

JOYCE

# How to Edit 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**

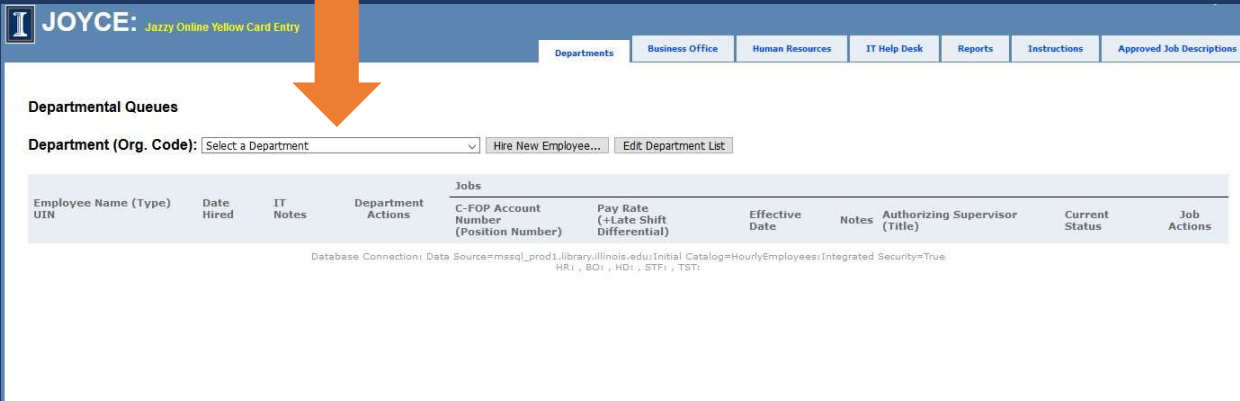
Department (Org. Code):  Hire New Employee... Edit Department List

Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	Jobs						
				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 ; 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 editing a position for



**JOYCE: Jazzy Online Yellow Card Entry**

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

**Departmental Queues**

Department (Org. Code):

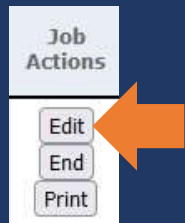
Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	Jobs						
				C-FOP Account Number (Position Number)	Pay Rate (+Late Shift Differential)	Effective Date	Notes	Authorizing Supervisor (Title)	Current Status	Job Actions

Database Connection: Data Source=mssql\_prod1.library.illinois.edu;Initial Catalog=HourlyEmployees;Integrated Security=True  
HR ; BO ; HD ; ST ; TST

## Step 4: Find the employee

Find the employee in the list for the org.  
code/department

# Step 5: Click Edit



Click Edit on the right side of the position you would like to make a change to.



## Step 6: Make the Necessary Change(s)

- a. C-FOP
- b. Pay rate
- c. Expected hours per week
- d. Supervisor
- e. E-Class

# Step 6a: C-FOP

Override Warnings

Department (Org. Code):

Employee NetID or UIN:

Effective Date:

C-FOP Account Number:

Fund	Org	Program	Activity
1-	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pay Rate: \$  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:

Position Number:  -

Upload Job Description:  No file selected.

Employee Type:  FWS:

Change the effective date to the first day the new C-FOP should be used.

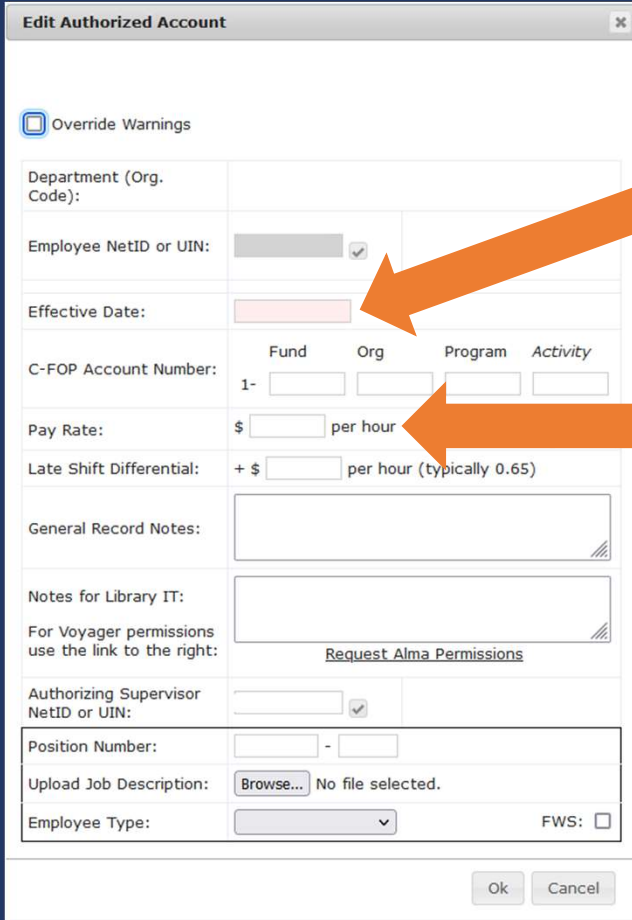
Update the C-FOP.

If you need to change the C-FOP from non-Federal Work Study (FWS) account to a FWS account please end the non-FWS position and add a FWS position.

If you need to change the C-FOP from a FWS account to a non-FWS account please end the FWS position and add a non-FWS position.



