


Hire a New Employee

Description	This process describes the steps necessary to a new employee into a Position.
Conditions	<ul style="list-style-type: none"> • A Position has been created in HCM
Source Documents	<ul style="list-style-type: none"> • Hire Documentation • Identify Verification Documentation
Output Information	Employee hired into an HCM Position
PROCEDURE	
Path	Workforce Administration > Personal Information > Biographical > Add a Person
Person ID (i.e. Employee Number) Assignment Process	<ul style="list-style-type: none"> • The system automatically populates the Person ID with a default of 'NEW'. • Click on 'Add Person' to accept the auto generated Person Number process. • Once the Person data entry has been saved, the system will automatically assign the next available Person (Employee) Number. • If the Hire process requires the use of an existing Person Number, replace 'NEW' with the actual Person (Employee) Number.




SECTION 1	Biographical Details
Step 1.1 – Update	Name Group Box
	<ul style="list-style-type: none"> • Effective Date: Defaults to Current Date. Enter the Effective to the HIRE Transaction. • Format Type: Defaults to English. • Click the ‘Add Name’ Button: Enter Name Details <ul style="list-style-type: none"> ▪ Name Prefix <ul style="list-style-type: none"> ○ Dr ○ Miss ○ Mr ○ Mrs ○ Ms ▪ First Name ▪ Middle Name ▪ Last Name ▪ Name Suffix <ul style="list-style-type: none"> ○ III ○ IV ○ Jr ○ Sr ▪ Preferred First Name • Click the ‘Refresh Name’ Button to populate the Name <ul style="list-style-type: none"> ▪ Display Name: First Last ▪ Formal Name: Prefix First Last ▪ Name: Last Suffix, First Last
Step 1.2 – Update	Biographic Information Group Box
	<ul style="list-style-type: none"> • Date of Birth: Required for Benefits Eligibility <ul style="list-style-type: none"> ▪ After entry, the Age in Years and Months will display • Birth Country: Defaults to USA – Update if needed. • Birth State: Optional • Birth Location: Optional • Waive Data Protection: Not Used
Step 1.3 – Update	Biographical History Group Box
	<ul style="list-style-type: none"> • Effective Date: Verify USA United States



	<ul style="list-style-type: none"> • Gender: Required for Benefits Eligibility (Benefits does not allow 'Unknown') • Highest Education Level: • Marital Status: Does not impact Tax Withholdings • Marital Status as of Date: Verified Date of Marriage • Language Code: • Alternate ID: • Full-Time Student: YES/NO
Step 1.4	National ID Group Box
	<ul style="list-style-type: none"> ▪ Country: Defaults to USA ▪ National ID Type: Defaults to Social Security Number ▪ National ID: Required ▪ Primary ID: Defaults to YES ▪ Use Dummy SSN: Use only for NRA Hires who have already formally applied for a permanent Social Security Card.
	
SECTION 2	Specific Information Tab
	Current Addresses
Step 2.1 – Action	<ul style="list-style-type: none"> • Click the Add Address link.
Step 2.2 – Update	Address Defaults
	<ul style="list-style-type: none"> • Effective Date: Defaults to current date, Update appropriately • Country: Defaults to USA • Status: Defaults to Active • Click the 'ADD Address' Button to Input the Address
Step 2.3 – Update	Address History
	<ul style="list-style-type: none"> • Select HOME as the Address Type for the employee's home address. <ul style="list-style-type: none"> ▪ Enter a HOME address for every employee, several processes reference the employee's home address.



	<ul style="list-style-type: none"> ▪ If the employee has a different MAIL address or other addresses, insert a effective dated row for each additional address. <ul style="list-style-type: none"> ○ NOTE: If the employee’s actual home address is an out of state address, use the school address as the Home Address on this page, and the employee’s out of state address as the MAIL address. • The Effective Date does not carry over from the Name History Page and defaults to the System Date. • Make sure the address Status is Active. • Accept USA as the Country. • Click on the Edit Address link to access the Edit Address page <ul style="list-style-type: none"> ▪ Enter the employee's address information. ▪ Click on OK to return to the Address History page. <p>Enter the information in the Phones and Email Addresses group boxes as needed.</p>
Step 2.4 – Update	Phone Information Group Box
	<p>Add Additional types of Phone Numbers as needed</p> <ul style="list-style-type: none"> • Phone Type: • Telephone: • Extension: • Preferred: YES/NO
Step 2.5 – Update	Email Addresses Group Box
	<p>Add additional types of Email Addresses as needed</p> <ul style="list-style-type: none"> • Email Type: • Email Address: • Preferred: YES/NO
Step 2.6 – Optional	Instant Message IDs
	<ul style="list-style-type: none"> • IM Protocol: Optional • IM Domain: Optional • Network ID: Optional • Preferred: Optional
Section 3	Regional Tab 
Step 3.1 – Review	Ethnic Group Box




	<ul style="list-style-type: none"> • Regulatory Region: • Ethnic Group: • Primary:
Step 3.2 – Review	History
	<ul style="list-style-type: none"> • Effective Date: • Date Entitled to Medicare: • Citizenship (Proof 1): • Citizenship (Proof 2): • Eligible to Work in U.S.:
Step 3.3 – Optional	Veteran
	<ul style="list-style-type: none"> • Military Status: Optional • Military Discharge Date: Optional
Step 3.4 – Optional	Smoker History
	<ul style="list-style-type: none"> • Smoker: YES/NO • As Of: Date
Section 4	Organizational Relationships
	<ul style="list-style-type: none"> • Employee • USG Affiliate • Non-Paid Affiliate <p>Select the appropriate Relationship and click the 'Add Relationship' Button</p>
Section 5	Job Data
Action	Work Location Tab
Step 5.1 – Update	Work Location Group Box
	<ul style="list-style-type: none"> • Effective Date: Carries over from the Name History page. • Effective Sequence: Increment when there are multiple events that occur on the same effective date. If such events occur, the sequence number must be incremented by 1 for each additional event to sequence the order of events. • Action: Defaults to Hire. (Required)



