



Granville County Personnel Action Entry

<https://granvillecountync.tylerhub.com/>

(use your Granville County PC login credentials)

Personnel Actions Entry

The website will bring you to the ERP Landing Page that will look similar to this one.

The screenshot displays the Enterprise ERP Landing Page interface. At the top, there is a dark blue header with the page title "Enterprise ERP Landing P...", a search bar, a globe icon, and a user profile icon labeled "AM". Below the header, the dashboard features three main widgets: "Approvals" (green, 0), "Notifications" (orange, 0), and "Alerts" (green, 0). To the right is a large white panel with the Tyler Technologies logo. Below the dashboard, there are two main navigation sections: "Tyler Menu" (red header) and "Favorites" (grey header). The "Tyler Menu" includes a search bar and a tree view with categories like Enterprise ERP, Financials, Human Capital Management, Payroll, Recruiting, Talent Management, and Departmental Functions. The "Favorites" section lists items such as Recent Activity, Human Capital Management, Job Class Master, Employee Master, Personnel Actions Entry, Employee Job/Salary, Employee Inquiry (3), and Payroll Miscellaneous Codes. At the bottom right, there is a "Tyler Links" section with links for Tyler Search, Tyler Community, Tyler Support, and Tyler Tech website.

Personnel Actions Entry

> Human Capital Management

> Human Resources

> Personnel Actions

> Personnel Actions Entry*

*Click on the  to add “Personnel Actions Entry to your favorites)



Personnel Action Entry [Queen Anne's County]-[munis]



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1

7

8

Employee Identification

Employee *	SSN	Last Name	First Name	Middle Name	MI
[Redacted] ... +1					

2

[MAIN](#) [OTHER](#)

Action Information

Effective Date *	3	[Redacted]	Authorization Date	[Redacted]
Action Code *	4	[Redacted]	User	[Redacted]
Reason/Auth	5	[Redacted]	Entry Date	[Redacted]
Supporting Action		[Redacted]	Entry Time	[Redacted]
On/Off Boarding Code		[Redacted]	<input type="checkbox"/> Checklist	
		<input checked="" type="checkbox"/> Create Action History Record	<input type="checkbox"/> Notes	
		<input checked="" type="checkbox"/> Employee Initiated	<input type="checkbox"/> ESS Comments	
		<input checked="" type="checkbox"/> Create Employee Task Lists		
Action Category		[Redacted]		
Action Number		[Redacted]		
Approval Date		[Redacted]		
Status		[Redacted]		

Comment 6

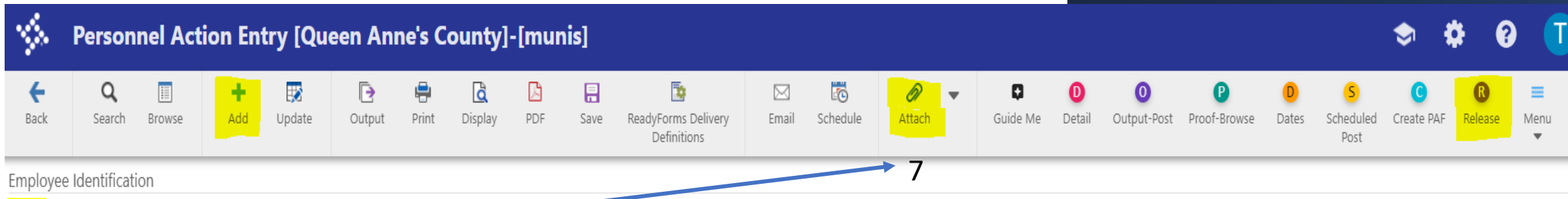
[Redacted]

Electronic File Path

Personnel Actions Entry

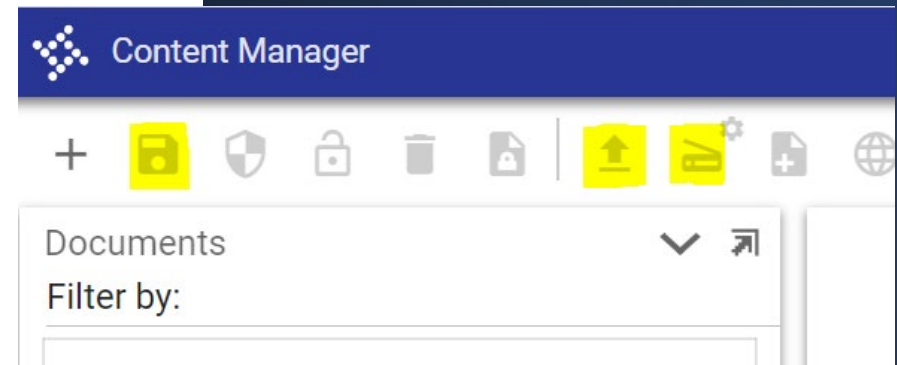
1. Click Add on the ribbon.
2. Either enter the employee number in the Employee field or use the Field Help ... button to choose the employee.
3. Enter the effective date for the action.
Note—for salary-related actions, the effective date must be the first day of a pay period. If retroactive salary adjustments are necessary, Human Resources will make the change.
4. Choose the appropriate Action Code from the dropdown list.
5. Choose the appropriate Reason Code from the dropdown list, if applicable.
6. Enter a Comment for the personnel action.

Click Accept



7. Attach related documents such as resignation letters, certificates, etc.
 - a. Click on the Attach (paperclip) button on the ribbon.
 - b. Click on either Import Attachment or Scan In Attachment on the ribbon.
 - c. Scan or attach a document. (I.E. resignation letter, certificates, etc.)

Click Save on the ribbon.



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8. Click Release on the ribbon.

Note—depending on the size of your screen, you may have to click the Menu button on the ribbon to expand your menu and reveal the Release button.

Once released, the Personnel Action will be sent to your Department Head and Human Resources for final approval and processing.

The screenshot displays the 'Personnel Action Entry [Granville County ~NC 54216~]' application. The top ribbon contains various icons for actions like Close, Search, Browse, Add, Output, Print, Display, PDF, Save, ReadyForms Delivery Definitions, Email, Schedule, Attach, Guide Me, Detail, and Menu. The 'Menu' button is expanded, showing a list of options: Output-Post, Proof-Browse, Dates, Scheduled Post, Create PAF, Release (highlighted in yellow), Mass-Release, Mass-Delete, and Pos/Bud Request. A blue double-headed arrow points to the 'Release' option. The main content area shows 'Employee Identification' fields for Employee * (3992), SSN (+1), Last Name, First Name, and Middle Name. Below this are tabs for 'Main' and 'Other', and an 'Action Information' section with 'Effective Date *' and 'Authorization Date' fields.