# Step 6b: Pay Rate



The screenshot shows a web form titled "Edit Authorized Account". At the top left, there is a checkbox labeled "Override Warnings". Below this, the form is organized into several sections:

- Department (Org. Code):** A text input field.
- Employee NetID or UIN:** A text input field with a checkmark icon to its right.
- Effective Date:** A date selection field, highlighted with an orange arrow.
- C-FOP Account Number:** A section with a table structure. The first row has headers: "Fund", "Org", "Program", and "Activity". The second row has a "1-" followed by four empty input boxes.
- Pay Rate:** A text input field showing "\$" followed by an empty box and "per hour", highlighted with an orange arrow.
- Late Shift Differential:** A text input field showing "+ \$" followed by an empty box and "per hour (typically 0.65)".
- General Record Notes:** A large text area with a diagonal slash icon in the bottom right corner.
- Notes for Library IT:** A text area with a diagonal slash icon in the bottom right corner. Below it is a link: [Request Alma Permissions](#).
- Authorizing Supervisor NetID or UIN:** A text input field with a checkmark icon to its right.
- Position Number:** A text input field with a hyphen and an empty box.
- Upload Job Description:** A section with a "Browse..." button and the text "No file selected."
- Employee Type:** A dropdown menu.
- FWS:** A checkbox.

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

Change the effective date to the first day the new rate should be used.

Update the pay rate.

If the pay is increasing and it is not due to a minimum wage increase, we will need an updated job description and justification for the increase.

# Step 6c: Expected Hours Per Week

**Edit Authorized Account**

Override Warnings

Department (Org. Code):

Employee NetID or UIN:

Effective Date:

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

Pay Rate: \$  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:

Position Number:  -

Upload Job Description:  No file selected.

Employee Type:  FWS:

Change the effective date to the first day that the number of expected hours changed.

Update the expected hrs/week.

# Step 6d: Supervisor

Override Warnings

Department (Org. Code):

Employee NetID or UIN:

Effective Date:

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

Pay Rate: \$  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:

Position Number:  -

Upload Job Description:  No file selected.

Employee Type:  FWS:

Change the effective date to the day the supervisor changed.

Enter the NetID or UIN of the new supervisor. Click the gray checkmark. The new supervisor's name and job title should replace the current supervisor's information.

## Step 6e: E-Class

E-class changes should not be processed as an edit. Please request a position with the new E-Class then end the employee's current position. If you end all of an employee's positions first, JOYCE might not allow you to request a new position.

# Step 7: General Record Notes

**Edit Authorized Account**

Override Warnings

Department (Org. Code):

Employee NetID or UIN:

Effective Date:

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

Pay Rate: \$  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:

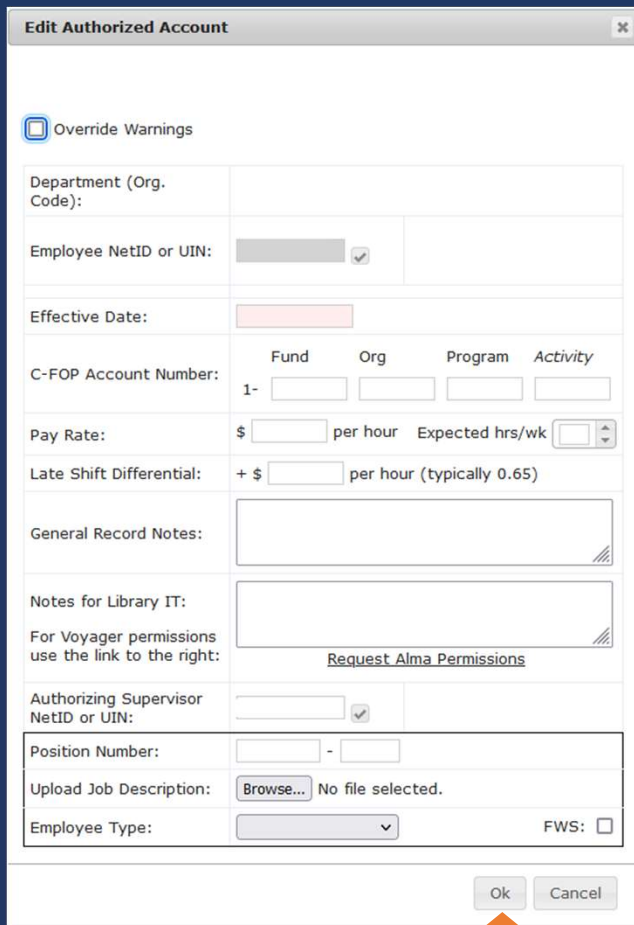
Position Number:  -

Upload Job Description:  No file selected.

Employee Type:  FWS:

Give a short explanation of what is being changed and why it is being changed.

# Step 8: Submit the Request



The screenshot shows a dialog box titled "Edit Authorized Account" with the following fields and controls:

- Override Warnings
- Department (Org. Code): [Empty]
- Employee NetID or UIN: [Redacted]
- Effective Date: [Redacted]
- C-FOP Account Number: Fund [Empty] Org [Empty] Program [Empty] Activity [Empty]
- Pay Rate: \$ [Empty] per hour Expected hrs/wk [Empty]
- Late Shift Differential: + \$ [Empty] per hour (typically 0.65)
- General Record Notes: [Empty]
- Notes for Library IT: [Empty] [Request Alma Permissions](#)
- Authorizing Supervisor NetID or UIN: [Redacted]
- Position Number: [Empty] - [Empty]
- Upload Job Description:  No file selected.
- Employee Type: [Dropdown] FWS:
- 

An orange arrow points to the "Ok" button.

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

Check that the information you entered is correct. If it is, click the box next to Override Warnings and click Ok again.

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

• 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.



# Questions?

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