

# Detail to Special Duty / Temporary Assignment

The PeopleSoft HCM application has been modified to improve tracking employees on detail to special duty or temporary assignments. You will still use the same transactions to start and end special duty or temp assignments, however, effective 12/01/2009, CORE is recommending that you use the Expected Job End Date field on the Work Location screen to track the date a detail or temp assignment is expected to end.

The screenshot shows the 'Work Location' screen for employee Dudley Dooright (EmpID: 169151). The 'Action' is set to 'Detail' and the 'Reason' is 'C02 Detail to Special Duty'. The 'Expected Job End Date' is 06/07/2010. A red arrow points to this date field.

|   |                                  |                             |                            |                 |              |
|---|----------------------------------|-----------------------------|----------------------------|-----------------|--------------|
| Work Location                               | Job Information                  | Payroll                     | Salary Plan                | Compensation    | MDC Job Data |
| Dudley Dooright                             | Organizational Relationship: EMP | Person of Interest Type     | EmplID: 169151             | Empl Rcd #: 0   |              |
| <b>Work Location</b> Find First 1 of 2 Last |                                  |                             |                            |                 |              |
| HR Status:                                  | Active                           | Payroll Status:             | Active                     | Go To Row       |              |
| *Effective Date:                            | 12/07/2009                       | Sequence:                   | 0                          | *Job Indicator: | Primary Job  |
| *Action:                                    | Detail                           | *Reason:                    | C02 Detail to Special Duty | Current         | Cert Nbr     |
| Last Start Date:                            | 10/07/2009                       | Termination Date:           |                            |                 |              |
| Expected Job End Date                       | 06/07/2010                       |                             |                            |                 |              |
| Position Number:                            | 09000043                         | Information Systems Manager | Position Entry Date:       | 12/07/2009      |              |

In addition, we have also created a new transaction to assist agencies in managing employees whose detail or temp assignments have been extended. You can now enter a Data Change, C13 Extend Detail/Temp Assign transaction to update the Expected Job End Date field. OPM will review these transactions for merit agencies.

The screenshot shows the 'Work Location' screen for employee Dudley Dooright (EmpID: 169151). The 'Action' is set to 'Data Change' and the 'Reason' is 'C13 Extend Detail/Temp Assign'. The 'Expected Job End Date' is 11/30/2010, which is circled in red.

|   |                                  |                             |                               |                 |              |
|---|----------------------------------|-----------------------------|-------------------------------|-----------------|--------------|
| Work Location                               | Job Information                  | Payroll                     | Salary Plan                   | Compensation    | MDC Job Data |
| Dudley Dooright                             | Organizational Relationship: EMP | Person of Interest Type     | EmplID: 169151                | Empl Rcd #: 0   |              |
| <b>Work Location</b> Find First 1 of 3 Last |                                  |                             |                               |                 |              |
| HR Status:                                  | Active                           | Payroll Status:             | Active                        | Go To Row       |              |
| *Effective Date:                            | 06/01/2010                       | Sequence:                   | 0                             | *Job Indicator: | Primary Job  |
| *Action:                                    | Data Change                      | *Reason:                    | C13 Extend Detail/Temp Assign | Future          | Cert Nbr     |
| Last Start Date:                            | 10/07/2009                       | Termination Date:           |                               |                 |              |
| Expected Job End Date                       | 11/30/2010                       |                             |                               |                 |              |
| Position Number:                            | 09000043                         | Information Systems Manager | Position Entry Date:          | 12/07/2009      |              |

# Detail to Special Duty / Temporary Assignment

A new query titled GO\_HR\_ON\_DETAIL\_LIST has been developed to list employees who are on special duty or temp assignments (based on having a value in the Expected Job End Date field). An example of this query is below.

Co:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All First  Last

| Co    | Name            | ID     | Empl Rcd# | Position | Posn Dt    | Job Code | DeptID  | Location | Reports To | Expected End |
|-------|-----------------|--------|-----------|----------|------------|----------|---------|----------|------------|--------------|
| 1 090 | Dooright,Dudley | 169151 | 0         | 09000043 | 12/07/2009 | B31A     | 1000083 | ISD-DC   | 09000163   | 11/30/2010   |

When the End of Detail/Temp Assignment transaction is entered, you will need to clear the date from the Expected Job End Date field.

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

Dudley Dooright    Organizational Relationship: EMP    Person of Interest Type    EmplID: 169151    Empl Rcd #: 0

Work Location Find    First  Last

HR Status: Active    Payroll Status: Active   

\*Effective Date:     Sequence:     \*Job Indicator: Primary Job

\*Action: End of Detail    \*Reason: C12 End of Detail/Temp A    Future    Cert Nbr

Last Start Date: 10/07/2009    Termination Date:

Expected Job End Date:

Position Number:     Information Sys Planning Spec    Position Entry Date: 06/01/2010

For employees who are currently on a special duty or temp assignment, you may add a Data Change, C13 Extend Detail/Temp Assign transaction with a current effective date to update the Expected Job End Date field on their job record.