

HiCAMS User Guide

Chapter 20: Admin

Section 9: Staff Reassignment

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About Staff Reassignment

Each contract in HiCAMS is assigned a Resident Engineer, a Project Engineer, an M&T Records Contact, an M&T Section Specialist, and, when a contract receives Federal Highway Funds, an IA Inspector.

Due to retirement, promotion, or other reasons, it may be necessary to reassign many contracts from one person to another. Instead of having to reassign each person on the contract individually, the Staff Reassignment window allows multiple contracts to be reassigned in one action.

The only contracts which are reassigned in this window are Active Contracts, that is, Contracts that do not have an Acceptance Date. With the implementation of the Accepted Status in Version 7.1 of HiCAMS, Accepted Contracts retain the information of those employees who performed the work on them.

For additional information on Staff Reassignment, please consult the appropriate Unit (Construction or Materials and Test).

Working with Staff Reassignment

To work with the Staff Reassignment window, go to **Admin > Staff Reassignment**. The Staff Reassignment window opens.

Step 1: Use the Staff icon  to select the name of the staff member who is being replaced.

Note: The Staff Status defaults to Active, but Expired Users can also be selected.

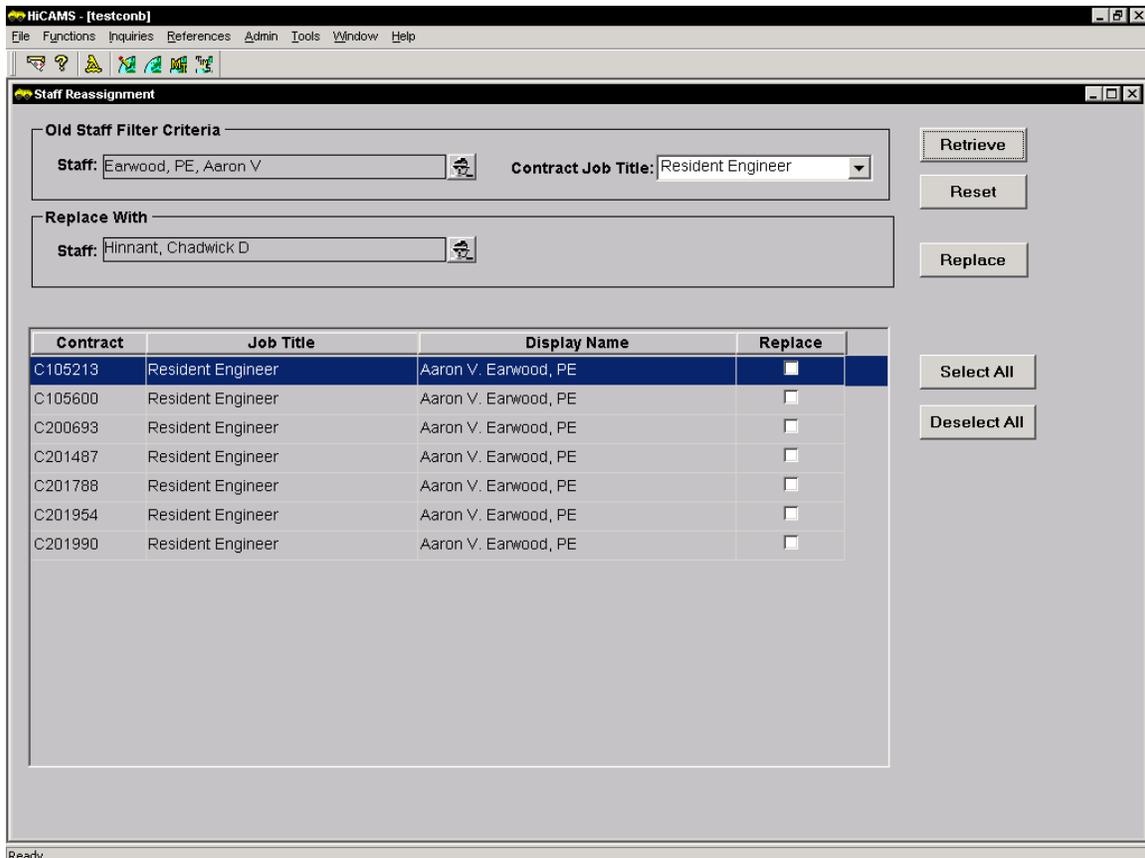
Step 2: Select the Contract Job Title that the staff selected currently holds. This is also the field that will be reassigned to the replacement staff member.

Note: The only job titles available in this dropdown are the ones on the Staff Tab of the Contract Details window (Resident Engineer, Project Engineer, M&T Records Contact, M&T Section Specialist, IA Inspector)

Step 3: Use the Staff icon  to select the name of the replacement staff member.

Step 4: Click the Retrieve button. A list of all Active contracts is retrieved.

Here is an example of the Staff Reassignment window after the staff members have been selected, and the contracts retrieved:



Old Staff Filter Criteria

Staff: Earwood, PE, Aaron V  Contract Job Title: Resident Engineer

Replace With

Staff: Hinnant, Chadwick D 

Contract	Job Title	Display Name	Replace
C105213	Resident Engineer	Aaron V. Earwood, PE	<input checked="" type="checkbox"/>
C105600	Resident Engineer	Aaron V. Earwood, PE	<input type="checkbox"/>
C200693	Resident Engineer	Aaron V. Earwood, PE	<input type="checkbox"/>
C201487	Resident Engineer	Aaron V. Earwood, PE	<input type="checkbox"/>
C201788	Resident Engineer	Aaron V. Earwood, PE	<input type="checkbox"/>
C201954	Resident Engineer	Aaron V. Earwood, PE	<input type="checkbox"/>
C201990	Resident Engineer	Aaron V. Earwood, PE	<input type="checkbox"/>

Retrieve

Reset

Replace

Select All

Deselect All

Ready

Step 5: If all the listed contracts will have the replacement staff member assigned to them, click the Select All button. If only some of the contracts will be reassigned, select them individually by clicking the checkbox in the Replace Column.

