with "Your NetID" and a checkmark, and a field for "Your name and title".
- Position Number:** A field with a hyphen separator.
- Upload Job Description:** A "Browse..." button and the text "No file selected".
- Employee Type:** A dropdown menu, which is highlighted by a large orange arrow.

At the bottom of the form are "Ok" and "Cancel" buttons.

Step 15: Federal Work Study

If the employee will be hired on federal work study (FWS) funds, please check this box.

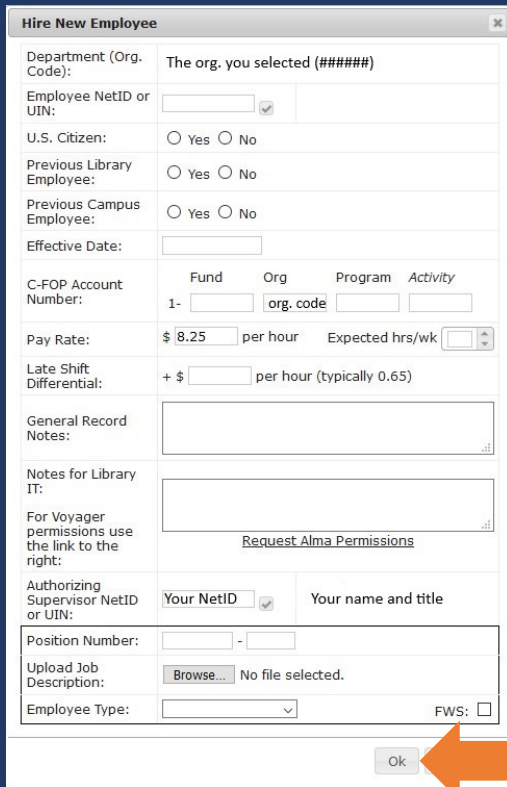


The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- Department (Org. Code):** A dropdown menu with the selected value "The org. you selected (#####)".
- Employee NetID or UIN:** A text input field with a checkmark icon to its right.
- U.S. Citizen:** Radio buttons for "Yes" and "No".
- Previous Library Employee:** Radio buttons for "Yes" and "No".
- Previous Campus Employee:** Radio buttons for "Yes" and "No".
- Effective Date:** A date selection field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The "Fund" column contains "1-".
- Pay Rate:** A field showing "\$ 8.25 per hour" and "Expected hrs/wk" with a spinner.
- Late Shift Differential:** A field showing "+ \$ per hour (typically 0.65)".
- General Record Notes:** A large text area.
- Notes for Library IT:** A text area with a link "Request Alma Permissions".
- For Voyager permissions use the link to the right:** A text area.
- Authorizing Supervisor NetID or UIN:** A dropdown menu with "Your NetID" selected and a checkmark icon.
- Your name and title:** A text input field.
- Position Number:** A field with a hyphen separator.
- Upload Job Description:** A "Browse..." button and the text "No file selected."
- Employee Type:** A dropdown menu and a checkbox labeled "FWS".

An orange arrow points to the "FWS" checkbox, which is currently unchecked.

Step 16: Submit the Request



The screenshot shows a web form titled "Hire New Employee". The form contains several sections with input fields and checkboxes:

- Department (Org. Code):** The org. you selected (#####)
- Employee NetID or UIN:** A text input field with a checkmark icon.
- U.S. Citizen:** Radio buttons for Yes and No.
- Previous Library Employee:** Radio buttons for Yes and No.
- Previous Campus Employee:** Radio buttons for Yes and No.
- Effective Date:** A date input field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The Fund column contains "1-" and the Org column contains "org. code".
- Pay Rate:** \$ 8.25 per hour. Expected hrs/wk is a spinner box.
- Late Shift Differential:** + \$ per hour (typically 0.65).
- General Record Notes:** A large text area.
- Notes for Library IT:** A large text area with a link "Request Alma Permissions".
- For Voyager permissions use the link to the right:** A link to "Request Alma Permissions".
- Authorizing Supervisor NetID or UIN:** A dropdown menu with "Your NetID" selected and a checkmark icon. Next to it is a text input field for "Your name and title".
- Position Number:** A text input field with a hyphen separator.
- Upload Job Description:** A "Browse..." button and the text "No file selected."
- Employee Type:** A dropdown menu and a checkbox for "FWS".

An orange arrow points to the "Ok" button at the bottom right of the form.

Click Ok to submit the request. If you do not receive a warning message, the request has been submitted.

If a warning message appears please view the next slide.

Warning Messages

• Warning: The Effective Date for this change has already passed.

• Warning: FWS is checked, but the department org code is not for an FWS account.

• Warning: Would exceed 40 hrs/wk. Employee already has up to 40 hrs/wk at 3 jobs across 3 departments.

• Warning: Incorrect employee type: Grad. Assisant. The value should be one of these: Extra Help, Acad./Grad. Hourly, Student

• Warning: The C-FOP Org. Code does not match the Org. Code of the hiring department.



Override Warnings

Check that the information you entered is correct. If it is, click the box next to Override Warnings and make sure the job description is still uploaded (if you uploaded one). Click Ok again.

Contact the Library HR Hourly Employment Coordinator (information on last slide) if you are not sure about overriding a warning.

Approval

Important: New positions **must not** start until the supervisor identified in JOYCE has received an automated email from HourlyEmpHR@library.illinois.edu stating that the position has been approved. Once the supervisor has received this email, the employee is cleared to start working as soon as the effective date on the Library Hourly Employment Record in the email.

Questions?

Please contact the Library Human Resources Hourly Employment Coordinator (currently Hanna Lafond-Hyman hannal@illinois.edu) if you have any questions about JOYCE or hourly employment.