

JOYCE

How to Request a Position

Last Revised: 9/27/2024

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

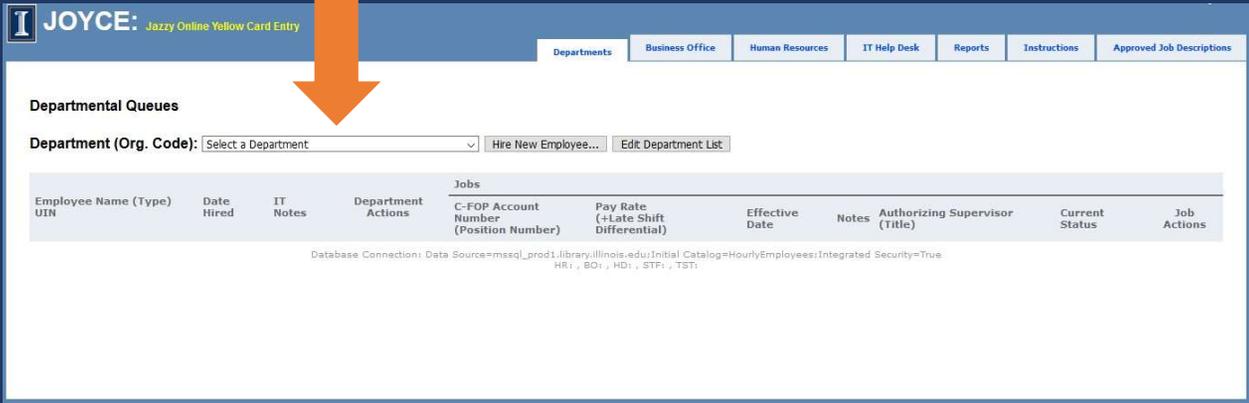
Department (Org. Code): Hire New Employee... Edit Department List

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 ; BQ ; HD ; STF ; 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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Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	Jobs						
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Database Connection: Data Source=mssql_prod1.library.illinois.edu;Initial Catalog=HourlyEmployees;Integrated Security=True
HR ; BO ; 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 following tabs: Departments, Business Office, Human Resources, IT Help Desk, Reports, Instructions, and Approved Job Descriptions. Below the navigation bar, the page title is "Departmental Queues". Underneath, 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". The main content area is a table with the following columns: 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, and Job Actions. The "Jobs" column is expanded, showing a table with an "Add Job" button and an "End All Jobs" button. 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...”



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Departmental Queues

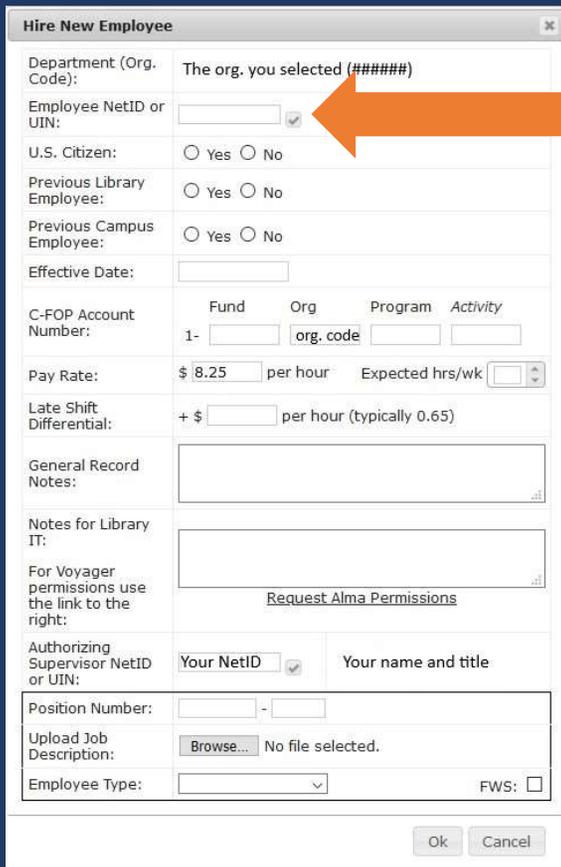
Department (Org. Code): The org. you selected (#####)

