

HARVARD

CAMPUS SERVICES



Campus Services Job Data Change Form Instruction Document

CS HR maintains employee data in both the Maximo and PeopleSoft systems. A job data change form must be submitted to your HR Operations contact (currently Elizabeth Osgood Elizabeth_osgood@harvard.edu) to initiate employee job changes in these systems. These changes include schedule changes, shift differential changes, crew chief, new hires, work crew change, work order change, and employees moving to an interim role (ex. interim crew chief).

Changes are effective at the beginning of a payroll week; the payroll week is Sunday thru Saturday.

NOTE: Please have Maximo job data change forms into HR Ops by Friday for changes to be effective the following payroll week. Below are steps on how to fill out the job data change form:

1. Top right please select the box if this is for a job data change or a new hire.
2. Effective date: Must be the beginning of the week (Monday) where the change should be effective or the first day of the new hire.
3. Employee name: Place employee name who will be impacted by the change.
4. HUID: please fill in the employees Harvard ID number.
5. Current Total hours: Place the current total hours the employee is working (NA for new hire)
6. Need Custodial Supervisor Access: This is if the job data change is for a supervisor. Select from the drop down.
7. Need advanced Maximo Access: This should be selected if it is for those in an Operations Manager, Associate Director, or Director positions only.
8. *Supervisor Access to Mirror in Maximo: Place the name of a current supervisor whose Maximo access should be duplicated for the new supervisor.
9. Check if this is a Crew Chief Role box: Select that box if this job data change form is making the employee a Crew Chief or Interim Crew Chief.
10. If the change is temporary, please indicate the start date and end date of the change in the box below.
11. HMS/HSDM 12311: check the box if this employee works at the Medical/Dental School Campus
12. Main Campus 1230: check this box if the employee works at any other location other than the Medical/Dental School
13. Work Crew: Select the correct work crew from the drop down and work with your manager to learn more about work crews.
14. Work Order: The work order number is used to bill customers for custodial time. List the appropriate work order numbers and hours worked on each work order that the employee will be working. This section should total the number of scheduled hours the employee works weekly. Please work with your manager if you need assistance.
15. Reason for change (notes): This box is to place any important notes regarding the change. (for example; schedule change for the summer, interim Crew Chief role due to another employee being on leave, etc.)
16. New # of hours: Complete this if the employees' weekly hours have changed and include the total weekly hours.
17. Pay rate: if the rate changed, place the new rate in the box

18. New Supervisor: List the new supervisor's name in this box if the employee has a new supervisor with this change.
19. Shift Differential: if the change is affecting the shift differential, place the new shift differential amount in the box.
20. Supervisor Section: Make sure each box is filled out. This allows the system to give access to your back up supervisor for the purposes of managing work or approving payroll if a supervisor is out of work. There should be two back up supervisors as well as the Director of Custodial Services (currently Johanna Brabham) NOTE: the Progress & Primary supervisor should be the same person.
21. Signatures: There must always be two signatures before submitting the job data change form and they can sign in one of the three fields that apply to them.