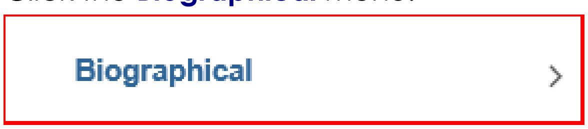
HR009.06: Adding a New USG Affiliate

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.
31.	Click the **Plus (+)** icon associated with the Business phone information, to add another phone number. +

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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
44.	Click the **Look up** icon associated with the **Ethnic Group** field.
45.	Select the desired value from the listing. WHITE

Step	Action
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 **USG Affiliate** checkbox. USG Affiliate
53.	Click the **Drop Down** icon associated wtih the **Relationship** field and select the desired value from the listing. Pre-Employment
54.	Click the **Add Relationship** button. Add Relationship
55.	Validate the **Effective Date** is the same as the **Hire Date** previously entered and make any needed updates. *Effective Date 02/09/2017 ×
56.	Click the **Drop Down** icon associated with the **Reason** field. Reason
57.	Select the desired vale from the listing. New Hire
58.	Click the **Look up** icon associated with the **Position Number** field.

Step	Action
59.	Select the desired value from the listing. 10000013
60.	Click the **Job Information** tab. Job Information
61.	Validate the **Reports To** field information. If the field is blank, populate the **Supervisor ID** field.
62.	Click the **Drop Down** icon associated with the **Empl Class** field. Empl Class
63.	Select the desired value from the listing. Staff
64.	Click the **Payroll** tab. Payroll
65.	Populate the **Tax Location Code** field. Tax Location Code
66.	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
67.	Click the **Salary Plan** tab. Salary Plan
68.	Click the **Compensation** tab. NOTE: No entries or updates are required for the **Salary Plan** page. Compensation
69.	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.
70.	You have successfully completed the **Adding a New Non-Paid Affiliate** topic. **End of Procedure.**