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Understanding Position and Job Warning Messages

Job Data messages

Search Results - Potential Duplicates were found

The search function is automatically run when you enter new people onto the system. It will check names and birthdates to identify potential duplicates. If there are people that match some or all of the criteria, a page such as the one above will display. If you decide that one of the search results is a match for your new hire, select the Carry ID button. This will capture the ID number of the existing person. You can then navigate to the correct menu to enter your data (for example, Add an Employment Instance) and the ID number will carry through. If none of the search results match the person you are working with, press Return and you will be able to continue adding the new person.

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Effective Date/Sequence warning
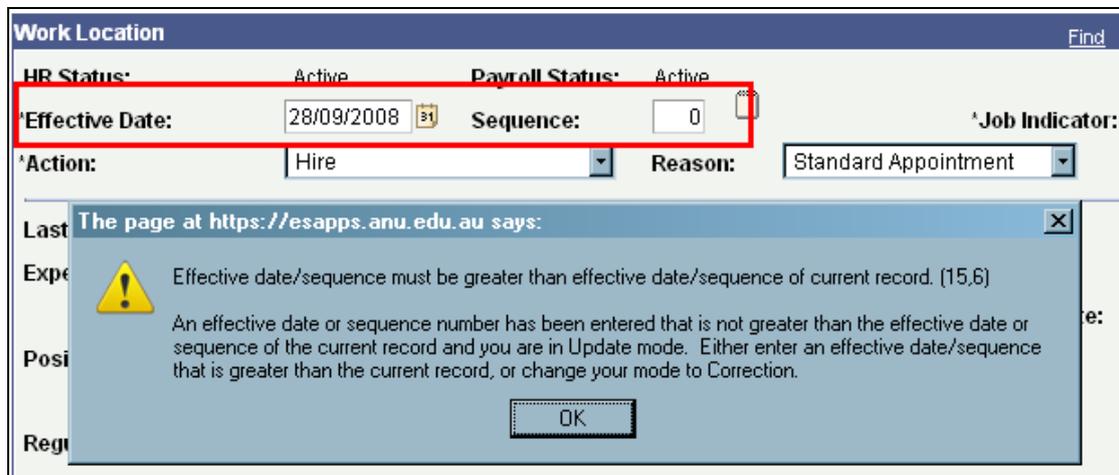
This warning will appear when you insert a new row on Job Data. It is a prompt to remind you to change the effective date that auto-populates when the row is inserted. If you are entering a row that has the same date as an existing row in the job record, you will need to change the Sequence number to the next incremental number.

Changing Employee's Standard Hours
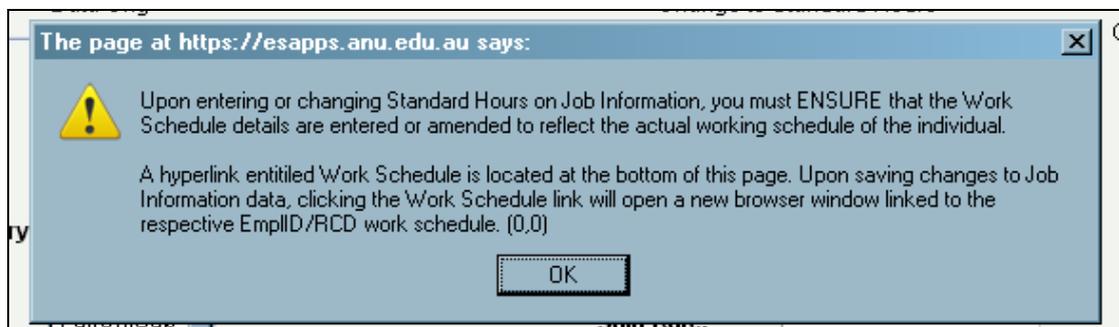
This is a prompt to remind users that if they are changing an employee's work hours they will also need to update or enter new work schedule details through Global Payroll and Absence Management. As Work Schedule will determine how many hours an employee will be paid, the work schedule is an important part of the system.

