

MAINTAINING “PROFESSORS IN PRACTISE (PIP)” DETAILS IN HRMS

Background: ANU staff can also be practising members in their respective professions. It is not uncommon to find ANU Professors, Associate Professors or Senior Fellow/ Senior Lecturers in the Practise of their relevant discipline.

There are 4 new Practising Categories that have been created to capture this information in HRMS, viz:

- Professor in Practice
- Associate Professor in Practice
- Senior Fellow in Practice
- Senior Lecturer in Practice

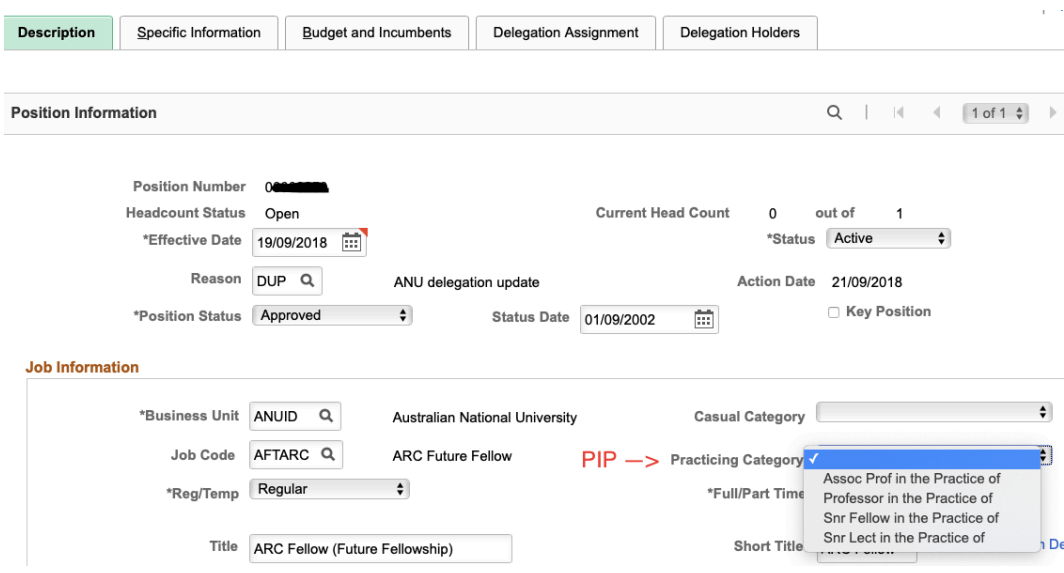
Note that the Practising Category cannot be selected or edited through Job Data. It has to be updated in Position Data and will flow through to Job Data in HRMS. The Practising Category field is greyed out in Job Data.

Job Data and Position Data are linked in HRMS to capture this information.

- **When a Position Number is edited directly for an Employee in JOB_DATA.**
When a new row is added, it will bring back the <Practising Category> from Position Data if it exists as on date of effect i.e. for e.g. if Position 1212 has a <Practising Category> with effect from 1/3/2020 and any new Job data row is created on or after this date and an employee is moved to position 1212, then the <Practising Category> will flow through to Job Data.
- **When a new Employee Instance is created for an existing EMPLID.**
In this scenario as well, the behaviour will be as explained above
- **When Position Data is updated with the Practising Category and <update incumbents> is ticked and the position is saved.**
In this case, if the position is updated in Position Data and <update incumbents> is triggered, then the corresponding Practising Category in position data will flow through to Job Data
- **When an existing current or future Job Data row is edited in correction mode.**
A validation against the position happens for the effective date and if there is a Practising Category, then it will be returned in Job Data. All future rows need will also be updated with the Practising Category.
- **When an existing position has a Practising Category value and the new position to which the employee moves does not have Practising Category.**
If the new position doesn't have Practising Category, then nothing comes will flow through to Job Date

Procedure: The document will detail the process to be able to capture and report on this information within the HRMS.

Adding Practising Category details against the position

<p>1.</p>	<p>Navigate to: Main menu > Organisational Development > Position Management > Add/Update Position info</p> <p>Select the appropriate Practising Category and save the position.</p> 
<p>2.</p>	<p>Save and exit</p>

Job Data will be updated when update incumbents is triggered or a new employee occupies the position on or after the date of effect when the position was updated

3. **Navigate to:**

Main menu > Workforce Administration > Job Information > Job Data

Job Information Details ?



Effective Date 10/03/2020

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Rehire

Reason Standard Appointment

Job Indicator Primary Job

Job Code ACSLEC

Entry Date 10/03/2020

Senior Lecturer (Level C)

Practicing Category Snr Fellow in the Practice of ▾