Step 6: To reassign the checked contracts, click the Replace button.

Possible Error:

If the replacement position is the Resident Engineer, and the replacement staff member does not already work in the same Office Location, all the contracts will not only be reassigned to the new Resident, they will also be assigned to that person's current office location!

Be sure to update the office location of the new Resident Engineer by going to Staff Details in the Security window. If you encounter any difficulties with this process, please contact the Construction Unit.

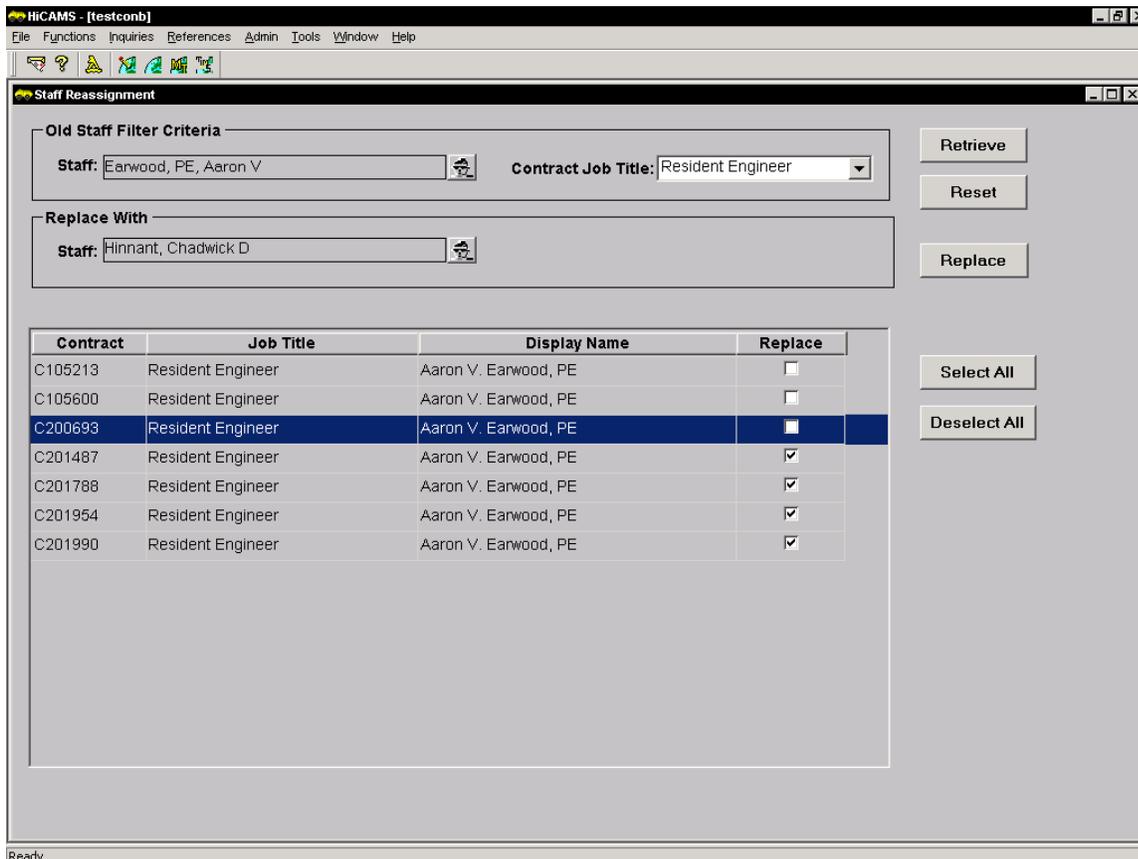
Possible Error:

If the replacement position is the Resident Engineer, be sure to update the replacement staff member's job title in Staff Details in the Security window.

Window Definitions - Staff Reassignment Window

To work with the Staff Reassignment window, go to **Admin > Staff Reassignment**.

Below is an example of the Staff Reassignment window after the staff members have been selected, and the contracts retrieved and selected:



Filter Definitions for the Staff Reassignment Window

Old Staff Filter Criteria - Staff: The Staff member selected for the Staff field in this portion of the window is the one who will be replaced on the Contract when the Staff Reassignment function is completed.

Old Staff Filter Criteria - Contract Job Title: The job titles available in this dropdown are the ones on the Staff Tab of the Contract Details window (Resident Engineer, Project Engineer, M&T Records Contact, M&T Section Specialist, IA Inspector)

Replace with - Staff: The Staff member selected for the Staff field in this portion of the window is the one who will replace the Old Staff member on the Contract when the Staff Reassignment function is completed.

Column Definitions for the Staff Reassignment Window

Contract: The contract numbers to which the Old Staff selection is currently assigned

Job Title: If a Contract Job Title was not selected in the Old Staff Filter, the Old Staff's Contract Job Title will be displayed here. For instance, a Resident Engineer may also be assigned as the Project Engineer on a Contract. Selecting a Contract Job Title of Resident Engineer would retrieve only those Contracts on which the Old Staff member was a Resident Engineer. Setting the Contract Job Title filter to (All) would retrieve the Contracts on which the Old Staff member was any of the five Contract Job Titles.

Display Name: The Old Staff name displayed by First Name, Middle Initial, Last Name instead of Last Name, First Name, Middle initial.

Replace: The condition of the checkboxes in this column controls whether the Old Staff member will be replaced on the subject contract.