

## Intro to eUMB Glossary of Terms

Term	Meaning
Academic Appointment Department	The department which provides a faculty member with an academic appointment.
Administer Workforce	Administer Workforce is one of the most important areas in eUMB. In this area, you can enter, update, and view information regarding new and existing employee's personal and job information. This is where users hire and enter employee actions.
ASC	The Assistance and Service Center is part of UMB's Center for Information Technology Services (CITS). It provides end-user support for UMB enterprise applications, such as eUMB. Users can call 6-HELP (6-4357) with questions on applications and training.
Action/Action Reason	People Soft uses an Action Code to initiate a series of processes. Each action has an associated "Reason Code." The Action also determines the Status of the employee, which can be critical because it triggers other processes in People Soft. For example: in the course of maintaining Administer Workforce Business Process information, you will view and/or enter changes to employee data resulting from such activities as promotions, transfers, terminations, and salary increases. The action tells eUMB what to do; the reason describes why it was done.
Breadcrumbs	A small horizontal menu of links that is always present across the top of your page. The links show what pages, components, or menu navigation links (path) you used to get to the current page.
Browser	A computer tool that allows users to get information from the Internet (World Wide Web).
Component	A group of related pages that pertain to a specific task. You access components from the menu. Components contain folder tabs with each tab containing a related page.
Comp Rate	Is used to distinguish the components of an employee's compensation (salary).
CPB	Central Payroll Bureau
Department Codes	A unique code for each organizational unit within UMB.
Effective Date	An Effective Date is the date information goes into effect. Effective Dates enables users to maintain an accurate history of information in the database. Effective dating allows you to store historical data, see changes in your data over time, and enter future data. By inserting rows of data based on an employee ID (Empl ID), you can build history.
Empl ID	The eUMB unique identifier assigned to all employees .
Employee Action Form	The form used to process employee actions such as promotions, transfers, terminations, and salary increases.
Empl Class	Categorizes UMB employees into groupings reflecting their appointment status. Benefit eligibility, rank and payment methods are linked to an employee's Empl Class.
Employee Pack	The packet of information a new employee will need to be added to payroll, select benefits, and fulfill departmental and campus requirements.
eUMB	UMB's People Soft implementation for HRMS, Payroll and Finance.
FAS	UMB Financial Accounting System
Folder Tabs	The individual display and data-entry screens for each part of a eUMB component. Folder tabs appear along the top of the page and resemble a file folder tab.
Forms Training	The training eUMB provides for users to learn about the forms needed and data required to process employee human resources and payroll information.
Functional Title	The approved job title to be used for the UMB phone directory, if other than the employee's Job Code Title.
Inquire	Contains pages that will be displayed as read-only pages. You will not be able to edit or update any of the data in these pages.
Job Codes	A 6 digit number used to identify groups of types of jobs, such exempt, non-exempt, etc.
National ID	An employees Social Security Number (SSN) or national equivalent.
New Hire Form	The form completed by a department for new employees and processed by Human

Term	Meaning
	Resources and Payroll.
Page	The individual display and data-entry screens for each part of your eUMB application. Pages appear in the browser window.
Pay Rates	Displays the Annual, Monthly, Daily and Hourly rates associated with an employee's compensation.
Position Management	Creates or modifies a position in eUMB. Each Regular and Contingent 2 Exempt and Non-exempt employee must be assigned a Position Number when they are hired to fill a job. An employee may hold more than one position at the same time. Departments may track information related to the position regardless of whether a position is filled or vacant. New employees may be hired into positions that already exist as vacant positions in the system.
Position Requisition Form (revised)	The revised edition of the form used to create or modify positions in eUMB
Query	Queries are named reports that are created and generated within eUMB. They can be public ("canned", not editable) or private (end-user created and not available to all others). In Release 1 Phase 1, we will deliver only "canned" queries for end users to run. Queries are not formatted like a report. They look similar to an Excel spreadsheet and can be sent to Excel for further analysis and report formatting.
Rate Code	Details the compensation to be paid to employees.
Select Agent	Field for future use.
Wildcards	eUMB applications support three wildcard features when searching for data. These wildcards can be helpful in finding the exact information you want to process. The following are the supported standard wildcard features: %, /, _
WLA	The Web Learning Assistant (WLA), works as a help function for end users of eUMB, providing guidance with pages, fields or processes. You can use the WLA to find a quick answer, review directions, link to documents, or as a tutorial. The WLA was designed to be used for on-going training, remedial training, retraining, and troubleshooting.