

I-SUITE

4.2 –ITS: ENTERING AND EDITING PERSONNEL INFORMATION

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Edit personnel data simulating the integrated environment.
2. Add personnel data simulating the stand-alone environment.
3. Understand how changes affect other I-Suite applications.

I. INTRODUCTION:

- A. Edit personnel data from the training database.
- B. Add a person to simulate the stand-alone environment.
- C. Review data ownership issues in the integrated vs. stand-alone environments.

II. EXERCISES

- A. To edit personnel data.
 1. On the **Personnel Add/Edit** screen, click the **Edit/Lookup** tab.
 2. Click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.
 3. Complete the following information:
 - a. Social Security Number.
 - b. Account Code.
 - c. AD/Fed/Other.
 - e. Personnel Mailing Address information.
 4. On the **Payment Information** tab, complete the following information as appropriate:
 - a. Initial Employment.
 - b. Return Travel.
 - c. Point of Hire.
 - d. Area.
 - e. Class.
 - f. Current Rate.
 5. Click the **Personnel Mailing Address** tab, and then complete the appropriate information.
 6. To save your changes, click **Save**.

- B. To add a person to simulate the stand-alone environment.
1. On the **Personnel Add/Edit** screen, click the **Add** tab.
 2. Complete the personnel information as appropriate:
 - a. Request Number.
 - b. First Name.
 - c. Last Name.
 - d. Social Security Number.
 - e. Account Code.
 - f. Kind/Position.
 - g. Status.
 - h. AD/Fed/Other
 - i. Contracted Resource.
 - j. Agency
 - k. Remarks.
 3. Complete the **Payment Information** tab as appropriate.
 4. Click the **Personnel Mailing Address** tab, and then complete the appropriate information.
 5. To save your changes, click **Save**.
- C. Review data ownership issues.
1. In the integrated environment.
 - a. ITS data is entered by check-in (IRSS) personnel.
 - b. You must enter/select additional personnel information, including SSN, Account Code, AD/Fed/Other, payment information, and mailing information to produce the pay documents.
 2. In the stand-alone environment, you must enter and track all of your personnel information.