Employee Information				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: , BO: , HD: , ST: , 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 for data entry:

- Department (Org. Code):** A dropdown menu with the text "The org. you selected (#####)".
- Employee NetID or UIN:** A text input field with a checkmark icon to its right. An orange arrow points to this field.
- 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:** 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 with a "Request Alma Permissions" link below it.
- Notes for Library IT:** A text area with a "Request Alma Permissions" link below it.
- 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 and a spinner.
- Upload Job Description:** A "Browse..." button and the text "No file selected."
- Employee Type:** A dropdown menu.
- FWS:** A checkbox.

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

Step 4b

Answer yes or no to the next three questions.

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



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

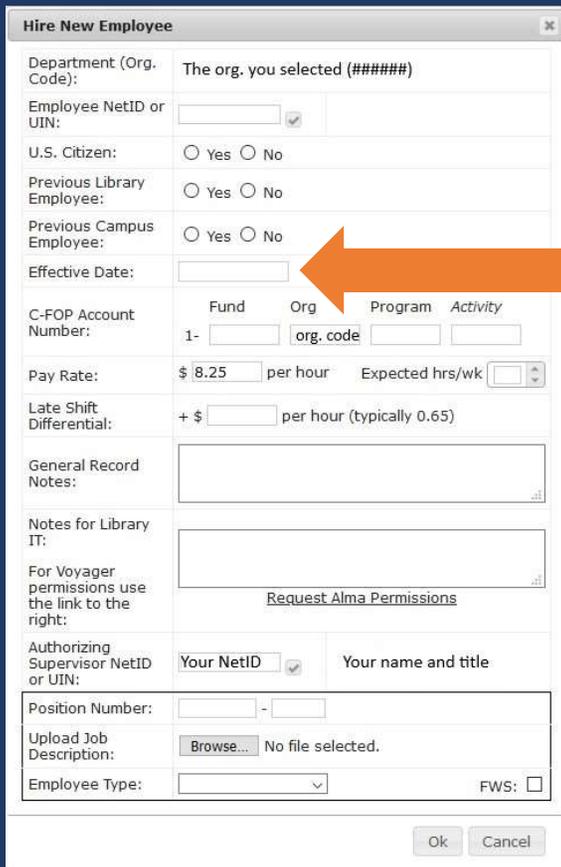
- Department (Org. Code):** The org. you selected (#####)
- Employee NetID or UIN:** [input field]
- U.S. Citizen:** Yes No
- Previous Library Employee:** Yes No
- Previous Campus Employee:** Yes No
- Effective Date:** [input field]
- C-FOP Account Number:** Fund: 1- [input field] Org: org. code [input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

An orange arrow points from the right towards the three radio button questions (U.S. Citizen, Previous Library Employee, and Previous Campus Employee), which are grouped by a bracket.

Step 5: Effective Date

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.