Primary and Secondary Jobs warning

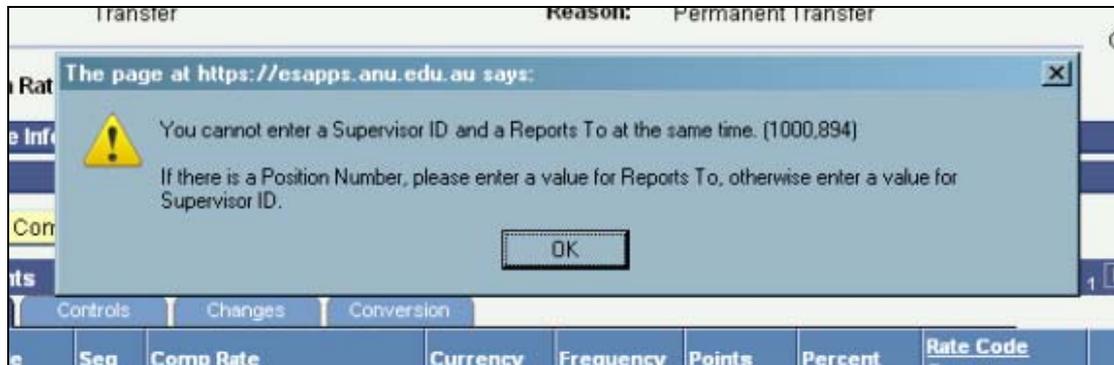The new HR Admin system has the functionality to track primary and secondary jobs. The Job Indicator field, found at Main Menu > Workforce Administration > Job Information > Job Data – Work Location tab (see image below), is where this information is stored.

ANU will not be using this function, except to say that an employee's first job will normally be their primary job, and any other employment instances will default to secondary jobs. The warning above indicates that the job that has been set to be the employee's primary job has terminated at the point in time you are working on. You are able to change the Job Indicator on an active job to be the new primary job, but you do not have to.

Combined FTE warning

The new HR Admin system tracks combined FTE (full time equivalent) for a person's active job records. If an employee is working two part-time jobs, both 17.5 hours a week, the combined standard hours and FTE will be 35 / 1.0 (see image below). For employee records, the sum of FTEs should not exceed 1.0. However, it is possible for an employee to work part-time and receive a full-time scholarship, which would give them an FTE of more than 1.0. In this situation, ignoring the warning is acceptable, but for any other situations, the combined hours of all job records should be reviewed.

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Supervisor ID and Reports To error

This message occurs on Job Data but refers to data entered on Position Data pages. Every position requires a valid Reports To value for leave approval and training notifications. However, if values are entered in both the Reports To and the Dot-Line field the above error will occur.


The Dot-Line field has no meaning at ANU and will not transfer delegations if the Reports To position is blank. If you have entered data in both fields, please contact the HR Helpdesk as they will need to remove the data in the Dot-Line field in Correction mode.

Position Data messages

Include Salary Plan/Grade Checkbox should not be ticked

Main Menu > Organisational Development > Maintain Positions/Budgets > Add/Update Position Info

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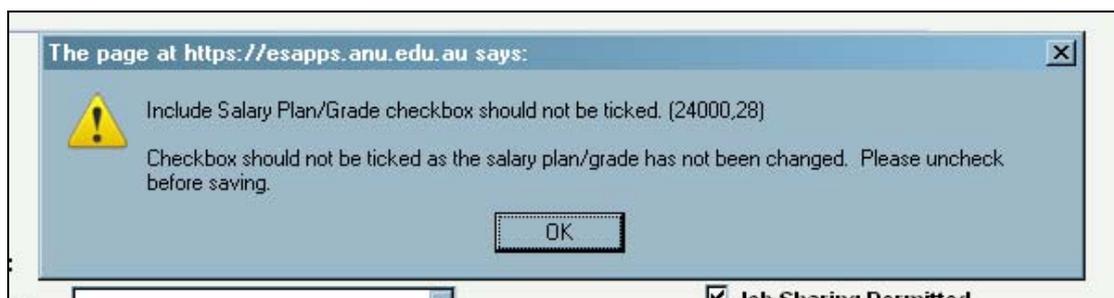
This warning will appear when position data is saved with the Include Salary Plan/Grade checkbox ticked on when no changes have been made to the Job Code on the Description tab. The job code will only be changed in cases of reclassification or promotion. If this warning message appears, untick the Include Salary Plan/Grade checkbox on the Specific Information tab in Position Data. If you want the incumbent details updated with the other changes you have made, leave the Update Incumbents checkbox ticked.

Incumbents
☑ Update Incumbents
☐ Include Salary Plan/Grade