

# BIZeBEARS – Mass Transactions

## SLAE Services Center

For TEN or more employees with similar information, instead of creating a ticket for each person, you can do what is called a Mass Transaction. The mass transaction allows you to fill out all of the employee's information at once to create one ticket. The SLAE Services Center allows mass transactions for the following:

- Hire Student Employees
- Salary Adjustments
- Separations
- Chartstring Changes
- Payroll Corrections
- Hire Limited Employees

### EXAMPLE – HIRE 12 STUDENT EMPLOYEES

The following example will show you how to do a mass transaction for student employees. From your BIZeBEARS dashboard, click “New Ticket”. Your information should be filled out, based what is listed in the UC Berkeley directory. If it is not prefilled, learn how by seeing the BIZeBEARS Manual entitled AUTOFILL YOUR INFORMATION.

For the subject line, fill out what the mass transaction is about. This will be how the mass transaction will be referred.

The screenshot shows a web browser window with the URL [https://footprints.berkeley.edu/PrintTicketPage.plx?HAJOR\\_MCODE=CREATEDLASTID=42720517&USER=h.ashcraft&MPF=02120670&PROJCTID=1376&RUNNING\\_PL\\_POPUP=1](https://footprints.berkeley.edu/PrintTicketPage.plx?HAJOR_MCODE=CREATEDLASTID=42720517&USER=h.ashcraft&MPF=02120670&PROJCTID=1376&RUNNING_PL_POPUP=1). The form is titled "New Ticket for BIZeBEARS" and has a "SAVE" button. The form fields are as follows:

Subject*	2012 - Driver's Hiring	Status*	Open
Priority*	Medium	Name (Last, First)*	Ashcraft, Hanna, Ashcraft,
Name (Last, First)*	Ashcraft, Hanna, Ashcraft,	Email Address*	h.ashcraft@berkeley.edu
CalNetID*	h.ashcraft		

Below the form are several tabs: "Contact Information\*", "Action Information\*", "Note", "Attachments", "Assigned Personnel and Notifications", and "Time Spent". The "Action Information\*" tab is active, showing a dropdown menu for "Action Type\*" with "Hire Student Employee" selected.

Diagram 1

After you have filled out the lines that are in red with an asterisk(\*), click on the “Action Information” tab and scroll down to select “Hire Student Employee”. Another window will pop-up.

Fill out the Requesting Department and Location. Then under the mass transaction section, choose “Yes” to the question “Mass Transaction Request?”

Be sure to fill out the Number of Transactions. BIZeBEARS will not allow you to submit the ticket without the number of transactions known.

**Dependent Ticket Fields**

**HIRE STUDENT EMPLOYEE**  
Complete this form to hire a student employee, either workstudy or non-workstudy. Please note that all student employees must be currently enrolled in regular academic units at UCB (student status).

Policy Information

**Requesting Department\*** SL - Cal Corps Public Service Center **Location and/or Address of Employment\*** 505 Eshleman Hall

**MASS TRANSACTION**  
For requesting the same action with identical information (e.g., job title, pay rate, start date, end date, etc.) for TEN or more employees.  
**Mass Transaction Request?** Yes  
If yes, please follow these steps:  
1. Complete this form with information on the spreadsheet in the alphabet (by last name) from the spreadsheet.  
2. Attach spreadsheet to ticket.

SPREADSHEET TEMPLATE

**Number of Transactions** 12

**PERSONAL INFORMATION**  
**Candidate Name (Last, First)\***  **Student ID #\***   
**Candidate Phone Number**  **Candidate Email Address**

**JOB INFORMATION**  
**Requested Start Date of Action\*** Mon Day Year **End Date of Student Appointment\*** Mon Day Year

Diagram 2

Click “SPREADSHEET TEMPLATE”. This will lead you to Business Operations website for Mass Transactions Templates. Choose which template fills your need; in this case it would be the first option to Hire Student Employees.