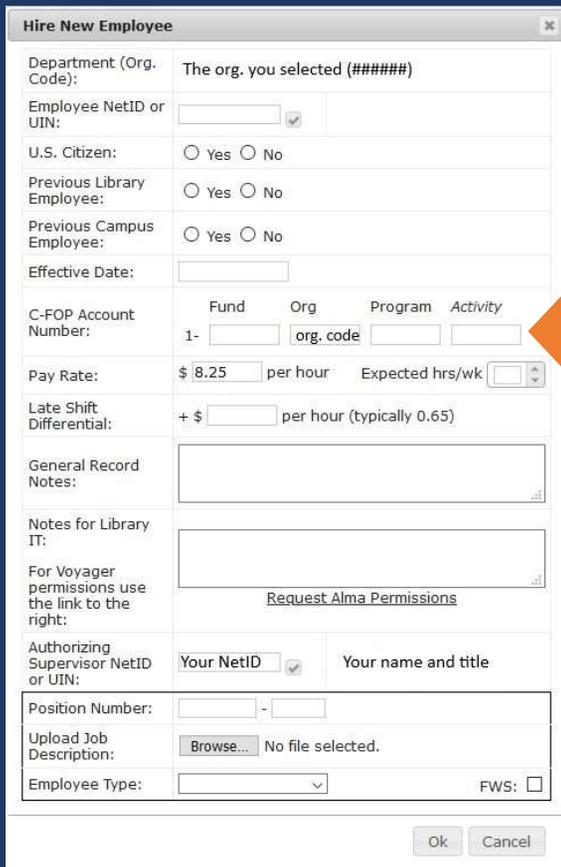


The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu showing "The org. you selected (#####)"; "Employee NetID or UIN:" with a text input and a checkmark; "U.S. Citizen:" with radio buttons for "Yes" and "No"; "Previous Library Employee:" with radio buttons for "Yes" and "No"; "Previous Campus Employee:" with radio buttons for "Yes" and "No"; "Effective Date:" with a text input field, which is highlighted by an orange arrow; "C-FOP Account Number:" with a table for "Fund", "Org", "Program", and "Activity"; "Pay Rate:" with a text input showing "\$ 8.25 per hour" and a dropdown for "Expected hrs/wk"; "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"; "Authorizing Supervisor NetID or UIN:" with a dropdown showing "Your NetID" 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 a checkbox for "FWS"; and "Ok" and "Cancel" buttons at the bottom.

Step 6: C-FOP

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.

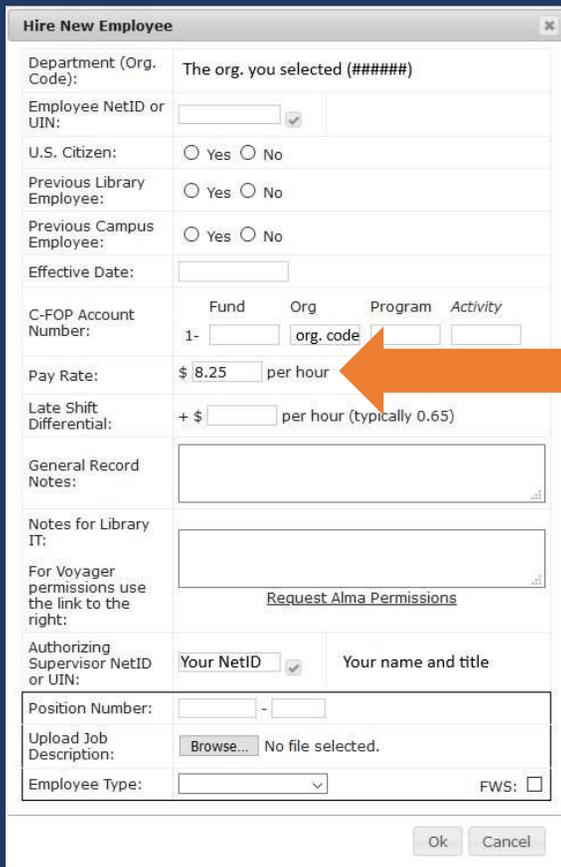


The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu showing "The org. you selected (#####)"; "Employee NetID or UIN:" with a text input and a checkmark; "U.S. Citizen:", "Previous Library Employee:", and "Previous 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". The "Fund" column has a value of "1-". The "Org" column has a dropdown menu with "org. code" selected. An orange arrow points to this dropdown. Below this are "Pay Rate:" (\$ 8.25 per hour), "Late Shift Differential:" (+ \$ per hour), "General Record Notes:", "Notes for Library IT:" with a "Request Alma Permissions" link, "Authorizing Supervisor NetID or UIN:" with "Your NetID" selected and "Your name and title" text, "Position Number:", "Upload Job Description:" with a "Browse..." button and "No file selected.", and "Employee Type:" with a dropdown menu and an "FWS:" checkbox. "Ok" and "Cancel" buttons are at the bottom.

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 slide) for current rates.