	<ul style="list-style-type: none"> • Reason: Set to 'New Hire' for a new employee. (Required) • Job Indicator indicates whether this is the employee's primary or secondary job. • Position Number: Enter the appropriate Position number; when you tab out of this field, all the other fields on the page will automatically be populated with information from Position Data. <ul style="list-style-type: none"> ▪ NOTE: Do not click on the Override Position Data button as it breaks the critical relationship between positions and employee job data. • Position Entry Date: Defaults to Hire Date • Regulatory Region: Defaults to USA • Company: Defaults from Position • Business Unit: Defaults from Position • Department: Defaults from Position • Department Entry Date: Defaults to Hire Effective Date • Location: Defaults from Position • Establishment ID: Defaults from Position • Last Start Date: Hire date of the most recent Employment Instance • Expected Job End Date: Not Used
<p>Step 5.2 – Update</p>	<p>Job Information</p>
	<ul style="list-style-type: none"> • Job Code: • Entry Date: • Supervisor Level: • Supervisor ID: • Reports To: • Regular/Temporary: Defaults from Position • Full/Part: Defaults from Position • Empl Class: Not Used by Cohort 1 • Officer Code: Used to Identify Ten (10) month employees who have opted to receive pay over Twelve (12) months <ul style="list-style-type: none"> ▪ F = Faculty 10 to 12 Months ▪ X = Staff 10 to 12 Months • Regular Shift: Not Used



	<ul style="list-style-type: none"> • Shift Rate: Not Used • Classified Ind: Defaults to Classified • Shift Factor: Not Used
Step 5.3 – Update	Standard Hours
	<ul style="list-style-type: none"> • Standard Hours: Defaults from Position • Work Period: Defaults from Position • FTE: Defaults from Position <input type="checkbox"/> Adds to FTE Actual Count?: <input type="checkbox"/> Encumbrance Override:
Step 5.4 – Update	Contract Number
	<ul style="list-style-type: none"> • Contract Number: Not Used • Contract Type: Not used • Next Contract Number Button: Not Used
Step 5.5 – Update	
	<ul style="list-style-type: none"> • FLSA Status: Defaults from Job Code • EEO Class: Defaults from Job Code <ul style="list-style-type: none"> ▪ Exclude from Count ▪ None of the Above ▪ Production Trainee ▪ White Collar Trainee • Work Day Hours: Not Used
Section 6	Payroll
Step 6.1 – Review	Payroll Information Tab
	<ul style="list-style-type: none"> • Payroll System: Payroll for North America • Absence System: <ul style="list-style-type: none"> ▪ Absence Management: System of Record for all benefited employee ▪ Other: indicates that employee is not benefits eligible
Step 6.2 – Update	Payroll for North America
	<ul style="list-style-type: none"> • Pay Group: • Employee Type: • Tax Location Code: • GL Pay Type: No Update • Combination Code: No Update



	<ul style="list-style-type: none"> • Holiday Schedule: • FICA Status: Select Appropriate Status <ul style="list-style-type: none"> ▪ Exempt ▪ Medicare Only ▪ Subject
Step 6.3 – Review	Absence Management System
	<ul style="list-style-type: none"> • Pay Group: No Update • Setting <ul style="list-style-type: none"> ▪ Use Pay Group Eligibility: No Update ▪ Use Pay Group Rate Type: No Update ▪ Use pay Group As Of Date: No Update • Eligibility Group: No Update • Exchange Rate Type: No Update • Use Rate As Of: No Update
Section 7	Salary Plan
Step 7.1 – Update	Salary Plan
	<ul style="list-style-type: none"> • Salary Admin Plan: Defaults from Position • Grade: Defaults from Position • Grade Entry Date: Defaults from Position • Step: Defaults from Position • Step Entry Date: Defaults from Position <input type="checkbox"/> Includes Wage Progression Rule: Not Used
Section 8	Compensation Tab
Step 8.1 – Update	Compensation
	<ul style="list-style-type: none"> • Compensation group box <ul style="list-style-type: none"> ▪ Enter or select the employee’s compensation Frequency. <ul style="list-style-type: none"> ○ Select Hourly for (Hourly Pay Groups) ○ Select Monthly for (Monthly Pay Groups) • Pay Components group box <ul style="list-style-type: none"> ▪ Enter or select the Rate Code: ▪ Enter the Comp Rate: <ul style="list-style-type: none"> ○ NOTE: For XXF employees, enter the monthly rate based on a 10-month contract. For example, if the annual contract is for \$30,000, you would enter \$3000 monthly.



	<ul style="list-style-type: none"> • Click on Calculate Compensation to calculate the pay rates for different pay frequencies. • Click on Default Pay Components to set the entered pay data as the default payroll data. • Click on the Employment Data link to go to the Employment Information page.
Section 9	Benefits Program Participation
Step 9.1 – Update	Benefits Status Group Box
	<p>Benefits System: Benefits Administration</p> <p>Annual Benefits Base Rate: Update with Annual Salary</p>

