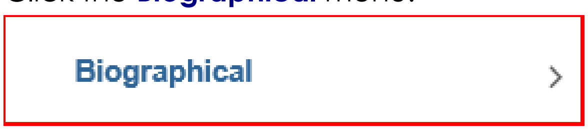
HR006.08: Hiring a New Full-Time, Benefits-Eligible Employee

Step	Action
1.	On the **Manager Self Service** menu, click the **NavBar** button. 
2.	Click the **Navigator** button. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Personal Information** menu. 
5.	Click the **Biographical** menu. 
6.	Click the **Add a Person** menu. 
7.	Click the **Add Person** button. 

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8.	NOTE: DO NOT click the Save button during the data entry process. The **Add a Person** component includes functionality that links the employee hire record to benefits and job information. This functionality must be automatically triggered after all required hire information has been entered. Save
9.	Enter the employee's hire date in the **Effective Date** field. NOTE: The hire date must be greater than or equal to the **Effective Date** on the position. 02/09/2017
10.	Click the **Add Name** button. Add Name
11.	Populate the **Name** fields, click **Refresh Name** button, and click the **OK** button. NOTE: **Last Name** and **First Name** are required fields. OK
12.	Populate the **Date of Birth** field. Date of Birth
13.	Click the **Drop Down** icon associated with the **Gender** field. Gender Unknown
14.	Select the desired value from the listing. Male
15.	Click the **Drop Down** icon associated with the **Highest Education Level** field. Highest Education Level A-Not Indicated
16.	Select the desired value from the listing. NOTE: Staff employees with post-secondary degrees may complete the **Degrees** page in **Employee Self Service**. (See, **HR101.10: How Do I Enter My Advances Degrees** for more information). G-Bachelor's Level Degree
17.	Click the **Drop Down** icon associated with the **Marital Status** field. Marital Status Unknown

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18.	Select the desired value from the listing. Married
19.	For married individuals, populate the **As of** field by entering the marriage date. As of
20.	Enter the employee's **Social Security number** in the **National ID** field.
21.	Validate the **Primary ID** flag is checked and make any needed updates.
22.	Click the **Contact Information** tab. Contact Information
23.	Click the **Add Address Detail** link. Add Address Detail
24.	On the **Address History** page, click the **Add Address** button. Add Address
25.	Populate the **Address** fields, and click the **OK** button. OK
26.	Click **OK** on the **Address History** page. OK
27.	In the **Phone Information** section, click the **Drop Down** icon associated with the **Phone Type** field.
28.	Select the desired value from the listing. NOTE: At least one phone number must be entered for the employee. Business
29.	Populate the **Telephone** field.
30.	And click the **Preferred** option. NOTE: The Business phone number should be selected as the employee's preferred number, to facilitate communication with *Service Now* and other organizational entities.

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31.	Click the **Plus (+)** icon associated with the Business phone information, to add another phone number.
32.	In the **Phone Information** section, click the **Drop Down** icon associated with the **Phone Type** field.
33.	Select the desired value from the listing. Home
34.	Populate the **Telephone** field.
35.	In the **Email Addresses** section, click the **Drop Down** icon associated with the **Email Type** field.
36.	Select the desired value from the listing. NOTE: At least one email address must be entered for the employee. Business
37.	Populate the **Email Address** field.
38.	Click the **Preferred** checkbox. **Note**: The Business email address should be selected as the employee's preferred email, to facilitate communication with *Service Now* and other organizational entities.
39.	Click the **Plus (+)** icon associated with the Business email information, to add another email address.
40.	Click the **Drop Down** icon associated with the **Email Type** field.
41.	Select the desired value from the listing. Home
42.	Populate the **Email Address** field.
43.	Click the **Regional** tab. Regional