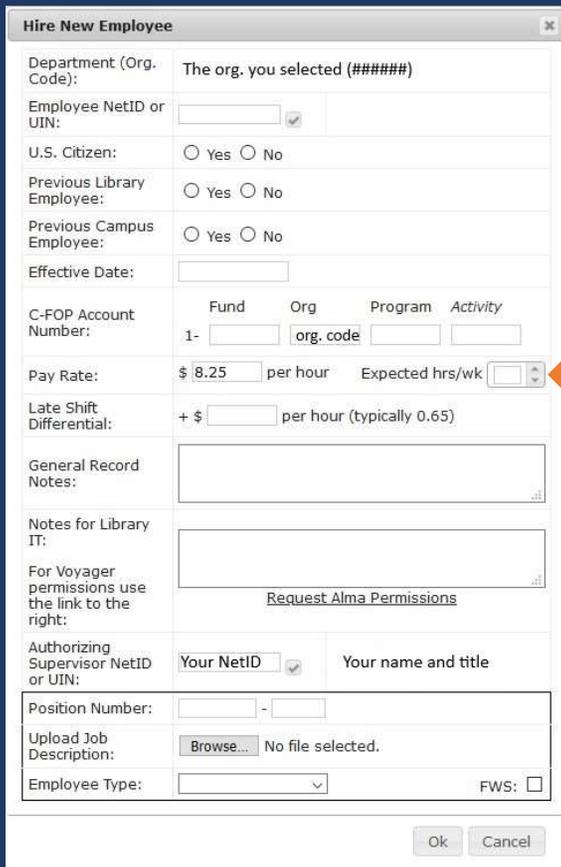
The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- 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 Fund column contains "1-". The Org column contains "org. code".
- Pay Rate:** A text input field containing "\$ 8.25 per hour". An orange arrow points to this field.
- Late Shift Differential:** A text input field containing "+ \$ 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 text area.
- Authorizing Supervisor NetID or UIN:** A text input field containing "Your NetID" with a checkmark icon.
- Your name and title:** A text input field.
- Position Number:** A text input field.
- Upload Job Description:** A button "Browse..." and the text "No file selected."
- Employee Type:** A dropdown menu.
- FWS:** A checkbox.

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

Step 8: Expected Hours

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.

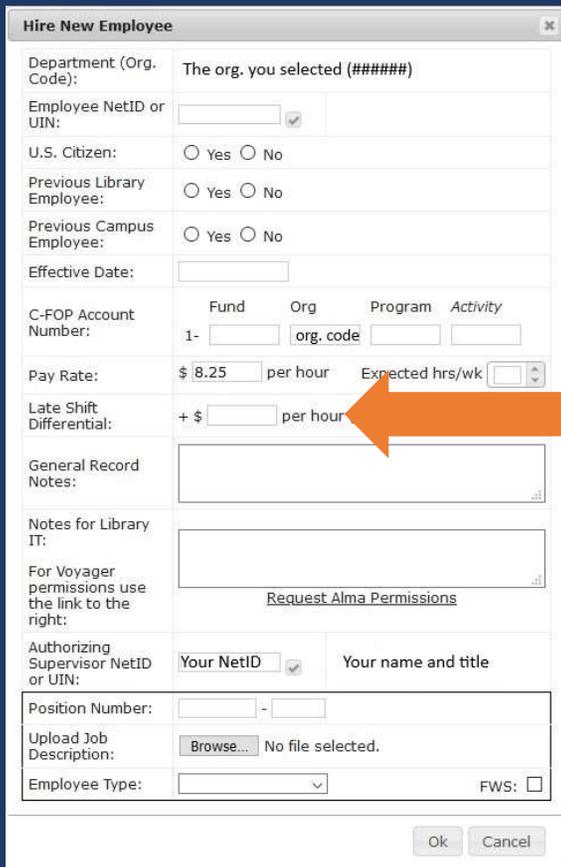


The screenshot shows a web form titled "Hire New Employee". The form contains several sections: "Department (Org. Code):" with a dropdown menu; "Employee NetID or UIN:" with a text box and a checkmark; "U.S. Citizen:", "Previous Library Employee:", and "Previous Campus Employee:" each with "Yes" and "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 a dropdown for "Expected hrs/wk" which is highlighted by an orange arrow; "Late Shift Differential:" with a text box containing "+ \$ per hour (typically 0.65)"; "General Record Notes:" and "Notes for Library IT:" with text areas; "Authorizing Supervisor NetID or UIN:" with a dropdown and "Your name and title" text; "Position Number:" with a text box; "Upload Job Description:" with a "Browse..." button and "No file selected." text; and "Employee Type:" with a dropdown and "FWS:" checkbox. At the bottom are "Ok" and "Cancel" buttons.

