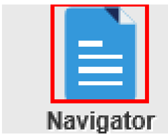
HR009.05: Adding a New Non-Paid Affiliate

Step	Action
1.	If the employee already has personal data in OneUSG Connect, you can bypass the personal data entry (Steps 1-54) by navigating to: **Workforce Administration > Personal Information > Organizational Relationship > New Non Paid Affiliate Instance** Following the steps below: • Enter the **Empl ID** • Enter the next available Empl Record (the system will auto populate this number) • Select the **Person of Interest Type** (Pre-Employment or Volunteer) • Click the **Add the Relationship** button • Continue with **Step 55** If the employee does not have personal data in OneUSG Connect, move forward with the job aid as documented. .
2.	On the **Manager Self Service** menu, click the **NavBar** button. 
3.	Click the **Navigator** button. 
4.	Click the **Workforce Administration** menu. 
5.	Click the **Personal Information** menu. 

Step	Action
6.	Click the **Biographical** menu. Biographical
7.	Click the **Add a Person** menu. Add a Person
8.	Click the **Add Person** button. Add Person
9.	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
10.	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
11.	Click the **Add Name** button. Add Name
12.	Populate the **Name** fields, click **Refresh Name** button, and click the **OK** button. NOTE: **Last Name** and **First Name** are required fields. OK
13.	Populate the **Date of Birth** field. Date of Birth
14.	Click the **Drop Down** icon associated with the **Gender** field. Gender Unknown
15.	Select the desired value from the listing. Male
16.	Click the **Drop Down** icon associated with the **Highest Education Level** field. Highest Education Level A-Not Indicated

Step	Action
17.	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
18.	Click the **Drop Down** icon associated with the **Marital Status** field. Marital Status Unknown
19.	Select the desired value from the listing. Married
20.	For married individuals, populate the **As of** field by entering the marriage date. As of
21.	Enter the employee's **Social Security number** in the **National ID** field.
22.	Validate the **Primary ID** flag is checked and make any needed updates.
23.	Click the **Contact Information** tab. Contact Information
24.	Click the **Add Address Detail** link. Add Address Detail
25.	On the **Address History** page, click the **Add Address** button. Add Address
26.	Populate the **Address** fields, and click the **OK** button. OK
27.	Click **OK** on the **Address History** page. OK
28.	In the **Phone Information** section, click the **Drop Down** icon associated with the **Phone Type** field.
29.	Select the desired value from the listing. NOTE: At least one phone number must be entered for the employee. Business
30.	Populate the **Telephone** field.

Step	Action
31.	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.
32.	Click the **Plus (+)** icon associated with the Business phone information, to add another phone number.
33.	In the **Phone Information** section, click the **Drop Down** icon associated with the **Phone Type** field.
34.	Select the desired value from the listing. Home
35.	Populate the **Telephone** field.
36.	In the **Email Addresses** section, click the **Drop Down** icon associated with the **Email Type** field.
37.	Select the desired value from the listing. NOTE: At least one email address must be entered for the employee. Business
38.	Populate the **Email Address** field.
39.	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.
40.	Click the **Plus (+)** icon associated with the Business email information, to add another email address.
41.	Click the **Drop Down** icon associated with the **Email Type** field.
42.	Select the desired value from the listing. Home
43.	Populate the **Email Address** field.

Step	Action
44.	Click the **Regional** tab. Regional
45.	Click the **Look up** icon associated with the **Ethnic Group** field.
46.	Select the desired value from the listing. WHITE
47.	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
48.	Populate the **Citizenship (Proof 1)** field with the first form of I-9 identification provided. Citizenship (Proof 1)
49.	Populate the **Citizenship (Proof 2)** field with the second form of I-9 identification provided. Citizenship (Proof 2)
50.	Click the **Drop Down** icon associated with the **Military Status** field. Military Status
51.	Select the desired value from the listing. No Military Service
52.	Click the **Organizational Relationships** tab. Organizational Relationships
53.	Click the **Non-Paid Affiliate** checkbox. Non-Paid Affiliate
54.	Click the **Drop Down** icon associated wtih the **Relationship** field and select the desired value from the listing. Pre-Employment
55.	Click the **Add Relationship** button. Add Relationship
56.	Validate the **Effective Date** is the same as the **Hire Date** previously entered and make any needed updates. *Effective Date 02/09/2017 ×
57.	Click the **Drop Down** icon associated with the **Reason** field. Reason
58.	Select the desired vale from the listing. New Hire

Step	Action
59.	Click the **Look up** icon associated with the **Position Number** field.
60.	Select the desired value from the listing. 10000013
61.	Click the **Job Information** tab. Job Information
62.	Validate the **Reports To** field information. If the field is blank, populate the **Supervisor ID** field.
63.	Click the **Drop Down** icon associated with the **Empl Class** field. Empl Class
64.	Select the desired value from the listing. Staff
65.	Click the **Payroll** tab. Payroll
66.	Populate the **Tax Location Code** field. Tax Location Code
67.	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
68.	Click the **Salary Plan** tab. Salary Plan
69.	Click the **Compensation** tab. NOTE: No entries or updates are required for the **Salary Plan** page. Compensation
70.	Click the **OK** button to complete the task. NOTE: Compensation information will be populated when/if the non-paid affiliate is hired as an employee.
71.	You have successfully completed the **Adding a New Non-Paid Affiliate** topic. **End of Procedure.**