Finance | Budget | Human Resources | Development | Services UC Berkeley Student Affairs

**Business Operations**  
for Student Affairs

BusOps Home  
Awards  
Deposits  
Event Man...  
General Se...  
Human Resources  
Purchasing  
Reimbursements  
Travel

**BeB Mass Transaction Templates**  
Logged in via CAS as 544084.

- Hire Student Employees
- Salary Adjustments
- Separations
- Chartering Changes
- Payroll Corrections
- Hire Limited Employees

BIZeBEARS RESOURCE PAGE

**Common BusOps Functions**

Google Custom Search

**BusOps Centers & Contacts**  
LHS RSSP SLAE

**Quick Links**  
Time Keeping: KRONOS  
TMS

Diagram 3

A Microsoft Excel document will then be pulled up. Here you can fill all of the employees' information at once. The columns marked in red with an asterisk are required.

\*\*The Services Center highly recommends filling out the candidate's phone number and email. Not all of the departments we cover require this information, so we cannot make it mandatory for everyone, but is extremely useful in the future. #

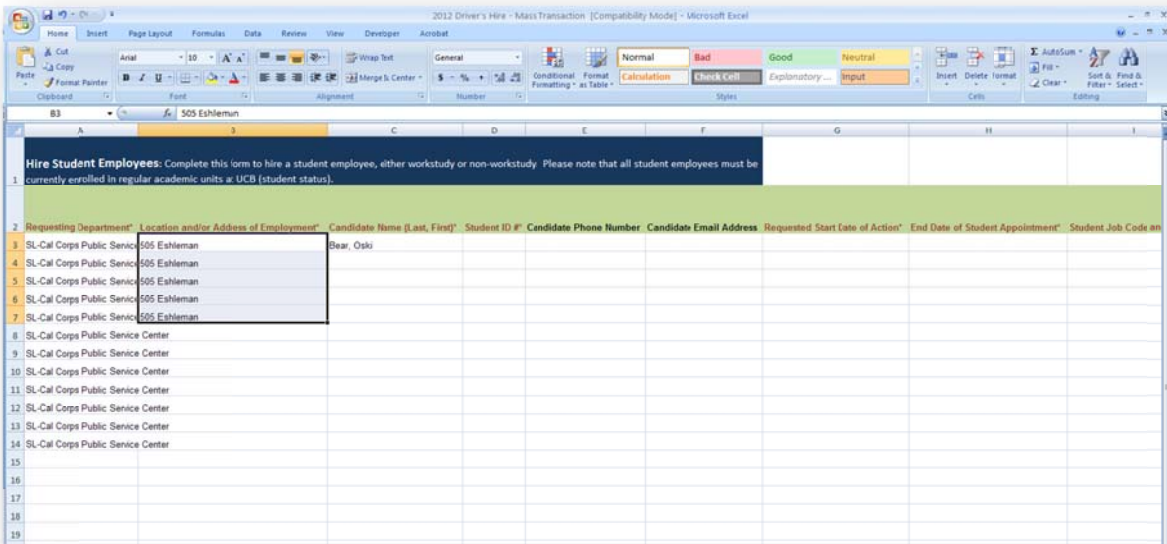


Diagram 4

Save the Excel document to your computer with a proper title. **At this point, the information that you have filled out is not yet connected to your BIZeBEARS ticket.** You will have to save the document to your computer and then attach it to the ticket.

Back in the ticket; fill out rest of the dependent fields with information from the first person on your mass transaction sheet. Scroll to the bottom to save!

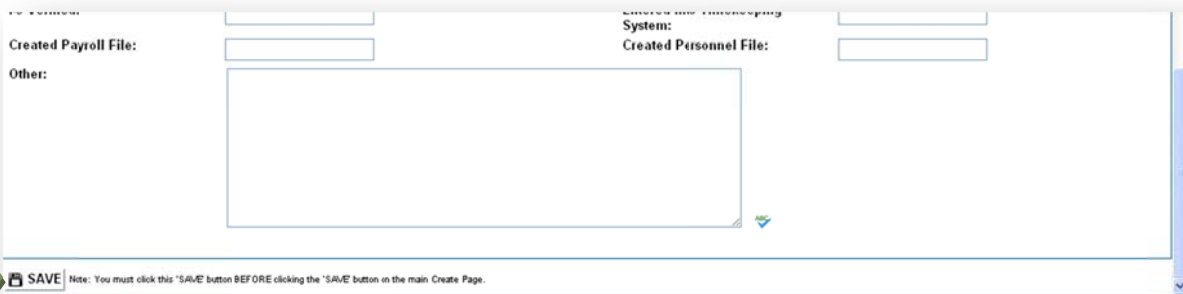


Diagram 5

Once you have saved the dependent fields, click the “Attachments” tab. Click on Attach files.