Step 9: Late Shift Differential

The late shift differential box should be left blank.

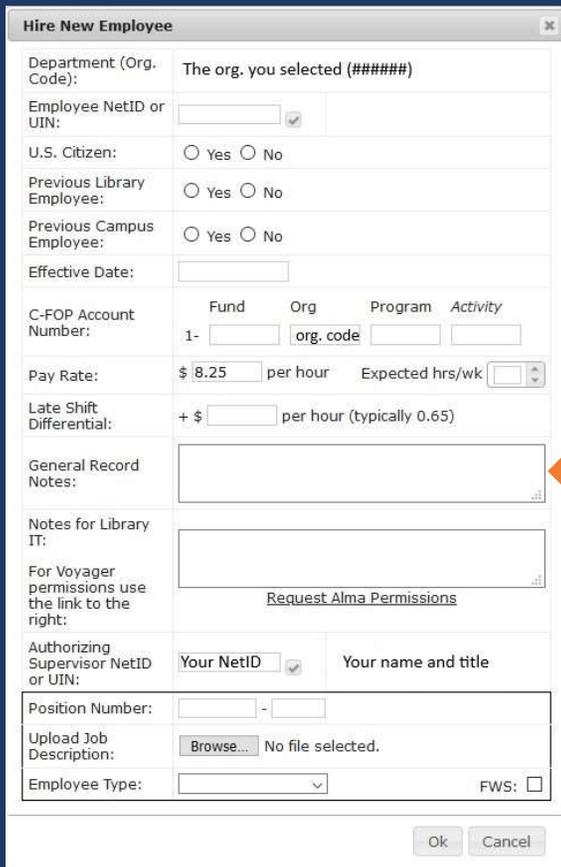
If a late shift differential is needed, request the regular pay rate/position then add a separate job for their late shift pay rate/position.



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 checkmark; "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 date picker; "C-FOP Account Number:" with a table for "Fund", "Org", "Program", and "Activity"; "Pay Rate:" with a text input showing "\$ 8.25 per hour" and a dropdown for "Expected hrs/wk"; "Late Shift Differential:" with a text input showing "+ \$ 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 for "Your NetID" 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 a checkbox for "FWS"; and "Ok" and "Cancel" buttons at the bottom.

Step 10: General Record Notes

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



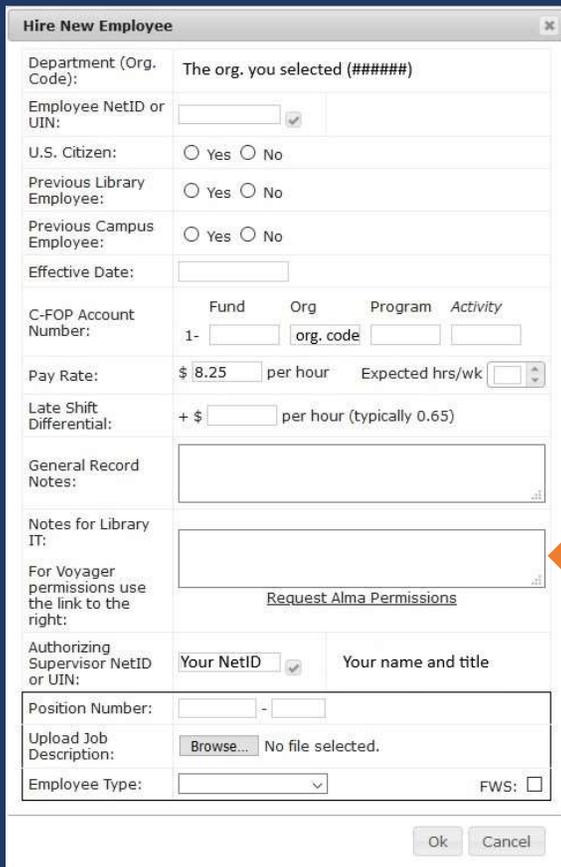
The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- 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 Fund column contains "1-".
- Pay Rate:** \$ 8.25 per hour. Expected hrs/wk is a dropdown menu.
- Late Shift Differential:** + \$ per hour (typically 0.65).
- General Record Notes:** A large text area with a scroll bar. An orange arrow points to this field.
- Notes for Library IT:** A text area with a scroll bar. Below it is a link: [Request Alma Permissions](#).
- Authorizing Supervisor NetID or UIN:** "Your NetID" with a checkmark icon and "Your name and title" with a text input field.
- 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".

