JOYCE

How to Edit 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

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

Step 4: Find the employee

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

Step 5: Click Edit
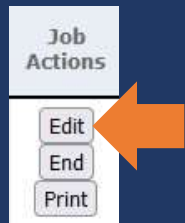
Click Edit on the right side of the position you would like to make a change to.

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

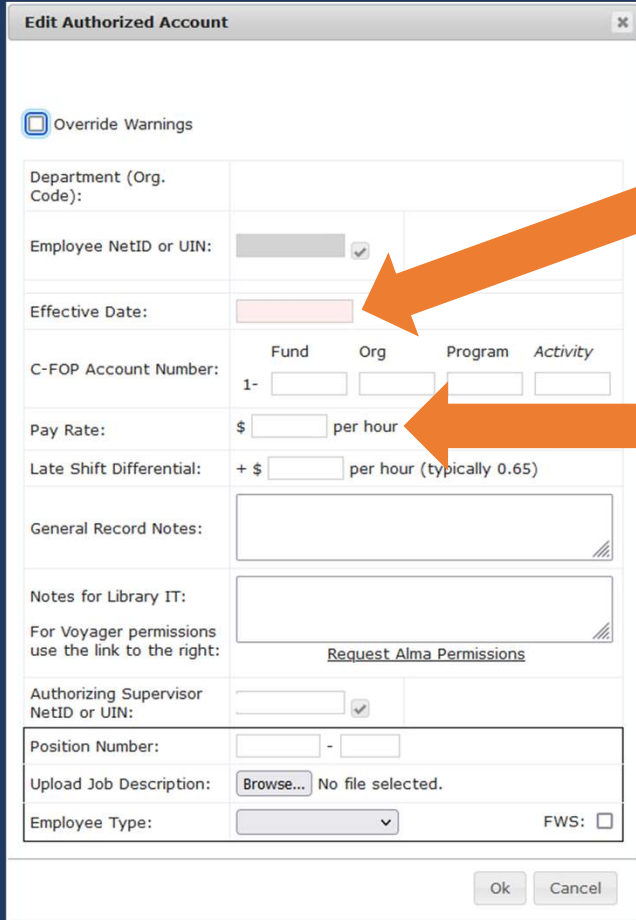Change the effective date to the first day the new C-FOP should be used.

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

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
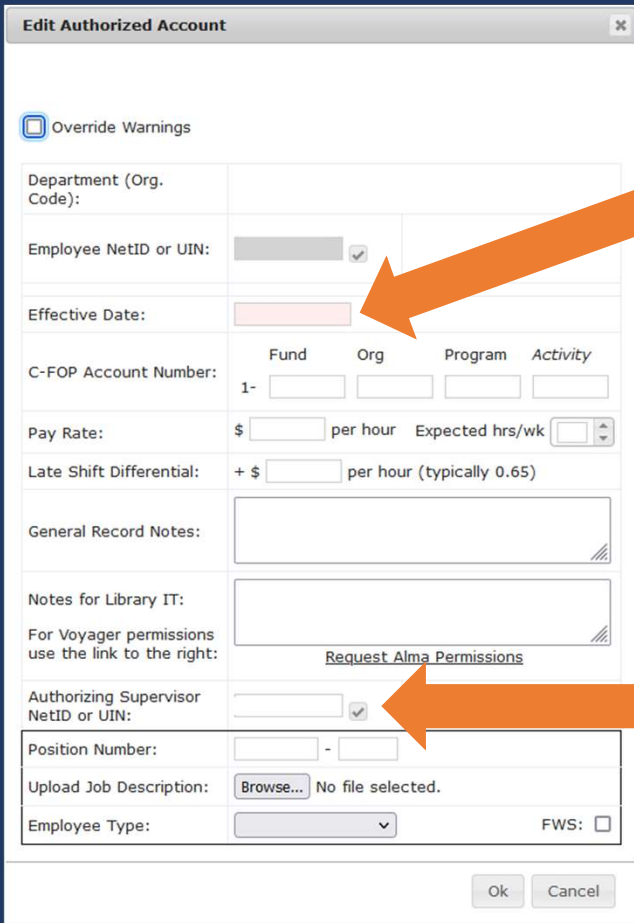

Change the effective date to the first day that the number of expected hours changed.

Update the expected hrs/week.

Step 6d: Supervisor

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

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

Step 8: 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.

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 click Ok again.

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

Questions?

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