

Notification that a new employee is working in another department

To: Business-Serv List

From: Budget Division

Date: August 25, 2015

Subject: Notification that a new employee is working in another department

The Business Services Advisory Group (BSAG) and the Departmental Financial Systems have identified improvements for allowing a department to be notified if employees are working in multiple departments. Users will now be notified when submitting an electronic personnel document via WebDFS. The system will notify the user on the "Personnel Document Header" if an employee is currently located in another campus area. All pay types now have a message that gives the position, employment dates, percent time, job class, and position title of their current assignments. All messages are "Warnings" only, meaning that processing of the document will not be stopped if an employee is working in another department. The information for the hourly warning is collected from the Assignment Segment located in the HR/Payroll system.

If you have questions or need additional information, please contact the Budget Division at budgets@uga.edu or (706) 542-2802.