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



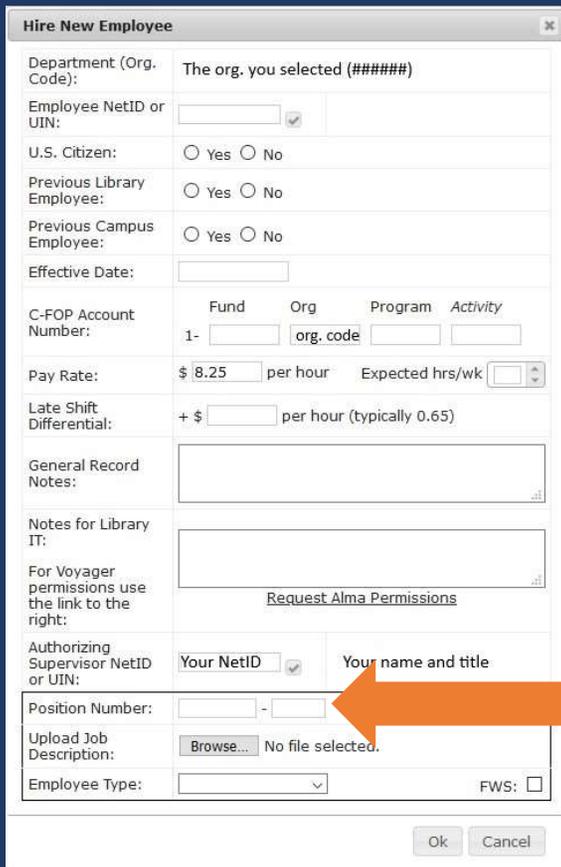
The screenshot shows a web form titled "Hire New Employee". The form contains several sections for data entry:

- Department (Org. Code):** 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 input field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The Fund column contains "1-".
- Pay Rate:** A text field showing "\$ 8.25 per hour" and a dropdown for "Expected hrs/wk".
- Late Shift Differential:** A text field showing "+ \$ 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.
- Authorizing Supervisor NetID or UIN:** A text field with "Your NetID" and a checkmark icon, and a text field for "Your name and title".
- Position Number:** A text field with a hyphen and another text field.
- Upload Job Description:** A button "Browse..." and the text "No file selected."
- Employee Type:** A dropdown menu and a checkbox for "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: "Department (Org. Code):" with a dropdown menu; "Employee NetID or UIN:" with a text input and a checkmark; "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 fields for Fund, Org, Program, and Activity; "Pay Rate:" with a dollar amount and "per hour" label, and "Expected hrs/wk" with a spinner; "Late Shift Differential:" with a plus sign, dollar amount, and "per hour" label; "General Record Notes:" and "Notes for Library IT:" with text areas; "Authorizing Supervisor NetID or UIN:" with a dropdown and "Your name and title" label; "Position Number:" with a text input and a dropdown menu, highlighted by an orange arrow; "Upload Job Description:" with a "Browse..." button and "No file selected." text; and "Employee Type:" with a dropdown menu and "FWS:" checkbox. "Ok" and "Cancel" buttons are at the bottom.