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44.	Click the **Look up** icon associated with the **Ethnic Group** field.
45.	Select the desired value from the listing. WHITE
46.	In the **History** section, populate the **Effective Date** field by entering the hire date or the date the employee's I-9 verification was performed. Effective Date
47.	Populate the **Citizenship (Proof 1)** field with the first form of I-9 identification provided. Citizenship (Proof 1)
48.	Populate the **Citizenship (Proof 2)** field with the second form of I-9 identification provided. Citizenship (Proof 2)
49.	Click the **Drop Down** icon associated with the **Military Status** field. Military Status
50.	Select the desired value from the listing. No Military Service
51.	Click the **Organizational Relationships** tab. Organizational Relationships
52.	Click the **Employee** checkbox. Employee
53.	Click the **Add Relationship** button. Add Relationship
54.	Validate the **Effective Date** is the same as the **Hire Date** previously entered and make any needed updates. *Effective Date 02/09/2017 ×
55.	Click the **Drop Down** icon associated with the **Reason** field. Reason
56.	Select the desired value from the listing. New Hire
57.	Click the **Look up** icon associated with the **Position Number** field.

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58.	Select the desired value from the listing. 10000013
59.	Click the **Job Information** tab. Job Information
60.	Validate the **Reports To** field information. If the field is blank, populate the **Supervisor ID** field.
61.	Click the **Drop Down** icon associated with the **Empl Class** field. Empl Class
62.	Select the desired value from the listing. Staff
63.	Click the **Payroll** tab. Payroll
64.	Populate the **Tax Location Code** field. Tax Location Code
65.	Validate the **FICA Status** value and make any needed updates. NOTE: **ER FICA Exempt** is not a valid selection for USG. DO NOT select this value. FICA Status Subject
66.	Click the **Salary Plan** tab. Salary Plan
67.	Click the **Compensation** tab. NOTE: No entries or updates are required for the **Salary Plan** page. Compensation
68.	Click the **Look up** icon associated with the **Comp Rate** field and select "**NAANNL"** from the list. NAANNL
69.	Populate the **Comp Rate** field by entering the employee's annual salary amount. NOTE: The annualized **Comp Rate** should match the **Budget Amount** entered on the **PayGroup Information** page while defining the **Position**.

Step	Action
70.	Click the **Calculate Compensation** button. **Note**: This is a required action. Calculate Compensation
71.	Click the **Expand** icon associated with the **Pay Rates** section.
72.	Review the annual, monthly, daily and hourly **Pay Rates** calculated by the system. NOTE: Make note of the calculated **Annual Pay Rate**, for use in populating the **Annual Benefits Base Rate (ABBR)** on the **Benefits Program Participation** page.
73.	Click the **Benefits Program Participation** link. Benefits Program Participation
74.	In the **Benefits Status** section of the page, populate the **Annual Benefits Base Rate (ABBR)** field by entering the employee's annual salary amount. NOTE: The **Annual Benefits Base Rate** value should match the annual **Pay Rate** displayed on the **Compensation** page. Annual Benefits Base Rate
75.	NOTE: DO NOT populate the **BAS Group ID** field; this field is systematically administered and should be left blank during data entry. BAS Group ID
76.	Click the **Drop Down** icon associated with the **Retirement** field. Retirement
77.	Select the desired value from the listing. **NOTE**: Full-time, benefits-eligible **MONTHLY** employees may elect **TRS** or **ORP**. Full-time, benefits-eligible **HOURLY** employees are only eligible for **TRS**. The **OPTOUT** election may be used for retired rehired employees. TRS
78.	NOTE: After completing the hire process, define the employee's investment options and allocations. (See, **AN004: Enroll in 4R-ERS, ORP and TRS Retirement Plans** for more information.) Retirement

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79.	For employees eligible for **Grandfathered Life (SELG)**, **c**lick **Drop Down** icon associated with the **GrandFather** field. 
80.	Select "**SELG**" from the listing.
81.	Validate the **Effective Date** is the same as the employee's hire date and make any needed updates. 
82.	Validate the **Benefits Program** is defaulted to "**USG**" and make any needed updates. 
83.	Click the **Save** button. 
84.	You have successfully completed the **Hiring a New Full-Time, Benefits-Eligible Employee** topic. **End of Procedure.**