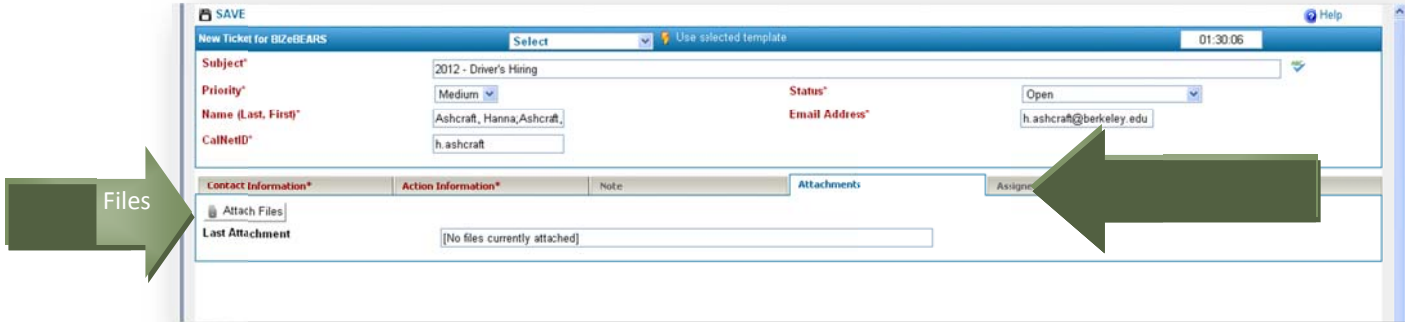


Diagram 6

Choose your mass transaction excel document, then click the “Go” Button.

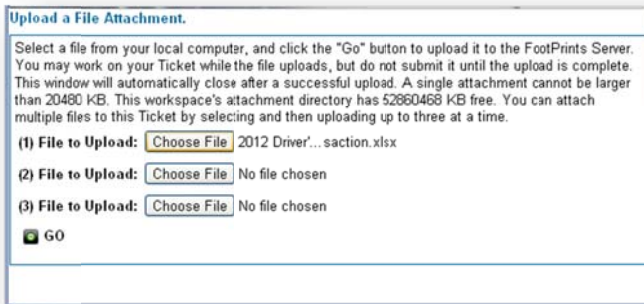


Diagram 7

(1.) Your Attachment will be shown in the Last Attachment field. Now that you have filled out all of the dependent fields and have attached the information for all of the employees for the mass transaction, you are ready to submit. (2.) Under the “Status” category, change “Open” to “Submit for Approval”.

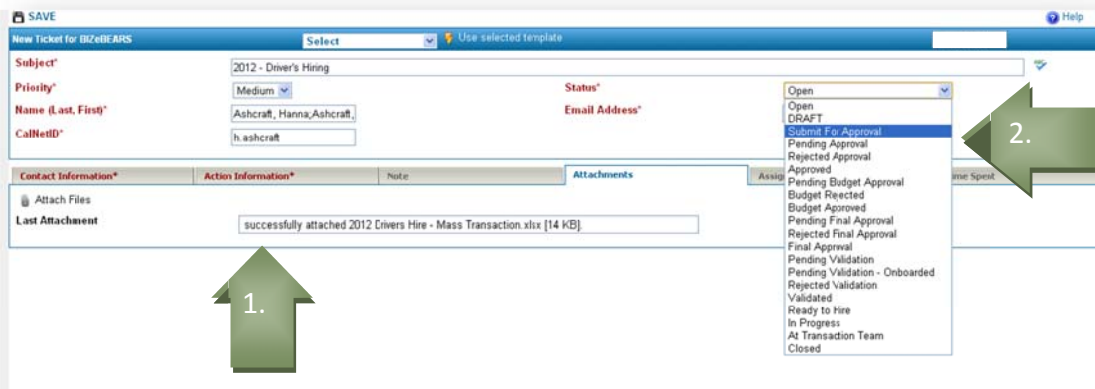


Diagram 8

If you are still working on some of the information, you can save your ticket as a draft, instead of submitting it. This will save what you have completed so you can come back to finish at a later time. Choose “DRAFT” under Status.