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.



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- Department (Org. Code):** 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 input field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The Fund column contains "1-".
- Pay Rate:** \$ 8.25 per hour. Expected hrs/wk is a dropdown menu.
- 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 field for "Your name and title".
- Position Number:** A text field with a hyphen and another text field.
- Upload Job Description:** A button labeled "Browse..." followed by 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 containing "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 text field.
- C-FOP Account Number:** A table with columns "Fund", "Org", "Program", and "Activity". The "Fund" column contains "1-". The "Org" column contains "org. code".
- Pay Rate:** A text field showing "\$ 8.25 per hour" and a dropdown for "Expected hrs/wk".
- Late Shift Differential:** A text field showing "+ \$ 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 text area.
- Authorizing Supervisor NetID or UIN:** A text field with "Your NetID" and a checkmark icon, and a text field with "Your name and title".
- Position Number:** A text field with a hyphen separator.
- Upload Job Description:** A button "Browse..." and the text "No file selected".
- Employee Type:** A dropdown menu with a downward arrow.

An orange arrow points to the "Employee Type" dropdown menu.

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:

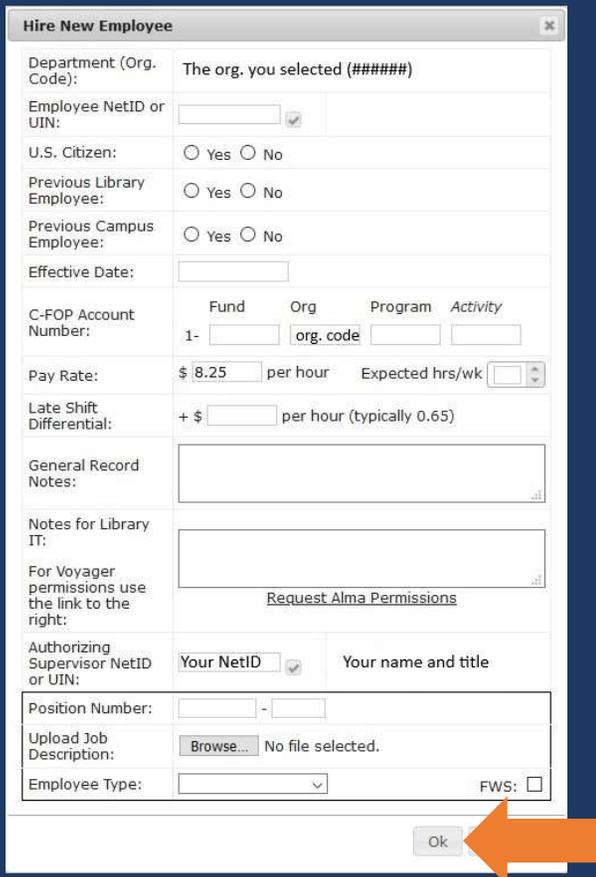
- Department (Org. Code):** The org. you selected (#####)
- Employee NetID or UIN:** A text field with a checkmark icon.
- U.S. Citizen:** Radio buttons for Yes and No.
- Previous Library Employee:** Radio buttons for Yes and No.
- Previous Campus Employee:** Radio buttons for Yes and No.
- Effective Date:** A date input field.
- C-FOP Account Number:** A table with columns for Fund, Org, Program, and Activity. The Fund column contains "1-".
- Pay Rate:** \$ 8.25 per hour. Expected hrs/wk is a dropdown menu.
- 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:** "Your NetID" with a checkmark icon and "Your name and title".
- Position Number:** A range input field.
- Upload Job Description:** A "Browse..." button and "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

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.



The screenshot shows a web form titled "Hire New Employee". The form contains several sections with input fields and checkboxes. At the bottom of the form, there is an "Ok" button. A large orange arrow points from the right side of the form towards the "Ok" button, indicating the final step in the process.

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: 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:
[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:

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.

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 Library HR libraryhr@library.illinois.edu if you have any questions about JOYCE or hourly employment.